

## REPORT OF POLICY AND RESOURCES COMMITTEE

(Meeting held 27 October 1999)

### 1. CHIEF EXECUTIVE – EARLY RETIREMENT (REPORT A) (MINUTE NO. 75)

Following a decision at the last meeting of the Committee, it was reported that early retirement negotiations had now been concluded with the Council's Chief Executive.

The award of added years and the early release of pension was consistent with normal Council practice and the Council's early retirement policy as agreed by the Committee on 22 March 1999.

#### **RECOMMENDED:**

- (a) *That the early retirement of the Chief Executive, Mr I B Mackintosh, be approved on the grounds of efficiency with effect from 1 November 1999;*
- (b) *That the Chairman and the Vice-Chairman of Policy and Resources Committee be authorised to sign the business case for the early retirement of the Chief Executive on the grounds of efficiency; and*
- (c) *That Mr Mackintosh be thanked for his service to the Council.*

### 2. RETIREMENT OF THE DIRECTOR OF FINANCE AND ADMINISTRATION (REPORT B) (MINUTE NO. 76)

Members noted that Mr D A Gurney, the Council's Director of Finance and Administration, had been recommended to retire from the Council's service on the grounds of ill-health by the Council's Specialist Occupational Health Consultant.

As his retirement was on the grounds of ill-health, the costs associated with Mr Gurney's pension would be met from the Local Government Pension Scheme. Contractual costs falling to the Council had now been identified.

#### **RECOMMENDED:**

- (a) *That it be noted that the Director of Finance and Administration, Mr Derek Gurney, will retire from the Council's service on grounds of ill-health with effect from 31 October 1999;*
- (b) *That the Chairman and the Vice-Chairman of Policy and Resources Committee be authorised to sign the business case; and*
- (c) *That Mr Gurney be thanked for his long and meritorious service to the Council.*

### 3. STRUCTURE OF THE FINANCE AND ADMINISTRATION DIRECTORATE (REPORT C) (MINUTE NO. 77)

Following the retirement on the grounds of ill-health of the Director of Finance and Administration, members have considered opportunities for changes to the structures of the existing Finance and Administration Directorate.

Having reviewed the position, the Committee recommends that the current Finance and Administration Directorate be split into two, creating a dedicated Finance Directorate and an enlarged Chief Executive's Department designed to give a better focused strategic centre. The new Finance Directorate would bring together all of the financial functions, enabling the newly appointed Director of Finance to concentrate totally on the financial strategy of the Council as part of the important activities of providing member advice and membership of Officers' Management Team.

It was also proposed that the current Assistant Director – Corporate and Client Services be appointed Director of Finance on an interim basis from 1 November 1999 to the date of commencement of a permanent Director.

As a consequence of the creation of a separate Finance Department, it is recommended that the Central Administration, Legal Services and IT Services functions currently located in the Finance and Administration Directorate be incorporated in an enhanced Chief Executive's Department in order to provide better strategic grouping, particularly with regard to increased efficiency and in tackling the modernising agenda.

In order to free the Chief Executive from spending a considerable amount of time on operational management of the Department, it was further proposed that the existing post of Head of Personnel be redesignated as Assistant Chief Executive to undertake the operational management role. That post holder would maintain responsibilities as the Council's Principal Personnel Advisor and retain membership of Officers' Management Team.

**RECOMMENDED:**

- (a) That the current Finance and Administration Directorate be disbanded following close of business on 31 October 1999;**
- (b) That a new Finance Directorate be created with effect from 1 November 1999;**
- (c) That the current post of Director of Finance and Administration be redesignated Director of Finance with effect from 1 November 1999;**
- (d) That the functions currently led by the Assistant Directors of Finance – Customer & Support Services and Corporate & Client Services form the functions of the Finance Directorate with effect from 1 November 1999;**
- (e) That the Central Administration, Legal Services and IT Services functions be transferred to the Chief Executive's Department with effect from 1 November 1999;**
- (f) That a review of the regrouped Chief Executive's Department functions be undertaken to ensure best operational effectiveness is achieved;**
- (g) That Mrs Pat Higgins, Assistant Director – Corporate and Client Services, be appointed Director of Finance on an interim basis for the period 1 November 1999 to the date of commencement of employment of the permanent Director of Finance;**
- (h) That the Assistant Director – Corporate and Client Services be paid an appropriate honorarium for undertaking these duties;**

- (i) That the current post of Head of Personnel be redesignated Assistant Chief Executive with effect from 1 November 1999; and*
- (j) That the job description of the current Head of Personnel be reviewed within established Council procedures.*

**4. REMUNERATION PACKAGE – CHIEF EXECUTIVE (REPORT D) (MINUTE NO. 78)**

The Committee has considered proposals to make minor changes to the remuneration package for the post of Chief Executive which are primarily related to the repositioning of the salary band within the current locally agreed salary structures

The proposed scale would consist of 14 spinal points, ranging from £58,746 to £86,109, including market supplement, as compared to the current Chief Executive salary scale which ran from £60,471 to £90,708.

The Committee has also considered the broader financial implications of the proposals and car leasing arrangements.

Relocation expenses would also be payable, in line with the Council's established scheme.

**RECOMMENDED:**

- (a) That the remuneration package for the post of Chief Executive as detailed in Report D be approved;*
- (b) That authority be given to incur relocation expenditure of up to £8,000 to the successful applicant, should this be required;*
- (c) That the savings on salary bill and car lease scheme expenditure liabilities of £5,272 per annum be noted; and*
- (d) That the advertisement for the post of Chief Executive include a salary figure of circa £70,000.*

**5. REMUNERATION PACKAGE - DIRECTOR OF FINANCE (REPORT E) (MINUTE NO. 79)**

The Committee considered a remuneration package for the post of Director of Finance (the Director of Finance and Administration post redesignated).

