

## INTRODUCTION TO DELEGATIONS TO OFFICERS

### 1. AUTHORISATION TO OFFICERS

Where decisions are taken or powers are exercised by Officers, the following principles and conditions shall apply:-

- 1.1 Powers shall be exercised in accordance with the overall limitations in the Scheme of Delegations.
- 1.2 Where a Strategic Director is authorised to take decisions (s)he may authorise a Head of Service, in the name of the said Head of Service, to take those decisions on any matters falling within the sphere of responsibility of that Head of Service. All delegations must be in writing.
- 1.3 Where an Officer is authorised to take decisions, whether directly or by virtue of paragraph 1.2 above, the decision shall be taken in the name of (but not necessarily personally by) that Officer. Where a decision is taken in the name of, but not personally by the designated Officer a suitable record shall be kept of Officers so authorised.
- 1.4 The Officer dealing with the matter shall arrange any inter-departmental consultation required and if agreement is not reached, the matter shall be referred to the Chief Officers Management Team, and if agreement is not reached there to the Executive or Council, as appropriate, for consideration
- 1.5 In any case where the Officer exercising the power considers that a new departure in policy is likely to be involved, or if the implications are such that the Officer considers, after consulting the Chief Executive, that reference should be made to Members, the matter shall be referred to the Executive for consideration.

### 2. INTERPRETATION

- 2.1 Any reference to a statute or statutory instrument shall be deemed to include and be construed as if it contained a reference to any subsequent statute or statutory instrument for the time being replacing, amending or extending the same or containing related provisions.
- 2.2 The following expressions have the following meanings respectively except where the context otherwise requires:-
  - (a) 'Officer', 'Staff' or 'Employee' includes any person employed by the Council irrespective of the particular National Scheme of Conditions of Service under which employed.
  - (b) Reference to Chief Officers or Strategic Directors means all or any of the Chief Executive, Strategic Director (Community) or Strategic Director (Support), as appropriate.

### **3. URGENT ACTION**

- 3.1 In order to enable urgent decisions to be made, the Chief Executive has delegated power to take any decisions which is not a key decision and which is so urgent it cannot wait until the next scheduled meeting of the Executive and where the decision is not in contravention of established policies and does not fall within the authority of any individual Member of the Executive to take.
- 3.2 In following this procedure the Chief Executive is required to consult with the Leader of the Council, in relation to an executive function.