

# THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

**Date of meeting:** 1 March 2010

PART A

AGENDA ITEM

# 5

**Title:** SCHEME OF DELEGATION

**Report of:** Head of Legal and Property WBC / Solicitor to the Council TRDC.

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1. **SUMMARY**

1.1 This report proposes a scheme of delegation from the Joint Committee to officers in Shared Services.

2. **RECOMMENDATIONS**

2.1 That the Scheme of Delegation attached at Appendix 1 be approved.

2.2 That the Scheme be incorporated into each council's Constitution.

**Contact Officer:**

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**Report approved by:**

Tricia Taylor – Executive Director – Watford B.C.

### 3. **DETAILED PROPOSAL**

3.1 When Three Rivers and Watford Councils set up the Joint Committee they delegated a number of their functions to the Joint Committee to exercise on their behalf. Now that Shared Services has been implemented it is necessary for the Committee to consider delegating some of these functions down to officers, in order for the day to day business of operating the services be undertaken efficiently and effectively.

3.2 Attached at Appendix 1 is a proposed scheme of delegation. This scheme has been derived from an amalgamation of Three Rivers and Watford's existing schemes of delegation and has been discussed and agreed with both Directors and Heads of Shared Services.

3.3 The scheme sets out the extent of the delegation from the councils to the Joint Committee under the headings Human Resources, ICT, Finance and Revenues & Benefits and is extracted from the Joint Committee Agreement.

The heading 'Delegation to Officers' sets out the 'rules' under which officers should exercise their delegation.

The next heading, 'Matters Delegated to Directors and Heads of Shared Services' sets out those matters that are delegated to all those officers in relation to the day to day operations of their services.

The final headings provide specific delegations to particular heads in relation to the nature of the service they manage and the service's responsibility under the Joint Committee Agreement.

3.4 The proposed scheme is in line with both Councils existing schemes and allows officers to undertake the day to day business whilst allowing the Joint Committee to retain overall management of strategy and major decisions. The approved Scheme should be incorporated into each council's Constitution.

### 4. **IMPLICATIONS**

#### 4.1 **Policy**

4.1.1 The proposed scheme is consistent with both councils' existing schemes

#### 4.2 **Financial**

4.2.1 At its meeting on 3 December 2009 (Minute JSS24/09 refers), the Committee recommended to the councils a change to the Joint Committee Agreement in respect of budget variations and virement between the shared services. Both councils have agreed these arrangements.

4.2.2 At the same meeting the Committee agreed the circumstances in which Heads of Service could vire budgets. These arrangements have now been incorporated into the Scheme of Delegation. The scheme requires officers to ensure there is sufficient budgetary provision when exercising any delegation that is likely to incur expenditure.

#### 4.3 **Legal Issues** (Monitoring Officer)

4.3.1 The Local Government Acts 1972 and 2000 provide for Joint Committees to delegate down functions to officers.

#### 4.4 **Risk Management and Health & Safety**

4.4.1 There are no risks associated with the decision members are being asked to take.

#### 4.5 **Equalities**

##### 4.5.1 *Relevance Test*

Has a relevance test been completed for Equality Impact? No

There is no proposed change to the shared services.

#### 4.6 **Staffing, Accommodation, Community Safety, Sustainability & Environment, Communications & Website and Customer Services**

4.6.1 The proposed scheme will allow officers to manage the day to day operation of their service effectively and efficiently

### **Appendices**

1. Scheme of Delegation

### **Background Papers**

No background papers were used in the preparation of this report.