**RECOMMENDED:**

- (a) That the remuneration package for the Director of Finance post be approved; and*
- (b) That authority be given to incur relocation expenditure of up to £8,000 to the successful applicant, should this be required.*

**6. APPOINTMENT OF MONITORING OFFICER (REPORT G) (MINUTE NO. 83)**

The Committee have noted that the Local Government and Housing Act 1989 imposes a statutory duty on local authorities to designate an officer as its Monitoring Officer, to be responsible for performing duties imposed by Section 5 of the Local Government and Housing Act, 1989.

Over recent years, the role had been combined with that of the Council's Head of Paid Service (the Chief Executive).

During the period prior to the appointment of a new permanent Chief Executive, it is proposed that the role be undertaken by the Head of Central Administration, with the situation being reviewed when a permanent Chief Executive is appointed.

**RECOMMENDED:**

- (a) *That Mr Terry Simpson, Head of Central Administration, be designated as the Council's Monitoring Officer for the period 2 November 1999, until the appointment of a permanent Chief Executive; and***
- (b) *That this decision be reviewed by the incoming Chief Executive in consultation with members, once a permanent appointment is made.***

**7. FINANCIAL ADMINISTRATION OF THE COUNCIL (REPORT H) (MINUTE NO. 84)**

The Committee has noted that the Council has a statutory duty to appoint an officer to be responsible for its financial administration, under the Local Government Act 1972, as amended.

Since the Director of Finance and Administration was retiring it was necessary to appoint an officer to act as the responsible officer, pending the appointment of a new permanent Director of Finance.

**RECOMMENDED:**

- (a) *That the Assistant Director of Finance – Corporate & Client Services, Mrs P Higgins, be appointed as the officer responsible for the financial administration of the Council's affairs, until such time as the permanent Director of Finance is appointed and takes up his/her duties;***
- (b) *That the Audit Manager, Mr S Cranston, be appointed to deputise for the Assistant Director of Finance – Corporate & Client Services; and***
- (c) *That the Assistant Director of Finance – Corporate & Client Services and the Audit Manager revert to their roles as deputies for the financial administration of the Council's affairs at such time as the permanent Director of Finance takes up his/her duties.***

**8. STANDING ORDERS AS TO MEETINGS, STANDING ORDERS AS TO CONTRACTS AND FINANCIAL REGULATIONS (REPORT I) (MINUTE 85)**

As a result of the retirements of the Chief Executive and the Director of Finance and Administration, it has become necessary to consider amendments to Standing Orders and Financial Regulations to reflect the interim officer structure for the period between the dates of retirement of the two officers and the new appointments being made.

The report proposed various amendments to ensure that officers had the necessary authority from the Council to act on its behalf, thus avoiding any challenge to the legality of any action which may be taken by them.

**RECOMMENDED:**

***That, in the Council's Standing Orders as to Meetings, Standing Orders as to Contracts and Financial Regulations, the responsibilities held by the Director of Finance and Administration shall be amended to provide that:-***

- (i) Those relating to the financial administration of the Council being undertaken by the officer appointed for the time being under Section 151 of the Local Government Act 1972 (as amended);***
- (ii) For the purposes of the Standing Orders as to Contracts and the Financial Regulations, the functions be undertaken by the Chief Solicitor; and***
- (iii) With effect from 1 November 1999:-***
  - (a) Standing Order 29(2) – Sealing of Documents – be amended by the deletion of the words “Director of Finance and Administration” and the substitution therefor of “Chief Executive”;***
  - (b) All other Standing Orders be amended by the deletion of the words “Director of Finance and Administration” and the substitution therefor of “Head of Central Administration”.***

**9. DELEGATIONS AND PROPER OFFICER APPOINTMENTS (REPORT J) (MINUTE NO. 86)**

The Committee has considered proposals to make amendments to the existing extensive scheme of delegations and proper officer appointments which had been approved by the Council over the years in order to facilitate the implementation of its policies and decisions. These could be reviewed when a permanent Chief Executive and Director of Finance are appointed.

**RECOMMENDED:**

***That the current Delegations and Proper Officers responsibilities of the Director of Finance and Administration be amended in accordance with Appendix 1 to this report.***

**10. ARRANGEMENTS FOR THE RECRUITMENT OF THE CHIEF EXECUTIVE (REPORT K) (MINUTE NO. 87)**

The Committee has considered a proposed recruitment process for a new Chief Executive.

The report included details of the design of a package for the recruitment and process; and advertising, assessment centre and interview panel arrangements.

Members noted that advertisements would be placed in the press on 11 November 1999 and the Assessment Centre would be held in mid December 1999.

**RECOMMENDED:**

- (a) That the recruitment process outlined in the report be approved subject to final implementation details being undertaken in consultation with the Chairman and the Vice-Chairman of Policy and Resources Committee;**
- (b) That a budget provision of £18,700 be approved for the recruitment of a new Chief Executive; and**
- (c) That the final interview panel for the post of Chief Executive consist of five members.**

**11. ARRANGEMENTS FOR THE RECRUITMENT OF A DIRECTOR OF FINANCE (REPORT L) (MINUTE NO. 88)**

The Committee has considered a proposed recruitment process for a new Director of Finance.

The report included details of the design of a package for the recruitment process; and advertising, assessment centre and interview panel arrangements.

Members noted that advertisements would be placed in the press on 11 November 1999 and the Assessment Centre would be held in mid December 1999.

