

Executive Delegations to Heads of Service

REPORT TO THE EXECUTIVE



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PORTFOLIO	None
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PURPOSE

1. To seek approval to;
 - Agree for the Chief Operating Officer to exercise those delegations to Heads of Service via reports to the Executive in the absence of that Head of Service.

RECOMMENDATION

2. That the Executive;
 - Authorise the Chief Operating Officer to exercise those delegations to specific Heads of Service in relation to actions arising from reports approved (both previously and in future) by the Executive in the absence of the relevant Head of Service.
 - That call-in be waived in order to allow urgent deadlines to be met.

REASONS FOR RECOMMENDATION

3. To enable the decisions approved by the Executive to be executed in a timely fashion and within contractual and funding deadlines;

SUMMARY OF KEY POINTS

4. As part of the Executive approval process, Heads of Service may be authorised to carry out specific actions related to the approval at a suitable point in the future.
5. These delegations may include actions such as (but not limited to):
 - executing contract documents to give effect to the decision.
 - Carrying out negotiations and agree terms on behalf of the Executive.
 - Finalise project delivery plans
6. As the delegation is to a specific Head of Service if they are unexpectedly absent for any length of time, this delegated authority cannot be actioned, leading to contracts not being agreed, awarded, projects not meeting expenditure or grant funding deadlines leading to delays and potential losses for the Council.
7. It is proposed that the Chief Operating Officer be authorised to carry out any delegation to a Head of Service approved via a report to the Executive in their absence. This is to enable services and contracts to be delivered effectively and efficiently.
8. There are deadlines imminent which cannot be met if call-in is not waived.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION

9. None

POLICY IMPLICATIONS

10. None.

DETAILS OF CONSULTATION

11. N/A.

BACKGROUND PAPERS

12. None.

FURTHER INFORMATION

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ALSO: Lukman Patel