

# Supplementary Agenda



<b>Meeting name</b>	<b>Meeting of the Council</b>
<b>Date</b>	<b>Wednesday, 26 May 2021</b>
<b>Start time</b>	<b>6.30 pm</b>
<b>Venue</b>	<b>Parkside, Station Approach, Burton Street, Melton Mowbray LE13 1GH</b>
<b>Other information</b>	<b>This meeting is open to the public</b>

<b>Meeting enquiries</b>	Democratic Services
<b>Direct Dial</b>	
<b>Email</b>	democracy@melton.gov.uk

<b>No.</b>	<b>Item</b>	<b>Page No.</b>
8.	<p><b>NOTIFICATION BY THE LEADER OF THE APPOINTMENT TO THE CABINET</b></p> <p>The Council is requested to note the appointment of the Deputy Leader as may be announced by the Leader.</p> <p>The Council is requested to note the appointment of members of the Cabinet as may be announced by the Leader.</p> <p>The Council is requested to note the Cabinet Portfolios as may be announced by the Leader.</p> <p>The Council is requested to note the Leaders Scheme of Delegation.</p> <p>The Leader to provide a verbal review of the last municipal year and to report on the proposed policies of the Council for the forthcoming year.</p>	119 - 126

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## CHAPTER 2 – 5 - CABINET SCHEME OF DELEGATION

Under Section 15 of the Local Government Act 2000, The Leader of the Council has the power to delegate some Cabinet functions to individual members of the Cabinet

This document shows what delegations are in place. It can be changed by the Leader at any time but he/she shall notify the Monitoring Officer within 5 days of amending it.

Decisions taken by Cabinet Members/Officers carry the same weight as any decision taken by the decision making body and they must therefore consider all implications and the Decision Making Principles prior to taking delegated decisions and must ensure constitutional requirements are adhered to.

### **Delegated authority to make Decisions**

- 1.0 The Leader is personally responsible for the discharge of all Cabinet Functions and may take any decision in relation to any such function, whilst recognising the specific and/or statutory responsibilities placed on individual portfolio holders.

Any delegation is without prejudice to the Leader's ability to exercise these powers notwithstanding the delegation. The Leader may exercise any function which is designated as a Cabinet function under the law or under the Cabinet Functions and Procedure Rules. It should be noted that Section 15 of the Local Government Act 2000 gives all executive functions to the Leader, who may delegate them to the Cabinet, a Committee of the Cabinet, individual Cabinet Members, Officers or Joint Committees.

### **2.0 How to use delegated authority**

- 2.1 In using a delegation, Members and Officers shall comply with

- The Budget and Policy Framework set by Council
- The decision making principles set out in the Access to Information Procedure Rules
- Statutory Requirements
- Contract Procedure Rules
- Financial Procedure Rules
- Consideration of relevant policies
- The Employee Code of Conduct if relevant
- The Member Code of Conduct if relevant
- The reservations contained with this Scheme of Delegation
- The Leader's wishes
- Budgetary provisions
- Advice from the Chief Executive, the Monitoring Officer or the Chief Finance Officer
- Any provision contained within the Constitution

- 2.2 Where an Officer or Portfolio Holder has delegated powers, Cabinet can still exercise that power in a particular case if it considers it appropriate to do so or the Leader directs them to.

### **Matters delegated to Cabinet Members**

- 2.3 The Leader delegates all Cabinet Functions which fall within the portfolio of each Cabinet Member to that Cabinet Member who may take any decision in relation to those functions subject to the reservations in the lists below and to the Leader's directions in respect of controversial, high profile and/or financially significant decisions.

Portfolios are attached at Appendix A.

### **Matters delegated to Officers**

- 2.4 The Leader delegates all Cabinet Functions to Chief Officers. Those Officers must exercise their delegations in accordance with the Officer Scheme of Delegation in its entirety subject to the reservations in the list below and the Leader's directions in respect of controversial, high profile and/or financially significant decisions. Chief Officer's areas of responsibility are attached at Appendix B.

