

Employee Delegation Scheme (extract)

Description of delegation	Responsibility delegated from
1. General scheme of delegation to Chief Executive and directors	
1.1 The Chief Executive should be responsible for management arrangements across the whole Council and directors shall have the responsibility to manage the department and service area for which they are responsible.	Council/ Leader/Cabinet
1.2 In managing the service all directors shall be authorised in their discretion to exercise such powers as may be provided by the relevant legislation including the service or receipt of notices, the making of agreements, the making, revoking or amending of orders, the authorisation of any action or the institution, defence or conduct of proceedings, appeals and enforcement byelaws, authorisation of named employees to enforce specific powers and making of grants or loans within the budget and policy framework. Where the areas of responsibility and powers of an employee refer to specific acts of parliament, regulations, orders or guidance any subsequent re-enactment or amendment of the same shall apply.	Council/ Leader/Cabinet
1.3 Where the Council is by law required to designate a proper officer, the Chief Executive and Directors are authorised to act as proper officers within their area of responsibility save for where a different proper officer is designated either by law or by this Constitution (see Appendix A to the Employee Delegation Scheme).	Council/ Leader/Cabinet
1.4 It is the responsibility of the Directors, Deputy Directors and Assistant Directors referred to in this scheme to delegate matters to ensure matters are dealt with at the appropriate level to maintain the balance between efficiency and control. Employees shall be under a duty to consult and, where appropriate, agree with other appropriate employees before exercising their delegated powers and to consult the Chief Executive in cases of doubt.	Council/ Leader/Cabinet
1.5 The Chief Executive may delegate to the Deputy Chief Executive or another nominee authority to perform any delegation made to him/her. In event the Chief Executive is unable to perform any aspect of his duties/role/delegations/authorisations for whatever reason or for however long the Deputy Chief executive or a nominee of	Council/ Leader/Cabinet

	the chief executive shall have authority to exercise those duties/ role/ delegations/ authorisations.	
1.6	Where delegations are made to specific officers, who either choose not to exercise such delegation or are unable to do so for whatever reason then their line manager / assistant director / director may exercise those delegations.	Council/ Leader/Cabinet
1.7	All delegations must be exercised in good faith and in the absence of a conflict of interest.	Council/ Leader/Cabinet