

**Report to:** West Yorkshire Combined Authority

**Date:** 28 June 2018

**Subject:** **Officer Delegation Scheme**

**Director:** Angela Taylor, Director of Resources

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Is this a key decision?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information or appendices?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If relevant, state paragraph number of Schedule 12A, Local Government Act 1972, Part 1:	

## 1. Purpose of this report

- 1.1 To consider and approve the Combined Authority's Officer Delegation Scheme.

## 2. Information

- 2.1 In addition to minor amendments for updating and clarification purposes, the following substantive amendments are proposed to the Combined Authority's Officer Scheme of Delegation:

Section	Proposed amendments
<b>General delegations:</b>	<ul style="list-style-type: none"> <li>To extend the general delegations under the Scheme to the following in addition to the existing delegations to the Managing Director and Director of Resources: <ul style="list-style-type: none"> <li>- The Director of Delivery,</li> <li>- The Director of Transport Service,</li> <li>- The Director of Policy Strategy and Communications, and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- The Executive Head of Economic Services</li> <li>• To update in respect of data protection compliance legislation,</li> <li>• To make the compliance requirements more comprehensive by inserting specific reference to health and safety, risk management and equality and diversity.</li> </ul>
<b>Table A – functions reserved to Combined Authority</b>	<ul style="list-style-type: none"> <li>• To update the list of policies and strategies to be reserved for approval by the Combined Authority (to be further updated from time to time as other policies and strategies are approved).</li> </ul>
<b>Managing Director (MD)</b>	<ul style="list-style-type: none"> <li>• To clarify that the MD cannot exercise any function of another statutory officer.</li> </ul>
<b>Director of Resources</b>	<ul style="list-style-type: none"> <li>• To clarify the Director of Resources' role as Senior Risk Information Officer, and what this entails.</li> <li>• To update the list of functions which fall to the Director of Resources, to reflect agreed practice, and clarify that strategic responsibility for these functions lies with this Director.</li> </ul>
<b>Head of Legal and Governance Services</b>	<ul style="list-style-type: none"> <li>• To clarify that the delegation to amend documents in specific circumstances extends to any governance document.</li> </ul>

2.2 **Appendix 1** to this report is the Officer Delegation Scheme, with proposed substantive amendments highlighted.

### **3 Inclusive Growth Implications**

3.1 None.

### **4. Financial Implications**

4.1 None.

### **5. Legal Implications**

5.1 The Combined Authority must publish its Officer Delegation Scheme.

### **6. Staffing Implications**

6.1 The Officer Delegation Scheme provides that any officer may sub-delegate their functions to another officer of suitable experience and seniority.

- 6.2 All officers must comply with the Combined Authority's Code of Conduct for Officers, including those exercising authority delegated by the Combined Authority.

**7. External Consultees**

- 7.1 None.

**8. Recommendations**

- 8.1 That the Combined Authority approves the Officer Delegation Scheme attached as the Appendix to this report.

**9. Background Documents**

- 9.1 None.

**10. Appendices**

Appendix 1 – Officer Delegation Scheme