

Subject:	Update to Scheme of Officer Delegations		
Date of Meeting:	9 June 2016		
Report of:	Executive Lead for Strategy, Governance & Law		
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Ward(s) affected:	All		

FOR GENERAL RELEASE

1. PURPOSE OF REPORT AND POLICY CONTEXT

- 1.1 The Scheme of Officer Delegations has been updated to reflect the arrangements approved by Policy & Resources Committee on 28th April 2016 relating to the Senior Officer Restructure.
- 1.2 As part of the process of reviewing and updating the officer delegations, further amendments have been identified that require Committee approval and these are set out in this report.
- 1.3 The report also sets out proposed transitional arrangements for approval.

2. RECOMMENDATIONS:

That the Committee

- 2.1 Approves the changes to the scheme of officer delegations set out at paragraphs 3.1 to 3.6 below and Appendix 1 of the report;
- 2.2 Authorises the Chief Executive to take all steps necessary or incidental to the implementation of the proposals set out in this report;
- 2.3 Authorises the Monitoring Officer to make amendments to the relevant parts of the constitution to reflect the changes resulting from the above paragraphs and to make any necessary consequential amendments;
- 2.4 Approves the transitional arrangements as set out at Appendix 2;
- 2.5 Agrees that the changes to the scheme of delegations and transitional arrangements come into force with immediate effect.

3. CONTEXT/ BACKGROUND INFORMATION

- 3.1 The proposals for the Senior Officer Restructure have required a review of the officer scheme of delegations. As part of this work, a number of additional proposed changes have been identified. These are set out below:-

Supported Employment

- 3.2 It is proposed that the function of Supported Employment is moved to Children, Families and Learning. The Children, Families and Learning Directorate has a clear focus on learning and skills and the work of the supported employment team will align well within this Directorate.

Senior Information Risk Owner (SIRO) and Information Governance

- 3.3 It is proposed that the role of SIRO be moved from the Monitoring Officer to the Chief Executive. It is considered that this role should sit with the Head of Paid Service due to its importance and relevance to all council business.
- 3.4 It is also proposed to amend the delegations to the Executive Director Finance & Resources to reflect the functions of Freedom of Information and Data Protection which are currently discharged by the directorate but not reflected in the scheme of delegations.

Commissioning function - Health and Adult Social Care

- 3.4 A new commissioning function covering Health and Adult Social Care and Families, Children and Learning is established under the Health and Adult Social Care directorate. This formed part of the original senior officer restructure proposals and is now reflected for clarity as a new delegation to the Executive Director Health, Wellbeing and Adults.
- 3.5 Throughout the Scheme, where there is an overlap between the functions of the Executive Directors with responsibility for adults and children, a protocol will be developed to ensure the statutory responsibilities of the Director of Adult Services and the Director of Children's Services are discharged by the proper officer, whilst avoiding duplication.

Updating list of proper officers, legislation and clarifications

- 3.6 A number of updates to legislation and terminology have also been made to the Scheme in order to ensure that it is up to date, in particular in relation to the Executive Director Children, Families and Learning. Further minor changes have been made to ensure that there is clarity. For example, in the Economy, Environment and Culture Directorate the specific inclusion of the Estate Regeneration Team has been inserted. Management of Collections has been added to the Museum's Service. These changes are not substantive amendments but are bringing the Scheme up to date and, in some cases, being more explicit about services covered. All proposed changes are shown in Appendix 1 as tracked changes.

Transitional Arrangements

- 3.7 The recruitment process for the following Executive Director posts is now being planned:-
- Executive Director, Health and Adult Social Care

- Executive Director, Economy, Environment & Culture
- Executive Director, Neighbourhood, Communities & Housing

Posts will be advertised externally and therefore it is unlikely that permanent appointments will be in place until the autumn. A summary of the interim arrangements pending permanent appointments is set out at Appendix 2.

4. ANALYSIS & CONSIDERATION OF ANY ALTERNATIVE OPTIONS

- 4.1 The proposals set out in the report give effect to the Senior Officer Restructure as agreed by Policy and Resources on 28th April 2016 and set out the interim arrangements. Committee approval is required to make further changes to the officer delegations which tidy up the scheme. Transitional arrangements are required in order to ensure that there continues to be effective leadership, performance and accountability at senior officer level pending permanent appointments.

5. COMMUNITY ENGAGEMENT & CONSULTATION

- 5.1 The proposals and outcome of consultation has been shared with key public sector partners, staff and Unions.

6. CONCLUSION

- 6.1 The proposals presented in this report reflect the ambitions of the senior officer restructure proposals agreed by Policy and Resources on 28th April and set out transitional arrangements which are required in order to ensure effective leadership, performance and accountability pending permanent appointments.

7. FINANCIAL & OTHER IMPLICATIONS:

Financial Implications:

- 7.1 There are no direct financial implications arising from the recommendations in this report

Finance Officer Consulted: Name Peter Francis Date: 17/05/16

Legal Implications:

- 7.2 Under the council's constitution, Policy, Resources & Growth Committee approval is required to make changes to the Scheme of Officer Delegations.

Lawyer Consulted: Elizabeth Culbert Date: 19/05/16

Equalities Implications:

- 7.3 The council's statutory duties with regard to equalities legislation have been considered through the deliberations of the CEO and ELT. The formation of the Neighbourhood, Communities and Housing directorate affords a specific opportunity to strengthen how the council may better meet the diversity of local

needs through its public service provision working with local communities and through partner agencies. The CEO and ELT will continue to seek to ensure, in recruiting suitably skilled and qualified managers, that the composition of the senior management team positively reflects the diversity of the local community.

Sustainability Implications:

- 7.4 There are no sustainability implications arising from this report.

Any Other Significant Implications:

- 7.5 There are no other significant implications arising from this report.

SUPPORTING DOCUMENTATION

Appendices:

1. Appendix 1 – Amended Scheme of Delegations to Officers – extract of amended delegations
2. Appendix 2 – Transitional arrangements