

SOUTH HOLLAND DISTRICT COUNCIL

**REPORT TO:** COMMITTEE OF THE LICENSING AUTHORITY – 17 MAY 2006

**BY:** HEAD OF LEGAL AND MEMBER SERVICES

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**SUBJECT:** Constitution – Part 3 Section 10 – Schedule of Delegation to Officers

**PURPOSE:** To consider changes to the Schedule of Delegation arising from reorganisation

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**1.0 INTRODUCTION**

1.1 Members will be aware that the post of Head of Leisure and Tourism has recently been deleted from the establishment and replaced with the post of Head of Economic and Community Development. In addition the former post of Head of Environmental Health has now been renamed Head of Community and Neighbourhood Services. Various functions have been allocated or re-allocated to the Head of Economic and Community Development, the Head of Community and Neighbourhood Services, and the Assistant Chief Executive.

1.2 The post titles of some staff below Head of Service level have also changed to reflect the new structure.

**2.0 SCHEDULE OF DELEGATION TO OFFICERS**

2.1 It will be necessary for the Schedule of Delegation to Officers, which forms Part 3 Section 10 of the Constitution, to be amended in respect of those functions which are the responsibility of this Committee, to reflect not only the changes in the names of the posts, but also the changes in responsibilities allocated to each post.

2.2 Members are therefore requested to authorise the necessary amendments to the Schedule of Delegation to reflect the changes in post titles and changes in responsibilities arising from the reorganisation. It is not intended that any new delegations will arise from this exercise: the purpose is merely to ensure (i) that existing delegations to Heads of Service rest with the Head of Service who is now responsible for the specified functions; (ii) that, where existing delegations will remain with the former Head of Environmental Health, the delegations reflect the amended post title; and (iii) that in respect of officers below Head of Service level the delegations reflect the amended post titles.

2.3 Even though this Committee is fully responsible for delegations which come within this Committee's terms of reference, it would normally still be necessary to seek approval from full Council for the necessary amendments to be made to the Constitution. However, the full Council at its meeting which precedes this meeting will be considering a report which will recommend that the Head of Legal and Member Service be authorised to make appropriate amendments to the Constitution whenever changes are made to the Schedule of Delegation by the Cabinet, Development Control Committee or Licensing Committee (or any other Committee or Panel which is responsible for determining delegations within its terms of reference), subject to members being notified of such amendments. It is therefore anticipated that recommendation (c) below will not be required, but it is included in the event that the full Council decides not to make the necessary authorisation.

### 3.0 RECOMMENDATIONS

- (a) That the existing delegations, incorporated within the Schedule of Delegation to Officers, which come within the jurisdiction of the Committee of the Licensing Authority be amended where necessary to reflect the changes in post titles and changes in responsibilities arising out of reorganisation so as to ensure (i) that existing delegations to Heads of Service rest with the Head of Service who is now responsible for the specified functions; (ii) that, where existing delegations remain with the former Head of Environmental Health, the delegations reflect the amended post title; and (iii) that in respect of officers below Head of Service level the delegations reflect any amended post titles;
- (b) That in future the Head of Legal and Member Services, or its successor post, be authorised to make any necessary amendments to the Schedule of Delegation (insofar as it relates to delegations which come within the jurisdiction of the Committee of the Licensing Authority) arising directly out of any changes to the establishment so as to ensure (i) that existing delegations to Senior Officers (ie Heads of Service (or their successors) and above) rest with the Senior Officer who is then responsible for the specified functions; and (ii) that the delegations reflect any amended post titles, subject to members being notified of such amendments; and
- (c) ***(This recommendation will only be required if the full Council does not agree to authorise the Head of Legal and Member Services to make appropriate amendments to the Constitution whenever changes are made to the Schedule of Delegation by the Licensing Committee (meeting as the Committee of the Licensing Authority))*** That full Council be recommended to make the necessary amendments to the Constitution.

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Background papers:- None

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File Ref: N/A  
Appendices: None