



OFFICER DELEGATED DECISIONS LOG

Non- Executive Decisions

A non-executive officer decision is one that is delegated to the officer by a body other than the Cabinet or a Portfolio Holder. Any delegation to an officer that comes from Council, Planning, Licensing, etc. is therefore a non-executive officer decision.

Executive Decisions

If the officer delegation comes from the Cabinet or a Portfolio Holder then it will be an executive officer decision.

NB: This document is updated regularly as and when a delegation is approved.

DATE OF MEETING	COMMITTEE/ PORTFOLIO HOLDER/ OFFICER DECISION	OFFICER(S) IN RECEIPT OF DELEGATION	DELEGATION	MIN/DECISION REF
13/01/2021	Leader of the Council	<ul style="list-style-type: none"> • Inward Investment Manager 	<p>Notice under Rule 12 – Additional Restriction Grants (ARG) update</p> <ol style="list-style-type: none"> 1. To adopt a revised policy approach to the local deployment of “Additional Restrictions Grant (ARG)” utilising monies allocated nationally as set out in appendix 1 of the report. 2. Delegate to the Council's Inward Investment Manager the implementation of the approach, and any changes required, in consultation with the Leader. 	D01/21
04/01/2021	Cabinet	<ul style="list-style-type: none"> • Strategic Property Manager & Exec Member for Contracts & Assets 	<p>Breckland District Council Owned land along Croxton Road, Thetford</p> <ol style="list-style-type: none"> 1. The transfer of Breckland District Council owned land along Croxton Road, Thetford be transferred to Norfolk Council Council at nil value for the purpose of creating a public cycleway be approved. 2. Authority to finalise the terms and conditions of the transfer and to complete the same be delegated to the Strategic Property Manager and the Exec Member for Contract & Assets 	Minute No. 09/21
16/12/2020	Deputy Leader & Exec Member for Planning	<ul style="list-style-type: none"> • Strategic Property Manager 	<p>Temporary Accommodation Project (Elm Road)</p> <ol style="list-style-type: none"> 1. Authorise the continuation of the Temporary Accommodation project known as Elm Road and authorise the Strategic Property Manager to make all other decisions in respect of the refurbishment contract and project. 2. Support the Resources Board approval to release £1,232,137 of approved capital budget 3. Approve the release of £200,000 additional affordable housing S106 funding required to complete the necessary refurbishment works and project. 	D57/20
27/11/2020	Leader of the Council	<ul style="list-style-type: none"> • Inward Investment Manager 	<p>Notice under Rule 12 – Local Restrictions Support Grants (Tier 2)</p> <ol style="list-style-type: none"> 1. To approve the Council's approach to using Central Government funding for LRSG (Open) as set out in Appendix 1 of this report. 2. To delegate to the Council's Inward Investment Officer the implementation of the policy, and any minor adjustments required due to new national guidance. 3. To agree that should the Council's allocation under LRSG (Closed) be insufficient, in consultation with the Leader, additional funding via the Council's Additional Restrictions Grant funding be provided for the scheme. 	D52/20

20/11/2020	Leader of the Council	<ul style="list-style-type: none"> Inward Investment Manager 	<p>Notice under Rule 13 – Additional Restrictions Grants (ARG)</p> <ol style="list-style-type: none"> Adopt an initial approach to utilising the “Additional Restrictions Grant (ARG)” to provide support to local businesses impacted by the latest national restrictions, and ineligible for support through the existing Local Restrictions Grant, as set out in Appendix 1. Delegate to the Council’s Inward Investment Manager the implementation of the approach, and any minor changes, in consultation with the Leader. Any urgent strategic awards made outside of the approach in Appendix 1 will be agreed in consultation with the Leader. <p>Note a further authority will be sought to agree further approaches utilising the Additional Restrictions Grant (ARG)</p>	D51/20
27/10/2020	Leader of the Council	<ul style="list-style-type: none"> Inward Investment Manager 	<p>Norfolk Strategic Fund</p> <ol style="list-style-type: none"> To recommend to Council that Breckland accepts £583,572 of grant funding from the Norfolk Strategic Fund (Rule 3.4.4(h) of the Council's Financial Procedure Rules currently requires full Council approval for receipt and spend of grants over £100,000). To enable programmes in support of: - <ul style="list-style-type: none"> Digital enablement of High Street businesses in Breckland Master Planning around Snetterton Heath A new Business Start-Up scheme targeting those who have been impacted by Covid-19 A business support programme run by the Cambridge to Norwich Tech Corridor That implementation of the projects be delegated to the Council’s Inward Investment Manager, in Consultation with the Leader, in line with the approach set out in Appendix A to this report. 	D47/20
24/09/2020	Council	<ul style="list-style-type: none"> Executive Director Place 	<p>Swaffham High Streets Heritage Action Zone Grant</p> <ol style="list-style-type: none"> the grant of £380,000 from Historic England to support the Swaffham High Streets Heritage Action Zone be accepted; the Executive Director of Place be given delegated authority to sign the contract with Historic England on behalf of the Council; the Executive Director of Place be given delegated authority to manage the scheme and allocate grants in accordance with the terms of the contract and in consultation, where appropriate, with Historic England; and the Executive Director of Place be given authority to appoint on a temporary contract a Project Manager to oversee the scheme. 	Minute No. 66/20

07/08/2020	Chief Exec/Leader	<ul style="list-style-type: none"> • Regeneration Manager • Deputy S151 Officer 	<p>Norfolk Strategic Fund - Tourism Sector Support Package</p> <p>To accept Breckland's allocation of grant funding from Norfolk County Council Norfolk Strategic Fund - Tourism Sector Support Package.</p> <p>To agree the policy approach for managing the funds and meeting the Fund Reporting Requirements.</p> <p>To delegate the implementation and application of the policy, and the execution of relevant agreements with Norfolk County Council, to the Regeneration Manager in consultation with the Council's Deputy S151 Officer.</p>	D43/20
28/07/2020	Officer Decision	<ul style="list-style-type: none"> • Licensing Officers • Licensing Team Leader • Food and Health and Safety Team Leader • Licensing and Business Support Manager • Public Protection Manager • Legal Services Manager • Democratic Services Manager • Commercial Manager • Director for Place 	<p>Pavement licences (this delegation, currently expire on 30 September 2021)</p> <p>(a) To decide whether to approve, refuse, or revoke pavement licences, also to set their durations:</p> <p>(b) To decide which licence conditions are attached to each licence (selecting from local standard conditions as established, and non-standard conditions as appropriate to individual circumstances).</p> <p>(3) Delegate authority to the following officers the power to enforce licence conditions and to vary or revoke individual licences:</p> <ul style="list-style-type: none"> • Licensing Team Leader • Food and Health and Safety Team Leader • Licensing and Business Support Manager • Public Protection Manager • Legal Services Manager • Democratic Services Manager • Commercial Manager • Director for Place 	OD07/20

