

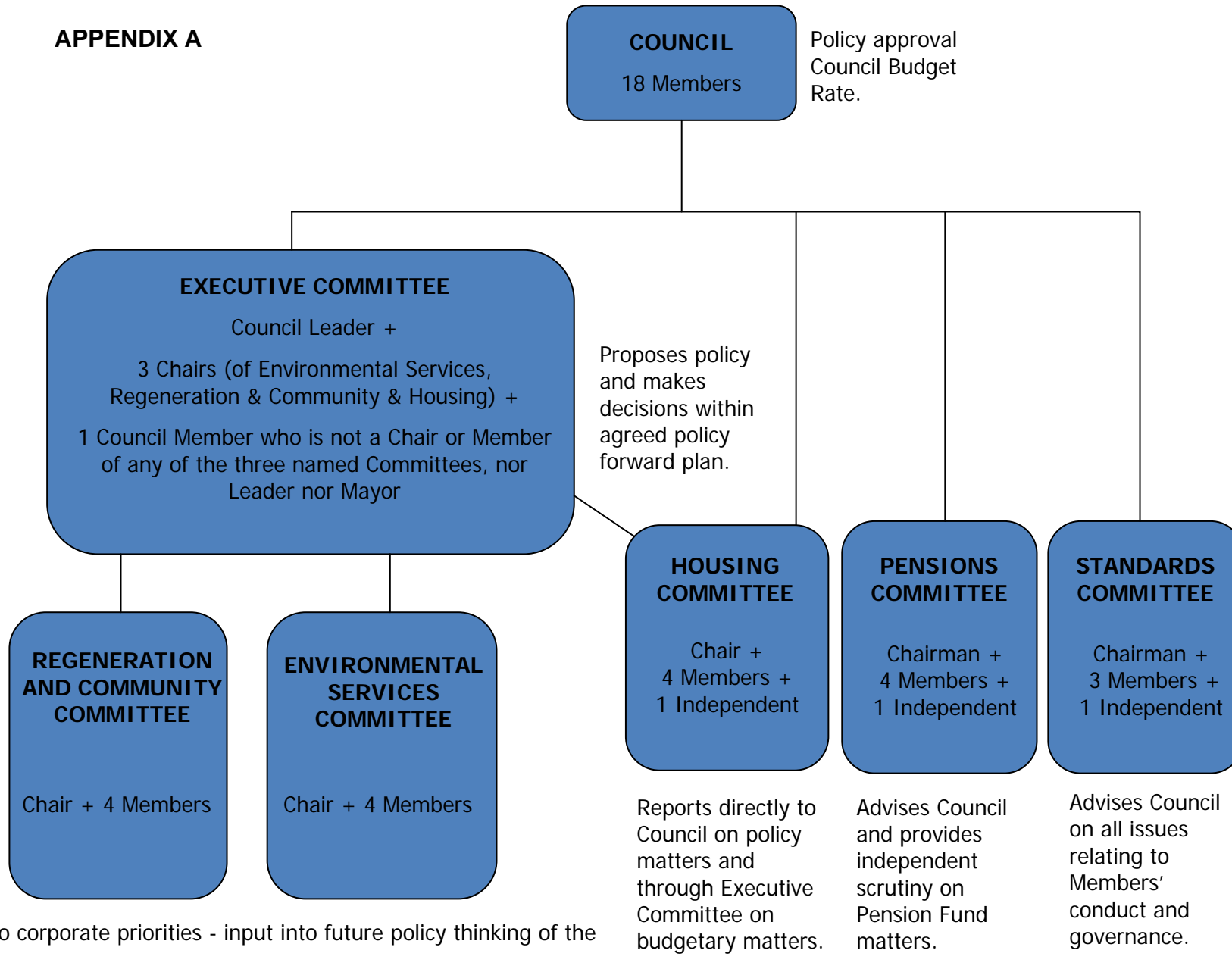
Part 3

Responsibility for Functions and Scheme of Delegation

Introduction

1. The Local Government Act 1985 Section 17, permits the Council to arrange for the carrying out of its powers and duties by a committee, sub-committee or an officer. The Act does not permit the Council to arrange for a single Member to make decisions.
2. The exercise of any power or duty mentioned in the scheme of delegation is subject to compliance with the law, the provisions of this Constitution, sufficient budgetary provision having been made, and to any decision of the Council.
3. Any reference to a function or matter includes a reference to all statutory powers relating to that function or matter, whether directly or indirectly, and authority to exercise all such powers.
4. Any reference in the scheme of delegation to an Act of Tynwald or statutory instrument includes a reference to any amendment or modification.
5. Any additional duties or responsibilities that are imposed upon the Council by law at any time will be allocated to a Committee by the Chief Executive. Any additional responsibilities must be appropriate to the aims and objectives of that Committee. The Chief Executive will consult with the Leader prior to making any allocation and the allocation of any additional responsibilities will be reported to the next meeting of the full Council.
6. The delegation of authority to deal with any matter shall not prevent the Council or the appropriate Committee asking for a report on any decision or action taken, or requiring any such matter under consideration to be referred to the Council or to the appropriate Committee for a decision.
7. Where a power or duty of the Council has been delegated to a Committee or officer, the delegation shall be deemed to include any action that may be incidental to the exercise of the power or duty.
