

## ANNUAL REPORT ON THE USE OF DELEGATED POWERS

<b>Head of Service:</b>	Gillian McTaggart, Head of Corporate Assurance
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	
<b>Appendices (attached):</b>	Appendix 1: Schedule of significant officer decisions taken in consultation with Committee Chairmen

### 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 Chairs for the period 29 May 2021 to 27 May 2022.

### Recommendation (s)

#### The Committee is asked to:

- (1) note the significant decisions taken by Officers in consultation with relevant Chairman/Chair recorded using the delegated authority process from 29 May 2021 to 27 May 2022.**

## 1 Reason for Recommendation

- 1.1 The Scheme of Delegation to Officers included within Part 3 of the Constitution requires a report to be presented annually to the Audit and Scrutiny Committee setting out significant decisions taken under delegated powers in the previous year.

## 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 in compliance with the Council's standing orders.

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- 2.2 The Scheme contains several 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 Urgent decisions or decisions that need to be made in consultation with a Chairman or where specifically authorised by a Committee are recorded using the Officer Action process. The process is also used as a means of recording decisions which Officers have felt it necessary to consult Members upon. Members are notified of any decisions taken via this process through Members Update.
- 2.4 The phrase “significant decision” is not defined in the Scheme of Delegation. For the purposes of this report it is defined as those decisions recorded using the Officer Action process.

## 3 Delegated decisions

- 3.1 Appendix 1 provides a record of decisions taken under delegated powers since 29 May 2021 to the Committee due to the timing of the previous annual report.
- 3.2 A total of 7 decisions were taken during the period 29 May 2021 - 27 May 2022. One Officer Action form was cancelled (not used), 2 forms were issued and referred to the relevant Committee for Decision, and 1 form that was issued and the decision had been delegated to the Head of Service.

## 4 Risk Assessment

Legal or other duties

### 4.1 Equality Impact Assessment

4.1.1 None.

### 4.2 Crime & Disorder

4.2.1 None.

### 4.3 Safeguarding

4.3.1 None.

### 4.4 Dependencies

4.4.1 None.

### 4.5 Other

4.5.1 None.

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### 5 Financial Implications

5.1 As set out in individual cases and signed off by the Chief Finance Officer.

5.2 **Section 151 Officer's comments:** none for the purposes of this report.

### 6 Legal Implications

6.1 The Chief Executive, Directors and Heads of Service can take all operational decisions within agreed policies in relation to the services for which they are responsible.

6.2 The current process of reporting to this Committee as a method of notification of decisions made under delegated decisions will cease. It will be replaced with changes where such decisions being published on the Council's website.

6.3 **Legal Officer's comments:** none for the purposes of this report.

### 7 Policies, Plans & Partnerships

7.1 **Council's Key Priorities:** The following Key Priorities are engaged: Effective Council.

7.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.

7.3 **Climate & Environmental Impact of recommendations:** None.

7.4 **Sustainability Policy & Community Safety Implications:** None.

7.5 **Partnerships:** None.

### 8 Background papers

8.1 The documents referred to in compiling this report are as follows:

#### **Previous reports:**

[Annual report on the use of delegated powers, Audit, Crime & Disorder and Scrutiny Committee, 15 June 2021](#)

#### **Other papers:**

- [Scheme of Delegation to Officers, Part 3 of the Epsom and Ewell Borough Council Constitution](#)