Scheme of Delegations: Managing Director, City Housing

February 2022

The Managing Director of City Housing is authorised in accordance with Part E: Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive. The Managing Director has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate. These officers are identified by reference to their job title rather than by name. If the Managing Director delegates functions to a fellow Director he/she makes it dear in this sub-delegation scheme whether that Director can sub-delegate those functions.

This scheme details the officers who can carry out each function on the Managing Director's behalf, together with the details of any terms and conditions which the Managing Director has imposed on that sub-delegation. All officers are bound by the Finance, Contract and Procurement Rules (Part D of the Constitution) and the Employee Code of Conduct (which can be found in Part C of the Constitution) and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme.

	Sub-Delegations	Sub Delegation to Officers within City Housing Directorate
1.	Authority to fill vacancies in line with Contract of Employment (applicable to Grade)	

	Sub-Delegations	Sub Delegation to Officers within Oity Housing Directorate
8.	Training and Development for the	In line with policy and procedures on the intranet, and with the Constitution in relation
	Directorate.	to Employee Code of Conduct
		Managing Director
		Housing Director
		Assistant Director
		Managers at GR7 GR4
9.		

	Delegation to Managing Director,			
Part E 3.2 (iii)	To approve tender strategies and award contracts in accordance with the Procurement Governance Arrangements where the supplies, materials, or services to be purchased or the works to be executed are between the Procurement Threshold (£181,302 as at September 2019) and £10,000,000 in value, over the contract length.			
	Sub-Delegations	Sub Delegation to Officers within City Housing Directorate		

1. To approve tender strategies and contracts in accordance with Part D Financial, Contract and Procurement Regulations (Procurement Governance Arrangements).

Submitting bids to external organisations in accordance with Part D Financial, Contract and Procurement Regulations

Delegation to Chief Office			legation to Chief Officers and Statutory Officers
	Part E i 3.3		Chief Officers and Statutory Officers are empowered to authorise all necessary actions in relation to disasters and emergencies as continuity disruption.
		ii.	In the event of the Emergency Plan being activated, and following action taken, the Chief Officer must notify the Chief Finance Officer in writing, of the circumstances and estimated financial impact and report formally to the relevant Cabinet Member or, for non-executive matters, to