8. In any matters where there are legal implications for the Council and/or any of its services, the Chief Executive (or nominee) shall be consulted before any action is taken.

APPENDIX A



ASSIGNMENT OF RESPONSIBILITIES BY COUNCIL AND COMMITTEE

Function	Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Adoption and amendment of Constitution, including Standing Orders	Council	N/A	CEO	N/A	N/A
Election of Mayor	Council	N/A	CEO	N/A	N/A
Election of Leader	Council	N/A	CEO	N/A	N/A
Appointment of Committee Chairs. (Chair of Regeneration and Community Committee to also be Chair of Allotments Committee)	Council	N/A	CEO	N/A	N/A
Terms of Reference of Executive and Committees	Council	N/A	CEO	N/A	N/A
Appointment of Members (including Independent Members) to Standards, Pensions and Housing Committees	Council	N/A	CEO	N/A	N/A
Appointment of Representatives to Joint Committees and Outside Bodies. (Representatives on Eastern Civic Amenity Site Joint Committee and Richmond Hill Consultative Committee to be chosen from Members of Environmental Services Committee)	Council	N/A	CEO	N/A	N/A
Approval and adoption of budget and Policy framework	Council	N/A	CEO	N/A	N/A
Approval of annual budget	Council	N/A	DOF	N/A	N/A

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Rate setting	Council	N/A	DOF	N/A	N/A
Decisions outside the policy framework and/or budget	Council	N/A	CEO	N/A	N/A
Approval and adoption of Bylaws	Council	N/A	CEO	N/A	N/A
Amendment of Ward and Borough boundaries	Council	N/A	CEO	N/A	N/A
Conferment of Honorary Freedom of the Borough	Council	N/A	CEO	N/A	N/A
Appointment of Chief Executive	Council	N/A	CEO	N/A	N/A
Promoting or opposing the making of local legislation	Council	N/A	CEO	N/A	N/A
Members' Allowances	Council	N/A	CEO	N/A	N/A
Any other matters which by law must be reserved to Council	Council	N/A	CEO	N/A	N/A

