

GRID OF PROPOSED CHANGES TO CODE OF CORPORATE GOVERNANCE AND ASSOCIATED CORPORATE POLICIES

NB [Scheme of Delegation to Officers](#) is abbreviated to SOD.

Serial	Document	Existing Delegation	Proposed Change	Driver for Change	Request Owner	Stakeholder(s)	Recommendation
1	SOD p.5 para 7	Chief Officers authorise virement of local risk budgets in accordance with Financial Regulations, subject to the approval of the Chamberlain.	Annual limits on virements waived (£500k for all Chief Officers, except City Surveyor where it is £1m)	Need to fund critical services may require virements in excess of current ceiling	Chamberlain	Chief Officers	RECOMMENDED FOR APPROVAL
2	SOD p.8 para 27	Chief Officer to deal with matters of conduct, capability, probation, attendance, employee grievances and other associated employment matters in conjunction with the Director of Human Resources as required and in accordance with the relevant HR policies and procedures in the Employee Handbook. To deal with formal employee appeals against decisions apart from those reserved for the Staff Appeal Committee.	NO PROPOSED CHANGE BUT note hearings and appeal processes process in line with judiciary changes which unions have been informed about. Current investigations and formal processes may be put on hold where impractical to continue in current situation. Employee will be advised accordingly. All face to face formal hearings which cannot be postponed being dealt with as a review of the paperwork and written submissions only including those that could result in dismissal and. HR to approve cases that will proceed.	Face-to-face meetings not possible during COVID-19 public health restrictions	Director of HR	Chief Officer	RECOMMENDED FOR NOTING / ENDORSEMENT
3	SOD p.8 para 28	Chief Officer to authorise special leave for compassionate, emergency, dependents and other special leave with pay of up to 5 days per annum, following the guidelines found in the Employee Handbook.	5-day limit to be waived	Employees may need flexibility in personal circumstances due to COVID-19	Director of HR	Chief Officers	RECOMMENDED FOR APPROVAL
4	SOD p. 9 para 31	Chief Officers to approve the carry-over of more than 5 days annual leave up to the end of March the following year (unless related to maternity or 5sickness in	Any carryover to be subject to approval by Director of HR, at least statutory annual leave is taken and in line with government rules to	Employees may need flexibility in personal circumstances due to COVID-19	Director of HR	Chief Officers	RECOMMENDED FOR APPROVAL

		accordance with those schemes).	allow leave to be carried over into next two years				
5	SOD p.10 para 43	Chief Officers to authorise special leave for compassionate, emergency, dependents and other special leave with pay for between 6 and 10 days per annum subject to adherence to Special Leave Policy guidelines in the Employee Handbook. Any extensions beyond 10 days require the approval of the Director of HR in consultation with the Chairman and Deputy Chairman of the Establishment Committee.	Suspend this para	Employees may need flexibility in personal circumstances due to COVID-19	Director of HR	Chief Officers	RECOMMENDED FOR APPROVAL subject to consultation with Chair and Deputy Chairman of Establishment Committee
6	SOD p.10 para 49	Chief Officer to authorise honoraria payments up to the value of £5,000, for posts Grade H and below with approval from the Market Forces Supplement Board (being a group of officers appointed from time to time by the Town Clerk for the purpose). Payments over £5,000 and of any value for grades I and above must go to the Market Forces Supplement Board and Establishment Committee.	Requirement to secure approval from Market Forces Supplement Board waived	Chief Officers need to recognise employees' contribution during COVID-19	Director of Innovation and Growth	Town Clerk, Director of HR, Chief Officers	NOT RECOMMENDED FOR APPROVAL Director of HR advises that honoraria should be awarded on a consistent basis and will be considered in usual way once COVID-19 crisis has passed
7	SOD p.17 para 7(b)	Director of HR to authorise in consultation with Chair and Deputy Chairman Establishment Committee compassionate leave for 16 or more working days or where any request for compassionate leave is outside policy guidelines	Suspend this para	Employees may need flexibility in personal circumstances due to COVID-19	Director of HR	Chair and Deputy Chairman of Establishment Committee	RECOMMENDED FOR APPROVAL subject to consultation with Chair and Deputy Chairman of Establishment Committee

