

SCHEME OF DELEGATION TO OFFICERS

To: **Constitution and Ethics Committee**

Meeting Date: **27 June 2019**

From: **Director of Governance and Legal Services and
Monitoring Officer**

Electoral division(s): **All**

Purpose: **To propose the inclusion of the Director: Business
Improvement and Development in the Scheme of
Delegation to Officers.**

Recommendation: **The Constitution and Ethics Committee is asked to
consider amendments to the Constitution and recommend
any changes to full Council, if appropriate:**

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1. BACKGROUND

1.1 The Director: Business Improvement and Development is a relatively new post. It was established to provide:

- leadership in the review, challenge and development of new and innovative approaches to service delivery
- leadership and development of the transformation and business teams to provide the skills, knowledge and capacity to enable change and support service managers
- leadership of the council's business development, project delivery, and business strategy and planning
- a new change management strategy and support framework to achieve the change and innovation the council identifies
- a change in culture to focus on innovation and commercial to deliver new ways of working and identify significant investment and trading opportunities to secure new sources of funding
- a network of partners to work collaboratively with businesses, partner organisations, national policy influencers, and senior leaders across Cambridgeshire and Peterborough.

2. MAIN ISSUES

2.1 It is proposed that the role of Director: Business Improvement and Development should be included in the Scheme of Delegation to Officers in the Constitution (see **Appendix A** – see bold for additions).

Source Documents	Location
Constitution	https://cambridgeshire.cmis.uk.com/cc_c_live/Documents/PublicDocuments.aspx

Extract of Constitution

DIRECTOR: BUSINESS IMPROVEMENT AND DEVELOPMENT

The exercise of the responsibilities set out below is delegated by the County Council:

(a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- **Business Improvement and Development, including strategy and policy development and oversight of all strategic change programmes**
- **Transformation and Business Change, including Transformation Team, Programme Management Office, Service Design, Innovation Unit, and Transformation Fund and monitoring and reporting.**
- **Shared Services, including Shared Services Governance and Programme Delivery Team.**
- **Commercial Services, including Acquisitions and Investment, Contract Management, Fees, Charges and Trading policy and Asset Strategy.**
- **Business Intelligence, including Information Governance, Information Management, Records Management, Research, and Management & Performance Information**

(b) Holding officers to account for the performance of their service areas

DIRECTOR: CORPORATE AND CUSTOMER SERVICES

The exercise of the responsibilities set out below is delegated by the County Council:

(a) Taking all operational decisions necessary to secure the provision of services and/or discharge of statutory functions, including the power to enter into contracts, in accordance with the approved policies and Financial Procedure Rules in relation to the following areas:

- **Chief Executive's Support team, including support for Lord Lieutenant, Chairman/woman and Director**
- **Communications and Information, including press and media, council-wide campaigns, council brand and website**
- **Customer Services, including the Contact Centre and corporate reception sites**
- **IT and Digital Service, including council-wide strategy and support for all business systems**
- **Emergency and Business Continuity Planning**
- **Business Intelligence, including Information Governance, Information Management, Records Management, Research, and Management & Performance Information**

(b) Holding officers to account for the performance of their service areas