



Annual Council

22 May 2025

Item

Public



SCHEME OF DELEGATION

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1. Synopsis

- 1.1 Responsibility for Council functions as set out in Part 3 and the Scheme of Delegations in Part 8 of the Council's Constitution ("the Scheme") is agreed annually. A reconfiguration of the delegations within the Scheme has been undertaken following the adoption of the Councils new operating model and this report outlines the updates for Members' approval.

2. Executive Summary

- 2.1 The Scheme of Delegation sets out the arrangements for the delegation of authority to officers to carry out the Council's various functions and sets out those functions which have been delegated to officers. It should be read alongside other Council wide procedures and related documentation.
- 2.2 Where a function has been delegated to an officer, the person or body making the delegation may at any time resume responsibility for the function and may exercise the function despite the delegation.
- 2.3 The Scheme of Delegation presented to Council for approval does not alter the nature or level of the delegations given to officers from those set out in previous Schemes but merely seeks to address the organisational alterations brought about by the new operating model approved by Council in February 2025. In particular, the Scheme has been updated to recognise the removal of the former Directorates and the appointment of the Service Directors. No additional delegations have been made overall to officers; they have merely been re-assigned.
- 2.4 It is acknowledged that the entire Constitution is in need of a review and re-write and plans are in place to undertake that work over the course of the next year or so, in

conjunction with the Constitutional Working Group (Group Leaders). Approval of the updated Scheme of Delegation is a priority before the full Constitutional review to ensure lawful delegated decisions can continue to be made.

3. Recommendations

- 3.1. That Members resolve that the Responsibility for Functions, set out in Part 3 of the Constitution and the updated Scheme of Delegations, set out in Part 8 of the Constitution be agreed as outlined within this report and as set out in Appendix 1.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. It is important that the Council's Constitution is kept up to date to ensure it reflects the way the Council operates and also to ensure that decision making is carried out transparently with proper authority.

5. Financial Implications

- 5.1. This report seeks authority to update Parts 3 and 8 of the Constitution. If the Constitution is not kept up to date, any flaws in decision making could lead to the risk of costs arising from challenges to decisions or delays in decision making leading to unforeseen costs.

6. Climate Change Appraisal

- 6.1. The adoption of this revised Scheme of Delegation will have no obvious impact in terms of climate change.

7. Background

- 7.1. Responsibility for Council functions is agreed annually at the Council's Annual General Meeting. Those functions are set out in Part 3 of the Council's Constitution which outlines the functions of the Council, Committees and the Executive and in Part 8 which outlines the functions delegated to officers. An exercise has been undertaken to review Part 8 of the Council's Constitution to ensure that it aligns with the new operating model agreed by Council on 27 February 2025. This part of the Constitution sets out the Scheme of Delegation to Officers.
- 7.2. The review has resulted in proposed amendments to Part 8 that can be categorised as follows:
- Those which are merely for clarification purposes
 - Those which are because of changes in job titles and areas of responsibility
- 7.3. The report does not introduce any new delegations, its purpose is simply to make members aware of the amendments which have been required to have been made following the adoption of the new Operating Model.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Local Government and Housing Act 1989 and Regulations made thereunder.

Local Member: All

Appendices

Appendix 1 – Scheme of Delegation