



Leicester
City Council

WARDS AFFECTED
All Wards

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:
PERFORMANCE AND VALUE FOR MONEY SELECT COMMITTEE 4th September, 2008
CABINET 1st September 2008

SCHEME OF DELEGATION: REVIEW OF DECISIONS MADE AT CORPORATE DIRECTOR LEVEL

REPORT OF THE DIRECTOR OF RESOURCES

1. PURPOSE OF REPORT

This is a regular report to provide Cabinet with a summary of decisions made at Corporate Director level in consultation with Cabinet Leads.

2. REPORT

A summary of the decisions made by the Chief Executive / Corporate Directors in consultation with the relevant Cabinet Lead members during the period 1st March, 2008 to 31st May, 2008 is shown attached as **Appendix A**.

Attached shown as **Appendix B** is a summary of the Town Clerk's decisions to waive Contract Procedure Rules during the period 1st March, 2008 to 31st May, 2008.

3. RECOMMENDATIONS

Cabinet is recommended to:

Note the summary of decisions made at Corporate Director level as summarised in **Appendices A and B**;

4. HEADLINE FINANCIAL AND LEGAL IMPLICATIONS

Financial Implications

There are none arising from this report.

Legal implications

- i) It is within Cabinet's remit to keep under review and change its Scheme of Delegation as necessary.

- ii) Contract Procedure Rules may be waived by Cabinet or by the Town Clerk where a business case can be shown for doing so, subject to there first being prior consultation with the relevant Cabinet Lead where the circumstances are particularly sensitive or if the decision in question involves significant changes in policy or strategy.

If consultation with the Cabinet Lead is necessary then the Town Clerk must report any such decision to Cabinet for information.

OTHER IMPLICATIONS	YES/NO	Paragraph references within supporting information
Equal Opportunities	No	
Policy	No	
Sustainable and Environmental	No	
Crime and Disorder	No	
Human Rights Act	No	
Elderly/People on Low Income	No	

5. BACKGROUND PAPERS – LOCAL GOVERNMENT ACT 1972

The Council's Constitution, including Cabinet's Scheme of Delegation; and records received by the Town Clerk from Corporate Directors which have been used to compile this report.

6. CONSULTATIONS

Chief Executive and all Corporate Directors
 Charles Poole, Service Director – Democratic Services
 Geoff Organ, Head of Corporate Procurement, Support and Income

7. REPORT AUTHOR

Peter Nicholls, Service Director – Legal Services, x6302

Key Decision	No
Reason	N/A
Appeared in Forward Plan	N/A
Executive or Council Decision	Executive (Cabinet)

APPENDIX A

DECISIONS MADE BY CORPORATE DIRECTORS / CHIEF EXECUTIVE IN CONSULTATION WITH CABINET LEADS DURING THE PERIOD 1ST MARCH, 2008 TO 31ST MAY, 2008

	Date of decision	Nature of decision	Corporate Director	Member(s) consulted	Nature of Members' comments	Date of Member consultation
1.	4 th March, 2008	New Home Improvement Area Martin Bromley to declare the 2 home improvement areas	Alistair Reid	Cllr. Bhatti	Agreed	4 th March 2008
2.	5 th March, 2008	New out of hours stray dog service.	R&C A. Russell	Cllr. Wann	No objection to new service arrangements	5 th March, 2008
3.	5 th March, 2008	Aylestone Village Conservation Area character appraisal	R&C A. L. Smith	Cllr. Kitterick	Approved and signed.	5 th March, 2008
4.	10 th March, 2008	3 year service agreement – Connexions	A. Bunyan	Cllr. Dempster	Agreed	10 th March, 2008
5.	11 th March, 2008	Area based grant – Children's fund	A. Bunyan	Cllr. Dempster	Agreed	11 th March, 2008
6.	13 th March, 2008	Support People Programme Grant – Heathfield House 7 Rainer Midlands & North	Alistair Reid	Cllr. Corral	Approved	13 th March, 2008
7.	13 th March, 2008	Advice & Information Contract Contract regularised & extended for 2 years	Alistair Reid	Cllr. Corral	Approved	13 th March, 2008
8.	19 th March, 2008	Free mice treatments pilot in a defined area within Spinney Hills ward.	R&C A. Russell	Cllr. Wann	Agreed.	19 th March, 2008
9.	19 th March, 2008	Environmental health fees and charges for 2008/9.	R&C. A. Russell	Cllr. Wann	No objections to proposed charges	19 th March, 2008
10.	19 th March, 2008	Speakeasy theatre partnership grant of £500 to move the theatre company	R&C R. Watson	Cllr. Connelly	Agreed in consultation with Service Director	19 th March, 2008

