

West Yorkshire Combined Authority

Officer Delegation Scheme

Introduction

General roles and responsibilities of Members and Officers

The Authority has approved policies which determine the framework in which operational decisions are made. The policies are supported by the Single Transport Plan, and strategies covering bus, rail and passenger information.

Strategic overarching decisions are made by Members of the Authority (such as approving the budget, the capital programme and agreeing individual capital projects).

Officers implement decisions made by the Authority (or its committees). Officers also take measures to carry out these policies and decide day-to-day operational matters, within the framework of these decisions.

In doing so, officers are subject to other control measures. These include:-

- Standing Orders and Financial Regulations
- Officers' Code of Conduct, a gifts and hospitality policy and a register of Directors' interests;
- organisational values;
- anti-fraud and anti-corruption policy; and
- internal audit and risk management arrangements.

Delegations by the Authority and Committees

The Authority may lawfully delegate functions to a committee or any Officer.

Table A in this scheme sets out:

- functions which the Authority cannot lawfully delegate, together with
- functions which are not delegated under this Scheme, or otherwise except as specified.

This Officer Delegation Scheme sets out functions delegated to Officers by the Authority. The Authority or a committee with decision-making functions may also make other delegations to Officers in relation to any specific matter.

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The Authority's Financial Regulations, Contracts Standing Orders and other Standing Orders also contain delegations to Officers; under these, certain decisions may only be made by, or must be approved by, specified Officers.

Where the Authority have appointed a committee to discharge its functions, that committee can also delegate its functions to an Officer¹.

The Authority (or a committee) may continue to exercise any function which it has delegated to an Officer.

Sub-delegations

Unless required by law, or expressly indicated in the scheme, an Officer is not required to discharge their delegated authority personally. An Officer may arrange for another officer of suitable experience and seniority to exercise their delegated authority on their behalf. However, the Officer with authority delegated to them by the Authority under this scheme will remain responsible for any decision taken.

Referral of matters to the Authority or relevant committee

An Officer may decide not to exercise their delegated authority in relation to any matter. If so, the Officer shall refer the matter to the Authority or a relevant committee.²

When exercising their delegated authority, an Officer must:

- ensure that decision conforms with and furthers policies approved by the Authority; and
- follow approved practices and procedures of the Authority, relevant Government Guidance and industry/professional best practice.

Key decisions

Provisions in the Access to Information Annex to the Procedural Standing Orders apply where any Officer under delegated authority proposes to take a Key decision.

Call-in of Officers' decisions

Any **Key decision** taken by an Officer under delegated authority is open to call-in in accordance with Scrutiny Standing Orders.

Recording Officer Decisions

An Officer is required to make a **written record** of their decision in accordance with the Access to Information Annex to the Procedure Standing Orders.

¹ A committee's power to delegate may, however, be limited by the Authority or in some circumstances by the law.

² For determination or consultation.

The written record of the decision should be made on the **template form** attached as an Annex to this Officer Delegation Scheme.

Officer Delegation Scheme: delegations

Any reference to a **Director** within this Officer Delegation Scheme should be construed as a reference to any Officer to whom functions are delegated by the Authority under the General Delegations section of the Scheme, except where the context requires otherwise.

Any reference to a function within this Officer Delegation Scheme should be construed in a broad and inclusive fashion and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the specified function.

Under this Officer Delegation Scheme, the Managing Director may direct a Director not to exercise their delegated authority in respect of a particular matter and instead refer the matter to the relevant committee or to the Authority.

General Delegations to:

- The Managing Director
- The Director of Resources
- The Head of Legal and Governance Services

Each Director is authorised to carry into effect without reference to the Authority or to any of its committees, matters of day-to-day management and administration in relation to functions within their remit. This includes the following:

Expenditure

1. To incur expenditure within the revenue budget in accordance with the Financial Regulations and Contracts Standing Orders.
2. To incur expenditure on capital schemes, in accordance with the Capital Programme and Financial Regulations.

Human Resources

3. To appoint Officers within the approved structure in accordance with the Authority's Recruitment and Selection Procedure.
4. To appoint Officers on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision.

5. With the exception of:-

- granting voluntary redundancy requests;
- releasing preserved pension benefits on ill health grounds; and
- payments to Officers for loss or damage to property arising out of their employment with the Authority

to deal with employment issues arising in respect of individual Officers, in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements.

