

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Scheme of Delegation to Officers

Meeting/Date: Licensing and Protection Committee –
Wednesday 19th March 2025

Executive Portfolio: Executive Councillor for Resident Services and
Corporate Performance, Councillor S W
Ferguson

Report by: Claudia Deeth, Public Protection Manager

Ward(s) affected: All

Executive Summary:

At their meeting in January 2024, the Licensing and Protection Committee agreed an amended version of the Scheme of Delegation to reflect internal structure changes as well as amendments to post holder titles. Following a further restructure within the Council, the Committee is asked to approve a new Scheme of Delegation that reflects the deletion and replacement of posts.

RECOMMENDATIONS:

The Licensing and Protection Committee is RECOMMENDED to:

- i) approve the scheme of delegation from Licensing & Protection Committee to Officers**
- ii) that the Public Protection Manager be authorised to make minor editorial changes which by definition make no change to the powers of delegations,**
- iii) that the Public Protection Manager, in consultation with the Chair and Vice Chair of the Licensing & Protection Committee, be authorised to make changes as a result of revocations, amendments, or enactment of relevant statutory provisions**
- iv) that the Public Protection Manager be authorised to appoint such suitably qualified officers as deemed appropriate to exercise those duties delegated to him**

1. PURPOSE OF THE REPORT

- 1.1 The Council Constitution 2016 details the Responsibility for Functions, and specifically the responsibilities of the Licensing & Protection Committee (the Committee). On 19th July 2016, a report was presented to the then Licensing and Protection Committee advising that legal advice had recommended that the Committee formally resolve a scheme of delegation for Officers with regards to the licensing and registration functions, and health and safety at work functions contained within Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended.
- 1.2 The report was subsequently approved and implemented.
- 1.3 Following a number of restructures resulting in changes to the names of certain posts, this report was brought back to the Licensing and Protection Committee in January 2024 to request approval of an amended scheme of delegation.
- 1.4 This report is being brought to the Committee a further time following another restructure and changes to the titles of officers detailed within the Scheme of Delegation.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 There have been further amendments to role titles following a restructure in January 2025, meaning that previously used job titles no longer exist. It is therefore necessary to seek approval from the Committee for a new scheme of delegation that reflects the amendments.

3. KEY IMPACTS / RISKS

- 3.1 Should a scheme of delegation contain incorrect information relating to decision making responsibilities, it may invalidate the action that is being taken by officers. Should this be recognised and subsequently challenged, any decisions made could be reversed. There is a significant reputational risk to the District Council if this were to happen.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 If approved, the new scheme of delegation will be implemented immediately, and all associated documentation updated accordingly.

5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

[\(See Corporate Plan\)](#)

- 5.1 Priority 1 – Improving quality of life for local people.

- 5.2 Priority 3 – Delivering good quality, high value-for-money services with good control and compliance with statutory obligations.

6. LEGAL IMPLICATIONS

- 6.1 For the scheme of delegation to be implemented correctly, we must ensure that it is current and contains the correct information. Should this not be the case, there is a risk that decisions made could be invalidated.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 Should the Committee approve the amended scheme of delegation, this will enable officers operating in the amended structure to be able to utilise legislation available to them and where appropriate, take action to address unauthorised or illegal activity.

8. LIST OF APPENDICES INCLUDED

Appendix 1 – Powers delegated by or on the recommendation of the Licensing and Protection Committee (Environmental health and Community Action Team).

9. BACKGROUND PAPERS

Scheme of Delegation to Officers report dated 19th July 2016

Scheme of Delegation to Officers report dated 25th January 2024

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