

**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>
Part 3: Scheme of Delegations to Officers	Add a new diagram.	To provide an overview of the decision-making process.
Part 3: Scheme of Delegations to Officers – A. Delegations to Employees	Deleting current wording and adding an Introduction and Principles.	To aid understanding of the rules which underpin specific delegations.
Part 3: Scheme of Delegations to Officers – B. Delegations to employees	Deleting current wording and adding expanded delegations list.	To capture in one place delegations that apply to all, to avoid repetition.
Part 3: Scheme of Delegations to Officers – C. to J. Delegations to Chief Executive, Deputy Chief Executive and 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.

Part 3: 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: 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.