

## Report to the Director of Environment & Housing

**Date: 26<sup>th</sup> March 2015**

**Subject: Amendments to the Director of Environment & Housing sub-delegation scheme**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): n/a	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: n/a Appendix number: n/a	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

1. This report sets out proposed amendments to the sub-delegation scheme for the Director of Environment & Housing.
2. All sub-delegations made by the Director of Environment & Housing within the scheme are sub-delegated to officers of suitable experience, competency and seniority.

### Recommendations

The Director of Environment & Housing is asked to approve the amendments to the sub-delegation scheme as set out in the attached report (Appendix 1).

## **1 Purpose of this report**

- 1.1 This report sets out the proposed amendments to the sub-delegation scheme for the Director of Environment & Housing. The change is required to add and amend officers to the delegation scheme at page 39 to allow Chief Officers to make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules. Only contracts with a value of under £250k per annum are delegated to the Chief Officer. All other procurement decisions to remain with the Director of Environments and Housing.

## **2 Background information**

- 2.1 The Constitution of Leeds City Council sets out the Officer Delegation Scheme in respect of council functions and executive functions. The Officer Delegation Scheme includes the power for officers to delegate further any function which has been delegated to them under the scheme, to another officer or officers of suitable experience, competency and seniority.
- 2.2 Each Director and Chief Officer listed in Article 12 of the Constitution must prepare a sub-delegation scheme which sets out which officers will be given authority to make decisions under the Director or Chief Officer's delegated powers and subject to which terms and conditions. Sub-delegation schemes must be lodged with the Head of Governance Services.
- 2.3 Whilst Directors and Chief Officers may authorise other officers to take delegated decisions, the decision is still the personal responsibility of the Director or Chief Officer.
- 2.4 With effect from 27<sup>th</sup> May 2010 the making or amendment of a sub-delegation scheme is a Significant Operational Decision and must therefore be recorded on a Delegated Decision Notification, and will be published on the Council's website.

## **3 Main issues**

- 3.1 This report sets out the proposed amendments to the sub-delegation scheme for the Director of Environment & Housing. The change is required to add and amend officers to the delegation scheme at page 38 to allow Chief Officers to make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules. Only contracts with a value of under £250k per annum are delegated to the Chief Officer. All other procurement decisions to remain with the Director of Environments and Housing

## **Corporate Considerations**

### **3.2 Consultation and Engagement**

3.2.1 The decision to amend the sub-delegation scheme did not require public consultation or engagement. However the revised scheme will be published on the Council's intranet.

### **3.3 Equality and Diversity / Cohesion and Integration**

3.3.1 There are no implications for equality and diversity or cohesion and integration arising from the amendments recommended in this report.

### **3.4 Council policies and City Priorities**

3.4.1 Principle 2 of the Code of Corporate Governance (Part 5 (k) of the Constitution) states that the Council will have clear responsibilities and arrangements for accountability. In order to achieve this, the Council needs up to date and accurate schemes of delegated executive and council responsibilities to Directors and other appropriate officers.

3.4.2 Therefore, updating the attached sub-delegation scheme will contribute towards this principle.

### **3.5 Resources and value for money**

3.5.1 There are no resource or value for money implications arising from this report.

### **3.6 Legal Implications, Access to Information and Call In**

3.6.1 In accordance with Part 3 of the Council's Constitution each Director and Chief Officer named in Article 12 has the authority to sub-delegate any of their functions to officers of suitable experience and seniority. However the officer to whom the delegation has been made in the Constitution remains responsible for any decision taken pursuant to such arrangements.

3.6.2 The approval of this sub-delegation scheme will ensure that it is documented and made available for public inspection during normal office hours and that the public has the right to copy or to be provided with a copy of any part of that record.

3.6.3 The decision to approve amendments to this sub-delegation scheme is not eligible for Call-In as it is not a Key or Major decision.

### **3.7 Risk Management**

3.7.1 Ensuring that the Director of Environment & Housing scheme is kept up to date reduces the risk of decisions being taken without the correct authority.

## **4 Recommendations**

4.1 The Director of Environment and Housing is asked to approve the amendments to the sub-delegation scheme set out as Appendix 1 to this report.

## **5 Background documents**

### 5.1 None

The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.