

MEMORANDUM

From: The Chief Executive

**To: Assistant Director Strategic Commissioning
Assistant Director Customer and Community Services
Assistant Director Workforce and Organisational Development
Assistant Director Organisational Change**

RE-ALLOCATION OF FUNCTIONS

I am writing to confirm my decision and notify you of a re-allocation of functions set out in Part 3A of the Constitution. The re-allocation will take effect from 11 July 2022 until further notice.

I make this re-allocation of responsibility using my authority under Part 3A Section 9.5 (d) of the Constitution which provides that the Chief Executive has delegated authority to:

“allocate or re-allocate responsibility for functions in the Scheme of Delegation to Officers provided that any changes applicable for a period of more than six months must be reported to Council as a change to the Scheme of Delegation.”

The Assistant Director Organisational Change will become the Council’s Senior Information Risk Owner (SIRO).

The Assistant Director Customer and Community Services will become the Council’s Scrutiny Officer

The Assistant Director Organisational Change, the Assistant Director Customer and Community Services, the Assistant Director Strategic Commissioning and the Assistant Director Workforce and Organisational Development will all assume responsibility for the full range of powers necessary to discharge the Council's functions, including taking decisions which are not specified in the Constitution or in law as having to be taken by elected members, implementing decisions and undertaking efficient management of the services, contracts and staff for which they are responsible in the following functional areas:

- (a) strategic commissioning;
- (b) procurement and contract management;
- (c) corporate governance;
- (d) organisational change;
- (e) corporate people management;
- (f) policy and scrutiny;
- (g) information and communications technology;

- (h) facilities management;
- (i) digital technology and the Service Centre;
- (j) business support;
- (k) corporate health and safety;
- (l) community services, including libraries;
- (m) the Registration Service.

In exercising these powers any of the Assistant Directors can act independently and is not required to consult with any of the other Assistant Directors. In exercising the power to award community investment grants they will consult with the relevant local member(s) and the Chair and Vice Chair of the relevant local committee. The Assistant Directors will have the power to take Key Decisions in the functional areas listed above.

A handwritten signature in black ink, appearing to read 'J Metcalfe', with a long horizontal stroke extending to the right.

SIGNED:

JOHN METCALFE - CHIEF EXECUTIVE

DATED: 09 June 2022