

Appendix A Scheme of Delegation

1. The SWWCJC may not delegate any of the following to any other person or subcommittee:
 - (a) Its function in relation to approving or revision of policies under the relevant provisions of the Transport Act 2000 (“Transport Policy Function”);
 - (b) Its function in relation to preparing a Strategic Development Plan under the relevant provisions of the Planning and Compulsory Purchase Act 2004 (the “Strategic Development Plan Function”);
 - (c) The decision to agree the CJC budgets and the calculation of contributions of the Constituent Councils and the National Park Authorities
 - (d) The decision to establish CJC sub-committees; and
 - (e) Other specific decisions and responsibilities set out in the Establishment Regulations.

2. The SWWCJC may arrange for the discharge of its function by
 - (a) A sub-committee;
 - (b) An officer, which for the purposes of this function shall also include any employees of Constituent Council or National Park Authorities whose services are being provided to the SWWCJC;
 - (c) Any other corporate joint committee;
 - (d) Any county or county borough council in Wales.

3. Delegation to Officers

Decision	Delegation
To act as Proper Officer under the Local Government Act 1972, Local Government Act 2000 and any amending legislation	SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).
To be the member of staff with responsibility for all proper officer functions further to reg.3 of the Corporate Joint Committees (General)(No.2)(Wales)Regulations 2021	SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).
To implement any decision taken by the SWWCJC	SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).
To be the liaison/representative to any external organisation where so authorised by the SWWCJC	SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).
Decisions on the management, allocation, direction and supervision of	SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).

<p>resources made available to the SWWCJC where this is:</p> <ul style="list-style-type: none"> • In accordance with the staffing arrangements put in place with the employers of staff made available to the SWWCJC; and <p>In accordance with the SWWCJC Constitution</p>	
<p>Decisions to incur expenditure up to a maximum aggregate of £25,000 where this is:</p> <ul style="list-style-type: none"> • Within the approved budget of the SWWCJC for that financial year; and • In accordance with the SWWCJC Constitution 	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).</p>
<p>To accept any grants issued to the SWWCJC</p>	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer) in consultation with the S151 Officer and Monitoring Officer</p>
<p>The acceptance of tenders issued on the part of the SWWCJC</p>	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).</p>
<p>The engagement (and terms of engagement of) any individual person as a consultant where the value of the appointment does not exceed £25,000 per accounting period</p>	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).</p>
<p>The power to manage and administer all those funding agreements as approved, to include grants and loans, by the CJC or by any of its sub-committees.</p>	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).</p>
<p>Responding to a statutory consultation in respect of the operation of the SWWCJC</p>	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer) in consultation with the Chair of the SWWCJC, relevant lead member and lead Director of the Constituent Council.</p>
<p>To take action on behalf of the SWWCJC in consultation with the Chair of the SWWCJC in any urgent matter which does not allow for prior authorisation to be obtained where:</p> <ul style="list-style-type: none"> • There is a serious risk of significant cost to the SWWCJC of loss of income resulting from lack of immediate action; 	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).</p>

<ul style="list-style-type: none"> • The SWWCJC property or staff or persons in its care or for whom it has a responsibility would otherwise be placed at serious risk of suffering harm/damage; • An emergency or disaster involving destruction or danger to life or property occurs or is imminent or there is reasonable ground for apprehending such an emergency or disaster and such action is calculated to avert, alleviate or eradicate the effects or potential effects of the event. 	
<p>To be responsible for all matters in relation to Health and Safety at work in accordance with legislative requirements.</p>	<p>SWWCJC Chief Executive Officer (or in their absence a Deputy SWWCJC Chief Executive Officer).</p>
<p>To facilitate and manage the co-ordination of medium-term financial planning, annual budget planning, budget monitoring and the preparation of statutory and other accounts, associated grant claims and supporting records.</p>	<p>The SWWCJC Section 151 Officer.</p>
<p>To manage the CJC's financial affairs and services, including all matters relating to the General Budget, Strategic Development Plan Budget, Treasury Management, Reserves and Provisions, Subsidiary Accounts, and all other funds established under statutory requirements.</p>	<p>The SWWCJC Section 151 Officer.</p>
<p>To operate the SWWCJC's bank accounts for the prudent management of financial affairs and to nominate authorised signatories.</p>	<p>The SWWCJC Section 151 Officer.</p>
<p>To facilitate payment of any expenses that should be due to a member or officer of the SWWCJC</p>	<p>The SWWCJC Section 151 Officer</p>
<p>In consultation with the Chief Executive to settle complaints where appropriate, which may include an apology, rectification, or in exceptional circumstances a monetary payment up to a maximum of £100; and to settle Ombudsman's recommendations under Section 21 of the Public Services</p>	<p>The SWWCJC Monitoring Officer.</p>

