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## Part D

### Scheme of Delegation

#### *Police and Crime Commissioner West Mercia*

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## **PART D PCC Scheme of Delegation**

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# Scheme of Delegation

## 4.1 Introduction

This Scheme sets out the delegations by the Police and Crime Commissioner to the Chief Executive and other members of their staff. It should be read in conjunction with Parts A, B, C and E of the Corporate Governance Framework.

Statutory Officers are the Chief Executive (who is also the Monitoring Officer), Chief Constable, Deputy Chief Constable, Treasurer, and Director of Commercial Services. This Scheme of Delegation aims to clarify those powers which, for the benefit of good business practice, are given to the statutory officers. The Police and Crime Commissioner **may limit these powers and/or withdraw delegation**, as may the Chief Constable in relation to their delegations. Similarly, any sub-delegations by Statutory Officers may be limited or withdrawn by those Statutory Officers.

The Police and Crime Commissioner may impose reporting arrangements on any authorised powers.

Powers are given to the Chief Constable by laws, orders, rules or regulations. Also, national conditions of employment give powers to the Police and Crime Commissioner, the Chief Constable and, in the case of police regulations, the Secretary of State for the Home Office.

The powers given to officers and staff should be exercised in line with these delegations, the law, financial regulations, and also policies, procedures, plans, strategies and budgets.

Whilst the Chief Constable has the statutory power to enter into contracts for goods and services with the consent of the Police and Crime Commissioner, in order to simplify systems of internal control, contracts will continue to be issued in the name of the Police and Crime Commissioner. This does not preclude the Police and Crime Commissioner from providing consent to the Chief Constable to enter into contracts for goods and services on a case by case basis, with such consent to be evidenced in writing.

This Scheme of Delegation does not identify all the statutory duties which are contained in specific laws and regulations.

## 4.2 Key Role of the Police and Crime Commissioner

4.2.1 The Police and Crime Commissioner is the legal contracting body who owns all the assets and liabilities, and with responsibility for the financial administration of their office and the Police Fund, including all borrowing.

4.2.2 The Police and Crime Commissioner will receive all funding, including the government grant and precept, and other sources of income, related to policing and crime reduction. By law all funding for the Police Force must come via the Police and Crime Commissioner. How this money is allocated is for the Police and Crime Commissioner to decide in consultation with the Chief Constable, or in accordance with any grant terms.

4.2.3 In producing their police and crime plan, the Police and Crime Commissioner sets the

overarching strategy and priorities for the force area. The Chief Constable must have due regard to this plan within operational policing activity.

4.2.4 The Police and Crime Panel is a check and balance on the Police and Crime Commissioner through reviewing or scrutinising their decisions, but not those of the Chief Constable.

4.2.5 The Police and Crime Commissioner will be responsible for handling complaints and conduct matters in relation to the Chief Constable and staff of the Office of the Police and Crime Commissioner and monitoring complaints against officers and staff of the Police Force. Both organisations are responsible for complying with the legitimate requirements of the Independent Office of Police Conduct.

### **4.3 General principles of delegation**

**4.3.1 The Police and Crime Commissioner or Chief Executive expect anyone proposing to exercise a delegation or an authorisation under this scheme to draw to the attention of the Police and Crime Commissioner any issue which is likely to be regarded by the Police and Crime Commissioner as novel, contentious, repercussive or likely to be politically sensitive before exercising such powers.**

4.3.2 The Police and Crime Commissioner is ultimately accountable for the Police Fund. Before any financial or legal liability affecting the Police Fund that the Police and Crime Commissioner might reasonably regard as novel, contentious, repercussive or politically sensitive is incurred, prior written approval must be obtained from the Police and Crime Commissioner.

4.3.3 The Police and Crime Commissioner must not restrict the operational independence of the police force and the Chief Constable who leads it<sup>1</sup>. In exercising their functions the Chief Constable must have regard to the Police and Crime Plan issued by the Police and Crime Commissioner<sup>2</sup>.

4.3.4 To enable the Police and Crime Commissioner to exercise the functions of their office effectively they will need access to information, and officers and staff within their force area. This access must not be unreasonably withheld or obstructed by the Chief Constable, nor should it fetter the Chief Constable's direction and control of the force<sup>3</sup>.