EXECUTIVE COMMITTEE

Function	Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Formulation of Policy Framework for approval by Council with the exception of policies specific to the Housing service which shall be within the remit of the Housing Committee	Executive	N/A	CEO	N/A	N/A
Decisions required to implement the policy framework	Executive	N/A	CEO	N/A	N/A
Appointment of other Chief Officers (other than the Chief Executive)	Executive	N/A	CEO	N/A	N/A
Appointment of Members to the Housing, Regeneration and Community, and Environmental Services Committees	Executive	N/A	CEO	ATC	N/A
Responding to Government Consultation Documents	Executive	N/A	CEO	ATC	N/A
Strategic partnerships	Executive	SP160	CEO	ACO(R)	ACO(R)
Civic and ceremonial matters	Executive	SP110 & 140	CEO	ATC	ATC
Financial Management	Executive	SP180	DOF	ACO(F)	ACO(F)
Financial matters not reserved to full Council – including Audit function	Executive	SP180	DOF	ACO(F)	ACO(F)
Use of the Councils Reserves, Funds and Capital Receipts	Executive	SP190	DOF	DOF	DOF
Media relations	Executive	SP240	CEO	DOHP	DOHP
Authorising the use of the corporate Seal	Executive	N/A	CEO	N/A	N/A
Monitoring policy and financial matters	Executive	All Services	CEO	N/A	N/A
Disposal and acquisition of property	Executive	N/A	CEO	ATC	N/A

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Approval and monitoring of Corporate Plan		Executive	SP120	CEO	DOHP	DOHP
Emergency Planning		Executive	SP120	CEO	ACO(D&I)	ACO(D&I)
Risk Management		Executive	SP120	CEO	ACO(D&I)	ACO(D&I)
Human Resources		Executive	SP050	CEO	ACO(HR)	ACO(HR)
Employment and staffing matters out with the Scheme of Delegation		Executive	SP050	CEO	ACO(HR)	ACO(HR)
Health and Safety		Executive	SP050	CEO	ACO(HR)	ACO(HR)
Payments and Payroll		Executive	SP210	DOF	ACO(F)	ACO(F)
Income and Cashiers		Executive	SP200	DOF	ACO(I)	ACO(I)
Collection of Rates		Executive	SP250	DOF	ACO(I)	ACO(I)
Recommendation to Council for annual rate levy		Executive	All Services	DOF	N/A	N/A
Civic Property		Executive	SP260	DOER	ACO(R)	HoP
*Enforcement of licence conditions		Executive	SP265	CEO	ACO(R)	ACO(R)
*Enforcement of Legislation and Bylaws		Executive	SP265	CEO	ACO(R)	ACO(R)
Elections		Executive	SP130	CEO	ATC	ATC
Information Technology		Executive	SP220	CEO	ACO(D&I)	ACO(D&I)
CCTV		Executive	SP266	CEO	ACO(D&I)	ACO(D&I)
Properties:	Town Hall	Executive	SP060	CEO	ATC	ATC
	Ballacottier Depot	Executive	SW140	DOER	ACO(E)	F&FM
	Strathallan Building	Executive	SP070	CEO	ATC	ATC
	Market Street Works Depot	Executive	SW140	DOER	ACO(E)	SE&WSM
Other services:	Central Administration & Secretarial	Executive	SP020	CEO	CEO	ATC
	Executive Committee Administration	Executive	SP230	CEO	ATC	ATC
	Burials Act	Executive	SP280	CEO	ACO(R)	HoP
	Former Manual Workers Pensions	Executive	SP499	DOF	ACO(F)	ACO(F)

Items marked * are subject to specific delegation to the Chief Executive.

REGENERATION & COMMUNITY COMMITTEE

Function	Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Town Centre Regeneration	RC	N/A	DOER	ACO(R)	N/A
Promenade Redevelopment	RC	N/A	DOER	ACO(R)	N/A
Parks and open spaces including decorative (not public) lighting in Summer Hill Glen	RC	SL110 & 180	DOER	ACO(R)	HoP
Hanging Baskets	RC	SL060	DOER	ACO(R)	HoP
Loch Promenade	RC	SL060	DOER	ACO(R)	HoP
Allotments	RC	SL110	DOER	ACO(R)	HoP
Cemetery	RC	SH060	DOER	ACO(R)	HoP
Crematorium	RC	SH070	DOER	ACO(R)	HoP
Library Services	RC	SL010	DOF	ACO(F)	BL
Horse Tram service	RC	SL190	DOHP	ACO(H&P)	ACO(H&P)
Community Events	RC	SP100	CEO	ATC	ATC
Twining	RC	SP100	CEO	ATC	ATC
TT and Events (chargeable to Isle of Man Government)	RC	SP340	DOER	ACO(E)	ACO(E)
Maintenance of property owned or leased by the Council, other than housing	RC	SP255	DOHP	ACO(H&P)	ACO(H&P)
Letting of commercial properties owned by the Council	RC	SP255	DOHP	ACO(H&P)	ACO(H&P)
Market Hall (with the exception of operational management of the public conveniences)	RC	SP290	CEO	ATC	ATC
Properties: Noble's Park, including all land and buildings, leased or otherwise, with the	RC	SL080	DOER	ACO(R)	HoP

