



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
22/09/2025	Cabinet	Monitoring Officer (MO), S151 Officer and Contracts & Procurement Manager (CPM)	CONTRACTS – ALL VALUES - VARIATION OR WAIVER (EXEMPTION) OF CONTRACT PROCEDURE RULES Authority to vary or waive any Contract Procedure Rules subject to complying with Rule 6 and dependant on value of the contract	Minute No. 79/25
As above	As above	Chief Exec (CX), Exec Directors (ED), Assist Directors (AD), Service Managers (SM) and any other officer with the written approval of the CX/EDs/ADs (any sub-delegations lasting more than 6 months must be reported to the SLO	CONTRACTS - PRE TENDER MARKET TESTING AND CONSULTATION 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	As above
As above	As above	EDs, ADs, SMs and any other officer with the written approval of the CX/EDs/Ads SMs (any sub-delegations lasting more than 6 months must be reported to the SLO	CONTRACTS – ALL VALUES – SEEKING, RECEIVING AND EVALUATING QUOTATIONS/TENDERS FOR CONTRACTS FOR WORKS, GOODS MATERIALS AND SERVICES, AND HIRING OF CONSULTANTS 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. (The awarding and the signing of contracts are dealt with separately below.)	As above

As above	As above	CX,EDs, ADs and SMs following consultation with the relevant portfolio holder (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.) Modifications should also be in consultation with LSO and/or CPM	CONTRACTS - AWARDING OF CONTRACTS AND EXTENSIONS TO CONTRACTS TO INCLUDE DURATION, SCOPE AND NOVATION OR ASSIGNMENT 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. (DECISION NOTICES MUST BE PUBLISHED FOR EACH AWARD OF CONTRACT UNLESS ADMINISTRATIVE OR MINOR OR NOT CLOSELY CONNECTED WITH DISCHARGE OF FUNCTION.) (THE SIGNING OF CONTRACTS IS DEALT WITH SEPARATELY BELOW.) TO INCLUDE MODIFICATION TO ANY CONTRACT AS DETAILED AND IN COMPLIANCE WITH RULE 26.	As above
As above	As above	The CPM plus the CX, EDs, ADs and SMs	CONTRACTS – SIGNING OF CONTRACTS WHICH ARE NOT UNDER SEAL Authority to sign contracts which are not under seal and which come within the jurisdiction of the officer concerned. (Contracts under seal must be signed only by officers who have specific authority to do so) Dependant on value of the contract (Schedule 3 Contract Procedure Rules)	As above
As above	As above	Officers of the Contracts and Procurement team	CONTRACTS - AUTHORISED OFFICER OF RELEVANT TEAM Authority to provide clarification of an Invitation to tender	As above

As above	As above	EDs, ADs, SMs and any other officer with the written approval of the CX/EDs/ADs (any sub-delegations lasting more than 6 months must be reported to the SLO)	CLARIFICATION OF AN INVITATION TO TENDER Authority to provide clarification of an Invitation to tender	As above
As above	As above	EDs, ADs, SMs and CPM	POST TENDER NEGOTIATIONS Authority to undertake post tender negotiations provided they are conducted in full compliance with procurement legislation, do not result in material changes without appropriate approval, and are properly documented and legally supported where required. Any post tender negotiations should always be supported by the Contract and Procurement Team to ensure that they are conducted in full compliance with the procurement legislation.	As above
As above	As above	EDs, ADs and SMs In consultation with the relevant portfolio holder (consultation is not required for termination of low value or minor contracts)	AUTHORITY TO TERMINATE CONTRACTS Authority to terminate contracts subject to consultation with the S151 Officer, SLO and CPM and relevant portfolio holder if appropriate in compliance with Rule 25.	As above
14/07/2025	Cabinet	Director of Planning	LOCAL PLAN SETTLEMENT HIERARCHY METHODOLOGY To make minor non-material consequential changes to the documents as necessary	Min. No. 67/25

10/07/2025	Exec Director Steve James	Environmental Protection & Enforcement Team • Zoe Balls (Sampling Officer) Community Safety Locality Officer • Aimee Foster • Lisa Turner Environmental Protection Officer • Susan Hammond • Susan Keogh • Jayne Tawana • Varuna Addy • Ryan Forrest • Nick Dipper • Chris Christofis • Eunice Pagwiwa Community & Environmental Protection Officer • Georgina Innes	INSTRUMENT OF APPOINTMENTS • AN OFFICER EMPOWERED BY THE COUNCIL TO MAKE INSPECTIONS AND CARRY OUT INVESTIGATIONS UNDER THE ACTS AND ANY REGULATION, BYE-LAW OR ORDER THEREUNDER SET OUT IN THE ATTACHED APPENDICES (AVAILABLE ON REQUEST), AND TO EXERCISE ANY POWERS OF ENTRY, PROCURE SAMPLES, EXAMINE EQUIPMENT OR DOCUMENTATION AND TO SEIZE ANY ITEM IN ACCORDANCE WITH THE AFOREMENTIONED ACTS ETC. • AN AUTHORISED OFFICER TO SIGN ANY FORMAL DOCUMENT WITHIN THE DUTIES AND RESPONSIBILITIES OF THEIR POST • AN AUTHORISED OFFICER TO SERVE NOTICES UNDER SECTIONS 80 AND 85 OF THE WATER INDUSTRY ACT 1991 AND REGULATION 18 OF THE PRIVATE WATER SUPPLIES (ENGLAND) REGULATIONS 2016 • AN AUTHORISED OFFICER TO SERVE A FIXED PENALTY NOTICE UNDER SECTION 8 OF THE NOISE ACT 1996 SECTIONS 87 & 88 OF THE ENVIRONMENT PROTECTION ACT 1990 AND SECTION 68 OF THE ANTISOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 • AN AUTHORISED OFFICER TO SERVE A REQUISITION FOR INFORMATION NOTICE UNDER SECTION 16 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 • AN AUTHORISED OFFICER TO SERVE A COMMUNITY PROTECTION NOTICE UNDER SECTION 43 OF THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014. • AN OFFICER EMPOWERED BY THE COUNCIL TO MAKE INSPECTIONS AND CARRY OUT INVESTIGATIONS UNDER THE ACTS AND ANY REGULATION, BYE-LAW OR ORDER THERE UNDER SET OUT IN THE APPENDICES (AVAILABLE ON REQUEST) AND TO EXERCISE ANY POWERS OF ENTRY, PROCURE SAMPLES, EXAMINE EQUIPMENT OR DOCUMENTATION AND TO SEIZE ANY ITEM IN ACCORDANCE WITH THE AFOREMENTIONED ACTS ETC.	Instrument of Appointments Delegation F.3.1 Condition 14
10/07/2025	Exec Director- Steve James	Safer Street Wardens: • Jaden Jermy • Dalton Campen	INSTRUMENT OF APPOINTMENTS • AN AUTHORISED OFFICER TO SIGN ANY FORMAL DOCUMENT WITHIN THE DUTIES AND RESPONSIBILITIES OF THEIR POST • AN AUTHORISED OFFICER TO SERVE A FIXED PENALTY NOTICE UNDER SECTION 8 OF THE NOISE ACT 1996, SECTIONS 87 & 88 OF THE ENVIRONMENT PROTECTION ACT 1990 AND SECTION 68 OF THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 • AN AUTHORISED OFFICER TO SERVE A REQUISITION FOR INFORMATION NOTICE UNDER SECTION 16 OF THE LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 • AN AUTHORISED OFFICER TO SERVE A COMMUNITY PROTECTION NOTICE UNDER SECTION 43 OF THE ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 • AN OFFICER EMPOWERED BY THE COUNCIL TO MAKE INSPECTIONS AND CARRY OUT INVESTIGATIONS UNDER THE ACTS AND ANY REGULATION, BYE-LAW OR ORDER THERE UNDER SET OUT IN THE APPENDICES (AVAILABLE ON REQUEST) AND TO EXERCISE ANY POWERS OF ENTRY, PROCURE SAMPLES, EXAMINE EQUIPMENT OR DOCUMENTATION AND TO SEIZE ANY ITEM IN ACCORDANCE WITH AFOREMENTIONED ACTS ETC.	Instrument of Appointments Delegation F.3.1
10/07/2025	Exec Director- Steve James	Play Area Safety Inspector/Gas Engineer	MR M GRIFFITHS & MR ROBIN MANSER AUTHORISED AND EMPOWERED BY BRECKLAND COUNCIL TO EXERCISE POWERS SPECIFIED UNDER SECTION 20 OF THE HEALTH & SAFETY AT WORK ACT 1974	Instrument of Appointments