4.3.5 The Police and Crime Commissioner has wider responsibilities than those solely relating to the police force and these are referred to elsewhere in the Corporate Governance Framework.

4.3.6 Delegations are set out in this scheme. The Police and Crime Commissioner or Chief Executive may require at any time that a specific matter is referred to them for a decision and not dealt with under powers of delegation.

4.3.7 Delegations may only be exercised subject to:-

- a) compliance with the corporate governance framework.
- b) provision for any relevant expenditure being included in the approved budget.

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<sup>1</sup> Policing Protocol Order 2011, art18

<sup>2</sup> PRSRA11 s8(2)

<sup>3</sup> PRSRA11 ss2(5) and 36

- 4.3.8 These arrangements delegate powers and duties within broad functional descriptions and include powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation. The scheme does not attempt to list all matters which form part of everyday management responsibilities.
- 4.3.9 Giving delegation under this scheme does not prevent an officer or member of staff from referring the matter to the Police and Crime Commissioner, Chief Executive or Chief Constable for a decision or guidance if the officer or member of staff thinks this is appropriate (for example, because of sensitive issues or any matter which may have a significant financial implication – see paragraph 4.3.1).
- 4.3.10 When a statutory officer is considering a matter that also falls within another statutory officer's area of responsibility, they should consult the other statutory officer before authorising the action (see Part A - Decision Making).
- 4.3.11 All decisions made by statutory officers under powers given to them by the Police and Crime Commissioner or Chief Constable must be recorded and published in accordance with the Decision Making principles.
- 4.3.12 In this document, references made to the statutory officers include officers with delegated authority to act on their behalf.
- 4.3.13 The statutory officers are responsible for making sure that members of staff they supervise know about the provisions and obligations of the Corporate Governance Framework.
- 4.3.14 The persons appointed as the Chief Executive (who is also the Monitoring Officer) and the Treasurer have statutory powers and duties relating to their positions, and therefore do not rely on matters being delegated to them to carry these out.
- 4.3.15 The Scheme of Delegation provides a member of staff with the legal power to carry out functions of the Police and Crime Commissioner and/or the Chief Executive. In carrying out these functions the member of staff must comply with all other statutory and regulatory requirements and relevant professional guidance including:
- Police Reform and Social Responsibility Act 2011 and other relevant legislation issued under the Act.
  - Policing Protocol Order 2011
  - Financial Regulations
  - Financial Management Code of Practice
  - CIPFA Statement on the role of the Chief Finance Officer in public service organisations
  - APACE Statement on the role of the Chief Executive
  - Local Government and Housing Act 1989
  - Contract Regulations
  - Public Procurement Regulations
  - The Police and Crime Commissioner's Corporate Governance framework
  - The Police and Crime Commissioner's and Police Force employment policies and procedures.
  - The Data Protection Act 2018, General Data Protection Regulations and the Freedom of Information Act 2000
  - Health and safety at work legislation and codes.

This list is not exhaustive.

4.3.16 When carrying out any functions, the Police and Crime Commissioner, Chief Constable and staff must have regard to the following:

- The views of the people in their policing area
- Any report or recommendation made by the Police and Crime Panel on the annual report for the previous financial year.
- The Police and Crime Plan and any guidance issued by the Secretary of State.

This list is not exhaustive.

4.3.17 The corporate governance framework, including this Scheme of Delegation, will be reviewed periodically. The scheme allows any person with appropriate authority to delegate that power further (subject to any statutory limitations) but before doing so they must inform the Police and Crime Commissioner and comply with any limitation conditions or prohibition issued by the Police and Crime Commissioner and notification of any sub-delegation shall be given to the Chief Executive.

4.3.18 These arrangements do not delegate any matter which by law cannot be delegated to a member of staff nor do they affect the constitutional relationship between the Police and Crime Commissioner and the Chief Constable

## **Delegations by the Police and Crime Commissioner**

### **4.4 Urgent matters**

4.4.1 If any matter which would normally be referred to the Police and Crime Commissioner for a decision arises, where it is impracticable to obtain the decision of the Police and Crime Commissioner and the matter is urgent, the matter may be decided by an appropriate figure.

