

## **SLOUGH BOROUGH COUNCIL**

**REPORT TO:** Cabinet **DATE:** 23<sup>rd</sup> June 2014

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**WARD(S):** All

### **PART I** **NON-KEY DECISION**

#### **SCHEME OF DELEGATION TO OFFICERS – EXECUTIVE FUNCTIONS**

##### **1 Purpose of Report**

To seek Cabinet's agreement to the Scheme of Delegation to Officers as set out in Part 3 of the Council's Constitution insofar as the scheme relates to executive functions

##### **2 Recommendation(s)/Proposed Action**

The Cabinet is requested to resolve that the Scheme of Delegations to Officers set out in Part 3 of the Council's Constitution (as submitted to and agreed at the Meeting of the Council held on 22<sup>nd</sup> April 2014) be adopted insofar as the scheme relates to executive functions.

##### **3 Slough Joint Wellbeing Strategy Priorities**

Whilst this report being administrative in nature does not directly contribute to the Slough Joint Wellbeing Strategy Priorities the Scheme of Delegation to Officers will support all of the existing priorities.

##### **4 Other Implications**

###### **(a) Financial**

There are no financial implications as this report is administrative in nature

###### **(b) Human Rights Act and Other Legal Implications**

There are no Human Rights Act or other legal implications.

##### **5 Supporting Information**

- 5.1 Under Part II of the Local Government Act 2000, the functions of the Authority are split into executive, i.e. Cabinet functions, and non-executive, i.e. Council functions. The detail of this split is set out in Part 3 of the Council's Constitution entitled 'Responsibility for Functions – Scheme of Delegation to Officers'
- 5.2 An executive function can only be delegated by the Cabinet, not by full Council. A number of revisions have been made to the Scheme and titles changed to reflect current structures. A more fundamental review of the Scheme was agreed by Council

which aimed to make all forms of decision making as streamlined and clear as possible, simplify the rules and remove duplication and conflict. Delegations needed to be redrafted to empower officers to make decisions in line with corporate procedures with a robust audit trail and clear sub delegation rules.

- 5.3 The Council agreed a four part scheme. Part 1 is an overarching 'umbrella document' that sets out the guiding principles on how the Council will delegate its executive, and non executive, powers to officers.
- 5.4 Part 2 consists of General Delegations which are common to all parts of the Council and relate to the Finance, Procurement, Human Resources and Property Management functions which support the main work of the Council.
- 5.5 Part 3 lists the 'Proper Officers'. These are posts which are created by legislation rather than resulting from a chosen structure. The proper officers are listed and cross referenced to officer posts in each directorate.
- 5.6 Part 4 of the Scheme sets out the functions delegated to each Directorate. The Chief Executive and each Strategic Director will establish and maintain a scheme of delegation for his/her directorate or budget area which specifies the function; names of the post which may carry out that delegated decision, and the limits, if any, on the delegation. The directorate delegations will not form part of the Constitution but will be published on the Council's website. The format of the Directorate schemes will be specified and a clear procedure will be set out for maintain, review and change the scheme.

## 6 **Comments of Other Committees**

The Member Panel on the Constitution reviewed the Constitution before its submission to Council and Cabinet.

Parts of the Constitution, including the Scheme of Delegation to Officers, was submitted to and approved by the Council on 22<sup>nd</sup> April, 2014.

## 7 **Conclusion**

The Cabinet is asked to adopt the Scheme of Delegation to Officers insofar as it relates to executive functions.

## 8 **Appendices**

'A' - Scheme of Delegation – not reproduced

The revised Scheme of delegation was considered at the Council Meeting on 22<sup>nd</sup> April 2014. The Scheme will be amended to take account of re-organisation/restructuring/revised job titles where necessary. The Scheme is available on the Council's Website.

Copies are available on request from Democratic Services (01753 875120)

## 9 **Background Papers**

None.