



PORTFOLIO HOLDER DECISION NOTICE

INDIVIDUAL DECISION BY THE PORTFOLIO HOLDER FOR LEADER

TOPIC – DELEGATION BY LEADER – PORTFOLIO HOLDERS

PROCEDURAL INFORMATION

The Access to Information Procedure Rules – Part 4, Section 22 of the Council's Constitution provides for a decision to be made by an individual member of Cabinet.

Cabinet Procedure Rule 1.2 provides that the requirements for a draft portfolio holder decision notice do not apply to appointments or delegations by the Leader under this Rule.

Contact Officers:

Case Officer: Stephen Whetnall, Corporate Director (Governance)

Committee Administrator: Nancy Graham, Senior Democratic Services Officer,
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SUMMARY

Following the appointment of the Leader by Annual Council on 16 May 2012 and his appointment of Cabinet (PHD407 refers), this Decision Notice sets out the amended Scheme of Delegation to Portfolio Holders. The purpose of this notice is to give effect to the revised portfolios for 2012/13 and largely reflects delegations which were already included in last year's Scheme. Should any further changes be considered then they will be the subject of a further Portfolio Holder Decision Notice in due course.

The Scheme of Delegation to Officers, and previous Cabinet decisions, also contain references which in some instances require officers to consult with particular portfolio holders before implementing decisions. It is proposed that these references be updated by the Corporate Director (Governance) to take account of the changes to the portfolios outlined above.

DECISION

1. That the updated Scheme of Delegation to Portfolio Holders (as set out in Part 3 of the Constitution) be agreed, as set out in the Appendix to this Notice.
2. That the Scheme of Delegation to Officers (as set out in Part 3 of the Constitution) and references in previous Cabinet decisions which require officers to consult with particular portfolio holders before implementing decisions, be

updated by the Corporate Director (Governance) to take account of the changes to the portfolios outlined above.

REASON FOR THE DECISION AND OTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

To comply with provisions of the Council and Cabinet Procedure Rules referred to above.

RESOURCE IMPLICATIONS:

None.

CONSULTATION UNDERTAKEN ON THE DECISION

None.

FURTHER ALTERNATIVE OPTIONS CONSIDERED AND REJECTED FOLLOWING PUBLICATION OF THE DRAFT PORTFOLIO HOLDER DECISION NOTICE

n/a

DECLARATION OF INTERESTS BY THE DECISION MAKER OR A MEMBER OR OFFICER CONSULTED

n/a

DISPENSATION GRANTED BY THE STANDARDS COMMITTEE

n/a

Approved by: (signature)

Date of Decision: 01.06.12

Councillor Keith Wood – Leader

SECTION 3 – THE PORTFOLIO HOLDERS

- 3.1 The following Members have been appointed with responsibility for the portfolio set out below. No individual Member of the Cabinet, or Portfolio Holder, may discharge executive functions without the authority of the Leader. The authorisations that have been given are set out in paragraph 3.2 below. The procedure for decision making by an individual Member of Cabinet is set out in paragraph 22 of the Access to Information Procedure Rules’.

Councillor	Portfolio (title in Bold)
Cllr Keith Wood	Leader <i>With responsibility for Corporate Policy; Financial Policy; Corporate Performance; Corporate Communications; and Major Projects.</i>
Cllr Rob Humby	Deputy Leader with Portfolio for Strategic Planning & Economic Development <i>With responsibility for Strategic Planning; Neighbourhood Planning; Economic Development; Tourism; and Estates.</i>
Cllr Tony Coates	Housing <i>With responsibility for Housing Services.</i>
Cllr Stephen Godfrey	Finance & Administration <i>With responsibility for Finance; Human Resources; Legal Services; IT Services; Customer Services & Business Support; Democratic Services; and Revenues & Benefits.</i>
Cllr Roger Huxstep	Environment <i>With responsibility for Environmental Health & Protection; Refuse Collection; Street Cleaning & Street Care; Landscape & Open Spaces; and Neighbourhood Wardens.</i>
Cllr Patricia Stallard	Communities, Culture & Sport <i>With responsibility for Arts & Culture; Community Grants; Community Development; Community Safety; Sports & Physical Activity (including Olympics); Health & Wellbeing; Museums and Guildhall.</i>