	Date of decision	Nature of decision	Corporate Director	Member(s) consulted	Nature of Members' comments	Date of Member consultation
11.	19 th March, 2008	A grant of £1750 – the Nupur Arts project	R&C R. Watson	Cllr. Connelly	Agreed in consultation with Service Director	19 th March, 2008.
12.	20 th March, 2008	African Caribbean Meals Going out to Tender	Alistair Reid	Cllr. Corrall	Approved	20 th March, 2008
13.	20 th March	Community Legal Advice Centre (CLAC) Update	Alistair Reid	Cllr. Corrall	Approval of contract to be signed	20 th March. 2008
14.	2 nd April, 2008	Funding extension of identified NRF projects.	Andrew Bunyan	Cllr. Dempster	Agreed	2 nd April, 2008
15.	2 nd April, 2008	Voluntary projects funded by Young People's Support Services	Andrew Bunyan	Cllr. Dempster	Agreed	2 nd April, 2008
16.	8 th April, 2008	Local Area Agreement (LAA) Matrix – How it fits together	Alistair Reid	Cllr. Bhatti	Agreed to be progressed	8 th April, 2008
17.	8 th April, 2008	99 Melbourne Road	Alistair Reid	Cllr. Bhatti	Agreed to make available through appropriate lease.	8 th April, 2008
18.	9 th April, 2008	Braunstone Frith Junior School – replacement mobile classroom	A. Bunyan	Cllr. Dempster	Agreed	9 th April, 2008
19.	9 th April, 2008	Include pedestrian crossing on Lutterworth Road in the Aylestone Road quality bus corridor scheme, subject to the scheme being approved as part of the capital programme later this year.	R&C J. Miller	Cllr. Kitterick	Supported	9 th April, 2008

	Date of decision	Nature of decision	Corporate Director	Member(s) consulted	Nature of Members' comments	Date of Member consultation
20.	9 th April, 2008	CCDP project board pay the contractor a further £72,262 to speed up the concrete works on High Street and reduce the potential for delay. This would ensure a completion date of 1 st September.	R&C J. Miller	Cllr. Kitterick	Supported	9 th April, 2008
21.	10 th April, 2008	School improvement – contractor Capita Navigate	A. Bunyan	Cllr. Dempster	Agreed	10 th April, 2008
22.	11 th April, 2008	Voluntary projects funded by early prevention.	A. Bunyan	Cllr. Dempster	Agreed	11 th April, 2008
23.	14 th April, 2008	4 projects – red cross, domestic violence, panahghar, women's aid	A. Bunyan	Cllr. Dempster	Agreed	14 th April, 2008
24.	16 th April, 2008	Delegated powers used to agree a grant of £400 for the Vasakhi sports festival due to the proximity of the event.	R&C R. Watson	Cllr. Connelly	supported	16 th April, 2008
25.	17 th April, 2008	Saffron surestart deed of indemnity	A. Bunyan	Cllr. Dempster	Agreed	17 th April, 2008
26.	22 nd April, 2008	Scout Hut – proposal to transfer the site to C&YP.	Alistair Reid	Cllr. Bhatti	Agreed – Decision delegated	22 nd April, 2008
27.	23 rd April, 2008	The following grants were agreed by the Service Director: * Khidmah annual sports day £1000 * Community football academy for a multi faith event £600 * Refugee action international football tournament £450 * Brite Sparks – arts and mental health £690	R&C R. Watson	Cllr. Connelly	Agreed after consultation	23 rd April, 2008