4.4.2 Appropriate figures authorised to decide urgent matters are:

- the Chief Executive (all issues other than operational policing matters);
- the Treasurer (financial and related issues)
- the Deputy Police and Crime Commissioner (all issues within their statutory remit)

4.4.3 Where possible the appropriate officer taking the decision will consult with the Chief Executive / the Treasurer / the Deputy Police and Crime Commissioner before taking an urgent decision, unless such consultation is impracticable.

4.4.4 Urgent decisions taken must be reported to the Police and Crime Commissioner as soon as practicable and published.

### **4.5 Delegations to the Deputy Police and Crime Commissioner**

4.5.1 The Police Reform and Social Responsibility Act 2011 provides for a Police and Crime Commissioner to appoint a Deputy Police and Crime Commissioner (DPCC).

4.5.2 The Deputy Commissioner may exercise any lawful function of the Commissioner other than those functions listed in the Act, section 18 (7) (a) (issuing a police and crime plan), 18 (7) (e) (appointing the chief constable, suspending the chief constable

or calling upon the chief constable to retire or resign) and 18 (7) (f) (calculating a budget requirement).

- 4.5.3 The Deputy Commissioner will consult with statutory officers in both the OPCC and the police force as appropriate as part of their decision making.
- 4.5.4 Where decisions are within the lawful remit of the Deputy Commissioner, but are likely to be novel, contentious or repercussive the Deputy Commissioner will consult with both statutory officers and the Police and Crime Commissioner prior to any decision being made.
- 4.5.5 These delegations only apply to a Deputy Police and Crime Commissioner who has been confirmed in post and has a valid contract of employment as such. In scenarios where an individual is returning to the DPCC role following the re-election of an incumbent PCC but is awaiting confirmation in post, they should be consulted and provide views on decisions taken in the absence of the PCC. However, final decisions would rest with the Chief Executive, as set out below.

#### **4.6 Functions delegated to the Chief Executive, Office of the Police and Crime Commissioner**

- 4.6.1 The Chief Executive is the Head of Paid Service and the Monitoring Officer of the Police and Crime Commissioner.
- 4.6.2 As the monitoring officer of the Police and Crime Commissioner there is a statutory responsibility for the Chief Executive to manage the Commissioner's legal affairs, as set out in section 5 Local Government and Housing Act 1989 (as amended). The Monitoring Officer also holds other statutory functions to ensure the ethical and lawful function of the Police and Crime Commissioner and prevent maladministration.
- 4.6.3 The formal delegations, listed below, are those given to the Chief Executive.
- 4.6.4 In the absence of both the Police and Crime Commissioner and the Deputy Police and Crime Commissioner, the PCC delegates to the Chief Executive all of their functions, except those prohibited by law<sup>4</sup>.
- 4.6.5 In the event of a significant conflict of interest arising which would preclude the Police and Crime Commissioner and the Deputy Police and Crime Commissioner from exercising a function, the Police and Crime Commissioner delegates to the Chief Executive the exercise of any functions, except those prohibited by law<sup>15</sup>.

#### **General**

- 4.6.6 To prepare the Police and Crime Plan for submission to the Police and Crime Commissioner.
- 4.6.7 To provide information to the Police and Crime Panel, as reasonably required to enable the panel to carry out its functions.
- 4.6.8 To sign contracts on behalf of the Police and Crime Commissioner including contracts which are required to be executed under the common seal of the Police and Crime Commissioner.