27/07/2020	Officer Decision	Senior Lawyer & Solicitor to the Council	<p>Determination of Planning Applications</p> <p>"Specific Delegations</p> <p>Power for the Executive Director in charge of Planning & Development Control as follows:</p> <p>Planning Applications</p> <p>(i) To determine all Planning Applications where the Executive Director considers that, on balance, and after taking into account all material considerations including Human Rights Act issues, the decision would be in compliance overall with national planning policies and guidance, and the policies contained in the Local Plan and any Neighbourhood Plans.</p> <p>(ii) Subject always to prior consultation with the Chairman's Panel, to determine all Planning Applications where the Executive Director considers that, on balance, and after taking into account all material considerations including Human Rights Act issues, the decision would NOT be in compliance overall with national planning policies and guidance, and the policies contained in the Local Plan and any Neighbourhood Plans."</p> <p>(iii) Power for the Executive Director to make decisions as necessary for the processing of applications, including any decision required under the Habitats Regulations and Environmental Impact Assessment Regulations. "</p>	Part 3 Section F3 (Delegations to Exec Directors) paragraph 3
22/07/2020	Full Council	Chief Executive in consultation with Cabinet Member for Finance & Growth	<p>Innovative Projects Fund – acceptance and spend of grant, and associated match funding.</p> <p>Delegate authority to the Chief Executive to sign the grant offer letters in consultation with the Cabinet Member for Finance and Growth.</p>	Minute No. 55/20
26/06/2020	PH Decision	Executive Director of Place	<p>ASSET OF COMMUNITY VALUE NOMINATION</p> <p>That the Executive Director of Place be authorised to (i) validate or invalidate nominations as considered appropriate; and (ii) determine whether nominations are exempt from listing</p>	D36/20
17/06/2020	Officer Decision	Strategic Property Manager in consultation with Exec Mbr or Leader	<p>COMMERCIAL PROPERTY TENANT CVA</p> <p>The Strategic Property Manager in consultation with the Exec members of Leader to be authorised to make all other decisions and actions necessary in respect of the CVA proposal</p>	OD05/20
01/06/2020	Cabinet	Exec Director of Place in consultation with Exec Member for Planning	<p>LOCAL PLAN UPDATE AND DIRECTION</p> <p>i. Delegated authority be given to the Exec Director of Place following consultation with the Exec Member for Planning to make an approve any final changes to the wording and content of the LDS, and to publish the LDS on the Council's website</p> <p>ii. Delegated authority be given to the Exec Director of Place following consultation with the Exec Member for Planning to approve any minor changes to the timelines of the production of documents in the LDS as required by the process during the period 2020-2024.</p>	Minute No. 35/20
29/05/2020	PH Decision	Inward Investment Manager in consultation with the Council's Deputy S151 Officer	<p>LOCAL AUTHORITY DESCRETIONARY GRANT FUND</p> <p>That the Leader delegates implementation and application of the policy to the Inward Investment Manager in consultation with the Council's Deputy S151 Officer</p>	D34/20

13/05/2020	Officer Decision	Public Protection Manager, Licensing & Business Support Manager and the Licensing Team Leader	LICENSING HEARING PANEL DELEGATIONS That the Public Protection Manager, Licensing & Business Support Manager and the Licensing Team Leader be given delegated authority under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 to deal with all and any matters relating to licensing of hackney carriages and private hire vehicles which would normally be submitted to the Licensing Hearing Panel for determination, subject to certain conditions as listed in the decision:	OD04/20
22/04/2020	PH Decision	Inward Investment Manager in consultation with the Council's Deputy S151 Officer	COVID-19 BUSINESS GRANTS That the Leader delegates decisions over the eligibility of applications for the Covid-19 business grants to the Inward Investment Manager in consultation with the Council's Deputy S151 Officer	D23/20
31/03/2020	PH Decision	S151 Officer in consultation with the Portfolio Holder for Finance	COUNCIL TAX HARDSHIP FUND That delegated authority be given to the S151 Officer in consultation with the Portfolio Holder for Finance to make decisions over the formulation and implementation of the MHCLG Covid-19 Council Tax Support and Exceptional hardship extra funding schemes	D21/20
31/03/2020	PH Decision	S151 Officer in consultation with the Leader & Portfolio Holder for Finance	NON-DOMESTIC RATE RELIEF MEASURES That the Leader & Portfolio Holder for Finance delegates decisions over the formulation and implementation of Business Rate Discount Schemes and Business Rate Grants to the S151 Officer in consultation with the relevant Portfolio Holder where the criteria and operation of schemes are prescribed by and fully funded by Government	D20/20
27/2/20	Council	Executive Director Strategy & Governance, Deputy Leader, and the Executive Member for Governance	WORKSMART 20:20 - TERMS & CONDITIONS Delegated authority be given to the Executive Director of Strategy & Governance, the Deputy Leader and the Executive Member for Governance to incidental and subsidiary action and decisions required to implement the changes	Minute No. 41/20
13/1/20	Cabinet	Executive Director for Commercialisation in consultation with the Executive member for Contracts & Assets	EASEMENT VALUATION AT STANFIELD HOUSE, SWAFFHAM That authority to finalise the terms and conditions of the easement and to complete the same be delegated to Executive Director Commercialisation in consultation with the Executive Member for Contracts and Assets.	Minute No. 9/20
6/12/19	Cabinet	Director of Place in consultation with the Executive Member for Contracts & Assets and the Executive Member for Finance & Growth	WASTE AND RELATED SERVICES CONTRACT To determine when and whether to implement provisional items (clinical waste collection and garden waste for disposal);	Minute No. 110/19
31/10/19	Council	Chief Executive in consultation with the Leader	BRECKLAND TOWN DELIVERY PLANS Subject to a successful funding application, Council approves acceptance of up to £196,000 from the Norfolk Business Rates Pool (BRP) to support the project and authorises the Chief Executive in consultation with the Leader to approve the terms of the grant and enter into the grant agreement.	Minute No. 119/19

31/10/19	Council	Executive Member for Assets & Contracts in consultation with the Executive Director of Place	<p>WORKSMART 20:20 - WORKPLACE DESIGN FOR AN AGILE FUTURE</p> <ol style="list-style-type: none"> 1. a Member Steering Group be formed and delegated authority be granted to the Executive Member for Assets and Contracts – in consultation with the Executive Director of Place – to spend the allocated funding on an agreed work programme for this project; and 2. the allocation and release of £800,000 from the Growth and Investment reserve to this project be approved. 	Minute No. 118/19
31/10/19	Council	Executive Director for Commercialisation (S151 Officer)	<p>BRECKLAND BRIDGE EXTENSION (CABINET MINUTE NO. 78/19)</p> <p>The financial requirements of the business plan be agreed and delegate the S.151 Officer to undertake any related ancillary matters in order to implement the recommendations of the report and amend the capital and revenue budgets and any other on-going expenditure and release of funding including the following:</p> <ol style="list-style-type: none"> (i) award loans in accordance with the Council's adopted Treasury Management Policy; (ii) release up to £20,000 for the legal fees to undertake the legal due diligence and extension documentation; and (iii) provide the funding and approval of the provision of the client support post. 	Minute No. 112/19(b)
14/10/19	Cabinet	Executive Director of Place in consultation with the Exec Member for Community, Leisure and Culture	<p>COMMUNITY MATCH FUNDING</p> <p>Determination of the funding criteria is delegated to the Executive Director of Place in consultation with the Executive Member for Community, Leisure and Culture.</p>	Minute No. 70/19(a)
19/9/19	Council	Executive Director for Commercialisation (S151 Officer) in consultation with the Leader of the Council	<p>POWER UTILITY SUPPLY IN THETFORD – ACCEPTANCE OF HOUSING INFRASTRUCTURE FUND</p> <p>Delegated Authority be given to the Executive Director for Commercialisation (S151 Officer) in consultation with the Leader of the Council as outlined in the exempt report.</p>	Minute No. 104/19
25/7/19	Governance & Audit	Chairman of G&A in conjunction with the S151 officer	<p>AUDITED FINANCIAL STATEMENTS 2018-19</p> <p>To approve any further amendments to the Statement of Accounts 2018-19.</p>	Minute No. 45/19
18/7/19	Council	Executive Director for Strategy & Governance in consultation with the Executive Member for Customer Engagement	<p>DIGITAL AND INNOVATION SERVICE REVIEW</p> <ol style="list-style-type: none"> 1. the Executive Director for Strategy and Governance, in consultation with the Deputy Leader/Executive Member for Governance and the Executive Member for Customer Engagement, be authorised to implement the proposals subject to no major change; and 2. the Executive Director for Strategy and Governance, in consultation with the Deputy Leader/Executive Member for Governance and the Executive Member for Customer Engagement, be authorised to make minor amendments and all consequential/subsidiary actions required, including staffing matters such as redundancies. 	Minute No. 85/19