04/06/2025	Licensing Committee	Assistant Director Health and Housing; Environmental Health and Licensing Manager; Food Safety and Licensing Team Leader; Senior Licensing Officer; Licensing Officers; Assistant Licensing Officers; Animal Licensing Officer	AUTHORISATIONS AND DELEGATIONS FOR THE ANIMAL WELFARE (PRIMATE LICENCES) (ENGLAND) REGULATIONS 2024 FOR THE FOLLOWING ACTIVITIES: • GRANT, REFUSE, RENEW, VARY, SURRENDER, REVOKE, DETERMINING THE PERIOD AND CONDITIONS OF LICENCE. IN THE CASE OF REVOCATION SUCH ACTION WILL ONLY BE TAKEN IN CONSULTATION WITH THE RELEVANT EXECUTIVE DIRECTOR. • ACT AS SUITABLY QUALIFIED PERSON TO INSPECT AND TAKE ALL NECESSARY ACTION AS INSPECTOR • TAKE ENFORCEMENT ACTION AND SERVE A RECTIFICATION NOTICE IN RELATION TO REGULATION 15 • TO CONSIDER REPRESENTATION MADE UNDER SCHEDULE 2, SUCH REPRESENTATION IS TO BE CONSIDERED BY AN OFFICER WHO HAS NOT MADE THE ORIGINAL DECISION • SEEK AND EXECUTE A WARRANT FOR ENTRY • ANY OTHER ACTION REQUIRED UNDER THE REGULATIONS.	Min No. 20/25
03/06/2025	S151 Officer	Deputy S151 Officer	TO APPOINT TRACY STONE AS DEPUTY S151 TO CARRY OUT THE FUNCTIONS UNDER SECTION 151 OF THE LOCAL GOVERNMENT ACT 1972, AND AS OUTLINED IN THE BRECKLAND COUNCIL CONSTITUTION IN THE S151 OFFICERS ABSENCE	Section F1.10 (a) Consitution
02/06/2025	Deputy Chief Exec & Monitoring Officer	Democratic Services Manager	TO APPOINT THE DEMOCRATIC SERVICES MANAGER AS DEPUTY MONITORING OFFICER TO ACT IN THE MONITORING OFFICER'S ABSENCE	Section F1.10 Consitution
27/03/2025	S151 Officer	1st SIGNATORY • NDR Manager • Recovery Manager 2nd SIGNATORY • Principal Billing, Benefits & Business Rates Manager • Principal Fraud, enforcement & Recovery Manager • Head of ARP 3rd SIGNATORY • Breckland S151 Officer	AUTHORISED TO APPROVE ARP WRITE-OFFS FOR COUNCIL TAX, BUSINESS RATES AND HOUSING BENEFITS RELATED DEBTS TO THE VALUE OF £5,000 AND OVER	Part 4B, 3.10.1(k)

27/03/2025	S151 Officer	1st SIGNATORY • NDR Team Manager • Team Manager Recovery 2nd SIGNATORY • NDR Manager • Recovery Manager 3rd SIGNATORY • Principal Billing, Benefits & Business Rates Manager • Principal Fraud, enforcement & Recovery Manager • Head of ARP	AUTHORISED TO APPROVE ARP WRITE-OFFS FOR COUNCIL TAX, BUSINESS RATES AND HOUSING BENEFITS RELATED DEBTS TO THE VALUE OF UP TO £4,999.99	Part 4B, 3.10.1(k)
24/03/2025	Cabinet	• Exec Director	HIGH STREET RENTAL AUCTIONS Delegated Authority be given to the Executive Director, in consultation with the Portfolio Holder for Economic Development and Growth, the development and implementation of the scheme.	Min No. 37/25
24/03/2025	Cabinet	• Chief Executive	DEVOLUTION CONSULTATION RESPONSE Cabinet delegates authority to the Chief Executive, in consultation with the Leader of the Council, to finalise and submit Breckland Council's response to the consultation prior to the deadline of 13 April 2025	Min No. 33/25
24/03/2025	Cabinet	• Exec Director	UKSPF 25/26 Cabinet delegates to the Executive Director, in consultation with the Portfolio Holder for Economic Development and Growth, the administration, delivery and operation of the fund	Min No. 34/25
24/03/2025	Cabinet	• Exec Director	BRECKLAND LOCAL PLAN: FULL UPDATE: CALL FOR SITES Delegated authority be granted to the Executive Director, in consultation with the Cabinet Member with Portfolio for Strategic Planning to make any necessary typographical or other minor changes to the papers prior to publication for consultation.	Min No. 35/25
24/03/2025	Cabinet	• Director	DEREHAM CONSERVATION AREA APPRAISAL AND SHOP FRONT DESIGN GUIDE Delegated Authority be given to the Director for Planning and Building Control, in consultation with the Executive Member for Strategic & Operational Planning, any minor changes to the pre-consultation versions and arrangements for the consultation exercise.	Min No. 36/25
20/03/2025	Council	• Chief Executive	LOCAL GOVERNMENT REORGANISATION That authority is delegated to the Chief Executive, in consultation with the Leader of the Council, to finalise submissions to confirm the Council's position to the Ministry of Housing, Communities and Local Government (MHCLG).	Min No. 32/25
03/03/2025	Cabinet	• Exec Director	BRECKLAND LOCAL PLAN FULL UPDATE: UPDATED LOCAL DEVELOPMENT SCHEME Delegated authority be granted to the Executive Director, in consultation with the Cabinet Member with Portfolio for Strategic Planning to make any necessary typographical or other minor changes to the Papers prior to publication for consultation.	Min No. 24/25

