

Report to: West Yorkshire Combined Authority

Date: 8 December 2022

Subject: **Officer Arrangements**

Director: Ben Still, Chief Executive

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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: | |
| Are there implications for equality and diversity? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |

1. Purpose of this Report

- 1.1 To approve revisions to the Officer Delegation Scheme for Non-Mayoral Functions as set out at Appendix 1.
- 1.2 To authorise the Chief Executive to discharge functions that the Combined Authority or a committee may have delegated outside of this Scheme to a Combined Authority officer in relation to a specific matter.
- 1.3 To note that the Head of Legal & Governance Services will make consequential amendments to the Constitution and other key documents such as the Assurance Framework to reflect the structural changes.

2. Information

The Officer Delegation Scheme

- 2.1 At its meeting on 23 June 2022, the Combined Authority approved key changes to the directorate configuration including a revised Director role structure. An earlier report on this Agenda seeks approvals in relation to those appointments.

- 2.2 As a consequence of the changes to Director roles and titles and the introduction of the role of the Chief Operating Officer, revisions are required to the Officer Delegation Scheme to reflect the new operating model.
- 2.3 A proposed revised Officer Delegation Scheme is attached at Appendix 1 for Members consideration. It is shown in tracked changes to enable Members to easily see what revisions are proposed. If Members approve this, it is proposed that this is brought into immediate effect with the following exceptions (all of which are referenced in the Scheme for present purposes) which are proposed to come into effect from 1 January 2023 when the interim Chief Operating Officer takes up appointment:
- General delegations would remain with the Director of Corporate and Commercial Services and Director of Strategy, Communications and Policing until 1 January 2023 when they would transfer to the new Director roles of Director, Finance and Commercial and Director Strategy, Communications & Intelligence
 - The specific delegations to the role of Director of Corporate and Commercial Services remain in place until 1 January 2023 when they are replaced with revised specific delegations to both the Director, Finance & Commercial and Chief Operating Officer as set out in the tracked change Appendix 1

Previous Specific Delegations to Officers

- 2.4 From time to time the Combined Authority and its committees authorise officers of the Combined Authority to discharge functions outside of the Officer Delegation Scheme in relation to specific matters, e.g. in relation to the progression of a programme or project. As a consequence of the changes to both the directorate configuration and the changing roles and titles of Directors there may be instances where such specific delegations are to roles that no longer exist. In order to avoid a scenario where such a delegation cannot now be exercised, approval is sought for such delegations to transfer to the Chief Executive to enable him to sub-delegate these to the appropriate officer on a case by case basis.

Consequential Amendments

- 2.5 As a consequence of the structural changes and new Director roles, the Head of Legal and Governance Services will review the Constitution and other key documents such as the Assurance Framework to ensure these changes are properly reflected.

3. Tackling the Climate Emergency Implications

- 3.1 There are no climate emergency implications directly arising from this report.

4. Inclusive Growth Implications

- 4.1 There are no inclusive growth implications directly arising from this report.

5. Equality and Diversity Implications

- 5.1 It is proposed to remove the specific delegation previously granted to the Director of Strategy, Communications and Policing to carry out any function in relation to equality and diversity strategy development and monitoring from the Scheme given the progression of the EDI Action Plan and the broader responsibility for functions that sit across the organisation.

6. Financial Implications

- 6.1 There are no financial implications directly arising from this report.

7. Legal Implications

- 7.1 The Combined Authority publishes its Officer Delegation Scheme in accordance with legal requirements, in Part 3 of the Constitution. There are no legal implications directly arising from this report.

8. Staffing Implications

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

9. External Consultees

- 9.1 No external consultations have been undertaken.

10. Recommendations

- 10.1 That the Combined Authority approves the Officer Delegation Scheme in relation to Non-Mayoral Functions attached as Appendix 1 to this report to be brought into immediate effect, noting that some elements will come into effect from 1 January 2023 as referenced within the Scheme itself.
- 10.2 That the Combined Authority authorises the Chief Executive to discharge any functions that the Combined Authority or one of its committees may have delegated outside of the Officer Delegation Scheme to a Combined Authority officer in relation to a specific matter.
- 10.3 That the Combined Authority notes that the Head of Legal & Governance Services will make any consequential revisions to the Constitution and other key documents.

11. Background Documents

There are no background documents referenced in this report.

12. Appendices

Appendix 1 – Officer Delegation Scheme (Non-Mayoral Functions)