

## APPENDIX 2

### REPORTING THE EXERCISE OF OFFICER DELEGATIONS (EXECUTIVE AND NON-EXECUTIVE FUNCTIONS) AND EXECUTIVE MEMBER DECISIONS (EXECUTIVE FUNCTIONS ONLY)

#### 1. Reporting Delegated Action

Executive decisions taken by Executive Members under this scheme are reported to Cabinet after the decision has been made, for information and recorded in the Minutes.

Some **officers'** delegated decisions are reported to the Cabinet or other Committee, after they have been made. These are the more important officer decisions. They are printed in the Minutes of the Cabinet or other committee. A list of these delegations is contained in Appendix 3.

Other officers' decisions are **not** reported, because they are more routine.

Any key decisions by officers as defined in Article 13 of Part 2 of the constitution are also reported to Cabinet and printed in the Minutes.

## APPENDIX 3

### LIST OF OFFICER DELEGATIONS FOR REPORT TO COMMITTEE/CABINET

<u>SUBJECT</u>	<u>REF:</u>	<u>OFFICER</u>
<b>Planning Committee</b>	All	various
<b>Appeals and Regulatory Committee</b>		
Variation of Sex Shop Licence	A350D	Head of Environment
<b>General</b>		
Lease – Rent review	G320D	Head of Governance
Compulsory purchase – agreement of terms for	G360D	Head of Governance
Lease – vary rent - to keep tenant	G310D	Head of Finance
Land – short term lettings (- 3 years) non-housing/ grant/assignment/surrender	G300D	Head of Governance
Conditions on Disposal of land	G350D	Head of Governance.
Capital /revenue spending – authorisations over £25,000	G070D	Chief Executive or Deputy Chief Executive
VAT – option to tax	G150D	Head of Finance
Write -Offs	G111D	Head of Finance
<b>Housing</b>		
Housing Grants	H260D H270D	Head of Housing
Land short term lettings (- 3 years) housing/grant/ assignment/surrender	H120D	Head of Housing.
<b>Planning and Property</b>		
Car Boot Sales/rival markets – legal proceedings	T170D	Head of

Assignment – Town Centre Lease	T150D	Governance Head of Governance
Licence – Market Traders – revocation etc.	T210D	Head of Regeneration