

## London Borough of Waltham Forest

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Report Title	Council Scheme of Delegation
Meeting / Date	Council, 21 May 2026
Directorate	Resources
Report author/ Contact details	Mark Hynes, Corporate Director Governance and Law Mark.hynes@walthamforest.gov.uk
Wards affected	All
Public access	Open
Appendices	Appendix 1 – General Scheme of Delegation

1. Summary
  - 1.1 At the annual meeting, Council is required to agree that part of the Scheme of Delegation for non-executive functions.
  - 1.2 No significant changes to the Scheme of Delegation are proposed since last adopted by the Council in May 2025. There have been some minor amendments to job titles conducted under the existing delegation to the Director of Governance and Law.
  
2. Recommendation
  - 2.1. Council is asked to agree the delegation of non-executive functions (as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (amended) to officers as set out in:
    - 2.1.1. The Council's Constitution and
    - 2.1.2. The attached General Scheme of Delegation
  - 2.2. To agree that all officers with delegated powers have power to further delegate those powers to other officers under s.101 of the Local Government Act 1972 or as provided for by any other legislation and may agree a scheme of delegation to officers for their service areas.
  
3. Background
  - 3.1. The Council has power to delegate its functions to officers at different levels of seniority within the organisation. It is essential to do this to

ensure that Council services can operate on a daily basis and that only significant decisions are reserved for members in committee. Full Council has the power to delegate all non-executive functions to officers.

#### 4. Proposal

- 4.1. Full Council is recommended to confirm the delegations to officers in respect of those powers reserved to Full Council by the Functions and Responsibilities Regulations 2000 cited above. Approval of the Scheme of Delegation is a statutory requirement under s,100(G)(2) of the Local Government Act 1972.
- 4.2. Council is asked to agree the delegations set out in the Council's Constitution, most notably, in Part 2, the Articles, and the provisions of Part 3 of the Council's Constitution (Responsibility for Functions).
- 4.3. Paragraph 4.2 of Part 3, Section 3 states that all Executive and Corporate Directors have delegated authority to act within their assigned portfolio of responsibilities. For 2026/27, these portfolios are as set out in the Management Structure incorporated into Article 12 and Part 11 of the Constitution.
- 4.4. Council is asked to agree the General Scheme of Delegation at Appendix 1 which sets out how powers are delegated to officers by Council and the Executive (in respect of executive functions) across a range of areas, including finance, procurement and HR.

#### 5. Consultation

- 5.1. There is no requirement to consult on these proposals. The Scheme remains unchanged since last approved by Council in 2025.

#### 6. Implications

##### 6.1. Finance, Value for Money and Risk

- 6.1.1. An effective scheme of delegation is essential to the efficient operation of the Council. Delegation of financial powers is essential for the management of the Council's finances.

##### 6.2. Legal

- 6.2.1. Full Council may delegate its functions to officers under Section 101 of the Local Government Act 1972 (the Leader and Cabinet may delegate their functions to officers under Part II of the Local Government Act 2000).

6.2.2. Powers delegated to officers in the General Scheme of Delegation include both executive and non-executive powers and must be agreed by Cabinet and Council respectively. The Executive will be asked to confirm the delegation of executive powers under the Scheme of Delegation.

6.3. Equalities and Diversity

6.3.1. There are no implications.

6.4. Sustainability (including climate change, health, crime and disorder).

6.4.1. There are no implications.

6.5. Council Infrastructure (e.g. human resources, accommodation or IT issues)

6.5.1. An effective scheme of delegation allows officers to carry out their duties more efficiently and help to deliver Council priorities.

Background Information (as defined by Local Government (Access to Information) Act 1985)

None