

## DELEGATIONS FROM WIGAN COUNCIL (THE COUNCIL) TO WIGAN AND LEIGH HOUSING COMPANY LIMITED (THE COMPANY)

### Recording Decisions Made Under Delegated Powers

Wigan Council has delegated responsibility to the Wigan and Leigh Housing Board to carry out the functions listed below. The Board has in turn delegated responsibility to Chief Officers to undertake functions on behalf of the Board. Chief Officers have designated specific officers to undertake certain functions on their behalf. In some cases consultation should take place before a decision is made. A Record of Decision form may also require to be completed and placed in the central records held in Finance and Admin. Otherwise the record of decision may be retained on the individual or summary records held locally within relevant sections of the organisation.

If the designated officer is unavailable, delegated power goes upwards, not downwards. Where the delegated power is not designated to a specific postholder the following generic descriptions are used to identify the responsible officer level:

- Chief Officer (Member of Management Team)
- Group Manager (Managers at PO14 and above)
- Senior Manager (Managers at PO1 to PO13)
- Senior Officer (SO1 to SO2)

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
<b>DELEGATIONS TO CHIEF EXECUTIVE</b>						
1	To determine that up to 6 adjoining or adjacent Council properties are surplus to requirements and to arrange the demolition thereof.	Chief Executive	Board Chair & Area Forum Chair	✓	✓	
2	To write off sums outstanding in respect of former tenants' arrears, in consultation with the Council.	Chief Executive	Council's Internal Audit Section		✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
3	To write off Court costs in respect of actions taken to facilitate annual servicing of gas appliances, in consultation with the Council.	Chief Executive	Council's Internal Audit Section		✓	
4	To write off sums outstanding in respect of leaseholder service charges, in consultation with the Council.	Chief Executive	Council's Internal Audit Section		✓	
5	To write off current tenant arrears for tenants subject to a Bankruptcy Order, in consultation with the Council.	Chief Executive	Council's Internal Audit Section		✓	
<b>Delegations to Chief Officers and Officers in their Directorates</b>						
6	All matters relating to the management of the Housing Stock in accordance with the Council policy.	Chief Officers				✓
7	To change the use of Council properties which are unpopular and difficult to let.	Chief Officers	Management Team Board Chair & Area Forum Chair		✓	
8	In respect of functions exercisable through their Directorates, the appointment or authorisation of officers to enter premises under statutory powers, to effect necessary inspections and repairs and to arrange the removal of unauthorised persons.	Senior Manager within Directorate			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	<b>In relation to budgets and contracts managed on behalf of the Council:-</b>					
9	The acceptance of the lowest or most suitable tender or tenders received in connection with the management and improvement of the Council's Housing Stock provided that the tender or tenders are in conformity with the Council's Budget and Policy Framework. In the case of tenders estimated to exceed £150,000 this delegation must be exercised jointly with the Council's Executive. In the case of tenders estimated to be of lesser value this delegation must be exercised jointly with the Council's Service Director Borough Solicitor.	Chief Officers	Over £150,000 - Council's Executive or Service Director Borough Solicitor	✓	✓	
10	The acceptance of tenders or quotations up to £50,000 provided that:-  (i) the tender or quotation is for works or services approved by Wigan and Leigh Housing Board (the Board) (ii) the requirements of the Council's Constitution have been complied with; and (iii) the tenders or quotations for any one contract are opened at the same time by a Chief Officer and one other officer graded PO or above; and (iv) a Chief Officer will authorise the acceptance of the lowest tender; and	Senior Manager within Directorate	Other than lowest or highest where payment is to be made to Council - Council's Service Director Corporate Services	✓	✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	<p>(v) in the case of the acceptance of a tender or quotation other than the lowest (or the highest where payment is to be made to the Council) then before accepting such tender or quotation the Chief Executive must first be satisfied, after having first consulted with the Council's Service Director Corporate Services that the tender or quotation represents the most economically advantageous tender and the best value for money and shall submit a report to a subsequent meeting (quarterly) of the Council's Audit, Governance and Improvement Review Committee or relevant Panel stating the reasons therefore.</p> <p>(vi) the contract has budget approval.</p>					
11	<p>To sign as Agent for the Council contracts (except for the acquisition or disposal of land or any interest in land) provided that:-</p> <ul style="list-style-type: none"> <li>(i) the contract is for works or services approved by the Board, and</li> <li>(ii) the value of the contract does not exceed such sum specified by the Council from time to time; and</li> <li>(iii) the Standing Orders and Financial Regulations of the Council have been complied with, and</li> <li>(iv) the Council's Scheme of Delegations has not been exceeded; and</li> </ul>	Chief Officers	Council's Service Director Borough Solicitor and Service Director Corporate Services	✓		

