

## Report Template

<b>Notice of:</b>	Leader of the Council
<b>Decision Number:</b>	PH31/2020
<b>Relevant Officer:</b>	Steve Thompson, Director of Resources and Mark Towers, Director of Governance and Partnerships
<b>Relevant Cabinet Member:</b>	Councillor Simon Blackburn, Leader of the Council
<b>Date of Decision:</b>	4 May 2020

### CORPORATE SCHEME OF DELEGATION

#### 1.0 Purpose of the report:

- 1.1 To consider and approve the updated Corporate Scheme of Delegation.

#### 2.0 Recommendation(s):

- 2.1 To approve the updated Corporate Scheme of Delegation.
- 2.2 To request the Director of Resources to take suitable steps to publish the revised scheme of delegation and ensure that relevant officers are made aware and suitably trained.
- 2.3 To request relevant Directors to consider whether their Directorate requires a Directorate Scheme of Delegation and if necessary approve that scheme by means of a published Officer Decision.

#### 3.0 Reasons for recommendation(s):

- 3.1 The approval of a Corporate Scheme of Delegation provides additional clarity as to the levels of the delegation within the Council and at what levels decisions should be made.

It is recommended by CIPFA guidance and provides assurance for Budgetary Control.

- 3.2 Is the recommendation contrary to a plan or strategy adopted or approved by the Council? No
- 3.3 Is the recommendation in accordance with the Council's approved budget? Yes

**4.0** Other alternative options to be considered:

4.1 None.

**5.0 Council priority:**

5.1 The relevant Council priority is: “The economy: Maximising growth and opportunity across Blackpool”.

**6.0 Background information**

6.1 The Corporate Scheme of Delegation was created by officers in Corporate Finance and Democratic Governance in response to Audit Committee’s recommendations on Budgetary Control. The document does not create new guidance or amend the constitution but brings a number of pieces of information together in a straightforward easy to use document. The purpose of this document is to define the powers and authorisation limits available to Members and Officers within Blackpool Council regarding the financial matters which the Council as an entity is held accountable by the Ministry of Housing, Communities and Local Government. Therefore the Corporate Scheme of Delegation should be read in consultation with Part 3 (Responsibilities and Functions) of the Constitution and the Executive Decision Making Criteria, which sets out the definition of a key decision, non-key decisions and those delegated to take them.

6.2 Once the document is approved, the Director of Resources will ensure that it is published and if necessary suitable training is provided to relevant officers. It may be appropriate also for individual Directorates to create Directorate schemes of delegation to supplement this document. These would be approved by a published Officer decision.

6.1 Does the information submitted include any exempt information? No

**7.0 List of Appendices:**

7.1 Appendix A: Corporate Scheme of Delegation

**8.0 Legal considerations:**

8.1 None directly from this decision, as outlined above this document is not intended to update or replace the Constitution but to act as a guide to officers.

**9.0 Human resources considerations:**

9.1 None.

**10.0 Equalities considerations:**

10.1 None.

**11.0 Financial considerations:**

11.1 None.

**12.0 Risk management considerations:**

12.1 The Scheme of Delegation will manage risk by providing an easy reference for officers to ensure decisions are taken at the correct level.

**13.0 Ethical considerations:**

13.1 None.

**14.0 Internal/external consultation undertaken:**

14.1 None.

**15.0 Background papers:**

15.1 None.

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**ONLY APPLICABLE FOR REPORTS WHICH WILL EVENTUALLY BE CONSIDERED BY THE  
EXECUTIVE/CABINET MEMBER**

**16.0 Key decision information:**

16.1 Is this a key decision? No

16.2 If so, Forward Plan reference number:

16.3 If a key decision, is the decision required in less than five days? No

16.4 If **yes**, please describe the reason for urgency:

(NOTE: This reason must be a sustainable one and not just because it was late and missed the agenda dispatch. Delete this message prior to submission of this report).

**17.0 Call-in information:**

17.1 Are there any grounds for urgency, which would cause this decision to be exempt from the call-in process? Yes/ No

17.2 If **yes**, please give reason:

(NOTE: This reason must be a sustainable one and not just because it was late and missed the agenda dispatch. Delete this message prior to submission of this report).

**TO BE COMPLETED BY THE HEAD OF DEMOCRATIC GOVERNANCE**

**18.0 Scrutiny Committee Chairman (where appropriate):**

Date informed:

Date approved:

**19.0 Declarations of interest (if applicable):**

19.1 None.

**20.0 Executive decision:**

20.1 The Leader of the Council agreed the recommendations as outlined above namely:

1. To approve the updated Corporate Scheme of Delegation.
2. To request the Director of Resources to take suitable steps to publish the revised scheme of delegation and ensure that relevant officers are made aware and suitably trained.
3. To request relevant Directors to consider whether their Directorate requires a Directorate Scheme of Delegation and if necessary approve that scheme by means of a published Officer Decision.

**21.0 Date of Decision:**

21.1 4 May 2020

**22.0 Reason(s) for decision:**

22.1 The approval of a Corporate Scheme of Delegation provides additional clarity as to the levels of the delegation within the Council and at what levels decisions should be made.

It is recommended by CIPFA guidance and provides assurance for Budgetary Control.

**23.0 Date Decision published:**

23.1 4 May 2020

**24.0      Executive Members in attendance:**

24.1

**25.0      Call-in:**

25.1

**26.0      Notes:**

26.1