

REPORT OF POLICY AND RESOURCES COMMITTEE

(Meeting held 20 December 2000)

8. DISTRICT AUDITOR'S MANAGEMENT LETTER 1999/2000 (REPORT A) (MINUTE NO. 88)

The Committee received the District Auditor's Management Letter to Members. Mr Neil Childs, the District Auditor, and Ms Tracey Weaver, the Audit Manager, presented the letter to the Committee and answered members' questions. Mr Childs congratulated the Council on a very successful year.

The modernising local government programme, and changes at senior management level, have presented significant challenges to the Council over the 1999/2000 year. The Council has performed well in addressing these new challenges without detriment to existing services. The recommendations and issues to consider included in the letter simply require refining of arrangements that are already in place.

Good progress is being made on Best Value, democratic renewal, probity in planning, and community safety. On Best Value, the District Auditor has issued an unqualified opinion. It is important that members are satisfied that the predicted outcomes of the Best Value process are identified, so that in due course the effect on the Council's performance can be satisfactorily judged. The question of how this is to be achieved is a challenge for the future.

The Council's financial health is good. Prudent financial management has led to healthy balances and a good arrears position. The Council is looking to reduce some balances through its capital programme. The year end situation compares well with that of other Councils.

An unqualified opinion has also been issued on the accounts. Financial control systems are satisfactory, and arrangements are in place to minimise the risk of fraud and corruption.

A report will be brought to members in the New Year proposing clear guidelines covering the retirement of Chief Officers. The Council's Corporate Management Team will be taking on board all the District Auditor's recommendations, and are grateful to the District Audit team for the steps they have taken to understand the Council, and to prepare their report in the light of its particular needs.

9. FOOD AND ENVIRONMENT PROTECTION ACT 1985 PART II – PORT DEVELOPMENT PROPOSALS AT DIBDEN BAY (REPORT B) (MINUTE NO. 89)

The Committee has responded to a request from the Ministry of Agriculture, Fisheries and Food (MAFF) to comment on three applications from Associated British Ports (ABP), relating to their proposals for port development at Dibden Bay, for consent under the 1985 Act to:

- a) construct a quay wall for the proposed container port, including a temporary jetty;
- b) construct an intertidal recharge over the mudflats between Hythe and Cadland; and
- c) deposit about 9 million cubic metres of dredged material at sea.

The matter was considered by the Planning Development Control Committee at its meeting on 13 December, and that Committee recommended the response to be made to MAFF. It will be made clear to MAFF that the comments being forwarded to them at this stage are of a general nature. This is because it has not proved possible to examine in detail, within the timescale laid down by MAFF, the many substantial documents on which ABP have relied to provide information about their applications. If necessary, further comments will be forwarded to MAFF once officers have had the opportunity to consider the documentation in detail.

MAFF has been requested not to determine the applications for the licences until the Harbour Revision Order, covering all aspects of ABP's proposals for a new port, is finally determined by the Secretary of State. Numerous specific concerns about the proposals have also been passed to MAFF.

10. PUBLIC CONSULTATION ON PROPOSALS FOR RINGWOOD TOWN CENTRE (REPORT C) (MINUTE NO. 90)

At its meeting on 15 November 2000 the Committee recommended to Council that it should be prepared in principle to consider entering into an appropriate joint venture for redevelopment in Ringwood town centre, subject to further reports on, among other things, the details of the proposals for the consultation arrangements. The Committee has therefore now considered proposals for public consultation.

Following the Advisory Cabinet meeting on 6 December 2000, Cllr Droogleever considered further the question of public consultation, based on the principle that an external facilitator should not be used. Objectives are to make known to consultees the Council's feeling that it has a duty to explore reasonable avenues for the future well being of Ringwood, its impartial position, and what might realistically be possible. It is important to obtain the community's view as to what it wants, so the Council can create a set of realistic aspirations. A key point will be to reach as many as possible of those people who find it difficult to participate.

Members emphasised the need to ensure that it was made clear that the Council's position is impartial, and to involve as many people as possible in the consultation, including hard to reach groups. The phrasing of the questions put to consultees will be a key element of the process. It is intended that the consultation will take place in early February, with a view to reporting back to members in the spring of 2001.

The consultation process will be along the following lines:

- i. a mobile exhibition to tour Ringwood and surrounding catchment area for one week, and stationed in the Town Centre on market day and the Saturday of that week:
- ii. production of an explanation and questionnaire (not more than two sides of paper), explaining the situation and setting out the issues on which the public's views are requested, to be:

sent to all on the Ringwood electoral registers; and

handed out from the mobile exhibition,

with return to be encouraged by use of pre-paid envelope, delivery to mobile exhibition or public offices;

- iii. use of local and regional press and available Council distribution methods to encourage participation in adjoining areas; and

- iv. a market research exercise to obtain a sample of more in depth information as to views on community based facilities and shopping habits, so as to be educated as to any statements that might arise subsequently.

Ringwood Town Council will be invited to participate in the preparation of the questions, and to offer representation in analysis of the answers.

11. LOCAL INFORMATION OFFICE AND AFFORDABLE HOUSING AT STANNINGTON CAR PARK, ASHLEY ROAD/SPENCER ROAD, NEW MILTON (REPORT D) (MINUTE NO. 91)

On 25 August 1999 Central Services Committee supported the principle of constructing a local information office together with 10 flats at Stannington Car Park, New Milton, land owned by the Council. The proposal was to provide a "one stop shop" for the Council, New Milton Town Council, the Citizens' Advice Bureau and other service providers in addition to the flats. The Housing Project Control Sub-Committee supported the principle of the housing element of the proposal, and asked for consideration and discussion to be undertaken with respect to using the flats for older persons.

The Committee has now considered an amended proposal. This is for 457 square metres of office space, and 12 flats to be let at affordable rents by Swaythling Housing Society, the entire project to be built by the Housing Society. The Planning Development Control Committee will be responsible for determining the acceptability, in planning terms, of the amended proposals.

Members noted the financial issues. The financial viability of the package is reliant on a rental income being derived from the office accommodation. Rental levels for the offices will be below market level, and it is felt important that all three occupiers contribute to the rent proportionally to the space they occupy. Discussions are taking place with New Milton Town Council on rent levels, and it is hoped the situation will be resolved shortly.

Members were advised that it is not desirable to limit the occupation of the flats to older persons, in view of the need for affordable accommodation across all age ranges.

When the land is disposed of, consideration will be given to the possibility of a long lease rather than outright sale of the freehold.

RECOMMENDED:

- (a) ***That the proposal for the creation of a local information office for the District Council and other service providers at Stannington Car Park, New Milton, be supported in principle;***
- (b) ***That, subject to the granting of planning permission, the Director of Environment Services be authorised to dispose of the land for such purposes in accordance with terms to be agreed with Swaythling Housing Society; and***
- (c) ***That a further report be submitted to the Advisory Cabinet/Policy and Resources Committee on any revenue or capital cost implications not already identified in the report.***

12. PROPOSED NEW FOREST NATIONAL PARK – BOUNDARY CONSULTATION (REPORT E) (MINUTE NO. 92)

The Committee noted the issues on which the Countryside Agency had consulted and will be consulting, and the consultation timetable. Reports on the boundary, and on draft administrative arrangements, will be brought to members during 2001.

It is understood that the Countryside Agency has received some 2,500 representations on its initial, informal consultation. They will be undertaking further consultations later in 2001. All Parish and Town Councils have been asked to copy to the District Council any representations made to the Countryside Agency.

It has been agreed that reports to the Council during 2001 will include the following issues:

- i. The inclusion of Ringwood, and the whole of Milford-on-Sea Parish, within the National Park; and
- ii. Further consideration of the administrative arrangements for any National Park Authority, including the role of the Verderers and commoners in respect of commonable land; support for the Verderers to be subject to their embracing open and transparent proceedings.

13. FINANCIAL STRATEGY AND EXPENDITURE PLANS 2001/02 TO 2004/05 (REPORT L) (MINUTE NO. 99)

The Committee has approved draft expenditure plans proposals for 2001/02 to 2004/05 as recommended by the Advisory Cabinet, for consultation with Portfolio Performance and Review Panels, as set out in Appendix 1 to this report. The Portfolio Performance and Review Panels and relevant Committees will be consulted on the proposals during January 2001, and their comments will be considered by the Advisory Cabinet and this Committee in February 2001. The budget will then be recommended by this Committee to full Council in February 2001.

While the Council's external financial settlements have been more favourable than was anticipated and have provided an opportunity for greater flexibility, the proposed expenditure plans remain within the overall framework as agreed by the Committee in July 2000.

Details explaining the precise meaning of, and reasons for, the various proposed bids and savings, and the environmental and crime and disorder implications of particular proposals, will be included in the information submitted to the Portfolio Performance and Review Panels and Committees. The Panels and Committees will be able to suggest new bids and savings, as well as commenting on those contained in the report.

14. ASSET MANAGEMENT PLAN (REPORT N) (MINUTE NO. 101)

The Committee has approved a provisional Asset Management Plan for submission to GOSE. The need to submit this arose from the Government's proposals for allocating the "single capital pot". It is also closely linked to the Best Value initiative, and the importance of best practice in asset management. GOSE will provide feedback on the content of the Plan, and in the light of this the Plan will be revised and submitted to GOSE, together with the Capital Strategy, in the summer of 2001.

The approved provisional Plan is attached to report N on the Agenda.

RECOMMENDED:

That the final Asset Management Plan be included in the list of Plans and Strategies that the Council agrees it should approve itself (Annex 2 to Schedule 1 to the Constitution).

15. INCREASE IN LAND CHARGES FEES (REPORT O) (MINUTE NO. 102)

The Committee has considered proposals for increasing land charges fees. The question has arisen because income from land charges fees for the current year is substantially lower than budget estimates, giving rise for a requirement for a supplementary estimate of £100,000.

The fee of £78.00 currently charged by this Council is amongst the lowest in Hampshire. Across the County as a whole fees ranged from £72.50 to £135.00.

RECOMMENDED:

That the fee for a Land Charges Standard Search be increased to £100 with effect from 15 January 2001.

16. ELECTRICAL TESTING OF RECREATION CENTRES REVENUE BID (REPORT Q) (MINUTE NO. 104)

Annual electrical testing was introduced as a legal requirement for Recreation Centres in 1999/2000. At the time it was envisaged that the first test would be more expensive and difficult than tests in subsequent years because of the initial need to trace, identify and label all the circuits and items of equipment connected. The budget for 2000/01 testing was therefore set at 50% of the budget for 1999/2000.

The second round of testing started in July 2001, and it soon became apparent that the budget was insufficient. While the process was quicker than the first test in 1999/2000 because circuits and outlets were already identified, the work is complex and needs to be undertaken with care, at night with the circuits live. Members recognise the importance of testing being carried out in a professional, comprehensive manner to ensure the safety of the public and employees.

The Committee has agreed that measures should be explored to try to reduce the costs of electrical testing in future years, and that a system for approving and recording all electrical works should be introduced with immediate effect.

RECOMMENDED:

That a supplementary estimate of £21,000 be approved for 2000/01 for electrical testing work in Recreation Centres.

17. FLUORIDATION OF WATER SUPPLIES (REPORT T) (MINUTE NO. 108)

The Committee discussed this matter in the light of the following Notice of Motion by Councillor Maynard at the 30 October 2000 Council meeting:

“The Council is asked to re-affirm their previous opposition to the fluoridation of our local drinking water. This must be seen as a revocation of peoples right to choice. Comprehensive scientific studies carried out in Japan and other countries was ignored. Only the York report which was quite limited was considered”.

It was noted that there were no known current proposals to fluoridate local water supplies. Members were advised that, among the wealth of information and opinion available on the subject, the York report is considered to be the one which most closely reflects the Government’s official position.

RECOMMENDED:

That all Councillors be given the opportunity to contribute to a debate on this issue at the next programmed Council meeting on 8 January 2001.

18. OFFICER DELEGATIONS RELATING TO EMPLOYMENT ISSUES (REPORT W) (MINUTE NO. 110)

Members considered proposed new delegations. The views of the employee side, which included some suggested amendments to the proposed delegations, were reported. The Committee was assured that, as soon as some financial matters had been further researched, the employee side would be fully consulted on a comprehensive review of the policy on early retirement.

RECOMMENDED:

- (a) That the delegations attached as Appendix 2 to this report be approved; and***
- (b) That the delegations be reviewed as part of the full implementation of new democratic arrangements during 2001.***

19. MODERNISATION WORKING PARTY (REPORT X) (MINUTE NO. 111)

The Committee considered the recommendations made by the Modernisation Working Party at its meeting on 4 December 2000.

One of the recommendations related to revised tenant consultation arrangements, and the Committee was surprised and concerned at recent suggestions that tenants' representatives were considering withdrawing from all Committees on which they serve. It is hoped that tenants will play their full part in the processes recommended by the Working Party, and members were informed that steps are being taken to discuss this issue with them further.

RECOMMENDED:

(a) That -

- i. the transportation, car park management, concessionary travel, dial-a-ride and street naming and numbering functions transfer from the Environment Portfolio to the Economy and Planning Portfolio;***
- ii. the land drainage, sewerage and coastal protection functions transfer from the Economy and Planning Portfolio to the Environment Portfolio;***

and that these changes take effect from the earliest possible date.

- (b) That the amendments to the Council's draft Constitution, as set out in bold italic type in Appendix 3 to this report, be approved;***
- (c) That the amendments to the Financial Regulations, as set out in bold italic type in Appendix 4 to this report, be approved;***
- (d) That the revised tenant consultation arrangements, as set out in Appendix 5 to this report, be approved.***

20. PROPER OFFICER – LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS) REGULATIONS (MINUTE NO. 112)

RECOMMENDED:

That the Chief Executive be appointed as Proper Officer for the purpose of The Local Authorities (Referendums) (Petitions and Directions) (England) Regulations 2000.

21. STILLWATER MOBILE HOME PARK (REPORT Y) (MINUTE NO. 115)

The Committee has considered options for the future of the Stillwater Mobile Home Park.

The Committee was informed that occupiers of the site would prefer it to remain in the Council's ownership. However, members were advised that if the site is sold considerable capital funds will become available which can be used to provide housing for those on the waiting list. The financial implications to the Council of retaining, and of selling, the site were noted. It is understood that Ringwood Town Council have expressed a possible interest in acquiring the site.

There were concerns about selling the site on the open market. In particular, members feared that a new owner whose motive is to maximise profits could impose conditions on occupancy that occupiers found unacceptable.

It has been agreed that the mobile home owners at Stillwater Park will be fully consulted on proposals to consider selling the site to the tenants, to a Registered Social landlord, or to Ringwood Town Council, and be invited to put forward any issues they would like to see raised in the process. The owners' views will be reported back to the Advisory Cabinet/Policy and Resources Committee in due course.

**Councillor S A Hayes
Chairman**

DRAFT GENERAL FUND BIDS & SAVINGS 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

30-Nov-00	2001/02 £000	2002/03 £000	2003/04 £000	2004/05 £000
MANDATORY / COMMITTED ITEMS				
Bids				
Corporate and Finance	210	338	391	492
Crime & Disorder	-	-	-	-
Environment	252	240	240	240
Housing	87	89	91	93
Leisure	-	-	-	-
Economy & Planning	78	291	78	78
General Purposes & Licensing Committee	-	-	80	-
Sub Total Bids	628	958	880	903
Savings				
Corporate and Finance	-18	-16	-15	-15
Crime & Disorder	-	-	-	-
Environment	-	-	-	-
Housing	-8	-16	-24	-32
Leisure	-	-	-	-
Economy & Planning	-	-	-	-
General Purposes & Licensing Committee	-	-	-	-
Sub Total Savings	-26	-32	-39	-47
DISCRETIONARY / UNCOMMITTED ITEMS				
Bids				
Corporate and Finance	446	483	463	494
Crime & Disorder	-	310	300	300
Environment	136	276	282	282
Housing	31	12	12	12
Leisure	245	261	263	267
Economy & Planning	185	195	195	195
General Purposes & Licensing Committee	-	-	-	-
Sub Total Bids	1,042	1,537	1,515	1,550
Savings				
Employee Structure Sub Committee	-315	-399	-406	-406
Corporate and Finance	-568	-611	-611	-613
Crime & Disorder	-	-	-	-
Environment	-126	-137	-137	-137
Housing	-20	-20	-20	-20
Leisure	-238	-311	-394	-398
Economy & Planning	-127	-152	-152	-152
General Purposes & Licensing Committee	-	-	-	-
Sub Total Savings	-1,394	-1,630	-1,720	-1,726

NEW FOREST DISTRICT COUNCIL

DRAFT GENERAL FUND BIDS & SAVINGS 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

30-Nov-00	2001/02 £000	2002/03 £000	2003/04 £000	2004/05 £000
MANDATORY / COMMITTED BIDS	628	958	880	903
DISCRETIONARY / UNCOMMITTED BIDS	1,042	1,537	1,515	1,550
TOTAL BIDS	1,670	2,495	2,395	2,453
MANDATORY / COMMITTED SAVINGS	-26	-32	-39	-47
DISCRETIONARY / UNCOMMITTED SAVINGS	-1,394	-1,630	-1,720	-1,726
TOTAL SAVINGS	- 1,420	- 1,661	- 1,759	- 1,772
NET BIDS / SAVINGS(-)	250	833	636	681

