

CITY COUNCIL - 23 MAY 2011

REPORT OF THE LEADER

SCHEME OF EXECUTIVE DELEGATION - 2011-2012

1 SUMMARY

- 1.1 In the event that I am elected as Leader of the Council, this report sets out my appointment of the Deputy Leader, appointment of Portfolio Holders, Scheme of Delegation and other executive appointments for 2011-2012.
- 1.2 Appendix 1 sets out the Portfolio Holders, Executive Assistants and the terms of reference and first meeting dates of the Executive Board and the Executive Board Commissioning Sub Committee.
- 1.3 An addendum to this report detailing the Portfolio Holder remits and proposed membership of the Executive Board Commissioning Sub Committee, will be circulated to Councillors prior to the Council meeting.

2 RECOMMENDATIONS

It is recommended that:

- (a) the appointment of Councillor Chapman, as Deputy Leader be noted;
- (b) the appointments of those Councillors detailed in Appendix 1 as Portfolio Holders, and their remits, the Executive Assistants, and the terms of reference and first meeting date of the Executive Board and Executive Board Commissioning Sub Committee, as set out in Appendix 1, be noted.

3 BACKGROUND

- 3.1 Under the Executive Governance Arrangements adopted by Council on 10 December 2010, the Leader is elected by Council and is then responsible for appointing his Deputy Leader, Portfolio Holders and Scheme of Delegation, which this report details.

3.2 Appendix 1 details my initial decisions on executive delegations. Current executive delegations to officers will continue, pending the preparation of proposals which I will consider in due course.

4 PUBLISHED DOCUMENTS REFERRED TO IN COMPILING THIS REPORT

4.1 Executive Arrangements report – 13 December 2010, and the minutes of that meeting.

**COUNCILLOR JON COLLINS
LEADER OF THE COUNCIL**

PORTFOLIO HOLDERS, EXECUTIVE BOARD AND EXECUTIVE BOARD COMMISSIONING SUB COMMITTEE

PORTFOLIO HOLDERS (REMITTS TO BE CONFIRMED)

Leader – Councillor Collins
Deputy Leader – Councillor Chapman
Councillor Eunice Campbell
Councillor Alan Clark
Councillor Dave Liversidge
Councillor David Mellen
Councillor Alex Norris
Councillor Dave Trimble
Councillor Jane Urquhart

EXECUTIVE ASSISTANTS

To be confirmed in the addendum to the report.

EXECUTIVE BOARD (9)

Membership (no substitutes allowed)

Leader
Deputy Leader
Councillor Eunice Campbell
Councillor Alan Clark
Councillor Dave Liversidge
Councillor David Mellen
Councillor Alex Norris
Councillor Dave Trimble
Councillor Jane Urquhart

Terms of reference

The Council's functions which are not the responsibility of any other part of the Council, whether by law or under the constitution.

Accordingly the role of the Executive Board is to:

(a) take key decisions;

- (b) develop plans and strategies for approval by full Council that form the Policy Framework;
- (c) take all other decisions that are not reserved to a specific committee or individual within the Scheme of Delegation;
- (d) to respond to reports or recommendations received from Overview and Scrutiny Committees within two months of receipt and to publish the response if the report or recommendation has been published, excepting when reports or recommendations have been received by individual members of the Executive, in which case the responsibility to respond and publish lies with that individual.

Date of first meeting

21 June 2011 at 2.00 pm

EXECUTIVE BOARD COMMISSIONING SUB COMMITTEE (5)

Membership (no substitutes allowed)

To be confirmed in the addendum to the report.

Terms of reference

- (a) To review the implementation of the Commissioning Framework across the City Council and One Nottingham;
- (b) to evaluate the impact and success of the City Council and One Nottingham Commissioning Framework;
- (c) to approve procurement plans which have been identified for review in the annual work programme approved by the Sub-Committee, noting that the inclusion of a procurement plan within the annual work programme removes the individual delegated authority to approve the plan from the relevant Portfolio Holder, making it a decision that may only be taken by the Executive Board, its Sub-Committee, or the Leader;
- (d) to approve commissioning and de-commissioning and third sector grant aid proposals above £50,000 (including decisions that have been identified in the Executive Forward Plan of Key Decisions in

accordance with regulations¹) subject to them being identified for review in the annual work programme approved by the Sub-Committee, but noting that there may be exceptional circumstances when urgent decisions are required to be taken that will not have been included in the work programme);

- (e) to review, by exception, outcomes achieved and delivery against the Nottingham Commissioning Framework's Guiding Principles of commissioning and de-commissioning and third sector grant aid proposals above £50,000;
- (f) to receive reports on urgent commissioning decisions taken by the Leader or relevant Portfolio Holder;
- (g) to approve the Framework for Grant Aid and the Voluntary Sector Investment Programme.

¹S.13 Local Authorities (Executive Arrangements) (Access to Information) England Regulations 2000

Date of first meeting

15 June 2011 at 4.00 pm