Cllr Ian Tait	New Homes Delivery <i>With responsibility for New Homes Delivery.</i>
Cllr Victoria Weston	Planning & Transport <i>With responsibility for Planning Management; Planning Enforcement; Historic Environment; Building Control; Transport Planning & Management; Parking Services; and Engineering Services.</i>

3.2 Scheme of Delegation to Portfolio Holders

The Leader

1. To act in the place of any portfolio holder having delegated authority under this Scheme.

Each Portfolio Holder

1. To incur expenditure or to make decisions in connection with the operation of services within the budget and policy framework approved by Council, other than on contract award, IT projects, or where a more specific delegation is granted in this scheme, subject to:
 - (a) in relation to individual matters where Cabinet has specifically authorised delegation to a portfolio holder up to a limit per project of £500,000 and
 - (b) in any other case up to £200,000.
2. Determination of fees and charges for services within the budget and policy framework.
3. To approve relevant Change Plans designed to deliver the Council's policy framework within the agreed budget.
4. To authorise public consultation on strategies and policies within the budget and policy framework.
5. To comment on behalf of the Council on consultation papers issued by Government or any other public body.
6. To approve Equality and Diversity Service Reviews and Action Plans.
7. To approve the response to be taken to service action plans, external inspection reports, monitoring reports, scrutiny reports and post implementation reviews.

Portfolio Holder for Strategic Planning and Economic Development

1. The acquisition (within the budget and policy framework approved by Council) or the disposal of any interest in land at best consideration for a sum not exceeding £400,000.
2. To authorise any lettings, lease renewals, rent reviews or licences (at best consideration) either by the Council or to the Council, in respect of which the rent or licence payment does not exceed £150,000 per annum, in the case of lease renewals, rent and licence fee reviews the limit of £150,000 relates to the payment sum prior to the transaction.
3. To authorise comments on the Development Plan or Local Development Framework of other local authorities.
4. Approval of draft Supplementary Planning Guidance and Supplementary Planning Documents for publication for public consultation, with the approval of the final Guidance/Document to be made by Cabinet or the Cabinet (Local Development Framework) Committee.

Portfolio Holder for Communities, Culture and Sport

1. To authorise Community Chest grants in accordance with any policies approved by Cabinet up to a limit of £500 in any individual case.
2. To authorise any minor non-recurring or emergency grants (other than those approved under the Annual Revenue Grants Scheme) up to a limit of £10,000 in any individual case.
3. To approve community transport scheme grants up to a limit of £5,000 per project.

Portfolio Holder for Environment

To agree the release of money from the Open Space Fund for individual projects, up to a limit of £100,000 per project.

Portfolio Holder for Planning and Transport

1. To authorise public consultation on proposed traffic regulation and parking orders.
2. To authorise the making of traffic regulation and parking orders except where:
 - (a) a ward Councillor registers a request that the matter be not determined by the portfolio holder;
 - (b) a parish council submits representations contrary to the officer recommendation;

- (c) Ten or more representations from separate addresses are received (and not withdrawn) which are contrary to the officer recommendation;

and in these cases the matter will be referred at the portfolio holder's discretion either to Cabinet, or to the Cabinet (Traffic and Parking) Committee for determination.

3. To agree Historic Building Grants up to a limit of £25,000 per project
4. To agree Environmental Improvement grants up to a limit of £25,000 per project.

Portfolio Holder for Finance and Administration

In relation to procurement contracts for works, goods, software or services up to a value of £1,000,000 or £200,000 per annum, whichever is the greater:

- (i) Approval of price/quality evaluation criteria.
- (ii) Approval of short-listing procedures, short-list selection and approved lists of contractors, including the authorisation of any departures from Contract Procedure Rules.
- (iii) Award of contract.
- (iv) Approval of schemes under Financial Procedure Rule 6.4 – authority to release expenditure for capital schemes.
- (v) Approval of final costs of capital schemes under Financial Procedure Rule 7.12.

Subject to there being appropriate budget provision within the budget and policy framework approved by Council, including appropriate virement.

Portfolio Holder for Housing

To authorise disposals of up to 10 vacant dwellings in any financial year, in accordance with approved policy and the Council's Housing Strategy.

Portfolio Holder for New Homes Delivery

1. To authorise public consultation on the possible development of Housing Revenue Account land.
2. To authorise the commitment of developers' contributions to support specific affordable housing schemes, subject to available resources.