



COUNCIL - WEDNESDAY, 14 OCTOBER 2026

Late Item(s)

6. SCHEME OF DELEGATION(Pages 3 - 8)

Councillor P Hodgson-Jones, Chair of the Corporate Governance Committee to present a report on proposals to amend the Council's Constitution on a revised Scheme of Delegation, updated to reflect changes in Officer roles and posts and redrafted to provide greater clarity on the distinction between delegations relating to Council functions and Executive functions.

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Tracked Summary of Changes to the Officer Scheme of Delegation

New Clause	Old Position	Change	Comment
1.2	Introductory statutory references spread across opening paragraphs	Rewritten and modernised explanation of council and executive delegation powers	Clarification only. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
1.4	No equivalent provision	New "cascade principle" of delegation	New governance principle introduced. [New Office...Delegation Word]
1.5	Council and Executive schemes separated into Annexes A and B	Rewritten and simplified structure	Administrative improvement. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
2.1.1-2.1.8	Former General Principles delegation restrictions	Recast into numbered clauses	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
2.2	Internal delegation power existed	Reworded	No material change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
2.3	CEO could further delegate functions	Expanded to executive, non-executive and local choice functions	Clarification and wider drafting. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
2.4	Individual and internal delegation provisions contained later in scheme	Brought forward and formalised	Better governance controls. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
2.4.2	No standard form requirement	New written Individual Delegation requirement	Significant governance enhancement. [New Office...Delegation Word]
2.5	Decisions documented under Monitoring Officer arrangements	Mandatory Decision Report and Written Record process	Stronger audit requirements. [New Office...Delegation Word]
2.6	Deemed delegation provision existed	Reproduced	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
2.8	Officers to keep Members informed	Extended to Executive Leader as appropriate	Minor change. [Old Scheme...o Officers Word]

			Word], [New Office...Delegation Word]
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General Limitations

New Clause	Old Position	Change	Comment
3.1	Consultation with appropriate officers	Specific reference to Monitoring Officer and Section 151 Officer	Governance strengthened. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
3.2	No equivalent clause	Public Sector Equality Duty added	Significant legal safeguard. [New Office...Delegation Word]
3.3	Existing policy compliance clause	Reproduced	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
3.5	Existing financial restriction	Code of Procurement added expressly	Clarification. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
3.6	Limitation of Delegations provisions	Consolidated and modernised	Similar effect overall. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
3.6.5	Emergency exercise by another officer allowed	Additional requirement to notify Monitoring Officer	New governance control. [New Office...Delegation Word]
3.6.8	Referral back rights existed	Express right to refer matters back to Council/Cabinet	Clarified. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
3.6.9	No explicit rescission clause	Council/Cabinet may rescind delegations	New constitutional safeguard. [New Office...Delegation Word]
3.6.10-3.6.12	Contained in introductory paragraphs of old scheme	Relocated into operative provisions	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Statutory Officers and Proper Officers

New Clause	Old Position	Change	Comment
Section 4	No dedicated section	Comprehensive register of statutory officers	Major new section. [New Office...Delegation Word]

Section 5	Limited Proper Officer references	Detailed Proper Officer schedule	Major governance enhancement. [New Office...Delegation Word]
Local Government Act 1972 table	Not included	Comprehensive designation table	Entirely new. [New Office...Delegation Word]
FOI Qualified Person	Not expressly scheduled	Designated Chief Executive	New formal designation. [New Office...Delegation Word]
RIPA responsibilities	Not scheduled	Added	New compliance provision. [New Office...Delegation Word]
SIRO designation	Not present	Added	New governance provision. [New Office...Delegation Word]
Money Laundering Officer designation	Not present	Added	New governance provision. [New Office...Delegation Word]

Annex A (Council Functions)

Chief Executive Officer

New Delegation	Old Delegation	Change
Head of Paid Service	Same	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Electoral Registration Officer and Returning Officer	Same	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Emergency powers	Same	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Organisation structure	Same	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Staff management guidance	References updated to new officer structure	Functional update. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Corporate communications	Same	No material change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Planning Functions

