

ANNUAL REPORT ON USE OF DELEGATED POWERS

Head of Service/Contact: Amardip Healy, Chief Legal Officer

Annexes/Appendices (attached): **Annex 1:** Schedule of significant officer decisions taken in consultation with Committee Chairmen

Other available papers (not attached):

Report summary

In accordance with the Council's Scheme of Delegation to Officers, this report sets out significant decisions taken by Officers in consultation with Committee Chairmen, exercise of Committee powers, or powers for reasons of urgency for the period starting 24 May 2018 to 21 May 2019.

Recommendation (s)

- (1) That the Committee notes that the significant decisions taken by Officers in consultation with relevant Chairmen recorded using the delegated authority process from 24 May 2018 to 21 May 2019.

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 No direct implications.

2 Background

- 2.1 The Scheme of Delegation was drawn up on the principle that Officers are authorised to do all things that are necessary to run their services and to implement council policies provided their actions are taken within budget and according to standing orders etc.

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- 2.2 The Scheme still contains a number of caveats and restrictions to ensure that Members are aware of most actions taken under delegated powers and are consulted properly. One of these is that a report should be presented annually to this Committee setting out significant decisions taken by Officers under delegated powers in the previous year.
- 2.3 Under the previous Scheme of Delegation, urgent decisions or decisions that needed to be made in consultation with a Chairman or where specifically authorised by a Committee are recorded. The process is also used as a means of recording decisions which officers have felt it necessary to consult members upon.
- 2.4 The phrase “significant decision” is not defined in the Scheme therefore for the purposes of this report will be defined as those decisions still recorded using the Officer Action process. The officer named is usually the officer who has initiated the action on behalf of their Service Head, if not the Service Head themselves.

3 Proposals

- 3.1 Annex 1 to this report sets out the decisions which have been recorded using the delegated authority process. All decisions have been reported in Members’ Update.

4 Financial and Manpower Implications

- 4.1 As set out in individual cases and signed off by the Chief Finance Officer.
- 4.2 **Chief Finance Officer’s comments:** If the matter involves a significant amount of expenditure, the use of this process should only be exercised when the matter is proven as urgent and cannot wait for formal agreement at the next relevant policy committee.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 The Chief Executive, Chief Operating Officer and Heads of Service are empowered to take all operational decisions within agreed policies in relation to the services for which they are responsible.
- 5.2 **Monitoring Officer’s comments:** none arising from the contents of this report.

6 Sustainability Policy and Community Safety Implications

- 6.1 None.

7 Partnerships

- 7.1 None

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8 Risk Assessment

- 8.1 In taking any decision, the officer concerned must be satisfied that they have authority to do so. The process of seeking authority has a number of layers designed to ensure the correct use of delegated authority.

9 Conclusion and Recommendations

- 9.1 The Committee is asked to note the significant decisions taken by officers.

Ward(s) Affected: (All Wards);