

ANNEXE 1

Authority	No. Pages	Layout	Comments
Waverley	46	Arranged by service area	<ul style="list-style-type: none"> • High level of detail, each individual provision with the legislation is listed.
Surrey Heath	29	<p>Arranged in two parts – (1) schedule of authorisations (e.g. authorisation to institute legal proceedings); and (2) delegations arranged by officer title.</p> <p>Set out as a table with clear separation between sections.</p>	<ul style="list-style-type: none"> • Schedule of Authorisations is very broad and covers all actions under a specific function (e.g. legal proceedings). • Minimal references to individual sections of legislation (except where probably required to by law e.g. s28 RIPA) • Broad powers of delegations with specific exceptions identified e.g. ‘To make all decisions in relation to Human Resources functions in accordance with the Council’s Policies and within budgetary provision, except (a), (b), (c), (d), and (e) below which are reserved to Full Council and (f) which is reserved to the Appointments Committee.’ • Some provisions require consultation with relevant party and this is explicitly included in the table (use of coloured headings also helps).
Runnymede	22	Structured scheme in three parts setting out (1) matters reserved to council or committee; (2) division of officer responsibilities for each area (e.g. delegated powers under housing and council tax benefit are the responsibility of the Corporate Head of Resources); and then (3) the list of functions delegated to officers.	<ul style="list-style-type: none"> • Some areas of detail, but others on exception basis e.g. ‘All planning decisions except for those listed in Scheme of Delegation on page 46 of the Constitution’. • Preamble contains a section entitled ‘To avoid any doubt, provided budgetary provision is available, Officers are instructed and authorised to:’ and includes provisions such as to ‘Do all things necessary to manage the Council’s finances and property in accordance with the law and Council policy (including Financial Regulations)’ and ‘Serve notices exercising statutory powers or duties, in accordance with any relevant Council policy, as the need may arise (unless listed below for a Committee)’ – this is a useful cover-all for day to day actions. • Statement in preamble that ‘Officers must bear in mind the possible need to inform or consult Members, as described in Annexe 3 [guidance on informing and consulting members]’ • Frequent use of abbreviations for officer titles makes it a little confusing to read.
Mole Valley	17	Arranged by function/ service area. Includes ‘Proper Officer Appointment’ as a separate schedule.	<ul style="list-style-type: none"> • Some provisions on an exception basis e.g. ‘To take all actions and make all decisions not reserved to the Council and the Executive in respect of waste management and recycling; sustainability, streets and highways; abandoned or unauthorised vehicles; fly tipping; graffiti and litter, including all powers under the

			<p>Anti-Social Behaviour, Crime and Policing Act 2014 in respect of anti-social behaviour</p> <p>EXCEPT:</p> <ul style="list-style-type: none"> ○ Street naming ○ Drainage' <ul style="list-style-type: none"> ● Consultation covered by following paragraph in preamble. 'All decisions and actions in pursuance of a delegation in the Scheme of Delegation must be taken (with the exception of 9 below) in accordance with statutory requirements, the Council's Constitution, policies and procedures, within budget and in compliance with the Contract Procedure Rules and Financial Procedure Rules and after consultation with the appropriate Executive Member or Committee Chairman or Ward Member, where appropriate.'
Guildford	44	Arranged by Directorate (including section on general delegations to all Directors and heads of service). Includes separate Schedule of Proper Officers	<ul style="list-style-type: none"> ● Quite lengthy preamble setting out notes on how the delegations should be applied. Includes useful clause stating: 'Where the exercise of powers is subject to prior consultation with another officer, that officer may give his or her views in general terms in advance to apply to any circumstances, to remove the need for consultation for each proposal, which should be in writing.' There are additional paragraphs (9-11) which set out what must be taken into consideration when using delegated powers (e.g. routine notification, and consultation where appropriate, of local ward councillors.) ● Relatively high level of detail for each provision.
Elmbridge	26	Arranged by Director/ Officer and then sub-divided by function or relevant legislation.	<ul style="list-style-type: none"> ● High level of detail (individual sections of statutes listed). ● Includes 'Protocol for operating the system set out in the Scheme of Officer Delegations' in relation to planning decisions.
Woking	28	Arranged by Director/ Officer and then sub-divided by service area or relevant legislation	<ul style="list-style-type: none"> ● Relatively high level of detail although some broad statements e.g. 'Authority to take enforcement action under Parts 1, 2, 3, 4 and 7 of the Housing Act 2004 as described in, but not limited to, the table below...' ● No reference to consultation for each individual provision but cover-all statement in the preamble stating 'The exercise of powers, duties or functions delegated to Officers under this Scheme shall be subject to consultation by the Officer with the appropriate Portfolio Holder or Committee Chairman where the decision is known to have a significant policy, service or operational implication, or is known to be politically sensitive.'

Spelthorne	23	Arranged by function/service area	<ul style="list-style-type: none"> • Relatively high level of detail although generally all provisions of one statute listed together rather than listing each individual section, also authority to instigate legal proceedings doesn't list all the relevant legislation, it simply states 'legislation which gives the Council a right or duty to prosecute' etc.
East Hants	54	Divided into scheme of delegation to Designated Proper Officers (listing all legislative provisions) and then longer list of specific delegations to staff (Arranged by responsibilities of statutory officers, general areas of responsibility for all directors and heads of service, then specific delegations by each service area).	<ul style="list-style-type: none"> • Quite lengthy, but very accessible due to layout by service area. • All delegations are listed, but are prefixed with an explanatory paragraph e.g. 'The Head of Finance & Assets is delegated the power to discharge all of the Council's functions relating to the provision of the full range of financial payroll as necessary to enable the proper and efficient operations of EHDC (but excluding: decisions contrary to financial regulations, contract standing orders or the Treasury Management Policy) to include:' [and then followed by a more detailed list of delegated provisions].
Mix Sussex	15	Arranged by service area	<ul style="list-style-type: none"> • Concise with all matters delegated subject to certain exceptions e.g. 'To take all actions and make all decisions relating to the Council's function as local planning authority under the Town and Country Planning Acts including work for the South Downs National Park and ancillary or other legislation including High Hedges and Street Naming EXCEPT THAT The following matters should be referred to Committee for decision:' [list of matters that should be decided by committee] • Includes a separate section setting out the 'Proper Officer' appointments – these include full details of the relevant legislation.
Rushmoor		Arranged by portfolio in separate documents. Separate section for Proper Officer functions.	<ul style="list-style-type: none"> • Relatively high level of detail, but see delegation in regard to planning which delegates all authority but with certain exceptions.