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	<p>(v) the Council's Service Director Borough Solicitor has approved the form of contract as appropriate for the type of contract concerned; and</p> <p>(vi) notification of the exercise of the delegation is given to the Council's Service Director Borough Solicitor and Service Director Corporate Services in such form and with such information as they may require; and</p> <p>(vii) notification of the exercise of the delegation in respect of contracts with a value exceeding £150,000 is placed before a subsequent meeting (quarterly) of the Council's Audit, Governance and Improvement Review Committee or relevant Panel in such form and with such information as the Service Director Corporate Services may require.</p>					
12	To approve price variations under contracts for works or services approved by the Board containing a fluctuation clause, in conjunction with the Council's Service Director Corporate Services.	Chief Officers	Council's Service Director Corporate Services		✓	
13	<p>To incur revenue expenditure within the Policy Framework and the Budget subject to:</p> <p>(i) the revenue expenditure being for works or services approved by the Board, and</p> <p>(ii) compliance with the requirements of the Council's Constitution, and</p>	<p>Senior Officer within Directorate – up to £150,000</p> <p>Senior Manager within Directorate – No Limit</p>			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	(iii) the consent of the Council's Executive where the proposed expenditure is in respect of any new purpose or project or in pursuance of a new policy or an extension of an existing policy involving a continuing financial commitment, unless the expenditure was specifically approved in the annual revenue estimates.					
14	To incur capital expenditure within the Policy Framework and the Budget provided that:- (i) the capital expenditure being for works or services approved by the Board, and (ii) the project is included in the approved Capital Programme; and (iii) the requirements of the Council's Constitution have been complied with; and (iv) budget release has been obtained.	Senior Officer within Directorate up to £150,000 Senior Manager within Directorate - No Limit			✓	
15	To arrange the letting of any necessary contracts approved by the Board in respect of their functions for projects on Council land which are to be funded by Landfill Tax Credits subject to the normal rules as to the suitability of and the signing of contract documentation.	Chief Officers		✓	✓	
16	To make, as Agent for the Council, ex-gratia payments to claimants for loss or damage to property up to a maximum of £1000 subject to the following conditions:-					

