



Leicester
City Council

WARDS AFFECTED
All Wards – Corporate Issue

FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:
Cabinet

24 October 2005

Cabinet's Scheme of Delegation

Report of the Town Clerk

1. Purpose of Report

The purpose of this report is to provide Cabinet with a first quarterly summary of decisions made at Corporate Director level in consultation Cabinet Leads and to enable Cabinet to consider whether it wants to update its Scheme of Delegation to officers.

2. Report

At its meeting on 30 June, 2005, Council resolved that the Town Clerk introduce a system whereby decisions made by the Chief Executive/Corporate Directors in consultation with relevant Cabinet Lead Members are recorded and reported to Cabinet every three months. A summary of such decisions for the period July to September, 2005 is shown attached as **Appendix A**.

Council also asked Cabinet to consider clarifying its Scheme of Delegation to officers so as to emphasise that the Chief Executive/Corporate Directors must consult the relevant Cabinet Lead where circumstances are particularly sensitive or if the decision in question involves significant changes to policy or strategy and they must report to Cabinet itself where the Cabinet Lead in question indicates a preference for this.

It is for Cabinet to keep under review and decide whether or not to change its Scheme of Delegation to officers

At present the Introduction to Cabinet's Scheme of Delegation on page 52 of the Constitution provides:-

"Even if the Chief Executive or Corporate Directors have delegated authority, they should consider if it is appropriate to consult the relevant Cabinet Lead; that is where the circumstances are particularly sensitive or if the decision in question involves significant changes to policy or strategy. Following consultation it may be considered appropriate to report to Cabinet."

Cabinet can implement Council's recommendation by changing the above text to emphasise that the Chief Executive or Corporate Directors **must** consult the Cabinet Lead and they **must** report to Cabinet where the Cabinet Lead indicates a preference for this. This change would simply reflect current expectations.

Cabinet may wish to consider making other changes to its Scheme of Delegation.

3. Recommendations

Cabinet is recommended to:-

- (i) note and review the summary of decisions made at Corporate Director level in consultation with Cabinet Leads during the period July to September 2005, shown as **Appendix A**;
- (ii) authorise the Town Clerk to change Cabinet's Scheme of Delegation to officers as recommended by Council on 30 June, 2005;
- (iii) consider whether any other revisions to the Scheme of Delegation are required; and,
- (iv) authorise the Town Clerk to publish any revision to the Scheme in Part 3 of the Constitution via the Intranet/Internet.

4. Headline Financial and legal Implications

(i) Legal Implications

Full Council decides on the Terms of Reference for Cabinet but it is for Cabinet to decide on its own Scheme of Delegation.

Cabinet can delegate to an individual Member, Committee or to officers. At present there is no delegation to individual Members or to a Committee.

The Leader is obliged to maintain and publish a list in Part 3 of the Constitution setting out which individual members of the Cabinet, Committees of the Cabinet, officers or joint arrangements are responsible for the exercise of particular Cabinet functions. Changes decided on by Cabinet will be included in the Constitution and will be published via the Intranet/Internet.

Contract Procedure Rules provide that the rules can be waived by the Cabinet or the Town Clerk after consultation with the relevant Cabinet Member(s). The attached summary includes waivers by the Town Clerk during the period July to September.

(ii) Financial implications

There are no financial implications.

5. Other Implications

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

6. 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.

7. Consultations

All Corporate Directors, Chief Executive, Geoff Organ, Jill Craig, Mark Noble, Ian McBride, Charles Poole, Lynn Cave and Keith Murdoch.

8. Report Author

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DECISION STATUS

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

DECISIONS MADE BY CORPORATE DIRECTORS/CHIEF EXECUTIVE IN CONSULTATION WITH CABINET LEADS DURING THE PERIOD JULY – SEPTEMBER, 2005

Date of Decision	Nature of Decision	Corporate Director	Member(s) Consulted	Nature of Members' Comments	Date of Member Consultation
July, 2005	New Whistleblowing Policy in response to DA's recommendations.	RAD	Councillors Coley and Grant	Agreed support	25 July, 2005
July, 2005	Engagement of specialist technical advisers to prepare for an Electronic Document & Record Management System.	RAD	Councillors Coley and Grant	Agreed support	25 July, 2005
August, 2005	Re interim nursing beds – use of delegated authority to agree a process outside of the usual tender arrangements.	SC&H	Councillor Singh Gill	Agreed support	August, 2005
August, 2005	Contract Procedure Rule Waiver to enable the appointment of specialist adviser for work on the Area Property Reviews and Asset Management Plans. Additional specialist capacity was needed for a major change project.	RAD	Councillor Coley	Agreed support	August, 2005

