

PART 5 - SCHEME OF DELEGATION TO OFFICERS

A – SCHEME OF DELEGATION

DELEGATIONS TO OFFICERS

1. Introduction

- 1.1 For the purposes of this section, the officers to whom delegations are made as follows:
- Chief Executive and Statutory Officers
 - Directors and other Corporate Leadership Team Members
 - Other Staff
- 1.2 Proper Officers for the purposes of specific legislation (as set out below) and as defined by section 270(3), Local Government Act 1972. These are set out in Part 5B.
- 1.3 The delegations set out below apply to those functions which have not, by virtue of this Constitution or any other instrument, been reserved to Council or Cabinet and any committees or sub-committees thereof.
- 1.4 For the avoidance of doubt any functions which are not specifically discharged by Council or delegated to Committees or Sub-Committees are delegated to Officers. If there is any doubt if such power is delegated it will be exercised by the Chief Executive or in his absence the relevant Director or the Monitoring Officer.

2. General Principles of Officer Delegations

- 2.1 Specific Council and executive functions delegated to officers are specified in the Part 5 addendum.
- 2.2 Functions may be delegated to more than one officer or category of officer.
- 2.3 Functions may be delegated to different officers based upon a financial limitation or a precondition to the use of the delegation.
- 2.4 Functions delegated to officers are to be exercised taking into account:
- All other parts of the Constitution (including Article 12 “Decision Making”),
 - The Budget and Policy Framework,
 - The approved Budget,
 - The Terms of Reference for all other subcommittees in Part 6,
 - Any instructions given by the Chief Executive,

- Any financial advice given by the Director of Resources,
 - Any legal advice given by the legal advisers to the Council, and
 - Any statutory codes of conduct or statutory guidance, and codes and protocols as may be approved by the Council and Cabinet.
- 2.5 Any function delegated to a specified officer may also be exercised by any officer who has been so authorised by the officer to whom the function is delegated or (save in case of Director of Resources and Monitoring Officer) by the Chief Executive. Such authorisations shall be recorded and held by the officer making the authorisation. Officers authorised under this provision to exercise a power delegated to another officer should be either fully or generally under the supervision and control of the authorising officer
- 2.6 Functions delegated by reference to job titles or posts which have changed will continue in force and shall be exercised by officers whose duties include or most closely correspond to the duties of the post originally referred to.
- 2.7 Any reference to any Act of Parliament shall be deemed to include any act, statutory instrument or regulation by which it is applied, extended, amended, consolidated or replaced.
- 2.8 Where any function is delegated to an officer, that officer may choose not to exercise that function and may, instead, refer a matter to the Council, the Cabinet, Committee, the relevant Director or relevant Portfolio Holder for decision as appropriate with the agreement of the appropriate Director.
- 2.9 The Cabinet, Cabinet Members or Committees may reserve to themselves decisions previously delegated to officers by Cabinet, Cabinet Member or Committee, by giving notice to the officer holding the delegated power or to the Chief Executive.
- 2.10 In the absence or the unavailability of an officer or where any function is not recorded as delegated in Part 5B (and is not reserved to the Council, Cabinet or Subcommittee) then any function delegated may be exercised by the relevant Director or the Chief Finance Officer or the Monitoring Officer.

3. General Powers of the Chief Executive

- 3.1 To act as Head of the Paid Service under Section 4 of the Local Government and Housing Act 1989.
- 3.2 To exercise authority over the Directors and Heads of Service, including allocating Directors' portfolios.
- 3.3 To exercise the powers delegated to any Director or other members of staff so far as the law allows.