New Delegation	Old Delegation	Change
Corporate Director (Place) planning powers	Detailed planning delegation scheme	Existing operational provisions removed. Placeholder inserted pending National Scheme adoption. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
DMC referral criteria	Detailed thresholds and referral triggers	Deleted pending replacement. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Important governance issue: The planning delegation section is currently incomplete and contains a drafting note. [\[New Office...Delegation | Word\]](#)

Finance Functions

New Delegation	Old Delegation	Change
Director of Finance and Corporate Services	Interim Corporate Director (Finance and Resources)	Post title changed. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Section 151 functions	Same	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Internal Audit	Same	No substantive change. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Annex B (Executive Functions)

Structural Changes

Old Officer	New Officer	Effect
Corporate Director (People)	Corporate Director (Communities)	Portfolio reorganised. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Chief Operating Officer	Functions redistributed	Role removed. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Assistant Director (Recovery)	Functions transferred largely to Place	Role removed. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Head of Leisure and Health	Functions transferred to Place	Role removed. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Head of 3C ICT	Functions moved to Communities	Role removed. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
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Corporate Director (Place)

Old Position	New Position
Planning, Housing Strategy, Economic Development	Retained. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Waste services sat under Corporate Director (People)	Moved to Place. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Leisure services sat under Head of Leisure and Health	Moved to Place. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Recovery, Parks and Environmental Sustainability sat under Assistant Director (Recovery)	Moved to Place. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Corporate Director (Communities)

Old Position	New Position
Customer Services	Retained. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Revenues and Benefits	Retained. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Housing Needs	Retained. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
ICT Client Management	Added from Chief Operating Officer/Head of ICT. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
FOI and Information Management	Added. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
Corporate Fraud	Newly specified. [New Office...Delegation Word]
Communications & Engagement	Newly specified. [New Office...Delegation Word]
Local Government Reorganisation	Newly specified. [New Office...Delegation Word]
Community Action Team	Newly specified. [New Office...Delegation Word]

Monitoring Officer / Legal Delegations

Old Scheme	New Scheme
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Delegations largely vested in Head of Legal Shared Service	Divided between Interim Monitoring Officer and Head of Legal Shared Service. [Old Scheme...o Officers Word] , [New Office...Delegation Word]
No separate Monitoring Officer delegation schedule	New dedicated Monitoring Officer powers. [New Office...Delegation Word]
Litigation powers with Head of Legal Shared Service	Shared arrangements established. [Old Scheme...o Officers Word] , [New Office...Delegation Word]

Schedule of Major Additions

The following are entirely new:

1. Statutory Officer section. [\[New Office...Delegation | Word\]](#)
2. Proper Officer designation schedule. [\[New Office...Delegation | Word\]](#)
3. Public Sector Equality Duty clause. [\[New Office...Delegation | Word\]](#)
4. Formal Individual Delegation process. [\[New Office...Delegation | Word\]](#)
5. Delegated Decision Report requirement. [\[New Office...Delegation | Word\]](#)
6. SIRO designation. [\[New Office...Delegation | Word\]](#)
7. RIPA authorisation arrangements. [\[New Office...Delegation | Word\]](#)
8. Money laundering reporting responsibilities. [\[New Office...Delegation | Word\]](#)
9. Council/Cabinet rescission powers. [\[New Office...Delegation | Word\]](#)

Schedule of Major Deletions

1. Detailed planning referral criteria and Development Management Committee triggers. [\[Old Scheme...o Officers | Word\]](#), [\[New Office...Delegation | Word\]](#)
2. Stand-alone delegations for Chief Operating Officer. [\[Old Scheme...o Officers | Word\]](#), [\[New Office...Delegation | Word\]](#)
3. Stand-alone delegations for Corporate Director (People). [\[Old Scheme...o Officers | Word\]](#), [\[New Office...Delegation | Word\]](#)
4. Stand-alone delegations for Assistant Director (Recovery). [\[Old Scheme...o Officers | Word\]](#), [\[New Office...Delegation | Word\]](#)
5. Stand-alone delegations for Head of Leisure and Health. [\[Old Scheme...o Officers | Word\]](#), [\[New Office...Delegation | Word\]](#)
6. Stand-alone delegations for Head of 3C ICT Shared Service. [\[Old Scheme...o Officers | Word\]](#), [\[New Office...Delegation | Word\]](#)