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<sup>4</sup> s18(3)(d) and (7) PRSRA11

- 4.6.9 To consider whether, in consultation with the Treasurer, to provide indemnity to the Police and Crime Commissioner and to deal with or make provision to deal with other matters arising from any proceedings relating to them.
- 4.6.10 To consider and approve, in consultation with the Treasurer, provision of indemnity and/or insurance to individual staff of the Police and Crime Commissioner.
- 4.6.11 To respond to consultations on proposals in respect of all issues affecting the Police and Crime Commissioner, if necessary, after first taking the views of the Police and Crime Commissioner, Chief Constable or the Treasurer, as appropriate.
- 4.6.12 To consider, with the Police and Crime Commissioner, any complaint made against the Chief Constable, and where appropriate, to make arrangements for appointing someone to investigate the complaint.
- 4.6.13 To make arrangements for the support of public communications and engagement.
- 4.6.14 To make arrangements for the support to the Commissioner in holding the Chief Constable to account.
- 4.6.15 At the request of the Chief Constable, to exercise the power of the Police and Crime Commissioner under the Police (Property) Regulations 1997 to approve the keeping of unclaimed property if it can be used for police purposes.
- 4.6.16 To be the Senior Information Risk Owner for the Office of the Police and Crime Commissioner.

### **Property**

- 4.6.17 To deal with all matters in respect of land or buildings and structures thereon, significant purchases and sales, as well as major redesigns, refurbishments and reconfigurations will be undertaken in consultation with the Commissioner.
- 4.6.18 To be the HSE Duty Holder in respect of Asbestos, Legionella and Gas regulations.

### **Financial**

- 4.6.19. The financial management responsibilities of the Chief Executive are set out in the financial regulations.
- 4.6.20 To manage the budget of the Police and Crime Commissioner's office, along with the Treasurer, particularly to:
- order goods and services and other items provided for in the revenue budget.
  - ask for and accept quotations and tenders for goods and services provided for in the revenue budget

### **Staff employed by the Police and Crime Commissioner**

- 4.6.21 To appoint and dismiss staff employed by the Police and Crime Commissioner, in consultation with the Police and Crime Commissioner, with the exception of required statutory posts
- 4.6.22 Where no conflict of interest arises, to support and advise the Police and Crime



Commissioner in respect of recruitment to statutory posts.

- 4.6.23 Where no conflict of interest arises, to support and advise the Police and Crime Commissioner in respect of disciplinary action or processes relating to statutory posts. No disciplinary action in respect of the Chief Executive or Treasurer, except suspension of the officer for the purpose of investigating the alleged misconduct occasioning the action, may be taken by the Police and Crime Commissioner without having due regard to a recommendation in a report made by an independent person. Any such suspension must be on full pay and terminate no later than the expiry of two months beginning on the day on which the suspension takes effect.
- 4.6.24 "disciplinary action" means any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the Police and Crime Commissioner, be recorded on the member of staff's personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the authority has undertaken to renew such a contract; and "designated independent person" must be such person as may be agreed between the Police and Crime Commissioner and the relevant officer
- 4.6.25 To make recommendations to the Police and Crime Commissioner regarding staff terms and conditions of service, in consultation with the Treasurer.
- 4.6.26 To undertake the management of staff employed by the Police and Crime Commissioner in line with agreed policies and procedures.
- 4.6.27 To authorise, in line with staff conditions of service, the suspension of any member of staff employed by the Police and Crime Commissioner.
- 4.6.28 To bring national agreements on salaries, wages and conditions into effect, providing that any issues which are sensitive or have major financial implications will be referred to the Police and Crime Commissioner for a decision.
- 4.6.29 To approve payments under any bonus or performance-related payment schemes for staff approved by the Police and Crime Commissioner, honoraria payments made for taking on extra duties and responsibilities, or similar special payments.
- 4.6.30 To negotiate with, and reach agreements with, recognised trade unions and staff associations on any matters that can be decided locally. All agreements reached must be reported to the Police and Crime Commissioner.
- 4.6.31 To grant essential or casual car-user allowances, with the exception of granting these allowances to the Chief Executive themselves.
- 4.6.32 To issue exemption certificates to staff whose posts would otherwise be politically restricted under the Local Government and Housing Act 1989.
- 4.6.33 To approve the retirement of staff on the grounds of ill health, and the payment of ordinary and ill-health pensions and other payments, as appropriate, following advice from a medical practitioner. All ill-health retirements must be reported to the Police and Crime Commissioner before implementation.
- 4.6.34 Settlement of employment tribunal cases and grievances of staff employed by the Police and Crime Commissioner except for those cases felt to be exceptional

because:

- they involve a high-profile claimant
- there is a particular public interest in the case
- there is a real risk that the Police and Crime Commissioner or Chief Constable will be exposed to serious public criticism or serious weaknesses in the organisation or policies and procedures will be revealed.