28/02/2025	PH Decision	Business Waste Officer	CHARGES FOR BUSINESS FOOD WASTE COLLECTIONS To adopt the fees and charges as a guide and delegate authority to the Business Waste Officer to negotiate a price point with customers as per option 2.2 of the report (Adopt the fees and charges as a guide and delegate authority to the Business Waste Officer to negotiate price point with customers).	D12/25
11/11/2024	Cabinet	Deputy Chief Executive	CUSTOM & SELF BUILD REGISTER AMENDMENTS Delegated authority be given to the Deputy Chief Executive in consultation with the Portfolio Holder for Housing & Planning to implemeny the updated approach, keep it under review, and make any necessary changes as required	Min No. 95/24
11/11/2024	Cabinet	Deputy Chief Executive	PROPERTY ASSET STRATEGY Delegated authority be given to the Deputy Chief Executive, in consultation with the Deputy Leader and Executive Member to update the document as required	Min No. 94/24
23/09/2024	Cabinet	Deputy Chief Executive	BRECKLAND HOUSING STRATEGY 2024-2028 Delegated authority be given to the Deputy Chief Executive, in consultation with the Deputy Leader & Executive Member for Housing & Planning to update the document as required, on an adhoc basis.	Min No. 78/24
15/07/2024	Cabinet	Chief Executive	PRODUCTIVITY PLAN Delegated authority be given to the Chief Executive, in consultation with the Leader, to make further changes to refine the plan, publish on the Council's website, and submit to DLUHC.	Min No. 66/24
15/07/2024	Cabinet	Chief Executive	CAR PARK STRATEGY Delegate authority to the Deputy Leader or Executive Member and the Chief Executive to implement the required operating model and necessary changes to the Council's car parking orders to meet the policy change requirements	Min No. 68/24
24/06/2024	Cabinet	Assistant Director, Economy & Growth	BRECKLAND SKILLS PLAN Delegated authority be given to the Assistant Director for Economy & Growth, in consultation with the Cabinet Member for Economic Development, the implementation and management of the Plan.	Min No. 56/24
12/06/2024	Licensing	As listed	AUTHORISATIONS AND DELEGATIONS FOR DANGEROUS WILD ANIMALS ACT 1976 That delegated authority to the Officers listed in the report under section 2.2 be approved. To delegate authorisation to the following officers: Assistant Licensing Officer; Licensing Officer; Animal Licensing Officer; Senior Licensing Officer; Food, H&S and Licensing Team Leader; Senior Environmental Enforcement Officer; Regulatory Compliance Officer; Environmental Health and Licensing Manager and Assistant Director Health & Housing for the following activities: - grant, refuse, renew, add conditions, amend conditions, vary and cancel conditions in respect of a licence, - inspect premises, - take enforcement action to include - seizure, disposal or destruction of animals, - Any other action required under the DWAA.	Min No. 16/24

12/06/2024	Licensing	• As listed	PAVEMENT LICENSING that the revised conditions be approved, that the duration of any new licences issued would be for a maximum two-year period and that delegated authority be approved as details for officers listed in section 1.4 of the report. That the following officers are given delegate authority to grant, amend, renew, reject, revoke, issue notices and take enforcement action to include but not limited to Section 6 of the Act and any other action required under the Act: • Business Support Officers (to grant, amend, reject and revoke only) • Assistant Licensing Officers • Licensing Officers • Senior Licensing Officers • Food, Safety and Licensing Team Leader • Environmental Health and Licensing Manager • Assistant Director Health & Housing	Min No. 15/24
13/05/2024	Cabinet	• Chief Executive	LONG TERM PLANS FOR TOWNS - THETFORD Cabinet delegates to the Chief Executive, in consultation with the Leader, the actions required to establish, implement, and operate the Board and the Fund.	Min No. 45/24
13/05/2024	Cabinet	• Deputy Chief Executive	BRECKLAND LOCAL PLAN PREFERRED OPTIONS Delegated authority be granted to the Deputy Chief Executive, in consultation with the Leader of the Council to make any necessary typographical or other minor changes to Appendix 1 of the report prior to publication for consultation.	Min No. 44/24
08/04/2024	Cabinet	• Deputy Chief Executive	BRECKLAND DESIGN GUIDE Delegated authority is given to the Deputy Chief Executive, in consultation with the Executive Member for Strategic & Operational Planning, to agree minor changes to the document as required.	Min No. 33/24
02/04/2024	PH Decision	• Executive Director	DEREHAM LEISURE CENTRE SOLAR PV ROOF INSTALLATION DECISION AS BELOW	D10/24
25/03/2024	PH Decision	• Executive Director	PROPOSED KEY DECISION: RULE 12 NOTICE: DEREHAM LEISURE CENTRE, SOLAR PV ROOF INSTALLATION Delegate authority to accept the terms and conditions of any future grant funding secured to Executive Member for Waste, Environmental Health, Licensing and Sustainability in consultation with the Executive Director as officers continue to explore all funding opportunities.	Rule 12 Notice

20/03/2024	Licensing	• As listed	ZOO LICENSING ACT 1981 that delegated authority be given to the Officers listed in the report under section 2.2, as follows: • Assistant Director Health and Housing. • Environmental Health and Licensing Manager. • Food Safety and Licensing Team Leader. • Senior Licensing Officer. • Licensing Officers. • Assistant Licensing Officers; and the • Animal Licensing Officer. Under Regulation 2 and Schedule 1 of the Functions and Responsibilities Regulations the following are all <u>non-executive functions</u> in relation to a licensable activity under the Zoo Licensing Act 1981 as amended and in accordance with the Constitution these functions fall to this Committee: • Grant, renewal and transfer of licences • Refusing of a licence • Revocation of a licence • Imposing conditions • Enforcement • Varying, cancelling, and adding conditions to an existing licence • Power of entry and inspection • Power to make arrangements for the welfare and disposal of animals upon a zoo closure direction being given.	Min No. 6/24
11/01/2024	General Purposes	• Returning Officer	REVIEW OF POLLING DISTRICTS AND POLLING PLACES 2023 Delegated authority be given to the Council's Returning Officer to make any changes to the Polling Districts and Polling Places schedule within the Breckland Area in between formal reviews, the next of which will take place in 2028.	Min No. 06/24
21/12/2023	Cabinet	• Executive Director	BARNHAM BROOM GOLF & COUNTRY CLUB INVESTMENT ASSET Delegate the agreement of the final terms of the disposal to the Executive Director in consultation with the Executive Member	Min No. 122/23

