

**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, Leader or Portfolio Holder, may discharge executive functions without the authority of the Council. 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'

<u>Name of Portfolio</u>	<u>Name of Member</u>
Leader (with responsibility for major projects, the Local Strategic Partnership, the local economy and tourism).	Councillor Beckett
Deputy Leader (with responsibility for Performance and Communications)	Councillor Hollingbery
Culture, Heritage and Sport	Councillor Stallard
Environment, Health and Safety	Councillor Pearson
Finance and Resources	Councillor Allgood
Housing and Communities	Councillor Coates
Planning and Transport	Councillor Lipscomb

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 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 projects where Cabinet has specifically authorised delegation to a portfolio holder up to a limit per project of £100,000 and
  - (b) in any other case up to £50,000
2. To comment on behalf of the Council on consultation papers issued by Government or any other public body.
3. To approve Equality and Diversity Service Reviews and Action Plans.

Portfolio Holder for Culture, Heritage 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 £1,000 in any individual case.

Portfolio Holder for Finance and Resources

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 £200,000.
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 £100,000 per annum, in the case of lease renewals, rent and licence fee reviews the limit of £100,000 relates to the payment sum prior to the transaction.
3. In relation to procurement contracts for works, goods, software or services up to a value of £500,000 or £100,000 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 under Contract Procedure Rule 3.
  - (iii) Award of contract.

Subject to there being appropriate budget provision, including appropriate virement.

Portfolio Holder for Housing and Communities

1. To authorise public consultation on the possible development of Housing Revenue Account land.

Portfolio Holder for Planning and Transport

1. To authorise comments on the Development Plan or Local Development Framework of other local authorities.
2. To agree Historic Building Grants or Environmental Improvement Grants up to a limit of £25,000 per project.
3. To agree the release of money from the Open Space Fund for individual projects, up to a limit of £50,000 per project.
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.
5. To authorise public consultation on proposed traffic regulation and parking orders.
6. 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.

(5 & 6 from previous Portfolio Holder for Economy and Transport)