18/7/19	Council	Executive Director for Strategy & Governance in consultation with the Executive Member for Housing, Health & Environment	<p>PUBLIC PROTECTION MANAGEMENT TEAM REVIEW</p> <p>1. the Executive Director for Strategy and Governance, in consultation with the Executive Member for Housing, Health & Environment be authorised to implement the proposals subject to no major change; and</p> <p>2. the Executive Director for Strategy and Governance, in consultation with the Executive Member for Housing, Health & Environment be authorised to make minor amendments and all consequential/subsidiary actions required, including staffing matters.</p>	Minute No. 84/19
19/3/19	Cabinet	Executive Manager for Governance in consultation with the Executive Member for Governance	<p>RECORDS MANAGEMENT POLICY</p> <p>That the Records Management Policy be approved, and delegated authority be given to the Executive Manager for Governance in consultation with the Executive Member for Governance to make minor amendments to the policy.</p>	Minute No. 28/19
19/3/19	Cabinet	Chief Exec, Chief Officer and Deputy Chief Officer following consultation with the Monitoring Officer or S151 Officer	<p>CONTRACT PROCEDURE RULES</p> <p>Contracts - contracting activities of any partnership for which the Council is the accountable body.</p> <p><i>POWER - (Note to Contract Procedure Rule 5.7) Authority to agree that Contract Procedure Rules do not apply to contracting activities of any partnership for which the Council is the accountable body</i></p> <p>.</p>	Minute No. 27/19

		<p>Chief Executive, Chief Officers, Deputy Chief Officer, and Service Managers subject to consultation with the appropriate portfolio holder</p> <p>(consultation is not required for (i) routine contracts (eg routine ongoing or annual maintenance contracts, routine purchasing of goods and equipment; routine servicing of vehicles etc); (ii) contracts for 1-off schemes where the scheme has been formally approved and where sufficient money has been allocated within the budget for the contract; and (iii) indirect services such as legal services or consultants for schemes which have been formally approved and where sufficient money has been allocated within the budget for the contract as such contracts are not closely connected to the discharge of the function.)</p>	<p>Contracts – letting (awarding) of contracts through framework agreement</p> <p><i>Power - (Contract Procedure Rules 6.1.4 and 12.2)</i> <i>Authority to let (award) a contract through any framework agreement to which the Council has access where considered expedient by a CO or a DCO subject to the scheme falling within the approved budget which includes the approved 5 year capital programme.</i></p> <p><i>(A decision notice must be published for each award of contract unless administrative or minor or not closely connected to discharge of function.)</i></p> <p><i>(The signing of contracts is dealt with separately below.)</i></p>	
		<p>Chief Executive, Chief Officers and Deputy Chief Officers following consultation with the Monitoring Officer or S151 Officer</p>	<p>Contracts - variation or waiver (exemption) of Contract Procedure Rules</p> <p><i>POWER - (Contract Procedure Rule 7.1)</i> <i>Authority to vary or waive any Contract Procedure Rules subject to complying with all relevant requirements of Rule 7, and subject to the scheme falling within the approved budget which includes the approved 5 year capital programme.</i></p>	

	Chief Executive, Chief Officers, Deputy Chief Officers and Senior Managers	<p>Contracts - Standing (Approved) Lists</p> <p><i>POWER - (Contract Procedure Rules 12.1.2 and 12.1.3)</i> <i>Authority to determine that a Standing (Approved) List shall be kept of persons suitable for undertaking contracts for the execution of specified categories of work or for the supply of specified categories of goods, materials or services within such values or amounts as may be specified, in accordance with Contract Procedure Rule 8, and to use such Lists, subject to full compliance with Rule 8.</i></p> <p><i>(The awarding and signing of contracts are dealt with separately below)</i></p>	
	Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers	<p>Contracts - assets for disposal</p> <p><i>POWER - (Contract Procedure Rule 13.2)</i> <i>Authority to dispose of obsolete stocks, stores or assets, other than land, subject to complying with Contract Procedure Rule 9.2.</i></p>	
	Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers and any other officer with the written approval of the Chief Executive, Chief Officers, Deputy Chief Officer and Service Managers (any sub-delegations lasting more than 6 months must be reported to the Senior Legal Officer)	<p>Contracts - pre tender market testing and consultation</p> <p><i>POWER - (Contract Procedure Rule 14.1) Authority to consult potential suppliers prior to issue of the Invitation to Tender or Request for Quotation subject to the scheme falling within the approved budget which includes the approved 5 year capital programme.</i></p>	
	Chief Executive, Chief Officers, Deputy Chief Officers, Service Managers and any other officer with the written approval of the Chief Executive/Chief Officers/Deputy Chief Officer/Service Managers (any sub-delegations lasting more than 6 months must be reported to the Senior Legal Officer)	<p>Contracts – all values – seeking, receiving and evaluating quotations/tenders for contracts for works, goods materials and services, and hiring of consultants</p> <p><i>POWER - (Contract Procedure Rules 12.1.7(a), 12.2 (where a competition is required), 13.1.3 and 13.1.4, 15.0, 16.0, 18.0, 20.1, 21.2). Authority to request and receive tenders and quotations, and to evaluate tenders and quotations subject to compliance with the Contract Procedure Rules (as amended by any authorised variation or waiver) and subject to the scheme falling within the approved budget which includes the approved 5 year capital programme.</i></p> <p><i>(The awarding and the signing of contracts are dealt with separately below.)</i></p>	

		<p>Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers following consultation with the relevant portfolio holder</p> <p>(consultation is not required for (i) routine contracts (eg routine ongoing or annual maintenance contracts, routine purchasing of goods and equipment; routine servicing of vehicles etc); (ii) contracts for 1-off schemes where the scheme has been formally approved and where sufficient money has been allocated within the budget for the contract; and (iii) indirect services such as legal services or consultants for schemes which have been formally approved and where sufficient money has been allocated within the budget for the contract as such contracts are not closely connected to the discharge of the function.)</p>	<p>Contracts - awarding of contracts</p> <p><i>POWER - (Contract Procedure Rules 12.2, 20.2) Authority to award contracts subject to compliance with the Contract Procedure Rules (as amended by any authorised variation) and subject to the scheme falling within the approved budget which includes the approved 5 year capital programme.</i></p> <p><i>(Decision notices must be published for each award of contract unless administrative or minor or not closely connected with discharge of function.)</i></p> <p><i>(The signing of contracts is dealt with separately below.)</i></p>	
		<p>The Contracts Procurement Manager plus the Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers</p>	<p>Contracts – signing of contracts which are not under seal</p> <p><i>POWER - (Contract Procedure Rule 22.2) Authority to sign contracts which are not under seal and which come within the jurisdiction of the officer concerned.</i></p> <p><i>(Contracts under seal must be signed only by officers who have specific authority to do so.)</i></p>	

	Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers and any other officer with the written approval of the Chief Executive/Chief Officers/ Deputy Chief Officers/Service Managers (any sub-delegations lasting more than 6 months must be reported to the Senior Legal Officer)	Contracts - refusal of hard copy tenders <i>POWER - (Contract Procedure Rule 18.3) Authority to refuse to accept hard copy tenders which do not comply with the Contract Procedure Rules.</i>	
	Officers of the Contracts team	Contracts - Authorised Officer of relevant team <i>POWER - (Contract Procedure Rules 18.2.2 and 18.3) Officers appointed as "Authorised Officer of relevant team"</i>	
	Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers and any other officer with the written approval of the Chief Executive/Chief Officers/Deputy Chief Officers/ Service Managers (any sub-delegations lasting more than 6 months must be reported to the Senior Legal Officer)	Clarification of an invitation to tender <i>POWER - (Contract Procedure Rule 19.1) Authority to provide clarification of an Invitation to tender</i>	
	Chief Executive, Chief Officers, Deputy chief Officers, Service Managers and Contracts & Procurement Manager	Post tender negotiations <i>POWER - (Contract Procedure Rules 19.2 to 19.6) (at least 2 officers are required – see rule 19.6) Authority to undertake post tender negotiations</i>	
	Chief Executive, Chief Officers, Deputy chief Officers, Service Managers In consultation with the relevant portfolio holder (consultation is not required for termination of low value or minor contracts)	Authority to terminate contracts <i>POWER - (Contract Procedure Rule 33) Authority to terminate contracts subject to consultation with the MO and S151 Officer</i>	

19/3/19	Cabinet	Director of Commercialisation & Growth in consultation with Executive Member for Corporate Strategy & Investment	INVESTMENT STRATEGY & PROSPECTUS 2019-20 1. The Invest in Breckland prospectus at Appendix A within the report be approved; and delegated authority be given to the Director of Commercialisation & Growth in consultation with the Executive Member for Corporate Strategy and Investment to make final amendments.	Minute No. 24/19
5/2/19	Cabinet	Executive Director for Commercialisation in consultation with the Executive Member for Corporate Strategy & Investment	THETFORD ENTERPRISE PARK DELIVERY PLAN Cabinet accept £75,000 from the Norfolk Business Rates Pool to support the proposed delivery plan and authorised the Executive Director Commercialisation in consultation with the Executive Member for Corporate Strategy and Investment to approve the terms of the grant and enter into the grant agreement, be approved.	Minute No. 09/19
6/12/18	Council	Executive Director Strategy & Governance	CHANGE OF PARISH NAMES The making of future section 75 Orders be delegated to the Executive Director of Strategy & Governance.	Minute no. 158/18
27/11/18	Cabinet	Executive Director for Strategy and Governance in consultation with the Executive Member for Place	SAFEGUARDING POLICY Delegated authority be given to the Executive Director for Strategy and Governance in consultation with the Executive Member for Place to make minor amendments to the policy.	Minute No. 127/18
13/9/2018	Council	Executive Director for Place, in consultation with the Executive Member for Growth	FLEXIBLE HOUSING SUPPORT GRANT 1. the Council accepts and releases funds to the value of £189,241 provided under the Flexible Homelessness Support Grant; and 2. delegated authority be granted to the Executive Director for Place, in consultation with the Executive Member for Growth, to commit and agree to the spend in accordance with the conditions of the Flexible Homelessness Grant.	Minute No. 116/18
04/09/2018	Cabinet	Section 151 Officer, in consultation with the Executive Member for Finance	NORFOLK BUSINESS RATES POOL AND PILOT to finalise the bid application, subject to a positive business case, whilst working in partnership with the other Norfolk Authorities.	Minute No. 97/18

24/07/18	Cabinet	Deputy Leader, Executive Member Place and the Executive Director Place Executive Director Strategy and Governance	<p>COMMUNITY RESERVE POTENTIAL PROJECTS</p> <ol style="list-style-type: none"> 1) the allocation of up to £100,000 from the Community Reserve to create a themed granted scheme based on improving social mobility and delegate authority to the Deputy Leader, the Executive Member Place and the Executive Director Place to approve the developing service specification and any associate procurement activity be approved. 2) the allocation of up to £50,000 from the Community Reserve to carry out a feasibility study to explore the option of developing a commercial leisure offer in Swaffham, be approved. 3) the allocation of up to £50,000 from the Community Reserve to carry out a feasibility study to explore the option of developing a commercial leisure offer in Attleborough, be approved. 4) the allocation of up to £100,000 from the Community Reserve be spent on transport to work schemes, and delegate authority to the Deputy Leader, the Executive Member Place and the Executive Director Place to approve the award of grants to these schemes from these monies, be approved. 5) the allocation of up to £100,000 from the Community Reserve to create a grant scheme to help support local entrepreneurs, and delegate authority to the Deputy Leader, the Executive Member Place and the Executive Director Place to approve the award of grants to individuals, or to award the administration of this fund to a third party organisation, be approved. 6) the allocation of up to £50,000 from the Community Reserve be spent on providing digital skills training to Breckland residents, and delegate authority to the Deputy Leader, and the Executive Director Strategy and Governance to approve the developing service specification and any associate procurement activity, be approved. <p>RECOMMEND to FULL COUNCIL:</p> <ol style="list-style-type: none"> 7) the allocation of £200,000 from the Community Reserve be spent on the funding of Employment Officers, and that they delegate authority to the Deputy Leader, the Executive Member Place and the Executive Director Place to approve the developing service specification and any associate procurement activity be approved. 8) the allocation of £500,000 from the Community Reserve to establish a scheme of leasing/buying vacant shop units to be used as start-up units for small businesses be approved. 	Minute No. 80/18
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12/06/2018	Cabinet	Executive Director for Strategy and Governance in consultation with the Deputy Leader and Portfolio Holder for Place	<p>Inter Authority Agreement – Waste Services</p> <ol style="list-style-type: none"> 1) the key provisions of the draft Inter-Authority Agreement (“IAA”) be approved; 2) subject to the terms of the IAA, the Council proceeds with the joint procurement of a new Waste and Related Services Contract (the “Contract”) in accordance with the report; 3) authority be delegated to the Executive Director for Strategy and Governance, in consultation with the Deputy Leader/Executive Member for Strategy, Governance & Transformation and the Executive Member for Place, to approve – and thereafter, to complete – the IAA; 4) authority be delegated to the Executive Director for Strategy and Governance, in consultation with the Deputy Leader/Executive Member for Strategy, Governance & Transformation and the Executive Member for Place to appoint specialist external Lawyers to advise on the joint procurement process and the subsequent negotiation, drafting and completion of the Contract; 5) authority be delegated to the Executive Director for Strategy and Governance, in consultation with the Deputy Leader/Executive Member for Strategy, Governance & Transformation and the Executive Member for Place to approve the draft Contract and specification; and <p>RECOMMEND to Full Council</p> <p>to release £150,000 from the Organisational Development Reserve in order to commission specialist external Lawyers to draft the Contract</p>	Minute No. 69/18
12/06/2018	Cabinet	Shared Executive Manager and Data Protection Officer, in consultation with the Executive Member for Governance	<p>Data Protection Policy</p> <p>That the Shared Executive Manager and Data Protection Officer be authorised, in consultation with the Executive Member for Governance, to make amendments to the Policy and Procedures so far as is necessary to reflect legislative changes, emerging guidance and to incorporate links to other relevant documents.</p>	Minute No. 62/18
17/05/2018	Council	Chief Executive in consultation with the Leader	<p>Snetterton Power Scheme - Grant Approvals</p> <ol style="list-style-type: none"> 1) Acceptance of the grant of £2,650,000 from New Anglia LEP for the upgrade of the electricity capacity at the Snetterton Heath employment area be approved and the funding is released for spend. 2) Acceptance of the grant of £782,706 from the Norfolk Business Rates Pool for the upgrade of electricity capacity to the Snetterton Heath employment area be approved and the funding is released for spend. 3) Authority be delegated to the Chief Executive, in consultation with the Leader to sign the grant contracts including negotiating and approving any terms and any other related matters. 	Minute No. 85/18
12/04/2018	Council	Executive Director, Place in consultation with the Exec Member for Growth	<p>Release of new burdens fund - Homelessness Reduction Act</p> <ol style="list-style-type: none"> 1) the funds be released to the value of £182,281 as a new ‘burdens’ fund in respect of the introduction of the Homelessness Reduction Act, be accepted; and 2) the Executive Director for Place, in consultation with the Executive Member for Growth be granted delegated authority to commit and agree spend of the above monies in accordance with the conditions of the new ‘burdens’ fund. 	Minute No. 55/18

