

Committee Model Review Group

27 March 2025



Report of: Director – Legal and Democratic Services

Title: Delegations to officers

Ward: All

Recommendations:

That the Committee Model Review Group considers the matters set out in this report.

The significant issues in the report are:

This report provides an overview of the arrangements that the Council has in place in respect of Delegations to Officers.



1. Summary

The Council's arrangements for Delegations to Officers were agreed by Full Council as part of the development of the new Committee Model of governance and came into effect on 6 May 2024.

This report provides an overview of the arrangements that the Council has in place for delegations to officers.

2. Delegations to Officers

Under the Committee Model of governance, Full Council can delegate functions to a committee, a sub-committee or an officer. Full Council has approved the structure and functions of committees and the roles and responsibilities of councillors. The functions of committees and the role of councillors is to set the strategic and policy direction for the Council. However, in order to implement those decisions, there needs to be in place delegations to officers to deal with the professional, technical and operational aspects of decisions and policies.

Part 3.4 of the Council's Constitution includes the Scheme of Delegations to Officers. These delegations set out the framework for the discharge of functions and responsibilities by officers. This framework provides for delegations of functions and responsibilities to specific named officers, generally Executive Directors and Directors. Those delegations are essential for the effective day-to-day operation of the Council and can be delegated onwards to the most appropriate level to ensure that the function or responsibility is carried out by the relevant officer with the right level of technical and professional expertise in a specific service area.

Each directorate within the Council then prepares its own Scheme of Delegation to Officers based on the framework for delegations to Executive Directors and Directors. There are also specific schemes of delegation for HR and Finance matters.

Delegated officer decisions are taken to the relevant Policy Committee Chairs briefing for consultation and political oversight before they are finalised. A record of these decisions is sent to all Members of the relevant Policy Committee, then details are published on the Council's [website](#) (with a link also included in the relevant Policy Committee agenda).

Part 3.4 of the Council's Constitution is set out in the Appendix to this report and the individual Scheme of Delegation for each Directorate and for HR and Finance matters are available on the Council's [website](#).

3. Summary of matters for consideration by the Committee Model Review Group

To summarise, the Committee Model Review Group should consider whether the arrangements for Delegations to Officers are effective and whether any changes are required to these arrangements.

4. Recommendation

That the Committee Model Review Group considers the matters set out in this report.

LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985

Background Papers:

None

Appendices

Appendix 1 – Part 3.4 of the Council’s Constitution – Delegations to Officers