

Part A

Report to: Council

Date of meeting: Monday, 17 October 2022

Report author: Group Head of Democracy and Governance

Title: Council Scheme of Delegation, Budget and Policy Procedure Rules and Contract Procedure Rules

1.0 Summary

1.1 Following the Senior Officer Restructure it has been necessary to update the Council's Scheme of Delegation to reflect new posts and responsibilities. The updated Scheme is attached at Appendix 1

1.2 It has also been necessary to update the Budget and Policy Procedure Rules and Contract Procedure Rules to again reflect the change of posts. The updated Rules are attached as Appendices 2 and 3

2.0 Risks

2.1

Nature of risk	Consequence	Suggested Control Measures	Response (treat, tolerate, terminate or transfer)	Risk Rating (combination of severity and likelihood)
The scheme of delegation is not updated	The posts with delegated authority are out of date and decision making is impeded.	Updated scheme approved.	treat	2
The Budget and Policy Procedure Rules are not updated	Virements are unable to be made	Updated rules are approved	treat	2
The Contract Procedure Rules are not updated	The posts with relevant authority are out of date	Updated rules are approved	treat	2

3.0 **Recommendations**

- 3.1 To approve the Council Scheme of Delegation at appendix 1.
- 3.2 To approve the Budget and Policy Procedure Rules at appendix 2.
- 3.3 To approve the Contract Procedure Rules at appendix 3.

Further information:

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4.0 **Detailed proposal**

- 4.1 Following the Senior Officer Restructure in August it has been necessary to amend the Council's Scheme of Delegation, Budget and Policy Procedure Rules and Contract Procedure Rules to reflect the new posts and responsibilities including the use of an electronic seal where appropriate.
- 4.2 The changes are set out in appendices 1, 2 and 3.
- 4.3 Council is asked to approve the updated Scheme and the updated Rules.
- 4.4 The Executive Scheme of Delegation has also been amended and this is in the gift of the Elected Mayor.

5.0 **Implications**

5.1 **Financial**

- 5.1.1 The Shared Director of Finance comments that the changes reflect the revised senior structure and responsibilities and therefore there are financial implications directly arising from this report.

5.2 **Legal Issues** (Monitoring Officer)

- 5.2.1 The Group Head of Democracy and Governance comments that the changes reflect the revised senior structure and responsibilities.

5.3 **Equalities, Human Rights and Data Protection**

5.3.1 Having regard to the council's obligations under s149 of the Equalities Act it is considered that there are not equalities implications in this report, nor are there any Human Rights or Data Protection implications.

5.4 **Staffing**

5.4.1 The post holders referred to in the updated Scheme and Rules have been consulted.

5.5 **Accommodation**

5.5.1 Not applicable

5.6 **Community Safety/Crime and Disorder**

5.6.1 There are no implications in this report.

5.7 **Sustainability**

5.7.1 There are no implications in this report.

Appendices

- Appendix 1 Council Scheme of Delegation.
- Appendix 2 Budget and Policy Procedure Rules.
- Appendix 3 Contract Procedure Rules

Background papers

No papers were used in the preparation of this report.

