

## **DELEGATION OF POWERS TO OFFICERS**

### **1. INTRODUCTION**

1.1 The Council operates an extensive scheme of delegation of powers to officers to allow routine business to be completed in a timely and efficient manner. Following the recent changes to the management structure of the Council, in some cases involving the transfer of functions between service areas, it would be timely to reconfirm the current scheme, reflecting as many of the changes that have already taken place as possible.

1.2 In addition, to keep the published scheme as resilient as possible to changes of personnel, the opportunity has been taken, wherever possible, to appoint by post rather than by name; or to use another mechanism, such as delegating authority to Officers to appoint persons to act. This is particularly relevant where the appointee is drawn from an external organisation.

1.3 The review that has been undertaken highlighted that there had been one change in legislation that means a replacement delegation has to be put in place for Council P17. This is a “proper officer” appointment that must be made by the Council, and is set out in recommendation 4.2 below.

1.4 As the changes to the Scheme of Delegation of Powers are, with the exception of the proper officer appointment set out in the recommendations below, administrative in nature, merely updating the existing scheme, the entire document has not been appended to this report. It is quite a lengthy document. The document may be viewed by following the link below:

[http://forestnet/media/4210/Delegations---Proposed/pdf/Delegations\\_Complete.pdf](http://forestnet/media/4210/Delegations---Proposed/pdf/Delegations_Complete.pdf)

1.5 The present updating of the scheme of delegation of powers does not affect any other authorisations, particularly in respect of individual projects, that are not specifically listed in the published scheme.

### **2. CRIME AND DISORDER, EQUALITY AND FINANCIAL IMPLICATIONS**

2.1 The updating of the scheme of delegation of powers will maintain clarity in demonstrating that the Council’s Officers have authority to act and consequently the efficient delivery of all the Council’s services. There are no other implications arising directly from this report.

### **3. RECOMMENDED TO CABINET**

3.1 That the updated scheme of delegation of powers to the officers that are the responsibility of the Cabinet, as set out, be agreed.

#### 4. RECOMMENDED TO COUNCIL

4.1 That the updated scheme of delegation of powers to the officers, that are not the responsibility of the Cabinet, as set out, be agreed; and

4.2 That the following additional Proper Officer appointment be made:

Public Health (Control of Disease) Act 1984, S48 as amended by Health and Social Care Act 2008

To seek and Order from a Justice of the Peace for removal of a body to a mortuary and burial within a prescribed time or immediately

A Consultant in Communicable Disease Control or Health Protection employed by Public Health England South East

#### **For Further Information contact:**

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#### **Background Papers:**

Published documents