

## Notice of Meeting

# Leader's Decision Day

**Date:** Monday 18 May 2015

**Time:** Following the Annual Meeting of the Council being held at 11AM that day.

**Venue:** Crosfield Hall, Broadwater Road, Romsey

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

Emma Silverton - 01264 368001

email [esilverton@testvalley.gov.uk](mailto:esilverton@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**

Monday 18 May 2015

**Agenda**

1. **APPOINTMENT OF DEPUTY LEADER**
2. **ESTABLISHMENT OF PORTFOLIOS**
3. **APPOINTMENT OF PORTFOLIO HOLDERS**
4. **DELEGATION OF FUNCTIONS BY THE LEADER** 3 - 5

## **ITEM 4                      Delegation of Functions by the Leader**

Report of the Leader

### **Recommended:**

- 1. That the Scheme of Delegation to the Deputy Leader and Portfolio Holders attached as an annex to this report be approved.**
- 2. That the Scheme of Delegations for Officers attached as an Annex to the agenda for Annual Council of 18 May 2015 in so far as it relates to executive functions be approved.**
- 3. That all other executive functions, save those retained by the Leader as set out in the annex to this report and delegated to Officers, be delegated to the Cabinet as a whole.**

#### **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 will be appointing a Deputy Leader, establishing portfolios and appointing 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 Scheme in the annex to this report.
- 1.3 The Council has a Scheme of Delegations to Officers that is annexed to the agenda for the Annual Council meeting on 18 May 2015 and the Leader proposes to confirm this Scheme in so far as the functions delegated within it are executive functions.
- 1.4 With regard to the executive functions not retained by the Leader for exercise by himself nor delegated to the Deputy Leader, Portfolio Holders or Officers, 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:	W Lynds	Ext:	8401
Report to:	Leader	Date:	18 May 2015

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

- (1) That subject to the delegations to officers and the protocol for decision making, the Leader has retained for himself and delegated, in his absence, decision making powers to the Deputy Leader and appropriate Portfolio Holders 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