

<b>Committee</b>	<b>Date</b>
Policy & Resources Committee ( <i>For Decision</i> ) Court of Common Council ( <i>For Decision</i> )	11 March 2021 Urgency
<b>Subject</b> City of London Corporation Scheme of Delegations to Officers	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	The Scheme underpins operational ways of working which impact delivery of the Corporate plan
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Town Clerk & Chief Executive	<b>For Decision</b>
<b>Report Author</b> Amanda Mays, Programme Director Target Operating Model	

### Summary

This paper contains a proposal relating to interim amendments to the City of London Corporation's Scheme of Delegations to Officers.

The proposals are to reflect the roles and structure agreed at the Court of Common Council on the 3 December 2020. An update to the Scheme is required to ensure that the delegations are assigned appropriately to the new the newly appointed Tier 1 Leadership. This is to enable them to carry out the day to day management of all services and for the discharge of specific statutory and non-statutory functions, from the 1 April 2021.

No change is proposed to the delegations themselves other than who has responsibility for them from 1 April 2021 – a 'lift and shift' approach. Further minor amendments will be required following the development of lower levels of the Organisation Structure, which is planned to be completed through FY21/22.

### Recommendations

Policy and Resources Committee are recommended to:

- i. Accept the proposals as outlined for onward approval at the Court of Common Council.
- ii. Delegate minor amendments to the Scheme of Delegations to the Town Clerk and Chief Executive whilst structures are developed and implemented throughout the next 12 months

- iii. To note that a full update to the Scheme for approval to be brought back to the Policy and Resources Committee no later than March 2022.

## **Main Report**

### **Background**

1. In December 2020 the Court of Common Council approved a new Tier 1 structure for the City Corporation. This therefore means the current Scheme of Delegations to Officers requires updating.
2. This report is not requesting amendments to the delegations, as written, but the officer to whom they are delegated to, in order to ensure alignment with the new Tier 1 operating model.
3. New Tier 1 Chief Officers are being appointed and it is essential they understand the delegations afforded to them to enable them to carry out the day to day management of all services and for the discharge of specific statutory and non-statutory functions, from the 1 April 2021. The revision is also required to ensure there is no ambiguity in accountabilities across our Tier 1 leadership.
4. The principle applied is that all delegations are to the Town Clerk and Chief Executive and to Tier 1 Leaders. Tier 1 Leaders will then delegate as required to ensure that the requirements of the delegations can be met by appropriately skilled and qualified individuals.

### **Current position**

5. The current Scheme of Delegations to Officers can be seen here:  
<https://corpoflondon.sharepoint.com/sites/Intranet/Shared%20Documents/Committee%20and%20Members%20Services/scheme-of-delegations-covid-emergency-measures.pdf#search=delegations>
6. It is noted that the Scheme was last approved in full on the 18 July 2019 and updated in April 2020 to reflect emergency measures as a result of the Covid pandemic. Further temporary amendments were confirmed in November 2020.

### **Options**

7. The Scheme of Delegations cannot be fully updated until all the structures have been approved and implemented as it contains specific delegations to other, generally Tier 2, officers. There is therefore an option to keep the Scheme as is and then update the Scheme later in the year when this is known. This is not recommended as the new Tier 1 Leaders need to understand the delegations afforded to them to enable them to carry out the day to day management of all services and for the discharge of specific statutory and non-statutory functions, from April 2021.

8. Consideration has also been given to delay updating the Scheme in full to include any changes to the Tier 1 Leaders delegations, which may arise from the outcome of the Lisvane Review. Again, this is not recommended for the reason outlined in paragraph 7 but will be required. It is recommended that this be completed by the end of March 2022.
9. The proposal in this report is to proceed with amendments to reflect the changes to Tier 1 structure that are required now, to request delegation for the Town Clerk and Chief Executive to make other minor amendments where necessary, and to provide a full report of all required changes to Committee, no later than March 2022. An example of a minor amendment that may be required relate to where Tier 2 roles are named and are subject to change. This will not include any amendments to the delegations as stated, only to the roles they are delegated to.

## **Proposals**

10. Proposed amendments to the Scheme of Delegations are listed below:
  - a. The nomenclature to be updated throughout
  - b. Delegations to other Officers to be updated
  - c. To represent the move in functions across Tier 1 Leaders, such as culture to Innovation and Growth and the Cemetery and Crematorium to Environment.
11. An amended proposed version can be seen at Appendix 1.

## **Next steps**

12. If the Policy and Resources Committee approve the amendments to the Scheme the next step will be to seek approval at the Court of Common Council.
13. The Scheme, once approved, will then be shared with Tier 1 Leaders, as well as those impacted, so that the Scheme is understood and used in practice.
14. A full review of the Scheme to be proposed by the end of March 2022.

## **Corporate & Strategic Implications**

15. Strategic Implications – The changes proposed will ensure clarity of delegated tasks to Officers in line with the new Operating Model.
16. Financial, Resource, Equalities, Security, Climate and Risk Implications – none
17. Legal Implications – The legislative list previously included under the Director of Markets and Consumer Protection has been reviewed and now split

between the Chief Operating Officer (Markets Director) and the Executive Director, Environment.

## **Conclusion**

18. An updated Scheme of Delegations is necessary to support the new Tier 1 Leaders in the City Corporation from the 1 April 2021. Changes are necessary due to the new operating model and the proposal is an interim measure whilst changes continue to be made. An updated proposal to be brought back to the Committee no later than 31 March 2022.

## **Background Papers**

[City of London Corporation Scheme of Delegations to Officers](#)

## **Appendices**

1. Proposed Scheme of Delegations