

PART 1 - PUBLIC

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**Decision Maker:** Council/Leader

**Date:** 18<sup>th</sup> May 2011

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** SCHEME OF DELEGATION TO OFFICERS

**Contact Officer:** Graham Walton, Democratic Services Manager  
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**Chief Officer:** Mark Bowen, Director of Resources

**Ward:** N/A

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1. Reason for report

- 1.1 At the Annual Council meeting each year a Scheme of Delegation to Officers is approved by Council and by the Leader. Last year the Scheme was amended to meet the requirements of the Local Government and Public Involvement in Health Act 2007, principally by clarifying whether powers are delegated by the Council, by the Leader in the case of executive powers, or both. The Scheme has been updated, primarily to reflect the recent establishment of a new Resources Department, but no additional delegations are proposed.
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2. **RECOMMENDATIONS**

- 2.1 That the Scheme of Delegation to Officers in respect of executive functions be received from the Leader of the Council.
- 2.2 That the Scheme of Delegation to Officers in respect of non-executive functions be approved.

### Corporate Policy

1. Policy Status: Existing policy. The Council and the Leader approve a Scheme of Delegation to Officers each year at the annual meeting.
  2. BBB Priority: Excellent Council.
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### Financial

1. Cost of proposal: No cost
  2. Ongoing costs: N/A.
  3. Budget head/performance centre: Democratic Services
  4. Total current budget for this head: £434,444
  5. Source of funding: existing revenue budgets
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### Staff

1. Number of staff (current and additional): There are ten posts in the Democratic Services Team. No additional staff are required to update the Scheme of Delegations.
  2. If from existing staff resources, number of staff hours: Updating the Scheme of Delegations has involved a number of senior officers, but the time involved is minimal.
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### Legal

1. Legal Requirement: Statutory requirement. Local Government Act 1972 and successive legislation, including the Local Government and Public Involvement in Health Act 2007.
  2. Call-in: Call-in is not applicable.
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### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): The delegation of powers to officers is essential to the efficient operation of most Council services.
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? No.
2. Summary of Ward Councillors comments: N/A

### 3. COMMENTARY

- 3.1 The Scheme of Delegation to Officers sets out formal delegation of various powers to the Council's chief officers and their staff. The Scheme is normally updated for approval at the Council's annual meeting in May each year, although under the Local Government and Public Involvement in Health Act 2007 any executive powers delegated to officers have to be delegated not by the Council, but by the Leader of the Council, and it is open to the Leader to table changes to the executive scheme. The executive/non-executive origin of each delegation in the scheme is reflected in a column which indicates whether each individual delegation derives from the Leader or from Council, or both.
- 3.2 On 11<sup>th</sup> April 2011, a new Resources Department was established taking in the former Legal, Democratic and Customer Services Department and most of the former Resources Department. As a result of these changes a number of minor alterations have been required to the Scheme of Delegations, mainly to reflect the new roles of the Director of Resources and the Finance Director. These changes to the Scheme were reported to Council on 28<sup>th</sup> February and changes to the Scheme were accepted by the Council at its last meeting on 11<sup>th</sup> April 2011, pending this full review of the Scheme. The updated Scheme also includes changes previously reported to the Executive throughout the year regarding building control, departmental structures and job grade reviews and public health. The opportunity has been taken to make a small number of minor corrections, but no new delegations are proposed as a result of this report.
- 3.3 The updated Scheme is attached at [Appendix 1](#).

<b>Non-Applicable Sections:</b>	Finance/Legal/Policy/Personnel
Background Documents: (Access via Contact Officer)	Scheme of Delegation to Officers approved by Council, 19 <sup>th</sup> May 2010 Reports to full Council 28 <sup>th</sup> February 2011 and 11 <sup>th</sup> April 2011. Reports to the Executive on 1 <sup>st</sup> September 2010, 12 <sup>th</sup> January 2011 and 14 <sup>th</sup> February 2011.