

DELEGATED RESPONSIBILITIES IN CONSULTATION WITH THE PORTFOLIO HOLDER/THE LEADER OF THE COUNCIL

FUNCTION	OFFICER IN CONSULTATION WITH THE PORTFOLIO HOLDER/LEADER
PH1 Authority to accept the lowest tender or quotations received relating to any project, scheme or matter where the project, scheme or matter has been approved in principle by the Executive or Council and the tender or quotation is within the approved budget for that project, scheme or matter.	Chief Executive in consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council.
PH2 Authority to accept the highest tender received in respect of the disposal of land or any interest in land or other assets where the disposal has been authorised by the Executive or Council.	Strategic Director (Support) in consultation with the Portfolio Holder for Corporate Services and in his absence the Leader of the Council.
PH3 Authority in connection with tendering procedures under standing Orders relating to Contracts and in respect of projects previously approved in principle by the Executive or Council:- 1. To select, from persons applying in response to an advertisement to tender, not less than four persons to be invited to tender, and 2. To select from a Standing List of Tenderers maintained by the Council for specific types of work not less than four persons to be invited to tender.	Strategic Director of appropriate Department, in consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council.
PH4 To authorise procedures for approval and use of the Construction Line service in relation to contractors invited to tender	The relevant Strategic Director in consultation with the Leader of the Council and the appropriate Portfolio Holder
PH5 To approve disposals of land or interests in land not exceeding an estimated value of £50,000 per transaction.	Strategic Director (Support) in consultation with the Portfolio Holder for Corporate Services and in his absence the Leader of the Council.
PH6 To authorise the transfer of expenditure from one financial year to another.	Chief Executive, after consultation with the Strategic Director (Support) and the appropriate Portfolio Holder and in his absence the Leader of the Council.

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PH7 To approve grants not exceeding £1000 from the local Lottery Fund.	Strategic Director (Support) in consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council.
PH8 To approve grants not exceeding £3000 from the Good Causes Fund.	Strategic Director (Support) in consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council and the Ward Councillors.
PH9 The acquisition of options to purchase suitable housing development sites using the existing Feasibilities budget.	Strategic Director (Community), after consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council.
PH10 To authorise court proceedings in respect of offences arising under the Protection from Eviction Act, 1977.	Chief Executive after consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council.
PH11 The allocation of names of new streets.	Strategic Director (Community), in consultation with the Portfolio Holder for Environment or in his absence the Leader of the Council.
PH12 To respond to the consultations from the Local Government Association, DCLG and other Departments or other bodies which are other than routine or technical consultations.	Chief Executive or appropriate Strategic Director in consultation with the Portfolio Holder for Corporate Services and in his absence the Leader of the Council.
PH13 To seek and undertake works for other public bodies in accordance with the policy established by the Executive.	Appropriate Strategic Director and Head of Direct and Ancillary Services after consultation with the appropriate Portfolio Holder and in his absence the Leader of the Council.
PH14 In regard to early retirement of staff, authority under the Local Government (Discretionary Payments) Regulations 1999 to award a single lump sum compensation payment up to a maximum of 66 weeks for those aged 50-65 with at least one years service.	Chief Executive in consultation with the Leader of the Council.

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PH15 In case of early retirement involving redundancy, authority to grant maximum added years of up to 6.66, in accordance with Council policies.	Chief Executive in consultation with the Leader of the Council.
PH16 In regard to early retirement of staff, authority to decide individual cases on their merits, where this is in the mutual interests of the employers and employees or where other personnel policies are not appropriate.	Chief Executive in consultation with the Leader of the Council.
<p>PH17 Authority to make decisions/grant discretions in relation to staff within the Pension Scheme, under the Local Government Pension Scheme Regulations in the following circumstances:</p> <ul style="list-style-type: none"> a. Applications for voluntary retirement by employees between the ages of 50 and 59 where this is in mutual interest of the Council and employee or where other personnel policies are not appropriate (Regulation 31); b. Applications to augment scheme membership on termination of employment where this is in the mutual interest of the Council and employee or where other personnel policies are not appropriate (Regulation 52); and c. Where there are special circumstances to agree enhancement of an employee's membership of the Pension Fund within six months of joining the scheme (Regulation 53) 	Chief Executive in consultation with the Leader of the Council.
PH18 To introduce any new initiatives in accordance with the 3 year Spelthorne Crime and Disorder Strategy providing it is within the Spelthorne Partnership Board's annual budget and includes those initiatives covered by Home Office grants.	Chief Executive in consultation with the Portfolio Holder for Community Safety and Community Liaison and in his absence the Leader of the Council.

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PH19 Under the Spelthorne Parks and Open Spaces Strategy 2003-2008, to approve the allocation of Informal Recreation Scheme funding for facilities for young people.	Strategic Director (Community) in consultation with the Portfolio Holders for Children and Young People Services, Environment, Planning Policy and Performance, and Community Safety and Community Liaison
PH20 Under Sections 30-36 of Part 4 of the Anti-Social Behaviour Act 2003, to agree to the designation of areas within the Borough where the Police could disperse groups causing intimidation.	Chief Executive in consultation with the Portfolio Holder for Community Safety and Community Liaison