

## TRAFFORD COUNCIL

**Report to:** Annual Meeting of the Council  
**Date:** 24 May 2017  
**Report for:** Decision  
**Report of:** Director of Legal and Democratic Services and Monitoring Officer

### Report Title

**DELEGATION OF FUNCTIONS**

### Summary

To confirm arrangements for the delegation of Council (non-Executive) and Executive functions and to obtain Council's agreement to amend the Constitution of the Council to incorporate these arrangements.

### Recommendation(s)

- 1) That Council notes that Executive functions not covered by the Officers' Scheme of Delegation are delegated by the Leader of the Council as follows:
  - (a) functions are delegated to all individual Executive Members in accordance with the Executive Members' Scheme of Delegation;
  - (b) all other functions are delegated to the Executive.
- 2) That the Scheme of Delegation to Officers be approved.
- 3) That the Director of Legal and Democratic Services be authorised to amend the Constitution of the Council in accordance with and as a consequence of this report and other decisions made by Council at this Annual Meeting.

### Contact person for access to background papers and further information:

Name: Ian Cockill  
Extension: 1387

Background Papers:

Constitution of the Council

## **1. Background**

- 1.1 It is the duty of the Council's Monitoring Officer to review the Constitution from time to time and to propose amendments to the Council. Generally amendments are proposed at the Council's Annual Meeting to reflect any changes which are proposed to the schemes of delegation for both Members and Officers, together with any further amendments which may be considered to be necessary for the efficient and effective management of the Council and Council services.

## **2. Executive Scheme of Delegation**

- 2.1 The Leader of the Council determines how, and by whom, executive functions are carried out. The Leader has agreed a scheme of delegation of executive functions to the individual members of the Executive. The Executive Scheme of Delegation is set out in the Responsibility for Functions document which will be placed on the Council's website for reference. This document forms part 3 of the Council's Constitution. Changes have been made to reflect changes to portfolios as reported to Council under item 6 Membership of the Executive.

## **3. Officer Scheme of Delegation**

- 3.1 Proposed changes to the Officer Scheme of Delegation are recommended to ensure that the Constitution is in line with changed statutory regulations and also current Council policy. The Officers Scheme of Delegation is also contained in the Responsibility for Functions document being placed on the Council's website. Minor changes to wording have been made and are summarised in the document.