

As Mayor of Doncaster Metropolitan Borough Council, under the powers and duties invested in me by the Local Government Act 2000, I make this following Scheme of Delegations.



Date: 12 October 2021

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 Ros Jones  
 Mayor of Doncaster Metropolitan  
 Borough Council

1. All functions of the Council are executive functions except those reserved by law or by the constitution to the Full Council or to Council Committees.

#### **Elected Mayor**

2. The Mayor is personally responsible for the discharge of all Executive Functions and may take any decision in relation to any such function, whilst recognising the specific and/or statutory responsibilities placed on individual portfolio holders.

#### **Functions Reserved to the Mayor**

1. Appointment of Cabinet and Deputy Mayor.
2. Determination of Scheme of Delegations.

#### **Cabinet**

<b>The Cabinet will consist of:</b>		
<b>Cabinet Member</b>	<b>Ward</b>	<b>Portfolio Remit</b>
Ros Jones, Mayor	N/A	Budget and Policy Framework
Councillor Glyn Jones Deputy Mayor	Hexthorpe & Balby North	Housing and Business
Councillor Lani-Mae Ball	Conisbrough	Education, Skills and Young People
Councillor Nigel Ball	Conisbrough	Public Health, Leisure, Culture and Planning
Councillor Joe Blackham	Thorne & Moorends	Highways, Infrastructure and Enforcement
Councillor Rachael Blake	Rossington & Bawtry	Children's Social Care, Communities and Equalities
Councillor Phil Cole	Edlington & Warmsworth	Finance and Trading Services
Councillor Mark Houlbrook	Thorne & Moorends	Sustainability and Waste

Councillor Jane Nightingale	Bentley	Corporate Resources
Councillor Andrea Robinson	Edenthorpe & Kirk Sandall	Adult Social Care

3. The Mayor delegates all Executive Functions to the Cabinet who collectively may take any decision in relation to any such function – subject only to the reservations set out in paragraph 5. Cabinet Members may also in respect of any issue decide that the matter is one which should be decided by the Mayor and/or Cabinet. In exercising this delegation, Cabinet Members will follow the principles and conditions shown at Appendix 3.
4. The Cabinet is collectively responsible for the financial decision making and budgetary functions set out in Appendix 5.

### **Cabinet Members**

5. Subject to paragraphs 2, 3 and 4 above, the Mayor delegates all Executive Functions shown in Appendix 1 which involve decisions that are strategic, high profile or controversial and which fall within the portfolio of each Cabinet Member as set out in Appendix 1, to that Cabinet Member, subject to the Mayor's directions from time to time to individual Cabinet Members in respect of controversial, high profile and/or financially significant decisions. In exercising delegations, Cabinet Members will follow the principles and conditions shown at Appendix 3. In the event that the Mayor is absent or unable to act the Deputy Mayor must act in her place and may take any decision which the Mayor may ordinarily take. In the event that the Deputy Mayor is unavailable or absent the following Cabinet Members will assume the role of Deputy Mayor in the following order:-  
Councillor Joe Blackham, Councillor Nigel Ball, Councillor Rachael Blake, Councillor Jane Nightingale, Councillor Andrea Robinson, Councillor Lani-Mae Ball, Councillor Mark Houlbrook and Councillor Phil Cole.
6. The Mayor has specific responsibility for those functions in relation to financial decision making and budgetary responsibility referred to in the Council's Financial Procedure Rules as set out at Appendix 6.
7. The establishment of advisory groups to assist in the discharge of Executive functions shall be reserved to the Mayor. No such group shall be established without formally recording the following:-
  - (i) The purpose and scope (explicitly stating that it is a non-decision making body)
  - (ii) The membership of the Body and how that is appointed
  - (iii) The costs and benefit of establishment
  - (iv) The arrangements for servicing the Body, including the keeping of minutes
  - (v) Stating to whom the recommendations are made and that the decision makers discretion is not fettered by the making of those recommendations

A record of each group established shall be maintained by the Chief Executive.

## **Cabinet Committees**

8.

No Cabinet Committees are established.

## **Joint Arrangements**

9.

The following Joint Arrangements are established to discharge executive arrangements.

- i Joint Advisory Committee for South Yorkshire Archaeology
- ii South Yorkshire Joint Advisory Committee on Archives
- iii South Yorkshire Joint Trading Standards Committee
- iv South Yorkshire Local Pensions Board
- v Yorkshire and Humberside Grid for Learning Joint Committee
- vi Barnsley, Doncaster & Rotherham (BDR) Waste Partnership (Joint Waste Board)
- vii Yorkshire Purchasing Organisation

## **Area Committees**

10.

There are no Area Committees discharging executive functions.

## **Chief Executive/Directors**

11. The Mayor delegates, subject only to the reservations in the lists at paragraphs 2 to 10 above, all Executive Functions to the Chief Executive, also to Directors, who may take any decision in relation to the functions delegated to them as set out in paragraph 13. The Chief Executive (in consultation with the Mayor as appropriate) will determine from time to time the service responsibilities of each Director and the extent to which their delegations shall be exercised. The Chief Executive and Directors have a specific delegation to approve Member attendance at events both within and outside the UK. The Mayor must be informed, prior to any approval, of Cabinet Member attendance at events both within and outside of the UK, and those decisions cannot be delegated to Assistant Directors or Heads of Service.

## **Assistant Directors and Heads of Service**

12. The Mayor delegates, subject only to the reservations in the lists at paragraphs 2 to 11 above, to each Assistant Director all Executive Functions which fall within their service area, as shown at paragraph 11 above. The Director to whom the Assistant Directors report will determine from time to time, what the service responsibilities of each Assistant Director, are and the extent to which their delegations shall be exercised. Assistant Directors can authorise member attendance at events within the UK.

13. A list of the Executive Functions delegated to Officers is set out at Appendix 2. In exercising delegation, Officers will follow the principles and conditions set out at Appendix 4.
14. Notwithstanding the Scheme of Delegations for the discharge of Executive Functions, the law requires the Council to appoint certain statutory officers that are responsible for the governance of the Council and have specific statutory powers. These are shown below.

### **Head of Paid Service**

15. The Chief Executive is the Head of Paid Service for the purpose of Section 4 of the Local Government and Housing Act 1989.

### **Section 151 Officer**

16. The Assistant Director of Finance is the officer with responsibility for the administration of the Council's financial affairs for the purposes of Section 6 Local Government and Housing Act 1989 and Section 151 Local Government Act 1972.

### **Monitoring Officer**

17. The Assistant Director of Legal & Democratic Services is the Monitoring Officer for the purposes of Section 5 of the Local Government and Housing Act 1989 and will advise, and report as appropriate, on issues of legality, decision making procedure, maladministration, standards of conduct and probity and compliance with the budget and policy framework, and generally to exercise the functions of the Council's Monitoring Officer under Section 5 of the Local Government and Housing Act 1989, the Local Government Act 2000 and accompanying regulations.

