

# West Suffolk Shadow Council

## Section 4 – Scheme of Delegation to Officers

### C. Chief Officers

*For the purposes of this section, "Chief Officer" shall be taken to mean the following officers:-*

*Interim Head of Paid Service*

*Interim S.151 Officer*

*Interim Monitoring Officer*

1. Where the Shadow Council Shadow Executive (Cabinet) or a Committee has settled a proposal, plan, a policy and/or budget for a matter or class of matters, each Chief Officer shall be empowered to deal with such matters within the limits of the proposal, plan, policy or budget, and to take all necessary steps to bring it into effect, including the award and supervision of contracts and works and responding on behalf of the authority to consultation exercises.
2. To take all action they consider necessary to bring the agreed implementation plan into effect, respecting the principles of the business case agreed by Forest Heath District Council and St Edmundsbury Borough Council.
3. To determine all such matters on behalf of the Shadow Constitution and / or Shadow Executive except where:
  - a. It constitutes a key decision as defined in Article 12 of the Constitution;
  - b. It involves the setting of a new policy or strategy
  - c. It involves taking action contrary to any policy or strategy adopted by the Shadow Council, or where a policy or strategy has not yet been adopted by the Shadow Council, contrary to a policy or strategy adopted by Forest Heath District Council or St Edmundsbury Borough Council
  - d. It would involve the Shadow Council employing a member of staff
  - e. It is a matter that law requires must be made by the Shadow Council or Shadow Executive
  - f. It is a matter that elsewhere within this constitution must be made by the Shadow Council or the Shadow Executive.
4. Where there is any doubt as to the exercise of a function or the making of a decision by an officer, they should consult with relevant members of the Shadow Executive who may elect to refer the matter to the Shadow Executive to determine. An officer has the right not to exercise their delegation and refer the matter to a relevant committee to determine.

5. The Chief Officers may delegate their responsibilities within this scheme of delegation to any other appropriate officer of Forest Heath District Council or St Edmundsbury Borough Council.

#### **Specific Delegation to the Interim Head of Paid Service**

6. In addition to the above, the Interim Head of Paid Service is also delegated to make urgent decisions on any matter where it is required, in their opinion by virtue of time or urgency (or as is required by the Council's Budget and Policy Framework Procedure Rules in Part 4 of this Constitution). Any such decision shall be reported to the next meeting of the Shadow Executive, appropriate Committee or Shadow Council unless there is a need for confidentiality, in which case the reporting of the decision may be deferred until the need for confidentiality expires.
7. The Interim Head of Paid Service may also appoint any officers of Forest Heath District Council or St Edmundsbury Borough Council to any other statutory posts as required by the Shadow Council due to any law, enactment or requirement, to include the Senior Information Risk Owner and the Data Protection Officer

#### **Specific Delegation to the Interim s.151 Officer**

8. To have oversight of the development of the budget for West Suffolk Council in accordance with the budgetary framework in the Constitutions of Forest Heath District Council and St Edmundsbury Borough Council
9. To have oversight of the expenditure incurred by Forest Heath District Council and St Edmundsbury Borough Council in the implementation of West Suffolk Council, ensuring appropriate budget monitoring processes are undertaken and appropriate insurance is in place.
10. To implement an appropriate system of internal control for the Shadow Council, ensuring that an appropriate and effective internal audit service and risk management system is available to the Shadow Council

#### **Specific Delegation to the Interim Monitoring Officer**

11. To make, authorise or attest any documents as required for the Shadow Council in the absence of any other contrary delegation