

---

**Report of Directorate Support Manager**

**Report to Director of City Development**

**Date: 1 May 2018**

**Subject: Approval of Director of City Development's Sub-Delegation Scheme**

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. This report sets out the proposed sub-delegation scheme for the Director of City Development.
2. The scheme sets out how the Director of City Development intends to exercise the powers delegated to him/her in accordance with the Constitution.
3. All sub-delegations made by the Director of City Development within the scheme are sub-delegated to officers of suitable experience and seniority.

**Recommendations**

4. The Director of City Development is asked to approve the sub-delegation scheme set out as Appendix 1 to this report.

## **1 Purpose of this Report**

- 1.1 This report seeks approval from the post-holder of the attached sub-delegation scheme, setting out how the Director intends to exercise the powers delegated to him/her in accordance with the Constitution.
- 1.2 The scheme details the sub-delegation of those powers by setting out the officers to whom they are delegated and any terms or conditions applied to those sub-delegations. All sub-delegations set out within the scheme are made to officers of suitable experience and seniority.

## **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 and seniority.
- 2.2 Each Director 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's delegated powers and subject to which terms and conditions.
- 2.3 Whilst Directors may authorise other officers to take delegated decisions, the decision is still the personal responsibility of the Director.

## **3 Main issues**

- 3.1 The post-holder has functions delegated to him/her under the Officer Delegation Scheme (Council (Non-Executive) Functions) and under the Officer Delegation Scheme (Executive Functions).
- 3.2 The proposed scheme, attached as Appendix 1 to this report, sets out how the post-holder intends to sub-delegate those functions, including the details of the officers to whom they are sub-delegated and the terms and conditions which apply to those sub-delegations.
- 3.3 It is considered that the sub-delegations proposed by the post-holder are all made to officers of suitable experience and seniority.
- 3.4 This report relates to the approval of the Director of City Development's sub-delegation scheme following the changes listed below:
  - (i) Changes to reflect the change in the structure of the Senior Management Team within City Development. The Chief Officer Economy and Regeneration post has been replaced with 2 Chief Officers, which are the Chief Officer Asset Management and Regeneration and the Chief Officer Economic Development.
  - (ii) The Group Delegations have therefore been amended to sit under 2 service areas. Heads of Service Economy and Regeneration has now

been split into 2 groups, which are Heads of Service Asset Management and Regeneration and Heads of Service Economic Development.

- (iii) There are 2 additional Heads of Service within Asset Management and Regeneration, which are the Head of Station Development and the Head of Programmes and Projects. The Head of Economic Policy and Programmes has been re-named the Head of Economic Policy.
- (iv) The 2 Heads of Service within Highways and Transportation have been re-named the Head of Transport Planning and the Head of Civil Engineering and an additional Head of Service has been added to the structure, which is the Head of Highways Infrastructure.
- (v) The Head of Sport and Active Lifestyles has been re-named the Head of Active Leeds. The City Centre Manager post has been re-named the Head of City Centre Management.
- (vi) The delegated powers to the Chief Officer Projects, Programmes and Procurement Unit and the Procurement Category Manager have been removed and replaced by the Head of Commercial (Legal) in relation to the activities of YORhub.
- (vii) The delegated powers to license market and street trading has been changed to the Chief Officer Service Development.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The decision to approve the sub-delegation scheme does not require public consultation or engagement. However the relevant officers named in the sub-delegation scheme will be made aware of the changes.
- 4.1.2 The changes to the structure of the Senior Management Team within City Development were consulted on prior to implementation with relevant Members and the Trade Unions.

### **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 Updating the sub-delegation scheme is in accordance with Principle 2 of the Code of Corporate Governance (Part 5(j) of the Constitution), which states that the Council will have clear responsibilities and arrangements for accountability.

### **4.4 Resources and Value for Money**

- 4.4.1 The Director of City Development has considered the resources available in determining the sub-delegations to be made under this scheme.

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

- 4.5.1 The decision to approve this sub-delegation scheme is not eligible for Call-In as it is not a Key Decision.
- 4.5.2 The making or amendment of a sub-delegation scheme will be treated as a Significant Operational Decision and will therefore be recorded on a Delegated Decision Notification, and will be published on the Council's website.
- 4.5.3 In addition, the Head of Governance Services maintains an online library of all Directors' Sub-Delegation Schemes which is available to the public.

## **4.6 Risk Management**

- 4.6.1 Ensuring that the post-holder's scheme is kept up to date reduces the risk of decisions being taken without the correct authority.

## **5 Conclusions**

- 5.1 In accordance with Part 3 of the Council's Constitution, each Director 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.
- 5.2 The approval of this sub-delegation scheme will ensure that it is documented and transparent.

## **6 Recommendations**

- 6.1 The Director of City Development is asked to approve the sub-delegation scheme set out as Appendix 1 to this report.

## **7 Background Documents<sup>1</sup>**

- 7.1 None.

## **8 Appendices**

- 8.1 Appendix 1: Director of City Development's Sub-Delegation Scheme.

---

<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.