### **Director of Public Health**

18. The Director of Public Health is the Officer with responsibility for the Council's Public Health functions for the purposes of Section 30 of the Health and Social Care Act 2012 and discharging the responsibilities for Public Health within Doncaster in accordance with the requirements of the Health and Social Care Act 2012 and the NHS Act 2006.

### **Director of Children's Services**

19. S18 of the Children Act 2004 requires that an Authority appoint a Director of Children's services. The purposes for which the Director of Children's Services is appointed are local authority education functions, social services functions for children; functions in relation to young person's leaving care; functions conferred on the authority under sections 10–12 and 17 of the 2004 Act; any functions delegated to the authority by an NHS body under section 31 of the Health Act 1999, so far as relating to children; and any other function prescribed by the Secretary of State by regulations. The authority may include in the remit of the Director of Children's Services such additional functions as they consider appropriate.

## **Director of Adults Services**

20. The Children Act 2004 amended Section 6 of the Local Authority Social Services Act 1970. This requires a local authority with social services responsibility in England to appoint an officer as the Director of Adult Social Services. The Director of Adult Social Services is made accountable for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended), other than those for which the Director of Children's services is responsible, in respect of adults.

## APPENDIX 1

### **ROS JONES, MAYOR (Lead for Budget and Policy)**

Director of Corporate Resources	Doncaster Growing Together Programme delivery
Relevant Service Director	Policy Framework
Chief Financial Officer and Assistant Director – Finance	Strategic Finance/Budget Strategy
Assistant Director of Policy, Insight and Change	Corporate Policy and Performance
	Policy & Strategy Lead & Formulation
	Borough Strategy/Corporate Plan
	Regional and Sub-Regional Engagement and Strategy

**COUNCILLOR GLYN JONES DEPUTY MAYOR  
(Cabinet Member for Housing and Business)**

Assistant Director of Strategic Housing	Strategic Housing:- <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• New Homes</li> <li>• Housing Regeneration and empty homes</li> <li>• St Leger Homes Client Role</li> <li>• Strategic input on Homelessness policy</li> <li>• Sheffield City Region partnership working</li> <li>• Private sector housing stock condition and housing retrofit</li> </ul>
	Homelessness (Operational function delivered by St Leger Homes of Doncaster)
Assistant Director of Policy, Insight and Change	Housing Strategy Development
	Housing Market Research and Analysis
	Economic Strategy
Assistant Director of Development	Business Doncaster:- <ul style="list-style-type: none"> <li>• Support for businesses and enterprise</li> <li>• Attracting Inward Investment</li> <li>• Tourism</li> <li>• Destination Management</li> <li>• Town Centre Strategy and commercial events</li> </ul>
Assistant Director of Human Resources and Communications	Management of industrial and employee relations (IR&ER), including recognised Trade Unions*
	IR & ER negotiation and consultation frameworks*
	*Shared jointly with Cabinet Member for Highways, Infrastructure and Enforcement

**COUNCILLOR ANDREA ROBINSON**  
**(Cabinet Member for Adult Social Care)**

Director of Adults, Health and Well-being (Statutory Director of Adult Social Services (DASS))	<p>Strategic owner and lead for:</p> <ul style="list-style-type: none"> <li>• Care Act responsibilities (promoting wellbeing; preventing, reducing or delaying needs; ensuring information and advice about care and support; market shaping; managing provider failure).</li> <li>• Adult Safeguarding (including Adult Safeguarding Partnership Board)</li> <li>• Carers Strategy</li> <li>• Practice standards, quality assurance and practice development</li> </ul>
Assistant Director of Adult Social Care	<p>Specialist social work assessment and direct provision</p> <ul style="list-style-type: none"> <li>• Community Adult Learning Disability team</li> <li>• Transitions (preparation for adulthood)</li> <li>• Adult Mental Health Team</li> <li>• Approved Mental Health Practitioners (AMHPs)</li> <li>• Deprivation of Liberty Safeguards Team (DOLS)</li> <li>• Amersall Court – Residential Care</li> <li>• Hamilton Court – Supported Living</li> <li>• Wickett Hern – residential short breaks</li> <li>• Eden Lodge - residential short breaks</li> <li>• Complex Lives</li> </ul> <p>Therapy, reablement and hospital discharge</p> <ul style="list-style-type: none"> <li>• Occupational Therapy services (Adults and Children)</li> <li>• Home adaptations and community equipment</li> <li>• Integrated Discharge Team</li> <li>• STEPs Community Reablement Service</li> <li>• Positive Step Intermediate Care Assessment Unit</li> <li>• Home Emergency Alarm Team</li> </ul> <p>Safeguarding, workforce strategy and quality assurance</p> <ul style="list-style-type: none"> <li>• Safeguarding Personal Assets Team (SAPAT)</li> <li>• Safeguarding Adults Hub</li> <li>• Workforce team</li> <li>• Commissioning arrangements for homecare, care homes, supported living, day support, community equipment, Direct Payments</li> </ul> <p>Strategic partnership responsibilities</p> <ul style="list-style-type: none"> <li>• Transforming Care Partnership</li> <li>• Application of Mental Health Act and Deprivation Of Liberty Safeguards</li> <li>• Court of Protection and Deputyship</li> <li>• System resilience (including delayed transfers of care from hospital and High Impact Change Model)</li> </ul>
Assistant Director of Communities	<p>Early intervention, prevention and reducing isolation</p> <ul style="list-style-type: none"> <li>• Day support (SMILE)</li> <li>• Wellbeing Team</li> <li>• Area Community Teams</li> </ul> <p>Social work assessment</p> <ul style="list-style-type: none"> <li>• Locality social work teams</li> <li>• ISAT rapid response and contact team</li> </ul> <p>Assessment and support around sensory needs</p> <ul style="list-style-type: none"> <li>• Sensory Team</li> </ul>
Director of Public Health	<p>Commissioning strategies across adult service user groups</p> <p>Joint Commissioning and Provider Alliance Agreements</p>



**COUNCILLOR NIGEL BALL**  
**(Cabinet Member for Public Health, Leisure, Culture and Planning)**

Director of Public Health	Surveillance and assessment of the population's health and wellbeing (including managing, analysing and interpreting information, knowledge and statistics)
	Child Death Overview Panel
	Health and Well Being Board
	Director of Public Health Annual Report
	Local Authority's Public Health response as a responsible Authority under the Licensing Act
	Local Authority's role in cooperating with police, probation service and prison service to assess risks posed by violent or sexual offenders
	Emergency Preparedness, Resilience and Response for emergencies that pose a risk to public health and duties related to the Authority's role in the Local Health Resilience Forum
	Get Doncaster Moving – Physical Activity and Sport
	Leisure Services
Deputy Director of Public Health	Health in All Policies
	Public Mental Health
Head of Service - Public Health Strategic Commissioner	Identify, address and monitor local health protection incidents, outbreaks and emergencies.
	Co-ordinate health care public health advice to Doncaster Clinical Commissioning Group (CCG). <ul style="list-style-type: none"> <li>• Strategic planning: assessing needs; reviewing service provision; deciding priorities.</li> <li>• Procuring services: planning capacity and managing demand; designing shape and structure of supply.</li> <li>• Liaison with NHS England, clinical networks and clinical senates.</li> </ul>
	Tobacco Control Alliance
	Professional development including Making Every Contact Count
	Supporting reviewing and challenging delivery of key public health funded and NHS delivered services such as Immunisation and screening programmes.
Head of Service - Public Health Delivery	Approaches to reduce health inequalities
	Public Health delivery: <ul style="list-style-type: none"> <li>• Children, young people and families</li> <li>• Working Age and healthy lives</li> <li>• Vulnerable people and improving lives</li> <li>• Wider Determinants of public health</li> </ul>
	Behavioural, lifestyle and social marketing campaigns to prevent cancer and long term conditions and improve health.
	Health Impact Assessment.
	Knowledge into practice and policy
	Research active Council
Head of Service – Adults Strategic Commissioning	Joint Commissioning and Provider Alliance Agreements