CORPORATE AND FINANCE PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
Grants - NACAB Contribution	a	10000	26000	26000	26000
Members IT - Training and Telephone	a	4900	7350	9800	9800
ICT	b	45000	88000	119000	213000
Vehicles and Plant - Replacement Programme	b	40000	84000	96000	96000
Reprographics - Leasing and Maintenance	b	4000	5000	9000	13000
Equipment and Machinery - Leasing and Maintenance	b	2000	3000	7000	10000
Offices and Depots - increased rates		36200	56110	56110	56110
Best Value - Audit Fees		65000	65000	65000	65000
Safe Driving Awards		3160	3160	3160	3160
Sub Total Bids		210260	337620	391070	492070
Savings					
Insurances	b	-4000	0	0	0
New Milton Offices - one-off furniture and fittings	b	-1000	-3000	-3000	-3000
Corporate Reallocable - various subscriptions	a	-7000	-7000	-7000	-7000
Legal Services - Law Society Accreditation	a	-5500	-5500	-4500	-4500
Sub Total Savings		-17500	-15500	-14500	-14500
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
Central Training - Management Development	a	5000	5000	5000	5000
Fordingbridge Office - Furniture and Fittings	a	2000			
Ringwood Offices - decrease in estimated income	b	9060	9060	9060	9060
Offices and Depots - increased maintenance budgets		21000	21000	21000	21000
ICT		26000	51000	57000	57000
Replacement Telephone System		15000	15000	15000	15000
Central Training - ICT programmes		7000	7000	7000	7000
Information Services - Electronic Governance		5000	25000	3000	3000
Information Services - Totton (Info. Offices under review)		TBA	TBA	TBA	TBA
Single Status - consultancy support		7000	5000		
Single Status - ongoing			200000	200000	200000
Community Admin. Office Equipment		2000	2000	2000	2000
Vehicle Replacement Programme					31000
Claymeadow Depot - loss of rental income		6990	6990	6990	6990
Members Allowance Scheme		95700	95700	95700	95700
Chairmans - Car		7000	7000	7000	7000
Citizens Panel - surveys	b	12500	13000	13500	13500
Contingency		200000			
Employee Health Strategy		7000	7000	7000	7000
Fordingbridge Information Office		17500	13500	13500	13500
Sub Total Bids		445750	483250	462750	493750

CORPORATE AND FINANCE PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
Savings					
Employee Structure Sub Cttee Savings		-315450	-398890	-405830	-405890
Finance - restructure of directorate		-50000	-100000	-100000	-100000
Employees - move all staff to monthly pay		0	-20000	-20000	-20000
Environment Directorate - Car Allows. / Subsistence		-12000	-12000	-12000	-12000
Water recycling - Town Hall and Appletree Court			-500	-1000	-1000
Town Hall, Lymington - Photovoltaic scheme					-2000
Community Services Administration - Staffing		-15000	-15000	-15000	-15000
NFIA additional rental income		-22600	-35000	-35000	-35000
Corporate Re-allocable - Software Savings		-3100	-3100	-3100	-3100
NFDC Developers Contributions Interest		-150000	-150000	-150000	-150000
General Reserve Interest		-210000	-170000	-170000	-170000
Ward Boundary Review - employee time	a	-5000	-5000	-5000	-5000
Supplies & Services - Cash Limit		-100000	-100000	-100000	-100000
Sub Total Savings		-883150	-1009490	-1016930	-1018990
Total Bids		656010	820870	853820	985820
Total Savings		-900650	-1024990	-1031430	-1033490
NET BIDS / SAVINGS (-)		-244640	-204120	-177610	-47670

Note Key

a Unchanged Existing Bids / Savings

b Changed Existing Bids / Savings

Unmarked Items New Bids / Savings

CRIME & DISORDER PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
Sub Total Bids		-	-	-	-
Savings					
Sub Total Savings		-	-	-	-
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
CCTV Programme		-	300,000	300,000	300,000
Community Safety (3 year strategy)	a	-	10,000	-	-
Sub Total Bids		-	310,000	300,000	300,000
Savings					
Sub Total Savings		-	-	-	-
Total Bids		-	310,000	300,000	300,000
Total Savings		-	-	-	-
NET BIDS / SAVINGS (-)		-	310,000	300,000	300,000

Note Key

- a Unchanged Existing Bids / Savings
- b Changed Existing Bids / Savings
- Unmarked Items New Bids / Savings

ENVIRONMENT PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
National Concessionary Travel Scheme		220,000	220,000	220,000	220,000
Kennelling and Stray Dogs		12,300	12,300	12,300	12,300
Contaminated Land - Resources and Data		12,000			
Abandoned Vehicles - Volume increase		8,000	8,000	8,000	8,000
Sub Total Bids		252,300	240,300	240,300	240,300
Savings					
Sub Total Savings		-	-	-	-
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
Refuse Collection					
Source Separated Collection Service (rephased)	a		75,000	75,000	75,000
New Forest Transport Officer (Part Funding)		4,700	4,700	4,700	4,700
Special Transport Initiatives to reduce social exclusion		2,000	8,000	14,000	14,000
Transport Links for Young People		31,000	30,000	30,000	30,000
Public Conveniences - addit. Costs for cleaning, Locking of toilets and Reactive Maintenance		59,700	59,700	59,700	59,700
Refuse Collection					
Reduction in Special collection income due to less demand		18,520	18,520	18,520	18,520
Grounds Maintenance - additional costs		20,000	80,000	80,000	80,000
Sub Total Bids		135,920	275,920	281,920	281,920
Savings					
Food and Health and Safety					
Deletion of Post		-8,800	-8,800	-8,800	-8,800
Enhancement of Transportation Schemes -budget reduction		-10,000	-10,000	-10,000	-10,000
Car Parks					
Reduce the level of summer wardening		-3,000	-3,000	-3,000	-3,000
Hythe Market Maintenance		-7,800	-7,800	-7,800	-7,800
Increase Meter and Season Ticket Fees above inflation		-23,000	-23,000	-23,000	-23,000
Pest Control Restructuring		-10,000	-10,000	-10,000	-10,000
Refuse Collection					
Stop providing 10 extra sacks		-7,200	-7,200	-7,200	-7,200
Increase sack prices above inflation		-23,300	-23,300	-23,300	-23,300
Increase charge for Special Collections		-7,200	-7,200	-7,200	-7,200
Reduce resources for Special Collections		-16,000	-27,000	-27,000	-27,000
Savings on plastic sacks		-10,000	-10,000	-10,000	-10,000
Sub Total Savings		-126,300	-137,300	-137,300	-137,300
Total Bids		388,220	516,220	522,220	522,220
Total Savings		-126,300	-137,300	-137,300	-137,300
NET BIDS / SAVINGS (-)		261,920	378,920	384,920	384,920

Note Key

a Unchanged Existing Bids / Savings

b Changed Existing Bids / Savings

Unmarked Items New Bids / Savings

HOUSING PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
Bed and Breakfast costs		45,000	45,000	45,000	45,000
Joint Housing Register	a	38,000	38,000	38,000	38,000
Shared Amenities Contribution	a	2,000	4,000	6,000	8,000
Meals on Wheels Additional Subsidy		2,100	2,100	2,100	2,100
Sub Total Bids		87,100	89,100	91,100	93,100
Savings					
Community Alarm Scheme - Growth in existing service	a	-8,000	-16,000	-24,000	-32,000
Sub Total Savings		-8,000	-16,000	-24,000	-32,000
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
Housing Needs - Open Doors project		5,750	11,750	11,750	11,750
Housing Needs Survey - Additional costs	b	25,000	-	-	-
Sub Total Bids		30,750	11,750	11,750	11,750
Savings					
Stillwater Park Interest		-20,000	-20,000	-20,000	-20,000
Sub Total Savings		-20,000	-20,000	-20,000	-20,000
Total Bids		117,850	100,850	102,850	104,850
Total Savings		-28,000	-36,000	-44,000	-52,000
NET BIDS / SAVINGS (-)		89,850	64,850	58,850	52,850

Note Key

- a Unchanged Existing Bids / Savings
- b Changed Existing Bids / Savings
- Unmarked Items New Bids / Savings

LEISURE SERVICES PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
Sub Total Bids		0	0	0	0
Savings					
Sub Total Savings		0	0	0	0
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
Recreation Centres & Dibden Golf Centre					
Repairs & Maintenance	a	44300	44300	44300	44300
Equipment & Tools	a	12000	12000	12000	12000
Recreation Centres					
Planned Preventative Maintenance	a	30300	30300	30300	30300
Furniture & Fittings	a	6000	6000	6000	6000
Service Training	a	10000	10000	10000	10000
Sports & Community Development					
Branchout	a	5000	5000	5000	5000
Arts Development	a	4620	4620	4620	4620
Community Development	a	4620	4620	4620	4620
Boldre Foreshore	a	1420	1420	1420	1420
Keyhaven Mooring Maintenance	a	7000	7000	7000	7000
Leasing - revised existing programme	b	31000	55000	62000	63000
Totton Recreation Centre extension to fitness suite		2000	28000	28000	28000
Totton Recreation Centre loss of income due to pool closure		17000			
Ringwood Recreation Centre loss of income due to pool closure		10000			
Forest Bus		12000	12000	12000	12000
Ashley Millennium Project		3000	3000	3000	3000
Waterside/Fawley Action Group		3000	3000	3000	3000
Catering Compensation - Pool closures		7500	6000		
Applemore Recreation Centre - additional staff		6000	6000	6000	6000
Calshot Worker Contribution		3000	3000	3000	3000
Electrical Testing for Recreation Centres & Dibden Golf		20000	10000	10000	10000
Leasing Costs for Replacement Equipment		5000	10000	11000	14000
Sub Total Bids		244760	261260	263260	267260
Savings					
Utilities / Energy Management	a	-5000	-12000	-17000	-17000
All Recreation Centres additional income:-					
Sunbed Income	a	-7000	-7000	-7000	-7000
Continuing improved performance		-65000	-65000	-65000	-65000
Applemore Recreation Centre Additional Income:					
Main Hall Refurbishment	a	-2000	-2000	-2000	-2000
Extension to Reception and Treatment Rooms	a	-3400	-3400	-3400	-3400
Refurbishment of Reflections Sauna	a	-3150	-6300	-6300	-6300
Additional Fitness Income		-7000	-7000	-7000	-7000
New Milton Recreation Centre Filter Refurbishment	a	-5000	-5000	-5000	-5000
Lymington Recreation Centre Phase 2	b			-60000	-60000
Totton Recreation Centre - Lifestyles additional income			-55000	-68000	-68000
Income - Lymington Quay	a	-2000	-2000	-2000	-2000
Catering Compensation - New Milton pool closure	a	-2000	-2000	-2000	-2000
Totton Recreation Centre electricity savings		-4000	-4000	-4000	-4000
Tourism Best Value Review		-66900	-69400	-70400	-70900
Beach Hut income		-30000	-30000	-30000	-30000

LEISURE SERVICES PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
Totton Recreation Centre - Solar Heating Scheme		-500	-1000	-1000	-1000
New Milton Recreation Centre - Water Recycling		-1000	-3000	-3000	-3000
Applemore Recreation Centre - Water Recycling			-1000	-3000	-3000
Ringwood Recreation Centre - Solar Heating Scheme		-500	-1000	-1000	-1000
Lymington Recreation Centre - Solar Heating Scheme			-500	-1000	-1000
New Milton Recreation Centre - Solar Heating Scheme			-500	-1000	-1000
Totton Recreation Centre - Combined Heat & Power				-1000	-3000
Ringwood Recreation Centre - Water Recycling					-1000
Employee Turnover Savings - Community Servs		-34000	-34000	-34000	-34000
Sub Total Savings		-238450	-311100	-394100	-397600
Total Bids		244760	261260	263260	267260
Total Savings		-238450	-311100	-394100	-397600
NET BIDS / SAVINGS (-)		6310	-49840	-130840	-130340

Note Key

- a Unchanged Existing Bids / Savings
- b Changed Existing Bids / Savings
- Unmarked Items New Bids / Savings

ECONOMY & PLANNING PORTFOLIO

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
District Local Plan review	a		200,000		
Economic Development - Small Business Floorspace	a	30,000	30,000	30,000	30,000
Additional Employees Dev & Bld Control & PDI		48,000	60,500	48,000	48,000
Sub Total Bids		78,000	290,500	78,000	78,000
Savings					
Sub Total Savings		-	-	-	-
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
Economic Development					
Consultancy		18,000	18,000	18,000	18,000
Town Centre Initiatives		10,000	20,000	20,000	20,000
Land Charges - Loss of estimated income		100,000	100,000	100,000	100,000
Public Lighting					
Non-recurring savings made in 2000/01	a	57,000	57,000	57,000	57,000
Sub Total Bids		185,000	195,000	195,000	195,000
Savings					
Development Control					
Printing & Training		-4,000	-4,000	-4,000	-4,000
Economic Development - M27 link		-3,500	-3,500	-3,500	-3,500
Enhanced Fieldpath Maintenance budget reduction		-7,000	-7,000	-7,000	-7,000
Dibden Bay Project Co-Ordinator	a		-25,600	-25,600	-25,600
Policy, Design & Info. - Printing & Temp. Cover		-12,000	-12,000	-12,000	-12,000
Land Charges - Additional Income (increased fee)		-100,000	-100,000	-100,000	-100,000
Sub Total Savings		-126,500	-152,100	-152,100	-152,100
Total Bids		263,000	485,500	273,000	273,000
Total Savings		-126,500	-152,100	-152,100	-152,100
NET BIDS / SAVINGS (-)		136,500	333,400	120,900	120,900

Note Key

- a Unchanged Existing Bids / Savings
- b Changed Existing Bids / Savings
- Unmarked Items New Bids / Savings

GENERAL PURPOSES & LICENSING COMMITTEE

DRAFT GENERAL FUND FORECAST 2001/02 TO 2004/05 BASED ON 2000/01 BUDGET

	Note	2001/02 £	2002/03 £	2003/04 £	2004/05 £
MANDATORY / COMMITTED ITEMS					
Bids					
Quadrennial Election	a			80000	
Sub Total Bids		0	0	80000	0
Savings					
Sub Total Savings		0	0	0	0
DISCRETIONARY / UNCOMMITTED ITEMS					
Bids					
Sub Total Bids		0	0	0	0
Savings					
Sub Total Savings		0	0	0	0
Total Bids		0	0	80000	0
Total Savings		0	0	0	0
NET BIDS / SAVINGS (-)		0	0	80000	0

Note Key

- a Unchanged Existing Bids / Savings
- b Changed Existing Bids / Savings
- Unmarked Items New Bids / Savings

APPENDIX 2

No	Power Delegated	Delegation to
48	To approve salary advancement for all employees below Director level within an approved salary band (including annual incremental advancement).	Chief Executive, Assistant Chief Executive and Directors
49	To approve salary advancement for Directors within an approved salary band (including annual incremental advancement).	Chief Executive in consultation with the Personnel Portfolio Holder (Leader of the Council)
50	To approve salary advancement for Chief Executive within an approved salary band (including annual incremental advancement).	Head of Personnel in consultation with the Personnel Portfolio Holder (Leader of the Council), Corporate & Finance Portfolio Holder and Leaders of other political groups.
51	To withhold annual incremental advancement due to poor performance.	As 48, 49, 50 but after consultation with appropriate Employee Side representative.
52	To approve arrangements for the provision of an Occupational Health Service to be funded from within existing budgets	Head of Personnel
53	To approve arrangements for the provision of a counselling service to be funded from within existing budgets.	Head of Personnel
54	To approve the use of individual/specialist counsellors from within existing budgets.	Chief Executive, Assistant Chief Executive, Directors, Head of Personnel and Personnel Manager.
55	To approve amendments/changes to the Council's Employee Health Strategy to be funded from within existing budgets.	Head of Personnel after approval by CMT and Industrial Relations Committee.
56	To undertake disciplinary action within the approved scheme up to and including dismissal for all employees below Deputy Chief Officer level (Head of Service).	Chief Executive, Assistant Chief Executive, Directors in consultation with Employee Side representatives as appropriate.

No	Power Delegated	Delegation to
57	To take appropriate action to defend and represent the Council with regard to any Employment Tribunal or other employment related legal matter.	Head of Legal & Democratic Services in consultation with Chief Executive, Head of Personnel or Personnel Manager and appropriate Director.
58	To agree negotiated settlements in respect of an individual employee (above £5K but within existing budgets) with ACAS and/or employee representative to avoid further legal action against the Council.	<p>Chief Executive in consultation with the Head of Personnel, Head of Legal & Democratic Services, Director of Finance, appropriate Service Portfolio Holder, and Personnel Portfolio Holder (Leader of the Council) and the Leaders of other political groups*. An Employee Side representative will also be consulted unless the employee requests not to do so.</p> <p>* Any of the above consultees who is a Council member may nominate another member to be consulted on his or her behalf.</p>
59	<p>To agree negotiated settlements in respect of an individual employee (below £5K within existing budgets) with ACAS and or employee representative to avoid further legal action against the Council.</p> <p>Note: This delegation cannot be used with any other delegation to effect the payment of a greater sum of £5,000 to an individual.</p>	Chief Executive, Assistant Chief Executive, Head of Personnel and Directors in consultation with Head of Legal & Democratic Services (who must agree the payment). An Employee Side representative will also be consulted unless the Employee requests not to do so.

No	Power Delegated	Delegation to
60	To approve negotiated settlements (above £5K but within existing budgets) under a compromise agreement to mutually agree a termination of employment and avoid legal action against the Council	<p>Chief Executive in consultation with Head of Personnel, Head of Legal & Democratic Services, appropriate Portfolio Holder, Personnel Portfolio Holder (Leader of the Council) and the Leaders of other political groups*. An Employee Side representative will also be consulted unless the Employee requests not to do so.</p> <p>* Any of the above consultees who is a Council member may nominate another member to be consulted on his or her behalf.</p>
61	<p>To approve negotiated settlements (below £5K within existing budgets) under a compromise agreement to mutually agree a termination of employment and avoid legal action against the Council.</p> <p>Note: This delegation cannot be used with any other delegation to effect the payment of a greater sum of £5,000 to an individual.</p>	Chief Executive, Assistant Chief Executive, Directors, Head of Personnel in consultation with Head of Legal & Democratic Services (who must agree the payment). An Employee Side representative will also be consulted unless the Employee requests not to do so.
62	<p>To approve payments (from within existing budgets) to employees where their place of work is moved between office (or other) locations.</p> <p>Note: The policy to which this refers may be reviewed in 2001 as part of the Single Status and Pay & Reward Strategy Review.</p>	Chief Executive, Assistant Chief Executive and Directors.
63	To approve the use of outplacement support for appropriate employees.	Chief Executive, Assistant Chief Executive, Directors, Head of Personnel and Personnel Manager.