	exception of electrical substation and public conveniences					
	Ballaughton Nursery and buildings excluding lodge house	RC	SL100	DOER	ACO(R)	HoP
	Douglas Golf Course and Clubhouse	RC	SL150	DOER	ACO(R)	HoP
	Finch Hill Bowling Green, tennis courts and buildings	RC	SL110	DOER	ACO(R)	HoP
	Borough Cemetery including Chapel and Crematorium	RC	SH060-070	DOER	ACO(R)	HoP
	Lawn Cemetery including Chapel	RC	SH080	DOER	ACO(R)	HoP
	Spring Valley Playing Fields, changing rooms and Clubhouse	RC	SL050	DOER	ACO(R)	HoP
	Fields at Clypse/Honeyhill/Eanamona, Blackberry Lane, Cooil Road including barn at Clypse	RC	SL190	DOHP	DOHP	DOHP
	Children's playgrounds & Water features – various locations	RC	SL115	DOER	ACO(R)	HoP
	Town Squares	RC	SL030	DOER	ACO(R)	HoP
	Parks and open spaces, including statuary, memorials, etc.	RC	SL110	DOER	ACO(R)	HoP
Agencies/ Contracts:	National Sports Centre	RC	SL070	DOER	ACO(R)	HoP
	Verges Maintenance	RC	SL160	DOER	ACO(R)	HoP
Other services:	Loch Promenade Gardens	RC	SL060	DOER	ACO(R)	HoP
	Hanging Baskets	RC	SL165	DOER	ACO(R)	HoP
	Floral Decorations	RC	SL170	DOER	ACO(R)	HoP

	Regeneration & Community Committee Administration	RC	SL020	CEO	ATC	ATC
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HOUSING COMMITTEE

Function		Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Housing Services including letting and maintenance of housing properties		HP	SH100-120	DOHP	ACO(H&P)	H&P M
Housing Sheltered Accommodation		HP	SH110	DOHP	ACO(H&P)	AHM(S)
Housing Capital Programme		HP	SH100	DOHP	ACO(H&P)	H&P M
Maintenance of all housing property owned by the Council with the exception of those properties subject to commercial leases (see SP255)		HP	SH020-024	DOHP	ACO(H&P)	AHM(M)
Architectural Services		HP	SH010	DOHP	ACO(H&P)	ACO(H&P)
Other services:	Housing Committee Administration	HP	SH130	CEO	ATC	ATC