Assistant Director of Human Resources and Communications	Corporate Health, Safety and Welfare Strategy and development
Assistant Director – Education, Skills, Culture and Heritage	Arts and Culture
	Doncaster Culture and Heritage Strategy
	Museums and Library Services
	Archives
	Local History
Assistant Director of Development	Development Management:- <ul style="list-style-type: none"> <li>• Planning Applications</li> <li>• Waste &amp; Minerals Planning Applications</li> <li>• Planning Enforcement (Client) *See also AD Environment</li> <li>• Building Regulations</li> <li>• Safety at Sports Grounds</li> </ul>
	Planning Policy:- <ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Supplementary Planning Documents</li> <li>• Regional Engagement &amp; Policy</li> <li>• Landscaping, Trees and Hedgerows</li> <li>• Design, Master Planning &amp; Conservation</li> </ul>

**COUNCILLOR PHIL COLE**  
**(Cabinet Member for Finance and Trading Services)**

Chief Financial Officer and Assistant Director – Finance	Financial Management
	Internal Audit Services
	Financial Systems and Professional Business Support
	Insurance and Treasury Management
	Capital Programmes Budgeting and Monitoring
	Completion of Financial Government Returns/Reports & National Consultation Responses
	Trading Services, comprising:- <ul style="list-style-type: none"> <li>• Schools Catering</li> <li>• Civic Catering</li> <li>• Doncaster Markets Client Function</li> <li>• Bereavement Services (Cemeteries &amp; Crematoria)</li> <li>• Metro Clean</li> <li>• Pest Control</li> <li>• Dog Wardens</li> <li>• InPress</li> </ul>
Assistant Director of Legal & Democratic Services	Strategic Procurement and Contracts Management
Assistant Director of Policy, Insight and Change	Parish Councils Joint Consultative Committee Attendee

**COUNCILLOR JOE BLACKHAM**  
**(Cabinet Member for Highways, Infrastructure and Enforcement)**

Assistant Director of Environment	Street Scene including:- <ul style="list-style-type: none"> <li>• Street Cleansing</li> <li>• Grounds Maintenance</li> <li>• Trees and Woodlands</li> <li>• Parks Management</li> </ul>
	Regulation and Enforcement including:- <ul style="list-style-type: none"> <li>• Planning Enforcement (Operator) *See also AD Development</li> <li>• Environmental Enforcement</li> <li>• Trading Standards</li> <li>• Licensing &amp; Business Safety</li> <li>• Environmental Health</li> <li>• Food and Animal Health</li> <li>• Resilience and Emergency Planning</li> <li>• Anti-Social Behaviour Enforcement</li> <li>• Parking Enforcement and Car Parks Management</li> <li>• Gypsy and Traveller Liaison</li> <li>• Private Sector Housing Enforcement</li> </ul>
	Highways, including:- <ul style="list-style-type: none"> <li>• Bridges Infrastructure</li> <li>• Roads</li> <li>• Safer Roads</li> <li>• Public Rights of Way</li> <li>• Street Lighting</li> <li>• Drainage</li> <li>• Traffic Management</li> <li>• Flood Management</li> </ul>
Assistant Director of Development	Property Services:- <ul style="list-style-type: none"> <li>• Strategic Asset Management including:- <ul style="list-style-type: none"> <li>○ Sale and Acquisition of Assets</li> <li>○ Asset Management Plans and Systems</li> <li>○ Property Advisory Service</li> <li>○ Management of Commercial Property Portfolio</li> <li>○ Council Accommodation Planning</li> </ul> </li> <li>• Professional Building Maintenance</li> <li>• Facilities Management</li> <li>• Design</li> <li>• Stores</li> <li>• Statutory Planned Maintenance</li> </ul>
	Major Transport Scheme Initiation
	Major Transport Scheme Feasibility, Design, Procurement and Delivery
	Transportation including:- <ul style="list-style-type: none"> <li>• Strategic Transport Policy</li> <li>• Regional Transport Activity</li> <li>• Local Transport Plan</li> <li>• Bridges Infrastructure</li> <li>• Roads</li> </ul>
	Major physical regeneration projects

Assistant Director of Strategic Housing	Countryside Unit
Chief Financial Officer and Assistant Director - Finance	Fleet Transport
Assistant Director of Human Resources and Communications	Management of industrial and employee relations (IR&ER), including recognised Trade Unions*
	IR & ER negotiation and consultation frameworks*
	*Shared jointly with Cabinet Member for Housing and Business

**COUNCILLOR LANI-MAE BALL**  
**(Cabinet Member for Education, Skills and Young People)**

Director of Children's Services (DCS)	<p>Leadership:-</p> <ul style="list-style-type: none"> <li>Promote the importance of improving outcomes for all children and young people, and narrowing the gap for those in disadvantaged groups, across local authority services and activities.</li> <li>To encourage all services to contribute to improving outcomes for all children and narrowing gaps within the Children's Trust and other partnerships, e.g. local strategic partnership.</li> <li>Work with local headteachers collectively to drive up standards in schools and ensure that they work together and with others to improve children and young people's wellbeing.</li> </ul> <p>Championing children, young people and their families within the local area, in particular:-</p> <ul style="list-style-type: none"> <li>Driving joint working with and between bodies which commission, provide, or have an interest in services affecting local children, young people and their families.</li> <li>Maintain strategic oversight of the production of the children and young people's plan.</li> <li>Ensuring that services are available for all children within the local authority area, including early years and school settings.</li> </ul>
	Youth Offending Service and EPIC (Function delivered by the Doncaster Children's Services Trust)
Assistant Director – Education, Skills, Culture and Heritage	Children and Young People with Disabilities Short Breaks
	Virtual School for Children Looked After and Children in Need (CIN)
	Language Support English as an Additional Language and Gypsy, Roma and Traveller Services
	LOCYP Safeguarding Standards and Quality Assurance
	School Governor Support
	All age sufficiency and place planning - School admissions and childcare sufficiency
	School Forum
	Doncaster Music Hub and Service
	Education, Standards and Effectiveness
	Education and Skills
	Education Psychology
	Standing Advisory Council for on Religious Education (SACRE)
	Statutory Education Provision, Post 16, secondary, primary, junior, infants, special schools and alternative provision and adult family learning.
	Buy Doncaster - Traded Services for Schools
	Business Transformation, Business support and development
	School Crossing Patrol
	Home to School Transport