13/12/2023	Licensing	• As listed	AUTHORISATIONS & DELEGATIONS ANIMAL WELFARE LICENSING That delegated authority to the Officers listed in the report under Section 2.2 be approved. • Assistant Director, Health & Housing • Environmental Health & Licensing Manager • Food Safety and Licensing Team Leader • Senior Licensing Officer • Licensing Officers • Assistant Licensing Officers • Animal Licensing Officer ➤ To grant, refuse, renew, vary or suspend (with or without consent), revoke or reinstate a license including determining period and conditions of licence. In the case of refusal or revocation such action will only be taken in consultation with the relevant Executive Member ➤ Act as suitably qualified inspectors and take all necessary action as inspectors (Regulation 4) ➤ Be able to appoint listed veterinarians as appropriate ➤ (Regulation 20) Take enforcement action in relation to Regulation 7 (duty to assist in the taking of samples from animals) and Regulation 19 (obstruction of inspectors) ➤ Seek and execute a warrant for entry (regulation 21) ➤ Any other action required under the Regulations	Min No. 30/23
27/11/2023	Cabinet	• Deputy Chief Executive	LOCAL PLAN UPDATE The Deputy Chief Executive be granted delegated authority, in consultation with the Executive Member for Strategic & Operational Planning to make any necessary typographical or other minor changes to the papers prior to publication for consultation	Min No. 112/23
27/11/2023	Cabinet	• Assistant Director Economy & Growth	THETFORD CONSERVATION AREA APPRAISAL Delegated authority be granted to the Assistant Director of Economy & Growth in consultation with the Executive Member for Strategic & Operational Planning to make any minor changes to the pre-consultation version and arrangements for the consultation exercise.	Min No. 114/23
27/11/2023	Cabinet	• Strategic Planning Policy Manager	BRECKLAND DESIGN GUIDE Delegated authority be granted to the Strategic Planning Policy Manager in consultation with the Executive Member for Strategic & Operational Planning to make minor non-material consequential changes to the document as necessary	Min No. 113/23
16/10/2023	Cabinet	• Deputy Chief Executive	MEMORANDUM OF UNDERSTANDING WITH FLAGSHIP GROUP & NCC REGARDING POTENTIAL FUTURE REGENERATION OF THE ABBEY ESTATE, THETFORD Delegated authority be given to the Deputy Chief Executive in consultation with the Leader of the Council to sign the Memorandum of Understanding with the Flagship Group and NCC regarding the potential future regeneration of the Abbey Estate in Thetford	Min No. 98/23
16/10/2023	Cabinet Council	• Executive Director and Assistant Director of Contracts & Operations and the Council's Solicitor	DEREHAM LEISURE CENTRE SOLAR ROOF PANELS 1. To delegate authority to accept the terms & conditions of any future grant funding secured to the Executive Member for Waste, Environmental Health, Licensing & Sustainability in consultation with the Executive Director as Officers continue to explore all funding opportunities 2. That delegation is given to the Assistant Director of Contracts & Operations and the Council's Solicitor in consultation with the Executive Member for Property, Projects and Procurement to carry out negotiations with Parkwood Leisure and associated companies to obtain the best outcome for the Council	Cab Min No. 97/23 Council Min No. 87/23

03/07/2023	Cabinet Council	• Assistant Director of Contracts & Operations	THETFORD 3G 1. To delegate authority to accept the terms and conditions of the football funding grant to the Executive Member for Leisure in consultation with the Assistant Director of Contracts & Operations 2. That delegation is given to the Assistant Director for Contracts & Operations and the Council's Solicitor in consultation with the Executive Member for Property, Projects & Procurement to carry out negotiations with Parkwood Leisure and associated companies to obtain the best benchmarking outcome for the Council	Cab Min No. 74/23 Council Min No. 62/23
03/07/2023	Cabinet Council	• Assistant Director of Contracts & Operations	LEISURE CENTRES DE-CARBONISATION 1. To delegate authority to accept the terms and conditions of any future grant funding secured to the Executive Member for Health & Communities in consultation with the Assistant Director of Contracts & Operations as Officers continue to explore all external funding opportunities 2. That delegation be given to the Assistant Director of Contracts & Operations and the Council's Solicitor in consultation with the Executive Member for Property, Projects & Procurement to carry out negotiations with Parkwood Leisure and associated companies to obtain the best benchmarking outcome for the Council	Cab Min No. 69/23 Council Min No. 61/23
03/07/2023	Cabinet	• Executive Director	STRATEGIC HOUSING SOLUTIONS Delegated Authority be given to the Executive Director, in consultation with the Executive Member for Housing & Homelessness, to take the necessary steps to implement the recommendations	Min No. 67/23
03/07/2023	Cabinet	• Relevant Assistant Director	ICT INFORMATION SECURITY POLICY Delegated authority be granted to the relevant Assistant Director in consultation with the Portfolio Holder for future updates.	Min No. 71/23
30/05/2023	Cabinet	• Deputy Chief Executive	SNETTERTON POWER PROGRAMME Delegated Authority be given to the Deputy Chief Executive, in consultation with the Executive Member for Economic Development, the application and implementation of the approach along with the ability to make any minor variations required to support the Council's objectives.	Min No. 56/23
30/05/2023	Cabinet	• Deputy Chief Executive	INFRASTRUCTURE LEVY CONSULTATION Delegated authority be given to the Deputy Chief Executive, in consultation with the Executive Member for Strategic & Operational Planning, the finalisation and submission of Breckland's response.	Min No. 55/23
23/03/2023	Council	• Deputy Chief Executive	DELIVERY OF PLANNING & BUILDING CONTROL SERVICES The Deputy Chief Executive, in consultation with the Executive Member for Strategic and Operational Planning, is given delegated authority to take the necessary action to formalise the end of contractual arrangements with Capita for Planning & Building Control Services. The Deputy Chief Executive, in consultation with the Executive Member for Strategic and Operational Planning, is given delegated authority to take any necessary actions for the return of Planning and Building Control Service to the Council and associated changes in budget and establishment.	Min No. 29/23
22/03/2023	General Purposes	• Assistant Director	CORPORATE PROJECTS SERVICE That the establishment of the Corporate Projects Service along with the necessary budgets and staffing as required be approved; and delegated authority be given to the Assistant Director to implement as required.	Min No. 32/23
13/03/2023	Cabinet	• Deputy Chief Executive	BRECKLAND LOCAL PLAN: FULL UPDATE: REGULATION 18 CONSULTATION Delegated authority be granted to the Deputy Chief Executive, in consultation with the Cabinet Member with Portfolio for Planning to undertake additional community engagement under Regulation 18 as new evidence and information become available prior to the Council's consideration of the Regulation 18 Draft Plan	Min No. 39/23
13/03/2023	Cabinet	• Deputy Chief Executive	NORFOLK ENVIRONMENTAL CREDITS JOINT VENTURE The Deputy Chief Executive in consultation with the Portfolio Holder for Strategic and Operational Planning be delegated authority to finalise the details of the joint venture agreement and operating arrangements and enter into the Joint Venture.	Min No. 41/23

