

## **Appendix 7**

### **Officer delegations**

The individual changes proposed to Part 3: Officer Delegations are too numerous to show separately, but an overview of the main changes and reasons for them are outlined below. **Members are asked to consider the proposed final version of this amended Part which is shown at Appendix 2a.**

| <b>Section</b>                                                                                                                                            | <b>Proposed changes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Rationale</b>                                                                                                                                                             |
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| Part 3:<br>Scheme of<br>Delegations to<br>Officers                                                                                                        | Add a new diagram.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | To provide an overview of the decision-making process.                                                                                                                       |
| Part 3:<br>Scheme of<br>Delegations to<br>Officers – A.<br>Delegations to<br>Employees                                                                    | Deleting current wording and adding an Introduction and Principles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | To aid understanding of the rules which underpin specific delegations.                                                                                                       |
| Part 3:<br>Scheme of<br>Delegations to<br>Officers – B.<br>Delegations to<br>employees                                                                    | Deleting current wording and adding expanded delegations list.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | To capture in one place delegations that apply to all, to avoid repetition.                                                                                                  |
| Part 3:<br>Scheme of<br>Delegations to<br>Officers – C. to<br>J. Delegations<br>to Chief<br>Executive,<br>Deputy Chief<br>Executive and<br>each Director. | Individual delegations tables are amended to: <ul style="list-style-type: none"> <li>- Include more detail about each senior officer's area of responsibility.</li> <li>- Better describe what matters can or cannot be delegated.</li> <li>- Update, delete or amalgamate references to delegated matters.</li> <li>- Ensure delegations reflect current practice.</li> <li>- Update or delete references to legislation where it is considered not necessary to include.</li> <li>- Make update any limits or restrictions on delegations.</li> </ul> | To ensure accuracy and clarity so that decisions are less likely to be challenged, and to better guide Members and Officers in relation to decision-making responsibilities. |

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| Part 3:<br>Scheme of Delegations to Officers – Schedule of Human Resources Delegations. | Updating the Schedule of Human Resources Delegations: <ul style="list-style-type: none"> <li>- in relation to matters covered.</li> <li>- to add in rules relating to Special Severance Payments.</li> </ul>                                   | To ensure accuracy and clarity, and to reflect the requirements of Statutory Guidance on the Making and Disclosure of Special Severance Payments by Local Authorities in England (published May 2022). |
| Part 3:<br>Scheme of Delegations to Officers – Additional Schedules                     | Adding the following Schedules: <ul style="list-style-type: none"> <li>- Schedule of Statutory and Proper Officer Roles and Functions.</li> <li>- Schedule of Licensing Delegations.</li> <li>- Schedule of Regulatory Delegations.</li> </ul> | To enable Officers to better identify delegations falling within particular categories, and to update, delete and clarify specific delegations.                                                        |
| Whole Constitution                                                                      | To make such other minor amendments which are incidental to the changes above.                                                                                                                                                                 | Necessary for consistency and ease of reading.                                                                                                                                                         |