Assistant Director Partnerships, Early Intervention and Localities	Youth Provision through the Youth Alliance
	Children and Young People provision – Doncaster Offer (formerly Youth Strategy)
	Early Help Partnership lead, including Family Hubs, Early Intervention Services
	Strategic Partnership lead for Inclusion
	Partnership Development & Engagement
	Local Office of the Children’s Commissioner
	Children and Young People Plan
	All Information, Advice and Guidance (IAG), including Local offer, Family Information Service
	Youth Council, Youth Advisory Board and Young Advisors
	Children’s and Parents’ Voice, including Doncaster Parent Partnership
	SAIDSEND (Support, Advice, Information Doncaster Special Educational Needs and Disabilities)
	ASCETS (Autism, and Social Interaction and Communication Education and Training Service)
	Quality Assurance Early Years Private, Voluntary or Independent (PVI) settings
	Early Years and Portage
	SEND – Special Educational Needs and Disabilities Delivery 0-25 (Vulnerable Children)
	Hearing and Visual Impairment Services Behaviour Support Attendance
	Locality Working Model

**COUNCILLOR RACHAEL BLAKE**  
**(Cabinet Member for Children's Social Care, Communities and Equalities)**

Director of Children's Services (DCS)	<p>Safeguarding and promoting the welfare of children and young people.</p> <p>Functions delivered by the Doncaster Children's Services Trust:</p> <ol style="list-style-type: none"> <li>(1) Advocacy and Engagement Service</li> <li>(2) Children's Social Care Referral Service and Emergency Social Services Team (ESST)</li> <li>(3) Child Protection, Child In Need Assessment and Social Work Services Service</li> <li>(4) Children and Young People In Care Service including Fostering, Adoption, residential Services, Leaving Care (16+) and Field Teams</li> <li>(5) Multi Agency Safeguarding Hub (MASH)</li> <li>(6) Independent Reviewing Service</li> <li>(7) Family Support Service</li> </ol>
Assistant Director of Education, Skills, Culture & Heritage	DMBC Children Operational and Joint Commissioning, quality assurance and improvement, inspections and Doncaster Children's Services Trust contract management
	All age safeguarding business unit
Assistant Director of Communities	<p>Area and Neighbourhood management including:-</p> <ul style="list-style-type: none"> <li>• Safer Stronger Doncaster Partnership</li> <li>• Local community safety and reassurance</li> <li>• Tackling anti-social behaviour issues</li> <li>• Supporting vulnerable victims</li> <li>• Tackling local issues with partners and communities</li> <li>• Local volunteering and building capacity in communities</li> <li>• Community engagement</li> <li>• Community Centres</li> <li>• Transforming Community Services</li> <li>• Locality Working Model</li> </ul> <p>Community Safety including:-</p> <ul style="list-style-type: none"> <li>• Substance Misuse</li> <li>• Domestic Abuse</li> <li>• Neighbourhood Response Team</li> <li>• Anti-Social Behaviour</li> <li>• CCTV, Home Alarm Service and security issues</li> <li>• Out of Hours Contact and Social Alarm Monitoring Service (ARC)</li> <li>• Prevent/Channel</li> <li>• Translation and Interpretation</li> <li>• Refugee Settlement Scheme/Controlling Migration</li> </ul>
Assistant Director of Human Resources and Communications	Equalities, Diversity and Inclusion



**COUNCILLOR JANE NIGHTINGALE**  
**(Cabinet Member for Corporate Resources)**

Assistant Director of Policy, Insight and Change	Performance Management Framework
	Intelligence, Research & Analysis/Needs Analysis
	External Inspection Coordination & Preparation
	Engagement and Consultation Lead – Expertise and Quality Assurance
	Service Review and Improvement
	Data Quality - Expertise and Quality Assurance
	Parish Council JCC support
	External Funding including: <ul style="list-style-type: none"> <li>• Accountable body for a range of funding streams</li> <li>• Grant search support</li> <li>• Development and submission of strategic funding submissions</li> </ul>
	Project and Programme Management – Expertise and Quality Assurance
Assistant Director of Legal & Democratic Services	Land Charges
	Legal Services
	Democratic Services
	Overview and Scrutiny
	Member Support – Members' Services
	Civic Office
	Borough Election – Registration of Electors
	Coroners
	Registrars
	Freedom of Information
	Data Protection
	Data Sharing
	Information Management
	Records Management
Assistant Director of Customers, Digital and ICT	ICT Strategy
	ICT Support
	ICT Implementation
	ICT Architecture
	ICT Development
	Data, Voice and Mobile Services
	Customer Service Strategy
	Customer Contact Centre
	Complaints and Local Government Ombudsman
	Civic Office One-Stop-Shop
	Digital Strategy and Solutions
	Digital Training
	Business Analysis

Assistant Director of Customers, Digital and ICT (Cont'd/...)	Revenues and Benefits, comprising:- <ul style="list-style-type: none"> <li>• Council Tax Billing and Collection</li> <li>• Business Rates Billing and Collection</li> <li>• Housing Benefits and Council Tax Support administration</li> <li>• Financial Assessments for Social Care charges and personal budgets</li> <li>• Financial Assessments for Child Care Services</li> <li>• Free School Meals</li> <li>• Local Assistance Scheme</li> <li>• Discretionary Housing Payments</li> </ul>
Assistant Director of Human Resources and Communications	Employment Policy and Workforce Strategy Development
	Corporate Strategic Human Resources
	Transactional HR (Payroll, Training Booking, Recruitment Administration)
	Occupational Health and Employee Well-Being
	Organisational Change and Transformation
	Organisation and Culture Development
	Leadership and Management Development
	Employee engagement, behaviours and performance standards
	Corporate Recruitment & Agency Staffing
	Workforce Planning, Skills & Development, including Apprenticeships
	Communications and Engagement Strategy development
	Communications (internal and external media)
	Marketing, Campaigns, Branding, Press and PR
	Digital/Web and Intranet
	Executive and Leadership Offices

**COUNCILLOR MARK HOULBROOK**  
**(Cabinet Member for Sustainability and Waste)**

Assistant Director of Environment	Waste Management and Recycling
	Environment and Sustainability functions
	Air Quality and Pollution Control
	Flood Management
Assistant Director of Strategic Housing	New Sustainability Unit implementing the Environment and Sustainability Strategy
	Built and Natural environment initiatives for carbon reduction and nature recovery
	Influencing behaviour change and consumption
	Green technology and economy projects
Assistant Director of Communities	Veterans
	Armed Forces Champion
Assistant Director of Policy, Insight and Change	Parish Councils Joint Consultative Committee Attendee

**HEAD OF PAID SERVICE - CHIEF EXECUTIVE**

The Chief Executive is the Head of Paid Service for the purposes of Section 4 Local Government and Housing Act 1989 with the following specific responsibilities:

