

Director of Corporate Services and Section 151 delegations

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Director of Corporate Services. In addition various Executive functions are delegated to the Director and to the Heads of Service in the Directorate. Under the Council's scheme of delegations to officers, these delegations can be further sub-delegated.

This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

Post	Responsibilities and Functions
Director of Corporate Services and S.151 Officer	All functions and responsibilities in relation to: <ul style="list-style-type: none"> ● Finance and Procurement ● Insurance and Risk Management ● Human Resources ● Legal and Democracy ● Revenues and Benefits ● Facilities Management ● Workplace Health and Safety
Head of Finance and Procurement	All functions and responsibilities in relation to: <ul style="list-style-type: none"> ● Financial Services ● Financial Systems ● Treasury Management ● Procurement ● Insurance ● Risk Management ● Workplace Health and Safety
Financial Services Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> ● Financial Services including - Financial Management, Budget setting, Medium Term Financial Planning, Budget Monitoring, Final Accounts and Capital Accounting ● Financial Systems including - Creditors (payments), Income and ensuring the integrity of the general ledger and Finance systems. ● Treasury Management including - Daily cash management, debt management and long term funding

	<ul style="list-style-type: none"> ● Procurement including - Leading on finding, acquiring, buying goods, services or works from an external source ● Risk and Insurance ● Staff Management
Finance Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Financial Services including - Financial Management, Budget setting, Medium Term Financial Planning, Budget Monitoring, Final Accounts and Capital Accounting ● Risk and Insurance including - Management of the Authorities risk management function, re-tendering of the insurance contracts, meetings with insurers and management and claims Handling. ● Staff Management
Procurement Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Procurement including - Leading on finding, acquiring, buying goods, services or works from an external source ● Staff Management
Financial Systems Income and Payments Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Financial Systems including - Creditors (payments), Income and ensuring the integrity of the general ledger and Finance systems. ● Staff Management
Head of Human Resources	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● HR Advice ● Employment Law ● HR Policies ● Organisational Development ● Client for contracted out HR services; Payroll, Occupational & Employee Health, eLearning, Salary Sacrifice ● Equalities as it relates to the workforce
Employee Relations Lead	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● HR Advice ● Employment Law ● HR Policies
HR Advisor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● HR Advice
Head of Legal and Democracy	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Legal ● Democratic Services ● Elections* ♦ ● Information governance - data protection and

	<p>cyber-security</p> <ul style="list-style-type: none"> ● Land Charges
Committee Services Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Committee services ● Land charges
Senior Land Charges Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Maintaining the Land Charges database ● Processing of legal searches
Electoral Services Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Electoral Registration
Information Governance and Equality Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Data protection ● Information governance ● Freedom of information ● Subject Access Request
Principal Litigation Solicitor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Legal functions relating to property transactions and contract and procurement matters. ● To deputise for the Head of Legal and Democracy
Principal Lawyer - Property	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Legal functions relating to civil and criminal litigation and enforcement action. ● To deputise for the Head of Legal and Democracy
Health and Safety Compliance Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Work-based health and safety
Facilities Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> ● Print and Mail ● Cleaners ● Caretakers ● Facilities Management ● Internal repairs and maintenance ● Property compliance commissioning

*Council Delegation, not Executive Delegation.

◆ Returning Officer Delegations, not Executive Delegation.

A handwritten signature in black ink, appearing to read 'Chris Blundell', with a large, stylized initial 'C'.

Chris Blundell (Director of Corporate Services - Section 151)

Date: 16/10/23