4.6.35 To settle appeals against decisions of the Senior Administrator of the Local Government Pension Scheme, in line with the Occupational Pension Schemes (Internal Dispute Resolution Procedures) Regulations 1996.

4.6.36 To appoint Independent Custody Visitors and terminate appointments if necessary.

4.6.37 To develop and implement policies and procedures for OPCC staff and working practices.

4.6.38 To determine OPCC integration with, or deviation from, police force policies and procedures.

## **Legal**

4.6.39 To affix or authorise the affixing of the common seal of the Police and Crime Commissioner to:

- all contracts, agreements or transactions in respect of which there is no consideration
- all deeds or licences which grant or convey an interest in land or property
- all documents where it is determined by the Police and Crime Commissioner there is a particular need for the seal to be attached.

4.6.40 To approve the financial settlement of all claims or requests for compensation against the Police and Crime Commissioner in accordance with financial regulations and against the Chief Constable in accordance with paragraph 8 of Schedule 2 Police Reform and Social Responsibility Act 2011 and s.88 of the Police Act 1996.

4.6.41 To approve all requests for financial assistance to officers and staff involved in legal proceedings or inquests except those felt to be significant because:

- they involve a high-profile claimant
- there is a particular public interest in the case
- there is a real risk that the Police and Crime Commissioner or Chief Constable will be exposed to serious public criticism or serious weaknesses in the organisation or policies and procedures will be revealed.
- the proceedings are by their nature considered to be a test case before the court

4.6.42 To authorise, after consultation with the Chief Constable, the institution, defence, withdrawal or settlement of any claims or legal proceedings on the Police and Crime Commissioner's behalf, including the completion of necessary documentation in pursuance of court orders, directions and or procedural rules, in consultation with the legal adviser (and Treasurer if there are significant financial implications).

4.6.43 To arrange for the provision of all legal or other expert advice and/or representation required for and on behalf of the Police and Crime Commissioner.

## **4.7 Functions delegated to the Treasurer**

- 4.7.1 The Treasurer, as the financial adviser to the Police and Crime Commissioner has a statutory responsibility to manage the Commissioner's financial affairs as set out in sections 112 and 114 of the Local Government Finance Act 1988, and the Accounts and Audit Regulations 2003 (as amended).
- 4.7.2 The detailed financial management responsibilities of the Treasurer are set out in the financial regulations.

## **Delegations by the Chief Executive**

### **4.8 Delegations to the Deputy Chief Executive**

- 4.8.1 Pursuant to the Police and Crime Commissioner's Scheme of Corporate Governance, all delegations to the Chief Executive are also delegated to the Deputy Chief Executive either in the absence of the Chief Executive, or wherever it is in the overall interest of effectiveness, efficiency and good governance for them to undertake delegated activity.
- 4.8.2 Where an action or decision is likely to be considered novel, contentious or significantly repercussive the Deputy Chief Executive will consult the Chief Executive as Head of Paid Service prior to decision making.
- 4.8.3 The Deputy Chief Executive is authorised to undertake any and all of the functions of Monitoring Officer, but only in the absence of the Chief Executive.

### **4.9 Delegations to the Head of Estate Services**

Pursuant to the Police and Crime Commissioner's Scheme of Delegation, paragraph 4.6.17:

- 4.9.1 To be responsible for all estate services. This includes, but is not limited to:
- Manage town planning matters which nationally, regionally or locally impact upon the PCC's interests. This includes, but is not limited to, planning applications, legislative / policy representations and bids for developer contributions.
  - Applying for and negotiating any Government or publicly available funding or preferential loans to support the Estates Strategy;
  - Approval of renewal or continuation tenancies at Open Market Rent to meet operational needs in accordance with the approved Estates Strategy.
  - Instructing Legal Services to serve termination notices to leases/tenancies in accordance with the approved Estates Strategy.
  - To authorise expenditure in relation to estates management and projects within approved budgets.
  - To order goods and services
  - To arrange, review and accept quotations and tenders for goods and services
  - To enact instruction from the PCC or CEO as appropriate, in relation to purchases and sales

Pursuant to the Police and Crime Commissioner's Scheme of Delegation, paragraph 4.6.39:

4.9.2 To instruct all legal or other expert advice arranged by West Mercia Legal Services on behalf of the Police and Crime Commissioner to draft and finalise leases, purchases and other legal documentation relating to property.

