

# Scheme of Delegation Officers





Inverclyde Council

Scheme of Delegation  
Officers

**Approved by  
Inverclyde Council 7  
December 2023**



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## **Explanatory Note**

This document, being Inverclyde Council's Scheme of Delegation (Officers), is the principal document that regulates the manner in which Council employees take decisions about the delivery of Council services.

It would be impractical and inefficient for Inverclyde Council, i.e. a formal meeting of all 22 Elected Members, to meet every time a decision was required from the Council. As such, the Council, like all local authorities, has an established decision-making system, under which the vast majority of operational decisions that need to be taken are considered by Council employees.

These decision-making arrangements are generally only concerned with routine operational matters. If a matter was particularly notable or significant, or concerned Council policy or strategy, then it would generally be considered by one of the Council's thematic Committees, or else one of its Boards that considers quasi-judicial matters, such as planning or licensing.

The Council's Scheme of Administration sets out the terms of reference and delegated functions for each of the Council's Committees, Sub-Committees, Boards and Scrutiny Panels.

As regards the Council's Social Care Services, in terms of the Public Bodies (Joint Working) (Scotland) Act 2014, the Council has entered into a statutory strategic partnership with NHS Greater Glasgow & Clyde Health Board, being the Inverclyde Health & Social Care Partnership. Under the Partnership's Integration Scheme any non-operational decisions required in respect of those Council functions and services within the remit of the Partnership are delegated to the Inverclyde Integration Joint Board.

This Scheme of Delegation is subject to the overarching legal and regulatory framework that the Council operates within, both statutory and also common law.

Further information about the Council, its governance and decision-making arrangements can be found on the Council's website. The website also contains details on decisions taken by the Council at its formal meetings, including those of its Committees, Sub-Committees, Boards and Scrutiny Panels.

































































































Water Services etc. (Scotland) Act 2005;  
Weights and Measures Act 1985;  
Weights and Measures Etc. Act 1976;  
Zoo Licensing Act 1981;  
Coronavirus (Scotland) Act 2020.