

**ANNUAL REPORT ON THE USE OF DELEGATED POWERS**

<u>Report of the:</u>	Head of Legal and Democratic Services
<u>Contact:</u>	Fiona Cotter
<u>Annexes/Appendices (attached):</u>	Schedule of Actions recorded on Officer Action Proforma
<u>Other available papers (not attached):</u>	Scheme of Delegation

**REPORT SUMMARY**

**In accordance with the Council's Scheme of Delegation to Officers, this report sets out significant decisions taken by officers under delegated powers since 20 May 2014.**

<b><u>RECOMMENDATION (S)</u></b>	<i>Notes</i>
<b>That the Committee notes that 15 decisions have been recorded or are pending using the Delegated Authority proforma since 20 May 2014.</b>	

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

1.1 No direct implications.

**2 Background**

2.1 In December 2007, the Council revised its Scheme of Delegation.

2.2 The new Scheme 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.

2.3 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.

2.4 Under the previous Scheme of Delegation, a form had been developed to record the taking of urgent decisions or decisions which needed to be made in consultation with a Chairman or where specifically authorised by a Committee.

2.5 This form is still used as a means of recording decisions which officers have felt the necessity to consult with members upon. 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 proforma. The officer named is usually the officer who has initiated the action on behalf of their Service Head/Director.

## **AUDIT, CRIME & DISORDER AND SCRUTINY COMMITTEE**

### **23 JUNE 2015**

#### **3 Proposals**

- 3.1 Two decisions (forms 423 and 425) reported to the Committee in June 2014 were pending at the date of that meeting and were subsequently reported in Members' Briefing. These are set out in Annexe 1.
- 3.2 Since 20 May 2014, fifteen decisions have been recorded or are pending using the delegated authority proforma, also set out in Annexe 1 to this report. The total of fifteen is two less than reported last year. All decisions made have been reported in Members' Briefing.

#### **4 Financial and Manpower Implications**

- 4.1 As set out in individual cases and signed off by the Director of Finance/Director of Finance and Resources.

#### **5 Equalities and Other Legal Implications, Sustainability Policy and Community Safety Implications; Partnerships**

- 5.1 As set out in individual cases.

#### **6 Risk Assessment**

- 6.1 In taking any decision, the officer concerned must be satisfied that certain issues specified in the Scheme of Delegation have been properly considered at the earliest possible stage.

#### **7 Conclusion and Recommendations**

- 7.1 The Committee is asked to note that fifteen decisions have been recorded or are pending using the Officers' Action proforma since 20 May 2014. This is two fewer decisions than last year.

**WARD(S) AFFECTED: N/A**