EXTRACT

**NEW FOREST DISTRICT COUNCIL
CONSTITUTION**

1. This Constitution was adopted by New Forest District Council on and shall come into effect on

2. Unless anything in this Constitution, or the Schedules to it, provides otherwise, the Council may only amend this Constitution on a recommendation from the Cabinet. Before the Cabinet makes such a recommendation, it shall consult the Portfolio Performance and Review Panels and Committees that will be affected by the amendments.

3. INTERPRETATION

3.1 For the purposes of this Constitution, the following definitions, except where otherwise stated, shall apply:-

- Budget – means the preparation of the annual budget of the Council which is to be used for the purposes of setting the Council Tax, ***all the components of the budget, such as budgetary allocations to different services and projects, proposed taxation levels, contingency funds (reserves and balances), and any plan or strategy for the control of the Council's borrowing or capital expenditure.***
- Cabinet – means the formal body within the Council defined as the Executive under the Local Government Act 2000.
- Chief Executive – The Head of the Council's Paid Service under Section 4 of the Local Government Housing Act 1989.
- Chief Finance Officer – means the Officer appointed by the Council under Section 151 of the Local Government Act 1972 with responsibility for the proper administration of the Council's Officers.
- Committees – means the Standards Committee, the Planning Development Control Committee, the General Purposes and Licensing Committee, the Appeals Committee and any other Committees comprising of only Councillors as voting Members established by the Council to undertake any of its functions.
- Council – means the Members of the Council acting together at formal meetings convened under the provisions of the Local Government Act 1972.
- Leader – The Councillor appointed by the Council to be its principal political leader.
- Monitoring Officer – means the Officer appointed under Section 5 of the Local Government and Housing Act 1989.
- Panel – means Portfolio Performance and Review Panels.
- Portfolio Holder – the term used to describe the Councillor responsible for a specific Portfolio.
- Portfolios – means activities which are the responsibilities of a single Member.

- (ii) Proper Officers role in timing and publication of decisions and supporting documentation -

The Protocol at Schedule 7 identifies the “Proper Officers” appointed by the Council, together with their roles and responsibilities in respect of the recording and timing of publication of decisions and supporting documentation.

- (iii) Letting of Contracts

Where any decision relates to the letting of a contract, an Officer of the Council with delegated powers for this purpose shall sign such Contract. Members shall not sign Contracts.

4.11 Decisions outside or not wholly in accordance with Policy & Budget

All decisions taken by the Cabinet, Portfolio Holders or Officers shall be in accordance with the Council’s approved policies and budgets. Where the Chief Executive, Monitoring Officer or Chief Finance Officer advises that any proposed decisions to be taken are contrary to, **or not wholly in accordance with**, policy or budget **and the Financial Regulations**, the matter shall be referred to Council by the Cabinet. Where any policy change might have a significant effect on the Council’s Corporate Plan, the Cabinet shall firstly refer the matter to the appropriate Portfolio Performance and Review Panel before making recommendations to Council. Where any decision would be contrary to the approved budget, and outside any provisions in financial regulations permitting virement between approved budgets, the Cabinet shall refer the matter to Council for determination.

4.12 Urgent decisions

The provisions of the Protocol at Schedule 8 of this Constitution shall apply where it is considered that a decision on any matter **that is contrary to, or not wholly in accordance with, policy or budget and Financial Regulations**, is required urgently in the interests of the functions and services administered by the Council.

The provisions of paragraph 5.1 of the Protocol at Schedule 7 of this Constitution shall apply where it is considered that a decision on any matter that is in accordance with policy and budget is required urgently in the interests of the functions and services administered by the Council. That paragraph shall apply to decisions taken by the Cabinet, as well as to decisions taken by Portfolio Holders.

4.13 Relationship with Portfolio Performance and Review Panels

- (i) Protocol for “call-in” arrangements

Councillors shall not countermand any decision taken by the Cabinet, Committees, Portfolio Holders or Officers except where such decision, as certified by the Monitoring Officer or Section 151 Officer, is contrary to the Council’s approved strategies, policies, budgets or the Law. Decisions may however be reviewed under the “call-in” provisions of Schedule 9 hereto.

TERMS OF REFERENCE OF CABINET

CABINET

1. To exercise all functions of the Council, ***including those set out in Annexes 1 and 2, to the extent specified therein***, and in particular to:-

- (i) Lead the community planning process and the search for Best Value.
- (ii) Lead the preparation of the Council's policies and budgets.
- (iii) Take in year decisions on resources; together with other stakeholders and partners in the local community; to deliver budget and policies decided by the full Council;
- (iv) Be the focus for forming partnerships with other Local Authorities, public, private, voluntary and community sector organisations to address local needs; and

(v) Approve and adopt Supplementary Planning Guidance.

except for:-

- a. Those which legislation provides may only be discharged by the Council.
- b. Those which are the responsibility of the Portfolio Performance and Review Panels.
- c. Those matters relating to regulatory, licensing and other activities, defined in Regulation 2 of, and Schedule 1 to, the ~~draft~~ Local Authorities (Functions and Responsibilities) (England) Regulations 2000, which have been reserved to the Council or delegated to the Planning Development Control, General Purposes and Licensing, Appeals or other Committees appointed by the Council.
- d. Those matters specified in Regulations 4 and 5 of, and Schedules 3 and 4 to, the ~~draft~~ Local Authorities (Functions and Responsibilities) (England) Regulations 2000 ~~which have been reserved to the Council under Annex 1 to this Schedule~~ ***where the final decision in respect of those matters rests with the Council.***
- e. Those matters delegated to the Standards Committee.
- f. Those plans and strategies set out in Annex 2 where final approval and adoption will lie with the full Council.***

2. To appoint such Sub-Committees to undertake the functions within these Terms of Reference as it deems appropriate and to determine their powers and extent of delegated powers.

3. To delegate such of its functions as it deems appropriate to Portfolio Holders, Area Committees (if appointed) and officers of the Council.

4. To advise the Council on those activities and functions which should be delegated to Joint Committees or another Local Authority or which may be contracted out to any other person, Authority or organisation.
5. Where required by statute, or the Council's constitution, to consult with Portfolio Performance and Review Panels, external bodies or others on policy and strategy proposals prior to implementation or submission of those proposals to Council
6. To consider and make decisions on reports and recommendations from its own Committees, Sub-Committees and Panels and from the Portfolio Performance and Review Panels.

CONSTITUTION

FUNCTIONS ALLOCATED UNDER SECTION 11(2)(b) LOCAL GOVERNMENT ACT 2000 AND REGULATION 3 AND 4 OF THE LOCAL AUTHORITIES (FUNCTIONS AND RESPONSIBILITIES) REGULATIONS 2000

A. Regulation 3 (Schedule 2) Functions - Functions which may be (but need not be) the responsibility of an Authority's Executive

Function	Extent of Responsibility
1. Any matter under a local Act	1. (i) To respond to any consultations. (ii) To take any action subject to compliance with the Council's approved policies and budgets.
2. Appointment of Review Boards under Regulations under Sub-section (4) of Section 34 (determination of claims and reviews) of the Social Security Act 1998.	2. To compile a list of Councillors willing to serve on the Review Boards and to submit that list to the full Council to enable a Panel of Councillors from whom members of each Review Board will be selected.
3. To conduct Best Value Reviews under the Local Government Act 1999 and any Regulations and Orders made thereunder.	3. To have overall responsibility for Best Value Reviews and to conduct individual reviews in conjunction with the appropriate Portfolio Performance and Review Panel.
4. Discharge of any functions relating to contaminated land.	4. To have overall responsibility for discharging functions under Part IIA of the Environmental Protection Act 1990 and its subordinate legislation subject to prior consultation with the Planning Development Control Committee where such action may affect that Committee's duties and where appropriate the relevant Portfolio Performance and Review Panel.
5. To discharge of any function relating to control of pollution or management of air quality.	5. To take any action subject to compliance with the Council's approved policies and budgets.
6. The service of an abatement notice in respect of a statutory nuisance.	6. To take any action subject to simultaneous notification of the service of the notice to the appropriate ward members.

Function

Extent of Responsibility

- | | |
|---|--|
| 7. The passing of a resolution that Schedule 2 of the Noise and Statutory Nuisance Act 1993 should apply in the authority's area. | 7. To initiate proposals, undertake relevant consultation and make recommendations to Council. |
| 8. The inspection of the authority's area to detect any statutory nuisance under Section 79 of the Environmental Protection Act 1990. | 8. To take any action subject to expenditure incurred being contained within approved budgets or within the limits of virement allowances. |
| 9. The investigation of any complaint as to the existence of a statutory nuisance under Section 79 of the Environmental Protection Act 1990. | 9. To take any action subject to simultaneous notification of the service of the notice to the appropriate ward members. |
| 10. The appointment of any individual:-

(a) to any office other than an office in which he is employed by the authority;

(b) to any body other than

<i>(i) the authority,</i>

<i>(ii) a joint committee of two or more authorities;</i>

or to any Committee or Sub-Committee of any such a body,

and the revocation of any such appointment. | 10. To make any appointments. |

B. Regulation 4 (Schedule 3) Functions - Functions not to be the sole responsibility of an Authority's Executive

Function	Extent of Responsibility
1. Best Value Performance Plan under Section 6(i) of the Local Government Act 1999	1. To initiate and take the lead on the preparation and management of the Plan and make recommendations thereon to Council subject to:- <ul style="list-style-type: none"> (i) Full consultations with the Portfolio Performance and Review Panels and Committees of the Council during the preparation of the Plan and any amendments thereto; and (ii) Appropriate consultations with the Council's partners and other stakeholders.
2. Crime and Disorder Reduction Strategy under Section 5 and 6 of the Crime and Disorder Act 1998	2. To initiate and take the lead on the preparation and management of the strategy and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.
3. Local Transport Plan under Section 92 of the Transport Act 2000	3. To initiate and take the lead on the preparation and management of the strategy and make recommendations thereon to Council following full consultations with the Portfolio performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.
4. Plans and alterations which together comprise the Development Plan prepared under Section 54 of the Town and Country Planning Act 1990	4. To initiate and be responsible for the preparation and alteration of all plans including public consultation in liaison with the Planning Development Control Committee and to make recommendations thereon to Council.

Function

5. Strategy for promoting or improving the economic, social and environmental well being of the area under Section 4 of the Local Government Act 2000.

Extent of Responsibility

5. To prepare and recommend to Council the strategy, identifying all financial and other implications, following full consultations with:-
- (i) the appropriate Portfolio Performance and Review Panel
 - (ii) the appropriate Committees of the Council;
 - (iii) Parish and town Councils and Hampshire County Council;
 - (iv) other statutory agencies as the Cabinet deems appropriate; and
 - (v) any other relevant persons, bodies or organisations as the Council may direct or the Cabinet deems appropriate.

- ~~6. Food Law Enforcement Plan under Section 13(1) of the Food Standards Act 1999.~~

- ~~6. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.~~

FUNCTIONS ALLOCATED UNDER SECTION 11(2)(B) OF THE LOCAL GOVERNMENT ACT 2000 AND REGULATION 5 OF THE LOCAL AUTHORITIES (FUNCTIONS AND RESPONSIBILITIES) REGULATIONS 2000

PLANS OR STRATEGIES WHERE THE AUTHORITY DETERMINES THAT THE PLAN OR STRATEGY SHOULD BE ADOPTED OR APPROVED BY THE COUNCIL

Regulation 5 (Schedule 4) Functions

1. Housing Investment Programme

1. To initiate and take the lead on the preparation and management of the strategy and make recommendations thereon to Council following full consultations with the Portfolio performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

2. Local Agenda 21 Strategy

2. To initiate and take the lead on the preparation and management of the strategy and make recommendations thereon to Council following full consultations with the Portfolio performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

3. Corporate Plan

3. To initiate and take the lead on the preparation and management of the strategy and make recommendations thereon to Council following full consultations with the Portfolio performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

4. Food Law Enforcement Plan under Section 13(1) of the Food Standards Act 1999.

4. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

- | | |
|---|---|
| <p>5. Community Safety Strategy</p> | <p>5. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.</p> |
| <p>6. Leisure Strategy</p> | <p>6. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.</p> |
| <p>7. Housing Strategy</p> | <p>7. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.</p> |
| <p>8. Health and Safety Enforcement Policy</p> | <p>8. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.</p> |
| <p>9. Health and Social Exclusion Policy</p> | <p>9. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.</p> |

10. Air Quality and Contaminated Land Strategies

10. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

11. Tenant Participation Compact

11. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

12. Enforcement Concordat

12. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

13. Local Government Improvement Programme

13. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

14. Coastal Management Plan

14. To initiate and take the lead on the preparation and management of the plan and make recommendations thereon to Council following full consultations with the Portfolio Performance and Review Panels and Committees of the Council during its preparation and any amendments thereto.

DELEGATIONS

1. The powers and duties of the Council set out in the second column of the Schedule below shall be executed and performed by, and are hereby delegated to the Cabinet, respective Committees and Panels of the Council as set in the first column of the Schedule, until such time as this obligation shall be revoked or amended by resolution of the Council.
2. Where any proposal implies or requires the introduction of a new policy, or the variation of an existing policy, or would be expected to result in a variation of the approved budget in excess of any variation permitted by Financial Regulations the proposals shall be submitted to Council with a recommendation for consideration. Where any proposal is made by a Committee or Panel and relates to the executive functions of the Cabinet the matter shall be referred to the Cabinet before it is considered by Council.
3. This Scheme of Delegations shall not extend to powers, duties or functions with respect to the levying of the Council Tax nor for levying or issuing a rate or precept for a rate, nor to the borrowing of money, nor to any powers, duties or functions for which the Council must retain responsibility.
4. Notwithstanding the foregoing, in the event of war or a national defence emergency declared by the Crown or HM Government, all the powers, duties and functions of the Council without reservation are hereby delegated to the Cabinet, which shall have authority and power to delegate such powers, duties and functions to a Sub-Committee.

THE SCHEDULE

<i>CABINET, COMMITTEE AND PANELS</i>	<i>POWERS, DUTIES OR FUNCTIONS DELEGATED</i>
Cabinet	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions described specifically and generally in the Terms of Reference for the Cabinet.
Portfolio Performance and Review Panels	All the powers, duties and functions as contained, mentioned or referred to generally in the Terms of Reference of each of the Panels.

Standards Committee	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee.
Planning Development Control Committee	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee.
	<p>Except where, <i>in respect of an application made on behalf of the Council</i>, the Committee is unwilling to approve an application made on behalf of the Council, or wishes to impose conditions which are unacceptable to the applicant, the application shall be submitted to a meeting of full Council for determination, the report for which shall be prepared by the Director of Environment Services.</p>
General Purposes and Licensing Committee	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee.
Industrial Relations Committee	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee.

Appeals Committee

All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions which are described generally and specifically in the Terms of Reference of the Committee, and the authority to initiate, hear and determine on behalf of the Council, any appeals against decisions of the Executive, Committees or Officers.

PROTOCOL – REMOVING THE LEADER OF THE COUNCIL

- 1. The Leader of the Council is elected by the Council at the Annual Meeting in May each year, and can only be removed by resolution of the full Council in the circumstances set out below.**
- 2. The Council may only consider removing the Leader:**
 - (a) on a motion of which notice has been given as in paragraphs 6 to 8 below; or**
 - (b) in the circumstances described in paragraphs 9 to 11 below.**
- 3. When voting on a motion to remove the Leader, a quorum of the Council is at least three quarters of the total number of members of the Council.**
- 4. A Council resolution to remove the Leader shall not have the effect of removing the Deputy Leader and Portfolio Holders. Those members shall continue in those roles pending decisions by the newly elected Leader under paragraph 12 below.**
- 5. If the Council resolves to remove the Leader, it shall elect a new Leader at the same Council meeting as its next item of business.**

Notice of motion to remove Leader

- 6. A motion to remove the Leader shall be:**
 - a) given in writing; and**
 - b) signed by at least one half of the total number of Council members; and**
 - c) received by the Chief Executive's office, Appletree Court, Lyndhurst; and**
 - d) state why the signatories consider the Leader should be removed.**
- 7. If the motion is received by the Chief Executive less than 15 clear working days before the next programmed Council meeting:**

the motion shall be considered at the next programmed Council meeting.
- 8. If the motion is received by the Chief Executive 15 or more clear working days before the next programmed Council meeting:**

the Chief Executive shall, within 5 working days of receiving the motion, summon a special Council meeting for the purpose of considering the motion. No other business shall be conducted at that meeting, other than election of a new Leader if the motion succeeds. The special meeting shall take place within 10 working days of the date of the summons.

Change of Political Balance

9. Paragraphs 10 to 11 apply if:

- a) the Leader is a member of the majority political Group (“the Leader’s political group”) represented on the Council; and**
- b) that political group loses its overall majority on the Council more than 15 working days before the Annual Council Meeting (or, in the year of the quadrennial election of Councillors, more than 15 working days before the date of the election).**

10. If a programmed meeting of the Council is due to take place within less than 15 clear working days after the date on which the Leader’s political group loses its overall majority:

election of the Leader shall be the first item of business at the next programmed Council meeting.

11. If a programmed meeting of the Council is not due to take place within less than 15 clear working days after the date on which the Leader’s political group loses its overall majority:

the Chief Executive shall, within 5 working days of the day on which the Leader’s political group loses its overall majority, summon a special Council meeting for the purpose of electing a Leader. No other business shall be conducted at that meeting. The special meeting shall take place within 10 working days of the date of the summons.

Duty of newly elected Leader

12. A new Leader elected under this protocol shall, within 5 working days of his or her election:

- a) appoint a Deputy Leader**
- b) appoint a Portfolio Holder for each Cabinet portfolio**

c) inform the Chief Executive of the names of the Deputy Leader and Portfolio Holders.

