



**LANCASTER  
CITY COUNCIL**

*Promoting City, Coast & Countryside*

**URGENT BUSINESS**

**WEDNESDAY, 6 MAY 2020**

Please find enclosed Urgent Business Notice in connection with the following:

**UB119 Interim Director Delegated Powers (Pages 2 - 4)**

The Chief Executive, in consultation with the Chair of the Personnel Committee, has agreed to make a decision in accordance with the City Council's Urgent Business Procedure, Delegated powers, Part 2, Section 7 of the City Councils Constitution. The reason for the urgency is that a decision is required prior to the next scheduled meeting of the Personnel Committee on 21 July 2020.

**Queries regarding these documents**

Please contact Liz Bateson - Democratic Services - telephone 01524 582047, or email: [ebateson@lancaster.gov.uk](mailto:ebateson@lancaster.gov.uk).

Democratic Services,  
Town Hall,  
Dalton Square,  
Lancaster, LA1 1PJ

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**URGENT BUSINESS UB119**

**PERSONNEL COMMITTEE – INTERIM DIRECTOR OF CORPORATE SERVICES – DELEGATED POWERS**

**Councillor Consultation**

I am in agreement with the following recommendation:

That the Interim Director of Corporate Services, Mr Dan Bates, be given the delegated powers of the permanent post of Director of Corporate Services, as set out in the Council's Constitution until such time as a permanent appointment is made and the appointee commences work for the Council.

Signed: Councillor Oliver Robinson

Position Held: Chair of Personnel Committee

Dated: 30<sup>th</sup> April 2020

**Chief Executive Decision**

I agree to exercise my delegated authority and approve the following: -

That the Interim Director of Corporate Services, Mr Dan Bates, be given the delegated powers of the permanent post of Director of Corporate Services, as set out in the Council's Constitution until such time as a permanent appointment is made and the appointee commences work for the Council.

Signed: Kieran Keane

Position Held: Chief Executive

Dated: 6<sup>th</sup> May 2020

**PERSONNEL COMMITTEE**

**URGENT BUSINESS**  
**Interim Director of Corporate Services**

**Report of the Monitoring Officer**

**PURPOSE OF REPORT**

To grant the Interim Director of Corporate Services the delegated powers of the Director of Corporate Services, as set out in the Constitution, until such time as a permanent appointment is made and the appointee commences work for the Council.

This report is public.

**RECOMMENDATIONS**

- (1) **That the Interim Director of Corporate Services, Mr Dan Bates, be given the delegated powers of the permanent post of Director of Corporate Services, as set out in the Council's Constitution, until such time as a permanent appointment is made and the appointee commences work for the Council.**

**1.0 Introduction**

- 1.1 On 3rd April 2018, it was agreed that the Chief Executive, under delegated authority, should continue to manage and agree appointments for interim managers to cover Chief Officer level duties through contracts for services, potentially subject to a defined maximum length of appointment of 6 months, with approval required from Personnel Committee for any extension over 6 months.
- 1.2 At the same meeting it was further agreed that "Were the Chief Executive to request that the interim manager be given the delegated powers of a Chief Officer, this matter would also come to Personnel Committee for a decision."

**2.0 Background**

- 2.1 Mr Dan Bates was previously the postholder of the permanent position of Director of Corporate Services. As no appointment has yet been made to the post of Director, and Mr Bates had come to the end of his notice period, the Chief Executive appointed Mr Bates to the post of Interim Director of Corporate Services.
- 2.2 In accordance with the requirements set out in paragraph 1.2 above, an urgent decision is required regarding delegations to Mr Bates in the Interim post.
- 2.3 It is proposed that Mr Bates, as Interim Director of Corporate Services continues to carry out such responsibilities and be given delegations as set out in the Council's Constitution until a replacement to the permanent position of Director of Corporate Services has been appointed and commences work for the Council.

**3.0 Options for Consideration**

- 3.1 The options are:

- (a) To approve that the Interim Director of Corporate Services be granted the delegated powers of the permanent post of Director of Corporate Services, as set out in the Council's Constitution, until such time as a permanent appointment is made and the appointee commences work for the Council.
- (b) Not to approve that the delegated powers in option (a) be granted.

It should be noted that, should option (b) be agreed, it would be necessary for the Chief Executive to undertake the delegations and role of the Corporate Director, as well as his own.

Option (a) is the recommended option.

#### 4.0 Conclusion

- 4.1 The recommendation is to grant the Interim Director of Corporate Services the delegated powers of the permanent post of Director of Corporate Services, as set out in the Council's Constitution, until such time as a permanent appointment is made and the appointee commences work for the Council.

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| <p><b>CONCLUSION OF IMPACT ASSESSMENT</b><br/><b>(including Health &amp; Safety, Equality &amp; Diversity, Human Rights, Community Safety, Sustainability and Rural Proofing):</b></p> <p>No impact.</p> |
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| <p><b>LEGAL IMPLICATIONS</b></p> <p>There are no legal implications, other than as set out in the report regarding delegated functions contained within the Council's Constitution.</p> <p>The report also meets the requirements, previously agreed by the Personnel Committee, regarding interim appointments.</p> <p>.</p> |
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| <p><b>FINANCIAL IMPLICATIONS</b></p> <p>The costs of the Council's staffing structure can be met from existing budgets.</p> |
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| <p><b>OTHER RESOURCE IMPLICATIONS, such as Human Resources, Information Services, Property, Open Spaces:</b></p> <p>None.</p> |
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| <p><b>SECTION 151 OFFICER'S COMMENTS</b></p> <p>The S151 has been consulted in the writing of this report.</p> |
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| <p><b>DEPUTY MONITORING OFFICER'S COMMENTS</b></p> <p>The Monitoring Officer has been involved in the drafting of this report.</p> |
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| <p><b>BACKGROUND PAPERS</b></p> | <p><b>Contact Officer:</b> Stephen Metcalfe<br/><b>Telephone:</b> 01524 582073<br/><b>E-mail:</b> sjmetcalfe@lancaster.gov.uk</p> |
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