

1. **Scheme of Delegation Minor update** (Pages 1 - 2)

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

RECORD OF DECISION TAKEN BY OFFICERS UNDER DELEGATED POWERS

This is a record of a decision taken by an officers under delegated powers and where necessary taken in consultation with members and officers.

Delegated Power

Specify the particular delegated power being exercised by reference to the Delegation Scheme or Cabinet minute and date.

Update to Scheme of Delegation

Cabinet 27 June 2017 –CAB 24 Scheme of Delegation and 27 July 2017 - C33ii Council approval.

2) That the Chief Executive, in consultation with the Leader be given delegated Authority to make minor amendments to the Scheme.

Decision Taken

Specify precise details of the decision taken

The Scheme of Delegation has been updated to negate the need to amend it formally every time there is a change in responsibility by Executive Directors, and to ensure that there is sufficient authority to carry out all functions in the absence of a particular Director.

Reasons for the Decision

Specify all reasons for taking the decision

To facilitate continued operation of the Council's business throughout any changes in areas of responsibility.

Options considered

Do nothing – this would then potentially involve a long lead in period for any changes to be incorporated.

Make changes – gives the flexibility for any responsibility changes without having to submit separate reports for each one.

Any declarations of interest and details of any dispensations granted in respect of interests.

None

List of Background papers

Previous scheme of delegation

Authorisation

Post Held Chief Executive – Ray Harding

Signature

Date

Consultation with members/officers

If the decision is taken following consultation with the members/officers, please give details:

Signed by Member as consulted:

Cllr B Long - Leader

Date

Pre-Screening Equality Impact Assessment

Borough Council of
**King's Lynn &
West Norfolk**



Name of policy/service/function		Scheme of Delegation				
Is this a new or existing policy/ service/function?		Existing				
Brief summary/description of the main aims of the policy/service/function being screened. Please state if this policy/service rigidly constrained by statutory obligations		Minor update to the Scheme of Delegation				
Question		Answer				
<p>1. Is there any reason to believe that the policy/service/function could have a specific impact on people from one or more of the following groups according to their different protected characteristic, for example, because they have particular needs, experiences, issues or priorities or in terms of ability to access the service?</p> <p>Please tick the relevant box for each group.</p> <p>NB. Equality neutral means no negative impact on any group.</p>			Positive	Negative	Neutral	Unsure
		Age			x	
		Disability			x	
		Gender			x	
		Gender Re-assignment			x	
		Marriage/civil partnership			x	
		Pregnancy & maternity			x	
		Race			x	
		Religion or belief			x	
		Sexual orientation			x	
Other (eg low income)			x			
Question	Answer	Comments				
2. Is the proposed policy/service likely to affect relations between certain equality communities or to damage relations between the equality communities and the Council, for example because it is seen as favouring a particular community or denying opportunities to another?	No					
3. Could this policy/service be perceived as impacting on communities differently?	No					
4. Is the policy/service specifically designed to tackle evidence of disadvantage or potential discrimination?	No					
5. Are any impacts identified above minor and if so, can these be eliminated or reduced by minor actions? If yes, please agree actions with a member of the Corporate Equalities Working Group and list agreed actions in the comments section	No	Actions:				
		Actions agreed by EWG member: Name				
Assessment completed by: Name S Winter						
Job title Democratic Services Manager		Date 20.9.17				