

Report to:	<b>Leader and Lead Member for Strategic Management and Economic Development</b>
Date:	<b>19 May 2025</b>
By:	<b>Deputy Chief Executive</b>
Title of report:	<b>Delegations in relation to Executive Functions</b>
Purpose of report:	<b>To consider delegations in relation to executive functions including the Cabinet responsibilities and functions set out in the Constitution, the Officer Scheme of Delegation and the annual report by the Leader to be submitted to the County Council on 20 May 2025.</b>

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**RECOMMENDATIONS:** The Leader is recommended to:

- (1) agree the delegation of Cabinet responsibilities and functions as set out in the Constitution including in Part 3 Table 1, 2 and 3 attached at Appendices 2 - 4 of the report;**
  - (2) agree the Officer Scheme of Delegation attached at Appendix 5; and**
  - (3) agree his annual report to the County Council with consideration of the proposed amendments set out at Appendix 1.**
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## **1 Background Information**

1.1 Part 4 of the Council's Constitution requires the Leader to present to the Council at the annual meeting a written record of delegations of executive functions made to Cabinet Members for inclusion in the Council's Scheme of Delegation at Part 3 of the Constitution. The document presented by the Leader must contain the following information regarding executive functions in the coming year:

- the names of councillors appointed to the Cabinet
- the extent of any authority delegated to Cabinet Members individually as portfolio holders, including details of any limitation on their authority
- the appointment of one Cabinet Member as Deputy Leader
- the terms of reference and constitution of the Cabinet and such executive committees as the Leader appoints
- the nature and extent of any delegation of executive functions to local committees
- the nature and extent of any delegation to officers with details of any limitation on that delegation, and the title of the officer or officers to whom the delegation is made.

1.2 A copy of the report submitted to the Council at its annual meeting in May 2024 is attached at Appendix 1 and contains suggested updates highlighted in red for consideration regarding the annual report to be submitted in May 2025. Also attached are the Cabinet responsibilities and functions (Table 1 – Appendix 2), the responsibility for local choice functions (Table 2 – Appendix 3) and the responsibility for executive functions exercised by Cabinet Members (Table 3 – Appendix 4).

1.3 The Leader is asked to agree the delegation of Cabinet responsibilities and functions as set out in Part 3 of the Constitution including Tables 1, 2 and 3 (attached as Appendices 2, 3 and 4 of this report).

1.4 The Leader is asked to consider and make any amendments to his annual report on the delegations of executive functions (referred to at paragraph 1.1). This will be reported to the County Council on 20 May 2025.

## **2. Scheme of delegations to officers**

2.1 The scheme of delegations to officers is set out at Appendix 5. The Leader is recommended to agree the delegations to officers in relation to executive functions set out in Appendix 5.

## **3. Conclusion and Reasons for Recommendations**

3.1 Part 4 of the Council's Constitution requires the Leader to present to the Council at the annual meeting a written record of delegations of executive functions made to Cabinet Members for inclusion in the Council's Scheme of Delegation.

**PHILIP BAKER**  
**Deputy Chief Executive**

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BACKGROUND DOCUMENTS:  
None