

<b>MEETING</b>	COUNCIL
<b>DATE</b>	14 MAY 2015
<b>TITLE</b>	AMENDING THE OFFICERS SCHEME OF DELEGATION
<b>PWRPAS</b>	To amend and report on changes to the Officers Scheme of Delegation following the re-structuring of the Councils senior management.
<b>RECOMMENDATION</b>	That the Council accepts the report, amends the Scheme of Delegation to Officers in accordance with the report and delegates power to the Head of Legal Services to make consequential editorial changes to the Constitution
<b>CABINET MEMBER</b>	Cllr. Dyfed Edwards, Council Leader
<b>AUTHOR</b>	Iwan G D Evans – Head of Legal Services – Monitoring Officer.

### **Introduction**

As a consequence of the re-structuring of the Human Resources and Strategic and Improvement Departments in order to create the Corporate Support Department it is necessary to revise the scheme of delegation in response to the new structure. In the same vein changes are needed to provide clarity in relation to the Head of Finance following the re-structuring. Appendix 1 sets out the changes to the scheme. Some of the Changes are in relation to Cabinet functions and these have already been actioned and are reported on for information. The Democratic Services Committee has also designated the Head of Corporate Support to be the statutory Head of Democratic Services. Delegated power is also sought to make editorial changes to the Constitution in order to ensure that these changes are reflected throughout the document.

### Recommendation

**That the Council accepts the report, amends the Scheme of Delegation to Officers in accordance with the report and delegates power to the Head of Legal Services to make consequential editorial changes to the Constitution.**

## SECTION 13 PART 3

### 3. Head of Corporate Support

*In the "Scheme of Delegation to Committees" in Appendix 3 to Section 13 of the Constitution, it is noted where functions that are not the responsibility of the Executive have been delegated to Chief Officers. Where no chief officer has been named in that document, the power has not been delegated rather it has been reserved by the committee.*

#### **Functions delegated by the Council**

- 3.1 To act as Head of Democratic Services.
- 3.2 The right to authorise members to attend seminars or outside conferences that are not on the approved list.
- 3.3 To determine, on behalf of the employer, stage 1 of an appeal under the internal dispute resolution procedure of the Local Government Pension Scheme.

#### **Functions delegated by the Cabinet**

- 3.4 To act on a day to day basis and within the scheme in the following areas:-
  - Improvement Programme
  - Priorities
  - Policy overview
  - Single Integrated Plan
  - Procurement
  - Scrutiny
  - Research
  - Community Safety
  - Democratic service
  - Equality plan.
  - Language policy.
  - Translation
  - Internal and External Communications
  - Cabinet Support

- Work terms and conditions
  - Industrial relations
  - Staff training and development
  - Recruitment and appointment procedure
  - Employer's responsibility relating to health and safety matters
  - Printing
- 3.5 To be the proper officer for signing applications for checks with the Criminal Records Bureau.
- 3.6 To decide on re-grading applications (to be discharged through the job evaluation procedure).
- 3.7 The right to give consent under Section 30 of the Anti-social Behaviour Act 2003 (the use of dispersal orders).
- 3.8 To exercise the Council's powers under the Local Government Act 1972 and the Local Government and Housing Act 1989 in relation to appointing members to serve on committees.

## 5. Head of Finance Department

*In the "Scheme of Delegation to Committees" in Appendix 3 to Section 13 of the Constitution, it is noted where functions that are not the responsibility of the Executive have been delegated to Chief Officers. Where no chief officer has been named in that document, the power has not been delegated rather it has been reserved by the committee.*

### **Functions Delegated by Council**

- 5.1 To be the proper officer for the purpose of Section 151 Local Government Act 1972 and Section 114 of the Local Government Finance Act 1988.

### **Functions Delegated by Cabinet**

- 5.2 To act on a day to day basis and within the scheme in the following areas:-
- Internal Audit
  - Accountancy and **Budgeting**
  - Risk Management and Insurance
  - The Pension Scheme and the (Pension Fund **including the investment strategy**)
  - Treasury Management (the **Councils** investments)
  - Council Tax and Non-domestic Rates
  - Housing Benefits and Council Tax Reductions
  - Payments
  - Income and creditors
  - Payroll
  - Information Technology.
- 5.3 To be the proper officer for the purposes of Section 115 and 146 of the Local Government Act 1972.
- 5.4 The right to sign a certificate that contracts comply with the Local Government (Contracts) Act 1997.
- 5.5 To authorise the write-off of debts up to the amounts noted in the Financial Procedure Rules.
- 5.6 To be the Authorising Officer for the purposes of the Regulation of Investigatory Powers Act 2000 and may authorise other officers within their service similarly to be an Authorised Officer.