

DOCUMENTATION/FUNCTION - SCHEME OF DELEGATION

IMPLEMENTATION				
Target Population	Members, Chief Executive, Directors, Assistant Directors, Heads of Services, Managers/Team Leaders			
Duty	To put in place a scheme which sets out which body or individual is able to make which decisions. To ensure that the nature of that decision, whether Executive or not, is recorded. To record powers delegated by statute and to ensure that proper arrangements are in place for the operation of the scheme.			
Training Requirements	Members Induction and Departmental Management Teams Training Sessions			
Lead Officer	Assistant Director, Law and Governance and Monitoring Officer			
PROCESS	ACTIONS (HOW)	WHEN	OUTPUT	WHO
AWARENESS (keeping it live in people's minds)	Scheme set out in the Constitution.	On taking up post/seat	Members and officers aware of the content of the scheme	Assistant Director, Law and Governance and Monitoring Officer
	Member and Officer Inductions.	On taking up office/seat	Members of DMTs aware of the content of the scheme	
	DMT Briefings.	Ongoing	Raising awareness	
	Governance briefing/update	Annually		
MONITORING (keeping it effective – recording when it happens)	Legal Advice on Committee Reports.	Every meeting	Decisions made in accordance with scheme	Assistant Director, Law and Governance and Monitoring Officer
REVIEW (keeping it up to date)	Annual Review by Council incorporating statutory changes.	May each year	Rules remain up to date and relevant	Assistant Director, Law and Governance and Monitoring Officer