

SCHEMES OF OFFICER DELEGATIONS

General Purposes Committee	24 October 2023
Report Author	Nicholas Hughes, Committee Services Manager
Portfolio Holder	Cllr Yates, Portfolio Holder for Corporate Services
Status	For Information
Classification:	Unrestricted
Ward:	All

Executive Summary:

This report is to inform Members of the Chief Executive's scheme of officer delegations, which are attached at annexes 1-4 of this report.

Recommendation(s):

The report is for information.

Corporate Implications

Financial and Value for Money

There are no direct financial implications arising from this report.

Legal

There are no direct legal implications arising from this report.

Risk Management

A clear and transparent set of officer delegations mitigates risk for the Council. It allows Officers and Members to clearly see where delegated authority to make decisions lies and ensures that decisions can be made appropriately and only by those with the appropriate levels of delegated authority.

Corporate

A clear scheme of officers delegations that is published on the Council's website, shows that the Council is transparent with its decision making and allows Officers, Members and Members of the public to see at what level decisions can be made.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty: -
(Delete as appropriate)

- To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
- To advance equality of opportunity between people who share a protected characteristic and people who do not share it
- To foster good relations between people who share a protected characteristic and people who do not share it.

Corporate Priorities

This report relates to the following corporate priorities: -

- *Growth*
- *Environment*
- *Communities*

1.0 Introduction and Background

1.1 As part of the review by the Independent Monitoring Officer, it was recommended:

“To review the scheme of delegation to ensure that it is clear and easy to understand and also includes appropriate conditions requiring engagement of Cllrs in strategic and high-risk decisions.”

1.2 The scheme of delegations for Cabinet and Committees is set out in the Council's constitution and was agreed at the Council's Annual Council meeting on 18 May 2023. All other decision making powers that were not retained by the Cabinet Leader or exercised by Committees were delegated to the Chief Executive as Head of Paid Service. This report demonstrates how the Chief Executive has further delegated those powers throughout the organisation. This is known as the scheme of officer delegations.

2.0 The Current Situation

2.1 As described above the Chief Executive was given all decision making powers (except those retained by the Cabinet Leader or exercised by Committees) at the

Annual meeting of Council, he has then delegated those powers to the directors of the Council and in turn each director has sub delegated to officers in their respective directorates. This allows for a “golden thread” of delegated power to run from a front-facing junior officer all the way back through to the Chief Executive and the Leader of the Council. The four elements that form the scheme of officer delegations are outlined in Annexes 1 to 4 of this report.

- 2.2 The scheme of officer delegations is in the gift of the Chief Executive as Head of Paid Service and not subject to approval from elected Members, as such this report is for Members information only.

Contact Officer: Nicholas Hughes (Committee Services Manager)

Reporting to: Sameera Khan (Interim Head of Legal & Monitoring Officer)

Annex List

Annex 1: Chief Executives Delegations

Annex 2: Director of Corporate Services and Section 151 delegations

Annex 3: Director of Environment delegations

Annex 4: Director of Place delegations

Background Papers

None

Corporate Consultation

Finance: Chris Blundell (Director of Corporate Services - Section 151)

Legal: Sameera Khan - Interim Head of Legal & Monitoring Officer