1. The overall corporate management and operational responsibility (including overall management responsibility for all staff).
2. The overall provision of professional advice to all parties in the decision making process (the Executive, Overview and Scrutiny, the Council and other Committees).
3. Together with the Monitoring Officer, responsibility for a system of record keeping for all the Local Authority's decisions (Executive or otherwise).
4. Representing the Authority on partnership and external bodies (as required by the Mayor).
5. In consultation with the Mayor, to take such action as may be necessary to protect the interests of the Council and keep citizens safe in any emergency situations.
6. To ensure the Council has an appropriate and effective Health and Safety Policy.
7. To act as Returning Officer for elections and referenda.
8. To deal with any operational matters not otherwise delegated in any period between the last meeting of the Council until the new Council is set up following statutory elections.
9. To give direction in any circumstances that any officer does not exercise a delegated function for whatever reason including interim replacement.
10. To take action on any matter delegated to other Directors as the Chief Executive sees fit.
11. Duties and responsibilities that are relevant and appropriate under the Council's Financial Procedure Rules and to Contract Procedure Rules, including, without prejudice, the power to accept quotations and tenders for the supply or hire of goods, materials, plant or services.
12. Agree HR and OD employment policies and procedures, in particular recruitment, retention, change/reorganisation, redundancy, redeployment, capability, conduct and dismissal of staff under Section 112 of the Local Government Act 1972.
13. Approval of press releases and official statements to press enquiries on behalf of the Authority.
14. To approve the granting and supervision of exemptions from posts being designated as politically restricted, in consultation with the Monitoring Officer.

## DIRECTOR OF ECONOMY AND ENVIRONMENT

Personally	Representing the Authority on partnership and external bodies (as required by the Mayor)
	Overall responsibility for all services and issues concerning the Economy and Environment Directorate
Assistant Director of Development	<b>Development Management:-</b> <ul style="list-style-type: none"> <li>• Planning Applications</li> <li>• Waste &amp; Minerals Planning Applications</li> <li>• Planning Enforcement (Client) *See also AD Environment</li> <li>• Building Regulations</li> <li>• Safety at Sports Grounds</li> </ul>
	<b>Planning Policy:-</b> <ul style="list-style-type: none"> <li>• Local Plan</li> <li>• Supplementary Planning Documents</li> <li>• Regional Engagement &amp; Policy</li> <li>• Landscaping, Trees and Hedgerows</li> <li>• Design, Master Planning &amp; Conservation</li> </ul>
	Major Transport Scheme Initiation
	Major Transport Scheme Feasibility, Design, Procurement and Delivery
	<b>Transportation including:-</b> <ul style="list-style-type: none"> <li>• Strategic Transport Policy</li> <li>• Regional Transport Activity</li> <li>• Local Transport Plan</li> <li>• Bridges Infrastructure</li> <li>• Roads</li> </ul>
	Major physical regeneration projects
	<b>Business Doncaster:-</b> <ul style="list-style-type: none"> <li>• Support for businesses and enterprise</li> <li>• Attracting Inward Investment</li> <li>• Tourism</li> <li>• Destination Management</li> <li>• Town Centre Strategy and commercial events</li> </ul>
	<b>Property Services:-</b> <ul style="list-style-type: none"> <li>• Strategic Asset Management including:- <ul style="list-style-type: none"> <li>○ Sale and Acquisition of Assets</li> <li>○ Asset Management Plans and Systems</li> <li>○ Property Advisory Service</li> <li>○ Management of Commercial Property Portfolio</li> <li>○ Council Accommodation Planning</li> </ul> </li> <li>• Professional Building Maintenance</li> <li>• Facilities Management</li> <li>• Energy</li> <li>• Design</li> <li>• Stores</li> <li>• Statutory Planned Maintenance</li> </ul>
	<b>Street Scene including:-</b> <ul style="list-style-type: none"> <li>• Street Cleansing</li> <li>• Grounds Maintenance</li> <li>• Trees and Woodlands</li> <li>• Parks Management</li> </ul>
Assistant Director of Environment	<b>Street Scene including:-</b> <ul style="list-style-type: none"> <li>• Street Cleansing</li> <li>• Grounds Maintenance</li> <li>• Trees and Woodlands</li> <li>• Parks Management</li> </ul>

Assistant Director of Environment (Cont'd/...)	Regulation and Enforcement including:- <ul style="list-style-type: none"> <li>• Planning Enforcement (Operator) *See also AD Development</li> <li>• Environmental Enforcement</li> <li>• Trading Standards</li> <li>• Licensing &amp; Business Safety</li> <li>• Environmental Health</li> <li>• Food and Animal Health</li> <li>• Resilience and Emergency Planning</li> <li>• Air Quality and Pollution Control</li> <li>• Anti-Social Behaviour Enforcement</li> <li>• Parking Enforcement and Car Parks Management</li> <li>• Gypsy and Traveller Liaison</li> <li>• Private Sector Housing Enforcement</li> </ul>
	Waste Management and Recycling
	Highways, including:- <ul style="list-style-type: none"> <li>• Bridges Infrastructure</li> <li>• Roads</li> <li>• Safer Roads</li> <li>• Public Rights of Way</li> <li>• Street Lighting</li> <li>• Drainage</li> <li>• Traffic Management</li> <li>• Flood Management</li> </ul>
Assistant Director of Strategic Housing	Strategic Housing:- <ul style="list-style-type: none"> <li>• Affordable Housing</li> <li>• New Homes</li> <li>• Housing Regeneration and empty homes</li> <li>• St Leger Homes Client Role</li> <li>• Strategic input on Homelessness policy</li> <li>• Sheffield City Region partnership working</li> <li>• Private sector housing stock condition and housing retrofit</li> <li>• New Sustainability Unit implementing the Environment and Sustainability Strategy</li> <li>• Built and Natural environment initiatives for carbon reduction and nature recovery</li> <li>• Influencing behaviour change and consumption</li> <li>• Green technology and economy projects</li> <li>• Countryside Unit</li> </ul>
	Homelessness (Operational function delivered by St Leger Homes of Doncaster)

## DIRECTOR OF CORPORATE RESOURCES

Personally	Overall responsibility for all issues and services concerning the Corporate Resources Directorate. Representing the Authority on partnership and external bodies (as required by the Mayor)
	Overall responsibility for the Doncaster Growing Together Programme delivery and reductions in line with the Policy and Budget Framework
Chief Financial Officer and Assistant Director – Finance	Financial Management
	Internal Audit Services
	Financial Systems and Professional Business Support
	Budget Strategy
	Capital Programmes Budgeting and Monitoring
	Insurance and Treasury Management
	Completion of Financial Government Returns/Reports & National Consultation Responses
	Trading Services, comprising:- <ul style="list-style-type: none"> <li>• Schools Catering</li> <li>• Civic Catering</li> <li>• Doncaster Markets Client Function</li> <li>• Bereavement Services (Cemeteries &amp; Crematoria)</li> <li>• Fleet Transport</li> <li>• Metro Clean</li> <li>• Pest Control</li> <li>• Dog Wardens</li> <li>• InPress</li> </ul>
	Corporate Policy and Performance
	Strategic Partnership (Team Doncaster) Lead
	Borough Strategy/Corporate Plan
Assistant Director of Policy, Insight and Change	Performance Management Framework
	Policy & Strategy Lead & Formulation
	Intelligence, Research & Analysis/Needs Analysis
	External Inspection Coordination & Preparation
	Engagement and Consultation Lead – Expertise and Quality Assurance
	Service Review and Improvement
	Data Quality - Expertise and Quality Assurance
	Parish Council JCC support
	Housing Strategy Development
	Housing Market Research and Analysis
	External Funding including: <ul style="list-style-type: none"> <li>• Accountable body for a range of funding streams</li> <li>• Grant search support</li> <li>• Development and submission of strategic funding submissions</li> </ul>
	Project and Programme Management – Expertise and Quality Assurance
	Regional and Sub-regional engagement and strategy
	Economic Strategy

