

SCHEME OF DELEGATION AND PROCEDURAL RULES
WDA/17/12

Recommendation

That the Scheme of Delegation be approved and adopted for the 2012/13
Municipal Year.

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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 2012/13 Municipal Year.

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 requires the Authority to agree its Scheme of Delegation at its Annual Meeting each year.
- 2.3 The Authority's Scheme of Delegation and Procedural Rules are regularly reviewed and updated where necessary. Any proposed changes are subject to Member approval.

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 are a type of Executive Decision that 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 existing Scheme of Delegation has been reviewed and there are no proposed amendments.

3.3 Members are therefore asked to adopt the Scheme of Delegation attached at Appendix 1 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 updated and there are no proposed amendments.

4.3 Copies of these documents are available from the Authority's website or upon request.

5. Risk Implications

5.1 The following risk analysis has 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 Scheme of Delegation for the 2012/13 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.