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**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Environment and Housing)**

**Date: 21<sup>st</sup> July 2015**

**Subject: Director of Environment and Housing Officer Delegations**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<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: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

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**Summary of main issues**

1. The City Solicitor attended the Scrutiny Board's meeting in June to discuss the Board's terms of reference in accordance with the Officer Delegation Scheme (Executive functions). Whilst acknowledging that this Scrutiny Board is aligned to the Executive functions of the Director of Environment and Housing, Members agreed that the delegation scheme, as written in the Constitution, was insufficiently clear.
2. The City Solicitor advised that a review of the wording of the existing delegation scheme would be undertaken by the Head of Governance Services. Pending this review, the Board requested that a 'plain English' list of the Director of Environment and Housing areas of responsibility be brought back to the Board's July meeting in order for members of this Board to be clear as to its remit. A list of the areas of responsibility, including relevant senior officer contact details, is attached as Appendix 1. A separate list of relevant housing related functions is also attached as Appendix 2.

**Recommendation**

3. Members are asked to note the attached list of the Director of Environment and Housing areas of responsibility.

**Background documents<sup>1</sup>**

4. None used

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<sup>1</sup> 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.