Assistant Director of Legal & Democratic Services	Land Charges
	Legal Services
	Democratic Services
	Overview and Scrutiny
	Member Support – Members’ Services
	Civic Office
	Borough Election – Registration of Electors
	Coroners
	Registrars
	Freedom of Information
	Data Protection
	Data Sharing
	Information Management
	Records Management
	Strategic Procurement and Contracts Management
Assistant Director of Customers, Digital and ICT	ICT Strategy
	ICT Support
	ICT Implementation
	ICT Architecture
	ICT Development
	Data, Voice and Mobile Services
	Customer Service Strategy
	Customer Contact Centre
	Complaints and Local Government Ombudsman
	Civic Office One-Stop-Shop
	Digital Strategy and Solutions
	Digital Training
	Business Analysis
	Revenues and Benefits, comprising:- <ul style="list-style-type: none"> <li>• Council Tax Billing and Collection</li> <li>• Business Rates Billing and Collection</li> <li>• Housing Benefits and Council Tax Support administration</li> <li>• Financial Assessments for Social Care charges and personal budgets</li> <li>• Financial Assessments for Child Care Services</li> <li>• Free School Meals</li> <li>• Local Assistance Scheme</li> <li>• Discretionary Housing Payments</li> </ul>
Assistant Director of Human Resources and Communications	Employment Policy and Workforce Strategy Development
	Corporate Strategic Human Resources
	Management of industrial and employee relations (IR&ER), including recognised Trade Unions
	IR & ER negotiation and consultation frameworks
	Transactional HR (Payroll, Training Booking, Recruitment Administration)
	Occupational Health and Employee Well-Being
	Organisational Change and Transformation
	Organisation and Culture Development
	Leadership and Management Development
	Employee engagement, behaviours and performance standards



Assistant Director of Human Resources and Communications (Cont'd/...)	Corporate Recruitment & Agency Staffing
	Workforce Planning, Skills & Development, including Apprenticeships
	Equalities, Diversity and Inclusion
	Communications and Engagement Strategy development
	Communications (internal and external media)
	Marketing, Campaigns, Branding, Press and PR
	Digital/Web and Intranet
	Executive and Leadership Offices
	Corporate Health, Safety and Welfare Strategy and development

## DIRECTOR OF LEARNING OPPORTUNITY, SKILLS AND CULTURE (DCS)

### LEARNING AND OPPORTUNITIES: CHILDREN AND YOUNG PEOPLE DIRECTORATE

Personally	Overall responsibility for all services for and issues concerning children and young people, as the designated statutory Director of Children's Services (DCS), including exercising the duties and functions set out in the statutory guidance for Directors of Children's Services. This includes those services and functions delivered by the Doncaster Children's Services Trust (DCST). Director lead for all age education and skills Director lead for culture and heritage
	Functions delivered by the Doncaster Children's Services Trust: (1) Advocacy and Engagement Service (2) Children's Social Care Referral Service and Emergency Social Services Team (ESST) (3) Child Protection, Child In Need Assessment and Social Work Services Service (4) Children and Young People In Care Service including Fostering, Adoption, residential Services, Leaving Care (16+) and Field Teams (5) Multi Agency Safeguarding Hub (MASH) (6) Independent Reviewing Service (7) Family Support Service (8) Youth Offending Service and EPIC
	Representing the Authority on partnership and external bodies (as required by the Mayor or Chief Executive)
Assistant Director – Education, Skills, Culture and Heritage	Statutory lead for Education, pupil welfare and SEND Strategy
	Children and Young People with Disabilities Short Breaks
	DMBC Children Operational and Joint Commissioning, quality assurance and improvement, inspections and Doncaster Children's Services Trust contract management
	All age safeguarding business unit
	Virtual School for Children Looked After and Children in Need (CIN)
	Language Support English as an Additional Language and Gypsy, Roma and Traveller Services
	LOCYP Safeguarding Standards and Quality Assurance
	School Governor Support
	All age sufficiency and place planning - School admissions and childcare sufficiency
	School Forum
	Doncaster Music Hub and Service
	Education, Standards and Effectiveness
	Education and Skills
	Education Psychology
	Standing Advisory Council for on Religious Education (SACRE)
	Statutory Education Provision, Post 16, secondary, primary, junior, infants, special schools and alternative provision and adult family learning.
	Buy Doncaster - Traded Services for Schools
	Business Transformation, Business support and development

Assistant Director – Education, Skills, Culture and Heritage (Cont'd/...)	School Crossing Patrol
	Home to School Transport
	Arts and Culture
	Doncaster Culture and Heritage Strategy
	Heritage and Library Services
	Archives
	Local History
	Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)
Assistant Director Partnerships, Early Intervention and Localities	Youth Provision through the Youth Alliance
	Children and Young People provision – Doncaster Offer (formerly Youth Strategy)
	Early Help Partnership lead, including Family Hubs, Early Intervention Services
	Strategic Partnership lead for Inclusion
	Partnership Development & Engagement
	Local Office of the Children's Commissioner
	Children and Young People Plan
	All Information, Advice and Guidance (IAG), including Local offer, Family Information Service
	Youth Council, Youth Advisory Board and Young Advisors
	Children's and Parents' Voice, including Doncaster Parent Partnership
	SAIDSEND (Support, Advice, Information Doncaster Special Educational Needs and Disabilities)
	ASCETS (Autism, and Social Interaction and Communication Education and Training Service)
	Quality Assurance Early Years Private, Voluntary or Independent (PVI) settings
	Early Years and Portage
	SEND – Special Educational Needs and Disabilities Delivery 0-25 (Vulnerable Children)
	Hearing and Visual Impairment Services
	Behaviour Support
	Attendance
	Locality Working Model
	Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director) including mental health, domestic abuse and child exploitation

