



Report of: Councillor Matthew Lee
The Leader of the Council

Report to:	Council
Date:	26 July 2018
Subject:	The Leader's Scheme of Delegation (LDS305)

Decision Proposal:	No decision is required
Relevant Cabinet Member:	Councillor Matthew Lee, the Leader of the Council
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Signed off by:	Lucy Youles, Solicitor to the Council Tel: 01476 40 61 05 E-mail: l.youles@southkesteven.gov.uk Date: 12 July 2018
Approved for publication	Councillor Matthew Lee, the Leader of the Council Date: 16 July 2018

SUMMARY

This report updates Members of the Council on the changes made to the Leader's Scheme of Delegation.

RECOMMENDATION

The Council is not asked to make any decision in relation to this report but asked to note the changes to the Leader's Scheme of Delegation.

1. BACKGROUND TO REPORT

- 1.1** On 10 July 2018 Councillor King decided to step down from the Cabinet due to personal commitments.
- 1.2** In accordance with Article 8 of the Council's Constitution notice was given to the Chief Executive as the Proper Officer of changes to the Leader's Scheme of Delegation. An updated copy of the Leader's Scheme of Delegation is attached as Appendix A to this report.
- 1.3** The former posts of Cabinet Member for Economy and Growth and Cabinet Member for Communications and Engagement have merged. The combined remits are now the responsibility of a Cabinet Member for Growth and Communications.
- 1.4** The Leader has appointed Councillor Helen Goral as the Cabinet Member for Growth and Communications. The delegations formerly held by Councillor King as the former Cabinet Member for Economy and Growth have been withdrawn as is usual when a Cabinet Member steps down from a post.
- 1.5** No changes have been made to other Cabinet Member posts and delegations.

2. OTHER OPTIONS CONSIDERED

- 2.1** Not applicable.

3. RESOURCE IMPLICATIONS

- 3.1** The reduction in the number of Cabinet Members will reduce the number of Special Responsibility Allowances payable..

4. RISK AND MITIGATION

- 4.1** Risk has been considered as part of this report and no specific high risks were identified.

5. ISSUES ARISING FROM IMPACT ANALYSIS (EQUALITY, SAFEGUARDING etc.)

- 5.1** An equality analysis is not applicable to this report.

6. CRIME AND DISORDER IMPLICATIONS

- 6.1** There are no crime and disorder implications arising from this report.

7. COMMENTS OF FINANCIAL SERVICES

- 7.1** The proposed changes to the Leader's scheme of delegation as detailed in this report has a minor positive financial implication as the Cabinet is reduced by one position thereby removing one special responsibility allowance.

8. COMMENTS OF LEGAL AND DEMOCRATIC SERVICES

- 8.1** Article 8.5.1 provides details of the mechanisms for the discharge of Executive functions as directed by the Leader or specified within the Constitution.
- 8.2** Article 8.5.2 sets out the information that the Leader must provide at each Annual Council meeting about the membership of their Cabinet and the extent of the delegations afforded to Cabinet Members.
- 8.3** Article 8.5.4 of the Council's Constitution sets out the procedure should the Leader wish to make changes to his Scheme of Delegation in-year. To do so, the Leader must give written notice to the Proper Officer and to the person, body or Committee concerned, setting out the extent of the amendment to the scheme of delegation and whether it entails the withdrawal of a delegation from any party. The same article requires any changes to be reported to the next ordinary meeting of the Council.

9. COMMENTS OF OTHER RELEVANT SERVICES

- 9.1** None

10. APPENDICES

- 10.1** Appendix A: The Leader's Scheme of Delegation revised and issued on 10 July 2018

11. BACKGROUND PAPERS

- 11.1** SKDC Constitution, Article 8:
<http://modern.gov.southkesteven.gov.uk/documents/g3734/Public%20reports%20pack%2011th-Jul-2018%20Constitution.pdf?T=10>



CABINET STRUCTURE AND DELEGATIONS

This is the Leader of the Council's Scheme of Delegation revised and issued on 10 July 2018 in accordance with Article 8 of the Council's Constitution.

The Leader of the Council – Councillor Matthew Lee

The Chairman of the Cabinet and responsible for organisational vision and objectives and key strategic direction. Representing the Council on key, high level and strategic joint working and partnership arrangements between public sector partners e.g. LEP. Cabinet Member for Cultural Services including Arts, Heritage, Leisure & Sports.

Remit:

- Arts
- Festivals
- Heritage
- Leisure Centres, Sports and Sports Development

The Deputy Leader of the Council – Councillor Kelham Cooke

The Vice Chairman of the Cabinet. Cabinet Member for Business Transformation and Commissioning responsible for key public-private strategic commercial ventures, partnerships and projects and has an overarching cross cutting role that operates across all service areas with direct accountability for services underpinning organisational effectiveness namely information technology, customer services, driving commerciality, procurement, HR, legal and assets.

Remit:

- Business Transformation
- Non-Housing Council Owned Property, Assets & Maintenance
- Customer Services
- Elections
- FOI Requests
- Governance & Data Protection
- Gravitas Housing Limited
- IT
- HR and Organisational Development
- Legal & Democratic Services
- Procurement
- Public-private strategic commercial ventures, partnerships and projects

Cabinet Member for Growth and Communications – Councillor Helen Goral

Strategic housing and planning policy including Local plan development, identifying key housing and employment sites with appropriate land allocations to meet need. Maximise and develop opportunities for indigenous and inward investment across the District, developing Grantham as a leading sub regional centre. Development of key housing, commercial and infrastructure delivery schemes. Support the delivery of strategic business investments in Grantham, Stamford, Bourne and the Deepings. Facilitate close working with the private sector on potential joint venture/partnership schemes. Maximise external funding opportunities creating a network of business locations, office floor space, and start up and move on space. Liaison with Local Enterprise partnerships regarding funding schemes and programmes.

