

Council

12 May 2026

Part 1 - Public

Matters for Decision



Cabinet Member

Cllr M Boughton, Leader of the Borough Council

Responsible Officer

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Report Author

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Scheme of Delegations

1 Summary and Purpose of Report

1.1 Members are invited to confirm the Scheme of Delegations, as set out in Part 3 of the Borough Council's Constitution.

2 Corporate Strategy Priority Area

2.1 Efficient services for all our residents, maintaining an effective council.

2.2 An effective Scheme of Delegation helps the Borough Council comply with its legal obligations and the principles of good governance, allows for faster processing of many routine and administrative decisions and clearly defines who is responsible for what decisions.

3 Recommendations

3.1 Those parts of the scheme of delegation set out in Part 3 of the [Constitution](#) which are for the Council to approve (Responsibility for Council Functions) be agreed;

3.2 The Leader's recommendations concerning the arrangements for decision-making by individual executive Members set out in Part 3 of the Constitution (Responsibility for Executive Functions and Portfolios of Cabinet Members) be received and noted; and

3.3 The current scheme of delegation to officers in respect of executive functions set out in Part 3 of the Constitution (Functions and Powers Delegated to Officers) be re-adopted

4 Introduction and Background

- 4.1 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 give effect to Section 13 of the Local Government Act 2000 by specifying which functions:
- a) must not be the responsibility of the Executive (and are Council functions)
 - b) may, but need not be the responsibility of the Executive (local choice functions)
 - c) are to some extent the responsibility of the Executive (and are shared functions)
- 4.2 The Scheme of Delegation outlines which decisions can be made by Councillors (via Committees), the Executive (Cabinet) and defines the special powers and functions that Officers can exercise on behalf of the local authority.
- 4.3 This ensures clear lines of accountability, efficiency in decision-making and that powers are exercised within legal and operational frameworks.

5 Key Components of a Scheme of Delegation

- 5.1 Specifies the executive and non-executive functions and powers that have been delegated from elected Members to officers.
- 5.2 Outlines how Directors/Head of Service further delegates powers to other Officers within their Service to make decisions on their behalf.
- 5.3 Provides a framework for officer decision-making, including clear rules, restrictions and financial limits.
- 5.4 Ensures there is a clear line of accountability as Officers are expected to exercise delegated authority according to the Scheme.
- 5.5 Identifies Proper Officers who have been given specific statutory responsibilities or powers under certain legislation, such as the Access to Information Rules.

6 Proposal

- 6.1 It is proposed that the Scheme of Delegation as set out on pages 43-145 of the Constitution (Part 3 – Responsibilities) be confirmed and no changes are recommended.

7 Other Options

- 7.1 No other options are presented.

8 Financial and Value for Money Considerations

- 8.1 The confirmation of the Scheme of Delegations does not give rise to any direct financial implications. There are no additional costs arising from the recommendations in this report.
- 8.2 Maintaining an up-to-date and effective Scheme of Delegation supports value for money by enabling decisions to be taken at the appropriate level, avoiding unnecessary delay or escalation, and ensuring that routine and operational matters can be dealt with efficiently by officers within defined limits.
- 8.3 The Scheme also provides clarity around financial thresholds and accountability, supporting sound financial management and effective internal control arrangements across the authority.

9 Risk Assessment

- 9.1 The confirmation of the existing Scheme of Delegation presents a low level of risk. The Scheme provides a clear framework for decision-making and accountability and supports compliance with statutory requirements and principles of good governance.
- 9.2 Failure to maintain or confirm an appropriate Scheme of Delegation could result in uncertainty over decision-making authority, delays in service delivery, or decisions being taken without proper authority, which could expose the Council to legal or reputational risk.
- 9.3 These risks are mitigated by the continued operation of the established Scheme, the requirement for officers to act within delegated powers, and the oversight arrangements set out in the Constitution.

10 Legal Implications

- 10.1 The Scheme of Delegation forms part of the Council's Constitution and is required to ensure compliance with the Local Government Act 2000 and the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
- 10.2 Confirming the Scheme ensures that the Council's arrangements for the discharge of executive, non-executive and officer functions remain lawful, transparent and clearly defined. It also supports the proper exercise of statutory powers by Members and officers acting on behalf of the authority.
- 10.3 There are no adverse legal implications arising from the recommendations in this report, as no changes to the Scheme of Delegation are proposed.

11 Consultation and Communications

- 11.1 No external consultation has been undertaken as this report proposes the confirmation of the existing Scheme of Delegation contained within Part 3 of the Constitution and does not introduce any changes to current arrangements.
- 11.2 No specific communications activity is required arising from the recommendations in this report.

12 Implementation

- 12.1 Subject to approval by Council, the Scheme of Delegation set out in Part 3 of the Constitution will continue to operate without amendment.
- 12.2 There are no implementation actions arising from this report. The Constitution will remain published and accessible in accordance with existing arrangements, and officers and Members will continue to exercise delegated powers in line with the approved Scheme.

13 Cross Cutting Issues

13.1 Climate Change and Biodiversity

- 13.1.1 Adaptation and resilience have not been considered.
- 13.1.2 Climate change advice has not been sought in the preparation of the options and recommendations in this report.
- 13.1.3 There are no impacts on climate change and biodiversity arising from the confirmation of the Scheme of Delegations.

13.2 Equalities and Diversity

- 13.2.1 The decisions recommended through this paper have a remote or low relevance to the substance of the Equality Act. There is no perceived impact on end users.

Background Papers	None
Annex(es)	None