

1. Human Resources Functions				
Ref	Nature of Authority/Decision	Chief Executive Delegation To:	Functional Allocation Within OPCC	Comments
1.1	Approval of appointments <ul style="list-style-type: none"> All levels of staff Independent Custody Visitors 	Retained by Chief Executive Retained by Chief Executive	In consultation with line managers and senior line managers In consultation with ICV Administrator	In consultation with line managers and senior line managers
1.2	Termination – <ul style="list-style-type: none"> All levels of staff Independent Custody Visitors 	Retained by Chief Executive Retained by Chief Executive	In consultation with line managers and senior line managers In consultation with ICV Administrator	Appeals to JASC Appeals to JASC
1.3	Disciplinary Action resulting in dismissal:- <ul style="list-style-type: none"> All levels of staff Independent Custody Visitors 	Retained by Chief Executive Retained by Chief Executive	In consultation with line managers and senior line manager In consultation with ICV Administrator	Appeals to JASC Appeals to JASC
1.4	To approve the early retirement all levels of staff for:	Retained by Chief Executive		

	<ul style="list-style-type: none"> • Early retirement • On the grounds of ill-health 			Appeals to JASC
				Appeals to JASC
1.5	Re-grading /evaluation of all levels of staff:	Retained by Chief Executive	If post needs to be re-graded or evaluated this will be done via a Hay Panel / North West Employers	Appeals to JASC
1.6	Financial assistance for professional training	Retained by Chief Executive		
1.7	Time off to participate in staff associations, trade union duties/activities and for other public duties for part time staff association/trade union representatives.	Retained by Chief Executive		
1.8	Compensatory Time Off Scheme (CTO) – The agreed ceiling* for hours accumulated should not be exceeded – if CTO does exceed the agreed ceiling, individual must report this	Retained by Chief Executive	Recommendations by Line Managers and approval by Senior Line Managers	*Ceiling limit as per Section 1.9 of Staff Ts&Cs is 74 hours for full time staff, and part time staff can accumulate the equivalent of 2 weeks of their contracted hours
1.9	Carry-over of more than 5 days annual leave	Retained by Chief Executive	Recommendations by Line Managers and approval by Senior Line Managers	
1.10	Granting requests for unpaid leave	Retained by Chief Executive	Recommendations by Line Managers and approval by Senior Line Managers	
1.11	Granting requests for Compassionate /special leave in excess of 3 days	Retained by Chief Executive	Recommendations by Line Managers and approval by Senior Line	

			Managers	
1.12	Granting of annual leave	Line Manager	Senior Line Manager if Line Manager absent	
1.13	Granting of flexi leave	Line Manager	Senior Line Manager if Line Manager absent	
1.14	Granting of CTO within agreed limit (otherwise see 1.8)	Line Manager	Senior Line Manager if Line Manager absent	
1.15	Return to work interview following sick absence	Line Manager	Senior Line Manager if Line Manager absent	

2. Payroll Functions.				
Ref	Nature of Authority/Decision	Chief Executive Delegation To:	Functional Allocation Within OPCC	Comments
2.1	Responsibility for making all necessary arrangements for ensuring the accurate and reliable payment of wages, pensions and salaries.	Chief Finance Officer		Recommendations by Head of CSD (shared support services)
2.2	Temporary Acting Up	Retained by Chief Executive		See section 1.2 Police Staff Terms and Conditions Handbook
2.3	Agreeing starting salary within the scale	Retained by Chief Executive		See section 1.3f Police Staff Terms and Conditions Handbook
2.4	Agreeing accelerated pay increments	Retained by Chief Executive		
2.5	Delayed progression through the pay scales due to poor	Retained by Chief		

	performance	Executive		
2.6	Approval of extension of Half Pay and No Pay Sickness Scheme.	Retained by Chief Executive		As per PNB Circular 03/2 and 05/1
3. Finance Functions				
Ref	Nature of Authority/Decision	Chief Executive Delegation To:	Functional Allocation Within OPCC	Comments
3.1	To raise purchase orders up to value of £5000	All budget lines: Governance Manager Training Budget: Head of Partnerships and Commissioning		
3.2	To raise purchase orders above value of £5000	Chief Executive, Chief Finance Officer, Head of Partnerships and Commissioning, Head of Business Services and Communications		
3.3	To approve invoices for payment up to value of £5000	All budget lines: Governance Manager Training Budget: Head of Partnerships and Commissioning		

3.4	To approve invoices for payment over the value of £5000	Chief Executive, Chief Finance Officer, Head of Partnerships and Commissioning, Head of Business Services and Communications		
3.5	To authorise expenses claims for all staff	Retained by Chief Executive	IT system automatically assigns claims to line managers to sign off	
3.6	To authorise expenses claims for Independent Custody Visitors	Governance Manager		

4. Procurement functions				
Ref	Nature of Authority/Decision	Chief Executive Delegation To:	Functional Allocation Within OPCC	Comments
4.1	<ul style="list-style-type: none"> Acting as an officer authorised to undertake procurement in accordance with the Procurement Regulations 	Chief Finance Officer Head of Partnerships and Commissioning Victims Advocate Partnership and Strategy Manager Governance and Business Services Manager Communication and Engagement Officer		In line with Procurement Regulations

		Head of Communication and Business Services		
4.2	Commissioning of services within Office of Victim Services	Head of Partnerships and Commissioning		In line with Procurement Regulations

5. Gifts and Sponsorship to the Constabulary, Officers and Staff				
Ref	Nature of Authority/Decision	Chief Executive Delegation To:	Functional Allocation Within OPCC	Comments
5.1	Acceptance of Gifts, Hospitality and Gratuities by staff	Individual decision subject to consultation with Line Manager	Governance Manager	Anti-Fraud and Corruption Policy and Procedures
5.2	Reporting of Gifts Hospitality and Gratuities by staff. (this does not relate to corporate mementoes etc)	Individual Officer or Staff	Governance Manager	Anti-Fraud and Corruption Policy and Procedures
5.3	Acceptance of Sponsorship and Loans for the benefit of the OPCC	Retained by Chief Executive	Governance Manager	
5.4	Reporting of Sponsorship and Loans for the benefit of the OPCC	Retained by Chief Executive	Governance Manager	

6. Complaints/Professional Standards				
Ref	Nature of Authority/Decision	Chief Executive Delegation To:	Functional Allocation Within OPCC	Comments
6.1	Complaints from the public against: -Police and Crime Commissioner	Police and Crime Panel	Via Chief Executive	
	-Chief Constable (Conduct)	Police and Crime Commissioner	In liaison with Chief Executive and Governance Manager	
	-Officers below Chief Constable (Conduct)	PSD	In liaison with Governance Manager	
	-Quality of Service	Police and Crime Commissioner	In liaison with Governance Manager	