



COTSWOLD DISTRICT COUNCIL

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| Council name | COTSWOLD DISTRICT COUNCIL |
| Name and date of Committee | SPECIAL COUNCIL - 29 JULY 2020 |
| Report Number | AGENDA ITEM (4) |
| Subject | SCHEME OF DELEGATION |
| Wards affected | N/A |
| Accountable member | Cllr. Joe Harris - Leader of the Council Email: joe.harris@cotswold.gov.uk |
| Accountable officer | Christine Gore - Interim Chief Executive Tel: 01285 623605 Email: christine.gore@cotswold.gov.uk |
| Summary/Purpose | A report detailing amendments to the scheme of delegation |
| Annexes | None |
| Recommendation(s) | <i>Delegated authority is given to the Monitoring Officer to make the required changes to scheme of delegation</i> |
| Corporate priorities | Ensure that all services delivered by the Council are delivered to the highest standard |
| Key Decision | NO |
| Exempt | NO |
| Consultees/ Consultation | N/A |

1. BACKGROUND

- 1.1** On 3 June 2020 Full Council agreed to the early retirement of the Head of Paid Service and appointed Christine Gore as the Interim Chief Executive of Cotswold District Council.
- 1.2** Also on 3 June 2020 Full Council appointed Jan Britton as the Returning Officer and Electoral Registration Officer.
- 1.3** On 15 July 2020 Full Council further agreed to the early retirement of the current Monitoring Officer and Group Manager for Legal Services. At the same time Patrick Arran was appointed to the post of Interim Head of Legal Services and Monitoring Officer with effect from 1 August 2020.

2. SCHEME OF DELEGATION

- 2.1** The scheme of delegation sets out the relevant powers and duties which are delegated by Council and/or the Executive to the posts mentioned above, specifically the Head of Paid Service, Returning Officer, Electoral Registration Officer, Monitoring Officer and Group Manager for Legal Services.
- 2.2** In light of the changes approved by Council the scheme of delegation will need updating to reflect the new job titles and appointments.
- 2.3** Council is asked to give delegated authority to the Monitoring Officer to make the following amendments:
 - 1) All references to the Head of Paid Service be deleted and replaced with Interim Chief Executive;
 - 2) The scheme of delegation makes it clear that the positions of Returning Officer and Electoral Registration Officer are held by Jan Britton;
 - 3) All references to the Group Manager for Legal Services are deleted and replaced with Interim Head of Legal
- 2.4** No amendments to references to the Monitoring Officer are required at this time.

3. DETAILED REVIEW

- 3.1** The changes set out in this report will only be effective for the period of the temporary appointments. As such the Interim Chief Executive will arrange for a more comprehensive review of the scheme of delegation to be undertaken over the coming months, in preparation for the permanent appointments. This work will be done in conjunction with the Constitution Working Group and will be reported back to Full Council in November 2020.

4. FINANCIAL IMPLICATIONS

4.1 None specific or arising from this report.

5. LEGAL IMPLICATIONS

5.1 None specific or arising from this report, although any changes will need to be agreed by Full Council.

6. RISK ASSESSMENT

6.1 There are no specific risks associated with this report.

7. EQUALITIES IMPACT (IF REQUIRED)

7.1 An equalities impact assessment has not been completed.

8. CLIMATE CHANGE IMPLICATIONS (IF REQUIRED)

8.1 None specific or arising from this report.

9. ALTERNATIVE OPTIONS

9.1 If these changes are not made then any decisions taken under delegated powers may be ultra vires and as such no alternative options have been considered.

10. BACKGROUND PAPERS

10.1 The following documents have been identified by the author of the report in accordance with section 100D.5(a) of the Local Government Act 1972 and are listed in accordance with section 100 D.1(a) for inspection by members of the public:

- None

These documents will be available for inspection at the Council Offices at the Council Offices at Trinity Road, Cirencester, GL7 1PX during normal office hours for a period of up to 4 years from the date of the meeting. Please contact the author of the report.

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