

Part E: Executive Functions which may be discharged by the Executive, individual Executive Members, Committees of the Executive or Officers

The executive arrangements made by the Council also allocate the functions listed above in Part D above to the Executive, in parallel to the officers designated. The purpose of this is to enable the Executive to exercise any of the functions if with regard to any particular matter:

- (a) the officer refers the matter to the Executive for it to discharge the function; or
- (b) the Executive thinks fit and so directs.

Normally, however, the functions allocated to officers in Part D will be discharged by the officers concerned.

The persons or bodies who will discharge the other functions which are the responsibility of the Executive are determined by the Executive Leader and the Executive itself in accordance with their powers under Section 15 of the Local Government Act 2000. The following determinations have been made:

The Executive Leader has allocated to the Executive Cabinet power to make decisions in respect of all executive functions.¹

The Executive has allocated the power to make decisions in respect of matters falling within their area of responsibility to the portfolio-holding members of the Executive set out below¹: (The allocation of areas of responsibility to portfolio holders and the grant of delegated powers are for the avoidance of doubt completely separate matters in this Constitution.)

| Executive member | Area of responsibility: |
|---|---|
| Executive Leader | Regional and sub – regional issues Overall management of the Executive Cabinet |
| Corporate Policy and Performance | Performance Policy CPA Direction of Travel Partnerships |
| Customer, Democratic and Legal Services | One Stop Shop/Contact Centre Democratic Services and Legal Services Licensing |
| Economic Development and Regeneration | Economic Development Planning Building Control Strategic Housing Housing Client |
| Health, Leisure and Well Being | Cultural Development Leisure Services Astley Hall Community Centres Yarrow Valley Duxbury Children & Young People |

| | |
|---|--|
| Resources | Finance Human Resources ICT Procurement Diversity Property Client |
| Streetscene, Neighbourhoods and Environment | Integrated Streetscene Highways Service Group Bereavement Services Neighbourhood Co-ordination/Wardens Community Safety |

The range of executive functions in respect of which the identified individual Executive Members have been delegated power to make decisions are set out below

DELEGATIONS TO EXECUTIVE MEMBERS

| POWER | EXECUTIVE MEMBER |
|--|--|
| General Delegations - all Services | |
| 1. Decision making in relation to detailed operational service materials | The Executive Member for the particular service or activity concerned. |
| 2. Determination or variation of the amounts of fees or charges for particular services or facilities within the responsibility of the Executive (except for housing rents and other housing related charges). | The Executive Member with responsibility for the particular service or facility. |
| 3. Temporary closure of particular facilities within the responsibility of the Executive for the purpose of specific events or special activities. | The Executive Member with responsibility for the service to which the particular facility relates. |
| 4. Authorisation to enter into contracts for the supply of goods or services or the execution of works. | The Executive Member with responsibility for the service to which the contract relates |
| 5. Settle terms of consultation documents, within agreed or established Executive Cabinet plans and policies | The Executive Member for the particular service or activity concerned. |
| 6. To determine responses on behalf of the Council to consultation documents and papers | The Executive Member(s) responsible for the relevant function or service; if more than one, jointly. |

| POWER | EXECUTIVE MEMBER |
|---|--|
| Property Matters | |
| 7. Approval of terms of property transactions (e.g purchase and sale prices, rents and terms and conditions of leases and tenancies). | The Executive Member responsible for Resources |
| 8. Determination that particular land or property is no longer required for the particular purpose for which it is held by the Council. | The Executive Member responsible for the service for which the land or property is currently held. |
| 9. Determination that particular land or property which is no longer required for the particular purpose for which it is held may be disposed of or appropriated for some other statutory purpose of the Council. | The Executive Member responsible for Resources |
| Staffing Matters | |
| 10. Creation, alteration or deletion of staff posts in accordance with budgetary provision. | The Executive Member(s) responsible for Resources(jointly with the relevant Executive Member where posts fall outside the Resources Portfolio) |
| 11. Creation of temporary posts to meet short or medium term needs for additional staffing. | The Executive Member responsible for Resources |
| Financial Matters | |
| 12. Declaration of interest rates on advances for house purchase and improvement | The Executive Member responsible for Resources. |
| Housing Matters | |
| 13. Determination of a maximum amount for housing renovation grant and exercise of the Council's discretion to waive the limit in specific cases. | The Executive Member responsible for Economic Development and Regeneration. |
| Other Matters | |
| 14. Approval of annual core funding grants | The Executive Member responsible for Health, Leisure and Well Being. |
| 15. Appointment of officer representatives on outside bodies. | The Executive Member responsible for the service |

| POWER | EXECUTIVE MEMBER |
|---|---|
| | |
| 16. Traffic regulation, parking and speed limit orders and schemes. | The Executive Member responsible for Streetscene, Neighbourhoods and Environment. |

Part F: Functions of Lead Members

In relation to a Portfolio of functions and/or matters assigned to them by the Executive Leader, Representative Members are assigned special responsibilities to the Council for:

1. maintaining knowledge and awareness of those functions or matters and of current activities and developments in relation to them;
2. liaising with the corresponding Executive Member and the responsible Chief Officer;
3. communicating and representing to the Executive the views of non-Executive Councillors on all matters relating to the Portfolio;
4. assisting the Executive Member in promoting the efficient and effective delivery of the relevant services and the achievement of all relevant Council policy objectives in compliance with the approved budgets and providing all such other assistance, advice and support as the Executive Member may from time to time require;
5. responding to and assisting the Overview and Scrutiny Committee or an overview and scrutiny panel as required;
6. in the absence of the Executive Member, deputising for him or her at meetings of the Council and responding to questions; and
7. in the absence of the Executive Member, or when otherwise requested by the Executive Member, representing the Executive Member and leading for the Council politically and publicly in external dealings and relationships, including with the media.

ⁱ Amended in version 002 of the constitution to reflect allocation of functions made by the Executive Leader in November 2001

ⁱⁱ Inserted following a decision by the executive cabinet on May 20 2003 and the executive leader on May 21 2003