



Report of Head of Governance Services

Report to Leader of Council

Date:

Subject: Executive Arrangements

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

Summary of main issues

1. On 21st May 2015 the Leader presented Full Council with details of her executive arrangements, including the Officer Delegation Scheme (Executive Functions) and the Executive Members Oversight of Officer Executive Delegations.
2. Together with Directors, the Head of Governance Services has since undertaken a review of the Officer Delegation Scheme (Executive Functions) to ensure that the scheme:-
 - 2.1. Is clear and consistent in describing the functions undertaken within each Directorate;
 - 2.2. Reflects the policy direction of the administration; and
 - 2.3. Provides clarity in terms of the remit of each Director, and in turn each related Scrutiny Board.
3. Further consequential amendments are proposed to the Executive Members Oversight of Officer Executive Delegations to reflect the amended wording in the Officer Delegation Scheme (Executive Functions.)

Recommendations

4. The Leader is requested to approve the amended Officer Delegation Scheme (Executive Functions) and Executive Members Oversight of Officer Executive Delegations as shown at Appendices A to L attached with effect from 1st January 2016.

1 Purpose of this report

- 1.1 This report sets out amendments to the Officer Delegation Scheme (Executive Functions) and Executive Member Oversight of Officer Executive Delegations which the Leader is requested to approve.

2 Background information

- 2.1 The Leader previously approved her Executive Arrangements in May 2015 and presented them to Full Council at the Annual Council Meeting of 21st May 2015.

3 Main issues

- 3.1 Working with the relevant Director, the Head of Governance Services has reviewed each scheme to ensure that it provides a clear and consistent list of the functions undertaken within the Directorate. With the exception of the mobile library service (see paragraph 3.2 below) it is not proposed to give Directors any new function as a result of this review which seeks only to provide transparency in relation to existing delegations.
- 3.2 It is intended that responsibility for the mobile library service will transfer from the Director of City Development to the Assistant Chief Executive (Citizens and Communities.) early in 2016. This change is reflected in the proposed Officer Delegation Scheme (Executive Functions.). Until such time as the transfer takes place the Assistant Chief Executive will make appropriate arrangements through his Sub-delegation scheme to ensure that there are no issues for service continuity.
- 3.3 The Head of Governance Services further proposes that the Executive Members Oversight of Officer Executive Delegations should be amended to reflect the wording set out in the proposed Officer Delegation Scheme (Executive Functions). Again, no movement of functions is proposed between Portfolios as the amendments are intended only to provide clarity and transparency.
- 3.4 The Head of Governance Service also intends to approve amendments to Article 12 "Officers" in accordance with his delegated authority as Deputy Monitoring Officer. These amendments reflect amendments in legislation appointing additional statutory officers. Whilst the Council appointed those officers in accordance with relevant statutory requirements the appointments have not to date been reflected in the Constitution.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Proposed amendments have been developed in conjunction with individual Directors and their staff, and have been the subject of discussion and approval at Corporate Leadership Team.
- 4.1.2 In addition the proposed amendments have been shared with Cabinet, and comments incorporated into the draft documents attached.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no implications for this report.

4.3 Council policies and Best Council Plan

4.3.1 The review of executive arrangements is in line with the Council's value of being 'Open, honest and trusted' providing clarity and transparency in relation to both Member and officer involvement in executive decision making.

4.4 Resources and value for money

4.4.1 There are no implications for this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The Leader is required to report any amendments to her executive arrangements to Council. It is therefore proposed that a report will be taken to the 13th January 2016 meeting.

4.5.2 As this report supports a decision of the Leader in relation to executive arrangements it will not be open to Call In.

4.6 Risk Management

4.6.1 There are no implications for this report.

5 Conclusions

5.1 Amendment to the Officer Delegation Scheme (Executive Functions) and the Executive Member Oversight of Officer Decision Making will provide greater transparency in relation to both Member and officer involvement in executive decision making.

6 Recommendations

6.1 The Leader is requested to approve the amended Officer Delegation Scheme (Executive Functions) and Executive Members Oversight of Officer Executive Delegations as shown at Appendices A to L attached with effect from 1st January 2016.

7 Background documents¹

7.1 None

¹ 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.