Working across all service areas, promoting and developing best practice approach to Corporate communications and resident/stakeholder engagement. Development of effective, proactive communication strategy, enhancing reputation management, strengthening the council's identity and brand with residents, business and partners.

Overview of key initiatives and programmes to “put the Council on the map” raise awareness of investment opportunities and the district's potential as a desirable place in which to live work or visit. Building a comprehensive engagement programme with communities to gather feedback, customer intelligence and insight to inform future policies and service development.

Remit:

- Agricultural and Rural Economy
- Brand Management and place marketing
- Building Control
- Business & Enterprise
- Conservation
- Communications
- Consultations
- Engagement
- Planning and delivery of strategic retail, housing and industrial developments
- Design guidance and standards
- Economic Strategy
- Grants & Assistance
- Inward Investment
- Local Plan and Supplementary Planning documents
- Neighbourhood Plans
- Planning Services & Policies

Cabinet Member for Communities, Health, Well-being and Skills – Councillor Jacky Smith

Overview of the prevailing future Strategic Health agenda and its impact on local communities in relation to health and inequalities and future service provision. The development of a business and community based skills agenda, engagement and

involvement with local community groups and special projects. Overview and development of community cohesion. Supporting communities to thrive and develop and foster community safety/protection initiatives in liaison with key partners e.g. Health, Police and other statutory agencies to adapt and encompass fit for purpose, cost effective arrangements to respond to increasing demand as a result of forecast population growth and factors. Engagement and involvement with local community groups and positive and proactive Parish Council liaison.

Remit:

- Anti-social behaviour
- Community Cohesion
- Community Funding & Volunteering
- Community Right to Bid
- Community Safety and Local Policing
- Equalities and Diversity
- Health
- Parish Council Liaison
- Safeguarding
- Skills
- St Peter's Hill Cinema Development
- Well-being

Cabinet Member for Retail and Visitor Economy – Councillor Nick Robins

Adopting a key focus on revitalising town centres, promoting the distinctiveness of 4 market towns, developing leisure destinations that serve the local community and attract shoppers and visitors from a wider area, expanding the visitor economy. Develop new tourism products and support close working with existing and emerging tourism attractions. Supporting business led town centre initiatives and creation of vibrant, enhanced market offer across the four towns. Proactive and positive Town Council liaison and engagement.

Remit:

- Car parks
- Farmers & Specialist Markets
- Markets and Fairs
- Historic Parks and Gardens
- Shop front designs and funding
- Street furniture
- Street parking permits
- Tourism
- Town centre development & partnerships
- Town Council Liaison

Cabinet Member for Housing - Councillor Nick Neilson

Development of new market and affordable housing to meet the needs of local communities both in towns and across the rural areas of the district. Recognise and support the importance of housing provision and delivery via effective HRA business planning and housing strategy.

Remit:

- Assisted Garden Maintenance Scheme
- Benefit Claims
- DASH Landlord Accreditation Scheme
- Disabled Facilities Grant
- Empty Homes Assistance
- Empty Homes Discount
- Essential Home Repair Assistance
- Homelessness
- Housing Management, Improvement and Repairs
- Landlords Forum

Cabinet Member for Finance – Councillor Adam Stokes

Effective use of financial resources, supporting and facilitating the delivery of Council objectives. Ensuring the continued development and review of financial governance frameworks, investment policies, forward planning and forecasting. Consideration of pooling arrangements, business rate retention models and efficiency plan. Effective budget preparation and risk management to enable optimum use of available financial resources.

Remit:

- Audit and accountability
- Business Rate Relief
- Budget preparation and Council tax
- Charitable Rate Relief
- Council tax collection
- Finance and accountancy
- Fraud investigation
- Grants and subscriptions
- Non-Domestic rates
- Risk management
- Rural Rate Relief

Cabinet Member for Environment – Councillor Dr Peter Moseley

Developing and maintaining a healthy, clean environment within South Kesteven. Development of effective environmental strategies and policies to benefit local communities. Overview of Waste collection and recycling initiatives including representation on the countywide Strategic Waste Partnership. Implement and review key environmental protection strategies and programmes. Ensure communities are safe clean and healthy via effective street cleansing operations and licensing policies.

Business continuity and emergency planning. Explore, evaluate and identify commercially viable opportunities across the remit where appropriate.

Remit:

- Air Quality
- Alcohol, entertainment and leisure licensing
- Allotments
- Animal Welfare licensing
- Business Continuity and Emergency Planning
- Business Trade & Licensing
- CCTV
- Commercial, Industrial and Clinical Waste Collection and Management
- Dog breeding & control orders
- Domestic Waste & Recycling Management
- Energy Efficiency
- Estate and Grounds Maintenance
- Flooding
- Food Hygiene and Safety
- Gambling & Lotteries licensing
- Health & Safety
- Noise
- Public Conveniences
- Renewable Energy
- Scrap Metal Dealers
- Street Lighting
- Street Services and Green Open Space Management
- Tattoo, licensing and hygiene rating system
- Taxi & private vehicle, driver and operator licensing
- Wild animal licences