Date of Decision	Nature of Decision	Corporate Director	Member(s) Consulted	Nature of Members' Comments	Date of Member Consultation
August, 2005	Pressing need to recruit Project Management Services for a number of different projects and departments – to include CLABs Project, City Centre Development.	RAD	Councillor Blackmore (in Councillor Coley's absence)	Agreed support but anxious that the use of outside consultants in relation to this matter is kept to absolute minimum.	3 August, 2005
August, 2005	To: a. Prepare/research/Audit Citywide AMP b. Develop tailored AMP workshops c. Carry out Desktop review of Property Strategy	RAD	Councillor Coley	Agreed support	5 August, 2005
August, 2005	For specialist Technical Assistance in carrying out an Area Review Pilot.	RAD	Councillor Coley	Agreed support	5 August, 2005
August, 2005	For Assurance that nominated projects are being appropriately delivered for Corporate Governance.	RAD	Councillor Coley	Agreed support	24 June, 2005
August, 2005	For the development, implementation and evaluation of a pilot PRINCE 2 training programme bespoke to LCC.	RAD	Councillor Coley	Agreed support	3 August, 2005

Date of Decision	Nature of Decision	Corporate Director	Member(s) Consulted	Nature of Members' Comments	Date of Member Consultation
August, 2005	For the use of £141,000 prudential borrowing to fund the part demolition of Mundella School and waiver to enable employment of contractor not on select list.	RAD	Councillor Coley	Agreed support	20 August, 2005
5 th August 2005	Payment to JJ Clothing Ltd to vacate units 2 and 3, 122 Western Road to facilitate Upperton Road viaduct scheme.	RAD	Councillors Coley and Mugglestone	Agreed support	11 th July 2005.
22 August, 2005	Ex-offenders project: to make available a CPO house for repair/improvement to ex-offenders for subsequent enhanced sale value.	Housing	Councillor Metcalfe	Agreed support	22 August, 2005
31 August, 2005	Cultural Mapping – artworks, public art plan, access and interpretation commission.	R&C	Councillor Mugglestone	Agreed support	31 August, 2005
September, 2005	Transfer of Third Party Learning Disabilities Contracts.	SC&H	Councillor Singh Gill	Agreed support	7 September, 2005
September, 2005	Legal Services organisational review.	RAD	Councillors Coley and Grant	Agreed support	19 September, 2005
September, 2005	Adjustment of flexible working hours scheme – reduce minimum lunch break from 30 to 20 minutes to reflecting working time directive.	RAD	Councillors Coley and Grant	Agreed support, subject to Trade Union views.	5 September, 2005

Date of Decision	Nature of Decision	Corporate Director	Member(s) Consulted	Nature of Members' Comments	Date of Member Consultation
13 September, 2005	Voluntary Sector Grants – small community grants review.	R&C	Councillor Mugglestone	Agreed support	14 September, 2005
16 September, 2005	Research and communications – funding approval.	R&C	Councillor Farmer (through LERP)	Agreed support	16 September, 2005
16 September, 2005	Supporting small business – LACBA.	R&C	Councillor Farmer (SRB programme)	Agreed support	16 September, 2005
16 September, 2005	Supporting small business – LABA.	R&C	Councillor Farmer (SRB programme)	Agreed support	16 September, 2005
19 September, 2005	Engagement of supply chain specialists to review and test alternative delivery mechanisms – Creativity Works.	RAD	Councillors Coley and Grant	Agreement support subject to scale of support commensurate with scale of Creativity Works operation.	19 September, 2005
21 September, 2005	Proposed increase in Hackney fares.	R&C	Councillor Mugglestone	Agreed support	21 September, 2005
26 September, 2005	Research & Communications – Leicester Promotions.	R&C	Councillor Farmer (SRB programme)	Agreed support	26 September, 2005
26 September, 2005	Programme Development Leicester SRB Merged Programmes.	R&C	Councillor Farmer (SRB programme)	Agreed support	26 September, 2005
26 September, 2005	Layton Road Training Initiative – Leicester College.	R&C	Councillor Farmer (SRB programme)	Agreed support	26 September, 2005

Date of Decision	Nature of Decision	Corporate Director	Member(s) Consulted	Nature of Members' Comments	Date of Member Consultation
27 September, 2005	New Hackney Carriage Livery approved	R&C	Councillor Mugglestone	Agreed support	27 September, 2005