

Section 3, Part 3B Specific Delegation to Officers (Orbis)

The specific functions of the County Council (executive and non-executive) set out in column 3 below are delegated to the corresponding officers listed in column 2 (or any temporary replacement post holder nominated in accordance with paragraph 2.3 of the Scheme) subject to the requirements and limits of this Scheme of Delegation.

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
ORB1	Internal Audit	To carry out audits of the County Council functions.	Chief Internal Auditor Audit Performance Manager Lead Auditor IMT Auditor Senior Auditor Auditor
ORB2	Internal Audit	In the proper exercise of the function delegated in ORB4 to: <ul style="list-style-type: none"> • Enter on County Council premises or land • Have access to all records, documents and correspondence held by or on behalf of the Council • Require from staff such explanations as are necessary • Require any Council employee to produce cash, stores or any other Council property under his control 	Chief Internal Auditor Audit Performance Manager Lead Auditor IMT Auditor Senior Auditor

		<ul style="list-style-type: none"> • Verify cash and bank balances for which persons are accountable to the Council 	Auditor
ORB3	Internal Audit	<p>In the proper exercise of the function delegated in AD1 to:</p> <ul style="list-style-type: none"> • Investigate irregularities; • Liaise with Police and other enforcement agencies under the Accounts and Audit Regulations 2006 	<p>Chief Internal Auditor</p> <p>Audit Performance Manager</p> <p>Lead Auditor</p>
ORB39	Finance	To determine insurance claims and to defend legal proceedings in connection with claims falling within the Council's insurance excess including authority to settle proceedings.	<p>Executive Director of Resources</p> <p>Director of Corporate Finance</p> <p>Director of Financial Insights</p> <p>Strategic Finance Business Manager (Corporate Reporting)</p> <p>Orbis Claims Manager (Liability & Litigation Claims)</p>
ORB40	Finance	To determine and put in place appropriate insurance arrangements for the Council.	<p>Director of Financial Insights</p> <p>Director of Corporate Finance</p> <p>Strategic Finance Business Manager (Corporate Reporting)</p> <p>Orbis Insurance Manager (F&P)</p>
ORB52	ITD	To approve, update and issue policies prepared or amended in accordance with the Council's Information Governance Policy.	Executive Director of Resources (Senior Information Risk Officer)
ORB53	ITD	To approve and issue guidance on compliance and best practice related to information management and cybersecurity policies.	Chief Information Officer

ORB54	Procurement	To approve suppliers of goods, services and works to the Council.	Assistant Director Procurement Head of Procurement Strategic Procurement Manager
ORB55	Procurement	To accept quotations and tenders for the acquisition of goods services and works, subject to the requirements of Procurement Standing Orders.	Assistant Director Procurement Head of Procurement Strategic Procurement Manager
ORB56	Procurement	To approve variations to existing contracts provided that the value of the variation does not exceed 10% of the value of the contract in any one year and subject to the financial limits applying to the officer exercising the delegation.	Assistant Director Procurement Head of Procurement Strategic Procurement Manager
ORB57	Pensions	<p>To exercise discretion in relation to the Local Government Pension Scheme on the following matters in individual cases:</p> <ul style="list-style-type: none"> - allocation of death grants - determining co-habitation - determining whether a child meets criteria for a child's pension - allocation of pension for persons incapable of managing their own affairs - commutation, transfer in and forfeiture decisions - extension of time limits for decisions to be made by scheme members - minimum contribution levels for additional payments - determining reviews and effective dates of ill-health benefits - write offs up to £250 <p>This delegation is subject to any limitations imposed and confirmed in writing from time to time by the Executive Director of Resources.</p>	Head of Pensions Administration
ORB60	IT&D	<p>To exercise the decision making of the IT Strategic Capital Group on the following matters:</p> <ul style="list-style-type: none"> • To give managerial control approval for any IT capital scheme up to £1,000,000 in total value already approved by Cabinet in the MTFP, but still subject to final business case approval 	Head of Enterprise & Technology Strategic Finance Business Partner - Improvement & TPP/Resources

		<ul style="list-style-type: none">• To approve budgets up to £250,000 for new technology capital schemes not specifically approved by Cabinet but which fall within the approved capital programme budget (e.g. schemes within a programme budget)• To agree variations in the agreed budgets for technology capital schemes (no matter how originally approved) of up to 10% of total budget, to a maximum of £250,000	
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