

REPORT TO EXECUTIVE

Date of Meeting: 5 October 2021

REPORT TO COUNCIL

Date of Meeting: 18 October 2021

Report of: Corporate Manager, Democratic & Civic Support

Title: Amendments to the Scheme of Delegation

Is this a Key Decision?

No

Is this an Executive or Council Function?

Council

1. What is the report about?

This reports sets out proposals to amend the Scheme of Delegation to Officers to match operational arrangements.

2. Recommendations:

That the Council approve the changes to the Scheme of Delegation to Officers as set out in the Appendix to this report.

3. Reasons for the recommendation:

3.1 To ensure that that Scheme of Delegation to Officers is up to date and matches the operational arrangements of the Council, thereby ensuring that day to day operational decisions can be taken. Particular attention has also been taken to ensure that Deputies have been appointed in all cases where authority has been delegated to officers, thereby ensuring that matters can continue to be dealt with, even in the absence of the named officer(s).

4. What are the resource implications including non financial resources.

None

5. Section 151 Officer comments:

There are no financial implications for Council to consider.

6. What are the legal aspects?

It is important to ensure that appropriate authority for officers to undertake the operational requirements of the Council, is appropriately approved by full Council and forms part of the Council's constitution.

7. Monitoring Officer's comments:

This report raises no issues for the Monitoring Officer.

8. Report details:

8.1 The Scheme of Delegation to Officers is the working document which sets out what decisions and powers officers have on a day to day basis. It therefore needs to be kept up to date to match operational requirements and arrangements.

8.2 The latest annual revision mainly concentrates on:-

- The amendment to the job titles for the Assistant Director of Housing (Assets) and Assistant Director of Housing (Tenancy Services) and respective deputies;
- The inclusion of the role of the Deputy Chief Executive in the Scheme of Delegation;
- The amendment to the job title for the Commercial Support Manager as deputy to the Service Manager Public and Green Spaces, and appropriate changes to the Scheme of Delegation;
- The recognition that the Finance Manager – General Fund Services is to act as deputy to the Deputy Chief Finance Officer for undertaking Money Laundering Reporting;
- The removal of the Principal Health and Safety Manger as the duty holders for the Harbour Authority to enable the new Harbour Board to act as the duty holder;
- The removal of the Harbour Board function under the Engineering, Waterways and Parking Service Manager;
- Amendment to Service Lead City Development's enforcement function and additional included service functions and determining applications; and
- The inclusion of the Service Lead, Culture, Leisure and Tourism and the respective delegated powers.

9. How does the decision contribute to the Council's Corporate Plan?

It ensures that the Council is working as efficiently as possible.

10. What risks are there and how can they be reduced?

There are no risks associated with the proposals.

11. Equality Act 2010 (The Act)

In recommending this proposal no potential impact has been identified on people with protected characteristics as determined by the Act.

12. Carbon Footprint (Environmental) Implications:

No direct carbon/environmental impacts arising from the recommendations.

13. Are there any other options?

None.

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Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

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