

OFFICER DELEGATION SCHEME RECORD OF OPERATIONAL DECISION



TO BE UPLOADED TO THE INTERNET BY DEMOCRATIC SERVICES

Date: 18 May 2020	Ref No:
Type of Operational Decision:	
Executive Decision <input type="checkbox"/>	Council Decision <input checked="" type="checkbox"/>
Status: For publication	
Title/Subject matter: Amendment of the Council Constitution –Officer Delegation Scheme – Trading Standards and Licensing	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Y
(ii) in accordance with Council Policy	Y
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	
No impact	



Details of Operational Decision Taken [with reasons]:

At its meeting on 18 March 2020, the Council received a report to enable it to adopt a revised scheme of officer delegations that reflect the recent revisions to the responsibilities of the Chief Officers, following the organisational re-structure of the Council.

The Council resolved to approve the recommendations in the report that:

- 1) the Officer Delegations set out in Part 3 of the Council's Constitution be amended in line with Appendix A attached to this report and be adopted with immediate effect.
- 2) Any consequential amendments as a result of Appendix A be made to the Constitution
- 3) That authority be delegated to the Chief Executive and Assistant Director – Legal and Democratic Services to make any further amendments to the scheme that are consequential on the current allocation of service responsibilities being revised.

Pursuant to recommendation 3, the Chief Executive and Assistant Director – Legal and Democratic Services are asked to add Trading Standards to delegations to the Executive Director of Operations, to reflect the arrangements that have been in place since recruitment to that post.

Decision taken by:	Signature:	Date:
Executive Director or Chief/Senior Officer		18.06.20
Executive Director or Chief/Senior Officer		3.6.2020
Members Consulted [see note 1 below]		
Cabinet Member/Chair		
Lead Member		
Opposition Spokesperson		

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**