**RECOMMENDED:**

- (a) That the recruitment process outlined in the report be approved, subject to the final implementation arrangements being undertaken in consultation with the Chairman and the Vice-Chairman of Policy and Resources Committee;**
- (b) That a budget provision of £15,300 be approved for the recruitment of a new Director of Finance; and**
- (c) That the final interview panel for the post of Director of Finance consists of five members plus appropriate advisers.**

**12. REVIEW OF THE COUNCIL'S OVERALL EMPLOYEE STRUCTURE (REPORT M) (MINUTE NO. 89)**

The Committee has decided to establish an Employee Structure Sub-Committee to review the Council's overall employee structures as part of an integrated review, to run alongside the review of member structures which are to be dealt with by the newly-established Modernisation Working Party.

**RECOMMENDED:**

- (a) That an Employee Structure Sub-Committee be created with immediate effect;**
- (b) That the Terms of Reference of the Sub-Committee be as follows:-**
  - “(i) To consider all changes to employee structures relating to better use of resources to increase effectiveness and meet policy objectives and/or changes required to support new member working arrangements which require member approval;**
  - (ii) To act as a Council - wide co-ordination mechanism for all changes related to employee structures;**
  - (iii) To monitor changes to employee structures and receive regular reports on the use of the Councils “At Risk” Register and other support mechanisms, as appropriate;**
  - (iv) To consider proposed changes to the workforce makeup;**
  - (v) To carry out these duties consistent with the corporate management manpower and financial policies of the Council”;**
- (c) That the membership of the Sub-Committee consist of eight members (5 Conservative and 3 Liberal Democrat members), together with a single substitute for each Political Group; and**
- (d) That the names of the representatives and substitutes be forwarded to the Head of Central Administration as soon as possible.**

**13. HEAD OF PAID SERVICE (REPORT N) (MINUTE NO. 91)**

The Committee has considered a report proposing that an interim Head of Paid Service be appointed and designated as Chief Executive for the period to the commencement of employment of the permanent Chief Executive.

Mr Robin Hodgson, the former Chief Executive of Hampshire County Council had been approached to fulfill the interim Head of Paid Service role on a part-time basis. It is proposed that Mr Nick Gibbs, the Council's Director of Community Services, be appointed Deputy Chief Executive for the same period.

The Committee acknowledged Mr Hodgson's long term experience and abilities.

**RECOMMENDED:**

- (a) That the Council appoint an interim Chief Executive (Head of Paid Service) for the period 2 November 1999 to the commencement of employment of a permanent Chief Executive;**
- (b) That Mr Robin Hodgson be approached with a view to him undertaking this role on a part-time basis and that a pro-rata salary level be negotiated; and**
- (c) That Mr Nick Gibbs, Director of Community Services be appointed Deputy Chief Executive for the period 2 November 1999 to the commencement of employment of a permanent Chief Executive.**

**Councillor S A Hayes  
CHAIRMAN**

Attachments - Appendix 1, Item 11

(Ctteemtg/Cttee/PS271099/Report)



**DELEGATIONS AND PROPER OFFICER PROVISIONS – SCHEDULE OF PROPOSED CHANGES**  
 (References in this Schedule to “Section 151 Officer” mean the officer appointed by the Council under Section 151 of the Local Government Act 1972 (as amended) to be responsible for the Council’s financial administration)

**DELEGATIONS TO OFFICERS**

**BUSINESS SERVICES CONTRACTS COMMITTEE**

No.	Source	Power Delegated	Delegation To	Min No and Date	
8	Housing Act 1985 Part II	To set the service charge in respect of sold Council flats	Assistant Director (Housing Contract Services) in consultation with the <b>Section 151 Officer</b>	12	12.3.96

**CENTRAL SERVICES COMMITTEE**

5	LGA 1972 s.101	To settle leasing arrangements for the purchase of new equipment	<b>Section 151 Officer</b> Assistant Director of Finance - Corporate and Client Services	61	18.3.97
7	LGA 1972 s.101	To set a charge for District Council accommodation and for convenience copying	<b>Section 151 Officer</b> or Head of Central Administration	61	18.3.97
8	Data Protection Act 1984	To set a fee for subject access up to the maximum allowed by the Secretary of State	<b>Section 151 Officer</b> or Head of Information Technology Services, in consultation with the Chairman and Vice-Chairman of the Central Services Committee	61	18.3.97

No.	Source	Power Delegated	Delegation To	Min No and Date	
12	LGA 1972 s.101	To sign transfers from the Council's General Account to the Payments Account and to sign cheques	<b>Section 151 Officer</b> Assistant Director of Finance - Customer and Support Services Assistant Director of Finance - Corporate and Client Services	61	18.3.97
13	LGA 1972 s.101	To administer the community charge, national non-domestic rate, and the Council Tax	<b>Section 151 Officer</b> Assistant Director of Finance - Customer and Support Services <b>Assistant Director of Finance – Corporate and Client Services</b>	61	18.3.97
14	Social Security and Housing Benefits Act 1982	To carry out all housing benefit functions under Part II of the Act and Regulations for private sector housing	<b>Section 151 Officer</b> Assistant Director of Finance - Customer and Support Services	61	18.3.97
15	LGA 1972 s.101	To decide whether applications for national non-domestic rate relief on hardship grounds, or for discretionary rate relief from a charity, should be referred to the Rate Relief Sub-Committee for decision	<b>Section 151 Officer</b> or Assistant Director of Finance - Customer and Support Services, in consultation with the Chairman of the Rate Relief Sub-Committee	61	18.3.97
16	LGFA 1988 s.49	Where the application is not referred to the Rate Relief Sub-Committee, to decide applications for national non-domestic rate relief on hardship grounds, or for discretionary rate relief from charities, in accordance with criteria specified by the Sub-Committee	<b>Section 151 Officer</b> Assistant Director of Finance - Customer and Support Services	61	18.3.97

