

**Report of the Chief Executive**

**Report to General Purposes Committee**

**Date: 7 May 2013**

**Subject: Amendments to the officer delegation scheme – council functions**

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 asks the General Purposes Committee to recommend full Council to amend the officer delegation scheme (Council functions), for consistency with proposed amendments by the Leader to the executive delegation scheme.
2. The amendments relate to the transfer of democratic services functions from the Director of Resources to the City Solicitor, and to the transfer of miscellaneous regulatory functions to the (re-titled) Assistant Chief Executive (Customer Services and Community).
3. The report also outlines amendments to the constitution, required to reflect the revised post-title for the Assistant Chief Executive.

**Recommendations**

4. General Purposes Committee are asked:
  - a. to note the intention of the Leader to amend the officer delegation scheme (executive functions) as set out in this report; and
  - b. to recommend to full Council to amend (with effect from the new municipal year):
    - i. the officer delegation scheme (council functions) as shown in the attached appendix 1 (Director of Resources), appendix 2 (Assistant

Chief Executive(Customer Services and Community) and appendix 3 (City Solicitor); and

- ii. the terms of reference of the Scrutiny Boards (Safer and Stronger Communities) and (Resources and Council Services), and the general delegation scheme, to reflect the revised post-title for the Assistant Chief Executive.

## **1 Purpose of this report**

- 1.1 To ask the General Purposes Committee to recommend amendments to the officer delegation scheme (Council functions), for consistency with proposed amendments by the Leader to the executive delegation scheme.

## **2 Background information**

- 2.1 Further to the Enabling Corporate Centre Project, the Leader has confirmed his intention to amend the officer delegation scheme (executive functions) with effect from the annual meeting. The amendments will be reported to that meeting.
- 2.2 The purpose of the project was to review the current central and corporate functions, and provide a proposal for the future delivery of an enabling Corporate Centre. In terms of organisational design, a re-alignment of services was proposed, to set up a corporate headquarters, and a Customer Services and Community Directorate. The latter is to be led by the Assistant Chief Executive (Customer Access and Performance, retitled Assistant Chief Executive (Customer Services and Community). The re-aligned services will be reflected in the officer delegation scheme (executive functions) with effect from the new municipal year.
- 2.3 This report outlines proposals for amending the officer delegation scheme (Council functions) to ensure consistency with the revised officer delegation scheme (executive functions).

## **3 Main issues**

- 3.1 The current delegation to the Director of Resources includes democratic services functions, relating to appointing review boards and arrangements for school appeals. The Director also has delegated authority to appoint members to vacancies between the local elections and the annual meeting, in consultation with appropriate whips. It is proposed that these delegations transfer to the City Solicitor, who will have executive delegations relating to democratic services in the new municipal year.
- 3.2 The current delegation to the Director of Resources also includes three miscellaneous regulatory functions, relating to licensing scrap yards, approving premises for the solemnisation of marriages, and registering motor salvage operators. It is proposed that these functions be delegated to the Assistant Chief Executive (Customer Services and Community), who will have executive delegations relating to licensing in the new municipal year.

3.3 The proposed amendments are set out in appendix 1, 2 and 3 to this report.

3.4 The proposed change in post title for the Assistant Chief Executive, and re-alignment of delegations, will also need to be reflected in the general delegation scheme which applies to all Directors, and in footnotes to the terms of reference for the Scrutiny Boards (Resources and Council Services) and (Safer and Stronger Communities).

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 Significant engagement took place with key stakeholders about the re-alignment of services, during the Enabling Corporate Centre project. Relevant Directors have been consulted about the proposed amendments to the delegation scheme.

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

4.2.1 No significant implications arise from the proposed amendments.

### **4.3 Council policies and City Priorities**

4.3.1 The organisational re-alignment will contribute to savings required by the Council's financial strategy, approved by the Executive Board in December 2012.

### **4.4 Resources and value for money**

4.4.1 No significant financial implications arise directly from the proposed amendments.

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

4.5.1 This report is not open to call-in, as it relates to council functions. It does not contain any exempt information.

### **4.6 Risk Management**

4.6.1 The amendments are required to update the constitution, and ensure that accountability is clear for all services.

## **5 Conclusions**

5.1 The proposed amendments need to be made to the officer delegation scheme (council functions) to ensure that it is up to date, and consistent with the officer delegation scheme (executive functions).

## **6 Recommendations**

6.1 General Purposes Committee are asked:

6.1.2 to note the intention of the Leader to amend the officer delegation scheme (executive functions) as set out in this report; and

6.1.3 to recommend to full Council to amend (with effect from the new municipal year):

- the officer delegation scheme (council functions) as shown in the attached appendix 1 (Director of Resources), appendix 2 (Assistant Chief Executive(Customer Services and Community) and appendix 3 (City Solicitor); and
- the terms of reference of the Scrutiny Boards (Safer and Stronger Communities) and (Resources and Council Services), and the general delegation scheme, to reflect the revised post-title for the Assistant Chief Executive.

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

7.1 None

---

<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.