PORTFOLIO HOLDER – POLICY AND STRATEGY (LEADER)

A) MAIN ROLE

To take collective responsibility for those issues determined by Cabinet under its Terms of Reference and Scheme of Delegation.

B) GENERAL PERSONAL RESPONSIBILITIES

Be the principal political adviser for the services included within the Portfolio for which the Cabinet Member has been appointed the Portfolio Holder, and within any constraints imposed by legislation, approved Council policy and budgets and the Council's Scheme of Delegation be responsible for:-

- 1) Maintaining an understanding of the issues involved in the delivery of services.
- 2) Being apprised of developing issues and policies at District, County, Regional and National levels.
- 3) Giving direction on and ensuring the development of the vision for the services, strategies and policies consistent with the overall strategic approach of the Council.
- 4) Promoting and improving the economic, social and environmental well-being of the District.
- 5) Balancing the social, environmental and economic components of sustainability in the development of services and their delivery.
- 6) Liaising with other Portfolio Holders and in particular developing arrangements to ensure clear linkages with cross-cutting issues being addressed by, or affecting, the Council, and reporting thereon to Cabinet.
- 7) With regard to the preparation, amendment and revision of any statutory or non-statutory strategic, technical or service plans:-
 - i. Identify the strategic or service objectives;
 - ii. Promote the principal policy issues to be included;
 - iii. Ensure adequate arrangements are in place to fully involve all Councillors, employees where appropriate, residents and all other stakeholders in the preparation and reviews of any plans;
 - iv. Identify and take full account of any cross-cutting issues;
 - v. Make provision to disseminate the content and implications of any proposed or adopted plans throughout the District, and where appropriate regionally and nationally;
 - vi. Ensuring implementation and regular reviews.
- 8) Defining the standards of service, targets and budgets to include:-
 - i. Preparation of schemes for implementation or proposals for submission to Cabinet and Council as part of the expenditure plan process;
 - ii. Monitoring service standards, performance and budgets and initiating action to meet service, performance and budget targets;
 - iii. The content and implementation of action programmes to achieve the aims of adopted strategies and service plans;
 - iv. Being responsible for the efficient delivery of services;
 - v. Implementing changes to meet requirements of legislation;

- vi. Approving the level of fees chargeable for Council services and any variations thereto;
 - vii. Development of an annual process of policy and performance reviews;
 - viii. Implementing arrangements for involving the Council, Cabinet, Employees, Residents and other stakeholders in the preparation of strategies, policies and budgets;
 - ix. Developing strong relationships between service policy aims and those of the Council corporately, as well as between service aims and service delivery;
- 9) With regard to Best Value, ensure that:-
- i. The programme and dates for review are met;
 - ii. The adopted means of review is used;
 - iii. Relevant cross-cutting issues are fully considered during reviews;
 - iv. Identifying the need for the development of new policies and strategies following reviews;
 - v. Following reviews, action plans with challenging targets for continuous service improvements are set and that progress against those plans is regularly monitored.
- 10) Ensuring the optimum use of resources and skills by recognising the benefits of formal and informal partnership working;
- 11) Working in partnership with relevant external organisations – in particular Parish and Town Councils and to encourage and facilitate development of Community Planning arrangements throughout the District;
- 12) Co-operating fully with the Portfolio Performance and Review Panels in any reviews undertaken by those Panels;
- 13) Ensuring that prior to decisions being taken which affect a particular Ward the Ward Councillors have been fully consulted;
- 14) Promoting the core values of the Council as set out in corporate plans;
- 15) Approving responses to consultation papers issued by the Government and outside organisations;
- 16) Speaking on behalf of the Council;
- 17) Representing the Council, or identifying and appointing other Councillors to do so, on relevant external bodies;
- 18) Considering and developing proposals for the effective use of land and property;
- 19) Facilitating and encouraging public participation and consultation and ensuring the effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders;
- 20) Receiving representations from Councillors acting in their capacity as Ward Members in relation to the provision of services to residents in their areas or as the Council's representative on outside bodies, or as Councillors with a specific interest in any topic;
- 21) Seeking appropriate officer advice when making decisions under delegated powers;
- 22) Attending, and taking part in, such training sessions/courses as may be determined by the council or the Leader;
- 23) Complying with the provisions of all National and Local Codes of Conduct applicable to Councillors and in particular any provisions relating to interests;

C. SPECIFIC SERVICES RESPONSIBILITIES

1. Corporate and Community Plans
 - i. Ensuring plans are prepared, published, implemented and reviewed involving partners and other stakeholders as appropriate;
 - ii. Keeping under regular review the processes adopted to achieve the above.

2. Best Value
 - i. Implementation, monitoring and development of a corporate approach to fundamental service reviews;
 - ii. Identification of the programme of service related and cross cutting reviews;
 - iii. Implementation, monitoring and review of an ongoing programme of continuous improvement across all the Council's services;
 - iv. Ensuring the Council's Best Value Performance Plan is published in accordance with statute.

3. Political and Management Structures
 - i. Adoption and review of the Constitution;
 - ii. Implementation of changes of Officer structures to provide adequate support to all Members of the Council.

4. Financial Strategy
 - i. Determine the Council's overall financial strategy and budget targets.
 - ii. Ensure effective internal audit arrangements are maintained.

5. Public Relations
 - i. Building relationships with other organisations;
 - ii. Regularly reviewing the corporate communications strategy;
 - iii. Ensuring effective internal communication.

6. Human Resources Strategy
 - i. Ensuring compliance with all employment legislation;
 - ii. Leading negotiations on revisions to pay and other employee terms and conditions;
 - iii. Monitoring performance indicators and trends relating to employment;

In relation to human resources which comprises pay and reward; recruitment; employee relations and communications; organisational development; training and development; health and absence; safety; and equal opportunities.

7. ***New Forest Heritage Area***
Keeping under review the Council's activities within the New Forest Heritage Area, (in conjunction with the New Forest Committee and others as appropriate).

8. ***Other Corporate Matters***
Any other matters of a corporate nature.

PORTFOLIO HOLDER – ENVIRONMENT

A) MAIN ROLE

To take collective responsibility for those issues determined by Cabinet under its Terms of Reference and Scheme of Delegation.

B) GENERAL PERSONAL RESPONSIBILITIES

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- 1) Maintaining an understanding of the issues involved in the delivery of services.
- 2) Being apprised of developing issues and policies at District, County, Regional and National levels.
- 3) Giving direction on and ensuring the development of the vision for the services, strategies and policies consistent with the overall strategic approach of the Council.
- 4) Promoting and improving the economic, social and environmental well-being of the District.
- 5) Balancing the social, environmental and economic components of sustainability in the development of services and their delivery.
- 6) Liaising with other Portfolio Holders and in particular developing arrangements to ensure clear linkages with cross-cutting issues being addressed by, or affecting, the Council, and reporting thereon to Cabinet.
- 7) With regard to the preparation, amendment and revision of any statutory or non-statutory strategic, technical or service plans:-
 - i. Identify the strategic or service objectives;
 - ii. Promote the principal policy issues to be included;
 - iii. Ensure adequate arrangements are in place to fully involve all Councillors, employees where appropriate, residents and all other stakeholders in the preparation and reviews of any plans;
 - iv. Identify and take full account of any cross-cutting issues;
 - v. Make provision to disseminate the content and implications of any proposed or adopted plans throughout the District, and where appropriate regionally and nationally;
 - vi. Ensuring implementation and regular reviews.
- 8) Defining the standards of service, targets and budgets to include:-
 - i. Preparation of schemes for implementation or proposals for submission to Cabinet and Council as part of the expenditure plan process;
 - ii. Monitoring service standards, performance and budgets and initiating action to meet service, performance and budget targets;
 - iii. The content and implementation of action programmes to achieve the aims of adopted strategies and service plans;
 - iv. Being responsible for the efficient delivery of services;
 - v. Implementing changes to meet requirements of legislation;

- vi. Approving the level of fees chargeable for Council services and any variations thereto;
 - vii. Development of an annual process of policy and performance reviews;
 - viii. Implementing arrangements for involving the Council, Cabinet, Employees, Residents and other stakeholders in the preparation of strategies, policies and budgets;
 - ix. Developing strong relationships between service policy aims and those of the Council corporately, as well as between service aims and service delivery;
- 9) With regard to Best Value, ensure that:-
- i. The programme and dates for review are met;
 - ii. The adopted means of review is used;
 - iii. Relevant cross-cutting issues are fully considered during reviews;
 - iv. Identifying the need for the development of new policies and strategies following reviews;
 - v. Following reviews, action plans with challenging targets for continuous service improvements are set and that progress against those plans is regularly monitored.
- 10) Ensuring the optimum use of resources and skills by recognising the benefits of formal and informal partnership working;
- 11) Working in partnership with relevant external organisations – in particular Parish and Town Councils and to encourage and facilitate development of Community Planning arrangements throughout the District;
- 12) Co-operating fully with the Portfolio Performance and Review Panels in any reviews undertaken by those Panels;
- 13) Ensuring that prior to decisions being taken which affect a particular Ward the Ward Councillors have been fully consulted;
- 14) Promoting the core values of the Council as set out in corporate plans;
- 15) Approving responses to consultation papers issued by the Government and outside organisations;
- 16) Speaking on behalf of the Council;
- 17) Representing the Council, or identifying and appointing other Councillors to do so, on relevant external bodies;
- 18) Considering and developing proposals for the effective use of land and property;
- 19) Facilitating and encouraging public participation and consultation and ensuring the effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders;
- 20) Receiving representations from Councillors acting in their capacity as Ward Members in relation to the provision of services to residents in their areas or as the Council's representative on outside bodies, or as Councillors with a specific interest in any topic;
- 21) Seeking appropriate officer advice when making decisions under delegated powers;
- 22) Attending, and taking part in, such training sessions/courses as may be determined by the council or the Leader;
- 23) Complying with the provisions of all National and Local Codes of Conduct applicable to Councillors and in particular any provisions relating to interests;

C. SPECIFIC SERVICES RESPONSIBILITIES

1. Environmental Health services
 - i. Implementation of strategies for:-
 - Air pollution control;
 - Noise and statutory nuisances;
 - Drinking water standards;
 - Land contamination;
 - Radiation monitoring;
 - Food safety;
 - Communicable disease;
 - Pest control;
 - Dog warden services;
 - Sunday Trading;
 - Animal Welfare (except for those matters being the responsibility the General Purposes and Licensing Committee).
2. Sustainability
 - Leading and co-ordinating action on sustainability issues.
- ~~3. Transportation~~
 - ~~i. Input to the Local Transport Plans;~~
 - ~~ii. Liaise closely with the Portfolio Holder for Economy and Planning in the preparation and review of the Local Transport Plan.~~
 - ~~iii. **Dial-a-Ride**~~
- ~~43.~~ Refuse Collection/**Disposal**
- ~~54.~~ Street Cleansing
- ~~6.~~ ~~Car Park Management~~
- ~~75.~~ Grounds Maintenance
- ~~86.~~ Public Conveniences
- ~~97.~~ Cemeteries
- ~~10.~~ ~~Concessionary Travel~~
 - ~~i. Promotion and development of Scheme within national framework.~~
- ~~118.~~ Recycling, **including** Project Integra

~~12. Street Naming and Numbering~~

~~139. Abandoned Vehicles~~

~~10. Land Drainage and Sewerage~~

~~11. Coastal Protection~~

- ~~(i) Shoreline Management Plans;~~
- ~~(ii) Coastal Management Plan.~~

PORTFOLIO HOLDER – HOUSING

A) MAIN ROLE

To take collective responsibility for those issues determined by Cabinet under its Terms of Reference and Scheme of Delegation.

B) GENERAL PERSONAL RESPONSIBILITIES

Be the principal political adviser for the services included within the Portfolio for which the Cabinet Member has been appointed the Portfolio Holder, and within any constraints imposed by legislation, approved Council policy and budgets and the Council's Scheme of Delegation be responsible for:-

- 1) Maintaining an understanding of the issues involved in the delivery of services.
- 2) Being apprised of developing issues and policies at District, County, Regional and National levels.
- 3) Giving direction on and ensuring the development of the vision for the services, strategies and policies consistent with the overall strategic approach of the Council.
- 4) Promoting and improving the economic, social and environmental well-being of the District.
- 5) Balancing the social, environmental and economic components of sustainability in the development of services and their delivery.
- 6) Liaising with other Portfolio Holders and in particular developing arrangements to ensure clear linkages with cross-cutting issues being addressed by, or affecting, the Council, and reporting thereon to Cabinet.
- 7) With regard to the preparation, amendment and revision of any statutory or non-statutory strategic, technical or service plans:-
 - i. Identify the strategic or service objectives;
 - ii. Promote the principal policy issues to be included;
 - iii. Ensure adequate arrangements are in place to fully involve all Councillors, employees where appropriate, residents and all other stakeholders in the preparation and reviews of any plans;
 - iv. Identify and take full account of any cross-cutting issues;
 - v. Make provision to disseminate the content and implications of any proposed or adopted plans throughout the District, and where appropriate regionally and nationally;
 - vi. Ensuring implementation and regular reviews.
- 8) Defining the standards of service, targets and budgets to include:-
 - i. Preparation of schemes for implementation or proposals for submission to Cabinet and Council as part of the expenditure plan process;
 - ii. Monitoring service standards, performance and budgets and initiating action to meet service, performance and budget targets;
 - iii. The content and implementation of action programmes to achieve the aims of adopted strategies and service plans;
 - iv. Being responsible for the efficient delivery of services;

- v. Implementing changes to meet requirements of legislation;
 - vi. Approving the level of fees chargeable for Council services and any variations thereto;
 - vii. Development of an annual process of policy and performance reviews;
 - viii. Implementing arrangements for involving the Council, Cabinet, Employees, Residents and other stakeholders in the preparation of strategies, policies and budgets;
 - ix. Developing strong relationships between service policy aims and those of the Council corporately, as well as between service aims and service delivery;
- 9) With regard to Best Value, ensure that:-
- i. The programme and dates for review are met;
 - ii. The adopted means of review is used;
 - iii. Relevant cross-cutting issues are fully considered during reviews;
 - iv. Identifying the need for the development of new policies and strategies following reviews;
 - v. Following reviews, action plans with challenging targets for continuous service improvements are set and that progress against those plans is regularly monitored.
- 10) Ensuring the optimum use of resources and skills by recognising the benefits of formal and informal partnership working;
- 11) Working in partnership with relevant external organisations – in particular Parish and Town Councils and to encourage and facilitate development of Community Planning arrangements throughout the District;
- 12) Co-operating fully with the Portfolio Performance and Review Panels in any reviews undertaken by those Panels;
- 13) Ensuring that prior to decisions being taken which affect a particular Ward the Ward Councillors have been fully consulted;
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- 15) Approving responses to consultation papers issued by the Government and outside organisations;
- 16) Speaking on behalf of the Council;
- 17) Representing the Council, or identifying and appointing other Councillors to do so, on relevant external bodies;
- 18) Considering and developing proposals for the effective use of land and property;
- 19) Facilitating and encouraging public participation and consultation and ensuring the effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders;
- 20) Receiving representations from Councillors acting in their capacity as Ward Members in relation to the provision of services to residents in their areas or as the Council's representative on outside bodies, or as Councillors with a specific interest in any topic;
- 21) Seeking appropriate officer advice when making decisions under delegated powers;
- 22) Attending, and taking part in, such training sessions/courses as may be determined by the council or the Leader;

- 23) Complying with the provisions of all National and Local Codes of Conduct applicable to Councillors and in particular any provisions relating to interests;

C. SPECIFIC SERVICES RESPONSIBILITIES

1. Housing
 - i Preparation of the housing strategy and links with partners;
 - ii Preparation of the Housing Investment Programme;
 - iii Provision, management and maintenance of affordable homes to meet housing need;
 - iv Private sector provision;
 - v Tenant participation, including the housing compact;
 - vi Ancillary activities such as warden and life line services;
 - vii Housing Improvement Grants.

2. Personal Health and Social Exclusion
 - i Health strategies;
 - ii Health improvement programmes;
 - iii Promotion of health and social exclusion issues in the community;
 - iv Ancillary activities, for example, support for meals on wheels, luncheon clubs and voluntary organisations, which affect the health and welfare of residents in the District;
 - v ***Welfare funerals***

PORTFOLIO HOLDER – ECONOMY AND PLANNING

A) MAIN ROLE

To take collective responsibility for those issues determined by Cabinet under its Terms of Reference and Scheme of Delegation.