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	(i) that the power to settle is restricted to claims which do not involve personal injuries; (ii) that a receipt is signed by the claimant, in a form approved by the Council's Service Director Borough Solicitor, acknowledging the compensation in full and final settlement of their claim; (iii) that claims are only settled where the Chief Executive accepts that there is a clear liability on the Council for the loss or damage sustained by the claimant; (iv) that no settlements are made purely for the convenience of avoiding the need to correspond with and provide reports to the Council's insurers; and (v) that the cost of the settlement is met out of the Housing Revenue Account or the General Fund, as appropriate.	Group Manager within Directorate up to £1000  Senior Manager within Directorate up to £500			✓	
<b>From The Director of Housing Management to Officers in the Directorate</b>						
17	Allocation of dwellings and garage lettings.	Deputy Housing Manager			✓	
18	Powers to determine inheritance disputes.	Deputy Housing Manager			✓	
19	Powers to grant or refuse consent to sub-letting.	Deputy Housing Manager			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
20	In cases where the accommodation is designed for special needs and the person(s) left in possession would not normally be allocated such a dwelling in accordance with the allocation policies of the Council, then every endeavour be made by negotiation and agreement to transfer quickly the person(s) to suitable alternative accommodation. In the event that no such arrangement can be agreed then, by arrangement with the Council's Service Director Borough Solicitor, the Director of Housing Management shall have delegated powers to authorise the commencement of proceedings for possession, if suitable grounds are available.	Group Manager Better Neighbourhoods	Council's Service Director Borough Solicitor		✓	
21	To authorise proceedings to secure the removal of squatters and persons left in possession from Council dwellings.	Area Housing Manager			✓	
22	In respect of repossession of secure tenancies:  (i) to make full use of the extended powers of Section 84 of the Housing Act 1985 as amended by the Housing Act 1996 as appropriate to the individual circumstances; and  (ii) in exceptional circumstances to commence repossession action without notice and to apply for a Court hearing immediately a notice involving ground 2 "nuisance" has been served.	NASBU Manager  NASBU Manager			✓  ✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
23	To monitor and by agreement with the Council's Service Director Borough Solicitor enforce any injunctions the Council may have obtained under the Housing Act 1996.	NASBU Manager	Council's Service Director Borough Solicitor		✓	
24	To determine whether Council garages are surplus to requirements and to arrange for their demolition.	Group Manager Better Neighbourhoods		✓	✓	
25	All matters relating to the management of the Transit Site, Bickershaw Lane, Abram in accordance with the Council policy.	Area Housing Manager, Platt Bridge				✓
26	Rehousing of households rendered homeless due to fire, storm damage or the structure of the dwelling becoming dangerous.	Deputy Housing Manager				✓
27	By arrangement with the Council's Service Director Borough Solicitor to serve notices seeking possession and to institute County Court Possession Proceedings and Eviction proceedings on the grounds of non-payment of rent or other breaches of tenancy conditions.	Area Housing Manager			✓	
28	The following functions under the Right to Buy legislation: (i) Powers to determine whether or not dwellinghouses are excluded from the right to buy being dwellinghouses for physically disabled persons.	Income & Home Sales Manager			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	<p>(ii) Powers to determine whether or not dwellinghouses are excluded from the right to buy being groups of dwellinghouses with an Adult Services or special facility.</p> <p>(iii) Powers to determine whether or not dwellinghouses for the elderly can be exempted from the right to buy and authorised to make application to the Secretary of State whenever necessary for a determination as to whether or not a dwellinghouse comes within this category.</p> <p>(iv) The enforcement of the Council's rights in respect of completion notices and rent arrears.</p> <p>(v) Powers to serve all appropriate notices on Council house sales and other appropriate notices required under the legislation.</p> <p>(vi) Powers to accept a statutory declaration in cases where it is considered that there is insufficient evidence to corroborate a tenant's claim under the Right to Buy.</p>	<p>Income &amp; Home Sales Manager</p> <p>Income &amp; Home Sales Manager</p> <p>Income &amp; Home Sales Manager</p> <p>Income &amp; Home Sales Manager</p> <p>Income &amp; Home Sales Manager</p>			<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
29	Assessment of mutual exchange applications in accordance with the grounds laid down in relevant legislation.	Deputy Housing Manager			✓	
30	To deal with special circumstances, in relation to the rehousing of the Council's tenants, that are not adequately provided for within the Council's allocation policy.	Group Manager Better Neighbourhoods			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
31	To determine and collect on behalf of the Council service charges payable by leaseholders of Council properties managed by the Company, in consultation with the Council.	Deputy Manager – Rent Control & Home Sales	Council's Internal Audit Section		✓	
32	By arrangement with the Council's Service Director Borough Solicitor to institute County Court Proceedings to recover service charges from leaseholders which could lead to forfeiture of the lease or place a charge against the property.	Deputy Manager – Rent Control & Home Sales			✓	
33	To collect former tenants arrears on behalf of the Council and agree the values of former tenants arrears debts to be accepted in a negotiated settlement, in consultation with the Council.	Deputy Manager – Income Management	Council's Internal Audit Section		✓	
<b>From The Director of Housing Needs to Officers in the Directorate</b>						
34	To establish and maintain a Housing Register.	Director of Housing Needs				✓
35	To exclude applicants from the Housing Register in appropriate circumstances.	Director of Housing Needs			✓	
36	To deal with applications for the rehousing of tenants of agricultural tied dwellings who are required to vacate those premises.	Housing Options Manager			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
37	To deal with special circumstances, in relation to the rehousing of Housing Register applicants, not adequately provided for within the Council's allocation policy under Part VI of the Housing Act 1996. <b>New delegation awaiting Council approval</b>	Group Manager Housing Options			✓	
38	To nominate applicants from the Housing Register to providers of housing accommodation in accordance with service level agreements and provide progress reports to the Council.	Housing Options Manager			✓	
39	The delegated functions from the Council with regard to: <ul style="list-style-type: none"> <li>• the investigation of applications from those who may be homeless and the provision of advice, support and accommodation, where appropriate</li> <li>• the provision of advice and support to victims in cases of alleged illegal harassment or illegal eviction by other landlords.</li> </ul>	Senior Manager within Directorate  Senior Manager within Directorate			✓  ✓	
40	To assess and award medical or welfare priority for Housing Register applicants or remove awards in appropriate circumstances.	Housing Options Manager			✓	
41	To assess and make decisions on appeals by Housing Register applicants against their priority band assessment.	Housing Options Manager			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
42	To manage the Affordable Housing List on behalf of the Council.	Senior Manager within Directorate				✓
43	By arrangement with the Council's Service Director Borough Solicitor to serve notices seeking possession on households in non-secure homeless persons accommodation and to institute County Court Possession Proceedings and Eviction proceedings in connection with duties owed under Part V1 of the Housing Act 1996 or on the grounds of non-payment of rent or other breaches of tenancy conditions.	Housing Support Manager			✓	
44	To assess referrals for support and allocate appropriate support packages for applicants meeting the relevant criteria.	Senior Officer within Directorate			✓	
<b>From The Director of Strategy, Policy and Projects to Officers in the Directorate</b>						
46	To manage the Council's sheltered housing service, including the operational adherence to the Supporting People contract.	Group Manager Supported Housing Services				✓
47	To manage the Company's Affordable Housing Programme	New Build & Regeneration Programme Manager				✓