## DIRECTOR OF ADULTS, HEALTH AND WELL-BEING (DASS)

### ADULTS, HEALTH AND WELL-BEING DIRECTORATE

Personally	Overall responsibility for all services for and issues concerning adults and communities and for professional advice to the Cabinet and Executive as the designated statutory Director of Adult Social Services (DASS).
	Promoting wellbeing; preventing, reducing or delaying needs; ensuring information and advice about care and support; market shaping; managing provider failure
	Adult Safeguarding (including Adult Safeguarding Partnership Board)
	Carers strategy
	Practice standards, quality assurance and practice development
	Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)
Assistant Director of Adult Social Care	<p>Specialist social work assessment and direct provision</p> <ul style="list-style-type: none"> <li>• Community Adult Learning Disability team</li> <li>• Transitions (preparation for adulthood)</li> <li>• Adult Mental Health Team</li> <li>• Approved Mental Health Practitioners (AMHPs)</li> <li>• Deprivation of Liberty Safeguards Team (DOLS)</li> <li>• Amersall Court – Residential Care</li> <li>• Hamilton Court – Supported Living</li> <li>• Wickett Hern – residential short breaks</li> <li>• Eden Lodge - residential short breaks</li> <li>• Complex Lives</li> </ul> <p>Therapy, reablement and hospital discharge</p> <ul style="list-style-type: none"> <li>• Occupational Therapy services (Adults and Children)</li> <li>• Home adaptations and community equipment</li> <li>• Integrated Discharge Team</li> <li>• STEPs Community Reablement Service</li> <li>• Positive Step Intermediate Care Assessment Unit</li> <li>• Home Emergency Alarm Team</li> </ul> <p>Safeguarding, workforce strategy and quality assurance</p> <ul style="list-style-type: none"> <li>• Safeguarding Personal Assets Team (SAPAT)</li> <li>• Safeguarding Adults Hub</li> <li>• Workforce team</li> <li>• Commissioning arrangements for homecare, care homes, supported living, day support, community equipment, Direct Payments</li> </ul> <p>Strategic partnership responsibilities</p> <ul style="list-style-type: none"> <li>• Transforming Care Partnership</li> <li>• Application of Mental Health Act and Deprivation Of Liberty Safeguards</li> <li>• Caldicott Guardian and member of SIRO Board</li> <li>• Court of Protection and Deputyship</li> <li>• System resilience (including delayed transfers of care from hospital and High Impact Change Model)</li> </ul> <p>Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)</p>

Assistant Director of Communities	<p>Area and Neighbourhood management including:-</p> <ul style="list-style-type: none"> <li>• Safer Stronger Doncaster Partnership</li> <li>• Local community safety and reassurance</li> <li>• Tackling anti-social behaviour issues</li> <li>• Supporting vulnerable victims</li> <li>• Tackling local issues with partners and communities</li> <li>• Local volunteering and building capacity in communities</li> <li>• Community engagement</li> <li>• Community Centres</li> <li>• Transforming Community Services</li> <li>• Locality Working Model</li> <li>• Veterans</li> </ul> <p>Community Safety including:-</p> <ul style="list-style-type: none"> <li>• Substance Misuse</li> <li>• Domestic Abuse</li> <li>• Neighbourhood Response Team</li> <li>• Anti-Social Behaviour</li> <li>• CCTV, Home Alarm Service and security issues</li> <li>• Out of Hours Contact and Social Alarm Monitoring Service (ARC)</li> <li>• Prevent/Channel</li> <li>• Translation and Interpretation</li> <li>• Refugee Settlement Scheme/Controlling Migration</li> </ul> <p>Early intervention, prevention and reducing isolation</p> <ul style="list-style-type: none"> <li>• Day support (SMILE)</li> <li>• Wellbeing Team</li> <li>• Area Community Teams</li> </ul> <p>Social work assessment</p> <ul style="list-style-type: none"> <li>• Locality social work teams</li> <li>• ISAT rapid response and contact team</li> </ul> <p>Assessment and support around sensory needs</p> <ul style="list-style-type: none"> <li>• Sensory Team</li> </ul>
	Representing the Authority on partnership and external bodies (as required by the Mayor, Chief Executive and the Director)

## DIRECTOR OF PUBLIC HEALTH

Personally	Overall responsibility for all services and issues concerning Public Health, and for professional advice to the Cabinet, Executive and Council as the designated statutory Director of Public Health (including exercising the duties and functions set out in the statutory guidance for Director of Public Health)
	Representing the Authority on partnership and external bodies (as required by the Mayor)
	Surveillance and assessment of the population's health and wellbeing (including managing, analysing and interpreting information, knowledge and statistics)
	Child Death Overview Panel
	Health and Well Being Board
	Director of Public Health Annual Report
	Local Authority's Public Health response as a responsible Authority under the Licensing Act
	Local Authority's role in cooperating with police, probation service and prison service to assess risks posed by violent or sexual offenders
	Emergency Preparedness, Resilience and Response for emergencies that pose a risk to public health and duties related to the Authority's role in the Local Health Resilience Forum
	Get Doncaster Moving – Physical Activity and Sport
	Leisure Services
Deputy Director of Public Health	Health in All Policies
	Public Mental Health
Head of Service - Public Health Strategic Commissioner	Identify, address and monitor local health protection incidents, outbreaks and emergencies.
	Co-ordinate health care public health advice to Doncaster Clinical Commissioning Group (CCG). <ul style="list-style-type: none"> <li>Strategic planning: assessing needs; reviewing service provision; deciding priorities.</li> <li>Procuring services: planning capacity and managing demand; designing shape and structure of supply.</li> <li>Liaison with NHS England, clinical networks and clinical senates.</li> </ul>
	Tobacco Control Alliance
	Professional development including Making Every Contact Count
	Supporting reviewing and challenging delivery of key public health funded and NHS delivered services such as Immunisation and screening programmes.
Head of Service - Public Health Delivery	Approaches to reduce health inequalities
	Public Health delivery: <ul style="list-style-type: none"> <li>Children, young people and families</li> <li>Working Age and healthy lives</li> <li>Vulnerable people and improving lives</li> <li>Wider Determinants of public health</li> </ul>
	Behavioural, lifestyle and social marketing campaigns to prevent cancer and long term conditions and improve health.
	Health Impact Assessment.
	Knowledge into practice and policy

Head of Service - Public Health Delivery (Cont'd/...)	Research active Council
Head of Service – Adults Strategic Commissioning	Joint Commissioning and Provider Alliance Agreements

### EXERCISE OF DELEGATION BY THE MAYOR AND CABINET MEMBERS

Where decisions are taken or powers are exercised by the Mayor or Cabinet Members acting under individual delegations from the Mayor, the following principles and conditions shall apply:-

1. Powers and duties shall be exercised in accordance with the Law, the Council's Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and any policies relevant to the functions delegated. Members must also be mindful of the requirements under the Member Code of Conduct and where appropriate make it known if there is an interest to declare. Where a Member has an interest, that Member should take no part in the decision.
2. Decisions taken in the name of the Mayor or individual Cabinet Members shall be taken personally by the individual with delegated powers.
3. Decisions must be taken on the basis of a written report setting out all the information and advice relevant to the decision, evaluating any alternative courses of action and recording the outcome of any consultation undertaken.
4. Rule 21(4) of the Access to Information Procedure Rules requires the Mayor or Cabinet Member taking a decision to prepare, or instruct the Chief Executive to prepare, a record of the decision including a statement of the reasons for it and any alternative options considered and rejected.
5. The Financial Procedure Rules set out the requirements of the Council in ensuring principles of accounting good practice and financial probity are adhered to. Compliance with these rules is required in order to protect the interests of the decision maker and of the Council.
6. Any delegated powers can also be exercised at any time by the Mayor, or unless the Mayor directs otherwise, by the Cabinet collectively.
7. In exercising delegated powers consistency with the Council's Budget and Policy Framework will be of paramount importance.
8. Due regard must be had to the principles of decision making set out at Article 8.02 (a) to (k) of the Constitution.