	Date of decision	Nature of decision	Corporate Director	Member(s) consulted	Nature of Members' comments	Date of Member consultation
28.	24 th April, 2008	Consumer Direct contracts for telephone advice expire in March, 2010. The Office of Fair Trading intended to procure new supplier/s through an open tender. LCC's immediate position is to continue to work with any new supplier and that we would want safeguards built into the governance system to protect local authority interests in service scope, management and delivery	R&C A. Russell	Cllr. Wann	Agreed	24 th April, 2008
29.	30 th April, 2008	Leicester's involvement in the nationwide proposal to offer free admission to sports and leisure centres to celebrate the handover of the Olympic flame to London for the 2012 games.	R&C R. Watson	Cllr. Connelly	Supported	30 th April, 2008
30.	7 th May, 2008	A one person team will be established on a one year basis to deal with graffiti on Virgin cable boxes	R&C A. Russell	Cllr. Wann	Agreed	7 th May, 2008
31.	7 th May, 2008	Belvoir Street and Horsefair Street schemes outlined could be delivered by the 1 st September, 2008	R&C J. Miller	Cllr. Kitterick	Supported the approach and agreed that works could begin in June, 2008	7 th May, 2008

	Date of decision	Nature of decision	Corporate Director	Member(s) consulted	Nature of Members' comments	Date of Member consultation
32.	7 th May, 2008	Seek prudential borrowing for the cosmetic works between Hotel Street and Loseby Land and for the additional costs arising from the High Street works.	R&C J. Miller	Cllr. Kitterick	Supported	7 th May, 2008
33.	13 th May, 2008	Fulhurst Community College – temporary car park	A. Bunyan	Cllr. Dempster	Agreed	13 th May, 2008
34.	14 th May, 2008	Low emissions project	R&C J. Miller	Cllr. Kitterick	Approved on a “no cost” basis	14 th May, 2008
35.	14 th May, 2008	Option for the future management of parking exemptions for health staff.	R&C. J. Miller	Cllr. Kitterick	Agreed	14 th May, 2008
36.	21 st May, 2008	Spinney Hills one way streets	R&C J. Miller	Cllr. Kitterick	Supported the proposed way forward and agreed that there should be a three year programme	21 st May, 2008
37.	21 st May, 2008	Fares on supported school bus services	R&C J. Miller	Cllr. Kitterick	Supported	21 st May, 2008
38.	21 st May, 2008	City Council to sign the Durban Commitment for local governments and bio-diversity.	R&C A. Russell	Cllr. Wann	Agreed	21 st May, 2008
39.	21 st May, 2008	The following grants were agreed under the cultural activity partnership scheme: £180 to Faces Theatre Company £500 to Music Commission. £2500 to Thurnby Lodge Community Centre 50 years celebration	R&C R. Watson	Cllr. Connelly	Agreed	21 st May, 2008

	Date of decision	Nature of decision	Corporate Director	Member(s) consulted	Nature of Members' comments	Date of Member consultation
40.	28 th May, 2008	The following grants were agreed by the Service Director: Partnership grants to Leicester Cycle Speedway £1000 towards British senior club championship. £5000 towards site improvements.	R&C R. Watson	Cllr. Connelly	Agreed after consultation	28 th May, 2008
41.	28 th May, 2008	Proposed Narborough road bollards need to be installed when the footway improvements go ahead.	R&C J. Miller	Cllr. Kitterick	Agreed	28 th May, 2008
42.	28 th May, 2008	Generic replacement of Star Trak sign faces and funding for the work should come from external revenue funding streams. Star text plates work well and should be retained.	R&C J. Miller	Cllr. Kitterick	Supported and agreed.	28 th May, 2008

APPENDIX B

**WAIVERS OF CONTRACT PROCEDURE RULES APPROVED BY THE TOWN CLERK DURING THE PERIOD
1ST MARCH TO 31ST MAY, 2008**

no.	Date	Scheme	Contract Procedure Rule affected	Reason for waiver	Member who was consulted and gave support
1	4/3/08	Vision for Leicester	Section 3, Rule 11.1	External support to enhance capacity and provide challenge.	Cllr. Willmott
2	7/3/08	Supply and installation of sound recording equipment at Highfields Centre	Section 2, Rule 10.2	Given the integral link with the related provision of such facilities that exist in the music and sound recording studio, it was appropriate to use the existing provider. Also, there would be a significant delay if engaging a different supplier and would more than likely result in equipment and facilities which are incompatible resulting in a significant adverse impact on service provision.	
3	17/3/08	Information and advice on welfare benefits, housing and other matters for disabled and elderly people. Also, provision of advice for beneficiaries of the service to ex-forces personnel and their dependents.	Section 3, Rule 19	SCPU (Social Care & Procuring Unit) inherited these contracts from R&C Department. Initially, a waiver was authorised and approved for 2007/2008 but Legal Services advised that in order to regularise the remaining life of the contract (2008/2010), new short form agreement contracts from April 2008 would need to be in place for proper completion. This waiver formalised this approach.	S Corrall
4	25/3/08	Support for school improvements for: Early Years	Section 3, Rule 11	Consultancy support was needed at very short notice to enable pressing timescales and targets within the TLL plan to be progressed.	Councillor Dempster

