

Report to the Constitution and Member Services Standing Scrutiny Panel

Report reference:

Date of meeting: 17 March 2011



Subject: Officer Delegation – 2010/11 Review

Responsible Officer: I Willett (01992 564243)
Assistant to the Chief Executive

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Democratic Services Officer

Recommendations:

- (1) That a report be submitted to the Overview and Scrutiny Committee and the Council recommending that the schedule of changes to and new Council delegation (Appendix 1) be approved;
- (2) That the Schedule of Executive Delegations set out in Appendix 2 be recommended to the Overview and Scrutiny Committee and Leader of the Council for approval by the latter;
- (3) That the revised schedules be incorporated in the Constitution once the approval of the Council and the Leader is given; and
- (4) That the schedules of delegation be re-configured on a Directorate basis in future.

Report:

1. Introduction

- 1.1 Each year a cross Directorate Working Party of Officers carries out a review of Financial Regulations, Contract Standing Orders and Officer Delegation. These reviews are designed to keep these documents up-to-date and to reflect current statutory requirements and operational needs.
- 1.2 Such delegated authorities are agreed in one of two ways:
 - (a) approval by the Council in respect of Council (i.e. non-executive and regulatory) functions; or
 - (b) approval of the Leader of the Council for Executive (or Cabinet) functions.
- 1.3 This report brings forward updates to the delegation schedule, including those which has already been approved by the Council during the last 12 months.

2. Proposed Changes

- 2.1 Appendix 1 sets out changes to delegation of Council functions. Appendix 2 shows proposals for Executive Functions. The remaining appendices show changes which

have already been approved by the Council.

- 2.2 The SSP's attention is drawn to the format for the new officer delegations in respect of the Planning Directorate (see Appendix 3). Members are recommended to consider a similar approach to all Directorates. This is considered to be more user friendly for the public, officers and members and will also make the updating of the schedule easier.

3. Next Steps

- 3.1 Following consideration of the delegate authorities set out in Appendix 3, the Panel should recommend to the Overview and Scrutiny Committee and the Council that these changes be agreed and incorporated in the Council's Constitution. Those proposals relating to executive functions will be submitted to the Leader of the Council for approval and then published in the Council's Constitution.