

PART A

Report to: Council
Date of meeting: 17 October 2017
Report of: Head of Democracy and Governance
Title: Amendment to the Council’s Scheme of Delegation

1.0 **Summary**

1.1 The Head of Community and Environmental Services has requested that the council scheme of delegation be amended to add additional officers within his service being able to take action in relation to the functions that are set out in paragraphs B1-38 relating to Licensing and Registration. It is therefore proposed to amend the Scheme as set out in appendix 1.

2.0 **Risks**

2.1

Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
The Head of Communities and Environmental Services is unavailable to exercise the delegation	It will not be possible to revoke or suspend a licence	Whilst the scheme currently allow the MD or other chief officer to exercise the delegation in cases of emergency By extending the delegation to include	Tolerate	1

		other officers in the department it will resolve any potential problems		
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Recommendations

- 3.0 That Council agrees to the scheme of delegation being amended as set in in appendix 1

Contact Officer:

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3.0 Detailed proposal

- 3.1 A request has been made by the Head of Community and Environmental Services to amend the current council scheme of delegation for licensing to allow officers within the department exercise the functions delegated solely to the Head of Community and Environmental Services under paragraphs B1-B38 of the council scheme which relate to Licensing and Registration. A proposed revision to the current scheme is attached at Appendix 1. Members will recall that an exercise was undertaken a little while ago to allow officers below chief officer to have delegated authority across a number of areas in the Executive Scheme and this has also happened with the Development Management Function in the Council's scheme.

4.0 **Implications**

4.1 **Financial**

4.1.1 The Shared Director of Finance comments that there are no financial implications in this report

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that this would extend the number of officers who could exercise the delegation

4.3 **Equalities/Human Rights**

4.3.1 When making any decisions regarding this area officers will need to take into consideration the Councils duties under the Equalities Act 2010 and the Human Rights of any licensee.

4.4 **Staffing**

4.4.1 N/A

4.5 **Accommodation**

4.5.1 N/A

4.6 **Community Safety/Crime and Disorder**

4.6.1 When making any decisions regarding this area officers will need to take into consideration the councils duties in respect of minimising the impact of crime and disorder

4.7 **Sustainability**

4.7.1 N/A

Appendices

- Appendix 1 Extract showing proposed amendment

Background Papers

No papers were used in the preparation of this report.

File Reference

- None