

SCHEME OF DELEGATION AND PROCEDURAL RULES
WDA/18/11

Recommendation

That:

1. the amended Scheme of Delegation be approved and adopted for the 2011/12 Municipal Year; and
2. delegated powers of the Authority be granted to the Clerk to update the Authority's set of Procedural Rules in order to reflect the change of designation of senior officer posts previously approved by Members.

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Report of the Chief Executive

1. Purpose of the Report

- 1.1 To seek Members approval to the revised Scheme of Delegation and for its adoption for the 2011/12 Municipal Year and to grant delegated powers of the Authority to the Clerk to update the set of Procedural Rules.

2. Background

- 2.1 The Authority's constitution includes a Scheme of Delegation and a comprehensive set of Procedural Rules which define the Authority's decision-making processes.
- 2.2 Rule 3.2(vi) of the Procedural Rules require the Authority to agree its Scheme of Delegation at its Annual Meeting each year.
- 2.3 At a meeting of the Authority held on 15th April 2011, Members approved the change of designation to senior officer posts (WDA/11/11), namely that:
- Director of Waste Disposal. changed to Chief Executive
 - Assistant Director (Operations) . changed to Director of Operations
 - Assistant Directors (Strategy and Resources) . changed to Director of Strategy and Development
 - Assistant Director (Finance) . changed to Director of Finance

3. Review of Scheme of Delegation

- 3.1 The Authority defines three levels of decisions as follows:
- **Key Decisions** are decisions having significant financial or community implications as defined in the Authority's Procedural Rules. Key Decisions cannot be delegated except under urgent action as identified in Procedural Rule 23.
 - **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 Scheme of Delegation is reviewed annually and changes identified in the current year relate only to those references which identified the Director which has been updated to read, ~~the~~ Chief Executive.
- 3.3 The revised version of the Scheme of Delegation is attached at Appendix 1.
- 3.4 Members are asked to adopt the Scheme of Delegation in accordance with Procedural Rule 3.2 (vi).

4. Procedural Rules

- 4.1 The Authority has a set of Procedural Rules as follows:
- Procedural Rules
 - Financial Procedural Rules
 - Contract Procedural Rules
 - Access to Information Rules
- 4.2 These documents are regularly reviewed and updated for Members' approval as necessary.
- 4.3 As a result of the changes to the designation of officers as detailed in paragraph 2.3 above, references to these posts in the above set of documents will require updating.
- 4.4 As there are no other amendments to these documents identified at the current time, Members are requested to delegate powers of the Authority to the Clerk to make the necessary changes to post holder references.

5. Risk Implications

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

Identified Risk	Likelihood Rating	Consequence Rating	Risk Value	Mitigation
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. Scheme included in training and induction programmes.

6. HR Implications

6.1 There are no HR 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 revised Scheme of Delegation for the 2011/12 Municipal Year and to grant delegated powers of the Authority to update the set of Procedural Rules as detailed in this report.

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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.