

**Bolsover District Council**

**Meeting of the Annual Council on 21<sup>st</sup> May 2025**

**Scheme of Delegation for Officers**

**Report of the Director of Governance and Legal Services & Monitoring Officer**

<b>Classification</b>	This report is Public
<b>Report By</b>	Jim Fieldsend, Director of Governance and Legal Services & Monitoring Officer

**PURPOSE/SUMMARY OF REPORT**

For Council to approve the Scheme of Delegation as outlined in Part 3 of the Council's Constitution.

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**REPORT DETAILS**

**1. Background**

- 1.1 It is a requirement under Council Procedure Rule 1.1 (o) of the Council's Constitution that the Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution.
- 1.2 The Scheme of Delegation outlines the specific delegation of Council and Executive functions to officers. The scheme includes general powers delegated to all senior managers together with specific powers delegated to the Chief Executive, the Director Finance & Section 151 Officer and Director of Governance and Legal Services & Monitoring Officer
- 1.3 The Scheme also outlines Proper Officer Provisions.

**2. Details of Proposal or Information**

- 2.1 The Scheme of Delegation for Officers is shown in Appendix 1.
- 2.2 Standards Committee on the 12<sup>th</sup> May 2025 considered a proposal and recommended to Council that the Scheme of Delegation be amended to enable the Monitoring Officer to make changes to the Constitution to reflect "administrative changes".

- 2.3 The proposed wording of the delegation to the Monitoring Officer is “To make changes to the Constitution arising from any new legislation, administrative errors **or administrative changes** or conflicts in interpretation”.

### **3. Reasons for Recommendation**

- 3.1 That Council approves the Scheme of Delegation for Officers in accordance with Council Procedure Rule 1.1 (o).
- 3.2. The framework outlines the specific delegation of Council and Executive Functions to officers in order for them to undertake their work as officers of the Council.

### **4 Alternative Options and Reasons for Rejection**

- 4.1 It is a requirement of the Council’s Procedural Rules that a scheme of delegation is approved.

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## **RECOMMENDATION(S)**

That Council approves the Scheme of Delegation for Officers as set out in Appendix 1 to this report.

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## **IMPLICATIONS:**

<b><u>Finance and Risk</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> There are no financial or risk implications arising from this report.  On behalf of the Section 151 Officer		
<b><u>Legal (including Data Protection)</u></b> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
<b>Details:</b> It is a requirement under Council Procedure Rule 1.1 (o) of the Council’s Constitution, that Annual Council Meeting agrees the Scheme of Delegation as set out in Part 3 of the Constitution.  On behalf of the Solicitor to the Council		
<b><u>Staffing</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Details:</b> here are no human resource issues implications arising from this report.  On behalf of the Head of Paid Service		

**Equality and Diversity, and Consultation**Yes ☐No ☒**Details:**

None.

**Environment**Yes ☐No ☒

Please identify (if applicable) how this proposal/report will help the Authority meet its carbon neutral target or enhance the environment.

There are no environmental implications arising from this report.

**DECISION INFORMATION:**☒ ***Please indicate which threshold applies:*****Is the decision a Key Decision?**

A Key Decision is an Executive decision which has a significant impact on two or more wards in the District or which results in income or expenditure to the Council above the following thresholds:

**Revenue (a)** Results in the Council making Revenue Savings of £75,000 or more or **(b)** Results in the Council incurring Revenue Expenditure of £75,000 or more.

**Capital (a)** Results in the Council making Capital Income of £150,000 or more or **(b)** Results in the Council incurring Capital Expenditure of £150,000 or more.

**District Wards Significantly Affected:**

*(to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District)*

Please state below which wards are affected or tick **All** if all wards are affected:

Yes ☐No ☒**(a)** ☐**(b)** ☐**(a)** ☐**(b)** ☐**All** ☐

<b>Is the decision subject to Call-In?</b> <i>(Only Key Decisions are subject to Call-In)</i>  If No, is the call-in period to be waived in respect of the decision(s) proposed within this report? <i>(decisions may only be classified as exempt from call-in with the agreement of the Monitoring Officer)</i>  <b>Consultation carried out:</b> <i>(this is any consultation carried out prior to the report being presented for approval)</i>  <b>Leader</b> <input checked="" type="checkbox"/> <b>Deputy Leader</b> <input type="checkbox"/> <b>Executive</b> <input type="checkbox"/> <b>SLT</b> <input type="checkbox"/> <b>Relevant Service Manager</b> <input type="checkbox"/> <b>Members</b> <input type="checkbox"/> <b>Public</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

<b>Links to Council Ambition: Customers, Economy, Environment, Housing</b>
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**DOCUMENT INFORMATION:**

Appendix No	Title
1	Scheme of Delegation

<b>Background Papers</b>
<i>(These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Executive, you must provide copies of the background papers).</i>
None.