

# Report

## Council

---



### Part 1

Date: 17 May 2022

**Subject** Revised Scheme of Delegation to Officers

**Purpose** To agree an updated and revised Officer Scheme of Delegation

**Author** Head of Law & Standards

**Ward** City wide

**Summary** In accordance with the Council's approved scheme of delegation, which is set out at Part 3 Appendix 3 of the Council's Constitution, a number of statutory functions are delegated to statutory officers and Heads of Service who are authorised to discharge these duties on behalf of the Council.

The Officer Scheme of Delegation was last reviewed and updated in 2020 and, since that time, there has been a senior management restructure and a re-alignment of services. Therefore, these changes and amendments have been incorporated into a revised and updated scheme of delegation for adoption by full Council. There are no substantive changes to the previous scheme of delegation but responsibility has been transferred, where appropriate, to the new Head of Service.

**Proposal** To agree and adopt the proposed amendments to the Scheme of Delegation to Officers under Part 3 Appendix 3 of the Council Constitution

**Action by** Head of Law & Standards

**Timetable** In line with legislative requirements

This report was prepared after consultation with:

- Chief Executive
- Strategic Directors
- Head of Finance
- Heads of Service and Corporate Management Team.

### Background

1. Section 37 of the Local Government Act 2000 requires the Council to keep up-to-date and publish its written Constitution. The written Constitution forms part of the Council's Policy Framework and any amendments must, therefore, be formally approved and adopted by full Council.
2. In accordance with the Council's approved scheme of delegation, which is set out at Part 3 Appendix 3 of the Council's Constitution, a number of statutory functions are delegated to Heads of Service who are authorised to discharge these duties in behalf of the Council. The Officer Scheme of Delegation was last reviewed and updated in 2020 and, since that time, there has been a senior management restructure and a re-alignment of services.
3. Therefore, these changes and amendments have been incorporated into a revised and updated scheme of delegation for adoption by full Council. There are no substantive changes to the previous scheme of delegation but responsibility has been transferred, where appropriate, to the new Head of Service.
4. The reference to the statutory Head of Paid Service has also been amended to the Chief Executive, in accordance with the requirements of the Local government and Elections (Wales) Act 2021.

## Financial Summary

9. There are no financial implications

## Risks

Risk	Impact of Risk if it occurs* (H/M/L)	Probability of risk occurring (H/M/L)	What is the Council doing or what has it done to avoid the risk or reduce its effect	Who is responsible for dealing with the risk?
Not updating and revising the officer scheme of delegation	H	M	Failure to update the scheme of delegation would be contrary to the requirements of Section 37 of the Local Government Act 2000, would be contrary to the principles of transparent and accountable decision-making and could lead to decisions being legally challenged.	Head of Law & Regulation
Updating and revising the officer scheme of delegation	L	L	There would be a clear allocation of functions within the Constitution and transparent and lawful decision-making.	Head of Law & Regulation

\*Taking account of proposed mitigation measures.

## **Links to Council Policies and Priorities**

Clear and transparent decision-making is fundamental to the work of the Council and the delivery of the Corporate Plan. Ensuring that the appropriate governance arrangements are in place is also consistent with the sustainability duty under the Well-being of Future Generations Act and the well-being goals of a more equal Wales and a Wales of cohesive communities.

### **Proposal**

To agree and adopt the proposed amendments to the Scheme of Delegation to Officers and as Part 3 Appendix 3 of the Constitution.

### **Comments of Chief Financial Officer**

There are no financial implications.

Clear responsibilities and delegation is important to facilitate good financial management and planning. This document also links with other key documents such as Council Contract Standing Orders and Financial Regulations which govern the framework under which these delegations should be exercised in relation to financial matters.

### **Comments of Monitoring Officer**

Set out in the Report.

### **Comments of Head of People Policy & Transformation**

As outlined in the report clear and transparent decision-making is fundamental to the work of the Council and the delivery of the Corporate Plan. Ensuring that the appropriate governance arrangements are in place is also consistent with the sustainability duty under the Well-Being of Future Generations Act.

There are no direct HR implications arising from the report, and the responsibilities are in line with current staffing structures as agreed by Council.

## **Background Papers**

Part 3 Appendix 3 of the Council's Constitution

**Dated: 11 May 2022**