- 3.4 To carry out the functions of the Council for civic aid and emergency planning and to take any action, including incurring expenditure, in connection with an emergency or a disaster in the borough.
- 3.5 To undertake any other functions necessary for the carrying out of the role of the Chief Executive, within any existing legislative and policy constraints.
- 3.6 To act as Returning Officer for County Council Elections in accordance with Section 35 of the Representation of the People Act 1983 (the 1983 Act) unless another officer is appointed.
- 3.7 To act as Electoral Registration Officer for the County in accordance with Section 8 of the 1983 Act unless another officer is appointed.
- 3.8 In an Emergency, to make decisions currently delegated to Committees or Panels, in consultation with the relevant senior qualified officer(s), Chairman of the relevant Committee or Panel, and the Principal Lead Opposition Member from each of the Opposition Groups of the relevant Committee or Panel, and others deemed necessary according to the requirements of the decision at hand. Emergency is defined as a time of direct or indirect imminent, serious danger requiring immediate action for the safety of the public, officers or Members, whether individually or as a group.
- 3.9 To make Urgent Decisions for matters that are the responsibility of Council, Cabinet and their Committees or Panels (other than Overview & Scrutiny Panel), such Urgent Decisions to be made in consultation with the Chairman or Vice Chairman of the relevant decision making body. An Urgent Decision means any decision required in advance of the earliest possible meeting of Council, Cabinet or relevant Committee or Panels, providing that if the decision is (i) a Key Decision then the Special Urgency Rule 16 of Part 8E must be followed and (ii) contrary to Budget or Policy Framework then Part 3 Rule 4 'Urgent Decisions outside the Budget or Policy Framework' must be followed.

4. General Powers of the Directors (including Chief Executive) and Heads of Service (deputy chief officers)

- 4.1 The Directors for the Council and their areas of responsibility are set out in this Constitution.
- 4.2 All Directors and Heads of Service are delegated all those powers necessary to act within the assigned portfolio of responsibilities and budget. Note that this delegation is subject to the general provisions and limitations set out in this Constitution.
- 4.3 An Director and Heads of Service may further delegate any of the powers delegated to him or her under this Constitution or any other applicable

scheme of delegation, in so far as is legally permissible and in so far as not already delegated by virtue of this Constitution

5. General Powers of Staff

- 5.1 All staff shall be delegated all those powers necessary to carry out those functions specified in their respective job descriptions, subject to the general provisions and limitations set out in this Constitution.
- 5.2 All staff will have Delegated Authority required to:-
- (a) Effectively manage and promote the services for which they are responsible;
 - (b) Exercise the function delegated to Officers under the Financial Procedural Rules and to let contracts in accordance with Contract Procedure Rules;
 - (c) Exercise all functions delegated under the Officer Employment Procedure Rules and to manage all staff in accordance with the Council's Policy, Procedures and Terms of Conditions of staff.

6. General Provisions and Limitations

- 6.1 Apart from those powers set out below which have been generally or specifically delegated to staff, any remaining functions which have not been, under this or any other current scheme of delegations, specifically reserved to Council, Cabinet or any committees or sub-committees thereof are delegated to officers
- 6.2 Staff shall exercise powers under this scheme in compliance with:
- The rules of procedure set out in this Constitution;
 - Corporate policies and strategies;
 - Any additional conditions imposed either by the Council or by statute or any statutory code of conduct.
- 6.3 The exercise of the powers delegated under this Constitution or any other scheme of delegation by staff involving the incurring of expenditure is subject to there being sufficient approved provision within their budget to cover that expenditure.
- 6.4 Each Director shall have all the powers and duties delegated to the Heads of Service or other staff within his/her portfolio, who are assigned to him or her, so far as is legally permissible.

- 6.5 The Director will delegate to the post that is most appropriate for the exercise of the function. Any direct line manager between the Director and the post delegated the function is also entitled to perform that function, unless otherwise stated in the scheme.

7. Monitoring Officer and Director of Resources

- 7.1 The functions of the Monitoring Officer and Director of Resources are set out below. The Council will provide the Monitoring Officer and Director of Resources with such offices, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed. The Monitoring Officer cannot be the Director of Resources or the Head of Paid Service.

