

Council 14th October 2026

Report by: Interim Corporate Director (Finance & Resources)

Lead Cllr: Liam Dewey-Beckett
Executive Councillor for
Governance & Democratic
Services



Wards	Open / Exempt	Key Decision?
ALL	Open	No

Scheme of Delegation 2026 - Updated

Executive Summary: Effective governance of a local authority requires the regular review and update of its Constitution, its Articles and Schemes to ensure it remains accurate and relevant.

The existing Scheme of Delegation has been reviewed to reflect changes in Officer roles and posts and redrafted to enable a clearer understanding of the delegations that have been made relating to Council functions and Executive functions.

This revised Scheme of Delegation was considered by the Corporate Governance Committee on 16th September 2026. The Committee endorsed the revised Scheme for submission to Full Council for approval on 14th October 2026.

Recommendations

- 1.1. approve the revised Scheme of Delegation as set out in Appendix 1 to the report now submitted; and
- 1.2. amend the Council's Constitution accordingly.

Key Corporate Plan Priorities

- | | |
|---|------------------------------|
| 1 | <i>Do our core work well</i> |
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Report Author

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1. PURPOSE OF THE REPORT

Effective governance of a local authority requires the regular review and update of its Constitution, its Articles and Schemes to ensure it remains accurate and relevant.

The existing Scheme of Delegation has been reviewed to reflect changes in Officer roles and posts and redrafted to enable a clearer understanding of the delegations that have been made relating to Council functions and Executive functions.

The revised Scheme of Delegation was considered by the Corporate Governance Committee on 16th September 2026 and endorsed for submission to Full Council. The purpose of this report is to seek Council approval of the revised Scheme and the consequential amendment of the Council's Constitution.

2. BACKGROUND & CONTEXT

- 2.1** The Council has operated a Constitution Review Working Group for many years which serves an important function in enabling healthy governance and effective decision-making processes to support elected members. The Working Group has reviewed the Scheme and, with some minor amendments, approved it for submission to the Corporate Governance Committee.
- 2.2** The Corporate Governance Committee considered the revised Scheme of Delegation at its meeting on 16th September 2026 and endorsed it for submission to Full Council. The version at Appendix 1 reflects the outcome of that consideration.
- 2.3** The Council is facing a very busy immediate future with local government reorganisation, and an accurate and accessible constitution will be vital to support effective governance during this period.
- 2.4** External legal advice has supported the review of the Scheme of Delegation. The main changes proposed are accurate job titles and a different tabular layout is proposed to make the detail more accessible. Wording has been addressed that was confusing regarding the separation of the Council's Scheme of Delegation and the Executive Leader's Scheme. Much greater detail has been provided for Members and residents regarding proper Officer delegations and the applicable legislation.
- 2.5** It is not within the remit of the Corporate Governance Committee to alter the detail of the Scheme of Delegation that has been decided by the Executive Leader and Full Council. This review focuses upon updating out of date references to post or legislation and redrafting the text to make it more accessible.
- 2.6** The Council has separately adopted the new National Scheme of Delegation of Decisions on Planning Applications at its meeting in July 2026. The Council's overall Scheme of Delegation refers to the old provisions under old legislation. These have been deleted and appropriate text will be included after the Development Management Committee concludes its work on the matter.

3. ALTERNATIVE OPTIONS CONSIDERED & NOT RECOMMENDED

- 3.1** There are no other options to reviewing and refreshing the Scheme of Delegation, when it has been acknowledged to be out of date and less than easy to interpret. That would be an abdication of duty to the Council.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1** The report has not been considered by an Overview and Scrutiny Panel. Constitutional review and governance matters are within the remit of the Corporate Governance Committee, which considered the revised Scheme on 16th September 2026.

5. POST-DECISION IMPLEMENTATION

- 5.1** Following approval by Council, the revised Scheme of Delegation will be incorporated into the Council's Constitution, and the updated Constitution will be published.

6. IMPLICATIONS OF THE DECISION

6.1 Council Key Priorities and Performance

Updating the Council's Scheme of Delegation and making it more accessible will directly contribute to the effective delivery of the Council's priorities.

6.2 Financial Implications

There are no direct financial implications arising from approval of the revised Scheme of Delegation. Any administrative costs associated with updating and publishing the Constitution will be met from existing resources.

6.3 Policy Implications

The proposal updates the Council's constitutional governance framework. It does not introduce a new service policy, but it clarifies the authority and accountability for decisions taken under existing Council and Executive functions.

6.4 Legal & Constitutional Implications

The Scheme of Delegation forms part of the Council's Constitution. Council approval is required for the revised delegations relating to Council functions, while the document also records Executive delegations made by the Executive. Approval will enable the Constitution to be updated so that it accurately reflects current Officer roles, legislation and decision-making responsibilities.

6.5 Community Impact

A clearer and more accessible Scheme of Delegation will help residents, Members and Officers understand where decision-making responsibility rests, supporting transparency and accountability. No adverse community impacts have been identified.

6.6 Environment & Climate Change Implications

No direct environment or climate change implications have been identified. Decisions taken under the Scheme will continue to be assessed for environmental and climate implications where relevant.

6.7 Equality & Diversity Implications

No direct adverse equality or diversity implications have been identified. The clearer structure and wording of the revised Scheme should improve accessibility and understanding of the Council's decision-making arrangements.

6.8 Implications on Resources

Implementation will require Officer time to finalise, publish and maintain the revised Constitution. This work will be undertaken within existing staffing and budget resources.

6.9 Health & Wellbeing Implications

No direct health and wellbeing implications have been identified. Any relevant implications arising from individual decisions made under delegated powers will be considered as part of those decisions.

6.10 Local Government Reorganisation (LGR) Implications

The review and updating of the Scheme of Delegation is to support effective governance during the period of reorganisation of the Council.

7. RISK MANAGEMENT

- 7.1 Having an accurate and accessible scheme of delegation will minimise any risks on using the Scheme inappropriately or inaccurately.

8. BACKGROUND PAPERS – LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Document List	Custodian	File Location
Constitution – Update 08.06.26	Lisa Jablonska – Deputy Monitoring Officer	(Location / Link to document)