

**Delegations to the Chief Executive**

<b>C</b>	<b>Function</b>	<b>Limits or restrictions on delegation</b>
C1	Discharge of functions as Head of Paid Service.	In accordance with Article 12 of the Constitution
C2	To undertake any function delegated to any Director in the absence of that Director or due to his/her inability to act.	In accordance with any restriction on delegation specified in this Delegation Scheme.
C3	To undertake functions in respect of the West Midlands Metropolitan Authorities Pension Fund.	In accordance with the statutory provisions and any determinations of the Pensions Committee.
C4	Discharge of functions in relation to the compilation and maintenance of the Register of Electors, including the appointment of a Deputy Electoral Registration Officer, and the organisation and management of European, Parliamentary and local elections.	In accordance with the Representation of the People Acts and associated legislation.  <b>Note:</b> The day to day functions are within the remit of the Chief Operating Officer and therefore also referred to in the delegations to the Chief Executive.
C5	To consent to dispersal of groups under section 30 of the Anti-Social Behaviour Act 2003.	In accordance with the report approved by Cabinet 24/01/07
C6	Communications and Customer Relations.	
C7	Performance Management.	
C8	Organisational planning; tactical planning.	

## ***Delegations to the Chief Executive***

C9	To manage and administer the Council's central ICT resources, corporate ICT strategy and IEG statement.	
C10	In consultation with the Director of Finance, to make donations and/or grants of up to £10,000 to local community groups.	
C11	To approve "continuous service in the public sector" to be recognised for the purposes of annual leave entitlement.	In accordance with HR policies, procedures and processes.
C12	In consultation with the Section 151 Officer to determine the grade for posts below JNC for Senior Management grading levels.	In accordance with HR policies, procedures and processes.
C13	In consultation with the Section 151 Officer to deal with applications for discretionary added years for pension purposes with a maximum financial impact of £20,000	In accordance with report approved by Cabinet 15/11/06
C14	Discharge of functions as Proper Officer for the purposes of Section 100 of the Local Government Act 1972 and other provisions relating to admission to meetings and access to documents.	
C15	To develop an effective assurance framework based upon the Council's risk management and internal audit arrangements.	

## ***Delegations to the Chief Executive***

C16	The operational and business management of the Council's Street Scene Services, including environmental cleansing, litter control, grounds maintenance, arboriculture and gully cleansing.	
C17	To provide the client agency function for grounds maintenance.	In accordance with Council Procurement Strategy.
C18	To undertake the management of the Bereavement Centre including the provision and maintenance of cemeteries, crematorium and public mortuary facilities.	
C19	The operational management of the Document Centre.	
C20	Delivery of the Corporate Customer Services Strategy and operational management of City Direct, Main Switchboard and reception.	
C21	To develop and operate the Sport and Recreation service.	Sport & Recreation Strategy (1999) Wolverhampton Swimming Strategy 2005 Wolverhampton Playing Pitch Strategy 2004
C22	To undertake the management of bars and licensed premises attached to Aldersley Leisure Village.	Licensing Acts 1964, 1988 and 2003 Food Safety Act 1990 Intoxicating Substances (Supply) Act 1985.
C23	To make minor editorial and other amendments to the Constitution, including to reflect senior management changes, for administrative	Where an amendment follows a change in legislation or will alter delegations to Councillors or employees, the Group Leaders should be notified in advance of any change being effected.

## *Delegations to the Chief Executive*

convenience and/or consequential to legislative changes

C24	<p>Discharge of functions in relation to the compilation and maintenance of the Register of Electors and the organisation and management of European, Parliamentary and local elections.</p> <p>Birmingham International Airport</p>	<p>The Chief Executive is the Statutory Officer for these functions.</p>
C25	<p>In consultation with the Section 151 Officer to deal with any matters requiring the consent of the Council as a shareholder in Birmingham Airport, or in relation to matters falling under the Shareholders' Agreement, which have been recommended by the West Midlands Joint Committee, or the financial and legal advisors to the Joint Committee, and which have no adverse financial impact on the Council or do not prejudice the value of its shareholding in the Airport.</p> <p><b>Property Services</b></p>	<p>In accordance with the reports approved by Cabinet on</p> <p>05.12.01 and 30.01.02.</p>
C26	<p>To discharge the functions of Corporate Property Officer.</p>	
C27	<p>To discharge valuation and estates services and deal with property acquisition/disposals.</p>	<p>In accordance with the Scheme of Delegations and Contract Procedure Rules agreed from time to time by the Council.</p>
C28	<p>In consultation with the Chief Operating Officer to authorise Legal Proceedings under Paragraph L31.</p>	
C29	<p>In respect of the Construction (Design and Management) Regulations 1994</p>	

## ***Delegations to the Chief Executive***

(made under the Health and Safety at Work Act 1974): -

- (i) to act as Agent for in-house clients in respect of duties defined for clients undertaking building constructions projects (including planned maintenance where applicable); and
- (ii) to carry out the duties for Planning Supervision in respect of building construction projects (including planned maintenance where applicable).

C30 To manage and maintain the Civic Centre and to deal with applications for use of the Civic Centre by outside bodies.

### **Commercial Services**

C31 The operational management of the Council's function relating to cleaning and catering.