20/03/2018	Cabinet	Executive Director for Strategy & Governance in consultation with the Deputy Leader and Executive Member for Strategy Governance and Transformation and the Portfolio Holder for Place	<p>PFI Benchmarking Exercise Delegated authority to the Executive Director for Strategy & Governance in consultation with the Deputy Leader and Executive Member for Strategy Governance and Transformation and the Portfolio Holder for Place to progress the Benchmarking Exercise and in particular to take the actions listed in the report.</p>	Minute No. 34/18
18/01/2018	Council	Chief Executive	<p>Shared Officer Travel Scheme Delegated authority be given to the Chief Executive to designate new and existing posts as qualifying for the Shared Officer Travel Scheme (based on qualifying criteria), to include the discretionary placement of such posts within the Scheme's management level tiers</p>	Minute No. 17/18
18/01/2018	Council Cabinet	Executive Director Commercialisation and Shared Strategic Housing Manager	<p>Future Working Arrangements – Housing Strategy and Enabling Service Subject to due diligence and preparation of the S113 Agreement, delegated authority be given to the Executive Director of Commercialisation and Shared Strategic Housing Manager to agree the terms of that agreement.</p>	Minute No. 08/18(c) Minute No. 10/18
02/11/2017	Council	Returning Officer	<p>Temporary Appointment of Members of Parish Councils Delegated authority be given to the Returning Officer to make Orders under Section 91(1) of the Local Government Act 1972 appointing District Members temporarily to Parish Councils as required.</p>	Minute No. 159/17
17/10/2017	Cabinet	Section 151 Officer in consultation with the Executive Member for Finance	<p>Norfolk Business Rates 100% Retention Pilot 2018-19</p> <ul style="list-style-type: none"> a) Breckland agrees to be a partner in the Norfolk Business Rate Pilot bid for 2018-19; b) if the pilot bid is unsuccessful to agree that Great Yarmouth Borough Council becomes a full partner in the 2018-19 Business Rates Pool; and c) delegated authority be given to the Section 151 Officer in consultation with the Executive Member for Finance to finalise the pilot bid application, subject to a positive business case, whilst working in partnership with the other Norfolk authorities. 	Minute No. 103/17
21/09/2017	Council	Executive Director of Place in consultation with the Exec Member for Growth	<p>Flexible Housing Support Grant The funds to the value of £167,123.39 provided under the Flexible Homelessness Support Grant be accepted and released; and</p> <p>Delegated authority be given to the Executive Director of Place, in consultation with the Executive Member of Growth, to commit and agree to the spend in accordance with the conditions of the Flexible Homelessness Grant.</p>	Minute No. 140/17
05/09/2017	Cabinet	Executive Director of Strategy & Governance in conjunction with the Deputy Leader	<p>Procurement of Waste and Related Services Contract Delegated authority to the Executive Director of Strategy & Governance and the Deputy Leader to commence a formal procurement process for a new Waste and Related Services Contract</p>	Minute No. 94/17
27/07/2017	Council	S151 Officer in conjunction with the Leader	<p>Locally Administered Business Rates Relief Scheme The S151 Officer in conjunction with the Leader be given delegated power to finalise the scheme and to determine the Rateable value cap and percentage each year.</p>	Minute No. 118/17(d)

10/07/2017	Cabinet	Executive Director of Place in consultation with the Executive Member Place	Public Spaces Protection Order (PSPO) – Thetford To adapt and carry out variations to any existing/implemented PSPOs	Minute No. 77/17
7/07/2017	Council	Strategic Planning Manager in consultation with the Leader and Executive Member for Growth	Breckland Local Plan Pre-Submission Publication Document <ol style="list-style-type: none"> 1. the Regulation 19 Pre-Submission Local Plan, Sustainability Appraisal and Habitats Regulations Assessment be endorsed for a six week publication period; 2. following statutory public consultation, delegated powers be given to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth to submit the Local Plan, subject to any minor modifications, for examination provided that no substantive objections have been submitted; 3. delegated authority be given to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth to make minor modifications and amendments to the draft Local Plan prior to commencement of the Statutory Public Consultation; and 4. delegated authority be given to the Strategic Planning Manager in consultation with the Leader and Executive Member for Growth to agree amendments to the Local Plan arising during the Examination in Public 	Minute No. 121/17
06/04/2017	Council	Head of Paid Service in consultation with the Leader	Cambridge Norwich Tech Corridor (CNTC) Subject to the satisfactory completion of all necessary legal and contractual due diligence, any negotiation with the funding body that arises from that process, and being satisfied that the project remains in the best interests of the Council and the Breckland District, the Chief Executive in consultation with the Leader be given delegated authority to sign the grant award contract and proceed with the project.	Minute No.66/17
23/02/2017	Council	(1) Head of Paid Service (2) EMT	New Breckland Pay Scheme: Performance Related Increments (PRI) Scheme <ol style="list-style-type: none"> 1) That delegated authority be given to the Chief Executive to agree the annual 'Basic Performance Increase' in-line with agreed budgets 2) That delegated authority be given to EMT to introduce additional staff benefit schemes, to include a Holiday Purchase scheme and appropriate salary sacrifice schemes 	Minute No. 50/17
23/02/2017	Council	Head of Paid Service	HR Policy Handbook The HR Policy Handbook be approved to implement across Breckland District Council with the following delegations and consideration: <ol style="list-style-type: none"> a) That should any amendment to policy be required as a result of legislative or constitutional change, of which we as an organisation have no jurisdiction, that this be delegated to the Head of Paid Service in order to ensure a prompt response to such changes and mitigate risk of application of said policy in line with employment law. <ul style="list-style-type: none"> • An information paper will be submitted to Full Council where legislative changes have occurred. 	Minute No.42/17