**EXERCISE OF DELEGATION BY OFFICERS**

In deciding whether or not to exercise delegated powers, Officers shall consult with the Mayor/Deputy Mayor or relevant Cabinet Member. Whilst the Scheme of Delegation sets out at paragraph 5 the types of decisions Cabinet Members should take, it is expected that each Director will meet with their respective Portfolio Holders to agree arrangements for consulting with them on certain types of decisions to be taken by officers within their Directorate. Where decisions are taken or powers are exercised by Officers under delegations from the Mayor, the following principles and conditions shall apply:-

1. Powers shall be exercised in accordance with the Law, the Council's Procedure Rules, Financial Procedure Rules, Contract Procedure Rules and any policies relevant to the functions delegated.
2. Decisions shall be taken in the name of, but not necessarily personally by, the Officer with the delegated power. Any Officer with delegated powers may authorise another Officer to act in their name. Such decisions remain the responsibility of the Officer with the delegation.
3. Key decision making must be taken on the basis of a written report setting out all the information and advice relevant to the decision, evaluating any alternative courses of action and recording the outcome of any consultation undertaken.
4. It is the responsibility of Officers who take delegated Non-Key Decisions to keep an appropriate record of the date the decision was taken, the principal considerations involved in reaching the decision and the reasons for the decision.
5. In exercising delegated authority regard must be had to:-
  - (i) the policy directions given by the Mayor;
  - (ii) the comments and views of relevant Cabinet Member(s);
  - (iii) the principles set out in Article 8.02 (a) to (k) of the Constitution; and
  - (iv) the requirement to demonstrate the need to provide continuous improvement of the delivery of services.
6. In exceptional circumstances (in particular where set out in the Council's urgency procedures) Officers will together with the relevant Cabinet Member consult the Overview & Scrutiny Management Committee Chair or relevant Scrutiny Panel Chair. Officers shall always be entitled to refer matters for decision to the appropriate Member body where they consider they should do so.
7. In exercising these delegated powers the officers concerned shall have broad discretion, subject to these rules, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary whether within or outside the Council.

8. Officers shall act so as to achieve for their service the policies and objectives of their Service and always having regard to the overall and corporate interests of the Council.
9. In the absence of a Director, decisions delegated to that Director may be taken by their authorised deputy.
10. Any power delegated to officers may, unless the Mayor directs otherwise, also be exercised by the Mayor or the Cabinet collectively, and where the Mayor directs, by individual Cabinet Members.
11. Decisions about the overall structure of the Directorate and the make-up of services within the Directorate are reserved to the relevant Director, in consultation with the Portfolio Holder and in accordance with Council procedures and guidance.

#### **Statutory and Guidance References**

**Local Government Act 2000, Ss 10, 15**

**Local Authorities (Functions and Responsibilities) (England) Regulations 2000**

**DETR New Council Constitutions Guidance Chapter 4**

<b>FUNCTIONS RESERVED TO THE CABINET COLLECTIVELY (FINANCIAL PROCEDURE RULE REFERENCE SHOWN IN BRACKETS)</b>	
(i)	Proposing the Budget and Policy Framework and Capital Programme to the Full Council and discharging Executive functions in accordance with the Budget and Policy Framework agreed by Full Council (A.4).
(ii)	Approving the Strategic Risk Management Policy Statement and Strategy and promoting a culture of risk management awareness throughout the Council (A.5 and C.2).
(iii)	Approval of the Council's Anti-Fraud and Corruption Policy (A.8).
(iv)	Agreeing the annual Revenue Budget (including medium-term financial forecast) proposed by the Elected Mayor prior to its submission to the Full Council for approval (B.1).
(v)	Agreeing the multi-year capital programme proposed by the Elected Mayor, prior to its submission to the Full Council for approval (B.3).
(vi)	Receiving regular reports on the latest forecast budget position and any significant deviations from expectations for prudential indicators (B.7, B.10).
(vii)	Approving proposals for virement between Directorates of over £250,000. [Note: Key decision approval is required, i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder] (B.14).
(viii)	Receiving reports from the Chief Financial Officer on proper insurance cover, as appropriate (C.3).
(ix)	Approving revised rent, licence fees, easement or wayleave payments or compensation claims in excess of £250,000 per annum (C.19).
(x)	Approval of land and property disposals where the estimated disposal value of individual property assets is equal to or greater than £1,000,000 (C.20).
(xi)	Approval to proceed with disposals at less than the Best Consideration where the estimated disposal value would otherwise have been at or above £250,000 (C.20).
(xii)	Receiving regular reports on the Treasury Management activities, including as a minimum, an Annual Strategy Report in advance of the forthcoming financial year and an Annual Report detailing the performance of actual activity six months after the financial year (C.30).

(xiii)	Noting details of any debts written-off over £50,000, which will be included in financial management reports to Cabinet (D.9).
(xiv)	Approving delegation of Financial Management arrangements relating to, and specifically, agreeing partnerships (E.3). The Council representative on any partnership, trust or other organisation must refer all financial decisions to Cabinet, including considering any recommendations that would create a commitment or liability for the Council (E.4).

## **FUNCTIONS RESERVED TO CABINET MEMBERS (FINANCIAL PROCEDURE RULE REFERENCE SHOWN IN BRACKETS)**

### **A. Elected Mayor**

- (i) The Elected Mayor determines the Scheme of Delegations which will govern the framework for financial decision-making and budgetary responsibility (A.6).
- (ii) Approving proposals for virement between Directorates of over £250,000. [Note: Key decision approval is required, i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder] (B.14).
- (iii) The Chief Financial Officer will consult with the Elected Mayor before authorising the writing-off of debts of £250,000 or over (D.9).

### **B. Relevant Portfolio Holder**

- (i) Approving proposals for virement between Directorates of over £250,000. [Note: Key decision approval is required, i.e. by Elected Mayor and/or Cabinet and/or Portfolio Holder] (B.14).
- (ii) Any exceptions to the annual percentage change for all discretionary fees and charges for the forthcoming financial year, as proposed by Cabinet, will be agreed by the relevant Portfolio Holder prior to the annual Council budget meeting (B.15).
- (iii) Any new fees and charges proposed within the financial year or any changes to existing fees and charges will be approved by the Chief Financial Officer in consultation with the relevant Portfolio Holder, subject to key decision rules and reported to Cabinet in the quarterly monitoring report (B.16).

### **Statutory and Guidance References**

**Local Government Act 2000, Ss 10, 15**

**Local Authorities (Functions and Responsibilities) (England) Regulations 2000**