



## Revised Notice of Meeting

# Leader’s Decision Day

**Date:** Wednesday, 10 May 2017

**Time:** 11:00 immediately following Annual Council

**Venue:** Main Hall, Crosfield Hall, Broadwater Road, Romsey, Hampshire, SO51 8GL

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

Dave Burn - **01264 368001**

email [dburn@testvalley.gov.uk](mailto:dburn@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.

**Leader’s Decision Day**

Wednesday 10 May 2017

**Agenda**

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

## **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 10 May 2017 in so far as it relates to executive functions, and as amended in line with the revised portfolio responsibilities, 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      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>			
None			
<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	File Ref:	
(Portfolio: Leader)			
Officer:	K Dunn	Ext:	8401
Report to:	Leader’s Decision Day	Date:	10 May 2017

## **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; and
  - (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; and
  - (i) leasing arrangements.