Proper Officer functions

6. Each Director is appointed the Proper Officer for any function within their remit.

Miscellaneous

7. To carry out functions relating to health and safety.

8. To implement and ensure compliance with requirements relating to:-

- a) data protection;
- b) human rights;
- c) surveillance activities;
- d) freedom of information; and
- e) equality and diversity.

Table A:**Functions reserved to the West Yorkshire Combined Authority³**

Functions	Relevant legislation
To approve, amend, withdraw and revoke the major economic and transport investment policies and strategies for the Authority from time to time including the Strategic Economic Plan, the Single Local Growth Fund, the West Yorkshire and York Transport Fund, and any European funding strategies.	
To prepare, review, alter or replace a Single Transport Plan. ⁴	S108 Transport Act 2000
To appoint the Local Enterprise Partnership Member and substitute member to the Authority.	West Yorkshire Combined Authority Order 2014 (the 2014 Order)
To grant any voting rights to the Local Enterprise Partnership and non-constituent Council member.	S85(5) Local Transport Act 1985 and Schedule 1 paragraph 4(5) of the 2014 Order
To appoint a Chair and Vice Chair for the Authority.	The 2014 Order 2014
To make arrangements for the discharge of functions by a committee or officer and to appoint committees.	S101 and S102 Local Government Act 1972
To appoint one or more overview and scrutiny committees , and give any voting rights to any member of any such committee appointed by the non-constituent Council.	The 2014 Order
To appoint an Independent member to an Audit Committee.	SI 2017/68
To approve, amend, withdraw or revoke any plan or strategy for the control of the Authority's borrowing, investments or capital expenditure .	Part 1 Local Government Act 2003
To approve the Authority's budget .	
To set a levy .	Local Government Finance Act 1988; Transport Levying Bodies Regulations 1992

³These comprise:

- functions which the Authority cannot lawfully delegate, and
- functions which are reserved to the Authority for the purposes of this Scheme, subject to any set out in this Scheme, or any delegations which the Authority may specifically make outwith this Scheme.

⁴ This is the Authority's Local Transport Plan.

To approve, amend, withdraw or revoke Standing orders . ⁵	The 2014 Order, Schedule 1
To consent to orders relating to the governance and functions of WYCA .	S103 – 113D Local Democracy, Economic Development and Construction Act 2009
To consent to regulations to establish a sub-national transport body .	S102F Local Transport Act 2008
To consent to regulations to levy in relation to expenses reasonably attributable to the exercise of functions other than transport functions.	S74(11) Local Finance Act 1988
To consent to regulations to borrow .	S23 Local Government Act 2003(6)
To accept an invitation, decide or request to become an opted-in authority in relation to local audit arrangements.	Regulations 9,10 and 11 Local Audit (Appointing Person) Regulations 2015/192
To make, amend revoke or re-enact byelaws .	S83 West Yorkshire Act 1980
To promote or oppose any Bill in Parliament.	S239 Local Government Act 1972 and s10 Transport Act 1968
To make, amend, revoke or replace a Members' Allowances Scheme .	The 2014 Order
To authorise a person to exercise a function pursuant to an Order, or to revoke any such authorisation.	S70 Deregulation and Contracting Out Act 1974
To appoint Proper Officers .	S270(3) Local Government Act 1972 (see further Officer Delegation Scheme)
To designate a Head of Paid Service , and to consider any report of the Head of Paid Service under S4 Local Government and Housing Act 1989.	S4 Local Government and Housing Act 1989
To designate a Monitoring Officer , and to consider any report of the Monitoring Officer under S5(2) Local Government and Housing Act 1989.	S5 Local Government and Housing Act 1989
To appoint a Chief Finance Officer , and to consider any report of the Chief Finance Officer under S114 Local Government Finance Act 1988.	S73 Local Government Act 1985/S114 Local Government Finance Act 1988
To appoint, discipline and dismiss Directors.	S112 Local Government Act 1972

⁵ Except in so far as this function is specifically delegated to the Director of Resources and the Head of Legal and Governance Services under the Officer Delegation Scheme.

