

SCHEME OF DELEGATION
WDA/20/10

Recommendation

That:

1. the Scheme of Delegation be adopted for the 2010/11 Municipal Year.

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Report of the Director

1. Purpose of the Report

- 1.1 To seek Members' approval to the adoption of a Scheme of Delegation for the 2010/11 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 require the Authority to agree its Scheme of Delegation at its Annual Meeting each year.

3. Review of Scheme of Delegation

- 3.1 The Authority defines three levels of decisions as follows:
- **Key Decisions** which 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 was reviewed and updated as part of the annual adoption of the scheme last year and a copy of the existing version is attached at Appendix 1.
- 3.3 The scheme has been reviewed and no amendments have been identified for the forward year.

3.4 Members are asked to adopt the Scheme of Delegation in accordance with Procedural Rule 3.2 (vi).

4. Risk Implications

4.1 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.

5. HR Implications

5.1 There are no HR implications associated with this report

6. Environmental Implications

6.1 There are no environmental implications associated with this report.

7. Financial Implications

7.1 There are no financial implications associated with this report.

8. Conclusion

8.1 Members are asked to adopt the Authority's existing Scheme of Delegation for the 2010/11 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.