8	SOD p. 18 para 9	To write off all debts except for non-domestic rates and council tax due to the City of London Corporation which are irrecoverable, up to £5,000 under Standing Order No. 52; and to write off all non-domestic rates debts up to £5,000 and council tax debts up to £1,000.	To write off all debts except for non-domestic rates and council tax due to the City of London Corporation which is irrecoverable up to £100,000 (Head of Revenues) £500,000 (Chamberlain) with any amount in excess of £500,000 to be submitted to Finance Committee for approval. Finance Committee to receive report for information on any write-offs over £25,000	Likely that many businesses may be adversely affected economically by COVID-19	Chamberlain	Chairman and Deputy Chairman of Finance Committee	RECOMMENDED FOR APPROVAL subject to consultation with Chairman and Deputy Chairman of Finance
9	SOD p.18 para 11	To authorise the granting of discretionary rate relief under Section 47 and 49 of the Local Government Finance Act 1988 up to £5,000 per case per annum.	To authorise the granting of discretionary rate relief under section 47 and section 49 of the Local Government Finance Act 1988 up to £25,000 per annum	Likely that many businesses may be adversely affected economically by COVID-19	Chamberlain	Chairman and Deputy Chairman of Finance Committee	RECOMMENDED FOR APPROVAL subject to consultation with Chairman and Deputy Chairman of Finance
10	Project Procedure	Capital and supplementary revenue above £50k enter Gateway process (unless ringfenced) Ringfenced and routine revenue above £250k enter Gateway process	Chief Officers may approve project progressions up to a value of £250,000, subject to consultation with the Chamberlain, City Procurement, Project Management Office and the Chairmen/Deputy Chairmen of Spending Committee and Projects Sub.	Face-to-face meetings of Committees/Sub-Committees not possible during COVID-19. Greater latitude to ensure timely progression of projects.	Project Management Office	Chief Officers, Chamberlain, City Procurement	RECOMMENDED FOR APPROVAL subject to consultation with Chairman and Deputy Chairman of Projects Sub
11	Project Procedure	Chief Officers can approve budget increase of up to £50k/10% (whichever is lower) where central funding is not required (post Gateway 5 only).	Chief Officers to approve project budget increases of up to £50,000 or 10% of overall project budget (whichever is lower) where further central funding is not required at any Gateway	Face-to-face meetings of Committees/Sub-Committees not possible during COVID-19. Greater latitude to ensure timely progression of projects.	Project Management Office	Chief Officers, Chamberlain	RECOMMENDED FOR APPROVAL subject to consultation with Chairman and Deputy Chairman of Projects Sub

12	Project Procedure	Costed Risk Provision can only be drawn down for specific risks agreed by Committee.	Chief Officer to approve drawdown of agreed Costed Risk Provision where total agreed amount has not been exceeded	Face-to-face meetings of Committees/Sub-Committees not possible during COVID-19. Greater latitude to ensure timely progression of projects.	Project Management Office	Chief Officers, Chamberlain	RECOMMENDED FOR APPROVAL subject to consultation with Chairman and Deputy Chairman of Projects Sub
13	Acting Up Policy		Chief Officers may approve temporary promotions/Acting Up for a period of 12 months, where they are asking officers to back-fill roles within their service/department	Allows timely acting up/promotion to meet COVID-19 pressures.	Director of Innovation & Growth	Chief Officers, Director of HR	NOT RECOMMENDED FOR APPROVAL Director of HR notes that existing policy does not prevent acting up where staff are sick and others have to act up. Any period of acting up of less than four weeks can be covered by honoraria.
14	Recruitment and Selection Policy		Chief Officers may approve the commencement of recruitment and selection, review of job descriptions and appointment to roles where that role existed within their service/organisations structure at 31 March 2020	Allows timely recruitment and selection to meet COVID-19 pressures.	Director of Innovation & Growth	Chief Officers, Director of HR	NOT RECOMMENDED FOR APPROVAL Director of HR notes that recruitment moratorium remains in place for permanent posts. Any urgent needs should be covered by (re)deployment. Recruitment should only be necessary on an emergency, case-by-case basis.