13/03/2023	Cabinet	• Chief Executive	NORFOLK DEVOLUTION DEAL That the Council's response to the County Deal for Norfolk consultation be agreed, and delegate to the Chief Executive the submission of the finalised response in consultation with the Leader.	Min No. 43/23
06/02/2023	Cabinet	• Deputy Chief Executive	GOVERNMENT CONSULTATION - LEVELLING-UP AND REGENERATION BILL: REFORMS TO NATIONAL PLANNING POLICY 22ND DECEMBER 2022 Delegated authority be granted to the Deputy Chief Executive, in consultation with the Cabinet Member with Portfolio for Planning to make a detailed response to the consultation response.	Min No. 23/23
12/01/2023	General Purposes	• Assistant Director, Contracts & Operations	LEGAL SERVICES REVIEW That the proposed changes as set out in Section 2 of the report be approved and delegated authority be given to the Assistant Director for Contracts and Operations to implement.	Min No. 09/23
09/01/2023	Cabinet	• Deputy Chief Executive	LOCAL PLAN: FULL UPDATE & OPTIONS Delegated authority be granted to the Deputy Chief Executive, in consultation with the Cabinet member with Portfolio for Planning to make any necessary typographical or other minor changes to the report prior to its publication for consultation	Min No. 08/23
03/01/2023	PH Decision	• Assistant Director	PROJECT SCHEME APPROVALS FOR BRECKLAND BRIDGE INCLUDING A LAND ASSEMBLY AGREEMENT AND CONSENT TO ALLOTMENT OF SHARES IN LIEU OF DIVIDEND For the Shipdham development project/scheme, approve shareholder consent for the Shipdham development project as per the Breckland Bridge Ltd Business Plan and the Assistant Director in consultation with the Executive Member (or Leader) be authorised to make all other decisions in respect of this land to Breckland Bridge Ltd	D01/23
24/11/2022	General Purposes	• Deputy Chief Executive	COMMUNITY GOVERNANCE REVIEW Delegated authority be given to the Deputy Chief Executive to conduct and implement the review	Min No. 36/22
21/11/2022	Cabinet	• Executive Director	BARNHAM BROOM GOLF & COUNTRY CLUB INVESTMENT ASSET Delegate any amendment to the terms as outlined to the executive director in consultation with the executive member except for the principal term of price, unless the amendment of the price is within 3.5% of the original price.	Min No. 144/22
21/11/2022	Cabinet	• Assistant Director for Economy & Growth	PROSPERITY FUNDING Delegate to the Assistant Director for Economy & Growth in consultation with the Deputy Leader the operation of the fund.	Min No. 101/22
21/11/2022	Cabinet	• Deputy Chief Executive	BRECKLAND LOCAL PLAN PARTIAL UPDATE: SUBMISSION TO THE SECRETARY OF STATE FOR EXAMINATION Delegated authority be given to the Deputy Chief Executive, in consultation with the Cabinet Member with Portfolio for planning to make any necessary typographical or other minor changes to the plan prior to its submission and for changes to the plan	Min No. 95/22
25/07/2022	Cabinet	• Chief Executive • Assistant Director of Economy & Growth	UK SHARED PROSPERITY FUND Delegation be given to the Chief Executive, in consultation with the Leader, for the finalisation and submission of Breckland's investment plan to DLUHC. Delegation be given to the Assistant Director of Economy & Growth, in consultation with the Deputy Leader, for the administration, delivery and operation of the fund.	Min No. 70/22
25/07/2022	Cabinet	• Executive Member for Economic Development & Growth • Assistant Director for Economy and Growth	NNDR DISCRETIONARY RELIEF Delegated to the Executive Member for Economic Development & Growth and the Executive Member for Finance, Revenue and Benefits to define additional 'Growth Locations' in the future. Delegated to the Assistant Director for Economy & Growth and the Assistant Director for Finance to update the LDRR Policy in line with any future legislative changes.	Min No. 68/22

24/02/2022	PH Decision	Assistant Director Property & Infrastructure	DISPOSAL OF LAND AT SNETTERTON HEATH Dispose of 0.5 acres of land at Snetterton Heath and the Assistant Director Property & Infrastructure be authorised to make all other decisions in respect of the disposal of the land	D08/22
06/01/2022	PH Decision	Assistant Director Growth & Economy in consultation with the Leader	COVID BUSINESS GRANTS & PREVIOUSLY PUBLISHED RULE 12 NOTICE - Accept the new grant funding under S31 for the Omicron Hospitality & Leisure Grant and Additional Restrictions Grant as per the Chancellors announcement on 21 December 2021 - Approve an updated policy approach reflecting the new funding allocations and updated guidance (Appendix 1) - Delegate to the Council's Assistant Director Growth & Economy, in consultation with the Leader, the implementation of the approach and any variations required.	D02/22
15/11/2021	Cabinet	Exec Director responsible for Housing in consultation with the Portfolio Holder	PRIVATE SECTOR HOUSING ENFORCEMENT POLICY & FINANCIAL PENALTY POLICY - The Private Sector Housing Enforcement Policy be approved - The Financial Penalty Policy be approved - Delegation be given to the Executive Director responsible for Housing, in consultation with the relevant Portfolio Holder, to amend the Private Sector Housing Enforcement Policy and the Financial Penalty Policy in line with any future changes in legislation and guidance	Min No. 101/21
02/09/2021	Council	Monitoring Officer	SHARED STAFFING ARRANGEMENTS - SECTION 113 AGREEMENT (2) delegated authority be given to the Monitoring officer to approve the final terms of the Agreement	Min No. 90/21
02/09/2021	Council	Newly appointed Chief Exec Officer in consultation with the Leader and the Leader in consultation with the S151 Officer	PERMANENCY OF SENIOR MANAGEMENT STRUCTURE - delegation be granted to the newly appointed Chief Executive Officer, in consultation with the Leader, to make changes to the current Senior Management Structure as necessary, providing such changes do not increase the budget by more than £68,000 per annum; - delegation be granted to the Leader in consultation with the S151 Officer, to change the salary of the Chief Executive Officer.	Min No. 89/21
26/07/2021	Cabinet	Executive Director of Place & Delivery	SHARED PROCUREMENT SERVICE Authority be delegated to the Executive Director Place and Delivery to approve the final agreements with other councils, budgets and staff to be transferred from the other councils along with setting a saving target for the shared procurement service to deliver.	Min No. 74/21
13/07/2021	PH Decision	S151 Officer in consultation with the Head of ARP & PH for Finance, Revenues & Benefits	COVID 19 BUSINESS RATES RELIEF That the formulation and implementation of the Business Rates discount scheme be delegated to the S151 Officer in consultation with the Head of ARP and the Portfolio Holder for Finance, Revenues & Benefits	D26/21
27/05/2021	Leader of the Council	Assistant Director Property & Projects in consultation with the Exec Member or Leader	SHAREHOLDER PROJECT (LITCHAM) APPROVAL FOR BRECKLAND BRIDGE Approve shareholder consent for the Litcham development project as per the Breckland Bridge Ltd business plan and provide the shareholder loan as set out in 1.3 of the report and the Assistant Director Property & Projects in consultation with the Executive Member (or Leader) be authorised to make all other decisions in respect of the transfer of this land to Breckland Bridge Ltd. Approve the increase of the shareholder loan for the Colkirk development project as set out in 1.7 of the report.	D21/21