B) GENERAL PERSONAL RESPONSIBILITIES

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- 6) Liaising with other Portfolio Holders and in particular developing arrangements to ensure clear linkages with cross-cutting issues being addressed by, or affecting, the Council, and reporting thereon to Cabinet.
- 7) With regard to the preparation, amendment and revision of any statutory or non-statutory strategic, technical or service plans:-
 - i. Identify the strategic or service objectives;
 - ii. Promote the principal policy issues to be included;
 - iii. Ensure adequate arrangements are in place to fully involve all Councillors, employees where appropriate, residents and all other stakeholders in the preparation and reviews of any plans;
 - iv. Identify and take full account of any cross-cutting issues;
 - v. Make provision to disseminate the content and implications of any proposed or adopted plans throughout the District, and where appropriate regionally and nationally;
 - vi. Ensuring implementation and regular reviews.
- 8) Defining the standards of service, targets and budgets to include:-
 - i. Preparation of schemes for implementation or proposals for submission to Cabinet and Council as part of the expenditure plan process;
 - ii. Monitoring service standards, performance and budgets and initiating action to meet service, performance and budget targets;
 - iii. The content and implementation of action programmes to achieve the aims of adopted strategies and service plans;
 - iv. Being responsible for the efficient delivery of services;

- v. Implementing changes to meet requirements of legislation;
 - vi. Approving the level of fees chargeable for Council services and any variations thereto;
 - vii. Development of an annual process of policy and performance reviews;
 - viii. Implementing arrangements for involving the Council, Cabinet, Employees, Residents and other stakeholders in the preparation of strategies, policies and budgets;
 - ix. Developing strong relationships between service policy aims and those of the Council corporately, as well as between service aims and service delivery;
- 9) With regard to Best Value, ensure that:-
- i. The programme and dates for review are met;
 - ii. The adopted means of review is used;
 - iii. Relevant cross-cutting issues are fully considered during reviews;
 - iv. Identifying the need for the development of new policies and strategies following reviews;
 - v. Following reviews, action plans with challenging targets for continuous service improvements are set and that progress against those plans is regularly monitored.
- 10) Ensuring the optimum use of resources and skills by recognising the benefits of formal and informal partnership working;
- 11) Working in partnership with relevant external organisations – in particular Parish and Town Councils and to encourage and facilitate development of Community Planning arrangements throughout the District;
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- 17) Representing the Council, or identifying and appointing other Councillors to do so, on relevant external bodies;
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- 20) Receiving representations from Councillors acting in their capacity as Ward Members in relation to the provision of services to residents in their areas or as the Council's representative on outside bodies, or as Councillors with a specific interest in any topic;
- 21) Seeking appropriate officer advice when making decisions under delegated powers;
- 22) Attending, and taking part in, such training sessions/courses as may be determined by the council or the Leader;

- 23) Complying with the provisions of all National and Local Codes of Conduct applicable to Councillors and in particular any provisions relating to interests;

C. SPECIFIC SERVICES RESPONSIBILITIES

1. Planning Strategy and Development Plans
 - i Ensuring preparation and implementation of the plans and in particular: -
 - a) liaising closely with the Chairman of the Planning Development Control Committee of the Council on all issues;
 - b) acting as a consultee of the Planning Development Control Committee on interpretation of Plans in respect of individual planning applications or other matters referred to the Portfolio Holder by the Committee;
 - c) in the preparation and review of the Development Plans, to liaise closely with the Portfolio Holder for the Environment on issues which have a significant transportation dimension;
 - d) in developing strategies and policies, recognise and deal with the possible conflicts which may arise between economic development and environmental protection objectives and ensure that these issues are fully considered by the whole Council.
2. Economic Development
 - i Preparation and implementation of the Council's Economic Development Strategy;
 - ii Leading the political direction for developing the Council's contacts and relationships with businesses, economic development organisations and other support agencies;
 - iii Ensuring during any consultations on specific planning applications that proper regard is taken of the economic development needs of the District and giving proper weight to such needs;
 - iv Being conversant with the needs of the business community within the District and the local economy as a whole.
3. Building Control
- ~~4. Coastal Protection
 - i Shoreline Management Plans;
 - ii Coastal Management Plan.~~
- ~~5. Land Drainage and Sewerage~~
- 4. *Transportation, including***
 - (i) *Input to the Local Transport Plans***
 - (ii) *Dial-a-Ride***
- 5. *Concessionary Travel***

Promotion and development of Scheme within national framework.

6. Car Park Management

67. Highways

- i ~~For the~~ Carrying out of works authorised by Hampshire County Council under the Highways Agency;
- ii Provision of Highways Development Control advice;

iii. Road Closures

8. Street Naming and Numbering

79. Local Land Charges

PORTFOLIO HOLDER – LEISURE SERVICES

A) MAIN ROLE

To take collective responsibility for those issues determined by Cabinet under its Terms of Reference and Scheme of Delegation.

B) GENERAL PERSONAL RESPONSIBILITIES

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 - iv. Identify and take full account of any cross-cutting issues;
 - v. Make provision to disseminate the content and implications of any proposed or adopted plans throughout the District, and where appropriate regionally and nationally;
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 - iii. The content and implementation of action programmes to achieve the aims of adopted strategies and service plans;
 - iv. Being responsible for the efficient delivery of services;
 - v. Implementing changes to meet requirements of legislation;

- vi. Approving the level of fees chargeable for Council services and any variations thereto;
 - vii. Development of an annual process of policy and performance reviews;
 - viii. Implementing arrangements for involving the Council, Cabinet, Employees, Residents and other stakeholders in the preparation of strategies, policies and budgets;
 - ix. Developing strong relationships between service policy aims and those of the Council corporately, as well as between service aims and service delivery;
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 - ii. The adopted means of review is used;
 - iii. Relevant cross-cutting issues are fully considered during reviews;
 - iv. Identifying the need for the development of new policies and strategies following reviews;
 - v. Following reviews, action plans with challenging targets for continuous service improvements are set and that progress against those plans is regularly monitored.
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- 11) Working in partnership with relevant external organisations – in particular Parish and Town Councils and to encourage and facilitate development of Community Planning arrangements throughout the District;
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- 17) Representing the Council, or identifying and appointing other Councillors to do so, on relevant external bodies;
- 18) Considering and developing proposals for the effective use of land and property;
- 19) Facilitating and encouraging public participation and consultation and ensuring the effective communication of Council policies and strategies to all Councillors, employees, residents, partner organisations and other stakeholders;
- 20) Receiving representations from Councillors acting in their capacity as Ward Members in relation to the provision of services to residents in their areas or as the Council's representative on outside bodies, or as Councillors with a specific interest in any topic;
- 21) Seeking appropriate officer advice when making decisions under delegated powers;
- 22) Attending, and taking part in, such training sessions/courses as may be determined by the council or the Leader;
- 23) Complying with the provisions of all National and Local Codes of Conduct applicable to Councillors and in particular any provisions relating to interests;

C. SPECIFIC SERVICES RESPONSIBILITIES

1. Devising and implementing policies to ensure leisure services are delivered to meet the needs of the community, industry, visitors and the environment to provide an excellent sustainable quality of life; and
 2. Encouraging participation by acting as an advocate for the role of leisure services as an important influence on the quality of life and the quality of environment in the District through the delivery of;
 1. Arts
 - i. Preparation of Arts Plan
 2. Play
 3. Sport
 - i. Let's Be Active Plan
 4. Recreation
 - i. Looking Ahead At Leisure
 5. Tourism
 - i. Our Future Together
 6. Museums
 7. Galleries
 8. Libraries
 9. Adult learning
 10. Youth work
 11. Open Space.
- 3. *Eling Tide Mill/Tollbridge***

PROTOCOL - STRATEGIC PLANS, POLICY AND BUDGET SETTING

1. INTRODUCTION

- 1.1 This Protocol defines the roles and responsibilities of the Cabinet, Portfolio Performance and Review Panels and Committees of the Council and the Council in the formulation, **preparation**, review and amendment of the Council's strategic plans, policies and budgets.
- 1.2 For the purposes of this Protocol, the following definitions shall apply:-
- Budget – means the preparation of the annual budget of the Council which is to be used for the purposes of setting the Council Tax, **all the components of the budget, such as budgetary allocations to the different services and projects, proposed taxation levels, contingency funds ("reserves" and "balances") and any plan or strategy for the control of the Council's borrowing or capital expenditure.**
 - Cabinet – means the formal body within the Council defined as the Executive under the Local Government Act 2000.
 - Committees – means the Standards Committee, the Planning Development Control Committee, the General Purpose and Licensing Committee, Appeals Committee and any other Committees ~~comprising of only Councillors as voting Members~~ established by the Council to undertake any of its functions.
 - Council – means all Members of the Council acting together at formal meetings convened under the provisions of the Local Government Act 1972.
 - Portfolio Performance and Review Panels – means those Panels established under the Local Government Act 2000 with responsibility for undertaking an overview and scrutiny role of all actions of the Cabinet.
 - Prepare – includes the initial preparation, review, amendment or any modification thereof, of any document or papers relating to corporate plans, policies or, budgets.
 - Strategic Plans – means the Council's strategic plan, best value performance plan, community plan and such other similar documents and policies as the Council may determine should be prepared.

2. STRATEGIC PLANS, POLICIES AND BUDGETS

- 2.1 The Cabinet shall be responsible for initiating, preparing, amending and making recommendations to the Council on all matters relating to the strategic plans (**other than those that come under the remit solely of the Executive**), **policies** and budgets of the Council.

- 2.2 In the preparation of the strategic plans, **policies** and budgets, the Cabinet shall:-
- (i) Ensure that the appropriate Portfolio Performance and Review Panels and Committees are fully consulted on the proposals prior to any final recommendations being formulated for submission to Council;
 - (ii) Where it deems appropriate, or the Council require, undertake consultations with other Local Authorities, partners and stakeholders who may be interested in the contents of the strategic plans, **policies** or budgets;
 - (iii) Ensure that the Council complies with all legislation relating to the preparation and adoption of the strategic plans and budgets;
 - (iv) Make available to the Portfolio Performance and Review Panels and Committees those papers, reports or other documents upon which the Cabinet have relied in making its recommendations to Council;
 - (v) In addition, in relation to the proposed budget, the Cabinet shall prepare for consideration by Council at a meeting in July, outline proposals identifying its revenue and capital financial strategy for the following financial year.
 - (vi) Thereafter, the Cabinet shall consult with the appropriate Portfolio Performance and Review Panels on proposals which comply with the financial strategy approved by Council to enable final detailed proposals on the overall budgets and the level of the Council Tax to be determined by Council at its meeting in the February immediately preceding the commencement of the next financial year.
- 2.3 The Portfolio Performance and Review Panels' and Committees' responsibilities in the preparation of strategic plans, **policies** and the budget shall be as consultees representing the views of the community. In support of the rights contained within the Local Government Act 2000, the Portfolio Performance and Review Panels and Committees shall:-
- (i) Be provided with copies of all relevant papers, reports and other documents upon which the Cabinet have relied in making its recommendations – provided that if any confidential information is supplied – that confidentiality will be maintained;
 - (ii) Have power, subject to the approval of the Chief Executive, to require additional research to be undertaken on specific issues;
 - (iii) Comply with all reasonable time scales set by the Cabinet for response to any consultations;
 - (iv) Be empowered to submit a report to Council on any matter relating to strategic plans, **policies** or budgets where there is a disagreement between the Cabinet and all or any of the Portfolio Performance and Review Panels and Committees.

- 2.4 In relation to the preparation of strategic plans, the budget and the Council tax, the Council shall retain the absolute right, subject to the provisions of its constitution, to approve, amend, or reject any proposals put to it by the Cabinet. In determining any proposals, the Council shall:-
- (i) Have regard to any comments made by the Portfolio Performance and Review Panels and Committees of the Council, other Local Authorities, partners and stake holders;
 - (ii) Take no action on any decision which is contrary to proposals submitted by the Cabinet until the sixth working day after the decision has been notified to the Leader, or until the decision has been dealt with in accordance with the “disputes procedure” provisions of the Council’s Constitution, whichever is the later.

3. POLICIES REQUIRING APPROVAL BY MINISTER OF THE CROWN

- 3.1 The provisions of this Protocol shall apply in every respect to those policies which must be submitted to a Minister of the Crown in final or draft form for approval, except that where the Minister requires a submitted policy to be amended, the Cabinet shall be responsible for effecting such amendment.

4. VARIATION OF PROTOCOL

- 4.1 This protocol may be varied by resolution of the Council upon a recommendation from the Cabinet. No such recommendation shall be made until the Cabinet have consulted the Portfolio Performance and Review Panels and Committees of the Council.

PROTOCOL – DECISION MAKING BY PORTFOLIO HOLDERS

1. INTRODUCTION

- 1.1 The Leader of the Council and Members of the Cabinet, hereinafter referred to as Portfolio Holders, have been authorised to undertake certain executive actions under the Terms of the Council's Constitution. This Protocol identifies the responsibilities and processes to be followed by Portfolio Holders in carrying out those tasks for which they are individually responsible.
- 1.2 For the purposes of this Protocol, the appropriate Head of Service is the proper Officer for providing advice to Portfolio Holders and the Chief Executive is the Proper Officer for the maintenance of the Corporate Register of decisions taken.

2. ACTION PRIOR TO REACHING A DECISION

- 2.1 In all cases, prior to taking any decision on any matter, the Portfolio Holder shall be responsible for:-
- (i) Ensuring that the decision to be made is within his/her delegated powers;
 - (ii) Obtaining, in writing (which may be transmitted electronically) a summary of the issues from the Head of Service responsible for the matter under consideration;
 - (iii) Obtaining confirmation that any course of action proposed is within the Council's legal powers and complies with the Council's strategies, policies and budgets;
 - (iv) Determining whether the proposed action has any effect on the responsibilities of other Portfolio Holders;
and;
 - (v) Ensuring that where the matter affects a specific part of the District Council's area, the views of the relevant Ward Members, and where appropriate, the local Parish or Town Council's views have been obtained and taken into account in reaching a decision.
- 2.2 Where any matter considered by a Portfolio Holder:-
- (i) Is outside his/ her delegated powers;
 - (ii) Is outside the legal powers of the Council or contrary to the Council's strategies, policies or budgets;

the matter shall stand referred to the Cabinet for consideration. No action that commits the Council shall be taken on that matter until after the issue has been determined by the Cabinet. EXCEPT that where a decision which does not comply with the Council's strategies or policies, or would not be wholly in accordance with the budget is required urgently, that matter may be determined in accordance with the provisions of Schedule 8 to this Constitution.

- 2.3 Where a decision would have an effect on the responsibilities of another Portfolio Holder or has implications which might affect the corporate strategies of the Council, the Portfolio Holder shall consult with any other Portfolio Holder and the Leader prior to reaching any decision.

3. ACTION AT POINT OF DECISION MAKING

- 3.1 In reaching a decision on any matter referred to him/her the Portfolio Holder shall:-

- (i) Take into consideration the views expressed by the Head of Service responsible for the matter under consideration;
- (ii) Where appropriate, take account of the views of other Portfolio Holders, the Leader, the Ward Members and the local Parish or Town Council; and;
- (iii) Endorse the written documentation prepared by the appropriate Head of Service with his/her decision and where that decision is contrary to the Officer's recommendation or views submitted by the Ward Member or local Town or Parish Council, the reasons for reaching the different conclusion.
- (iv) Endorse all written documentation giving options considered with the reasons why particular options were rejected.

4. ACTION AFTER DECISION

- 4.1 On reaching a decision and subject to the Protocol on call-in arrangements at Schedule 9, the Portfolio Holder shall:-

- (i) Give instructions to the appropriate Head of Service to take the necessary action to implement the decision;
- (ii) Personally, or arrange for the appropriate Head of Service to, notify Members of the decision taken;
- (iii) Ensure that the decision is not implemented until such time as the period for, and the conditions of, the Protocol on call-in arrangements for decisions taken by the Executive have been complied with; and;
- (iv) Supply a copy of all papers (which may be transmitted electronically) considered by him/her to the Chief Executive – together with a copy of the decision with reasons.

- 4.2 Upon notification of a decision, the Head of Service will:-

- (i) Subject to compliance with the Protocol on call-in arrangements at Schedule 9, ensure implementation within any specified time scales and, if none given, within a reasonable period;
- (ii) Ensure that a copy of the decision and appropriate supporting papers are placed on the relevant file;
- (iii) Where instructed by the Portfolio Holder to arrange for a report on the decision taken to be circulated to all Members of the Council.
- (iv) Immediately notify Parish & Town Councils, together with any other persons or organisations, consulted about the proposals, of the decision taken.

4.4 The Chief Executive shall:-

- (i) Maintain a register or registers, which may be held in electronic form, of decisions taken by Portfolio Holders under delegated powers;
- (ii) Maintain copies, which may be held electronically, of all the supporting papers provided by the Portfolio Holder;
- (iii) Make the register and supporting papers available for inspection at the Council's main office by any Member of the Council during normal office hours;
and;
- (iv) Make the register and supporting papers, except for those which contain confidential or exempt information as defined by the Local Government Act 1972 (as amended), available for public inspection at the Councils main office during normal office hours. No charge shall be made for inspection of such papers.

5. URGENT DECISIONS

5.1 Where in the opinion of the Head of Service **and the Monitoring Officer**, a decision within policy and budget is required urgently on any matter delegated to a Portfolio Holder, the provisions of:-

- (i) Paragraph 2.1 (ii) and 3.1 (iii), relating to the information and decision being in writing or electronic form;
and;
- (ii) Paragraphs 2.1 (v), 3.1 (ii) and 4.2 (ii) relating to consultations with Ward Members and where appropriate the local Parish or Town Council;

shall apply only if there is sufficient time to follow these procedures without prejudicing the decision or the Council; provided that as soon as practicable after the matter has been determined, a written record of the issues and the action taken shall be made and circulated in accordance with the remaining provisions of this Protocol; and

- (iii) ***Paragraphs 3.1 to 3.8 of Schedule 9, so far as they relate to the date on which the decision may be implemented, shall not apply, and the decision may be implemented immediately.***

5.2 Where a decision which is not within policy or budget, the provisions of the Protocol at Schedule 8 to this Constitution shall apply.

6. VARIATION OF PROTOCOL

6.1 This Protocol may be varied by a resolution of the Council upon a recommendation from the Cabinet. No such recommendation shall be made until the Cabinet has consulted the Standards Committee, Portfolio Performance and Review Panels and other Committees of the Council.

PROTOCOL – CALL IN PROCEDURES FOR EXECUTIVE DECISIONS

1. INTERPRETATION

- 1.1 Subject to paragraph 1.5 below, this Protocol applies to all decisions taken by or on behalf of the Executive by:-

Officers;
Officers in liaison with local Councillor;
Officers in consultation with Portfolio Holder;
Portfolio Holder;
Cabinet.

- 1.2 Wherever this Protocol refers to Executive, it shall be deemed to include the Cabinet, Leader, Portfolio Holder or Officers as the case may be.

- 1.3 Panel means the appropriate Portfolio Performance and Review Panel.

- 1.4 For the purposes of this Protocol “decision” means any decision of consequence which leads to action being taken in the performance of the functions of the Council.

