

**SCHEME OF DELEGATION AND PROCEDURAL RULES**  
**WDA/16/16**

**Recommendation**

That the Scheme of Delegation be adopted for the 2016/17 Municipal Year.

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**SCHEME OF DELEGATION AND PROCEDURAL RULES**  
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**Report of the Chief Executive**

**1. Purpose of the Report**

- 1.1 To request that Members adopt the Scheme of Delegation for the 2016/17 Municipal Year.

**2. Background**

- 2.1 The Constitution comprises a set of documents which define the Authority's governance arrangements. This includes:
- Scheme of Delegation
  - Authority Procedural Rules
  - Financial Procedural Rules
  - Contract Procedural Rules
  - Information Procedural Rules
- 2.2 Rule 3.2(vi) of the Procedural Rules requires the Authority to adopt its Scheme of Delegation at its Annual Meeting each year.
- 2.3 The Constitution is reviewed at least annually to ensure that governance arrangements remain fit for purpose. Any proposed changes to the Scheme of Delegation or procedural rules are subject to Members' approval.

**3. Scheme of Delegation**

- 3.1 The Scheme of Delegation describes the Authority's decision making process and defines three levels of decisions as follows:

- **Key Decisions** are decisions having a significant financial or community impact as defined in the Authority Procedural Rules, or if the Chief Executive is of the view that a decision should be a Key Decision. Key Decisions cannot be delegated except under urgent action in line with the Authority Procedural Rules.
- **Executive Decisions** and **Administrative Decisions** are decisions which can be delegated to officers subject to the limitations defined in the Scheme of Delegation.

3.2 The existing Scheme of Delegation has been reviewed and no amendments are proposed. Members are therefore asked to adopt the Scheme of Delegation attached at Appendix 1 in accordance with Rule 3.2 (vi) of the Authority Procedural Rules.

3.3 In addition to the Scheme of Delegation, the Authority's set of procedural rules were also reviewed and there are no proposed changes at this time.

#### 4. **Risk Implications**

4.1 The following risk analysis had been undertaken in relation to this report:

<b>Identified Risk</b>	<b>Likelihood Rating</b>	<b>Consequence Rating</b>	<b>Risk Value</b>	<b>Mitigation</b>
Delegation of decisions not proportionate to levels of responsibility.	1	5	5	Scheme defines scope and limitations for taking delegated decisions.
Members and officers not aware of levels of delegation.	2	4	8	Adoption and review of scheme each year. Constitution included in training and induction programmes.
Updated rules not disseminated.	2	3	6	The revised Constitution will be published on the Authority's website.

**5. HR Implications**

5.1 There are no HR implications associated with this report.

**6. Legal Implications**

6.1 There are no legal implications associated with this report.

**7. Environmental Implications**

7.1 There are no environmental implications associated with this report.

**8. Financial Implications**

8.1 There are no financial implications associated with this report.

**9. Conclusion**

9.1 Members are asked to adopt the Authority's Scheme of Delegation for the 2016/17 Municipal Year.

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The background documents to this report are open to inspection in accordance with Section 100D of The Local Government Act 1972 - Nil.