ENVIRONMENTAL SERVICES COMMITTEE

Function	Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Street Cleaning	ES	SW230	DOER	ACO(E)	AWSM(S&E)
Gully Emptying	ES	SW235	DOER	ACO(E)	AWSM(S&E)
#Civic Amenity Site – Borough costs	ES	SW215	CEO	ATC	ATC
Public Conveniences	ES	SW210	DOER	ACO(E)	AWSM(R&R)
Refuse collection	ES	SW220-3	DOER	ACO(E)	AWSM(R&R)
Public lighting (including Summerhill Glen except decorative lighting)	ES	SW070	DOER	ACO(E)	ESM
Decorative lighting (except in Summerhill Glen)	ES	SW050	DOER	ACO(E)	ESM
Environmental Health	ES	SW280	CEO	ATC	ATC
Car Parks	ES	SW025-35	DOER	ACO(R)	ACO(R)
Promenade and Beach	ES	SW120	DOER	ACO(E)	SE&WSM
Garage and Fleet	ES	SW160	DOER	ACO(E)	T&PM
Stores and Purchasing	ES	SW180	DOER	ACO(E)	F&FM
*Town and Country Planning matters	ES	SW015	DOER	ACO(R)	BCM
*Licensing of Street Traders	ES	SP165	DOER	ACO(R)	ACO(R)
*Building Regulations	ES	SW010	DOER	ACO(R)	BCM
Derelict Buildings	ES	SW020	DOER	ACO(R)	BCM
*Licensing of Street Collections	ES	SP165	DOER	ACO(R)	ACO(R)
*Licensing of Highway Obstructions	ES	SP165	DOER	ACO(R)	ACO(R)
Properties:	Shaw's Brow Car Park	ES	SW035	DOER	ACO(R)
	Public Conveniences	ES	SW210	DOER	ACO(E)
Agencies/ Contracts:	Civic Amenity Site – Operation	ES	DL010	DOER	ACO(E)
	Bring Banks	ES	DL030	DOER	ACO(E)

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Other services:	Environmental Services Committee Administration	ES	SW280	CEO	ATC	ATC
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Items marked * are subject to specific delegation to the Chief Executive.

The recharges to other Local Authorities will be carried out by the Finance Department.

PENSIONS COMMITTEE

Function	Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Isle of Man Local Government Superannuation Scheme – Administration	Pens.	SP500	DOF	ACO(F)	ACO(F)
Isle of Man Local Government Superannuation Scheme – Investment	Pens.	SP500	DOF	ACO(F)	ACO(F)

STANDARDS COMMITTEE

Function	Portfolio	Service	Chief Officer	Assistant Chief Officer	Budget Manager
Members' Conduct (including independent Members)	Stan.	ST010	CEO	ATC	ATC
Maintaining and improving governance of the Council	Stan.	ST010	CEO	ATC	ATC
Reporting annually to Council on ethical governance within it	Stan.	ST010	CEO	ATC	ATC
Advising Council on adoption and revision of Code of Conduct for Members	Stan.	ST010	CEO	ATC	ATC
Monitoring operation of the Code of Conduct for Members	Stan.	ST010	CEO	ATC	ATC
Induction and training of Members and Independent Members	Stan.	ST010	CEO	ATC	ATC
Assisting the recruitment of Independent Members	Stan.	ST010	CEO	ATC	ATC

Key to Officers:

Chief Officers

CEO	Chief Executive
DOF	Director of Finance
DOHP	Director of Housing and Property
DOER	Director of Environment and Regeneration

Assistant Chief Officers

ATC	Assistant Town Clerk
ACO(HR)	Assistant Chief Officer (Human Resources)
ACO(R)	Assistant Chief Officer (Regeneration)
ACO(F)	Assistant Chief Officer (Finance)
ACO(I)	Assistant Chief Officer (Income)
ACO(E)	Assistant Chief Officer (Environment)
ACO(H&P)	Assistant Chief Officer (Housing and Property)
ACO(D&I)	Assistant Chief Officer (Digital & Information)

Budget Managers (not listed above)

HoP	Head of Parks
BL	Borough Librarian
TS	Tramways Operations Supervisor
H&PM	Housing & Property Manager
AHM(M)	Assistant Housing Manager (Maintenance)
AHM(S)	Assistant Housing Manager (Services)
AWSM(S&E)	Assistant Waste Service Manager (Street Scene & Eastern Civic Amenity Site)
AWSM(R&R)	Assistant Waste Service Manager (Refuse & Recycling)
ESM	Electrical Services Manager
SE&WSM	Senior Engineering & Waste Services Manager
T&PM	Transport and Plant Manager
BCM	Building Control Manager
F&FM	Facilities & Finance Manager