To appoint to outside bodies.	
To adopt, revise or replace a Members' Code of Conduct .	S28 Localism Act 2011
To appoint at least one independent person .	S28(7) Localism Act 2011
To make arrangements for investigating and making decisions about allegations of failing to comply with the Members' Code of Conduct .	S28(6) Localism Act 2011
To adopt, revise or replace the LCR assurance framework ⁶ .	
The publication of an annual report on the exercise and performance of transport functions .	S16 Transport Act 1968
Functions relating to road user charging schemes .	Part III Transport Act
To jointly approve, vary, revoke or postpone ⁷ an advanced quality partnership scheme.	Part II Transport Act 2000
To jointly make, vary or revoke an enhanced partnership plan and jointly make, postpone or revoke an enhanced partnership scheme.	Part II Transport Act 2000
To jointly approve, vary or revoke an advanced ticketing scheme.	Part II Transport Act 2000
To discharge any other function which, by virtue of any enactment, may be discharged only by WYCA, including the approval any other plan or strategy which must by law be adopted or approved by resolution of WYCA.	

⁶ Except in so far as specifically delegated to the Head of Legal and Governance Services under this Scheme.

⁷ Including postponing any provision of particular facilities, taking of specific measures or provision of particular standards of service.

Managing Director

The Managing Director is authorised:-

1. To exercise the statutory functions of the Head of Paid Service.
2. To authenticate the application of the Authority's seal.
3. To carry out the following functions with the exception of any matter which the Chair of the Authority has directed should be referred to the Authority for determination:-
 - a) to approve⁸:-
 - the manner in which the discharge by the Authority of their different functions is coordinated;
 - the number and grades of staff required by the Authority for the discharge of their functions;
 - the organization of the Authority's staff; and
 - the appointment and proper management of the Authority's staff⁹.
 - b) to exercise any function of the Authority which is not expressly:-
 - reserved to the Authority¹⁰,
 - within the terms of reference of any committee of the Authority; or
 - otherwise delegated to another Director under this Scheme, provided always that in relation to economic development loans, this delegated authority is subject to the conditions set out below .¹¹
 - c) to dispose of leasehold interests in land.¹²

⁸The Head of Paid Service is under a duty to prepare a report to the Authority setting out his proposals in relation to any of the matters specified in a) where he considers this appropriate (section 4(2) Local Government and Housing Act 1989).

⁹Except so far as this has been reserved to the Authority, or otherwise delegated to a committee or officer.

¹⁰ These functions are set out in Table A to the Officer Delegation Scheme.

¹¹ The Managing Director may approve any economic development loan only

- i. after its approval in principle by the Authority, (or where approval cannot be sought from the Authority in a timely way, after consultation with each Member of the Authority and in the absence of any objection or issue raised by a Member of the Authority) ;
- ii. taking into account any recommendations of the Investment Panel in relation to due diligence and final terms; and
- iii. after consultation with the Chair of the Overview and Scrutiny Committee in respect of any application for a loan from a business where a potential conflict of interest arises from the involvement with that business of any person on the LCR LEP or any relevant committee.

¹² Under S10(1) Transport Act 1968, provided that the disposal is on normal commercial terms to tenants occupying properties owned by the Authority for uses appropriate to the business of the Authority or of benefit to the travelling public. This delegated authority does not extend to the approval

Director of Resources

The Director of Resources is authorised:-

1. To exercise the statutory functions of the Chief Finance Officer.¹³
2. With the exception of any matter which is:-
 - reserved to the Authority¹⁴ or
 - which the Managing Director has directed the Director of Resources to refer to the Authority or the Governance and Audit Committee for determination,

to carry out functions in relation to:-

- a) making arrangements for the proper administration of the Authority's financial affairs¹⁵;
- b) human resources¹⁶ ;
- c) information and communications technology;
- d) procurement and purchasing;
- e) corporate planning and policy development;
- f) corporate performance management;
- g) corporate service improvement and transformation;
- h) knowledge and information management;
- i) risk management and business continuity; and
- j) office accommodation and facilities management.

of leases to be granted on terms equivalent to a capital disposal or in circumstances where to do so could impede strategic redevelopment by the Authority.

¹³ Appointed under S73 Local Government Act 1985.

¹⁴ These functions are set out in Table A to the Officer Delegation Scheme.

¹⁵ This includes authority to approve Financial Regulations and Contracts Standing Orders.

¹⁶ Including granting voluntary redundancy requests, and releasing preserved pension benefits on ill health grounds and payments up to £250 to officers for loss or damage to property arising out of their employment with the Authority, but excepting those statutory functions which fall to the Head of Paid Service, and those functions delegated to Directors under the General Delegations above.