- 1.5 Where an urgent decision has been taken:

under the provisions of paragraph 5 of Schedule 7, or Schedule 8, to this Constitution; **or**

by the Director of Finance under those provisions in Financial Regulations which authorise him to approve expenditure which is urgently required

those paragraphs 3.4 to 3.8 of this protocol that provide that decisions may not be implemented immediately shall not apply.

2. ACTION BEFORE DECISIONS

- 2.1 Prior to an Officer taking any decision, he/she will ensure that all consultations required under, or implicit in, his/her delegated powers, have been undertaken.

- 2.2 Where any matter falls to be determined by the Leader or a Portfolio Holder he/she will ensure that all consultations and other actions required under, or implicit in, the Councils’ Constitution and in particular the Protocol at Schedule 7, are carried out.

- 2.3 Where any matter falls to be determined by the Cabinet, it will ensure that all consultations and other actions required under, or implicit in, the Council's Constitution and in particular for decisions affecting the Council's strategy, *policies* and budget, it complies with the Protocol at Schedule 5.

3. ARRANGEMENTS FOR REVIEW

- 3.1 When a decision has been made, the Executive will publish the decision and at the same time notice of that decision will be circulated to all Members of the Council. As far as practicable, all decisions shall be published within two working days.
- 3.2 The notice issued under 3.1 above, shall, except for urgent decisions which shall have immediate effect, specify that the decision shall come into force at the expiration of five working days (or such longer period as may be specified in the notice) from the publication of the decision.
- 3.3 If prior to the date at which the proposed decision is to be implemented, a Member of the appropriate Panel considers that the decision should be reviewed, he/she may give notice to the Monitoring Officer that the decision should be referred to the appropriate Panel for review. Subject to paragraph 3.4 below, a request from one Member shall not delay implementation of the decision.
- 3.4 Where one other Member of the appropriate Panel supports the notice given under paragraph 3.3 above, the decision shall not be implemented until that Panel has reviewed the decision.
- 3.5 Upon receipt of a notice under paragraph 3.4 above, the Monitoring Officer shall arrange for the decision to be considered by a meeting of the appropriate Panel within ten working days.
- 3.6 Upon consideration of the decision, the Panel may:-
- (i) Accept the decision made by the Executive, in which case the Executive may implement the decision immediately, or;
 - (ii) Request the Executive to reconsider the decision giving reasons for such request. After reconsideration of the decision, the Executive may implement its decision, whether amended or not, immediately, or;
 - (iii) Where the decision is of particular high local significance and public interest, refer the decision to Council for full debate by all Members of the Council. In these circumstances, a special meeting of the Council shall be held within ten working days and the Executive decision shall not be implemented until after the meeting of the full Council.

- 3.7 Where the Council refer the decision back to the Executive, the Executive will reconsider the decision in the light of the reasons expressed at Council before adopting and implementing a final decision.
- 3.8 If, after a special meeting of a Panel has been requested, the Executive reconsiders its decision and reaches a conclusion which satisfies the two Members referred to at paragraph 3.4, the item requiring a review of the Executive's decision shall be withdrawn from the agenda. If there is no other business to be transacted at the meeting, the Panel meeting shall be cancelled.

4. ATTENDANCE OF EXECUTIVE AT PANEL MEETINGS

- 4.1 Whenever any decision of the Executive is being reviewed under these procedures, the Executive shall have the right to be represented by a Member at the meeting of the Panel. In addition, the Executive may also call upon the appropriate professional Officer to provide information to the Panel when considering the proposed decision.

TERMS OF REFERENCE - PORTFOLIO PERFORMANCE AND REVIEW PANELS

1. The Statutory overview and scrutiny functions of the Council shall be undertaken by Portfolio Performance and Review Panels. Each Panel shall have a particular responsibility for the overview and scrutiny of the functions undertaken for the following Portfolios within the Cabinet:-

Policy and Strategy, and Finance and Support

Crime and Disorder

Environment

Housing

Economy and Planning

Leisure

2. For those matters being the responsibility of the Cabinet relating to the functions of the Portfolio(s) for which each Panel has been established:-
 - (i) To prepare an annual programme of reviews each year for approval by the Council.
 - (ii) To consider such policy and strategy proposals as are referred to it by the Council and the Cabinet and to report back the result of its considerations with reasons to the referring body.
 - (iii) To review how and to what effect Council policy and strategy is being implemented by the Cabinet, Portfolio Holders and Officers and to make reports and recommendations, including proposals for changes to policies and practices to, the Council, the Cabinet, Portfolio Holders and Officers,¹ as appropriate.
 - (iv) To review performance against annual budgets, including budget profiles and to report thereon to the Council, Cabinet or Portfolio holders as appropriate.
 - (v) To review the 'called in' decisions of **or action taken by** the Cabinet, Portfolio Holders and Officers acting under delegated powers and report the outcome of each review to the Council, the Cabinet, Portfolio Holders and Officers, as appropriate.²
 - (vi) **To review decisions or action taken in respect of any functions which are not the responsibility of the Executive (with the exception of development control, licensing and other regulatory matters as determined by the Chief Executive), and to make reports and recommendations in respect of such functions**

- (vii) To undertake, in conjunction with the Cabinet and/or its Members, reviews of service performance under the Best Value regime.
- (viii) To review departmental performance outside the Best Value regime and to make such reports and recommendations as it considers appropriate.³
- (ix) To undertake reviews of services provided by other agencies and which affect the economic, social and environmental well-being of the Council's area.
- (x) To review the Council's involvement and support to outside organisations that fall within these Terms of Reference.
- (xi) To receive and review external audit reports which relate to matters within these Terms of Reference, and
- (xii) To receive representatives and/or deputations from any area structures implemented by the Council or relevant groups of interest, and to report to the Council, the Cabinet, Portfolio Holders and Officers, as appropriate.⁴
- (xiii) To make recommendations to the Cabinet and Council on estimates of expenditure and the budget required to enable the Panel to undertake its functions.
- (xiv) ***To make reports or recommendations to the Council or the Executive in respect of any functions which are not the responsibility of the Executive;***
- (xv) ***To make reports or recommendations to the Council or the Executive in respect of matters which affect the Local Authority's area or its inhabitants;***
- (xvi) ***To appoint a member or members to represent the Panel in the Scoping, Assessment of Cabinet Decision, Verification, and Action Planning and Report stages of the Best Value process.***

¹Officers" refers to The Chief Executive, Directors and other Chief Officers.

²The decisions of Regulatory Panels and Officers to whom a function has been delegated by a Regulatory Panel, or where an appeal lies to a Regulatory Panel, are excluded from the Panels Terms of Reference.

³Such a review may be a general review of the whole or part of a department or may be a specific review of the department's progress against a particular plan, for example a Best Value Improvement Plan.

⁴The Scrutiny Panel would decide what further enquiries or action was appropriate to deal with the issues raised by the deputation. This could include a full review or a referral to the Cabinet or Council with recommendation as to an appropriate course of action.

TERMS OF REFERENCE

APPEALS COMMITTEE

1. To agree procedures, including arrangements for persons affected to be heard by a panel of Members, for the determination of appeals or objections against decisions of the Executive, Committees or Officers in respect of the areas set out below:

Provided that the procedures shall specify that no member shall sit on a Panel that determines an appeal or objection if that member was present at a meeting of the Executive or a Committee that considered the matter about which the appeal or objection has been made.

2. Subject to any criteria and in accordance with any procedures the Council and the Committee might set, to determine, through Panels of up to five Members of the Committee, as determined by the Chief Executive (or in the case of Housing and Council Tax Benefit matters the Clerk to the Benefit Review Boards) appeals or objections against decisions of the Executive, Committees or Officers in respect of the following:-

a. Discipline and grievance

- (i) Disciplinary issues that have to be dealt with by Councillors in accordance with the provisions of the Council's Disciplinary Rules.
- (ii) Appeals by employees that have to be dealt with by a Panel of Councillors under the provisions of the Council's grievance procedure.
- (iii) Appeals by employees selected for redundancy under the Council's policy for redundancy.

b. Tree Preservation Orders

Objections to the making of Tree Preservation Orders, including the power to confirm, modify or not to confirm Orders.

c. Housing Matters

Appeals or requests for review of decisions in respect of tenancies, right to buy, improvement, renovation or other grants, homelessness matters, or possession proceedings in cases where they tenant is above the statutory retirement age.

d. Non-Domestic Rate Relief

Appeals against decisions by the Portfolio Holder in respect of applications for discretionary relief from non-domestic rates.

e. Licensing Matters

Where there is no specific statutory right of appeal to external bodies, to determine appeals against any decisions of Officers in relation to the grant, renewal, transfer, variation, refusal, revocation, suspension or imposition of conditions of licences granted by the Council.

3. To perform, through a Panel of three Members of the Committee, all of the powers, duties and functions of a legally constituted Housing Benefit Review Board.
4. To perform, through a Panel of three Members of the Committee, all of the functions of a legally constituted Council Tax Benefit Review Board.

EXTRACT FROM SCHEDULE 21

“year” means municipal year – that is the year starting with the Annual Council Meeting in May, and ending with the Annual Council meeting the following year.

* Note for Guidance

When Sub-Committees are appointed they are generally termed “Sub-Committee”, “Working Party”, “Advisory Group” or “Consultative Group”, depending on their constitution and terms of reference. The membership of Sub-Committees consists of Councillors, with voting rights and the power to make decisions.

The membership of Working Parties includes Councillors, and may also include non-Councillors. Working Parties have an investigative role to research and make recommendations, but no power to make decisions.

The membership of Advisory or Consultative Committees is made up of Councillors and non-Councillors. They have a continuous advisory role to a decision making body.

APPOINTING AND ELECTING MEMBERS TO PARTICULAR POSITIONS

2. Rules for Election/Appointment – Chairman, Vice-Chairman, Leader, Deputy Leader

2.1 The **Chairman of the Council** shall be elected at the Annual Council Meeting. This election shall be the first business for that meeting.

2.2 The **Vice-Chairman of the Council** shall be appointed by election at the Annual Council Meeting.

2.3 Any political group may submit to the Chief Executive nominations for the Chairman and Vice-Chairman of the Council for the following year. Nominations must be submitted at least 10 working days before the last Council meeting of the year. The Chief Executive shall report all nominations received to the last Council meeting of the year. That meeting shall make nominations to the next Annual Council Meeting.

2.4 The **Leader of the Council** shall be elected at the Annual Council Meeting. The Council may terminate the appointment at any time, as provided in the Council’s Constitution.

2.5 The Leader of the Council shall not be the Chairman or Vice-Chairman of the Council.

2.6 The Leader of the Council shall be the Chairman of the Cabinet.

2.7 The Leader of the Council shall appoint a Deputy Leader of the Council, **and notify the appointment to the Chief Executive**, within 5 working days of the Annual Council Meeting.

3. Constitution of Cabinet, Committees and Panels

3.1 At the Annual Council Meeting, the Council shall

- (a) decide the number of Cabinet members; and
- (b) decide the number, and content, of Cabinet portfolios.

(November 2000)

3.2 At its first Annual Council Meeting after the ordinary election of Councillors, the Council shall appoint Standing Committees and Panels with the following membership, and provide for their constitution:

Committee or Panel	Number of Members
Appeals Committee	20
General Purposes and Licensing Committee	16
Planning Development Control Committee	20
Standards Committee	8
Industrial Relations Committee	8 members from Employers' Side and a similar number from the Employees' Side
Corporate and Finance Portfolio Performance and Review Panel	10
Crime and Disorder Portfolio Performance and Review Panel	10
Economy and Planning Portfolio Performance and Review Panel	10
Environment Portfolio Performance and Review Panel	10
Housing Portfolio Performance and Review Panel	10
Leisure Portfolio Performance and Review Panel	10

The Council may also appoint such other Committees as are approved under its Constitution.

3.3 Each year the Leader shall appoint a portfolio holder for each of the Cabinet portfolios the Council approves. Each appointment shall be made **and notified to the Chief Executive** within 5 working days of the date of the Annual Council Meeting. A portfolio holder shall not hold more than one portfolio at any time.

- 7.1 The Chairman and Vice-Chairman of each Committee and Panel appointed by the Council shall be elected annually at the meeting of the Committee or Panel that follows the Annual Council Meeting. This election shall be the first business for that meeting.
- 7.2 The Chairman or Vice-Chairman of the Council shall take the Chair for the first meeting of each Committee or Panel referred to in 7.1, until the Chairman of the Committee or Panel has been elected and takes the Chair. While in the Chair the Chairman or Vice-Chairman of the Council shall not vote, nor exercise a casting vote, in the election of the Committee or Panel Chairman, unless he is a member of the Committee or Panel.
- 7.3 If equality of voting means that a Chairman for the year is not elected, a Chairman shall be elected for the meeting.
- 7.4 If a Committee or Panel has not elected a Chairman for the year before the end of its first programmed meeting after the meeting referred to in 7.1, the Chairman of the Committee or Panel shall be elected at the next ordinary Council meeting.
- 7.5 The Cabinet member responsible for planning policy issues shall not be the Chairman or Vice-Chairman of the Planning Development Control Committee.
- 7.6 The ~~Cabinet member responsible for licensing and regulatory matters~~ **Chairman or Vice-Chairman of the Appeals Committee** shall not be the Chairman or Vice-Chairman of the General Purposes and Licensing Committee.
- 7.7 No Cabinet member may be Chairman or Vice-Chairman of the Standards Committee.

Sub-Committees

- 7.8 Every Sub-Committee appointed under Standing Order 5.1 shall elect a Chairman at its first meeting each year, as the first item of business.
- 7.9 If equality of voting means that a Chairman for the year is not elected, a Chairman shall be elected for the meeting.
- 7.10 If a Sub-Committee has not elected a Chairman for the year before the end of its first meeting in any year, the Chairman of the Sub-Committee shall be elected at the next ordinary meeting of the Cabinet, Committee or Panel that appointed it.
- 7.11 A Sub-Committee may at any time appoint a Vice-Chairman.

FIXING AND CONVENING MEETINGS, AND ISSUING DOCUMENTS BEFORE MEETINGS

8. Council Meetings - Dates

- 8.1 The Annual Council Meeting shall be held in May. The Council shall approve the date. The meeting shall be held at the Council's offices at Appletree Court Lyndhurst and shall start at 6.30 pm. The Council may decide on a different location or start time.
- 8.2 The Council shall decide the date, time and place for ordinary Council meetings.

RAISING BUSINESS FOR MEETINGS IN ADVANCE

20. Special business for Cabinet, Committee, Sub-Committee and Panel meetings:

- 20.1 A member of the Cabinet, a Committee or Panel (other than the Chairman) who wishes to raise any special business in the Cabinet, Committee or Panel shall give the Chief Executive notice of his wish at least 8 working days before the meeting. If this requirement is complied with, the Chief Executive shall place the subject matter on the agenda.

21. Notices of motion for Council meetings

- 21.1 Some motions may be moved at Council meetings without notice (see Standing Order 44). Notice of every motion which does not fall within Standing Order 44 shall be:

given in writing; and

signed by the member or members giving the notice; and

received by the Chief Executive's office, Appletree Court, Lyndhurst, at least seven clear working days before the next Council meeting.

The Chief Executive shall:

date it; and

number it in the order in which it is received; and

enter it in a book which any Council member may inspect.

- 21.2 Every motion shall be relevant to some matter in which the Council has powers or duties, or which affects the District.

- 21.3 **Subject to 21.4**, the Chief Executive shall set out in the summons for the Council meeting all motions of which notice has been given as in 21.1 above, in the order in which they were received, UNLESS the member who gave it:

stated in writing at any time before the summons is issued that he proposed to move it at a later meeting; or

has since withdrawn it in writing.

- 21.4 A notice of motion shall not be included in the business to be conducted at an extraordinary or special Council meeting unless, in the Chief Executive's opinion, it is relevant to a subject specified or to be specified on the summons for that meeting. If in his opinion it is not so relevant, the Chief Executive shall set it out in the summons for the next ordinary Council meeting.**

Note: See Standing Order 41 for dealing with notices of motion at Council, and Standing Order 28.6 for the mover of a motion's right to attend a meeting if the motion is referred on.

22. Questions for Council meetings – advance notice

22.1 A Council member may ask the Chairman, the Leader, or the Chairman of any Committee or Panel:

any question on any matter on which the Council has powers or duties, or which affects the District, by giving the Chief Executive three clear working days notice in writing; or

a question relating to urgent business, if he delivers a copy of the question to the Chief Executive by 9.30 am on the day of the meeting. Such a question cannot be asked without the Chairman's permission.

Note: Members may ask questions on items in Cabinet, Committee or Panel reports at Council meetings without giving notice (see Standing Order 39.4).

22.2 Questions under Standing Order 22.1 shall not be put to the Annual Council Meeting.

22.3 *A question under Standing Order 22.1 shall not be put to an extraordinary or special Council meeting unless, in the Chief Executive's opinion, it is relevant to a subject specified or to be specified on the summons for that meeting.*

Note: See Standing Order 40 for the procedure for asking questions at meetings.

23. Petitions - notice

23.1 Subject to 23.2 and 23.3, any member of the Council, or any member of the public, may present a petition at a Council, Committee or Panel meeting, on the following conditions:

- (a) the nature and objects of the petition shall relate to local government matters concerning the District; and
- (b) the person desiring to present the petition shall give the Chief Executive ten clear working days notice in writing; and
- (c) the notice shall include a written statement of the nature and objects of the petition; and
- (d) the petition shall be signed by at least ten residents of the District.

Note: See Standing Order 37 for procedure for presenting petitions at the Council meeting.

23.2 Petitions under Standing Order 23.1 shall not be put to the Annual Council Meeting.

23.3 *A petition shall not be put to an extraordinary or special Council meeting, or to a special Cabinet, Committee or Panel meeting, unless, in the Chief Executive's opinion, it is relevant to a subject specified or to be specified on the summons or agenda for that meeting.*

23.4 Where:

the subject of a petition is of a quasi-judicial nature, and the Monitoring Officer considers presenting it would prejudice any legal proceedings to be taken by the Council; or

the petition refers to legal proceedings being taken, or anticipated to be taken, by or against the Council,

the petitioner shall be advised, and the petition shall not be entertained.

