

Report No: DIJB17-2017

DUNDEE CITY INTEGRATION JOINT BOARD

SCHEME OF DELEGATION

1. INTERPRETATION, DEFINITIONS AND ALTERATION OF THE SCHEME OF DELEGATION

1.1 Interpretation and Definitions

The Interpretation Act 1978 shall apply to the interpretation of the Scheme as it would apply to the interpretation of an Act of Parliament.

In this Scheme the following words shall have the meanings assigned to them, that is to say:

“the Act” means the Public Bodies (Joint Working) (Scotland) Act 2014;

“the Board” means Dundee City Integration Joint Board;

“Chief Officer” means the Chief Officer of the Integration Joint Board;

“Chief Finance Officer” means the chief financial officer of the Board appointed by the Board in terms of section 95 of the 1973 Act.

“Clerk” means the Head of Democratic and Legal Services of Dundee City Council

“Integration Scheme” means the Dundee Integration Scheme made between the Partners under the 2014 Act and approved by Scottish Ministers;

1.2 Alteration of Scheme

1.2.1 The Board shall be entitled to amend, vary or revoke the Scheme from time to time.

1.2.2 The Clerk shall have the power to alter the Scheme to correct any textual or minor errors, or to make any consequential amendments required as a result of a decision of the Board.

2 DELEGATION TO OFFICERS

2.1 The Chief Officer will have delegated responsibility for all matters in respect of the operational management and delivery of integrated functions of the Board, as set out in the Integration Scheme, except where

- (i) specifically reserved to the Board; or
 - (ii) where the Board determines that a particular power should be exercised by the Board, notwithstanding the delegation permitted by this clause.
- 2.2 The Chief Officer or where appropriate the Chief Finance Officer are authorised to take, or make arrangements for, any action required to implement any decision of the Board or any decision taken in the exercise of delegated powers.
- 2.3 The Chief Officer may in urgent circumstances and after consultation with the Chair and Vice Chair of the Board and the Chief Finance Officer and Clerk take such measures as may be required in which case a report will be submitted to the next appropriate meeting of the Board for noting.
- 2.4 If any decision proposed under delegated powers might lead to a *budget being exceeded*, the Chief Officer or where appropriate the Chief Finance Officer must consult with the Chair and Vice Chair of the Board before exercising the delegated power.
- 2.5 The Chief Officer whom failing the Chief Finance Officer or Clerk is authorised to execute or sign any deed or document to which the Board is a party.
- 2.6 Any deputy of the Chief Officer or where appropriate the Chief Finance Officer is authorised to exercise all powers delegated to the Chief Officer or where appropriate the Chief Finance Officer in the absence of the Chief Officer or the Chief Finance Officer.
- 2.7 Delegated powers should not be exercised by officers where any decision would represent:
- (i) a departure from Board policy or procedure;
 - (ii) a departure from the Strategic Plan;
 - (iii) a significant development of policy or procedure.