4. To negotiate and to settle claims for or against the Authority whether or not legal proceedings have begun subject to:
- the value of the settlement not exceeding £100,000; and
 - professional advice being obtained, where appropriate, that the settlement represents good value for money, and
 - consultation with the Chair of the Authority in relation to any settlement over £50,000.

Head of Legal and Governance Services

1. To exercise the statutory functions of the Monitoring Officer¹⁷.
2. With the exception of any matter:-
 - reserved to the Authority ¹⁸ or
 - which the Managing Director has directed the Head of Legal and Governance Services to refer to the Authority or the Governance and Audit Committee for determination, to carry out the following functions:

a) Legal proceedings and settlements

- To take any legal action to implement a decision of the Authority.
- To institute, defend or participate in any proceedings or disputes where such action is necessary to give effect to a decision of the Authority or to protect the interests of the Authority, and to take all necessary steps in relation to such proceedings or disputes.
- To enforce byelaws.
- To make payments or provide other benefits in cases of maladministration.
- To negotiate and to settle claims for or against the Authority whether or not legal proceedings have begun subject to:
 - the value of the settlement not exceeding £75,000; and
 - professional advice being obtained, where appropriate, that the settlement represents good value for money, and
 - consultation with the Chair of the Authority about any settlement over £50,000.

¹⁷ Designated under S5 Local Government and Housing Act 1989. For the purposes of this Scheme this includes the following functions:

- To establish, maintain and publish the register of Members' interests.
- Following consultation with the Chair of the Governance and Audit Committee, to consider and determine written requests for dispensations.
- To administer the appointment and remuneration of Independent Persons.
- To maintain and keep the register of Officers' declarations of interests.

¹⁸ These functions are set out in Table A to the Officer Delegation Scheme.

b) Documentation

- To certify documents on behalf of the Authority.
- To sign or execute any legal instruments on behalf of the Authority.
- To authenticate the seal of the Authority and keep custody of it.
- To sign certificates for contracts in accordance with Local Government (Contracts) Act 1997.

c) Insurance and indemnities

- To secure all necessary and sufficient insurances and indemnities (including Officers' and public and employer's liability).

d) Authorising officers

- To authorise officers possessing such qualifications as may be required by law or in accordance with the Authority's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Authority (however described) and to issue any necessary certificates of authority.

e) Governance

- To discharge secretarial and other functions in relation to meetings of the Authority and its committees.
- To make any changes¹⁹ to the standing orders, committees' terms of reference, or officer delegation scheme of the Authority which are required:
 - as a result of legislative change or decisions of the Authority;
 - to enable them to be kept up to date; or
 - for the purposes of clarification only.
- To make any changes²⁰ to the LCR Assurance Framework which are required:
 - as a result of legislative change or decisions of the Authority;
 - to enable it to be kept up to date; or
 - for the purposes of clarification only.

f) Members' Allowances

- To administer the Members' Allowances Scheme.

¹⁹ Any such changes shall be recorded and published.

²⁰ Any such changes shall be recorded and published.

g) Interests in Land

- To obtain particulars of persons interested in land²¹.

²¹ S16 Local Government (Miscellaneous Provisions) Act 1976.

The Director of Policy, Strategy and Communications

To submit applications (on behalf of the Authority exclusively or in partnership with other external stakeholders) for European Regional Development Fund investment to support delivery of the Leeds City Region Sustainable Urban Development strategy²².

²² The Authority has been designated as an Intermediate Body (IB) for the Leeds City Region Sustainable Urban Development Strategy with roles including inputting into project calls and assessment of applications. The purpose of this delegation is to facilitate arrangements for the maintaining of ethical walls between the Authority as IB and potential applicant.

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West Yorkshire Combined Authority (the Authority) Written record of an Officer decision ^a	
Relevant Director ^b	(Post-title)
Subject ^c	
Is this a Key decision? ^d	Y/N
For a Key decision, the date ^e on which notice of the decision was published, before the decision was made	
Can this decision be called-in? ^f	Y/N
Date decision published ^g	<i>Governance Services to insert</i>
Deadline for call-in by Members of Overview and Scrutiny Committee ^h	<i>Governance Services to insert</i>
If the decision is a Key decision but not open for call-in, state why the decision is urgent ⁱ	
Details of the decision ^j	
Reasons for the decision	
Other Options (if any) considered and rejected ^k	
Option 1	
Option 2	
Option 3	
Consultation ^l	
Background papers ^m	

