

## TRAFFORD COUNCIL

**Report to:** Annual Meeting of the Council  
**Date:** 26 May 2021  
**Report for:** Decision  
**Report of:** Corporate Director of Governance and Community Strategy 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 if necessary.

### 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, as set out in Part 3 of the Constitution;
  - (b) all other functions are delegated to the Executive.
- 2) That the Scheme of Delegation to Officers as set out in Part 3 of the Constitution, be approved.
- 3) That the Corporate Director of Governance and Community Strategy be authorized, if necessary, 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.
- 4) That Council notes that changes may be required to the Officer Scheme of Delegation during the year and that the Corporate Director of Governance and Community Strategy be authorised to amend the Constitution following consultation with the Leader and Chief Executive.

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

**Name:** Ian Cockill  
**Extension:** 1387

**Background Papers:**

## **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.
- 1.2 Changes to both the Executive and Officer Schemes of Delegation were made at the last Annual Council Meeting held on 20 November 2021 and no changes to what was agreed are proposed.

## **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 in the appendix. This document forms Part 3 of the Council's Constitution and covers the portfolios reported to Council under item 5 "Leader of the Council and Membership of the Executive".

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

- 3.1 Changes to the Officer Scheme of Delegation may be recommended to ensure that the Constitution is in line with changed statutory regulations and also current Council policy. The Officer Scheme of Delegation also forms Part 3 of the Council's Constitution and currently no changes are proposed to the Scheme as set out on the Council's website.
- 3.2 There may need to be other changes throughout the year and it is recommended that these be dealt with by the Corporate Director of Governance and Community Strategy following consultation with the Leader and Chief Executive.