23/02/2017	Council	S151 Officer in conjunction with the Strategic Growth Group and Finance Board in consultation with the Leader or Deputy Leader.	Budget Setting, Medium Term Plan & Capital Strategy That £100,000 be allocated in the Organisational Development Reserve to fund feasibility studies for growth and investment projects which will generate a return to the Council. That release of funding for individual feasibility studies be delegated to the S151 Officer in conjunction with the Strategic Growth Group and Finance Board in consultation with the Leader or Deputy Leader.	Minute No. 38/17
23/02/2017	Council	S151 Officer in consultation with the Leader	Breckland Bridge Ltd Business Plan To agree the Bridge recommendation to initiate a project to create a Thetford Town Asset Plan and in doing so delegate the release of the funds to the S.151 Officer in consultation with the Leader subject to receiving satisfactory information on the project plan, delivery plan and expected outputs. To defer the Bridge recommendation to deliver a programme of minor development schemes in a 50/50 arrangement by: a) providing £82,500 as an initial equity share in the required subsidiary for the first three sites and £10,000 for legal and tax advice; b) agreeing the first three sites as Rougholme Close (Gressenhall), Glebe Close (Thetford) and Tottington Road (Thompson); subject to legal advice confirming such an arrangement can be undertaken and if so delegate the release of the funds to the S.151 Officer subject to satisfactory receipt of the necessary tax advice and satisfactory returns from the first three sites.	Council Min No. 32/17
07/02/2017	Cabinet			Cabinet Min No. 18/17
19/01/2017	Council	Chief Executive in consultation with the Leader	Snetterton Electricity Power Upgrade Project Subject to the satisfactory completion of all necessary legal, and contractual due diligence, any negotiation with the funding body that arises from the process, and being satisfied that the project remains in the best interests of the Council and the Breckland District, the Chief Executive in consultation with the Leader be given delegated authority to sign the grant contract and proceed with the project.	Council Min No. 14/17
03/01/2017	Cabinet	The Executive Manager (Growth and Prosperity) in consultation with the Portfolio Holder for Place	Market Town Initiative - Grant Confirmation delegate authority to the Executive Manager (Growth and Prosperity) in consultation with the Portfolio Holder for Place to agree amendments to the Action Plans if requested by the relevant Market Town.	Cabinet Min No. 10/17
08/12/2016	Council	Chief Executive in consultation with the Leader of the Council and the relevant Ward Councillor	Breckland Bridge Strategic Site Review - Planning Activity delegated to the Chief Executive in consultation with the Leader of the Council and the relevant Ward Councillor to release the funding on satisfaction of the positive outcome of the community consultation	Council Min No. 147/16
22/11/2016	Cabinet			Cabinet Min No. 120/16
11/10/2016	Cabinet	Planning Officer	Yaxham Neighbourhood Plan Delegate to Officers to appoint, in agreement with Yaxham Parish Council, an independent examiner to consider the Plan	Cabinet Min No. 106/16
20/09/2016	ARP Joint Committee	Health & Safety Officer	ARP Health & Safety Policy Delegated authority be given to the Health & Safety Officer to make minor amendments, including legislative updates that do not change the Policy materially; subject to the agreement of the Anglia Revenues Partnership Management	ARP Min No. 37/16

15/09/2016	Council	Section 151 Officer (or deputy in their absence)	Appointment of External Auditors Delegated authority be given to the Section 151 Officer (or deputy in their absence) to communicate the willingness of the Council to join the scheme, led by PSAA and to enter into the scheme after a satisfactory examination / negotiation of the proposed terms and conditions is concluded.	Council Min No. 115/16
02/09/2016	G&A			G&A Min No. 50/16
28/07/2016	Council	Monitoring Officer	Committee Review Delegated authority be granted to the Monitoring Officer to make the necessary amendments to the Constitution to implement the revised structure.	Council Min No. 98/16
13/07/2016	Cabinet			Cabinet Min No. 82/16
22/03/2016	ARP Joint Committee	OIB	Enforcement Agency Update That the Operational Improvement Board be given delegated authority to appoint up to eight additional members of staff where they are satisfied that the increase is justified by robust data; That the Operational Improvement Board be given delegated authority to negotiate the terms of the ARP Enforcement Agency entering in to arrangements to collect debt for councils who are not members of the ARP 2015 Joint Committee.	ARP Min No. 12/16
25/02/2016	Council	S151 Officer in consultation with the Portfolio Holder for Finance	Budget Setting, Medium Term Plan (MTP) & Capital Strategy The release of budget, up to £1m from the investment and growth funds be delegated to S151 Officer in consultation with the Portfolio Holder for Finance and to jointly approve on receipt of a fully worked and appropriate business case which generates an agreed ongoing return.	Council Min No. 26/16
09/02/2016	Cabinet			Cabinet Min No. 24/16
25/02/2016	Council	S151 Officer, in consultation with the Executive Member for Finance	Section 47 Discretionary Business Rates Relief Delegated authority be granted to the S151 Officer, in consultation with the Executive Member for Finance, to award discretionary business rates relief in line with the policy guidance	Council Min No. 23/16(b)
09/02/2016	Cabinet			Cabinet Min No. 23/16
12/01/2016	ARP Joint Committee	OIB	ARP Joint Committee Partnership Budget Authority for future release of budgets from the investment fund for specific projects be delegated to OIB and all spend to be reported to Joint Committee at the next available meeting.	ARP Min No. 04/16
03/11/2015	Cabinet	Executive Director of Place in consultation with the Portfolio Holder of Place	Grant Processing and Administration Delegated authority be given to the Executive Director of Place in consultation with the Portfolio Holder of Place to agree contractual terms with the Norfolk Community Foundation	Cabinet Min No. 100/15

22/09/2015	Cabinet	Housing Manager, Principal Housing Officer and Private Sector Team Leader	<p>New Legislative Responsibilities for Enforcement</p> <p>Authority delegated to the Housing Manager, Principal Housing Officer and Private Sector Team Leader to enforce the following legislation:</p> <p>a) The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a Scheme etc.) (England) Order 2014</p> <p>b) Control of Horses Act</p> <p>c) Smoke and Carbon Monoxide Alarm (England) Regulations 2015</p> <p>1. the fine to be levied for failure to comply with the Redress Scheme requirements be set at £5000;</p> <p>2. the Council only exercise its powers under the Control of Horses legislation where it owns the land or there is no identifiable owner of the land; and</p> <p>1. authority to set and recover a penalty charge under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 is delegated to the Housing Manager and Principal Housing Officer in consultation with the Council Council's Legal Officer(s) and in accordance with the Council's Enforcement Policy</p>	Cabinet Min No. 81/15
09/07/2015	Full Council	Head of Paid Service	<p>Review of the Economic Development Function</p> <p>Authority be delegated to the Head of Paid Service in consultation with the Leader to take all such consequential, subsidiary and incidental action as may be required. The authority to include approving any redundancies and early retirements</p>	Council Min No. 62/15
24/06/2015	General Purposes			GP Min No. 40/15
09/07/2015	Full Council	Head of Paid Service	<p>Changes to Standing Orders/Delegations</p> <p>That the Head of Paid Service be authorised to negotiate changes to the contracts of employment of all chief officers and deputy chief officers affected by the changes</p>	66/15
09/07/2015	Full Council	Monitoring Officer	<p>Changes to Standing Orders/Delegations</p> <p>That the Monitoring Officer be authorised to make such amendments as may be necessary to the BDC and SHDC joint management agreement arising from the changes agreed</p>	66/15
10/06/2015	ARP Joint Committee	OAP	<p>ARP Trading Company Restructure</p> <p>Delegate to the Operational Improvement Board authority to revise the company constitution and shareholder agreement</p>	ARP Min No. 26/15