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
<b>From The Director of Asset Management &amp; Development to Officers in the Directorate</b>						
48	Powers to grant or refuse consent to improvements.	Senior Manager			✓	
49	Powers to compensate for any improvements granted under (48) above.	Repairs Manager – Procurement			✓	
50	To determine whether applicants are eligible for assistance in respect of defective dwellings.	Director of AM & D			✓	
51	Organisation of repairs required to specialist equipment.	Adaptations and Services Co-Ordinator			✓	
52	Adaptations of Council dwellings for people who are physically disabled.	Adaptations and Services Co-Ordinator			✓	
53	To grant compensation under the Right to Repair scheme.	Repairs Manager			✓	
54	To convert two dwellings into one.	Director of AM & D	Management Team	✓	✓	
55	To manage and maintain a comprehensive asbestos register and database for all of the Company's office premises and the common parts of Council properties managed by the Company.	Project Manager			✓	

No.	Area of Responsibility	Designated Officer	Consultation (Include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
56	To manage a programme of Legionella risk assessments at the Company's office premises and Council properties managed by the Company and organise remedial work as identified.	Deputy Project Manager			✓	
57	To manage the remediation works to contaminated land on the Ince Central Estate and authorise capital expenditure on behalf of the Council, within approved budgets.	Service Manager - Procurement			✓	
58	To ensure that the Company meets its statutory obligations in relation to the provision of energy performance certificates.	Senior Manager within Directorate			✓	
59	To deliver the new build element of the Affordable Housing Programme on identified sites.	Group Manager within Directorate	GSA Committee for contracts over £500k	✓ (Contracts only)	✓	

## DELEGATIONS FROM WIGAN AND LEIGH HOUSING BOARD

### Recording Decisions Made Under Delegated Powers

The Wigan and Leigh Housing Board has delegated responsibility to Chief Officers to undertake functions on behalf of the Board. Chief Officers have designated specific officers to undertake certain functions on their behalf. In some cases consultation should take place before a decision is made. A Record of Decision form may also require to be completed and placed in the central records held in Finance and Admin. Otherwise the record of decision may be retained on the individual or summary records held locally within relevant sections of the organisation.