No.	Source	Power Delegated	Delegation To	Min No and Date	
18	LGA 1972 s.101	To approve payment of a claim for allowances by a member for an approved duty undertaken more than two months before the date of submission of claim where the reason for the delay is attributable to illness	<b>Head of Central Administration</b>	61	18.3.97
19	LGA 1972 s.101	To fix the rates of payment to members for subsistence costs at the maximum allowed by the Secretary of State and at such times as Regulations or recommendations are received from the Department of the Environment and to implement those changes	<b>Head of Central Administration</b>	61	18.3.97
20	LGA 1972 s.101	To make additional payments to members for exceptional travel costs incurred in attending ad hoc meetings, seminars etc	<b>Head of Central Administration</b>	63	18.3.97
21	LGA 1972 s.101	To adjust a member's annual travel allowance in exceptional cases where a member's annual mileage on approved duties will change substantially because of a change in that member's circumstances	<b>Head of Central Administration</b>	63	18.3.97
1	PROPER OFFICERS LGA 1972 s.270	Designation as Proper Officer for the purpose of taking declarations made by candidates in accordance with the Representation of the People Acts 1983 and 1985 in relation to election expenses of District Council candidates	Head of Central Administration Chief Solicitor	61	

No	Source	Power Delegated	Delegation to	Min No and Date
5		In the event of the absence or incapacity of the Head of Central Administration or of a vacancy, to undertake any of the acts with respect to the Registration Officer	<b>Democratic Services Manager</b>	61 18.3.97
7	LGA 1972 S.101	Emergency planning operational groups - responsibilities for emergency planning in accordance with agreed District Emergency Organisation	Those listed below	61 18.3.97
		(A) Chief Executive - Emergency Controller		32 30.9.97
		(C) Nicholas Gibbs - First Deputy Emergency Controller		
		(D) Elizabeth Malcolm - Second Deputy Emergency Controller		
		(E) Graham Tombs - Head of Technical Group		
		(F) John Rainbow - District Oil and Chemical Pollution Officer		
		(G) Nicholas Cross - Head of Welfare Group		
		(H) Robert Merrett - Head of Health Group		
		(I) Elizabeth Malcolm - Head of Operations Group		
		(J) Terence Simpson - Head of Support Group		
		(K) Simon Parker – District Emergency Planning Co-ordinator		
		(L) David Atwill - Emergency Information Officer		

### **DIRECT SERVICES CONTRACTS COMMITTEE**

(resolutions dated before 22.5.95 made by Contract Services Committee)

No changes proposed



No	Source	Power Delegated	Delegation to	Min No and Date
		To suspend a Hackney Carriage, Hackney Carriage Driver's, Private Hire Driver's or Private Hire Operator's Licence when, in the circumstances of the case, he or she is satisfied that such action is warranted	<b>Head of Central Administration</b>	
		To revoke a Hackney Carriage Driver's, Private Hire Driver's or Private Hire Operator's Licence in exceptional circumstances where revocation is considered essential	<b>Head of Central Administration</b> in consultation with Chairman and Vice-Chairman	
		<u>Hackney Carriage and Private Hire Vehicles</u>		
		To suspend a Hackney Carriage or Private Hire vehicle licence where he or she is satisfied that the vehicle has fallen below the safe mechanical standards or is in such a condition that it is not fit for its licensed use	<b>Head of Central Administration</b> Licensing Officer	
		To arrange more frequent inspections if he or she believes mechanical or maintenance standards to be falling and/or following repairs to an accident damaged vehicle	<b>Head of Central Administration</b> Licensing Officer	
		At his or her discretion to license Hackney Carriage or Private Hire vehicles over 8 years old where the criteria for such vehicles determined by the Committee have been met	<b>Head of Central Administration</b> Licensing Officer	
		To approve the position of plates on Hackney Carriage and Private Hire vehicles	<b>Head of Central Administration</b> Licensing Officer	

No	Source	Power Delegated	Delegation to	Min No and Date	
		To approve the size, design and content of self-advertising on Hackney Carriages and Private Hire vehicles	<b>Head of Central Administration</b> Licensing Officer		
46	Local Government (Miscellaneous Provisions) Act 1976 (Indoor Entertainment)	To determine all applications for the grant, renewal, variation or transfer of public entertainment licences	<b>Head of Central Administration</b> in consultation with Director of Environment Services, Chief Environmental Health Officer, Chief Fire Officer and Hampshire Constabulary	82	6.3.97
		To remit, at his or her discretion, all or part of the licensing fee in respect of entertainment of an educational or other character or given for any charitable or other like purpose	<b>Head of Central Administration in consultation with Acting Director of Finance (Corporate Services and Client Services)</b>	38	4.9.97
		<p><b>Remarks:</b> Where significant unresolved objections have been received, the application to be submitted to the Licensing Panel of the Environmental Services and Licensing Committee for determination on the basis of either written representations or at an oral hearing, as determined by the <b>Head of Central Administration</b> after consultation with the Chairman and local members</p>			

No	Source	Power Delegated	Delegation to	Min No and Date	
47	Local Government (Miscellaneous Provisions) Act 1982 (Outdoor Entertainment)	To determine all applications made under paragraphs 3 and 4 of Schedule 1 of the Act <b>Remarks:</b> Provided in those cases where substantial objections are received the applications be referred to the Licensing Panel of the Environmental Services and Licensing Committee for determination	<b>Head of Central Administration</b>	82	6.3.97
48	Local Government (Miscellaneous Provisions) Act 1982	To remit such percentage of the fee, up to a maximum of 50%, as he determines should an application be refused and the decision be not appealed	<b>Head of Central Administration</b>	82	6.3.97
		To determine which applications are for a charitable or like purpose, or are of an educational or other like nature	<b>Head of Central Administration</b> , in consultation with the Chairman of the Committee and local member(s)		
		To remit such percentage of the licence fee as he determines up to 100% for events held for a charitable or like purpose or of an educational or other like character	<b>Head of Central Administration</b>		
49	Cinemas Act 1985	To determine applications for licences under the Act	<b>Head of Central Administration</b> in consultation with the Director of Environment Services, Chief Environmental Health Officer, Chief Fire Officer and Hampshire Constabulary	82	6.3.97
				38	4.9.97



