



## **FULL COUNCIL REPORT**

Date Written	9 <sup>th</sup> March 2017
Report Author	Carys Kennedy
Service Area	Chief Exec
Exempt/Non Exempt	Non exempt
Committee Date	22 <sup>nd</sup> March 2017

*To: Mayor, Ladies and Gentlemen*

### **Scheme of Delegation**

#### **1.0 SUMMARY OF THE REPORT**

- 1.1 In the pre-election period and after the final meetings of Council and Planning and Regulatory Committee prior to the election the Council needs to have a system in place to enable decisions to be made about essential business.
- 1.2 It has been the historical practice of this Authority to delegate power to the Head of Paid Service, in consultation with the Monitoring Officer and Chief Finance Officer, to conduct any necessary and/or urgent business that arises during that period that would usually be dealt with by Council, and to delegate to the Head of Planning any matter which would usually be dealt with by the Planning and Regulatory Committee.

#### **2.0 RECOMMENDATIONS that:**

- 2.1 From 22<sup>nd</sup> March until 17<sup>th</sup> May 2017, the Head of Paid Service (or if he is absent or otherwise unable to act the Deputy Chief Executive) to make a decision upon any matter which is a Council function for reasons of urgency or due process cannot await the next meeting of Council, in consultation with the Leader(s) of each Political Group, the Chief Officers (if any) responsible for the function in respect of which the decision is required, the Chief Finance Officer and the Monitoring Officer
- 2.2 From 5<sup>th</sup> May to 17<sup>th</sup> May 2017 the Head of Paid Service, in consultation with the Chief Finance Officer and the Monitoring Officer, to make a decision on any matter which is a Council function for reasons of urgency or due process

- 2.3 From 29<sup>th</sup> March 2017 until the next meeting of the Planning and Regulatory Committee, the Chief Officer (Neighbourhood Services) or the Head of Planning to make a decision upon any planning matter which is a Planning and Regulatory Committee function except where:
- a) it is a Council application; or
  - b) officers recommend approval but there are two or more objections; or
  - c) a Councillor requests the matter to be called in.

## **3.0 INTRODUCTION AND BACKGROUND**

### **3.1 FULL COUNCIL**

- 3.1.1. Councillors will be aware that there will be no Council meeting after the 22<sup>nd</sup> March 2017 until the Annual General Meeting on the 17<sup>th</sup> May 2017. In order that decisions can be made during this period, I would recommend the following delegation to the Council:

“That the Head of Paid Service (or if he is absent or otherwise unable to act the Deputy Chief Executive) to make a decision upon any matter which is a Council function for reasons of urgency or due process cannot await the next meeting of Council, in consultation with the Leader(s) of each Political Group, the Chief Officers (if any) responsible for the function in respect of which the decision is required and the Chief Finance Officer.”

- 3.1.2. For the period 5<sup>th</sup> May to the 17<sup>th</sup> May 2017, I would recommend the following delegation to the Council:

“That the Head of Paid Service, in consultation with the Head of Legal and Democratic Services and the Chief Finance Officer, to make a decision on any matter which is a Council function for reasons of urgency or due process.”

### **3.2 PLANNING AND REGULATORY**

- 3.2.1 The Planning and Regulatory Committee meets on the 29<sup>th</sup> March 2017 and there will be no further meetings of this Committee until after the 4<sup>th</sup> May elections and the cycle of committee meetings have been agreed by Council. In order that all planning decisions can be made during this period i.e. from the 4<sup>th</sup> May until the first meeting of the Planning and Regulatory Committee, I would recommend the following delegation:

“That the Chief Officer (Neighbourhood Services) or the Head of Planning to make a decision upon any planning matter which is a Planning and Regulatory Committee function except where:

- a) it is a Council application; or
- b) officers recommend approval but there are two or more objections; or
- c) a Councillor requests the matter to be called in.”

#### **4.0 FINANCIAL IMPLICATIONS**

4.1 There are no financial implications arising from this report

#### **5.0 SINGLE INTEGRATED PLAN AND SUSTAINABILITY IMPACT SUMMARY**

5.1 The completion of a Single Integrated Plan and Sustainability Impact Assessment will be considered if there is a requirement to do so at the appropriate time.

#### **6.0 EQUALITY IMPACT ASSESSMENT**

6.1 The completion of an Equality Impact Assessment (EqIA) form will be considered if there is a requirement to do so at the appropriate time.

**GARETH CHAPMAN**  
**CHIEF EXECUTIVE**

**COUNCILLOR PHIL WILLIAMS**  
**CABINET MEMBER FOR GOVERNANCE**  
**AND CORPORATE SERVICES**

<b>BACKGROUND PAPERS</b>		
<b>Title of Document(s)</b>	<b>Document(s) Date</b>	<b>Document Location</b>
<b>Does the report contain any issue that may impact the Council's Constitution?</b>		<b>No</b>

***Consultation has been undertaken with the Corporate Management Team in respect of each proposal(s) and recommendation(s) set out in this report.***