18/03/2021	Leader of the Council	Inward Investment Manager	Notice Under Rule 12 – Additional Restriction Grants (ARG) Policy Update - Approve an update to the Council's approach to additional Restrictions Grants following updated guidance as set out in Appendix 1 of the decision Notice. - Delegate to the Council's Inward Investment Manager, in consultation with the Leader, the implementation of the approach and any variations required following further government guidance or experience through operation.	D14/21
25/02//2021	Council	Head of Paid Service	Integrated Shared Management Structure and Joint Working Arrangements Review – preferred Option for Breckland and South Holland District Councils Recommendation 4: Subject to there being no material changes to the senior management structure following consultation with officers, delegated authority be given to the head of Paid Service in consultation with the Leader to implement the said structure	Min No. 25/21
25/02/2021	Council	Exec Member for Finance & S151 Officer in conjunction with ARP	Budget, Medium Term Financial Plan and Capital Strategy Recommendation 8: To set aside £65,000 for a Council Tax (S12A1c) hardship fund for 2021-22 and delegate finalisation of the policy to the Executive Member for Finance & Growth & S151 Officer in conjunction with ARP	Min No. 23/21
13/01/2021	Leader of the Council	Inward Investment Manager	Notice under Rule 12 – Additional Restriction Grants (ARG) update - 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. - 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	Strategic Property Manager & Exec Member for Contracts & Assets	Breckland District Council Owned land along Croxton Road, Thetford - The transfer of Breckland District Council owned land along Croxton Road, Thetford to Norfolk Council at nil value for the purpose of creating a public cycleway be approved. - 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	Min No. 09/21
16/12/2020	Deputy Leader & Exec Member for Planning	Strategic Property Manager	Temporary Accommodation Project (Elm Road) - 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. - Support the Resources Board approval to release £1,232,137 of approved capital budget - 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	Inward Investment Manager	Notice under Rule 12 – Local Restrictions Support Grants (Tier 2) - To approve the Council's approach to using Central Government funding for LRSG (Open) as set out in Appendix 1 of this report. - To delegate to the Council's Inward Investment Officer the implementation of the policy, and any minor adjustments required due to new national guidance. - 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	Inward Investment Manager	Notice under Rule 13 – Additional Restrictions Grants (ARG) - 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. Note a further authority will be sought to agree further approaches utilising the Additional Restrictions Grant (ARG)	D51/20
27/10/2020	Leader of the Council	Inward Investment Manager	Norfolk Strategic Fund - 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: - - Digital enablement of High Street businesses in Breckland - Master Planning around Snetterton Heath - A new Busines 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	Executive Director Place	Swaffham High Streets Heritage Action Zone Grant - 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.	Min No. 66/20
07/08/2020	Chief Exec/Leader	- Regeneration Manager - Deputy S151 Officer	Norfolk Strategic Fund - Tourism Sector Support Package To accept Breckland's allocation of grant funding from Norfolk County Council Norfolk Strategic Fund - Tourism Sector Support Package. To agree the policy approach for managing the funds and meeting the Fund Reporting Requirements. 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.	D43/20
28/07/2020	Officer Decision	- 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	Pavement licences (this delegation, currently expire on 30 September 2021) - To decide whether to approve, refuse, or revoke pavement licences, also to set their durations: - 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). - Delegate authority to the following officers the power to enforce licence conditions and to vary or revoke individual licences: - 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	Determination of Planning Applications "Specific Delegations Power for the Executive Director in charge of Planning & Development Control as follows: Planning Applications (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. (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." (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. "	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	Innovative Projects Fund – acceptance and spend of grant, and associated match funding. Delegate authority to the Chief Executive to sign the grant offer letters in consultation with the Cabinet Member for Finance and Growth.	Min No. 55/20
26/06/2020	PH Decision	Executive Director of Place	ASSET OF COMMUNITY VALUE NOMINATION 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	D36/20
17/06/2020	Officer Decision	Strategic Property Manager in consultation with Exec Mbr or Leader	COMMERCIAL PROPERTY TENANT CVA 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	OD05/20
01/06/2020	Cabinet	Exec Director of Place in consultation with Exec Member for Planning	LOCAL PLAN UPDATE AND DIRECTION 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 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.	Min No. 35/20
29/05/2020	PH Decision	Inward Investment Manager in consultation with the Council's Deputy S151 Officer	LOCAL AUTHORITY DESCRETIONARY GRANT FUND That the Leader delegates implementation and application of the policy to the Inward Investment Manager in consultation with the Council's Deputy S151 Officer	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
27/2/2020	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	Min No. 41/20
13/1/2020	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.	Min No. 9/20
6/12/2019	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);	Min No. 110/19
31/10/2019	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.	Min No. 119/19

31/10/2019	Council	Executive Member for Assets & Contracts in consultation with the Executive Director of Place	WORKSMART 20:20 - WORKPLACE DESIGN FOR AN AGILE FUTURE 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.	Min No. 118/19
31/10/2019	Council	Executive Director for Commercialisation (S151 Officer)	BRECKLAND BRIDGE EXTENSION (CABINET MINUTE NO. 78/19) 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: (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.	Min No. 112/19(b)
14/10/2019	Cabinet	Executive Director of Place in consultation with the Exec Member for Community, Leisure and Culture	COMMUNITY MATCH FUNDING Determination of the funding criteria is delegated to the Executive Director of Place in consultation with the Executive Member for Community, Leisure and Culture.	Min No. 70/19(a)
19/9/2019	Council	Executive Director for Commercialisation (S151 Officer) in consultation with the Leader of the Council	POWER UTILITY SUPPLY IN THETFORD – ACCEPTANCE OF HOUSING INFRASTRUCTURE FUND 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.	Min No. 104/19
25/7/2019	Governance & Audit	Chairman of G&A in conjunction with the S151 officer	AUDITED FINANCIAL STATEMENTS 2018-19 To approve any further amendments to the Statement of Accounts 2018-19.	Min No. 45/19
18/7/2019	Council	Executive Director for Strategy & Governance in consultation with the Executive Member for Customer Engagement	DIGITAL AND INNOVATION SERVICE REVIEW 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.	Min No. 85/19

18/7/2019	Council	Executive Director for Strategy & Governance in consultation with the Executive Member for Housing, Health & Environment	PUBLIC PROTECTION MANAGEMENT TEAM REVIEW 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 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.	Min No. 84/19
19/3/2019	Cabinet	Executive Manager for Governance in consultation with the Executive Member for Governance	RECORDS MANAGEMENT POLICY 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.	Min No. 28/19
19/3/2019	Cabinet	Chief Exec, Chief Officer and Deputy Chief Officer following consultation with the Monitoring Officer or S151 Officer	CONTRACT PROCEDURE RULES Contracts - contracting activities of any partnership for which the Council is the accountable body. <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>	Min No. 27/19

		Chief Executive, Chief Officers, Deputy Chief Officer, and Service Managers subject to consultation with the appropriate portfolio holder (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.)	Contracts – letting (awarding) of contracts through framework agreement <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> <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> <i>(The signing of contracts is dealt with separately below.)</i>	
		Chief Executive, Chief Officers and Deputy Chief Officers following consultation with the Monitoring Officer or S151 Officer	Contracts - variation or waiver (exemption) of Contract Procedure Rules <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>	