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Confidential information ⁿ not available to the public		
This written record contains confidential information (in a separate appendix) ^o	Y/N	
Background papers contain confidential information	Y/N	If yes, relevant background papers:
Exempt information ^p not available to the public		
This written record contains exempt information (in a separate appendix) ^q	Y/N	If yes, <ul style="list-style-type: none"> • description of exempt information: • the reason why in public interest to maintain the exemption:
Background papers contain exempt information	Y/N	If yes, <ul style="list-style-type: none"> • relevant background papers: • category of exempt information: • reason why in public interest to maintain exemption:
Decision-making Officer ^r :		
Name	Post title	
Date of decision ^s		
Contact Officer^t	Name: Telephone number: E-mail:	
Authority for decision ^u - complete below		
The Authority or a committee gave a specific express authorisation to relevant Director ^v Or	Y/N	If yes, <ul style="list-style-type: none"> • Authority/committee^w: • date of meeting: • item number or minute number of committee decision^x: • name of any Member who declared a conflict of interest in relation to the decision:
Officer Delegation Scheme authorises relevant Director ^y	Y/N	If yes, identify relevant provision ^z
Relevant Director sub-delegated authority to decision-making Officer ^{aa}	Y/N	If yes, identify relevant provision ^{bb}

Annex to the Officer Delegation Scheme

^a Guidance to Officers

Please forward this form to **Angie Shearon Acting Governance Services Manager** when completed, as soon as possible, but at the latest

- for **Key decisions** which may be **called-in, within 2 working days** of making the decision, **to be received by midday on the second working day;**
- for decisions which are not open to call-in, **within 5 working days.**

The Openness of Local Government Bodies Regulations (SI 2014/2094) requires you to make a **written record** of every decision you make which could have been taken by the Authority or one of its committees or sub-committee, but has been delegated to an officer:

- a. under a **specific express authorisation**; or
- b. under a **general authorisation** to officers to take such decisions, and the effect of the decision is to -
 - I. grant a **permission or licence**;
 - II. affect the **rights of an individual**; or
 - III. award a **contract** or incur **expenditure** which, in either case, **materially affects the Authority's financial position** (for this purpose, the Authority requires you to record any contract or expenditure over **£500,000**).

The Authority's Officer Delegation Scheme also require you to also **record and publish any Key decision** you make on this form, whether or not it is outside the criteria set out above. This promotes transparency. It is also necessary because **any Key decision is potentially open to call-in**, and this is the mechanism to keep Overview and Scrutiny Members informed about such decisions. You will not be able to implement any Key decision open for call-in until midday on the 6th day after it has been published as a written record of officer decision – so it is in your interests to **publish as promptly as possible.**

You may also record and publish any other decision if you consider this to be in the **public interest.**

The written record and any background papers must be made available for **public inspection** as soon as reasonably practicable, subject to exceptions in relation to **confidential** and **exempt** information - see below.

It is a **criminal offence** to

- intentionally obstruct any person exercising a right to inspect written records and background papers; or
- refuse any request to provide written records or background papers

without reasonable excuse.

^b Insert the **post title** of the Director taking the decision or who authorised another officer to take the decision on their behalf. In this context, the term Director should be construed

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as a reference to any officer to whom the relevant functions are directly delegated, whatever that officer's post title.

^c Insert **brief title**. Usually this will have the same as the title of any relevant report that was considered by a Director before making the decision (a "request for decision" report).

^d The **definition of a Key decision**, is set out in the Access to Information Annex to the Procedure Standing Orders, and includes any decision to spend or save **over £1 million**. There is guidance on MINT about Key decisions.

^e If you are making a Key decision, you **must** have published the decision 28 days in advance, **or** followed an exception procedure. See further guidance on MINT.

^f A decision taken by an officer is **eligible to be called-in** if it is a **Key decision**, as defined in the Access to Information Annex to the Procedure Standing Orders. See above.

^g To be completed by Governance Services. This is the **start of the call-in period**.

^h To be completed by Governance Services. The call-in period will end on 4pm on the fifth working day following publication. The Scrutiny Officer will notify you if the decision is called-in.

ⁱ You must **delay implementing** any decision eligible for call-in, unless it is **urgent**. You must give the reason why it is urgent in this record. A decision will be urgent "if any delay likely to be caused by the call-in process would prejudice the Authority's, Constituent Councils' or the public's interest" (Scrutiny Standing Order 13.1.2), so you need to explain in what way any likely delay would do this. There is guidance about the call-in process on MINT.

