

PART II

SCHEME OF DELEGATION (OFFICERS)

(A) GENERAL PROVISIONS

1. DELEGATED AUTHORITY OF OFFICERS

- (1) There will stand delegated to Officers of the Board the matters specified in this Scheme in relation to each officer .
- (2) Officers to whom matters are delegated will take such decisions and authorise such actions from time to time as appear to them to be necessary in the interests of the Board's area and will ensure that they take such decisions and authorise such actions always in accordance with the following provisions of this Section.

2. POLICY

- (1) Officers will exercise the authority delegated to them having regard to and in accordance with any policy of the Board.

3. STANDING ORDERS

- (1) Officers will exercise the authority delegated to them in accordance with the Standing Orders of the Board.

4. CONTRACT STANDING ORDERS AND FINANCIAL REGULATIONS

- (1) Officers will exercise the authority delegated to them in accordance with the Contract Standing Orders and Financial Regulations of the Board.

5. CONSULTATIONS

- (1) Officers will in exercising, the authority delegated to them ensure that they consult Local Members of constituent authorities where it appears to the Officer that a proposed decision or action is likely to affect directly the constituency interests of a Local Member or Members provided always that this requirement shall not apply to proposed decisions or actions which are of general effect throughout the Board Area.
- (2) Officers will in exercising the authority delegated to them ensure that they consult the Clerk and/or Treasurer, as appropriate, in respect of all matters which the Officer considers to be sensitive or complex, or where legal, administrative or financial guidance is necessary, or otherwise where the Officer considers it appropriate to consult.

- (3) Officers will in exercising the authority delegated to them ensure that they consult the Convener and/or Depute Convener in respect of all matters which the Officer considers to be sensitive or complex, or otherwise where consultation appears to him/her to be appropriate.

6. DELEGATION TO OFFICERS

- (1) Except as prohibited by law or otherwise prohibited by the Board, any Officer to whom delegated powers have been granted may authorise other Officers to exercise such powers in their absence.

7. REPORTS

- (1) Officers will submit such reports as are considered appropriate by the Board to Members of the Board on the decisions taken and actions authorised by them, or by other Officers authorised by them, in terms of the authority delegated to them, in the form and in accordance with the arrangements as are determined by the Clerk.

8. CONFLICT OF INTEREST

- (1) Where an applicant for a service provided by the Board is a Member of the Board, or an employee, the Officer within whose delegated authority it is to determine the application shall, before exercising that authority to give consideration to the need for further consultation with the Clerk who may if they consider it appropriate require the Officer to refer the application to the Board for determination.
- (2) Where an application for employment is related to a Member of the Board, or to an employee, the Officer within whose delegated authority it is to make the appointment to the post in question shall, before exercising that authority, give consideration to the need for further consultation with the Clerk who may if they consider it appropriate require the Officer to refer the appointment to the Board for decision.

(B) DELEGATIONS TO THE ASSESSOR

9. CONTRACTS

- (1) Awarding of contracts to the lowest tenderer to the value of £50,000 as specified in Contract Standing Orders. The variation of contracts already awarded to a maximum limit of £10,000 or 10% of the contract value, whichever is the greater.

10. APPOINTMENTS

- (1) Appointment of employees within the approved establishment up to, but excluding, Depute Assessor level.
- (2) **Temporary Posts**

The Assessor is authorised to create temporary posts for not more than two years providing that there is adequate funding within the revenue estimates.

11. DISCIPLINE

- (1) Conduct of disciplinary proceedings in respect of employees within the terms of the Board's approved disciplinary procedure.

12. TRAINING

- (1) Authorising employees' attendance at training courses, conferences, seminars, etc. within the approved training budget.

13. CAPITAL PROGRAMME

- (1) Authorisation of minor adjustments to the capital programme to allow the transfer of expenditure from one approved head to another approved head of expenditure to a maximum of £50,000 or 10% whichever is lower. The allocation of funds to individual projects within general expenditure headings of Minor Works.

14. LISTS OF TENDERERS

- (1) The selection of tenderers from the Board's approved list to receive documents following payment of any appropriate fee.

15. CONSULTANTS

- (1) The appointment of consultants to provide specialist expertise.