24. Advance Notice of Cabinet Business - Work Plan

(to be inserted when regulations requiring it come into force)

DISPUTES BETWEEN CABINET AND COUNCIL

25. Resolving Disputes between the Council and Cabinet

25.1 The mechanism for resolving disputes between the Council and Cabinet shall be as stated in the Council's Constitution.

26. Portfolio Performance and Review Panels – Call-In Procedures

26.1 The circumstances in which a Portfolio Performance and Review Panel may call in a decision made by the Cabinet, including a decision made on its behalf under delegated powers, shall be as stated in the Council's Constitution.

ATTENDANCE AT MEETINGS

27. Attendance Record

27.1 Every Council member attending a Council, Cabinet, Committee, Sub-Committee or Panel meeting shall sign his name on the register provided. The names of all members attending shall be recorded in the minutes of the meeting.

28. Non-members Attending Cabinet, Committees, Sub-Committees and Panels

- 28.1 Subject to 28.2, the Chairman, Vice-Chairman, Leader and Deputy Leader of the Council, and the leaders of the opposition groups, may attend and speak (but not vote unless they are a member) at any meeting of a Committee, Sub-Committee or Panel.
- 28.2 A member of the Cabinet may not speak at a meeting of any Portfolio Performance and Review Panel except at the invitation of the Chairman of the Panel.
- 28.3 The Leader of the Council may for any purpose invite any member or any other person to attend and speak (but not vote) at a Cabinet meeting.
- 28.4 A Portfolio Performance and Review Panel may require a member of the Cabinet to attend a meeting of the Panel in accordance with the Council's Constitution. If a Cabinet member fails to attend a Panel meeting after having been required to do so, the Monitoring Officer shall refer the matter to the Standards Committee.
- 28.5 A member of the Cabinet shall be entitled to attend a Portfolio Performance and Review Panel meeting called for the purpose of Standing Order 26.
- 28.6 The Chairman of the Cabinet, a Committee or a Panel which has appointed a Sub-Committee may attend and speak (but not vote unless he is a member) at any meeting of the Sub-Committee.
- 28.7 A Council member who has moved a motion which has been referred to the Cabinet, any Committee, Sub-Committee or Panel, shall:
- be given notice of the meeting at which it is proposed to consider the motion;
 - and
 - have the right to attend the meeting; and, if he attends
 - be given an opportunity to explain the motion.
- 28.8 A Council member who is not a member of a particular Committee, Sub-Committee or Panel, may attend a meeting of that Committee, Sub-Committee or Panel. If the Chairman permits he may speak (but not vote) on any item of business discussed at that meeting.
- 28.9 The Chairman of a Committee, Sub-Committee or Panel may invite any member of the Council, who is not a member of the Committee, Sub-Committee or Panel, to speak on any item of business discussed at a meeting of the Committee, Sub-Committee or Panel. The Chairman may limit the speech to five minutes.
- 29. Substitute members at Sub-Committees**
- 29.1 See Standing Order 5.3 and 5.4. It shall be the responsibility of the member who is unable to attend a meeting to inform any substitute member of the need to attend.
- 29.2 When a member attends a meeting as a substitute, he shall tell the Chief Executive or his representative that he is attending as a substitute immediately before the start of the meeting, (or on the member's arrival, if later).

29.3 A substitute member attending a meeting shall take no part in the proceedings if the appointed member also attends, unless invited by the Chairman to speak (but not vote).

30. Quorum

30.1 **Subject to 30.2**, a Council meeting shall not transact business unless at least one quarter of the whole number of members is present, except in the circumstances described in paragraph 45 of Schedule 12 to the 1972 Act (more than one-third of members disqualified at the same time).

30.2 A motion to remove the Leader of the Council under Annex 1 to Schedule 3 (Protocol for Removing the Leader of the Council) shall not be considered unless at least three quarters of the whole number of members is present.

30.3 Except where:

(a) statute authorises, or

(b) the Council orders; or

(c) in the case of a Sub-Committee, the Cabinet, Committee or Panel which appointed it orders:

a Cabinet, Committee, Panel or Sub-Committee meeting shall not transact business unless there is a quorum.

30.4 For the purpose of 30.2, a quorum of the Cabinet, a Committee or Panel (other than an Appeals Panel) is:

one half of the whole number of the Cabinet, Committee or Panel; and

at least four members of the Cabinet, Committee or Panel.

30.5 A quorum of an Appeals Panel is three members, drawn from the Appeals Committee.

30.6 For the purpose of 30.2, a quorum of a Sub-Committee is:

one half of the whole number of the Sub-Committee; and

at least three members of the Sub-Committee.

30.7 If, during any meeting, the presiding Chairman declares that a quorum is not present:

the Chairman shall adjourn the meeting; and

the names of the members present, and absent, shall be recorded in the minutes.

30.8 Any business not transacted when a meeting is adjourned shall be considered at another meeting of the same body, held at a time and place the Chairman fixes when the meeting is adjourned. If the Chairman does not fix a time, the business shall be considered at the next ordinary meeting of the Council, Cabinet, that Committee, Sub-Committee or Panel as appropriate.

**NEW FOREST DISTRICT COUNCIL
FINANCIAL REGULATIONS**

1. GENERAL MATTERS OF FINANCIAL ADMINISTRATION

- 1.1 The Council shall approve the overall financial strategy. The Cabinet and Portfolio holders **and Committees** may act within the powers delegated to them by the Council and within these Regulations
- 1.2 These regulations apply to the Council, its members and officers in all its functions
- 1.3 The Director of Finance may set aside these regulations if he considers necessary. Any decision to suspend Financial Regulations will be reported to the Council. ***In the event of a civil emergency the deputy SI51 Officer may set aside these regulations if he/she considers it necessary.***
- 1.4 Where the Council performs works under an agency agreement with another authority or body, the financial regulations of the principal authority shall take precedence over these regulations, unless otherwise agreed.
- 1.5 These regulations shall be read in conjunction with Standing Orders as to Contracts.
- 1.6 Except for regulations 2.1, 2.1.1 and 3.1, the Director of Finance may nominate an officer to exercise any power or duty these regulations confer on him. In addition to the statutory Register of Delegations maintained by the Chief Executive, the Director of Finance shall maintain a register of the powers and duties he confers, and the job titles of the officers on whom he has conferred each power or duty.
- 1.7 Where these regulations give a Director power to authorise an officer to exercise a power or duty, the Director shall maintain a register of all authorisations and the job titles of the officers who are authorised.
- 1.8 Reports under these regulations shall, where practical, be in writing.
- 1.9 The Director of Finance will issue supporting financial practice notes from time to time. These should be read in conjunction with these regulations.
- 1.10 A Glossary of Terms is included at the end of these regulations.

2. ACCOUNTING PROCEDURES AND RESPONSIBLE FINANCIAL OFFICER

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

2.1 The Director of Finance is responsible for the proper administration of the Council's financial affairs for the purposes of section 151 of the Local Government Act 1972.

He is directed by the Council

He is authorised to determine the financial practices, procedures and systems required.

2.1.1 The Director of Finance will report to each Member of the Council and to the Council's external auditors if the Council, the Cabinet, Portfolio Holder, Committee, or an Officer:

- (a) has made, or is about to make, a decision which involves or would involve the Council incurring unlawful expenditure; or
- (b) has taken, or is about to take, a course of action which if pursued to its conclusion would be unlawful and likely to cause a loss to the Council; or
- (c) is about to enter an item of account unlawfully.

This is required by section 114 of the Local Government Act 1988.

2.2 The Chief Executive and Directors shall ensure proper financial control of the parts of the budget for which they are responsible. They are authorised to commit revenue or capital expenditure:

- (a) which is authorised through the Council's approved revenue and capital budgets; or
- (b) by virement or tolerances permitted by section 4 of these Regulations.

2.2.1 The Chief Executive and Directors may authorise **other** officers to exercise financial authority. Such authorisation does not reduce the overall responsibility of the Chief Executive and Directors.

2.2.2 Details of such delegations shall be sent to the Chief Executive, who shall include the delegations in the Register of Delegations

2. ACCOUNTING PROCEDURES AND RESPONSIBLE FINANCIAL OFFICER

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

2.3 The Cabinet, Portfolio Holder, Committee or Council must consider a report which clearly identifies the costs and benefits before it takes a decision on any new proposals which include any financial implications.

2.3.1 Any financial proposals must:

- (a) be approved by the Director of Finance and,
- (b) comply with these regulations.

2.3.2 The Director of Finance may comment adversely on any proposal, or submit an independent report.

2.4 *Where expenditure is urgently required, the Director of Finance, in consultation with the Chief Executive, the Cabinet, the Portfolio Holder and the Chairman of the appropriate Portfolio Performance and Review Panel(s) may authorise approval.*

2.4.1 *The action taken must be reported to the next meeting of the Council.*

3. AUDIT ARRANGEMENTS AND FRAUD INVESTIGATIONS

REGULATIONS 3.1 AND 3.1.1 TO 3.1.2 COMPLEMENT THE ACCOUNTS AND AUDIT REGULATIONS 1996

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

3.1 The Director of Finance is the Responsible Financial Officer. He shall maintain an adequate and effective internal audit of the Council in accordance with relevant legislation.

3.1.1 In carrying out his duties under 3.1, the Director of Finance, or his authorised representative, may:

- (a) enter any Council premises or land at any reasonable time, subject to any statutory requirements;
- (b) have access to all records and documents concerning any past or prospective financial transaction of the Council;
- (c) require, and receive, any necessary explanations concerning any matter under examination;
- (d) require any employee of the Council to produce any Council property under his control.

3.1.2 All employees have a duty to report suspected fraud or irregularities immediately to the Director of Finance. He shall take the steps he considers necessary under the Council's Fraud, Corruption and Probity policy.

3.1.3 Any suspected fraud or irregularity concerning the Director of Finance must be reported to the **designated deputy SI51 Officer** and the Chief Executive.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

Revenue Budget Preparation

- 4.1 The Leader of the Council shall ensure preparation of detailed estimates of **both** income and expenditure for all services, for approval by the Cabinet, **Committees** and the Council

PRACTICES, PROCEDURES AND SYSTEMS

Revenue Budget Preparation

- 4.1.1 In preparing detailed budgets for expenditure and income, the overall financial strategy and spending priorities approved by the Council must be adopted
- 4.1.2 The Director of Finance shall determine the timetable and procedures for budget preparation.
- 4.1.3 No budgets shall be created without the consent of the Director of Finance
- 4.1.4 Budgets may not include contingency sums for unplanned expenditure. These regulations contain enough flexibility to meet unplanned expenditure.
- 4.1.5 Business Units should aim to recover all their costs in accordance with guidelines issued by the Director of Finance.
- 4.1.6 Budgets must identify the gross sums for each item of income and expenditure
-
- 4.2 The Director of Finance shall determine financing arrangements for all approved expenditure.
- 4.2.1 Expenditure which:
- (a) involves any leasing, hire purchase, or rental agreements, and
 - (b) may have implications for the Council under the Government's capital expenditure controls
- may not be incurred without the Director of Finance's approval.
-

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

Revenue Expenditure - Virement

- 4.3 Budget provision may be vired (transferred from one revenue budget to another).

PRACTICES, PROCEDURES AND SYSTEMS

Revenue Expenditure - Virement

- 4.3.1 For revenue purposes, virement shall be exercised at the lowest level identified in the **Policy** budget as follows:-
Employees (see regulation 4.7)
Supplies and Services
Premises
Transport
Miscellaneous
- 4.3.2 ***Virement may not be made from headings for Support Services. Virement from capital finance may only be undertaken with the prior approval of the Director of Finance.***
-
- 4.4.1 All requests for virement must be made using the proper control document, and must follow the procedures below.
- 4.4.2 **Sums up to £1,000 vired within the same budget:** require the signature of the budget responsible officer.

- 4.4 All proposals for virement shall be approved by the Director of Finance before any expenditure is committed.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

Revenue Expenditure - Virement

PRACTICES, PROCEDURES AND SYSTEMS

Revenue Expenditure - Virement

- 4.4.3 **Sums up to £1,000 vired between individual budgets:** require the signatures of both budget responsible officers.
- 4.4.4 **Sums between £1,000 and £5,000:** require the signature(s) of the budget responsible officer(s), and the approval of the Director(s) responsible for the budget to/from which the virement is given/taken.
- 4.4.5 ***Sums between £5,000 and £10,000 within the same Portfolio or Committee or between Portfolios or Committees: may be approved by the appropriate Portfolio Holder(s) or Committee Chairman(s), subject to a written report***
- 4.4.6 **Sums between £10,000 and £20,000 within the same Portfolio or Committee or between Portfolios or Committees:** must be the subject of a written report to the appropriate Portfolio Holder(s) **or Committee Chairman(s)** and approved by the Cabinet **or Committee**
- 4.4.7 **Sums over £20,000:** must be subject to a written report to the Cabinet **or Committee**. Any financial recommendation(s) must be approved by the Council at their next meeting.
- 4.4.8 **More than one request for virement to or from the same budget in the same financial year:** sums must be aggregated to decide which of regulations 4.4.2 to 4.4.7 applies.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

4.5 Virement must not increase net expenditure, or commit the authority to expenditure in future years.

4.6 Other than under regulation 4.7, virement from employee budgets to other headings of expenditure is only permitted if first sanctioned by the Corporate Management Team.

4.7 Virement of employee budgets may be used to fund Consultancy Fees without reference to the Corporate Management Team.

4.8 Virement between revenue and capital budgets is not generally permitted. Any exceptional proposals requires the prior approval of the Director of Finance

Revenue Expenditure - Supplementary Estimates

4.9 Income received in excess of budget may not be used to incur, offset or meet additional expenditure, unless expressly approved by the Director of Finance and the Cabinet, **or Committee**

PRACTICES, PROCEDURES AND SYSTEMS

4.5.1 Generally, virements should be for one year only

4.6.1 Any request for virement of employee budgets must be supported by a written report to Corporate Management Team.

4.9.1 Any proposal to use additional income must be the subject of a written report to the Director of Finance, who will consider the financial position of the relevant budget and overall strategic targets for the financial year before deciding whether to support the proposal.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

		4.9.2	A written report must be submitted to the next meeting of the Cabinet or appropriate Committee for approval.
		4.9.3	Where the sum is more than £20,000, the Council must approve the proposal.
4.10	<p>There is no authority to spend in excess of an approved budget.</p> <p>However, in exceptional circumstances, expenditure may be met by a supplementary revenue estimate even though it:</p> <ul style="list-style-type: none">(a) is not within an approved budget, and(b) cannot be met by virement or tolerance within these regulations. <p><i>Provided this can be met from Contingency Funds</i></p> <p>The Director of Finance must approve any proposal for a supplementary budget before any expenditure is committed.</p>	4.10.1	Supplementary estimates below £20,000: Must be subject to a written report to the appropriate Portfolio Holder or Committee Chairman . Any financial recommendations must be approved by the Cabinet or Committee
		4.10.2	Supplementary estimates over £20,000: Require a written report to the Cabinet or Committee . Any financial recommendation(s) must be approved by the Council at their next meeting.
	Revenue Budgetary Control		Revenue Budgetary Control
4.11	Expenditure from a budget may only be committed for the purpose for which it was approved.	4.11.1	Budget Responsible Officers and Directors will: <ul style="list-style-type: none">(a) monitor performance on each budget regularly; and(b) take appropriate steps to ensure budgets are not overspent.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

- 4.12 The Director of Finance will report regularly to the Corporate Management Team, Portfolio Holders, the Cabinet and Portfolio Performance and Review **Panel and** Committee(s) on the overall financial performance and forecast net expenditure for the current financial year.

PRACTICES, PROCEDURES AND SYSTEMS

- 4.12.1 Directors will provide data or supporting information for all budgetary control reports.
- 4.12.2 Directors will identify opportunities for revenue savings **and additional income** and shall ensure these are included promptly in the appropriate monitoring reports, and estimates.
- 4.12.3 Directors will identify, at the earliest opportunity, potential expenditure for which there is no budget provision. They shall also identify proposed sources of finance for meeting additional expenditure, either by virement or supplementary estimate (regulations 4.3 to 4.11).
- 4.12.4 The Corporate Management Team will receive monthly reports showing the anticipated final net expenditure for the General Fund, Housing Revenue **Account** and Capital Expenditure.

- 4.13 Unspent budgetary provision may not be carried forward between financial years, unless regulation 4.14.1 applies.

- 4.13.1 The Director of Finance may approve earmarking of funds to meet approved expenditure **in** the following financial year, subject to a written request by the Chief Executive or Director.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

Capital Budget Preparation

- 4.14** *The Leader of the Council shall ensure preparation of detailed estimates of both income and expenditure for all services, for approval by the Cabinet, Committees and the Council.*
- 4.15 The strategic objectives and priorities for capital expenditure and asset utilisation will be identified annually in the Council's Capital Strategy and Asset Management Plans.

PRACTICES, PROCEDURES AND SYSTEMS

Capital Budget Preparation

- 4.14.1 In preparing detailed proposals for capital schemes, the overall strategy and spending priorities approved by the Council must be adopted
- 4.15.1 The Director of Finance will determine
- (a) the definition of capital and revenue expenditure; **and capital memorandum items, i.e. assets to be acquired under lease arrangements.**
 - (b) the timetable and procedures for capital budget preparation, and
 - (c) de minimis levels for capital expenditure.
- 4.15.2 Each scheme bid must be supported by a business case, This must include a proper project appraisal, all options considered, forecast of revenue implications for each year during implementation, and for future years and, where appropriate, the incidence of expenditure.
- 4.15.3 Each scheme must clearly identify proposed expenditure on land, works, fees and equipment.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

4.16 The Director of Finance will determine the financial arrangements for all approved expenditure.

PRACTICES, PROCEDURES AND SYSTEMS

4.16.1 Expenditure which:

- (a) involves any leasing, hire purchase or rental agreements, and
- (b) may have implications for the Council under the Government's capital expenditure controls

may not be incurred without the approval of the Director of Finance.

