

## SCHEME OF DELEGATIONS TO COMMITTEES AND SUB-COMMITTEE

### INTRODUCTION AND GENERAL DELEGATIONS

#### A. Introduction

1. This scheme of delegation sets out the functions of the Council to be discharged by the Council, its Committees and Sub-Committees. It also includes terms of reference of statutory and non-statutory advisory bodies set up by the Council.
2.
  - (a) The functions delegated to Committees and Sub-Committees under this scheme are subject to the Council's Standing Orders, Regulations and procedures.
  - (b) A Committee or Sub-Committee dealing with a matter that has corporate policy or corporate budgetary implications (e.g. committing the Council to expenditure that has serious impact on the overall finances of the authority) will refer the matter to the Policy, Resources and Growth Committee with recommendations. The Chief Executive may issue practical guidance as to the application of this paragraph. Where the position is not clear, the Chief Executive (in relation to policy matters) or the Executive Director Finance and Resources (in relation to budgetary matters) will make the final determination.
  - (c) Where any Committee or Sub-Committee, subsequent to approval of the budget at Budget Council, intends to make a change which creates a financial commitment (including removal or deferral of approved savings) which is not provided for within the approved budget and policy framework set by full Council, the Committee shall identify from which funds the relevant commitment shall be met. Alternatively, the Committee or Sub-Committee will propose alternative savings measures to meet the commitment. Any such proposals must be consistent with virement rules set out in the Council's Financial Regulations.
  - (c) Where a committee would otherwise have delegated powers to make decisions, non-compliance with paragraph 2(b) above shall not affect the validity of the decision taken.
  - (d) The acquisition or disposal of land or an interest in land shall be referred to the Policy, Resources and Growth Committee for determination. This shall not affect the relevant committees' powers to make decisions on service issues relating to their functions.

**PART 7.2**

**BUDGET AND POLICY FRAMEWORK PROCEDURE RULES**

**1. The framework for decision-making**

- 1.1 The Council will be responsible for the adoption of its budget and policy framework as set out in Article 5. Once a budget or a policy framework is in place, it will be the responsibility of the Committees to implement it.

**2. Process for developing the budget and policy framework**

- 2.1 Each year the Policy, Resources and Growth Committee will agree a programme for establishing the budget and policy framework for the following year. This programme will include provision for the Council to consider the recommendations of the relevant Committee(s) in respect of the content of the plans and strategies that make up the policy framework.

**3. In-year changes to policy framework**

- 3.1 The responsibility for agreeing the budget and policy framework lies with the Council, and decisions by Committees or officers with delegated authority must be in line with it. However, in approving the policy and budgetary framework, the Council may specify the extent of virement within the budget (in accordance with the Financial Standing Orders and Regulations at Part 7 of this Constitution) and degree of in-year changes to the policy framework which may be undertaken by Committees. In approving any plan or strategy forming part of the policy framework the Council will consider whether or not to delegate the power to amend, modify or vary that plan or strategy. Any other changes to the policy and budgetary framework are reserved to the Council.

- 3.2 These Rules shall be considered alongside the Introduction and General Delegations to Committees paragraph A 2 (b) and the Council's Financial Regulations and Standard Financial Procedures.