<b>No</b>	<b>Source</b>	<b>Power Delegated</b>	<b>Delegation to</b>	<b>Min No and Date</b>	
50	Theatres Act 1968	To determine applications for licences under the Act	<b>Head of Central Administration</b> in consultation with the Chief Environmental Health Officer, Chief Fire Officer and Hampshire Constabulary	82	6.3.97
51	Late Night Refreshment Houses Act 1969	To determine applications for licences under the Act	<b>Head of Central Administration</b> in consultation with the Police, the Chief Environmental Health Officer and the Director of Environment Services	82	6.3.97
52	Lotteries and Amusements Act 1976	To determine applications for permits under the Act	<b>Head of Central Administration</b>	82	6.3.97
53	Police, Factories etc (Miscellaneous Provisions) Act 1916	To determine applications for licences under the Act and to decide whether the results of particular street collections should be advertised	<b>Head of central Administration</b>	82	6.3.97
54	House to House Collections Act 1939	To determine applications for licences under the Act, subject to his or her being satisfied as to the suitability of the procedure followed by charities in recruiting collectors	<b>Head of Central Administration</b>	82	6.3.97

No	Source	Power Delegated	Delegation to	Min No and Date
55	Gaming Act 1968	To determine applications for licences for amusement with prizes machines in premises in accordance with the Council's policy  <b>Remarks:</b> Where objections are raised which cannot be resolved by <b>Head of Central Administration</b> , the application be referred to the Licensing Panel of the Environmental Services and Licensing Committee for determination	<b>Head of Central Administration</b>	82 6.3.97
56	Game Act 1831 Section 18	To determine applications for game dealers licences under the Act	<b>Head of Central Administration</b>	82 6.3.97

#### PROPER OFFICERS

No	Source	Power Delegated	Delegation to	Min No and Date
11	Town Police Clauses Act 1847 Local Government (Miscellaneous Provisions) Act 1976 Part II	Appointment as Authorised Officer for the purposes of the Acts and any Regulations made thereunder	<b>Head of Central Administration</b> Licensing Officer	82 6.3.97

## HOUSING COMMITTEE

No	Source	Power Delegated	Delegation to	Min No and Date
13	Local Government Act 1972 S.101	To negotiate with other bodies the linking of their sheltered housing schemes to the Council's central control facilities	Assistant Director (Housing Contract Services) in consultation with <b>Section 151 Officer</b>	63 25.3.97
23	Housing Act 1985 Part II	*To set the service charge in respect of sold Council flats	Assistant Director (Housing Client Services) in consultation <b>with the Section 151 Officer</b>	63 25.3.97
26	Local Government Finance Act 1988 S.114(b)	To sign applications for Social Housing Grant scheme approvals and grant claims	<b>Section 151 Officer</b> Assistant Director of Finance (Corporate and Client Services) Assistant Director of Finance (Customer and Support Services) Service Accountancy Manager Corporate Accountancy Manager Principal Service Accountant	63 25.3.97      68 24.3.98
28	Local Government Act 1972 S.101	To change the financial limits applied to contractors on the standing approved list	<b>Section 151 Officer</b>	63 25.3.97
29	Local Government Act 1972 S.101	To award contracts for design and supervision to consultants on the basis of:- (a) cost of the consultancy work (b) size of the workload being undertaken	Assistant Director (Housing Client Services)/Director of Environment Services in consultation with the <b>Section 151 Officer</b>	63 25.3.97
32	Local Government Act 1972 S.101	To vary the scale of fees payable to the Housing Improvement Agency	Chief Environmental Health Officer in consultation with <b>Section 151 Officer</b>	63 25.3.97

No	Source	Power Delegated	Delegation to	Min No and Date
33	Local Government Act 1972 S.101	To institute foreclosure proceedings in respect of housing advance accounts where it is considered reasonable to do so to protect the Council's interest	<b>Section 151 Officer</b> Assistant Director of Finance - Corporate and Client Services <b>Assistant Director of Finance – Customer and Support Services</b>	63 25.3.97
47	Social Security Act 1986 Housing Benefit (General) Regulations 1987 - as amended	To administer a unified Housing Benefit scheme for rent and Council Tax rebates for Council house and other tenants	<b>Section 151 Officer</b> <b>Assistant Director of Finance – Customer and Client Services</b>	63 25.3.97

#### LEISURE SERVICES COMMITTEE

No changes proposed

#### PLANNING AND TRANSPORTATION COMMITTEE

No	Source	Power Delegated	Delegation to	Min No and Date
13	Local Government Act 1972 (S.101)	Determination of applications for grants under Town Schemes	Director of Environment Services, Head of Policy, Design and Information, Conservation Officers in consultation with <b>Section 151 Officer</b> , following consultations with appropriate local Councillors	277 13.4.94