## **3.0 Functions reserved to the Leader**

- 3.1 The following functions have been reserved to the Leader and delegations can not be exercised

	<b>Functions Reserved to the Leader</b>
1	To lead on implementing the Council's policy and budget decisions
2	To provide leadership of the Council by setting the strategic direction and key priorities and overseeing the development of the financial strategies.
3	To represent the Council in the community and in negotiations with regional and national public service organisations
4	To be the lead spokesperson for the Council and deal with external relations with partners and other stakeholders.
5	Overall responsibility for the performance framework, including the monitoring of targets.
6	To lead and co-ordinate the Council's work on key cross-cutting policy areas such as equalities, sustainability and communications.
7	To appoint a Deputy Leader
8	To appoint up to 9 Councillors to be members of the Cabinet.
9	To allocate to each member of the Cabinet areas of responsibility to be known as Portfolios.
10	To provide leadership to the Cabinet and chair Cabinet meetings and major partnerships as necessary and ensure the efficient despatch of business consistent with the Council's policies and strategies.
11	To notify the Monitoring Officer of the allocation of responsibility so that the information can be published in the Constitution.
12	In the absence of a Cabinet member the taking of responsibility for all relevant matters within the remit of the Cabinet.
13	Where the Leader judges it to be the most suitable course of action, the Leader may require any decision proposed by one or more Portfolio holder to be taken by the Cabinet.

14	To exercise discretion to personally discharge any Cabinet functions or make arrangements for their discharge by the Cabinet, another member of the Cabinet, a committee of the Cabinet or to an officer - without prejudice to the Leader's continued power to discharge that function.
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**Matters reserved to Cabinet**

3.2 The following matters shall be considered by Cabinet as a whole and Cabinet Members or Officers should not use delegated authority.

<b>Functions Reserved to Cabinet</b>	
1	Any decisions which in the opinion of the Leader should be determined by Cabinet
2	Proposing the Budget and Policy Framework and Capital Programme to the Council
3	Approving the Risk Management Strategies and Policies and reviewing the effectiveness of Risk Management Arrangements.
4	Approval to the carry forward of underspends in excess of £500,000
5	Approval of in year budget reallocations up to a limit of £50,000.
6	Reallocation of capital budgets which do not exceed the overall capital programme.
7	Authorising the Chief Finance Officer to write-off bad or doubtful debts of £5,000 or over.

Signed: Joe Orson

Leader of the Council

Date: 26 May 2021

The following are the Council’s Cabinet Portfolios (which may be varied from time to time by the Leader):

Portfolio Holder	Areas of responsibility	Corporate Strategy
<b>Leader</b>	<ul style="list-style-type: none"> <li>• Providing overall Leadership and direction for the Council</li> <li>• Corporate Strategy and Policy Development</li> <li>• Corporate Strategy delivery</li> <li>• Corporate Performance and Risk Management</li> <li>• Corporate Communications – spokesperson for the Council</li> <li>• Oversight of key strategic projects:                             <ul style="list-style-type: none"> <li>• Delivery of the MMDR</li> <li>• Delivery of the second GP Surgery and Health and Leisure Park for Melton</li> </ul> </li> </ul>	Priorities 1-6
<b>Growth and Prosperity (and Deputy Leader)</b>	<ul style="list-style-type: none"> <li>• Economic Growth and Inward Investment</li> <li>• Inclusive growth, tackling economic inequality</li> <li>• Housing Strategy</li> <li>• Capital Regeneration Projects</li> <li>• Town Centre Management and Regeneration (inc car parks)</li> <li>• Infrastructure Investment (inc digital e.g. superfast broadband etc)</li> <li>• Council’s representative on the Members Advisory Group</li> <li>• Duty to Co-operate and development of the LLR Strategic Growth Plan</li> <li>• Planning Policy</li> <li>• Planning Development Services – oversight of Planning Services Review implementation</li> <li>• Corporate Property and Assets Management and Development – inc utilisation of council assets for homes for market sale and private rent.</li> <li>• Development of Country Park and other open spaces</li> <li>• Tourism, Events and Place Promotion</li> <li>• Culture and Heritage</li> <li>• Council’s representative on the Place Board</li> <li>• Building Control</li> <li>• Land Charges</li> </ul>	Priority 3

