

Appendix 2 – Proposed Changes to APPENDIX 4 TO THE CONSTITUTION OF THE ESPO MANAGEMENT COMMITTEE FUNCTIONS OF, AND DELEGATIONS TO, THE DIRECTOR OF ESPO DELEGATIONS TO THE DIRECTOR OF ESPO

DELEGATIONS

1. **Appointment of staff:** Power to appoint (within the approved ESPO budget) all staff below director level in accordance with the Servicing Authority's recruitment and HR policies and procedures. The appointment may be at any point within the approved salary scale of the Servicing Authority as appropriate.
2. **Personnel procedures:** Power to take decisions in relation to employment matters delegated to him from time to time in accordance with the local conditions of service and other HR policies and procedures in place at the Servicing Authority. The Chief Executive of the Servicing Authority may determine at any time those matters which may be exercised by the Director of ESPO without the prior consultation with the Chief Executive.
3. **Power to Incur Expenditure:** Power to incur capital or revenue expenditure in accordance with the Financial Regulations and the Standard Financial Instructions of the Management Committee.
4. **Contracts:** The Director of ESPO may negotiate and agree tenders and quotes and the entering into contracts on behalf of ESPO (subject to the Contract Procedure Rules of the Management Committee at **Appendix 7** of this Constitution and any restrictions in the Consortium Agreement) and request that the Servicing Authority formally enter into such contracts if this is legally required.
5. **Surplus Equipment:** Power to dispose of surplus or obsolete item vehicles apparatus or other equipment in accordance with the Financial Regulations and the Standard Financial Instructions of the Management Committee.
6. **ESPO Stock:** Power to 'write off' (or adjusting surpluses or deficits) ESPO stock in accordance with the Financial Regulations and the Standard Financial Instructions of the Management Committee.
7. **Irrecoverable Items:** Power to 'write off' other irrecoverable amounts in accordance with the Financial Regulations and the Standard Financial Instructions of the Management Committee.
8. **Lost or uncollected property:** Power to deal with items under Section 41 of the Local Government Miscellaneous Provisions Act 1982 in relation to lost and uncollected property on ESPO premises.

RESPONSIBILITIES

[No changes proposed]

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