Pursuant to the Police and Crime Commissioner's Scheme of Delegation, paragraphs 4.6.17 and 4.6.18:

4.9.3 To manage all matters on behalf of the HSE Duty Holder in respect of Asbestos, Legionella and Gas regulations.

4.9.4 The Head of Estates will provide regular reports to the PCC in order to demonstrate compliance and good governance.

4.9.5 To develop asset management plans for land and buildings.

4.9.6 To prepare a business case for all new capital schemes relating to land and buildings for submission to the Police and Crime Commissioner for consultation and approval.

4.9.7 To ensure that an Estates Management Strategy is produced and presented to the Police and Crime Commissioner for approval.

4.9.8 To prepare and maintain an Estates Strategy and Delivery Plan.

4.9.9 To ensure that:

- a) assets and records of assets are properly maintained and securely held and that contingency plans for the security of assets and continuity of service in the event of disaster or system failure are in place;
- b) lessees and other prospective occupiers of our land are not allowed to take possession or enter the land until a lease or agreement has been established as appropriate;
- c) title deeds to property are held securely;
- d) assets no longer required are disposed of in accordance with the law and the regulations of the organisation;
- e) appropriate and timely information is provided to the Director of Business Services to enable a comprehensive asset register to be maintained.
- f) Land and Buildings are valued in accordance with 7.5.11

4.9.10 To approve agreements relating to renting or leasing of premises or licences to occupy where there is an established budget or no cost.

4.9.11 To maintain a Property Asset register for all property assets in a form approved by the Treasurer. Assets are to be recorded when they are acquired. Upon disposal any covenants or legacy clauses shall remain on the asset register and reviewed annually.

#### **4.10 Delegations to the Head of Policy & Commissioning**

Pursuant to the Police and Crime Commissioner's Scheme of Corporate Governance, paragraphs 4.6.3 and 4.8.1:

4.10.1 Ensure compliance with statutory requirements within the area of policy, including (but not limited to) the PCC's holding to account agenda, and publication of lawfully required information.

- 4.10.2 Provide assistance and strategic advice to the Police and Crime Commissioner in their responsibilities under the Police Reform and Social Responsibility Act 2011, in particular their responsibilities or powers in relation to commissioning, rehabilitation, diversionary activities and victims' services, as well as responsibilities to hold the Chief Constable to account and use of robust, evidence-based policy.
- 4.10.3 Approve amended budgets for commissioned projects, where appropriate budget is identified and available, following consultation and agreement of the Treasurer.
- 4.10.4 Approve the over-commitment of commissioning budgets, following consultation and agreement of the Treasurer. This delegation is limited to a maximum value of £100,000 or 110% of the allocated contract budget, whichever is the lower figure.
- 4.10.11 Approve and authorise expenses claims arising from volunteers in the Independent Custody Visitor programme. Delegated authority is limited to £500 on any individual claim, or a total of £10,000 per financial year.

#### **4.11 Legal-related Delegations**

Delegations by the Chief Executive of the Police and Crime Commissioner for West Mercia to Head of Legal Services

Pursuant to the Police and Crime Commissioner's Scheme of Corporate Governance, the following delegations are made to the Head of Legal Services on behalf of the Chief Executive, OPCC.

1. To approve final settlement of all claims or requests for compensation and costs where the total to be paid is less than £25,000 except in cases felt to be significant because:-
  - They involve a high profile claimant
  - There is a particular public interest in the case
  - There is a real risk that the Police and Crime Commissioner or Chief Constable will be exposed to serious public criticism or serious weaknesses in the Organisation or policies and procedures will be revealed
  - The proceedings are not by their nature considered to be a test case before the Court.

The Head of Legal Services will provide a regular quarterly reports to the PCC in order to demonstrate compliance and good governance.

