

		AGENDA ITEM NO.	
Report Cover Sheet			
Name of Meeting:		Executive	
Date of Meeting:		10 December 2007	
Report Title:		Amendments to the Scheme of Delegation	
Summary of report:		This report proposes amendments to the Council's Scheme of Delegation, following the retirement of the Head of Property Services and the recent approval of the Building on Excellence proposals to revise the staffing structure.	
For Further Information Please Contact (report author):		Bill Hunt, Head of Housing Services 01926 456403 bill.hunt@warwickdc.gov.uk	
Business Unit:		Housing Services	
Would the recommended decision be contrary to the Policy Framework:		No	
Would the recommended decision be contrary to the Budgetary framework:		No	
Wards of the District directly affected by this decision:		All	
Key Decision?		Yes	
Included within the Forward Plan?		No	
Is the report Private & Confidential		No	
Background Papers:			
Consultation Undertaken			
Below is a table of the Council's regular consultees. However not all have to be consulted on every matter and if there was no obligation to consult with a specific consultee they will be marked as n/a.			
Consultees	Yes/ No	Who	
Other Committees	No		
Ward Councillors	No		
Portfolio Holders	Yes	Councillor Doody – Housing, Councillor Hammon - Development	
Other Councillors	No		
Warwick District Council recognised Trades Unions	No		
Other Warwick District Council Service Areas	Yes	Property Services, Legal Services	
Project partners	No		
Parish/Town Council	No		
Highways Authority	No		

Residents	No	
Citizens Panel	No	
Other consultees	No	
Officer Approval		
With regard to officer approval all reports must be approved by the report authors relevant director, Finance Services and Legal Services.		
Officer Approval	Date	Name
Relevant Director(s)	19/11/07	Mary Hawkins
Chief Executive	19/11/07	Chris Elliott
CMT	19/11/07	
Section 151 Officer	19/11/07	
Legal	19/11/07	Simon Best
Finance	19/11/07	Philip Morgan
Final Decision?		Yes
Suggested next steps (if not final decision please set out below)		

1. RECOMMENDATION(S)

- 1.1 That Executive approves the proposed changes to the scheme of delegation set out at Appendix A
- 1.2 That Executive approves the proposed interim arrangements set out at 2.5, pending full implementation of the revised staffing structure.
- 1.3 That Executive approves the new delegated power set out at Appendix B, subject to approval of the proposals for HRA Incentive Schemes considered elsewhere on this agenda.

2. REASON(S) FOR THE RECOMMENDATION(S)

- 2.1 Proposals to revise the staffing structure of the Council were set out in the Building on Excellence report approved by Council in October 2007.
- 2.2 Under the approved changes the post of Head of Property Services, vacant since the retirement of the postholder, is deleted from the establishment with future responsibility for the majority of the existing Property Services unit moving to the Head of Housing Services. The exception to this is the existing Estate Manager post which will cease to be part of the Property Services unit and will move to a new service area under a Head of Economic Development and Regeneration. These changes require revisions to the existing Scheme of Delegation.
- 2.3 Changes elsewhere in the staffing structure will require further amendments to the Scheme of Delegation which will be reported to Executive in due course. However, the nature of the work involved in managing the Council's assets requires these changes to be reported in advance of a more general revision of delegated powers so that interim arrangements can also be considered for the period until the new staffing structure is in place.
- 2.4 The new staffing structure will not be fully implemented until early 2008. Until then the Head of Housing Services has assumed interim responsibility for the Property Services unit excluding the Estates Manager post that is reporting to the Strategic Director (Community Resources).
- 2.5 In order to cover instances where there is no named officer, for example when there is a temporary vacancy an alternative is provided. This is the generally the Chief Executive and the Strategic Director (Community Resources), the latter being the Chair of the Council's Asset Management Steering Group.
- 2.6 Elsewhere on the Executive agenda is a report entitled HRA Incentive Schemes. This proposes a Resettlement Scheme for specified low demand older people's designated properties. A new delegated power to specify those properties for which prospective tenants would be eligible to receive this incentive scheme is set out at Appendix B.

3. ALTERNATIVE OPTION(S) CONSIDERED

- 3.1 If no amendments are approved all decisions delegated to officers would need to be reported to Executive for approval, slowing decision making and potentially hindering the work of the Council.
- 3.2 If the HRA Incentive scheme report is not approved the new delegated power set out at Appendix B will not be required.

4. BUDGETARY FRAMEWORK

- 4.1 These proposals have no financial implications.

5. POLICY FRAMEWORK

- 5.1 The proposed amendments will ensure the effective application of the Scheme of Delegation contributing to the achievement of the current Corporate Strategy target to manage our services openly, effectively and efficiently (CO1).
- 5.2 The proposed new power will contribute to the current Corporate Strategy target to meet the housing need (CO6).

