

SURREY COUNTY COUNCIL

LEADER OF THE COUNCIL

DATE: 9 NOVEMBER 21016

LEAD OFFICER: ANN CHARLTON, DIRECTOR OF LEGAL, DEMOCRATIC AND CULTURAL SERVICES

SUBJECT: APPROVAL OF THE REVISED SURREY COUNTY COUNCIL SCHEME OF DELEGATION



SUMMARY OF ISSUE:

The Council is required by the Local Government Act 2000 and Regulations made under it to indicate how it has arranged for its functions to be carried out. The Scheme of Delegation ('the Scheme') sets out details of who is responsible for which functions in the Authority and the extent to which any functions have been delegated.

The Scheme of Delegation forms part of the Council's Constitution and has recently been revised to ensure that it reflects the current management structure of the organisation.

RECOMMENDATIONS:

It is recommended that:

1. the revised Scheme of Delegation as set out in Annex 1 is approved by the Leader of the Council; and
2. the Leader of the Council recommends the revised Scheme of Delegation to the County Council for endorsement at its meeting in December 2016.

REASON FOR RECOMMENDATIONS:

The revised Scheme sets out the Executive and Non-Executive functions that are authorised to exercise the functions of the County Council relating to their areas of responsibility and any changes to this are required to be approved by the Leader of the Council and endorsed by County Council.

DETAILS:

1. The Council is required by law to set out and publish a Scheme of Delegation detailing the responsibility for functions. This scheme forms part of the Constitution of Surrey County Council.
2. The Scheme has been reviewed and revised to ensure that it accurately reflects the structure of the organisation including the current committees and boards framework as well as management arrangements.
3. The revised Scheme of Delegation can be found attached at **Annex 1** and this is split into three sections:
 - Section 1 – Responsibility for Functions

- Section 2 – Scheme of Delegation
 - Section 3 – Scheme of Delegation to Officers
4. The changes that have been made to the Scheme are administrative to ensure an accurate reflection of the Council's set up.

CONSULTATION:

5. A full consultation exercise has been undertaken with all services across the Council to ensure that the revised Scheme of Delegation accurately reflects the management structure.

RISK MANAGEMENT AND IMPLICATIONS:

6. It is essential that the revised Scheme of Delegation is accurate to enable effective and efficient decision making and to ensure that the Council clearly sets out who is authorised to take decisions in order to comply with legal requirements. Failure to do so would result in a breach of the requirements set out in the Local Government Act 2000 and could result in delays to decision making and could result in failure to deliver services in a timely manner.

Legal Implications – Monitoring Officer

7. The Scheme of Delegation creates the necessary authority for committees of the Council, the Cabinet, individual Cabinet Members and officers to conduct business and make appropriate decisions on behalf of the Council.

WHAT HAPPENS NEXT:

- Following approval by the Leader the revised Scheme of Delegation will be presented to the County Council at its meeting on 6 December for endorsement.
- Once approved by Council the revised Scheme will be published on the Council's website as part of the Council's Constitution.

Contact Officer:

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Consulted:

Ann Charlton, Director of Legal, Democratic and Cultural Services
Heads of Service across the Council

Annexes:

Revised Scheme of Delegation:

Annex 1 – Part 3 – Sections 1 and 2 – Responsibility of Functions

Annex 2 – Part 3 – Section 3 Part 2

Annex 3 – Part 3 – Section 3 Part 3 – Specific Delegations to Officers

Annex 4 – Part 3 – Section 3 Part 3 – Orbis Officer Delegations

Annex 5 – Part 3 – Section 3 Part 4

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