		Chief Executive, Chief Officers, Deputy Chief Officers and Senior Managers	Contracts - Standing (Approved) Lists <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> <i>(The awarding and signing of contracts are dealt with separately below)</i>	
		Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers	Contracts - assets for disposal <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>	
		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)	Contracts - pre tender market testing and consultation <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>	
		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)	Contracts – all values – seeking, receiving and evaluating quotations/tenders for contracts for works, goods materials and services, and hiring of consultants <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> <i>(The awarding and the signing of contracts are dealt with separately below.)</i>	

		Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers following consultation with the relevant portfolio holder (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.)	Contracts - awarding of contracts <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> <i>(Decision notices must be published for each award of contract unless administrative or minor or not closely connected with discharge of function.)</i> <i>(The signing of contracts is dealt with separately below.)</i>	
		The Contracts Procurement Manager plus the Chief Executive, Chief Officers, Deputy Chief Officers and Service Managers	Contracts – signing of contracts which are not under seal <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> <i>(Contracts under seal must be signed only by officers who have specific authority to do so.)</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)	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>	

19/3/2019	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.	Min No. 24/19
5/2/2019	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.	Min No. 09/19
6/12/2018	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.	Min no. 158/18
27/11/2018	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.	Min No. 127/18

02/10/2018	Licensing Committee	Licensing & Business Support Manager & Public Protection Manager in consultation with the Committee Chairman & S151 Officer	ANIMAL WELFARE REGULATIONS 1. Delegated authority be given to Officers listed in the report: Under regulation 2 and Schedule 1 of the Functions and Responsibilities Regulations the following are all non-executive functions in relation to a licensable activity under the new Animal Welfare regulations (selling animals as pets, providing or arranging for the provision of boarding for cats or dogs, hiring out horses, breeding dogs or keeping or training animals for exhibition), and in accordance with the Constitution these functions fall to this Committee: • Grant and renewal of licences • Imposing conditions • Enforcement • Amending the licence • Modifying the licence • Varying the licence • Revoking the licence • Charging a fee for the licence Agreement is sought from the Committee to delegate authorisation to the following officers: Licensing and Business Support Manager; Licensing Officers; Assistant Licensing Officers; Food Health and Safety Officers for the following activities: • Grant, renew, vary or suspend (with or without consent), revoke or reinstate a licence including determining period and conditions of licence • Act as suitably qualified inspectors and take all necessary action as inspectors (regulation 4) • Be able to appoint listed veterinarians as appropriate • (Regulation 20) Take enforcement action in relation to regulation 7 (duty to assist in the taking of samples from animals) and regulation 19 (obstruction of inspectors) • Seek and execute a warrant for entry (regulation 21) • Any other action required under the regulations All policy-related issues relating to the licensing functions detailed in the new Regulations are delegated to this Committee under the terms of the Constitution. 2. Delegated authority be given to the Licensing and Business Support Manager and Public Protection Manager in consultation with the Committee Chairman & S151 Officer for fee setting in relation to the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018	Min No. 44/18
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.	Min 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.	Min No. 97/18
24/07/2018	Cabinet	Deputy Leader, Executive Member Place and the Executive Director Place Executive Director Strategy and Governance	COMMUNITY RESERVE POTENTIAL PROJECTS 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. RECOMMEND to FULL COUNCIL: 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.	Min No. 80/18

12/06/2018	Cabinet	Executive Director for Strategy and Governance in consultation with the Deputy Leader and Portfolio Holder for Place	Inter Authority Agreement – Waste Services 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 RECOMMEND to Full Council to release £150,000 from the Organisational Development Reserve in order to commission specialist external Lawyers to draft the Contract	Min No. 69/18
12/06/2018	Cabinet	Shared Executive Manager and Data Protection Officer, in consultation with the Executive Member for Governance	Data Protection Policy 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.	Min No. 62/18
17/05/2018	Council	Chief Executive in consultation with the Leader	Snetterton Power Scheme - Grant Approvals 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.	Min No. 85/18
12/04/2018	Council	Executive Director, Place in consultation with the Exec Member for Growth	Release of new burdens fund - Homelessness Reduction Act 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.	Min 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	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.	Min No. 34/18
18/01/2018	Council	Chief Executive	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	Min No. 17/18
18/01/2018	Council Cabinet	Executive Director Commercialisation and Shared Strategic Housing Manager	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.	Min No. 08/18(c) Min No. 10/18
02/11/2017	Council	Returning Officer	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.	Min No. 159/17
17/10/2017	Cabinet	Section 151 Officer in consultation with the Executive Member for Finance	Norfolk Business Rates 100% Retention Pilot 2018-19 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.	Min No. 103/17
21/09/2017	Council	Executive Director of Place in consultation with the Exec Member for Growth	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 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.	Min No. 140/17
05/09/2017	Cabinet	Executive Director of Strategy & Governance in conjunction with the Deputy Leader	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	Min No. 94/17
27/07/2017	Council	S151 Officer in conjunction with the Leader	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.	Min 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	Min 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 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	Min 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.	Min No.66/17
23/02/2017	Council	(1) Head of Paid Service (2) EMT	New Breckland Pay Scheme: Performance Related Increments (PRI) Scheme 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	Min 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: 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. • An information paper will be submitted to Full Council where legislative changes have occurred.	Min 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.	Min 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 Cabinet Min No. 18/17
07/02/2017	Cabinet			
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.	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.	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 Cabinet Min No. 120/16
22/11/2016	Cabinet			
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	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	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
25/05/2016	General Purposes	OIB	Enforcement Agency Increase in Establishment 1. authority be delegated to the Operational Improvement Board to appoint up to eight additional members of staff where they were satisfied that the increase was justified by robust data; and 2. authority be delegated to the Operational Improvement Board to negotiate the terms of the ARP Enforcement Agency entering into arrangements to collect debts for councils which were not members of the ARP 2015 Joint Committee	GP Min No. 18/16
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.	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.	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	Min No. 100/15
22/09/2015	Cabinet	Housing Manager, Principal Housing Officer and Private Sector Team Leader	New Legislative Responsibilities for Enforcement Authority delegated to the Housing Manager, Principal Housing Officer and Private Sector Team Leader to enforce the following legislation: a) The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a Scheme etc.) (England) Order 2014 b) Control of Horses Act c) Smoke and Carbon Monoxide Alarm (England) Regulations 2015 3. the fine to be levied for failure to comply with the Redress Scheme requirements be set at £5000; 4. 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 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	Min No. 81/15
09/07/2015	Full Council	Head of Paid Service	Review of the Economic Development Function 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	Council Min No. 62/15
24/06/2015	General Purposes			GP Min No. 40/15
09/07/2015	Full Council	Head of Paid Service	Changes to Standing Orders/Delegations 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	Min No. 66/15
09/07/2015	Full Council	Monitoring Officer	Changes to Standing Orders/Delegations 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	Min No. 66/15
10/06/2015	ARP Joint Committee	OAP	ARP Trading Company Restructure Delegate to the Operational Improvement Board authority to revise the company constitution and shareholder agreement	Min No. 26/15

