APPENDIX 1 DRAFT Framework for Managing Changes to the Scheme of Delegations

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1. Purpose

The Officer Scheme of Delegations provides the mechanism through which the Court of Common Council delegates authority to Chief Officers to enable the effective discharge of functions.

The Scheme is an evolving document, subject to change in response to:

- Organisational developments
- Legislative and regulatory change
- Operational requirements
- Governance improvements

The Scheme is a key component of the Corporation's governance arrangements, enabling officers to exercise functions on behalf of Members within defined limits. As the organisation continues to operate at scale and complexity, it is important to ensure that amendments to the Scheme are subject to appropriate scrutiny, consistency, and oversight.

The proposed framework strengthens governance arrangements, mitigate risks associated with uncontrolled changes to delegated powers, and improve transparency across the organisation by introducing:

- A structured triage model to categorise changes by significance
- Defined approval routes aligned to risk and impact
- Central governance control to ensure consistency and auditability
- Formal mechanisms for Member oversight of significant changes

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2. Core Principles

- All changes are managed through Governance & Member Services in the Town Clerk's Department
- Oversight is proportionate to the level of impact and risk
- Decisions are fully auditable and transparent
- Member oversight is maintained for significant changes

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3. Triage Model

All proposed changes will be categorised as follows:

Category 0 – Typographical / Factual (Clerical)

- Typographical errors
- Updates to role titles, Department or Division names, policy titles etc, where these decisions have been taken by the appropriate committee
- Enact updates agreed in line with existing delegations (e.g. Chamberlain is authorised to review financial thresholds in line with changes in the value of money)

Approval: Town Clerk, Deputy Town Clerk or Assistant Town Clerk

Category 1 – Minor (Operational)

- Clarificatory or administrative updates
- No expansion of delegated powers
- Codifying decisions already taken by Committee, where (through oversight) express reference of the requirement to update the Scheme of Delegations had been omitted
- Where changes are limited to operational delivery within a single service area

Approval: Town Clerk, Deputy Town Clerk or Assistant Town Clerk, following consultation with the Chair and Deputy Chair of Policy & Resources Committee and the Chair/Deputy Chair of relevant service committee(s), to be identified by the Town Clerk in accordance with existing Committee responsibilities.

Category 2 – Material (Cross-Organisational)

- Affects multiple services or departments
- Alters thresholds beyond that which is already authorised to officers
- Alters operational delivery, without significantly impacting overall output/service delivery

Approval: Senior Leadership Team (SLT) to be consulted, with specific approval required from relevant Chief Officer(s) or Heads of Profession e.g. Chamberlain for financial thresholds.

Final approval to be issued by the Policy & Resources Committee following consultation with the relevant service committee(s), to be identified by the Town Clerk.

Category 3 – Strategic (Member-Significant)

- Introduces or materially alters delegations beyond the thresholds set at Category 2
- Materially impacts the level of scrutiny/oversight Members will consider at committee
- Carries reputational or political sensitivity

Approval: Senior Leadership Team (SLT) to be consulted, with specific approval required from relevant Chief Officer(s) or Heads of Profession e.g. Chamberlain for financial thresholds.

Relevant Service Committee(s) to be consulted for input.

Final approval to be reserved with the Court of Common Council, subject to referral from the Policy & Resources Committee.

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4. Governance Controls

The framework introduces the following controls:

- **Central Triage:** All change requests assessed and categorised centrally by the Governance & Member Services Team within the Town Clerk's Department
- **Mandatory Process:** No changes can be implemented outside the framework
- **Escalation Safeguards:** Any change impacting powers or accountability must be escalated; where SLT and Members are consulted (Category 2), they may request the decision come before Committee. Where Chairs are consulted, they may request that the proposal be referred to the relevant committee(s).
- **Central Register:** Full audit trail of all changes, to be reported to the Court of Common Council annually via the Policy and Resources Committee
- **Reporting:** To manage resource effectively, save for exceptional circumstances (e.g. a time-sensitive change in legislation)
    - Category 0 and 1 to be collated and considered on a quarterly basis
    - Category 2 and 3 to be collated and considered on a twice a year