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Cambridge City Council

STRATEGY AND RESOURCES SCRUTINY COMMITTEE

To: Proposed Membership:

Councillors Al Bander, Ashton, Benstead, Boyce, Brown, Herbert, Nimmo-Smith, Pogonowski, Rosenstiel. Alternates: Owers, Saunders and Wright

Proposed Executive Councillors:

The Leader: Councillor Reid

Executive Councillor for Customer Services and Resources: Councillor McGovern

Despatched: Wednesday, 18 May 2011

Date: Thursday, 26 May 2011

Time: 12.00 pm

Venue: Council Chamber - Guildhall

Contact: Martin Whelan

Direct Dial: 01223 457012

AGENDA

1 APPOINTMENT OF EQUALITIES PANEL

The Scrutiny Committee is requested to agree the four nominations below:

Cllrs: Al Bander, Bird, Brown and Marchant-Daisley

2 APPOINTMENT OF JOINT STAFF EMPLOYER FORUM

The Scrutiny Committee is requested to agree the membership of Joint Staff Employer Forum:

Cllrs: Bick, Dryden, Price, Smart, Stuart, Swanson

Alternate: Kightley

To agree the Chair and Vice Chair for the Forum:

Nomination for Chair: Smart

3 APPOINTMENT TO OUTSIDE BODIES

The Scrutiny Committee is requested to recommend appointment to the outside bodies listed below.

The Leader and the Executive Councillor for Customer Services and Resources will be asked to agree the appointments.

City University Forum - ARU (5)

Cllrs: Bick, Blencowe, Brown, Marchant-Daisley and Saunders

East of England Local Government Association (1)

Cllr: The Leader

Greater Cambridge Partnership (1)

Cllr: The Leader

Opposition Spokes: Herbert

LGA General Assembly (1)

Cllr: The Leader

LGA Urban Commission (2)

Cllrs: Rosenstiel + Wright

Local Strategic Partnership (1)

Cllr: The Leader

Opposition Spokes: Herbert

Joint Strategic Growth Implementation Committee (Cambridgeshire Horizons) (3 + 2 Alternates)

Cllrs: Herbert, Reid and Ward

Alternates: Smart + Blencowe

'Love Cambridge' Partnership (1)

Cllr: Executive Councillor for Customer Services and Resources

Cambridgeshire Horizons (1)

Cllr: The Leader

Opposition Spokes: Herbert

NEW APPOINTMENT: Greater Cambridge Greater Peterborough Local Enterprise Partnership (1)

Cllr: The Leader

Opposition Spokes: Herbert

Local Government information Unit (1)

Cllr: Rosenstiel

Member Training Champions (2)

Cllrs: Al Bander and Owers

4 EXECUTIVE COUNCILLORS DELEGATIONS TO OFFICERS

At their meeting on 16 May 2011 (minute number 11/25/Civ), the Civic Affairs Committee received a report from the Head of Legal Services regarding updating the scheme of delegation to reflect the corporate restructure.

Subsequently Executive Councillors are recommended to approve the following:

Service Area Delegations: Executive Functions

Powers delegated by the Executive Councillor for Customer Services and Resources to the Chief Executive:

- Independent Complaints Service
- Emergency Planning (with Director of Resources)
- Democratic Services (inc. Mayoralty and Members Services)
- The website, data protection and freedom of information

Powers delegated by the Leader to the Chief Executive:

The implementation of programmes to further the Council's corporate policies and priorities - including at present:

- All matters relating to the Council's equality duties
- Anti-poverty initiatives
- Community Strategy and Local Strategic Partnership
- Performance Management
- Promoting the work of the Council and public relations
- Climate Change

Powers delegated by the Executive Councillor for Customer Services and Resources to the Director of Customer and Community Services:

- Customer Services (face to face, telephone, email and cashiering)
- Collection and recovery of Council Tax and National Non-Domestic Rates
- Administration of Housing Benefits and Council Tax Benefits

Powers delegated by the Executive Councillor for Customer Services and Resources to the Director of Environment:

- Management and control of the General Market
- The Tourist Information Centre and other tourism management services

Powers delegated by the Executive Councillor for Customer Services and Resources to the Director of Resources:

Provision and procurement of the following central support services:

- Legal Services
- Land Charges
- Emergency Planning (shared with Chief Executive)
- Facilities management
- ICT,
- Property management,
- Architectural Services,
- Procurement.
- Human Resources (including employee health and safety at work)
- Finance and Audit

Powers delegated by the Leader to the Director of Resources:

Treasury Management, subject to:

- the affordable borrowing limit determined each year by Council under s3 of the Local Government Act 2003 the policies contained in the CIPFA Code for Treasury Management in Local Authorities,
- the Treasury Management Policy Statement adopted by the Council and any other guidelines and policies agreed by Council.
- the submission of, as a minimum, a mid-year and annual report on treasury management activities and performance to the Strategy & Resources Scrutiny Committee

Powers delegated by the Executive Councillor for Customer Services and Resources to the Head of Property Services:

- Management of the Council's office, industrial and commercial premises, including the approval of new and renewed leases
- Management of the general property holdings of the Council (including the approval of new and renewed leases):

- With the exception of the disposal of the freehold interest (or the granting of a lease of over 30 years) of any land exceeding 100 square metres or any property, subject to consultation with Ward Councillors.
- Subject to the provisions of the Policy for Property Holdings approved by the Executive Councillor for Customer Services and Resources.
- Excluding property falling within the Housing Revenue Account

Specific Delegations: Executive Functions

Powers delegated by the Leader to the Chief Executive:

- To appoint representatives of the Council to attend the Annual Conference and other events organised by the Local Government Association, on the basis of one representative from each party group, subject to consultation with the party group leaders.
- To decide arrangements for the closure of Council offices in the Christmas/New Year period, subject to provision of adequate service levels to the public and subject to consultation with the Leader of the Council and spokesperson(s) of the Strategy & Resources Scrutiny Committee.
- To designate authorised officers for the purposes of Chapters II and III of the Act in order to comply with a recommendation from the Office of Surveillance Commissioners.

Powers delegated by the Executive Councillor for Customer Services and Resources to the Chief Executive:

- To approve expenditure on civic hospitality, subject to consultation with the Executive Councillor, and Spokesperson(s) of the Scrutiny Committee and the Mayor and a maximum of £500 per occasion.
- To approve grants or other expenditure from the approved budget for town twinning up to £250 and up to £500 after consultation with the Executive Councillor.

Powers delegated by the Executive Councillor for Customer Services and Resources to the Director of Customer Services and Resources

- To approve the freehold or leasehold disposal of up to 100 square metres of land without any significant buildings (which is within the Housing Revenue Account), and the terms of disposal, subject to consultation with Ward Councillors.

Powers delegated by the Leader to the Director of Resources:

- To make changes in interest or loans to outside bodies, subject to consultation with the Leader and Spokesperson(s) of that Scrutiny Committee.
- To arrange insurance cover for the general functions of the Authority
- To arrange and approve banking services for the Council, subject to the periodic invitation of tenders for the provision of banking services.

Powers delegated by the Executive Councillor for Customer Services and Resources to the Head of Property Services:

- To authorise the giving of consent by the Council as mortgagee in respect of minor routine matters not affecting the Council's security under the mortgage.
- To respond to any purchase notice served on the Council under the Town and Country Planning Act 1990 if a decision is required before the next normal meeting of the Strategy and Resources Scrutiny Committee, subject to consultation with the Executive Councillor for Customer Services and Resources and Spokesperson(s)

Powers delegated by the Executive Councillor for Customer Services and Resources and by the Civic Affairs Committee to the Head of Human Resources:

- Human Resources services to the Council including the formulation, approval and implementation of employment-related policies
- Corporate training
- Pay, Terms and Conditions.

Information for the public

Public attendance

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

Public Speaking

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Fire Alarm

In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.