<b>Corporate Governance, Finance and Resources</b>	<ul style="list-style-type: none"> <li>• Finance</li> <li>• Human Resources</li> <li>• Learning and Development</li> <li>• ICT Operations</li> <li>• Procurement</li> <li>• Commercialisation</li> <li>• Corporate Security, Counter Terrorism and Cyber Crime</li> <li>• Debt Management</li> <li>• Revenues</li> <li>• Corporate Health and Safety</li> <li>• Constitutional and Member Development</li> <li>• Data Management, GDPR and FOIs</li> <li>• Legal Services</li> <li>• Governance</li> <li>• Chair of the Constitutional Review Working Group</li> </ul>	Priority 5
<b>Climate, Access and Engagement</b>	<ul style="list-style-type: none"> <li>• Democracy and Elections</li> <li>• Parish Council liaison</li> <li>• Website</li> <li>• Resident engagement</li> <li>• Community grants and community lottery</li> <li>• Embedding services within communities</li> <li>• Rural services</li> <li>• Customer access and accessibility (telephone and digital)</li> <li>• Equalities, Diversity and Inclusion</li> <li>• Waste and Recycling Services</li> <li>• Environmental Services (cleansing and maintenance)</li> <li>• Burial Services</li> <li>• Council's representative on the BID Board</li> <li>• Climate Change</li> <li>• Environmental protection and place based enforcement (inc planning and licensing)</li> <li>• Environmental Health inc Private Sector Housing</li> <li>• Licensing</li> <li>• Lightbulb and Disabled Facilities Grants</li> </ul>	Priority 4 & 6
<b>Council Homes and Landlord Services</b>	<ul style="list-style-type: none"> <li>• HRA Business Plan</li> <li>• Council housing assets, maintenance and repairs</li> <li>• Landlord Health and Safety</li> <li>• Council housing tenancy management</li> <li>• Tenant Engagement</li> <li>• Council house lettings</li> <li>• Council house rent and Income</li> <li>• Use of Right To Buy receipts</li> <li>• New Council homes (acquisitions and development)</li> </ul>	Priority 2

**People and  
Communities**

- Community Safety and Priority Neighbourhoods
- Homelessness and Housing Options
- Support to vulnerable people; including older people and Lifeline services
- Community Cohesion
- Complex case management
- Inclusive growth – tackling deprivation and social inequality
- Safeguarding
- Well-being, physical activity and leisure centre contract management
- Welfare and Benefits
- Armed Forces Covenant lead

Priority 1



**Chief Officers**

Chief Officers are delegated authority to take any decision in relation to the functions within their area of service responsibility as detailed in this Constitution. This includes but is not limited to the ability to exercise within approved budgets all matters of day to day administration and operational management of the services and functions for which they are responsible, take all necessary action to achieve and implement the objectives and actions set out in approved policies, strategies, plans and decisions of the Council, sign licences and notices and place orders for goods and services relevant to their service areas and increase fees and charges in line with the Financial Procedure Rules. For clarity this includes all operational Human Resources matters relevant to their area of responsibility.

Post	Area(s) of Responsibility
<p><b>(a) Chief Executive</b></p> <p><b>(b) <u>Statutory Officer:</u></b></p> <p><b>Head of Paid Service</b></p>	<p>Returning Officer for local elections</p> <p>Acting Returning Officer for parliamentary elections</p> <p>Overall responsibility for the delivery of all Council services</p> <p>All staffing matters except for restrictions contained within the Employment Procedure Rules.</p>
<p><b>(c) Director for Housing and Communities</b></p>	<p>Housing and Neighbourhoods</p> <ul style="list-style-type: none"> <li>- Housing management function</li> <li>- Customer Services</li> <li>- Homelessness and housing options</li> <li>- Community Safety</li> </ul> <p>Waste and Environmental Management</p> <p>Housing Assets; repairs and maintenance</p> <p>Revenues and Benefits</p> <p>People Services</p> <ul style="list-style-type: none"> <li>- Health and well-being</li> <li>- Leisure and physical activity, including Leisure centre contract management</li> <li>- Complex case work including Me and My Learning and Intensive Housing Management</li> <li>- Assistive Technology</li> <li>- Assets of Community Value</li> </ul>

<b>(d) Assistant Director for Governance and Democracy</b>	<p>Governance</p> <ul style="list-style-type: none"> <li>- Legal</li> <li>- Information Governance</li> <li>- Complaints</li> <li>- Democratic Services</li> <li>- Elections</li> </ul> <p>Regulatory Services</p> <ul style="list-style-type: none"> <li>- Licensing</li> <li>- Environmental Health</li> </ul>
<b>(e) Director for Corporate Services</b>	<p>Finance</p> <p>Procurement</p> <p>Internal and External Audit</p> <p>ICT</p> <p>Corporate Planning and Improvement</p> <p>HR &amp; Communications</p> <p>Communications and Marketing</p>
<b>(f) Director for Growth &amp; Regeneration</b>	<p>Growth &amp; Regeneration</p> <p>Corporate Property and Assets</p> <p>Strategic Planning and Delivery:</p> <ul style="list-style-type: none"> <li>- Development Control</li> <li>- Building Control</li> <li>- Local Plan and Planning Policy</li> <li>- Private Sector Housing and DFG's</li> </ul> <p>Emergency preparedness and response; Business Continuity</p> <p>Climate Change</p> <p>Regulatory Services</p> <ul style="list-style-type: none"> <li>- Licensing</li> <li>- Environmental Health</li> </ul>