No	Source	Power Delegated	Delegation to	Min No and Date	
25	Town and Country Planning Act 1990 (S.171C)	Service of Planning Contravention Notices (requires information on operations on land and persons with an interest in the land, where there is a suspected breach of planning control) <b>Remarks:</b> In absence of Chief Solicitor, the <b>Head of Central Administration</b> is authorised to exercise the powers delegated to him or her	Chief Solicitor, Principal Solicitor, Director of Environment Services, Head of Development Control, Principal Development Control Officers, Planning Officers, Development Officer	94	10.9.97
42	Town and Country Planning Act 1990 (S.178), Planning (Listed Buildings and Conservation Areas) Act 1990 (S.42(3) and S.74(3)), Public Health Act 1936 (S.275)	To sell materials removed in executing works required by an Enforcement Notice	Director of Environment Services or <b>Chief Solicitor</b>	94	10.9.97
46	Local Government (Miscellaneous Provisions Act 1976 (S.23 and 24)	Dangerous trees - to exercise the powers conferred on the Council under Sections 23 and 24 of the Act; to take such steps as may be appropriate for the purposes of Sections 23(1), 23(2) and 23(4) of the Act, and to take the specified steps in the event of the failure of a person to comply with a notice served pursuant to Section 23(3) of the Act <b>Remarks:</b> Subject to Council's Financial Regulations and Standing Orders as to Contracts	Director of Environment Services, Head of Policy, Design and Information	94	10.9.97
		To recover expenses reasonably incurred by the Council	<b>Section 151 Officer,</b> Chief Solicitor, and Principal Solicitor		

No	Source	Power Delegated	Delegation to	Min No	Date
48	Town and Country Planning Act 1990 (S.198, 199 and 201)	To make, modify, confirm, decide not to confirm, vary and revoke tree preservation orders	<b>Delete</b>	94	10.9.97
			Head of Central Administration, Chief Solicitor,	72	9.9.98
			Principal Solicitor or Assistant Director of Finance (Customer and Support Services) in consultation with Director of Environment Services, Head of Policy, Design and Information, Conservation and Urban Design Team Leader or Senior Arboriculturist	123	17.2.99
55	Local Government Act 1972 S.101	To respond to consultations for the extinguishment of highway rights	<b>Head of Central Administration</b> in consultation with the Chairman of the Planning and Transportation Committee, Local Members, Director of Environment Services, Assistant Director (Property Services)	94	10.9.97
56	Local Government Act 1972 S.101	To respond to consultations for the diversion, establishment or extinguishment of rights of way	<b>Head of Central Administration</b> in consultation with the Chairman of the Planning and Transportation Committee, Local Members, Director of Environment Services	94	10.9.97
77	Town Police Clauses Act 1847 S.21 Hampshire Act 1983 S.68	To make Orders for temporary road closures where the Police and Highway Authority raise no objection, subject to the applicants indemnifying the Council to the satisfaction of the Director of Finance and Administration	<b>Head of Central Administration,</b> Head of Consultancy Services	94	10.9.97
79	Local Government Act 1972 S.101	To make Off-Street Parking Places Orders or Amendment Orders in cases where no objections to published proposals have been received	<b>Head of Central Administration</b> in consultation with Director of Environment Services, Head of Consultancy Services	94	10.9.97

No	Source	Power Delegated	Delegation to	Min No and Date
85	Local Government Act 1972 S.101	To determine applications under the concessionary travel scheme which do not comply precisely with qualification criteria but which merit favourable consideration	<b>Section 151 Officer, Assistant Director of Finance – Customer and Support Services, Delete</b> Benefits Manager	94 10.9.97

#### POLICY AND RESOURCES COMMITTEE

No	Source	Power Delegated	Delegation to	Min No and Date
1	LGA 1972 S.101	To sign on behalf of the Council any order or document necessary to bring into effect any decision of the Council or a Committee	Head of Central Administration or Chief Solicitor	106 8.4.97
2	LGA 1972 S.101	To exercise all powers delegated to any Director, such powers to be exercised only in the absence of the Director concerned or in the event of his or her inability to act	Chief Executive	106 8.4.97
3	LGA 1972 S.101	To be responsible for the activities of the treasury management operations, including the exercise of the investment and borrowing powers of the Council in accordance with Council policy and professional codes of practice	<b>Section 151 Officer</b> , who may delegate the operations of the treasury management to the Assistant Director - Corporate and Client Services, and subordinate staff in connection with the approved activities of treasury management, and, in respect of banking arrangements, to the Assistant Director of Finance - Corporate and Client Services	106 8.4.97

No	Source	Power Delegated	Delegation to	Min No and Date
4	Accounts & Audit Regulations 1996 reg.5	To maintain an adequate and effective internal audit	<b>Section 151 Officer</b>	106 8.4.97
6	LGA 1972 S.101	To determine management and employee structures below the level of Head of Service, subject to a business case	Chief Executive and appropriate Director in consultation with the <b>Section 151 Officer</b> , the Head of Personnel, the Chairman and Vice-Chairman of the appropriate service committee, the Leaders of the Political Groups and Employee Side Representatives	101 7.4.98
20	LGA 1972 S.101	To offer a total contribution towards a personal pension, expressed as a percentage of salary, up to a maximum of 1% below the rate of their contribution to the Local Government Superannuation Scheme, where it is considered necessary for the purpose of recruitment <b>Remarks:</b> Contribution not to exceed the employee's own contribution at the time the appointment is made	<b>Section 151 Officer</b> and Head of Personnel	106 8.4.97
21	LGA 1972 S.101	To administer the employees car loans scheme as approved from time to time	<b>Assistant Director of Finance – Corporate and Client Services</b> <b>Assistant Director of Finance – Customer and Support Services</b>	106 8.4.97
22	LGA 1972 S.101	To waive requirements that car loans are renewable only at intervals of two years under the Assisted Car Purchase Scheme	<b>Assistant Director of Finance – Corporate and Client Services</b> <b>Assistant Director of Finance – Customer and Support Services</b>	106 8.4.97