26/03/2015	Council	See 1, 2, 3	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 - delegates the S151 Officer in consultation with the Leader to: - 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: - the officer Director to the Chief Executive; - the External Director to the Shareholder Representative; and - authorisation of agreeing the relevant legal documents 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)	Min No. 29/15
24/03/2015	Cabinet	Deputy Planning Manager/ Planning Officers	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	Min No. 41/15
24/03/2015	Cabinet	Chief Officers/ Portfolio Holder	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	Min No. 39/15
19/03/2015	ARP	Operation Improvement Board	Electronic Document Management System authority be delegated to the OIB to procure a shared document management system in accordance with the business case	Min No. 08/15
19/03/2015	ARP	Operation Improvement Board	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	Min No. 01/15
26/02/2015	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	Min No. 6/15 (7)
17/02/2015	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

13/01/2015	Cabinet	Portfolio Holder for Assets	Land at Paper Street, Yaxham To delegate authority to the relevant Portfolio Holder to: 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	Min No. 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.	Min No. 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.	Min No. 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	Min No. 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...	Min No. 88/14
25/11/2014	Cabinet	Executive Director (Place) <i>(in consultation with the appointed ARP Joint Committee Members)</i>	<u>RESOLVED</u> that: 1) the recommendation of the ARP Joint Committee to introduce an Enforcement Agency Service be supported; and 2) 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.	Min No. 108/14
25/11/2014	Cabinet	Executive Director for Commissioning and Governance <i>(in consultation with the Executive Member for Communications, Organisational Performance and Development)</i>	<u>RESOLVED</u> that: 1) the new Communications Strategy be approved; 2) the Action Plan as attached at Section 3 of the report be approved; and 3) 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.	Min No. 109/14

12/11/2014	General Purposes	Executive Director, Commissioning and Governance	Community Governance Review – Swanton Morley 1) delegated authority be given to the Executive Director, Commissioning and Governance to carry out a Community Governance Review for Swanton Morley; 2) delegated authority be given to the Executive Director, Commissioning and Governance to agree the Timetable and Terms of Reference for the review; and 3) 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.	Min No. 51/14
06/11/2014	Council	Operational Improvement Board	<u>RESOLVED</u> that: Waveney District Council and Suffolk Coastal District Council become full members of the Anglia Revenues Partnership; and 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.	Min No. 77/14d
06/11/2014	Council	Chief Executive (<i>in consultation with the Leader</i>)	<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 .	Min No. 77/14e
22/10/2014	Cabinet	Chief Executive	<u>RESOLVED</u> that: (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 (2) Link Road options 1 and 2 not be pursued.	Min No. 95/14
22/10/2014	Cabinet	Deputy Planning Manager	<u>RESOLVED</u> to: (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 (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.	Min No. 96/14
11/09/2014	ARP Joint Committee	Operational Improvement Board	It was further RESOLVED to RECOMMEND TO THE PARTNER AUTHORITIES that: Waveney District Council and Suffolk Coastal District Council become full members of the Anglia Revenues Partnership; and 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.	Min No. 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.	Min No. 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.	Min No. 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.	Min No. 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 .	Min No. 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. 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	Min No. 79/14e
11/06/2014	General Purposes	CMT	Local Government Pension Scheme (LGPS): Exercise of Discretionary Elements Policy That the Pension Policy (attached at Appendix C to the report) be adopted and authority be delegated to the Corporate Management Team (CMT) to change the basis/frequency of contribution band assessment (as per 1.4.4 of the report) if appropriate	Min No. 26/14

17/09/2013	Cabinet	Licensing Officers	Scrap Metal Dealers Act 2013 1) Approval be given to delegate the following matters to the Licensing Officers: 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.	Min 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	Procurement of Norfolk Dry Recyclables 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.	Min No. 60/13
17/07/2013	General Purposes	Deputy Chief Executive	Community Governance Review – Weasenham All Saints and Weasenham St Peter Parish Councils The Deputy Chief Executive be granted delegated powers to carry out the Community Governance Review.	Min No. 40/13
17/07/2013	General Purposes	Deputy Chief Executive	Merton Parish Council Delegated authority be granted to the Deputy Chief Executive to make Orders under Section 91 of the Local Government Act 1972 in the event that a similar action was required in the future	Min No. 39/13
29/05/2013	General Purposes	Head of Paid Services	Legal Services Review Authority be delegated to the Head of Paid Service to implement and make any associated redundancies resulting from the structure.	Min No. 34/13
26/03/2013	Cabinet	Deputy Chief Executive	PFI Benchmarking Authority be delegated to the Deputy Chief Executive in consultation with the Executive Member for Localism, Community & Environmental Services for the decision to: (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.	Min No. 31/13
14/03/2013	ARP	OIB (ARP)	Telephone Recording Policy Delegation to the Operational Improvement Board for any subsequent changes, in line with other ARP Policies be approved	Min No. 12/13
14/03/2013	ARP	S151 Officers (ARP)	Additional Government Funding 2013/14 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	Min No. 11/13

09/01/2013	General Purposes	Chief Executive	Changes to the Provision of Graphic Design Authority be delegated to the Chief Executive to make final arrangements for the provision of a graphic design service in line with Option 1.1 of the report	Min No. 09/13
20/11/2012	Cabinet	The Chief Executive or the Deputy Chief Executive	Breckland Collective Energy Switching Scheme 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.	Min No. 132/12
31/07/2012	Cabinet	The Leader of the Council and the Chief Executive	Local Council Tax Support Scheme The Leader of the Council and the Chief Executive be given delegated authority to determine the draft Council Tax Support Scheme for consultation	Min 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	Min No. 38/12
13/06/2012	General Purposes	Assistant Director, Commissioning	Property Inspections & Visits Review To make changes to the establishment (in consultation with the Chairman of General Purposes) as detailed in the report and appendices	Min No. 39/12
07/03/2012	General Purposes	CMT	Financial Services Restructure 1. Delegate authority to CMT to make any associated redundancies resulting from the restructure subject to the agreement of the Chairman and Vice-Chairman of the General Purposes Committee 2. Delegate authority to CMT to approve minor amendments to the structure following formal consultation (subject to the objectives of the restructure being met and Unison being in agreement) subject to the agreement of the Chairman and Vice-Chairman of the General Purposes Committee	Min No. 30/12
04/01/2012	General Purposes	Chief Executive	HR Review Delegated authority to the Chief Executive to make one redundancy, subject to the outcomes of the consultation and selection process.	Min No. 09/12
04/01/2012	General Purposes	Council Leader & Chief Executive	Legal Review That delegated authority is given to the two Council Leaders and the Chief Executive to sign off the restructure following formal consultation with Staff and Unions to ensure the restructure and efficiency savings can be achieved in 2012/13 onwards.	Min No. 08/12
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	Min 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.	Min 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	Min No.37/11
16/06/2011	ARP	S151 Officers (ARP)	Atlas Funding Report - 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.	Min 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.	Min 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	Min No. 7/11