Ombudsman (Wales) Act 2005, up to a maximum of £1,000.	
To be the member of staff with responsibility for all proper officer functions further to reg.8 of the Corporate Joint Committees (General)(No.2)(Wales)Regulations 2021, and to act as Solicitor to the SWWCJC.	The SWWCJC Monitoring Officer.
To discharge the functions of the CJC in respect of cancellation of family absence pursuant to Regulation 34 of the Family Absence for Members of Local Authorities (Wales) Regulations 2013.	The SWWCJC Monitoring Officer.
To appoint proper officers or authorise an officer of the CJC for any purpose where statute requires that the officer should be appointed or authorised for that specific purpose.	The SWWCJC Monitoring Officer.
Decisions to incur expenditure up to a maximum aggregate of £1,000 where this is: <ul style="list-style-type: none"> • Within the approved budget of the SWWCJC for that financial year; and • In accordance with the SWWCJC Constitution 	SWWCJC Head of Policy and Administration For the avoidance of doubt this delegation shall not be capable of being delegated further without the prior consent of the SWWCJC Chief Executive
Decisions to incur expenditure up to a maximum aggregate of £1,000 where this is: <ul style="list-style-type: none"> • Within the approved budget of the SWWCJC for that financial year; and • In accordance with the SWWCJC Constitution 	Directors of constituent councils of the SWWCJC who are identified in the Constitution as the Regional Lead for a particular workstream For the avoidance of doubt this delegation shall not be capable of being delegated further without the prior consent of the SWWCJC Chief Executive

4. In all cases delegated authority includes management of the human and material resources made available for their functions within the limitations of this scheme and subject to any specific delegations to another officer.
5. Where an officer exercises delegated powers to award a contract or make a decision which incurs significant expenditure under this scheme of delegation they shall as soon as practicable after making the decision produce a written record including all relevant details, in accordance with any guidance given by the Monitoring Officer.

6. In exercising delegated powers, officers shall consult with such other relevant members of staff as may be appropriate and shall have regard to any advice given.
7. Unless expressly provided to the contrary, this scheme includes the power for an officer further to delegate in writing all or any of the delegated functions to other officers (described by name or post) either fully or under the general supervision and control of the delegating officer. For the purposes of this Scheme of Delegation, officer shall be taken as including any member of staff provided by Constituent Councils or National Park Authorities to the SWWCJC who are performing functions on behalf of the SWWCJC.
8. When taking, or considering taking, delegated decisions all officers must have regard to the following questions: (i) Does the decision involve significant expenditure to the SWWCJC's budget? (ii) Does the decision affect the SWWCJC's reputation? (iii) Does the decision carry a significant risk to the SWWCJC? (iv) Does the decision impact reputationally or financially on service users, partner organisations or committees outside the CJC.
9. If any of the considerations in paragraph 8 are invoked or where it involves highly significant or sensitive matters, officers must consider whether a report should be taken to the SWWCJC
10. It shall always be open to an officer not to exercise delegated powers but to refer the matter to the SWWCJC.
11. The Monitoring Officer shall maintain a record of all delegations to officers.