If the designated officer is unavailable, delegated power goes upwards, not downwards. Where the delegated power is not designated to a specific postholder the following generic descriptions are used to identify the responsible officer level:

- Chief Officer (Member of Management Team)
- Group Manager (Managers at PO14 and above)
- Senior Manager (Managers at PO1 to PO13)
- Senior Officer (SO1 to SO2)

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
<b>DELEGATIONS TO CHIEF EXECUTIVE</b>						
60	The overall strategic management of Wigan and Leigh Housing Company Limited (the Company) in accordance with policies agreed by the Board.	Chief Executive				✓
61	To deal with any significant urgent business relating to the work of the Company which cannot reasonably await the next meeting of the Board or appropriate Committee.	Chief Executive	Relevant Chief Officer, if appropriate			✓
62	To execute a power delegated to any Officer when that Officer is unable or unwilling to act and in respect of matters delegated to more than one Officer to determine the matter if the Officers fail to agree.	Chief Executive	Relevant Chief Officer, if appropriate			✓

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
63	The approval and issue of all official publicity, press statements and official publications.	Chief Executive				✓
64	To authorise compromise agreements in resolution of human resource issues.	Chief Executive	Director of Resources			✓
65	To agree to early retirement applications including those under Regulation 13 of the Local Government Pension Scheme (Transitional Arrangements) 1997 as and when cases are notified by the Administering Authority.	Chief Executive	Director of Resources			✓
<b>DELEGATIONS TO CHIEF OFFICERS</b>						
66	The day to day management of their Directorates within existing Human Resources, Health and Safety and Equality and Diversity policies, including variations to establishment within approved budgets.	Chief Officer				✓
67	a. The appointment of staff at Principal Officer level	Group Manager within Directorate	Relevant Chief Officer			✓
	b. The appointment of staff below Principal Officer level	Senior Manager within Directorate	-			✓
68	a. The discipline of staff at Principal Officer level	Group Manager	-			✓
	b. The discipline of staff below Principal Officer level	Senior Manager	-			✓

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	c. The dismissal of staff at Principal Officer level  d. The dismissal of staff below Principal Officer level	Group Manager  Senior Manager	Relevant Chief Officer  Relevant Group Manager			✓  ✓
69	The determination of grievances	Group Manager within Directorate				✓
70	The determination of individual requests for employment benefits, pensions benefits or the waiver of the Company's rights as employer where the cost to the Company does not exceed £10,000. Requests for ex gratia payments for loss or damage to property (other than motor vehicles) shall be dealt with under delegation 12.	Chief Officers	Director of Resources			✓
71	To make ex-gratia payments to claimants for loss or damage to property up to a maximum of £1000 subject to the following conditions:- (i) that the power to settle is restricted to claims which do not involve personal injuries; (ii) that a receipt is signed by the claimant, in a form approved by the Company's legal adviser, acknowledging the compensation in full and final settlement of their claim; (iii) that claims are only settled where the Chief Executive accepts that there is a clear liability on the Council for the loss or damage sustained by the claimant;	Group Manager within Directorate up to £1000  Senior Manager within Directorate up to £500				✓  ✓

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	(iv) that no settlements are made purely for the convenience of avoiding the need to correspond with and provide reports to the Company's insurers					
72	To authorise payments to customers in respect of recommendations made by the Local Government Ombudsman.	Chief Officer		✓ If over £1000	✓	
74	<p>The acceptance of tenders or quotations up to £50,000 provided that:-</p> <ul style="list-style-type: none"> <li>(i) the tender or quotation is for works or services approved by the Board</li> <li>(ii) the tenders or quotations for any one contract are opened at the same time by a Chief Officer and one other officer graded PO or above; and</li> <li>(iii) a Chief Officer will authorise acceptance of the lowest tender; and</li> <li>(iv) in the case of the acceptance of a tender or quotation other than the lowest (or the highest where payment is to be made to the Council) then before accepting such tender or quotation the Chief Executive must first be satisfied that the tender or quotation represents the most economically advantageous tender and the best value for money and shall submit a report to a subsequent of Governance, Standards and Audit Committee stating the reasons therefore.</li> <li>(v) the contract has budget approval.</li> </ul>	Senior Manager within Directorate		✓	✓	