7.2 Functions of the Monitoring Officer

- a) **Maintaining the Constitution.** The Monitoring Officer will maintain an up to date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.
- b) **Ensuring lawfulness and fairness of decision making.** After consulting with the Head of Paid Service and Director of Resources, the Monitoring Officer will report to the Council or to Cabinet in relation to an executive function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
- c) **Proper Officer for access to information.** The Monitoring Officer will ensure that Cabinet decisions, together with the reasons for those decisions and relevant Officer reports and background papers are made publicly available as soon as possible.
- d) **Advising whether Cabinet decisions are within the budget and policy framework in accordance with the requirement under the Budget and Framework Rules.** The Director of Resources in consultation with the Monitoring Officer will advise whether decisions of the Cabinet are in accordance with the budget and policy framework.
- e) **Providing advice.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise councillors and officers in their respective roles.
- f) **Contributing to corporate management.** The Monitoring Officer will contribute to the corporate management of the Council, in particular

through the provision of professional advice on the lawfulness or probity of any matter.

7.3 Functions of the Director of Resources

- a) **Ensuring lawfulness and financial prudence of decision making.** After consulting with the Head of Paid Service and the Monitoring Officer, the Director of Resources will report to the full Council, or to the Cabinet in relation to an executive function, and the Council's external auditor if he/she considers that any proposal, decision or course of action will involve incurring unlawful expenditure or is unlawful and is likely to cause a loss or deficiency or of the Council is about to enter an item of account unlawfully.
- b) **Administration of financial affairs.** The Director of Resources will have responsibility for the administration of the financial affairs of the Council and will certify the robustness of the council's estimates of expenditure and proposed budget.
- c) **Contributing to corporate management.** The Director of Resources will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.
- d) **Providing advice.** The Director of Resources will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all Councillors and will support and advise Councillors and Officers in their respective roles.
- e) **Give financial information.** The Director of Resources will provide financial information to the media, members of the public and the community.

PART 5 – SCHEME OF DELEGATION TO OFFICERS

B – PROPER OFFICER FUNCTIONS

Delegations to Officers

B - Proper Officer Functions

Meaning of Proper Officer Functions

- 1.1 The Council has approved and adopted the appointment of the following officers as proper officers, as described in the following specified sections of the relevant Acts of Parliament or regulations. Proper officer is defined for most legislation by s.270(3) Local Government Act 1972 as an officer appointed for that purpose by that body or for that area, as the case may be.
- 1.2 The deputy proper officer is given in brackets after the proper officer. The deputy proper officer is appointed to act where the proper officer is absent and/or unable to act for any reason. Where neither the designated proper officer nor the designated deputy proper officer is able to act, or if there is no specified designated proper officer or deputy proper officer, the Chief Executive may designate an appropriate person to act as proper officer or deputy proper officer. If the Chief Executive is unable to act, this power shall be delegated to the Monitoring Officer or, if the Monitoring Officer is unavailable, to the Deputy Monitoring Officer.

Local Authority Social Services Act 1970

Section	Description	Proper Officer
6	Statutory Director of Social Services (Adults)	Director of Adult Social Services

Local Government Act 1972

Section	Description	Proper Officer
83(1) – (4)	Officer to whom persons elected to any of the following offices of the Council shall make declaration of acceptance of office: Mayor, Deputy Mayor, Councillor	Monitoring Officer (Chief Executive)
84	Officer to whom a person elected to any office under the Council may give written notice or resignation	Monitoring Officer (Chief Executive)
86	Declaration of a vacancy	Monitoring Officer (Chief Executive)
88(2)	Officer who may convene a meeting of the Council for the election to fill a vacancy	Chief Executive (Any Director)
89(1)(b)	Officer who may receive notice in writing of a casual vacancy in the office of Councillor from two local government electors	Chief Executive (Monitoring Officer)
100B(2)	Officer who may think fit to exclude from reports open to inspection parts relating to	Head of Governance