4.16.2 The availability of sources of external funding should be identified at the time the capital expenditure is proposed, together with any future financial implications for this Council.

4.17 Budget approval is given for each individual scheme.

4.17.1 Where an overall budget for maintenance and repair works, **ICT and leasing programmes** is approved, a budget will be allocated on an individual scheme basis as proposals are identified, and this will be the basis for subsequent monitoring and reporting

Capital Expenditure – Virement

4.18 Budgetary provision may be vired from one capital scheme to another providing the proposals achieve the Council's strategic objectives outlined in the Capital Strategy.

Capital Expenditure - Virement

4.18.1 Supplementary Credit Approvals and other sources of external funding which are scheme specific are not available for virement.

4.18.2 Virement of Capital Memorandum items, and their related revenue leasing charges, must be approved by the Director of Finance

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

- 4.19 The Director of Finance must approve all proposals for virement before any expenditure is committed.

PRACTICES, PROCEDURES AND SYSTEMS

- 4.19.1 All requests for virement must be made using the proper control document, and must follow the procedures below.
- 4.19.2 **Sums below £1,000:** requires the signature(s) of the budget responsible officer(s)
- 4.19.3 Sums between £1,000 and £5,000: require the signature(s) of the budget responsible officer(s), and the approval of the Director(s) responsible for the budget to/from which the virement is given/taken.**
- 4.19.4 **Sums between £5,000 and £10,000 within the same Portfolio or Committee or between Portfolios or Committees:** must be the subject of a written report to the appropriate Portfolio Holder(s). **or Chairman of Committee(s)**
- 4.19.5 **Sums between £10,000 and £20,000 within the same Portfolio or Committee or between Portfolios or Committees:** must be the subject of a written report to the appropriate Portfolio Holder(s) **or Committee Chairman** and approved by the Cabinet **or Committee**
- 4.19.6 **Sums over £20,000:** must be subject to a written report to the Cabinet **or Committee**. Any financial recommendation(s) must be approved by the Council at their next meeting
- 4.19.7 Virement between land, works, fees and equipment within a capital scheme must be approved by the appropriate Director.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

4.20 Virement from capital to revenue budgets is not generally permitted. Any exceptional proposals require the prior approval of the Director of Finance

4.19.8 Schemes included in a capital expenditure programme which cannot proceed may not be substituted without the approval of the Director of Finance and the Cabinet **or Committee**.

4.19.9 Where a substituted scheme is in excess of £20,000, the approval of the Council will be required

4.21 Virement must not increase the net revenue expenditure, or commit the authority to expenditure in future years, unless specific authority and supplementary revenue estimate is approved by the Council.

Capital Expenditure - Supplementary Estimates

4.22 In exceptional circumstances, expenditure may be met by a supplementary capital estimate even though it:

- (a) **is** not within an approved budget, and
- (b) cannot be met from virement or tolerance within these regulations.

The Director of Finance must approve any proposal for a supplementary budget before any expenditure is committed.

Capital Expenditure - Supplementary Estimates

4.21.1 **Supplementary estimates below £20,000:** Must be subject to a written report to the appropriate Portfolio Holder **or Committee Chairman**. Any financial recommendation must be approved by the Cabinet **or Committee**.

4.21.2 **Supplementary estimates over £20,000:** require a written report to the Cabinet **or Committee**. Any financial recommendation(s) must be approved by the Council at their next meeting.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

4.23 Income received in excess of budget may not be used to meet, incur, or offset additional expenditure, unless expressly approved by the Director of Finance and the Cabinet **or Committee**.

PRACTICES, PROCEDURES AND SYSTEMS

4.23.1 Any proposal to use additional income from grants, Supplementary Credit Approvals or other external sources must be the subject of a written report to the Director of Finance, who will consider the financial position of the relevant budget and overall strategic targets before **deciding** whether to support the recommendation.

4.23.2 A written report requesting approval must be submitted to the next meeting of the Cabinet **or Committee** for approval.

Capital Expenditure Budgetary Control

4.24 Expenditure may only be committed from a budget for the purpose for which it was approved.

Capital Expenditure Budgetary Control

4.24.1 Budget Responsible Officers and Directors will:

- (a) monitor actual performance on each budget regularly; and
- (b) take appropriate steps to ensure budgets are not overspent.

4.25 The Director of Finance will report regularly to the Corporate Management Team, Portfolio Holders, the Cabinet, **Committees and Portfolio Performance and Review Panels** on overall financial performance and predicted **gross** expenditure for the current financial year.

4.25.1 Directors will provide data or supporting information for all budgetary control reports.

4.25.2 Directors will identify opportunities for savings and shall ensure these are included promptly in the appropriate monitoring reports, and estimates.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

4.26 Underspends on capital schemes may not be used to supplement or offset additional or excess expenditure on other capital schemes, unless prior approval has been given by the Director

PRACTICES, PROCEDURES AND SYSTEMS

4.26.1 Any proposals to use underspends on a capital project must be the subject of a written report to the Director of Finance. He will consider the financial position of the relevant budget and strategic targets for the financial year, before deciding whether to support the recommendation.

4.26.2 **Sums below £1,000:** require the signatures(s) of the budget responsible officers.

4.26.3 **Sums between £1,000 and £20,000 within the same Portfolio and Committee or between Portfolios and Committees:** must be subject to a written report to the appropriate Portfolio Holder(s) **or Committee Chairman** and subject to the approval of the Cabinet **or Committee**.

4.26.4 **Sums over £20,000:** must be the subject of a written report to the Cabinet **or Committee**. Any financial recommendation(s) must be approved by the Council at their next meeting

4.27 Exceptionally, capital schemes may be moved between financial years.

4.27.1 The revenue consequences of any such proposals must be identified in a written report to the Director of Finance, who will consider the financial position of the relevant budget and strategic targets for the financial year, before deciding whether to support the recommendation.

4.27.2 **Sums under £20,000:** must be the subject of a written report to the Portfolio Holder **or Committee Chairman** and approved by the Cabinet **or Committee**

4.27.3 **Sums over £20,000:** must be the subject of a written report to the Cabinet **or Committee**. Any financial recommendation(s) must be approved by the Council at their next meeting.

4. BUDGETS AND FINANCIAL CONTROL

GENERAL PRINCIPLES

Use of Provisions and Reserves

- 4.28 Provisions and earmarked reserves may only be used for the purpose for which they were originally approved.

PRACTICES, PROCEDURES AND SYSTEMS

Use of Provisions and Reserves

- 4.28.1 The Director of Finance must approve all proposals before expenditure is incurred.

5. INCOME

GENERAL PRINCIPLES

-
- 5.1 The Director of Finance shall approve arrangements for collecting income due to the Council.

PRACTICES, PROCEDURES AND SYSTEMS

- 5.1.1 The Director of Finance must be notified promptly of:
- (a) all money due to the Council;
 - (b) contracts, leases and other agreements entered into which involve the Council receiving money.
- 5.1.2 The Director of Finance will have the right to inspect any documents or other evidence.
- 5.1.3 Any agreement which allows the extension of credit payment facilities must be agreed in advance by the Director of Finance.
- 5.1.4 The Director of Finance will be responsible for ordering, issuing and controlling all receipt forms.
- 5.1.5 An official receipt must be issued for all cash received on the Council's behalf. An accounting record in a form acceptable to the Director of Finance shall be made for any other remittance received.
- 5.1.6 All money received must be banked intact at frequent, regular intervals. The procedures issued by the Director of Finance must be followed.
- 5.1.7 Personal cheques must not be cashed out of money held on the Council's behalf.
-

5. INCOME

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

5.2 At least once a year each Director will review all fees and charges for services he is responsible for.

5.2.1 The review will be undertaken in conjunction with the Director of Finance.

5.3 The Director of Finance shall be authorised to write off uncollectable or cancelled debt.

5.3.1 Directors will provide the Director of Finance with full details of all debts submitted for write off.

5.3.2 The Director of Finance shall report written off debt to Cabinet annually.

6. INSURANCE

GENERAL PRINCIPLES

- 6.1 The Director of Finance shall arrange insurance cover to meet the Council's requirements. He shall be responsible for registering any claims.

PRACTICES, PROCEDURES AND SYSTEMS

- 6.1.1 Directors shall consult with, and inform, the Director of Finance immediately of:-
- (a) all new risks and liabilities which may need to be insured;
 - (b) any changes which may affect existing insurances;
 - (c) anything which may lead to a claim by or against the Council;
 - (d) any interest in property granted by or to the Council which may involve a transfer of insurance cover; or
 - (e) the terms of any indemnity the Council is requested to give.
- 6.1.2 Contractors or agents acting for the Council must have insurance arrangements which adequately indemnify the Council against any third party claim. Directors shall consult with the Director of Finance to ensure this.

7. INVENTORIES, SECURITY AND DISPOSAL OF ASSETS

GENERAL PRINCIPLES

7.1 The Director of Finance will ensure a register of land and buildings owned by, or leased to, the Council is maintained and complies with the requirements of the Asset Management Plan.

PRACTICES, PROCEDURES AND SYSTEMS

7.1.1 The register of land and buildings will record:

- (a) the purpose for which the land and buildings are held;
- (b) the location;
- (c) the extent;
- (d) the plan reference;
- (e) the purchase details;
- (f) the particulars and nature of the interest;
- (g) rents payable, and
- (h) tenancies granted.

7.1.2 The Register will incorporate the additional information required by the Asset Management Plan

7.1.3 Directors shall supply the Director of Environment Services with the information necessary to maintain the register of other assets. The Director of Environment Services acts on behalf of the Director of Finance for this purpose.

7.2 The Director of Finance will ensure safe custody of the title deeds of property owned by, or mortgaged to, the Council.

7.2.1 The Head of Legal and Democratic Services acts on behalf of the Director of Finance for this purpose

7. INVENTORIES, SECURITY AND DISPOSAL OF ASSETS

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

7.3 Directors will keep inventories of all items of moveable furniture, equipment, vehicles and plant.

7.3.1 Directors will arrange an annual check of inventories.

7.3.2 *The Head of IT Services will be responsible for maintaining an inventory of the ICT equipment.*

7.3.3 The Director of Finance will determine values below which assets need not be inventoried.

7.4 Directors will ensure that proper security is always maintained for all assets under their control, both leased and purchased.

7.5 Directors will aim for maximum utilisation of assets.

7.6 The Director of Finance will determine procedures for disposing of assets, both leased and purchased.

8. STOCKS AND STORES

GENERAL PRINCIPLES

8.1 Directors are responsible for the receipt, safe custody, proper security, and issue, of stocks and stores within their Directorate.

8.2 Stocks must be maintained at the lowest level which meets operational requirements.

8.3 Directors shall notify the Director of Finance immediately if:

- (a) a deficiency of stocks and stores occurs; or
- (b) obsolete items are identified.

PRACTICES, PROCEDURES AND SYSTEMS

8.1.1 Stocks and stores records must be maintained in a form agreed with the Director of Finance.

8.1.2 Directors shall supply the Director of Finance with the information he requires for the Council's financial records.

8.1.3 Directors shall arrange for independent physical counts of stocks at least once a year.

8.3.1 The Director of Finance shall decide on the course of action where a deficiency, or obsolete items, are identified. He may authorise write-off. Depending on the sums involved, he may report to the Cabinet or Council, as appropriate.

8.3.2 Disposal of surplus or obsolete stocks and stores must comply with "Disposal of Surplus Items Procedures".

9. BANKING ARRANGEMENTS, TREASURY MANAGEMENT, INVESTMENTS AND TRUST FUNDS

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

9.1 The Director of Finance is authorised to make all arrangements for banking services, and to determine banking procedures.

9.1.1 All bank accounts shall be in the name of the Council.

9.1.2 The Director of Finance shall take measures to prevent misappropriation or misuse of Council funds.

9.2 The Director of Finance is authorised to:

- (a) borrow and lend all monies; and
- (b) arrange for the temporary investment of funds.

9.2.1 The Director of Finance is required to act in accordance with ***the adopted*** CIPFA Code for Treasury Management in Local Authorities.

9.2.2 The Director of Finance shall report to the Cabinet annually on how he has exercised his delegated Treasury Management powers.

9.2.3 All investments shall be made in the name of the Council, except Bearer Securities, borrowing and trust funds.

9.2.4 All officers who act as trustees of trust funds because of their official position must give the Director of Finance all title documents concerning the trust.

9. TREASURY MANAGEMENT, INVESTMENTS AND TRUST FUNDS

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

9.3 The Council will agree the Treasury Policy Statement annually.

9.3.1 The Director of Finance will:

- (a) recommend the Statement to the Council after approval of the Cabinet, and,
- (b) implement the Statement.

9.4 The Council will set the following borrowing limits before the start of the financial year:

- (i) an amount of money (the 'overall borrowing limit') which is the maximum amount the Council may have outstanding as borrowing;
- (ii) an amount which is a part of the overall borrowing limit (the 'short term borrowing limit'), which is the maximum amount the Council may have outstanding as short term borrowing; and
- (iii) a limit on the proportion of the total amount of interest payable by the Council which:
 - (a) is at a rate or rates which can be varied by the person to whom it is payable, or
 - (b) can vary by reference to external factors.

The Council may vary these limits at any time.

9.4.1 The Director of Finance will report to the Council if borrowing reaches a level which may result in the limits being breached.

9.4.2 The Director of Finance will be authorised to exercise the Council's statutory borrowing powers, and act as the registrar of loan instruments.

9.4.3 He may borrow amounts which can be contained within the Council's aggregate credit ceiling (see Glossary of Terms).

9.4.4 He will maintain records of all money the Council borrows. Any borrowing must be in an appropriate manner and on appropriate terms and conditions.

9.4.5 The borrowing **limits** must not exceed the maximum prescribed.

10. ORDERS FOR GOODS AND SERVICES

GENERAL PRINCIPLES

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- 10.1 Official orders must be issued for all goods and services required by the Council, except for:
- (a) public utilities;
 - (b) purchases from imprest accounts or petty cash;
 - (c) works or services provided under a contract, where Standing Orders as to Contracts apply;
 - (d) purchases made through corporate credit cards or through the Internet

PRACTICES, PROCEDURES AND SYSTEMS

- 10.1.1 The Director of Finance shall approve the form of official orders.
- 10.1.2 A separate Code of Practice will be issued by the Director of Finance for the use of corporate credit cards and the Internet, for purchases of goods and services. All purchases must be in accordance with this Code.
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11. PAYMENT OF ACCOUNTS

GENERAL PRINCIPLES

11.1 Directors, or their authorised officers, will certify all payments for goods, supplies or services.

PRACTICES, PROCEDURES AND SYSTEMS

- 11.1.1 The Director of Finance will approve manual and electronic procedures for certifying payments.
- 11.1.2 A Director may authorise an officer in his/her department to certify official orders, accounts for payment and salary and wages records.
- 11.1.3 Directors shall keep a record of the specimen signatures or passwords of officers who are authorised to certify accounts for payment. The record must be in a form acceptable to the Director of Finance. Directors must send copies of specimen signatures or passwords to the Director of Finance.
- 11.1.4 Directors shall immediately notify the Director of Finance when an authorised officer leaves the employment of the Council
- 11.1.5 All payments for goods, supplies or services must be invoiced.

11. PAYMENT OF ACCOUNTS

GENERAL PRINCIPLES

PRACTICES, PROCEDURES AND SYSTEMS

- 11.1.6 Certification by an authorised officer means that:
- (a) the expenditure has been properly incurred, and there is budget provision or authority to spend; and
 - (b) the goods, supplies or services have been received or carried out, checked for quantity and quality, and approved; and
 - (c) appropriate entries have been made in inventories or stores records; and,
 - (d) the prices, discounts and other allowances are correct, and extensions and calculations accord with the Director of Finance's Invoice Certification guidance notes; and
 - (e) the invoice is an original (not a copy or duplicate) and, where appropriate, is a proper VAT invoice; and,
 - (f) in the case of public utility charges, standing charges are correct and the consumption recorded is reasonable.
- 11.1.7 To maintain internal control:
- (a) the authorising officer must not normally be the person who ordered or received the goods; and
 - (b) another authorised officer must certify any reimbursement of personal expenditure.
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12. PETTY CASH IMPRESTS AND CHANGE FLOATS

GENERAL PRINCIPLES

- 12.1 The Director of Finance will authorise change floats and imprest accounts for defraying minor expenditure.

PRACTICES, PROCEDURES AND SYSTEMS

- 12.1.1 Petty cash payments will be limited to:
- (a) the maximum approved limit, and
 - (b) minor items of expenditure.
- They must be supported by receipts, including proper VAT receipts where appropriate.
- 12.1.2 All income received on the Council's behalf must be banked or paid as provided in regulation 5.1. It may not be paid into an imprest account.
- 12.1.3 Reimbursements to imprest accounts must be made at least monthly.
- 12.1.4 Imprest holders are personally responsible for the custody of petty cash, and shall ensure its safekeeping. On request they shall give the Director of Finance evidence of the state of the account.

13. SALARIES

GENERAL PRINCIPLES

13.1 The Director of Finance will pay all salaries and other emoluments to all current and former Council employees.

13.2 Directors, or their authorised officers, will ensure that all employee appointments accord with Council policy and the approved budget, grades and rates of pay.

PRACTICES, PROCEDURES AND SYSTEMS

13.1.1 Directors, or their authorised officers, will notify the Director of Finance as soon as possible of all matters affecting such payments. The Director of Finance may specify the form of the notification.

13.2.1 Directors will maintain a record of the specimen signatures of officers currently authorised on their behalf to certify relevant pay documents and time sheets. The record shall be in a form acceptable to the Director of Finance. Copies of specimen signatures shall be sent to the Director of Finance.

13.2.2 All time sheets or other pay documents must be:

- (a) certified by or on behalf of the Director; and
- (b) in a form approved by the Director of Finance.

APPENDIX 5

