

# APPENDIX F

## WAVERLEY BOROUGH COUNCIL

EXECUTIVE 1 SEPTEMBER 2009

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**Title:**

**SCHEME OF DELEGATION – REVISION FOR CIVIL EMERGENCIES**

**[Portfolio Holder: Cllr Richard Gates]**

**[Wards Affected: All]**

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**Summary and purpose:**

The need to amend the Scheme of Delegation to provide certainty to officers in responding to civil emergencies and other contingencies was identified in a recent Internal Audit review. A revision is proposed for the Executive's consideration.

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**How this report relates to the Council's Corporate Priorities:**

The ability to respond to emergency situations is vital and has the potential to relate to the Council's priorities on the environment, improving lives and provision of value for money.

**Equality and Diversity Implications:**

There are no direct equality and diversity issues.

**Resource/Value for Money implications:**

There are implications for value for money as the proposals contain safeguards to control expenditure.

**Legal Implications:**

The ability to respond in emergency situations is a legal requirement, and officers need to be assured of their powers to commit the Council to unforeseen expenditure.

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**Introduction**

1. An internal audit of emergency planning identified that the Scheme of Delegation did not contain clear provisions to enable officers to respond to emergency situations. Under normal circumstances, the separate Authorised Signatory list is maintained whereby directors (in consultation with heads of service) authorise members of the Council's staff to authorise various types of payment.

2. Under emergency situations, it is possible that members of staff who do not normally authorise expenditure may be placed in situations where they need to commit the Council to expenditure. Rather than attempt to cross-refer the Scheme of Delegation and the Authorised Signatory list, which could lead to administrative difficulties and confusion, the proposed solution is to link the Scheme of Delegation to the Council's Civil Emergency Plan. In doing this, any future changes in personnel and post designation only need to be effected in the Civil Emergency Plan and there is no consequent need to update the Scheme of Delegation.

### **Proposed amendment**

3. Your officers propose the following additional provision to be placed in the Scheme of Delegation:

*In the event of an emergency incident occurring as defined in accordance with the Civil Emergency Plan, the responsibility for implementation will lie with the officers named within the Major Incident Cascade Call-Out. Officers with responsibilities defined within the Major Incident Cascade Call-Out shall be delegated the authority to incur expenditure on the Council's behalf without recourse to application of the Council's Contract Procedure Rules, to a maximum of £5,000 for any one item/contract/order. Items above that limit shall only be procured after consultation with the Chief Executive, Deputy Chief Executive or the Deputy S.151 Officer and the Leader of the Council.*

4. This insertion provides the officers designated in the Civil Emergency Plan with the ability to make immediate responses with a safeguard that larger items of expenditure are referred to senior managers for approval.
5. In order to ensure that these officers are aware of their powers, it would also be prudent to insert the new provision, amended as necessary in accordance with members' instruction, into the Civil Emergency Plan.

### **Conclusion**

6. The proposed insertion into the Scheme of Delegation offers a simple and effective means of ensuring officers are able to respond in emergency situations, whilst maintaining a safeguard on expenditure.

### **Recommendation**

It is recommended that:

1. The Executive recommend the Council to approve the proposed insertion to the Scheme of Delegation as contained in paragraph 3 above; and
2. The agreed and approved insertion be included in the Civil Emergency Plan.

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Background Papers (DCEx)

There are no background papers (as defined by Section 100D(5) of the Local Government Act 1972) relating to this report.

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