

To: Council
Date: 23rd July 2018
Report of: Head of Law and Governance
Title of Report: Scheme of Delegation and Amendment to Proper Officer Designations

Summary and recommendations	
Purpose of report:	Council is asked to reaffirm its scheme of delegation and also to approve an amendment to the Proper Officer designations.
Key decision:	No
Corporate Priority:	Not applicable
Policy Framework:	Not applicable
Recommendation(s): That the Committee resolves to:	
1. Approve the Council's scheme of delegation as set out in Part 5 of the Constitution with the minor addition to the Proper Officer designations set out in this report.	

Constitution

1. Each year the Council is asked to reaffirm its scheme of delegation as set out in Part 5 of the Constitution. This year the Council is asked to reaffirm the scheme and also to approve an amendment to the Proper Officer designations.
2. The Council's Constitution (Part 10) provides that Heads of Service are designated as the Proper Officer (the person in whose name documents must be issued) for the signing of "notices, orders and other documents which the Council is required or authorised to issue by or under any enactment".
3. To reflect the changes effected by the creation of Oxford Direct Services Limited ("the company") it is necessary to regularise the designation of Proper Officer for the Council functions that will be contracted out to the company.
4. Council is recommended to approve the following addition to Part 10:-

Local Government
Act 1972 Section 234

Signing notices, orders and
other documents which the
Council is required or authorised
to issue by or under any
enactment

All Heads of Service. The
Head of Housing will be
the Proper Officer for all
Council functions carried
out by Oxford Direct
Services Ltd in
performance of the role
Council Representative
(Oxford Direct Services)

Highways Act 1980

Signing notices, orders and
other documents which the
Council is required or authorised
to issue in relation to all work
contracted out to Oxford Direct
Services Limited

Highways Client Manager

Financial implications

5. There are no financial implications arising from the report.

Legal issues

6. There are no legal implications arising from the report.

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Background Papers: None