16. ATTENDANCE AT CONFERENCES

- (1) To determine applications for the attendance of employees at conferences, seminars, or other business outwith the U.K.

- 17. EARLY RETIREMENTS**
- (1) To determine applications for early retirement within the approved regulations and policy direction of the Board.
- 18. CAR ALLOWANCES**
- (1) To determine the payment of casual users and essential users allowances.
- 19. CAR LOANS AND LEASES**
- (1) To determine applications for car loans and the provision of leased cars to individual employees.
- 20. REGRADING**
- (1) To determine individual regradings of posts.
- 21. LEAVE OF ABSENCE**
- (1) To determine applications for leave of absence for special purposes.
- 22. SECONDMENT**
- (1) To determine the secondment of employees to external agencies or for training purposes.
- 23. PLANNED OVERTIME**
- (1) To approve planned overtime within the existing scheme of the Board and subject to finance being available within the budget.
- 24. EX GRATIA PAYMENTS**
- (1) To determine ex gratia payments to Officers above the overtime limit.
- 25. ADDITIONAL EMPLOYMENT**
- (1) To determine applications for permission for additional employment associated with professional qualifications.

26. TELEPHONE ALLOWANCES

- (1) To determine the provision of telephone allowances to employees.

27. CHANGES IN POST NOMENCLATURE

- (1) To determine changes in titles of jobs.

28. MERIT INCREMENTS

- (1) To make awards under the merit increment scheme.

29. LEAVE TO ATTEND

- (1) To determine requests for more than 5 days paid leave, or any period of unpaid leave, for attendance by employees at sporting activities subject to policy direction of the Board.

30. ANNUAL LEAVE/SICK LEAVE

- (1) To determine requests for the transfer of annual leave across consecutive leave years in cases where an employee's entitlement is affected by the occurrence of sick leave.

31. EXCESSIVE WEAR AND TEAR

- (1) To determine applications for additional allowances under the car allowance scheme in respect of excessive wear and tear to vehicles.

32. STRUCTURES

- (1) (i) **Reviews**

To determine salaries in implementation of Review processes or to correct individual anomalies in the Assessor's Service salary structure as a consequence of review processes, together with the application of appropriate implementation dates.

- (ii) **Changes**

To amend structures within the limits of existing employee budgets and total establishments.

33. STARTING SALARIES

- (1) To place employees on appointment on a salary point within the grade or grades applicable to posts.

34. HOSPITALITY

- (1) To grant or refuse applications for hospitality within the policy of the Board up to a cost of £1,500.

35. RATING ASSESSMENTS

- (1) To determine rating assessments negotiated in respect of Board property.

36. PAYMENT OF PRESERVED BENEFITS UNDER THE LOCAL GOVERNMENT SUPERANNUATION SCHEME

- (1) The Assessor, in consultation with the Treasurer is authorised to determine applications for premature payment of preserved benefits under the Local Government Superannuation Scheme.

(C) PARTICULAR DELEGATIONS TO THE CLERK

37. VALUATION APPEALS PANEL - FEES

- (1) The Clerk, in consultation with the Treasurer and the Assessor, is authorised to agree biannually with the Sheriff the remuneration to be paid to the Secretary and Assistant Secretaries of the Valuation Appeal Panel in terms of Section 4(4) of the Local Government (Scotland) Act 1975.

38. ACQUISITION AND DISPOSAL OF LAND AND PROPERTY

- (1) The Clerk, in consultation with the Convener and Depute Convener, is authorised to approve terms and conditions for acquisition (whether by purchase or lease) of land and property required for office accommodation requirements and for disposal of property which is surplus to the requirements of any of the Board's functions, subject to a maximum value up to £200,000 in any particular case. The Clerk will consult with the District Valuer with regards to the value of any property transaction.

39. LEASING OF PROPERTY

- (1) To accept offers for the lease of Board property for periods not exceeding one year.

(D) PARTICULAR DELEGATIONS TO OTHER OFFICERS

40. DELEGATION TO OTHER OFFICERS

- (1) The Clerk, the Assessor and the Treasurer to the Board are authorised to exercise all powers referred to in these Standing Orders and the Contract Standing Orders.

