

## NOTICE OF MEETING

# Leader's Decision Day

A SPECIAL LEADER'S DECISION DAY WILL BE HELD ON:

**Date: Wednesday 15 May 2013**

**Venue: CROSFIELD HALL, BROADWATER ROAD, ROMSEY**

FOLLOWING THE ANNUAL MEETING OF THE COUNCIL BEING HELD AT 11.00 AM THAT DAY

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**For further information or enquiries please contact:**

Tom van der Hoven - **01264 368001**

email: [tvanderhoven@testvalley.gov.uk](mailto:tvanderhoven@testvalley.gov.uk)

**Legal and Democratic Service**

Test Valley Borough Council,

Beech Hurst, Weyhill Road,

Andover, Hampshire,

SP10 3AJ

[www.testvalley.gov.uk](http://www.testvalley.gov.uk)

The recommendations contained in the Agenda are made by the Officers and these recommendations may or may not be accepted by the Committee.

**PUBLIC PARTICIPATION SCHEME**

*If members of the public wish to address the meeting they should notify the Legal and Democratic Service at the Council's Beech Hurst office by noon on the working day before the meeting.*

**Leader’s Decision Day**

**15 May 2013**

**AGENDA**

1. **DELEGATION OF FUNCTIONS BY THE LEADER**
  
2. **PORTFOLIO TITLES**

## **Item 1                      Delegation of Functions by the Leader**

Report of the Leader

### **Recommended:**

- 1.      That the ‘Functions retained by the Leader and delegations to the Deputy Leader and Portfolio Holders’ attached as an annex to this report be approved.**
- 2.      That all executive functions save those retained by the Leader, shall be delegated to the Cabinet as a whole save that where specified such delegated powers may be exercised concurrently by the Portfolio Holders.**

#### **SUMMARY:**

- The purpose of this report is to approve the delegation of functions by the Leader in accordance with the Council’s constitution.

### **1      Background**

- 1.1      The Council operates a Leader and Cabinet executive under which all executive functions are vested in the Leader. The Leader is required to approve Schemes of Delegation in relation to those functions.
- 1.2      The Leader has appointed a Deputy Leader, established portfolios and appointed Portfolio Holders thereto. He proposes to retain some executive functions for himself to exercise and delegate some functions to the Deputy Leader and Portfolio Holders in accordance with the annex to this report.
- 1.3      With regard to the executive functions not retained by the Leader for exercise by himself nor delegated to the Deputy Leader or Portfolio Holders, the Leader proposes to delegate these to the Cabinet as a whole.

### **2      Resource Implications**

- 2.1      None

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	1		
Portfolio: Leader			
Officer:	B Lynds	Ext:	8401
Report to:	Leader	Date:	15 May 2013

## **Functions retained by the Leader and delegations to the Deputy Leader and Portfolio Holders**

- (1) That subject to the protocol for decision making, the Leader is retaining for himself as follows:
  - (a) the appointment and removal of the Deputy Leader
  - (b) the establishment of Portfolios, which includes the determination of their number, name and content.
  - (c) the appointment and removal of Portfolio Holders
  - (d) the delegation of executive functions to Cabinet and Portfolio Holders or the removal of those previously delegated
  - (e) the determination (within the budget and policy framework set by Full Council) of all matters relating to executive functions delegated to the Cabinet, to Portfolio Holders or to Officers, where there is no convenient meeting of the Cabinet or individual available (or willing) to exercise their delegated power.
  
- (2) That subject to the protocol for decision making, the appropriate Portfolio Holders be delegated the ability to make decisions in the following minor matters:-
  - (a) where the value of the decision does not exceed £25k
  - (b) approving the negotiation of a contract with a single contractor where the case for doing so is properly made by a Head of Service
  - (c) responses to consultation documents
  - (d) minor service restructures
  - (e) grant and surrender of commercial leases
  - (f) acceptance of tenders and corrections to tender submissions
  - (g) authority for staff to appear in the Courts
  - (h) approval of attendance at Conferences
  - (i) leasing arrangements

## Item 2

## Portfolio Titles

Report of the Leader

### **Recommended:**

**That the “Housing, Health and Communities” and “Leisure and Wellbeing” Portfolios be renamed to “Housing and Environmental Health” and “Community and Leisure” Portfolios respectively.**

#### **SUMMARY:**

The purpose of this report is to rename two of the established Portfolios.

### **1. Background**

- 1.1. At its meeting in November 2011, Cabinet approved the establishment of a new Community Team located within the Leisure and Wellbeing Service.
- 1.2. As a consequence Cabinet resolved to rename the Leisure and Wellbeing Service to “Community and Leisure Service” and the Housing, Health and Communities Service to “Housing and Environmental Health Service”.
- 1.3. The titles of the Housing, Health and Communities Portfolio and Leisure and Wellbeing Portfolio were however not changed.
- 1.4. I therefore propose to rename those two Portfolios to bring it in line with the titles of the relevant Services.

### **2. Resource Implications**

- 2.1. None

<u>Background Papers (Local Government Act 1972 Section 100D)</u>			
<u>Confidentiality</u>			
It is considered that this report does not contain exempt information within the meaning of Schedule 12A of the Local Government Act 1972, as amended, and can be made public.			
No of Annexes:	None		
Portfolio: Leader			
Officer:	Head of Administration	Ext:	8001
Report to:	Leader	Date:	15 May 2013