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| <b>Meeting of:</b>                                                          | <b>CABINET</b>                                                                                                                                                                                                                                                            |
| <b>Date of Meeting:</b>                                                     | <b>23 JUNE 2026</b>                                                                                                                                                                                                                                                       |
| <b>Report Title:</b>                                                        | <b>AMENDMENTS TO THE SCHEME OF DELEGATION OF FUNCTIONS AND THE CONTRACT PROCEDURE RULES</b>                                                                                                                                                                               |
| <b>Report Owner:<br/>Responsible Chief<br/>Officer / Cabinet<br/>Member</b> | <b>MONITORING OFFICER<br/><br/>CABINET MEMBER – CORPORATE SERVICES</b>                                                                                                                                                                                                    |
| <b>Responsible<br/>Officer:</b>                                             | <b>LAURA GRIFFITHS<br/>GROUP MANAGER LEGAL, DEMOCRATIC SERVICES &amp;<br/>EMERGENCY PLANNING</b>                                                                                                                                                                          |
| <b>Policy Framework<br/>and Procedure<br/>Rules:</b>                        | <b>The Scheme of Delegation of Functions provides the authority for Cabinet Members and Officers to undertake their respective duties. The Scheme therefore directly affects the ability of the Authority to process the Corporate Plan and all Corporate Priorities.</b> |
| <b>Executive<br/>Summary:</b>                                               | <b>To seek Cabinet approval for amendments to the Scheme of Delegation of Functions and the Contract Procedure Rules.</b>                                                                                                                                                 |

## **1. Purpose of Report**

- 1.1 The purpose of the report is to seek Cabinet approval for the amendment of Executive functions within the Scheme of Delegation of Functions and the Contract Procedure Rules.

## **2. Background**

- 2.1 Following a restructure of the Corporate Management Team and recent portfolio changes to the Cabinet Members, a desktop review of the Scheme of Delegation of Functions has been undertaken to ensure that the Scheme remains fit for purpose (**Appendix 1**).
- 2.2 The Council is also required to review the Contract Procedure Rules, which form part of the Council's Constitution, on a regular basis. The Contract Procedure Rules (CPRs) contain the rules and guidelines for procuring goods, services and works. They are designed to ensure compliance with UK and European law, ensure best practice is followed and best value is achieved in the use of public funds. The revised CPRs are shown as **Appendix 2**.

## **3. Current situation / proposal**

### 3.1 Amendments to the Scheme of Delegation of Functions

The key changes are outlined below:

- The financial thresholds have been reviewed and updated to ensure they remain appropriate, reflect current market conditions and support effective and proportionate decision-making.
- The title and portfolios of the Cabinet Members have been updated following the Annual General Meeting in May 2026.
- Renumbering throughout the Schemes and the removal of obsolete provisions.
- Updates to legislation where appropriate.
- Functions previously delegated to the Chief Executive have now been reallocated to the Corporate Director - Finance and Transformation and the Corporate Director - Social Services and Wellbeing to align with their respective areas of responsibility.
- The following new functions have been allocated to the Corporate Director - Communities at Scheme B2 as a result of anti-social behaviour within the county borough. To ensure the safety and well-being of staff and the wider public, officers seek delegated powers under the Anti-Social Behaviour, Crime and Policing Act 2014, Part 4, to issue community protection notices and, where a community protection notice is breached, to issue fixed penalty notices:

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| To issue community protection notices under section 43 of the Anti-Social Behaviour, Crime and Policing Act 2014. |
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| To issue fixed penalty notices under section 52 of the Anti-Social Behaviour, Crime and Policing Act 2014. |
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- The following new functions have been allocated to the Corporate Director - Education, Early Years and Young People at Scheme B2:

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| To appoint additional Local Education Authority school governors to support schools causing concern. |
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| To grant and revoke licences to children of compulsory school age regarding child performances in accordance with the Children and Young Persons Act 1963. |
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| To receive and respond to any published proposals from governing bodies to federate. |
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| To establish temporary Governing Bodies. |
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| To issue Fixed Penalty Notices under sections 444A–444C of the Education Act 1996 in respect of failures to secure regular school attendance.                                                            |
| To approve annually the coordinated school admission arrangements for the relevant year following public consultation.                                                                                   |
| To approve the creation of, or changes to, school catchment areas following consultation.                                                                                                                |
| To approve primary school free breakfast provision, or withdraw the provision, where it would be unreasonable to continue to do so.                                                                      |
| To authorise the continuity of school transport contracts to ensure the health, wellbeing and safety of pupils with Additional Learning Needs in accordance with the Council's Contract Procedure Rules. |
| To approve the School Admission Policy for the relevant year following public consultation.                                                                                                              |

- The following new functions have been allocated to the Corporate Director - Social Services and Wellbeing at Scheme B2:

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| To authorise and agree the terms of management agreements with Registered Social Landlords or Housing Associations for the provision of supported accommodation, where the Council is providing housing management and/or support services. |
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- The following new function has been allocated to all Chief Officers at Scheme B2:

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| To make minor amendments to any policy that has been formally approved in consultation with the Chair of the relevant Committee and the Monitoring Officer. Changes should not alter the policy's approved principles, intent, or substantive provisions and be reported to the next available meeting of the relevant Committee for information. Any amendments made under this delegated authority operate without prejudice to the powers of the Monitoring Officer under the Constitution. |
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### 3.2 Amendments to the Contract Procedure Rules

The key changes are outlined below:

- The exemption for contracts between entities within the public sector (which is often applicable for public sector collaboration agreements) is now a waiver under CPR 3.2.1 and the requirement for prior Cabinet approval has been removed. Should this be agreed by Cabinet, such arrangements may be approved by an officer with the necessary delegated authority up to the revised value threshold of £1m.

- Uplifted financial thresholds for the delegated authority to go out to tender and enter into contracts at CPR 4.

3.3 Members are requested to note that amendments will also be made to the Delegated Power form and Guidance to ensure it remains fit for purpose. Once the approval process is completed, the Scheme and revised form will be published, and Chief Officers will be requested to update their Register of Sub-delegations to reflect these changes. The Council's Constitution will also be updated to incorporate the revised CPRs.

#### **4. Equality implications (including Socio-economic Duty and Welsh Language)**

4.1 The protected characteristics identified within the Equality Act 2010, Socio-economic Duty and the impact on the use of the Welsh Language have been considered in the preparation of this report. As a public body in Wales, the Council must consider the impact of strategic decisions, such as the development or the review of policies, strategies, services and functions. It is considered that there will be no significant or unacceptable equality impacts as a result of this report.

#### **5. Well-being of Future Generations implications and connection to Corporate Well-being Objectives**

5.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report. This report also assists in the achievement of the following well-being objective under the Well-being of Future Generations (Wales) Act 2015:-

A county borough where people feel valued, heard and part of their community.

#### **6. Climate Change and Nature Implications**

6.1 There are no climate change and nature implications.

#### **7. Safeguarding and Corporate Parent Implications**

7.1 There are no safeguarding and corporate parent implications.

#### **8. Financial Implications**

8.1 There are no financial implications arising from this report.

#### **9. Recommendations**

It is recommended that Cabinet:

9.1 Approve the amended Scheme of Delegation of Functions in relation to the Executive functions (**Appendix 1**) and the amended Contract Procedure Rules (**Appendix 2**);

- 9.2 Authorise the Monitoring Officer to make minor textual changes and amendments to the Scheme of Delegation of Functions to take account of changes in legislation and changes to Officer and Member titles and responsibilities;
- 9.3 Note that a report will be presented to Council to amend the Constitution to incorporate the revised Contract Procedure Rules and to seek approval to approve the amendments to the Scheme of Delegation of Functions in relation to Council functions.

**Background documents:**

None