26/03/15	Council	See 1, 2, 3	<p>Local Asset Backed Vehicle (LABV) The Council agrees to undertake borrowing in respect of the Riverside Project, and delegates the final amount to be borrowed to the S151 Officer in consultation with the Leader based on the most cost effective arrangements at the time of borrowing; and</p> <ol style="list-style-type: none"> delegates the S151 Officer in consultation with the Leader to: <ul style="list-style-type: none"> amend the capital and revenue budgets in accordance with the financial requirements; release the necessary funding from the revenue and capital budgets when required; and amend the Council's Treasury Management Policy to reflect the loans being made to Breckland Bridge Ltd and to enable the Council to borrow the agreed amount pursuant to its borrowing powers. authority be delegated for the appointment (and any subsequent removals or re-appointments) of: <ul style="list-style-type: none"> the officer Director to the Chief Executive; the External Director to the Shareholder Representative; and authorisation of agreeing the relevant legal documentations in final form and subsequent execution by the Council in accordance with the report be delegated to the S151 Officer in consultation with the Leader, and set up of the necessary budgets for on-going expenditure to be funded from surpluses arising from the initial business plan (per H.3 in Appendix H) 	Council Minute No. 29/15
4/03/15	Cabinet	Deputy Planning Manager/ Planning Officers	<p>Neighbourhood Plans Authority to be delegated to Officers to confirm or refuse Neighbourhood Plan areas that are submitted on a single Parish basis and confirm multi-area Neighbourhood Plan applications that meet the criteria as set out in the Town & Country Planning Act 1990 which have received no adverse comment to the contrary during the publication period</p>	Cabinet Minute No. 41/15
24/03/15	Cabinet	Chief Officers/ Portfolio Holder	<p>Scrap Metal Act All the powers and functions of the Council under the Scrap Metal Act 2013 to be delegated to Chief Officers from Cabinet. Where proposals to refuse applications or revoke a licence, the decisions will be taken in consultation with the relevant Portfolio Holder in consultation with the Chief Officers</p>	Cabinet Minute No. 39/15
19/03/2015	ARP	Operation Improvement Board	<p>Electronic Document Management System authority be delegated to the OIB to procure a shared document management system in accordance with the business case</p>	ARP Min No. 08/15
19/03/2015	ARP	Operation Improvement Board	<p>SFIS and Counter Fraud authority be delegated to the OIB to negotiate a contribution from the major preceptors; and authority be delegated to the OIB to retain a permanent Counter Fraud Team subject to approval where necessary from the Partner Councils of the ARP</p>	ARP Min No. 01/15
26/02/15	Council	Executive Director of Place in consultation with Exec Mbr of Finance	To determine the final guidelines for the operation of the transitional relief for 2015-16 and 2016-17 following the current scheme and guidance issued by Government	Council Minute No. 6/15 (7)

17/02/15	Sub Delegation (non Committee)	Assistant Planning Manager and Operations & Contract Manager	Authorisation to Phil Mileham and Mike Brennan – all the power of the Planning Manager	Part E4 of the Constitution
13/01/15	Cabinet	Portfolio Holder for Assets	<p>Land at Paper Street, Yaxham</p> <p>To delegate authority to the relevant Portfolio Holder to:</p> <ol style="list-style-type: none"> 1. remove the restrictive covenant imposed restricting use of this land as 'Allotment use only' in the Transfer dated 24 Oct 2011 2. a further restrictive covenant be imposed to restrict this land as allotment or agricultural use, and subject to the above investigation part of the land being used as amenity use; 3. impose a further restrictive covenant not to sell the land without first obtaining authorisation from BDC 4. do so at nil consideration 	9/15
11/12/2014	ARP Joint Committee	Operational Improvement Board	To delegate authority to the Operational Improvement Board to authorise opt in to the Fraud and Error Reduction Incentive Scheme once the relevant risks and potential gains had been identified and reviewed.	38/14
09/12/2014	Council	Chief Executive	To delegate authority to the Chief Executive to identify and instruct appropriate officers to set up a wholly owned local authority company which is limited by shares which will be the Special Purpose Vehicle to deliver the LABV.	97/14(2)f
09/12/2014	Council	LABV Project Board	To delegate authority to the LABV Project Board to complete the financial and legal requirements necessary to reach legal and financial close, within the existing budget as previously approved for this project	97/14(2)e
09/12/2014	Council	Monitoring Officer	That delegated authority be given to the Monitoring Officer to update the Constitution of Breckland Council to include the following...	88/14
25/11/2014	Cabinet	Executive Director (Place) <i>(in consultation with the appointed ARP Joint Committee Members)</i>	<p><u>RESOLVED</u> that:</p> <ol style="list-style-type: none"> 1) the recommendation of the ARP Joint Committee to introduce an Enforcement Agency Service be supported; and <p>delegated authority be given to the Executive Director (Place) in consultation with the appointed ARP Joint Committee Members to introduce a shared Enforcement Agency for the Anglia Revenues Partnership in accordance with the Business Case agreed by the Joint Committee.</p>	108/14
25/11/2014	Cabinet	Executive Director for Commissioning and Governance <i>(in consultation with Executive Member for Communications, Organisational Performance and Development)</i>	<p><u>RESOLVED</u> that:</p> <ol style="list-style-type: none"> 1) the new Communications Strategy be approved; 2) the Action Plan as attached at Section 3 of the report be approved; and <p>delegated authority be given to the Executive Director for Commissioning and Governance, in consultation with the Executive Member for Communications, Organisational Performance and Development to make any functional changes required for effective implementation of the new Communications Strategy.</p>	109/14

12/11/2014	General Purposes	Executive Director, Commissioning and Governance	<p><u>RESOLVED</u> that:</p> <p>1) delegated authority be given to the Executive Director, Commissioning and Governance to carry out a Community Governance Review for Swanton Morley;</p> <p>2) delegated authority be given to the Executive Director, Commissioning and Governance to agree the Timetable and Terms of Reference for the review; and</p> <p>further reports to be brought to General Purposes Committee in order that decisions may be made in respect of the final recommendations of the Community Governance Review.</p>	51/14
06/11/2014	Council	Operational Improvement Board	<p><u>RESOLVED</u> that:</p> <p>Waveney District Council and Suffolk Coastal District Council become full members of the Anglia Revenues Partnership; and</p> <p>The Operational Improvement Board be given delegated authority to negotiate a new Anglia Revenues Partnership agreement to include Waveney District and Suffolk Coastal District Councils as full members of the Anglia Revenues Partnership.</p>	77/14d
06/11/2014	Council	Chief Executive <i>(in consultation with the Leader)</i>	<p><u>RESOLVED</u> that delegated authority be given to the Chief Executive in consultation with the Leader to approve and release the required funding for land purchase of route option 3.</p>	77/14e
22/10/2014	Cabinet	Chief Executive	<p><u>RESOLVED</u> that:</p> <p>(1) Authority be delegated to the Chief Executive to seek to acquire the necessary land to facilitate Link Road option 3 through engagement and negotiated agreement with landowner; and</p> <p>(2) Link Road options 1 and 2 not be pursued.</p>	95/14
22/10/2014	Cabinet	Deputy Planning Manager	<p><u>RESOLVED</u> to:</p> <p>(1) approve the Local Plan Issues and Options paper, as amended by the Agenda Supplement for Item 15, and the interim Sustainability Appraisal for eight weeks' public consultation; and</p> <p>(2) authorise the Deputy Planning Manager to make any necessary minor corrections, factual updates, formatting changes and other non-material changes that are identified prior to the publication of the Issues and Options Consultation, including changes brought about by the decision made on the Attleborough Link Road option.</p>	96/14
11/09/2014	ARP Joint Committee	Operational Improvement Board	<p>It was further RESOLVED to RECOMMEND TO THE PARTNER AUTHORITIES that:</p> <p>Waveney District Council and Suffolk Coastal District Council become full members of the Anglia Revenues Partnership; and</p> <p>the Operational Improvement Board be given delegated authority to negotiate a new Anglia Revenues Partnership agreement to include Waveney District and Suffolk Coastal District Councils as full members of the Anglia Revenues Partnership.</p>	27/14