^j Set out the **substance** of your decision (for example "To award a contract to X to provide (services) for the sum of (£) and for a period of X"). The wording should reflect any recommendations in any request for decision report, amended as necessary to reflect the actual decision.

^k If you considered other **options**, set these out together with the reasons why each option was not favoured. Instead, you could attach any request for decision report to this written record, and refer to the relevant paragraphs. However, if you do this, you should ensure that confidential and exempt information in the request for decision report are clearly identified, and contained within a separate appendix, since any attached report will be published as part of the written record. See further footnote h and i below.

^l Set out details of who was **consulted**, (which may include individual Members, Committees, Officers or external advisers), the date of any consultation, and any information about the outcome. Again, you may choose simply to refer to any request for decision report attached to the written record – see footnote e above.

^m List all **background documents** here. These are documents other than published works that

a. **relate to the subject matter** of the decision or part of the decision, and

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- b. in the opinion of the Head of Legal and Governance Services,
 - i. disclose any facts or matters on which the decision or an important part of the decision is based; and
 - ii. were **relied on** to a material extent in making the decision.

The Decision-making Officer must **retain any background papers** and make them available for public inspection for **4 years** from the date of the decision. Background papers may include any relevant report that was considered by the Director before the decision was taken.

ⁿThe Regulations about written records **do not** authorise or require you to disclose confidential information in breach of the obligation of confidence.

“Confidential information” means:

- a. information provided to the Authority by a government department on terms (however expressed) which forbid the disclosure of the information to the public; or
- b. information the public disclosure of which is prohibited by or under any enactment or by order of a court.

^oAny information which is required to be included in the written record but which is **confidential** should be attached to the written record as a **separate appendix**. The appendix should be **headed** “NOT FOR PUBLICATION – CONFIDENTIAL INFORMATION” and should identify why the information is confidential, by reference to a. or b. above. This appendix will not be published.

^pYou may choose not to disclose to the public or make available for public inspection any document or part of a document, if, in the opinion of the Head of Legal and Governance Services, that document or part of a document contains or is likely to contain **exempt** information. “Exempt information” means information specified in Schedule 12A Local Government Act 1972. This will be information coming within **specified descriptions**, and if in all the circumstances of the case, the public interest in maintaining the exemption outweighs the **public interest**. You can find the specified descriptions of exempt information in the Access to Information Annex to the Procedure Rules.

^qAny information which is required to be included in the written record, but which is **exempt** should be attached to the written record as a **separate appendix**. The appendix should be **headed** “NOT FOR PUBLICATION – EXEMPT INFORMATION” and should state the **description** of the exempt information and confirm that in all the circumstances of the case the **public interest** in maintaining the exemption outweighs the public interest in disclosing the information. This appendix will not be published if the Head of Legal and Governance Services considers that it contains exempt information.

^rInsert the name of the Officer making the decision. This will either be the **relevant Director** if they made the decision, or **another officer** if the relevant Director has sub-delegated authority under their sub-delegation scheme or otherwise in writing.

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^s The Acting Governance Services Manager will ensure that this written record, together with any background papers, is made available for inspection **as soon as reasonably practicable** –

- a. at all reasonable hours, at the offices of the Authority;
- b. on the Authority's website; and

by such other means that the Authority considers appropriate.

^t Insert the name and details of a **contact officer** who may be contacted by Members or the public about the decision. This may be the decision-making Officer or another officer on their behalf.

^u Explain how the decision-making Officer was **authorised** by the Authority to make the decision. This may be by a specific authorisation, or under the Officer Delegation Scheme to a relevant Director. A relevant Director may also sub-delegate authority to another Officer.

^v That is, if the Authority or a committee has, at a formally convened meeting, specifically and expressly authorised an officer to make this decision.

^w Delete as applicable. Insert name of any relevant committee.

^x Specify the **minute number** for the relevant resolution, where this is available. You can find this from the approved minutes of meetings, which are published on the Authority's website. If there are as yet no approved minutes, please specify the item number for the relevant report.

^y The **Officer Delegation Scheme** is approved by the Authority. You can find it on the website.

^z Identify the **relevant function** that has been delegated to the relevant Director under the Officer Delegation Scheme.

^{aa} Each relevant Director will have a **sub-delegation scheme**.

^{bb} The relevant provision should be identified by reference to the relevant Director's sub-delegation scheme.