

## COUNCIL MEETING – 11<sup>TH</sup> DECEMBER 2014

### Extract from the Minutes of the Constitution Committee Meeting on 19<sup>th</sup> November 2014

#### 51 OFFICER SCHEME OF DELEGATION

The Chairman was of the opinion that this matter constituted urgent business and could be dealt with at the Committee's meeting in accordance with Committee Procedure Rule 37 and Section 100B(4)(b) of the Local Government Act 1972. The reason for urgency was that the current scheme of officer delegation required review to enable Managers to take decisions regarding Service redesign.

The Council had previously approved amendments to the officer scheme of delegation to take account of local structural changes and to allow greater transparency in the operation of the Council. The changes had been intended to bring greater clarity between the respective roles of Elected Member in Policy and Strategy development, and officers in the effective day-to-day operation and management of the Council.

Following operation of the revised arrangements it had become clear that the current scheme of delegation was restricting local operational decision-making in relation to staffing and employment matters. Operationally, the Head of Paid Service, and Chief Officers in consultation with the relevant Portfolio Holders, needed greater flexibility to make changes to organisational structures, job grading and number of roles to enable the effective delivery of Council priorities. The amendments previously approved had resulted in reduced flexibility to meet changing organisational circumstances in an effective and timely manner. As a consequence, to ensure alignment between the Constitution, scheme of delegation and policy framework, a change to the wording of the scheme was proposed as referred to in paragraph 3.6 of the report.

#### RESOLVED

That Council be recommended to approve the amendment to the officer scheme of delegation as detailed at paragraph 3.6 of the report as follows:

*“Chief Officers are authorised, subject to prior notification of the Head of HR and Organisational Development and prior consultation with all appropriate parties affected by the decision, including any Trade Union, to implement changes to staffing structures except where the restructure:*

- § *Involves the loss of one or more posts not currently vacant*
- § *Involves the regrading of posts or the grading of new posts*
- § *Involves the changes to existing National or Local Agreements and policies*
- § *Cannot be achieved within delegated powers in respect of budgets*

*This delegation will be exercised in accordance with paragraph 1.8 of the scheme of delegation to officers approved by Council on the 14<sup>th</sup> May 2014 which reads as:*

*“Before taking delegated decisions, all officers are under a duty to satisfy themselves that they have the duly delegated power to do so and that they have undertaken appropriate consultation, including consultation with Portfolio Holders. Appropriate advice must be taken where the matter involves professional or technical considerations that are not within the officer’s sphere of competence”.*

*Decisions in respect of matters identified as exceptions above are delegated to the Chief Operating Officer in consultation with the Head of Human Resources and Organisational Development for determination.”*