11/09/2014	ARP Joint Committee	Operational Improvement Board	RESOLVED that: (1) the bid to the DCLG Counter Fraud Fund be noted; authority be delegated to the Operational Improvement Board (OIB) to seek alternative funding if that bid was unsuccessful; and authority be delegated to the OIB to fund a Counter Fraud resource for a period of 12 months.	31/14
11/09/2014	ARP Joint Committee	Operational Improvement Board	RESOLVED to RECOMMEND TO THE PARTNER AUTHORITIES that: authority be delegated to the ARP Operational Improvement Board to introduce an Enforcement Agency as detailed in the full business case appraisal.	32/14
03/09/2014	Appeals	Licensing Officers	The Licensing & Business Support Manager tabled the following procedures for the Licensing Officers to use if they had to exercise their delegated powers to revoke or suspend a licence . RESOLVED that the procedures be adopted for use in urgent cases where, to protect the public, it appeared likely that a Driver's Licence should be revoked or suspended immediately.	33/14
04/08/2014	Planning	Planning Officer	Deferred and the officers authorised to grant approval, subject to conditions, on completion of the section 106 agreement .	79/14b
04/08/2014	Planning	Planning Officer	Deferred and the officers authorised to grant approval, subject to conditions including a 40% affordable housing requirement and a two year time limit, on completion of the section 106 agreement .	79/14e
			Authority be delegated to the Chief Executive to seek to acquire the necessary land to facilitate Link Road option 3 through engagement and negotiated agreement with landowner; and (3) Link Road options 1 and 2 not be pursued. It was further RESOLVED TO RECOMMEND TO COUNCIL that delegated authority be given to the Chief Executive in consultation with the Leader to approve and release the required funding for land purchase of route option 3	
25/11/2014	Cabinet	Executive Director (Place)	Delegated authority be given to the Executive Director (Place) in consultation with the appointed ARP Joint Committee Members to introduce a shared Enforcement Agency for the Anglia Revenues Partnership in accordance with the Business Case agreed by the Joint Committee	108/14
25/11/2014	Cabinet	Executive Director, Commissioning	Delegated authority be given to the Executive Director for Commissioning and Governance, in consultation with the Executive Member for Communications, Organisational Performance and Development to make any functional changes required for effective implementation of the new Communications Strategy	109/14

17/09/2013	Cabinet	Licensing Officers	<p>Scrap Metal Dealers Act 2013</p> <p>1) Approval be given to delegate the following matters to the Licensing Officers:</p> <ul style="list-style-type: none"> a) to licence, renew or vary a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013 where there is no intention to refuse; b) to serve Notice of a proposal to refuse or cancel a licence of a Scrap Metal Dealer under the Scrap metal Dealers Act 2013; c) to serve Notice of a proposal to vary a licence of a Scrap Metal Dealer under Section 4 of the Scrap Metal Dealers Act 2013; d) to determine applications for a licence of a Scrap Metal Dealer under the Scrap Metal Dealers Act 2013 where it is the intention to refuse or cancel a licence or to vary a licence under Section 4 of the Act, where the applicant has not served notice requiring the opportunity to make representations to the authority in respect of the proposal to refuse or cancel a licence, or to impose conditions on a licence. 	Minute No. 68/13
30/07/2013	Cabinet	Leader of the Council, in consultation with the Executive Member for Localism, Community & Environmental Services and the Interim Environmental Services Officer	<p>Procurement of Norfolk Dry Recyclables</p> <p>Delegated authority be given to the Leader of the Council, in consultation with the Executive Member for Localism, Community & Environmental Services and the Interim Environmental Services Officer to conclude those agreements and ancillary documents on behalf of the Council.</p>	Minute No. 60/13
26/03/2013	Cabinet	Deputy Chief Executive	<p>PFI Benchmarking</p> <p>Authority be delegated to the Deputy Chief Executive in consultation with the Executive Member for Localism, Community & Environmental Services for the decision to:</p> <ul style="list-style-type: none"> (1) accept or reject the Benchmark figures; (2) agree any changes to Service Specification; and (3) whether to go through the Market Test process as described in the report. 	Minute No. 31/13
14/03/2013	ARP	OIB (ARP)	<p>Telephone Recording Policy Delegation to the Operational Improvement Board for any subsequent changes, in line with other ARP Policies be approved</p>	Minute No. 12/13
14/03/2013	ARP	S151 Officers (ARP)	<p>Additional Government Funding 2013/14</p> <p>Delegation to the Partner S151 officers and the Operational Improvement Board to consider and agree any future spending in respect of additional funding be approved</p>	Minute No. 11/13
20/11/2012	Cabinet	The Chief Executive or the Deputy Chief Executive	<p>Breckland Collective Energy Switching Scheme</p> <p>That a Breckland Council collective energy switching scheme be commissioned, and subject to successful discussions, authority be delegated to the Chief Executive or the Deputy Chief Executive to enter into a contract and deliver a collective switching energy scheme on behalf of Breckland residents.</p>	Minute No. 132/12
31/07/2012	Cabinet	The Leader of the Council and the Chief Executive	<p>Local Council Tax Support Scheme</p> <p>The Leader of the Council and the Chief Executive be given delegated authority to determine the draft Council Tax Support Scheme for consultation</p>	Minute No. 97/12

14/06/2012	ARP	OIB and S151 Officers	Local Council Tax Support Scheme Funding Delegate authority to the Operational Improvement Board and the S151 Officers to approve expenditure of the funding required to facilitate the project	Minute No. 38/12
01/12/2011	ARP	Operational Improvement Board (OIB)	Policies Review Delegate authority to the Operational Improvement Board to approve Policies on Data Quality, Staff Training and Document Retention	Minute No. 55/11
18/10/2011	Cabinet	The Environmental Services Manager, S151 Officer and the Executive Member for Environmental Services	Materials Recycling Facility (MRF) Contract Procurement The Environmental Services Manager, S151 Officer and the Executive Member for Environmental Services be given delegated responsibility to make decisions on the options for the sorting and marketing of recyclable material, up until the point that further approval was required by Cabinet/Full Council as per the Council's Constitution.	Minute No. 81/11
16/06/2011	ARP	S151 Officers (ARP)	Small Business Rates Relief (SBRR) Funding Report 2011-12 Delegate authority to Partner S151 Officers to agree the final costs and distribution of any surplus	Minute No.37/11
16/06/2011	ARP	S151 Officers (ARP)	Atlas Funding Report <ul style="list-style-type: none"> • Delegate authority to the Partners' S151 Officers to approve the expenditure for any future phases; and • approve the distribution of the surplus at the agreed gain share rates. 	Minute No. 34/11
10/02/2011	ARP	S151 Officers (ARP)	Budget Report Authority be delegated to the S151 Officers to agree an amended fixed saving amount for St Edmundsbury.	Minute No. 6/11
10/02/2011	ARP	S151 Officers (ARP)	Request for Funding Ring Fenced by DWP Delegate authority to the relevant S151 Officers to agree costs and redistribute any surplus	Minute No. 7/11