APPENDIX A

Proposed changes to the Scheme of Delegation

G(1): Authority to manage and control properties acquired by the Council in advance of requirements (other than those held under Part V of the Housing Act 1957).

- Current: Property Services Manager
- Proposed: Head of Economic Development and Regeneration in consultation with the Head of Housing and Property Services (properties acquired for the HRA only) – and either the Chief Executive or the Strategic Director (Community Resources) be able to act in place of either officer should they be absent
- Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager. The Head of Housing and Property Services is responsible for HRA properties

G(15): Authority to decline offers of property not recommended for acquisition.

- Current: Property Services Manager in consultation with Head of Finance
- Proposed: Head of Economic Development and Regeneration in consultation with Head of Finance – and the Chief Executive be able to act for the Head of Economic Development and Regeneration if they are absent and the Strategic Director (Community Resources) be able to act in place of the Head of Finance should they be absent
- Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager

DS(2): Authority to agree rent reviews where agreement on the new rent has been reached without recourse to arbitration

- Current: Property Services Manager
- Proposed: Head of Economic Development (other than HRA properties) or Head of Housing and Property Services (HRA properties only) - and the Chief Executive be able to act for the Head of Economic Development and Regeneration if they are absent and the Strategic Director (Community Resources) be able to act in place of the Head of Housing and Property Services should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager. The Head of Housing and Property Services is responsible for HRA properties

DS(3): Authority to grant new leases where statutory renewal rights exist

Current: Property Services Manager

Proposed: Head of Economic Development and Regeneration (other than HRA properties) or Head of Housing and Property Services (HRA properties only) - and the Chief Executive be able to act for the Head of Economic Development and Regeneration if they are absent and the Strategic Director (Community Resources) be able to act in place of the Head of Housing and Property Services should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager. The Head of Housing and Property Services is responsible for HRA properties

DS(4): Authority to grant new leases on vacant properties

Current: Property Services Manager

Proposed: Head of Economic Development and Regeneration (other than HRA properties) or Head of Housing and Property Services (HRA properties only) - and the Chief Executive be able to act for the Head of Economic Development and Regeneration if they are absent and the Strategic Director (Community Resources) be able to act in place of the Head of Housing and Property Services should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager. The Head of Housing and Property Services is responsible for HRA properties

DS(5): Authority to grant terminable licences for access and other purposes

Current: Property Services Manager

Proposed: Head of Economic Development and Regeneration (other than HRA properties) or Head of Housing and Property Services (HRA properties only) - and the Chief Executive be able to act for the Head of Economic Development and Regeneration if they are absent and the Strategic Director (Community Resources) be able to act in place of the Head of Housing and Property Services should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager. The Head of Housing and Property Services is responsible for HRA properties

DS(6): Authority to grant wayleaves and easements across Council owned land to other public organisations

Current: Property Services Manager

Proposed: Head of Economic Development and Regeneration - and either the Chief Executive or the Strategic Director (Community Resources) be able to act if this officer should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager. HS(17) grants delegated powers to the Head of Housing Services in relation to HRA properties and land.

DS(7): Authority to dispose of other interests in land including its sale where consideration does not exceed £20,000 and also to accept the Surrender of leases where the value does not exceed £20,000.

Current: Property Services Manager in consultation with ward councillors

Proposed: Head of Economic Development and Regeneration in consultation with ward councillors and the relevant Head of Service of the service area owning the land - the Strategic Director (Community Resources) be able to act for the Head of Economic Development and Regeneration if they are absent and the Chief Executive be able to act in place of any Head of Service should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager

DS(8): Authority to initiate proceedings for forfeiture of Leases

Current: Property Services Manager in consultation with the Leader of the Executive and appointed representatives from each group

Proposed: Head of Economic Development and Regeneration in consultation with the Leader of the Executive and appointed representatives from each group and the Head of Housing and Property Services (HRA properties only) - and the Chief Executive be able to act for the Head of Economic Development and Regeneration if they are absent and the Strategic Director (Community Resources) be able to act in place of the Head of Housing and Property Services should they be absent

Reason(s): The Head of Economic Development and Regeneration will be the Council's Asset Manager

HS(29): Authority to deal with applications for the assignment of tenancy or sub-letting of shops provided under the Housing Acts.

Current: Property Services Manager

Proposed: Head of Housing and Property Services - and the Strategic Director (Community Resources) be able to act in place should this officer be absent

Reason(s): The affected shops are Housing Revenue Account properties.

APPENDIX B

Addition to the Scheme of Delegation

HS(82): Authority to specify properties for which prospective tenants will be eligible to qualify for the Resettlement Service.

Proposed: Head of Housing and Property Services or, in their absence,
Housing Manager

Reason(s): Eligible properties will be HRA properties.