

Audit and Governance Committee – 5th April 2016



SCHEME OF DELEGATION TO OFFICERS

Report of the Solicitor to the Council (Monitoring Officer) and the Strategic Manager for Financial Services (s151 Officer)

Ward(s) affected: ALL

1. **Purpose of Report** – To present to the Committee the recommendation of the Financial Delegation to Officers Working Group.
2. **Recommendations** – Members are recommended to consider the proposed amendment to the Scheme of Delegation to Officers at paragraph 3.4 and recommend its adoption to Council.
3. **Report**
 - 3.1 At the meeting held on the 29th September 2015, the Committee resolved *‘that a politically proportionate working group comprised of five members of this Committee is established with terms of reference to review the levels of financial delegation to officers’* (AC.239).
 - 3.2 The review of the levels of financial delegation to officers was instigated by Council at the Extraordinary Council meeting held on the 9th September 2014 (CL.794).
 - 3.3 The Working Group reviewed the existing levels of financial delegation to officers as set out in the Council’s Constitution and compared these with the levels at a number of comparable District Councils. The Working Group also considered the views expressed by Members. The minutes of the Working Group’s meetings are attached at Appendix A.
 - 3.4 The Working Group concluded that in order to address the concerns raised and to ensure clarity for both Officers and Members, the current Scheme of Delegation to Officers (last updated August 2015) should be amended to include the following paragraph under the *‘General Conditions Applying to the Exercise of Powers under the Scheme’*:

No officer shall incur, nor commit the Council to, any expenditure for which there is no budget provision, or for which specific approval is required and has not been received, except in an emergency. In such circumstances, the agreement of the Leader of the Council, the Chief Executive and the Strategic Manager Financial Services (s151 Officer) will first be obtained, and the circumstances subsequently reported to Policy Committee and/or

Council.

4. **Implications**
 - 4.1 **Financial Implications** – None arising directly from the report.
 - 4.2 **Legal Implications** – None arising directly from the report.
 - 4.3 **Contribution to Council Priorities** – Improving how the Council governs its business.
 - 4.4 **Risk Management** – Not applicable.
 - 4.5 **Equality Analysis** – Not applicable.
5. **Consultations with Others** – None.
6. **Access to Information: Background Documents** – Not applicable.
7. **Author of the Report** – Annette Moppett, Solicitor to the Council (Monitoring Officer); telephone 01756 706325; e-mail: amoppett@cravenc.gov.uk.
8. **Appendices** – Minutes of the Working Group's meetings.