2. To hold, administer and keep safe the common seal of the Police and Crime Commissioner for West Mercia and apply the same in the execution of documents and

agreement of any nature in pursuance of a decision or any approval made by the PCC or anyone he/she so delegates or consents.

3. To affix or authorise the affixing of the common seal of the Police and Crime Commissioner to:
  - All contracts, agreements or transactions in respect of which there is no consideration
  - All deeds which grant or convey an interest in land
  - All documents where it is determined by the Police and Crime Commissioner that there is a particular need for the seal to be attached.
4. To authorise the institution, defence or withdrawal of legal proceedings on behalf of the Police and Crime Commissioner and Chief Constable, including the completion of necessary documentation in pursuance of court orders, directions and or procedural rules.
5. To arrange for the provision of all legal or other expert advice and/or representation required for and on behalf of the Police and Crime Commissioner.
6. To sign orders and enter into contracts where they have previously been approved by the PCC or anyone he/she so consents
7. To sign orders and enter into licence, lease agreement and purchase and sale of land where they have previously been approved by the PCC or anyone he/ she so consents.

#### **4.12 Youth Justice related Delegations**

Delegations by the Chief Executive of the Police and Crime Commissioner for West Mercia to Head of West Mercia Youth Justice Service

These delegations are in accordance with and pursuant to the Corporate Governance Framework of the Police and Crime Commissioner for West Mercia.

1. To be the Senior Information Risk Owner for information held by the Youth Justice Service.
2. To manage the budget of the Youth Justice Service, particularly to:
  - order goods and services and other items provided for in the revenue budget.
  - ask for and accept quotations and tenders for goods and services provided

for in the revenue budget

3. To appoint and dismiss staff employed by the Police and Crime Commissioner within the Youth Justice Service. This clause shall not apply to the appointment or dismissal of, or disciplinary action against, the Head of the Youth Justice Service.
4. To undertake the management of staff employed within the Youth Justice Service in line with agreed policies and procedures.
5. To authorise, in line with staff conditions of service, the suspension of any member of staff employed within the Youth Justice Service.
6. To approve payments under any bonus or performance-related payment schemes for staff approved by the Police and Crime Commissioner, honoraria payments made for taking on extra duties and responsibilities, or similar special payments for staff employed within the Youth Justice Service.
7. To grant essential or casual car-user allowances.
8. To respond to consultations on proposals affecting the Youth Justice Service.

#### 4.13 Financial Delegations

Pursuant to Paragraph the Police and Crime Commissioner's Scheme of Delegation, the following delegations to the Chief Executive are delegated to the following post holders, to the limits set out below:

- 4.13.1 To manage the budget of the Police and Crime Commissioner's office, along with the Treasurer, particularly to:
- order goods and services and other items provided for in the revenue budget.
  - ask for and accept quotations and tenders for goods and services provided for in the revenue budget.
- to the extent those functions fall within their respective job descriptions and/or principal accountabilities, and where such functions involve the expenditure of money such expenditure being within existing approved budgets, and / or relating to approved projects.

Post	Revenue £	Capital £
Chief Executive	1,500,000	1,500,000
Treasurer	2,500,000	2,500,000
Deputy Chief Executive	250,000	250,000
Senior Finance Officer	250,000	250,000
Head of Policy & Commissioning	100,000	
Senior Commissioning Officer	25,000	
Head of Communications & Engagement	5,000	5,000
Head of Business Support Unit	5,000	
Head of Estates	150,000	150,000
Head of Projects	50,000	50,000

Senior Projects Manager	25,000	25,000
Head of Facilities Management	50,000	50,000
Senior Facilities Manager	10,000	10,000
Facilities Managers	1,000	
Corporate Asset Manager	50,000	50,000
Senior Estates Surveyor	25,000	25,000
Head of Youth Justice Service	50,000	
Youth Justice Service Team Managers	1,000	

4.13.2 These limits apply to purchasing from contracts that are already in place and in compliance with the Finance Regulations.

**4.14 Delegations to temporary post holders**

4.14.1 These delegations include any person acting in those posts or appointed on an interim basis.