Section	Description	Proper Officer
	items during which the meeting is likely not to be open to the public	(Monitoring Officer)
100B(7)(c)	Officer who may supply a copy of the agenda and reports for the meeting and copies of any other documents supplied to members of the council in connection with the item.	–Head of Governance (Monitoring Officer)
100C(2)	Officer responsible for preparing a written summary of those parts of the committee proceedings which disclose exempt information	Head of Governance (Monitoring Officer)
100D(1)(a) and (5)(a)	Officer responsible for identifying background papers and list of such documents	Head of Governance (Monitoring Officer)
100F(2)	Officer making decision as to documents disclosing exempt information which are not required to be open to inspection by council members	Monitoring Officer (Chief Executive)
115	Officer to whom all officers shall pay monies received by them and due to the local authority	Director of Resources
146(1)	Officer authorised to produce a statutory declaration specifying securities and verifying name change of authority	Director of Resources
151	Officer having responsibility for the administration of the Council's financial matters	Director of Resources
191	Officer authorised in respect of Ordnance Survey	Head of Commissioning - Communities
210(6) and (7)	Officer in whom power in respect of a charity will vest as at 1 April 1974	Monitoring Officer
212	Officer authorised to act as local registrar for Land Charges Act	Monitoring Officer (Information Management TL)
222	Officer authorised to prosecute and defend proceedings	Monitoring Officer
225(1)	Officer with whom documents may be deposited pursuant to law to make notes or endorsements and give acknowledgements or receipts.	Monitoring Officer

Section	Description	Proper Officer
229(4) and (5)	Officer who shall certify that a document is a photographic copy of a document in the custody of the Council	Monitoring Officer
234(1) & (2)	Officer who may authenticate and seal documents	Monitoring Officer
236 / 238	Officer authorised to receive, certify and send copies of byelaws to Parish Councils	Monitoring Officer
248	Officer authorised to keep a Roll of Freeman	Monitoring Officer
Para 4(2)(b) of Part 1 of Schedule 12	Officer who may sign a summons to council meetings	Chief Executive (Head of Governance)
Para 4(3) of Part 1 of Schedule 12	Officer who may receive notice from a Member of address to which a summons to a meeting is to be sent	Chief Executive (Head of Governance)
Para 25 of Schedule 14	Officer authorised to certify resolutions	(Head of Governance Services)
Para 28 of Schedule 16	Officer authorised to receive deposit of protected buildings	Head of Planning

Local Government Act 1974

Section	Description	Proper Officer
30 (5)	Officer responsible for arranging publication in newspapers of notice of Local Commissioner's report on investigation of a complaint	Monitoring Officer

Local Government (Miscellaneous Provisions) Act 1976

Section	Description	Proper Officer
41	Officer responsible for certifying copies of resolutions, minutes and other documents	Head of Governance

Representation of the People Act 1983

Section	Description	Proper Officer
8	Registration Officer	Returning Officer
35	Returning Officer	Returning Officer

Buildings Act 1984

Section	Description	Proper Officer
78 (8) BA 1984	Officer responsible for taking immediate action in relation to dangerous buildings	Director

Local Government Finance Act 1988

Section	Description	Proper Officer
114	Officer responsible for making financial report to the authority	Director of Resources

Local Government and Housing Act 1989

Section	Description	Proper Officer
2	Officer responsible for preparation of list of politically restricted posts	Chief Executive
4	Head of Paid Service	Chief Executive
5	Monitoring Officer	Chief Executive
15, 16 and 17	Officer responsible for receiving notices relating to political groups	Chief Executive

Local Government (Committees and Political Groups) Regulations 1990

Section	Description	Proper Officer
8 (1) and (5)	Officer to whom notice is delivered about the constitution of, or the change of name of a political group	Chief Executive (Monitoring Officer)
9 and 10	Officer to whom notice is delivered about a Councillor's membership of, or cessation of, a political group	Chief Executive (Monitoring Officer)
13	Officer to whom the wishes of a political group are expressed	Chief Executive (Monitoring Officer)

14	Officer responsible for notifying a political group about allocations and vacations of seats	Head of Governance
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Local Government (Contracts) Act 1997

Section	Description	Proper Officer
1 - 4	Officer responsible for certifying a contract under this act.	Director of Resources

Local Government Act 2000

Section	Description	Proper Officer
34	Officer responsible for publication of number of local government electors required to support a petition	Chief Executive

The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012

Section	Description	Proper Officer
12 (1)	Officer responsible for producing a written statement of all executive decisions made at a public or private meeting of Cabinet, including the information specified in regulation 12 (2).	Chief Executive (Monitoring Officer)