No	Source	Power Delegated	Delegation to	Min No and Date
23	LGA 1972 S.101	To adjust the maximum car loan, relocation expenses, luncheon vouchers and students' subsistence allowances having regard to movements in the appropriate retail price index	<b>Assistant Director of Finance – Corporate and Client Services</b> <b>Assistant Director of Finance – Customer and Support Services</b>	106 8.4.97
24	LGA 1972 S.101	To approve the transfer to the Council of car leasing agreements for newly appointed officers, at no additional cost to the Council	<b>Assistant Director of Finance – Corporate and Client Services</b> <b>Assistant Director of Finance – Customer and Support Services</b>	106 8.4.97
26	LGA 1972 S.101	Where an existing employee who has a current car lease agreement enters into a new contract of employment that does not provide for a leased car, to allow continued use of the leased car, without contractual right, until the current car lease agreement expires	Appointing Director in consultation with <b>Section 151 Officer</b>	106 8.4.97
28	Local Government Pension Regulations 1997	To approve the retirement of employees on grounds of permanent ill-health or incapacity of mind or body, and early payment of deferred benefits or allowances to ex-employees who have to give up current employment in order to provide full time care to a close, infirm relative, subject to a business case	Chief Executive and appropriate Director in consultation with the <b>Section 151 Officer</b> , the Head of Personnel, the Chairman and Vice-Chairman of the appropriate service committee, the Leaders of the Political Groups and Employee Side representatives	101 7.4.98

No	Source	Power Delegated	Delegation to	Min No and Date
29	Local Government Pension Regulations 1997	To approve voluntary redundancies and terminations of employment in the interest of the efficiency of the service below the level of Head of Service, subject to a business case	Chief Executive and appropriate Director in consultation with the <b>Section 151 Officer</b> , the Head of Personnel, the Chairman and Vice-Chairman of the appropriate service committee, the Leaders of the Political Groups and Employee Side Representatives	101 7.4.98
30	Local Government (Discretionary Payments) Regulations 1996	To approve the early payment of pension benefits for voluntary redundancies and terminations of employment in the interest of the efficiency of the service below Head of Service level  (iii) injury allowances or gratuities	Chief Executive and appropriate Director in consultation with the <b>Section 151 Officer</b> , the Head of Personnel, the Chairman and Vice-Chairman of the appropriate service committee, the Leaders of the Political Groups and Employee Side Representatives	101 7.4.98
31	LG Pension Regulations 1997	To decide any question arising under Regulations 99-105 of the Local Government Superannuation Pension Regulations 1997	<b>Section 151 Officer</b>	101 7.4.98
32	LGA 1972 S.101	To administer the contract hire car scheme and to revise car leasing allowances every three months in line with market movements	<b>Assistant Director of Finance – Corporate and Client Services</b> <b>Assistant Director of Finance – Customer and Support Services</b>	106 8.4.97
32(c)	LGA 1972 S.101	To authorise increases in the single rate of standby allowance in line with the annual pay award	<b>Section 151 Officer</b> Head of Personnel	34 2.7.98

No	Source	Power Delegated	Delegation to	Min No and Date
37	LGA 1972 S.101	To settle any claim against the Council in respect of Building Regulations whether or not admitted by the Council's Insurers, subject to such settlement not exceeding the amount of the excess for the time being on the Council's indemnity policy	Chief Solicitor in consultation with the Chairman of Policy and Resources Committee (or Vice-Chairman in the absence of the Chairman), the <b>Section 151 Officer</b> and any other appropriate officers	106 8.4.97
38	LG&H Act 1989 Part IV	To make formal determinations under Part IV of the Local Government and Housing Act 1989 for 1991/92 and beyond	<b>Section 151 Officer</b>	106 8.4.97
40	LGA 1972 S.97	To determine applications as respects a member of a Parish or Town Council for the removal of any disability in respect of contracts or other matters imposed by S.94 of LGA 1972, on the lines of similar applications determined by the Secretary of State in respect of members of the District Council having pecuniary interests	Head of Central Administration or <b>Chief Solicitor</b>	106 8.4.97

No	Source	Power Delegated	Delegation to	Min No and Date
43	Criminal Justice and Public Order Act 1974	To make an Order under Section 70 of the Act	<b>Chief Solicitor</b>	106 8.4.97
47	LG Pension Scheme Regulations 1997	To grant for existing employees extra periods of membership of the Local Government Pension Scheme subject to a full business case and it being within budget	Appropriate Director and <b>Section 151 Officer</b> in consultation with the Head of Personnel	101 7.4.98
48	LG Pension Scheme Regulations 1997	To approve applications from employees who have opted out of the Local Government Pension Scheme more than once to rejoin	<b>Section 151 Officer</b> in consultation with Head of Personnel	101 7.4.98
49	LG Pension Scheme Regulations 1997	To extend the periods within which a manual worker who returns to Local Government after CCT can opt to retain the right to pay contributions at 5%	Appropriate Director and <b>Section 151 Officer</b> in consultation with Head of Personnel	101 7.4.98
50	LG Pension Scheme Regulations 1997	To extend the period within which an employee can elect to pay optional pension contributions after a period of absence	<b>Section 151 Officer</b> in consultation with the Head of Personnel	101 7.4.98
51	LG Pension Scheme Regulations 1997	To extend the period within which a pension scheme member can decide to convert in-house additional voluntary contributions to service credit in the Local Government Pension Scheme	<b>Section 151 Officer</b> in consultation with Head of Personnel	101 7.4.98

No	Source	Power Delegated	Delegation to	Min No and Date
52	Local Government (Discretionary Payments) Regulations 1996	To award extra years' service in compensation for loss of office below head of service level	Chief Executive and appropriate Director in consultation with the <b>Section 151 Officer</b> , the Head of Personnel, the Chairman and Vice-Chairman of the appropriate service committee, the Leaders of the Political Groups and Employee Side Representatives	101 7.4.98
53	Local Government (Discretionary Payments) Regulations 1996	To approve injury allowances or gratuities	Chief Executive and appropriate Director in consultation with the <b>Section 151 Officer</b> , the Head of Personnel, the Chairman and Vice-Chairman of the appropriate service committee, the Leaders of the Political Groups and Employee Side Representatives	101 7.4.98