no.	Date	Scheme	Contract Procedure Rule affected	Reason for waiver	Member who was consulted and gave support
		Leadership, Primary strategy Leadership, SEN/Inclusion, School Improvement Adviser work, HR support for school improvement and Management of the project team in school improvement and support for leadership of school improvement and implementation of the DCSF plan.		Two potential suppliers were identified. It was felt that Navigate could offer the most appropriate solution, particularly being able to supply a range of consultants who could target specific areas of work.	
5	25/3/08	Teenage pregnancy support team consultancy.	Section 3, Rule 7.3	Use of the specific consultant as directed by the NST.	
6	25/3/08	Provision of project assurance and commercial negotiation advice with programmed and project management support to the BSF project.	Section 3, Rule 15	Initial contract cover only project assurance and commercial review to an anticipated financial close date of March 2007. The waiver takes the assurance to final close.	
7	01/04/2008	Installation of big screen for Beijing Games	Section 3, Rule 1	Research carried out on various companies offering big screens, due to limited availability – summer dates and duration caused problems.	
8	02/4/08	Scheme to manufacture metal	Section 2, Rule 11	This is part of the Council's commitment, under the crime reduction partnership to engage in	

no.	Date	Scheme	Contract Procedure Rule affected	Reason for waiver	Member who was consulted and gave support
		gates by ex-offenders		work with offenders. This helps address targets in relation to getting offenders back into employment by offering constructive training opportunities. As a result of this scheme, LCC has gained beacon status.	
9	07/4/08	Extension of voluntary sector contracts	Section 7, Rule 11	Contracts for Complementary Schools Grants, Young People First, Safer and Stronger Communities, ISSP Delivery, Arts Programme and YISP were accidentally omitted from a report to Cabinet on 3 March.	
10	07/4/08	Soar Valley Netball project.	Section 3, Rule 7.3.1	This was originally part of BSF but Miller's cost exceeded the available funding. Bid was secured with Sport England by two stage tender. Successful company provided best value.	
11	07/5/08	Summer Sundae and Big Session suppliers.	Section 3, Rule 15	There is no time to complete a full tendering exercise if the events are to take place. A full tendering exercise will take place later this year for future year's event, which will be EU compliant.	
12	08/5/08	Capital programme for Educational and Environmental programme.	Section 6, Rule 3.11 and Section 11, Rule 3 to 6.12	In order to secure the funding, accredited products and accredited suppliers on the Low Carbon Building Programme had to be used. This is EU compliant.	
13	14/5/08	Provision of temporary care and support at Frederick Thorpe House.	Section 3, Rules 11 and 19	This is a temporary measure until April 2009 whilst a tendering process takes place for Mental Health Supported Living Services contracts.	
14	15/5/08	Expert Guidance and Advice for Short and longer term transport modelling.	Section 3, Rule 7.3	This is a specialist area where knowledge of Leicester and the models in the sub-regions is essential to advise in a most cost effective way. Only a handful of consultants meet this criteria.	

no.	Date	Scheme	Contract Procedure Rule affected	Reason for waiver	Member who was consulted and gave support
15	23/5/08	10,000 Tree Project	Section 2, Rule 11 and Section 3, Rule 11	The nominated organisation will undertake part of the project delivery of the Tree Project, specifically working with schools through their existing EMAS officers and in partnership with LCC in developing a Tree Warden Scheme once planting works starts.	
16	23/5/08	Single Status Project Assurance	Section 5, Rule 7	Because of immediate need to undertake project assurance regarding Single Status and to negotiate on behalf of the Council re the early retirement of a Corporate Director, a Waiver was requested.	