Section	Description	Proper Officer
14	Officer responsible for ensuring that a copy of the following documents is available for public inspection: the written statement referred to in regulation 12 above part or all of any report considered by the decision maker and relevant to the decision made	Chief Executive (Monitoring Officer)
15	Officer responsible for compiling a list of background papers to the report referred to in regulation 14 above. This officer is the proper officer referred to in rule 8 of the Access to	Chief Executive (Monitoring Officer)

	Information Procedure Rules set out in Part 8 of this constitution	
20 (1)	Officer who may exclude whole or part of any report provided for public inspection under regulation 20 (1), where the part excluded relates to a matter for which the proper officer considers a meeting is not likely to be open to the public. This officer is the proper officer referred to in rule 11 of the Access to Information Procedure Rules set out in Part 8 of this constitution	Chief Executive (Monitoring Officer)
9 (1)	Officer responsible for publishing the information relating to key decisions specified in regulation 9 (1). This officer is the proper officer referred to in rule 14 of the Access to Information Procedure Rules set out in Part 8 of this Constitution.	Head of Governance (Monitoring Officer)

Section	Description	Proper Officer
20 (3) (a) and (b)	Officer who may form an opinion as to whether a document contains or is likely to contain information confidential information or exempt information or the advice of a political advisor or assistant	Chief Executive (Chief Executive)

The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000

Section	Description	Proper Officer
4 (2)	Officer who publishes the number that is equal to 5 per cent of the number of local government electors for the authority's area	Electoral Registration Officer

The Freedom of Information Act 2000

Section	Description	Proper Officer
36	Officer who determines exempt information	Chief Executive

The Local Authorities (Standing Orders) (England) Regulations 2000

Section	Description	Proper Officer
Paras 5 and 6 of Part II of Schedule 1	Officer for receiving notification of proposed appointment of certain officers, notifying Executive Members of that proposed appointment and for receiving and notifying of objections to the proposed appointment.	Chief Executive

Proper officer functions referred to in guidelines issued by the Secretary of State under section 38 of the Local Government Act 2000 (Part 8 of this Constitution)

Section	Description	Proper Officer
17 Access to Information Procedure Rules	Officer who may, when requested to do so on behalf of an Overview and Scrutiny Commission, require Cabinet to submit a report to the Council within such reasonable time as the Overview and Scrutiny Commission specifies	Monitoring Officer (Head of Governance)
2.5 Executive Procedure Rules	Officer who may place an item on the agenda of the next available meeting of the Cabinet for consideration	The Monitoring Officer and/or the Chief Financial Officer in pursuance of their statutory duties. In other circumstances, where any two of the Head of Paid Service, Chief Financial Officer and Monitoring Officer are of the opinion that a meeting of the Executive needs to be called to consider a matter that requires a decision, they may jointly include an item on the agenda of an Executive meeting.

Children Act 2004

Section	Description	Proper Officer
18	Statutory Director of Children's Services	Director of Children's Services

Education Acts

Section	Description	Proper Officer
n/a	Appointment of local authority governors	Director of Children's Services

The Environment Assessment of Plans and Programmes Regulations 2004

Section	Description	Proper Officer
9	Officer responsible for determining whether a plan, programme or modification is likely to have significant environmental effects.	Head of Planning

The Neighbourhood Planning (Referendums) Regulations 2012

Section	Description	Proper Officer
4	Officer responsible for the publication of the information statement and specified documents in relation to the neighbourhood planning process.	Returning Officer

PART 5 – SCHEME OF DELEGATION TO OFFICERS

Addendum – OFFICER DELEGATIONS OF COUNCIL AND EXECUTIVE FUNCTIONS

The columns “Function” and “Statute or Regulation” expressly set out in Part 5 addendum of the Constitution have been determined by full Council to be delegated to the relevant Director.

The column ‘Delegation (& conditions)’ expressly set out in Part 5 addendum is not considered to form part of the Constitution and each Director is delegated authority to determine the appropriate officer to exercise the delegation. Such further determination shall not require authority or further authority of the full Council to change and may be amended in accordance by the Director by notification to the Head of Governance.