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
75	<p>The acceptance of tenders or quotations above £50,000 provided that-</p> <ul style="list-style-type: none"> <li>(i) the tender or quotation is for works or services approved by the Board, and</li> <li>(ii) all the tenders or quotations for any one contract are opened at the same time by a Chief Officer and one other officer graded PO or above; and</li> <li>(iii) a Chief Officer will authorise acceptance of the lowest tender; and</li> <li>(iv) in the case of the acceptance of a tender or quotation other than the lowest (or the highest where payment is to be made to the Company) then before accepting such tenders the Chief Executive must first be satisfied that the tender represents the most economically advantageous tender and the best value for money and shall submit a report to a subsequent meeting of the Governance, Standards and Audit Committee stating the reasons therefore.</li> <li>(v) the contract has budget approval</li> </ul>	Chief Officer		✓	✓	
76	<p>To sign contracts (except for the acquisition or disposal of land or any interest in land) provided that:-</p> <ul style="list-style-type: none"> <li>(i) the contract is for works or services approved by the Board</li> <li>(ii) the contract does not exceed £500,000 in value; and</li> <li>(iii) the Company's Scheme of Delegations has not been exceeded; and</li> </ul>	Chief Officer				✓

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	<p>(iv) the Company's legal adviser has approved the form of contract as appropriate for the type of contract concerned; and</p> <p>(v) notification of the exercise of the delegation in respect of contracts with a value exceeding £150,000 is placed before a subsequent meeting of the Governance, Standards and Audit Committee.</p>					
77	To approve price variations under contracts for works approved by the Board containing a fluctuation clause.	Chief Officer			✓	
78	<p>To incur revenue expenditure within the Policy Framework and the Budget subject to:</p> <p>(i) the revenue expenditure being for works approved by the Board, and</p> <p>(ii) the consent of the Council's Executive where the proposed expenditure is in respect of any new purpose or project or in pursuance of a new policy or an extension of an existing policy involving a continuing financial commitment, unless the expenditure was specifically approved in the annual revenue estimates.</p>	<p>Senior Officer within Directorate – up to £150,000</p> <p>Senior Manager within Directorate – No Limit</p>				✓
79	<p>To incur capital expenditure within the Policy Framework and the Budget provided that:-</p> <p>(i) the capital expenditure being for works or services approved by the Board, and</p>	Senior Officer within Directorate up to £150,000				✓

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
	(ii) the project is included in the approved Capital Programme; and (iii) budget release has been obtained.	Senior Manager within Directorate - No Limit				
80	To deal with lost or uncollected property or possessions	Senior Manager within Directorate			✓	
81	To make one off goodwill payments up to £1000 when customers have received poor service.	Chief Officer up to £1000  Group Manager within Directorate up to £250  Senior Manager within Directorate up to £100			✓	
82	To grant leave for trade union purposes, for service as a member of another local or joint authority service as a Justice of the Peace and service on Whitley Council's or other joint negotiating bodies.	Chief Officer			✓	

No.	Area of Responsibility	Designated Officer	Consultation (include Chair if appropriate)	Central Record Required	Local Record Required	No Additional Record Required
83	To grant, take, determine or vary the terms of leases or licences of any nature at a rent less than £100,000 per annum.	Chief Officer		✓		
84	The disposal of surplus or obsolete company equipment in accordance with Company policies and procedures.	Chief Officer			✓	
85	<p>To increase casual rates of pay each year as follows:-</p> <p>i) apply the National Minimum Wage with effect from the appropriate date and in accordance with the regulations; and</p> <p>ii) the National Pay Award for NJC for Local Government Scheme with effect from 1<sup>st</sup> April for employees not covered by the regulations.</p>	Director of Resources			✓	
86	The day to day control of vocational training in the Company.	Principal Human Resources Officer				✓
87	To sign indemnities relating to loss or injury suffered by employees in the Company or pupils or students undergoing training or work experience providing the Company's legal adviser has approved the form of indemnity and it does not exclude liability for loss or injury caused by the negligence of the body or person providing the training or work experience.	Director of Resources			✓	

<b>No.</b>	<b>Area of Responsibility</b>	<b>Designated Officer</b>	<b>Consultation (include Chair if appropriate)</b>	<b>Central Record Required</b>	<b>Local Record Required</b>	<b>No Additional Record Required</b>
88	To authorise car allowance/loan facilities subject to any limitations imposed by approved human resource policies.	Director of Resources			✓	
89	To grant additional maternity leave beyond statutory entitlement.	Director of Resources			✓	