



Annual Council

14 May 2026

Item

Public



SCHEME OF DELEGATION

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1. Synopsis

- 1.1 The Scheme of Delegations in Part 8 of the Council's Constitution ("the Scheme") is agreed annually. A reconfiguration of the delegations within the Scheme has been undertaken following the appointment of key officers and subsequent structural changes and this report outlines the updates for Members' approval.

2. Executive Summary

- 2.1 The Scheme of Delegation sets out the arrangements for the delegation of authority to officers to carry out the Council's various functions and sets out those functions which have been delegated to officers. It should be read alongside other Council wide procedures and related documentation.
- 2.2 Where a function has been delegated to an officer, the person or body making the delegation may at any time resume responsibility for the function and may exercise the function despite the delegation.
- 2.3 Other than as set out below, the Scheme of Delegation presented to Council for approval does not alter the nature or level of the delegations given to officers from those set out in previous Schemes but merely seeks to address the organisational alterations brought about by recent changes.
- 2.4 It is acknowledged that the entire Constitution is in need of a review and a re-write is being lead by the Centre for Governance and Scrutiny. Approval of the updated Scheme of Delegation is a priority before the full Constitutional review to ensure lawful delegated decisions can continue to be made.

3. Recommendations

- 3.1. That Members resolve that the updated Scheme of Delegations, set out in Part 8 of the Constitution be agreed as outlined within this report and as set out in Appendix 1.

Report

4. Risk Assessment and Opportunities Appraisal

- 4.1. It is important that the Council's Constitution is kept up to date to ensure it reflects the way the Council operates and also to ensure that decision making is carried out transparently with proper authority.

5. Financial Implications

- 5.1. This report seeks authority to update Part 8 of the Constitution. If the Constitution is not kept up to date, any flaws in decision making could lead to the risk of costs arising from challenges to decisions or delays in decision making leading to unforeseen costs.

6. Climate Change Appraisal

- 6.1. The adoption of this revised Scheme of Delegation will have no obvious impact in terms of climate change.

7. Background

- 7.1. Responsibility for Council functions is agreed annually at the Council's Annual General Meeting. Those functions are set out in Part 3 of the Council's Constitution which outlines the functions of the Council, Committees and the Executive and in Part 8 which outlines the functions delegated to officers. This part of the Constitution sets out the Scheme of Delegation to Officers.
- 7.2. Recent Changes require amendments to Part 8 because of changes in job titles and areas of Responsibility
- 7.3. There is currently no delegation to officers in respect of Nationally Significant Infrastructure Projects or Development Consent Orders set out in the Planning Act 2008 and these now need to be introduced. It is proposed that the responsibilities of the Council relating to Nationally Significant Infrastructure Projects and Development Consent Orders set out in the Planning Act 2008 be included with a delegation to the Service Director, Place Shaping.

List of Background Papers (This MUST be completed for all reports, but does not include items containing exempt or confidential information)

Local Government and Housing Act 1989 and Regulations made thereunder.

Local Member: All

Appendices

Appendix 1 – Scheme of Delegation