### PROPER OFFICERS

3	LGA 1972 S.151 as amended by LG Finance Act 1988 S.114 and LG&H Act 1989 S.139 and Schedule 5 LGA 1972 S.101	To be the officer responsible for financial administration	Assistant Director of Finance - Corporate and Client Services or, in his or her absence, <b>Audit Manager</b>	106 8.4.97
4	Local Government (Access to Information) Act 1985	To be the "Proper Officer" for the purposes of the Act	<b>Head of Central Administration</b>	106 8.4.97

No	Source	Power Delegated	Delegation to	Min No and Date
5	Local Government (Access to Information) Act 1985	To be "Proper Officers" for the purposes of Section 100D(1)(a) and 100D(5)(a) of the Local Government Act 1972	<p>Chief Executive,  Head of Public Services,  Head of Consultancy Services,  Assistant Director (Property Services),  General Manager - Commercial Services,</p> <p>Head of Central Administration,  Chief Solicitor,  Assistant Director of Finance - Corporate and Client Services,  Assistant Director of Finance - Customer and Support Services  IT Services Manager  Director of Community Services,  Assistant Director Leisure (Service Development),  Assistant Director Leisure (Business Development),  Chief Environmental Health Officer,  Assistant Director Housing (Contract Services),  Assistant Director Housing (Client Services),  Administration Manager -Community Services,  Corporate Projects Officer,  Head of Personnel,  Director of Environment Services,  Head of Policy, Design and Information,  Head of Development Control</p>	106 8.4.97 36 15.10.97
6	LG&H. Act 1989	To be the "Proper Officer" for the purposes of the Act	<b>Head of Central Administration</b>	106 8.4.97
7	Schedule 25 Para 6	To be the "Proper Officer" to whom notice of application for justices' licence is to be given under Schedule 2 Para 5 of the Licensing Act 1964	<b>Head of Central Administration</b>	106 8.4.97

No	Source	Power Delegated	Delegation to	Min No and Date
		Appointment as “Proper Officer” and “Designated Officer” for the purpose of the relevant sections of the Acts:-		
8	LGA 1972 S.83	To witness and receive declarations of acceptance of office by Chairmen, Vice-Chairmen and councillors	Head of Central Administration or, in his or her absence, <b><i>the Chief Solicitor</i></b>	106 8.4.97
9	S.84	To receive written notice of resignation by Chairmen, Vice-Chairmen and councillors	<b><i>Head of Central Administration</i></b> or, in his or her absence, the <b><i>Chief Solicitor</i></b>	106 8.4.97
10	S.88(2)	To convene meetings of the Council to fill a vacancy in the office of Chairman of the Council (where such a casual vacancy occurs)	<b><i>Head of Central Administration</i></b> or, in his or her absence, the <b><i>Chief Solicitor</i></b>	106 8.4.97
11	Schedule 12 Para 4(2)(b) & 4(3)	To issue service and summons to meetings of the Council and Committees thereof; to receive formal notification from councillors of the address to which it is desired such summons is to be sent	<b><i>Head of Central Administration</i></b> or, in his or her absence, the <b><i>Chief Solicitor</i></b>	106 8.4.97
13	S.96	To receive notices of pecuniary interest by councillors and to keep records of disclosures of pecuniary interests	<b><i>Head of Central Administration</i></b>	106 8.4.97
14	S.115(2)	To be the person to whom all officers shall pay moneys received by them and due to the local authority	<b><i>Section 151 Officer</i></b>	106 8.4.97

No	Source	Power Delegated	Delegation to	Min No and Date
15	S.146	To make declarations and to issue certificates in connection with the holding or transfer of securities held by the Council or the payment of dividend or interest	<b>Section 151 Officer</b>	106 8.4.97
16	8 S.191(2)	To receive notices from Ordnance Survey in relation to ascertaining or locating local authority boundaries	<b>Head of Central Administration</b>	106 8.4.97
17	S.210(6)&(7)	To exercise any charity functions exercised by officers of the "old" local authority whenever there is no "holder of a corresponding office" in the "new" local authority	<b>Head of Central Administration</b>	106 8.4.97
18	S.225	To receive and give receipt for any document required to be formally deposited with the Council	The Head of Central Administration or Chief Solicitor	106 8.4.97
19	S.229(5)	To certify a photocopy of a document in the custody of the Council to enable it to be used in legal proceedings instead of the original	The Head of Central Administration or Chief Solicitor	106 8.4.97
20	Schedule 14 Para 25/7	To certify a copy resolution to be a true copy as evidence in legal proceedings	The Head of Central Administration or Chief Solicitor	106 8.4.97
21	S.234(1)&(2)	To sign formal notices, orders or other documents made or issued by the Council <b>Remarks:</b> (See also powers in Standing Orders for attesting the Common Seal)	The Head of Central Administration or Chief Solicitor	106 8.4.97



No	Source	Power Delegated	Delegation to	Min No and Date
22	S.236(9)&(10)	To send copies of all byelaws made by the Council to the council of every parish or community to which they apply, and to the County Council	<b>Head of Central Administration or Chief Solicitor</b>	106 8.4.97
23	S.238	To sign the certificate or any printed copy of byelaws authenticating such print as a true copy	Head of Central Administration or Chief Solicitor	106 8.4.97
24	S.248	To act as keeper of the roll of freemen	<b>Head of Central Administration</b>	106 8.4.97
25	LGA 1972 S.101	To be the "Proper Officers" in relation to any reference in any enactment passed before or during the 1971/72 Session of Parliament or in any instrument made before 26 October 1972	<b>Head of Central Administration</b> , Director of Community Services, Director of Environment Services	106 8.4.97

(Ctteeemtg/Cttee/PS271099/Report)  
21.10.99