

LEADER'S EXECUTIVE SCHEME OF DELEGATION

Responsibility for Leader and Cabinet Functions

Remit

1. The Leader has established a Cabinet to include eight other councillors, including a Deputy Leader. The Leader has allocated a portfolio of executive and leadership responsibilities for each of these Cabinet members, whose terms of reference are described in the following pages.
2. The Leader and Cabinet are responsible for all of those functions of the Authority that are not expressly reserved to other parts of the Council under these constitutional arrangements. These are known as executive functions.
3. The Leader may discharge any of the functions that are the responsibility of the Leader and Cabinet him or herself or may arrange for the discharge of those functions by the Cabinet as a whole, by another member of the Cabinet, by a committee of the Cabinet or by an officer of the authority. These arrangements are described below.
4. More information is set out in Part 2 of the Council's Constitution

Limitations

5. Those functions that may not be executive functions and do not fall under the responsibility of the Leader or Cabinet, in whole or in some other specified way, are listed in Part 2 of the Council's Constitution.
6. In discharging responsibility for the executive functions of the Council, the decision maker must be aware of the limitations placed upon them. These limitations are that any decision in exercise of an executive function is to comply with:
 - (a) the Budget set by full Council;
 - (b) the Policy Framework set by full Council;
 - (c) the Authority's
 - Access to Information Procedure Rules (including key decision and call-in provisions);
 - Cabinet Procedure Rules;
 - Budget and Policy Framework;
 - (d) an expectation that the Authority's
 - Financial Regulations;
 - Contract Procedure Rules; and
 - Requirements / Procedure Rules as set out elsewhere in the Council's Constitution;will have been complied with in all but the most exceptional circumstances (and if not then explained fully in the minuted reasons for the decision); and
 - (e) any legislative requirements and all applicable rules of law.

Arrangements for Discharge of Functions

7. The following sets out how the Leader has decided to arrange for the discharge of executive functions. The Leader may amend these arrangements but will [normally] only do so after first informing a public meeting of the Cabinet.
8. Key Decisions (defined in Part 2 of the Council's Constitution) may be taken by the Cabinet, a relevant Cabinet Committee, Cabinet Sub-Committee by the Cabinet member under whose portfolio the function falls or by the Chief Executive, Deputy Chief Executive, Director, or Head of Service under whose managerial responsibility the executive function falls.
9. Where a Cabinet Committee or a Cabinet Sub-Committee has been established, its terms and functions will be set in this Scheme of Delegation.
10. Certain procurement and financial decisions will, according to the value of the transaction concerned, be reserved to the Cabinet, Cabinet member or grade of officer as set out in the Annex to this Scheme.
11. Each Cabinet member's portfolio of responsibility is described below. That portfolio sets out the range of executive functions for which the Cabinet member may be called upon to make a key decision about or to lead the debate when related matters come before a meeting of the Cabinet.
12. Under each portfolio, certain decisions that would otherwise fall within the scope of each Cabinet member's portfolio will be reserved for consideration and decision by a meeting of the Cabinet, Cabinet Committee or Cabinet Sub-Committee.
13. Under each portfolio, certain decisions that would otherwise fall within the scope of the managerial responsibility of the Director, or Head of Service concerned may be reserved for consideration and decision by the Cabinet, a relevant Cabinet Committee, Cabinet Sub-Committee or by the Cabinet member under whose portfolio the function falls.
14. Regardless of any other delegation or rule within these arrangements, the Chief Executive / Deputy Chief Executive may take any key decision which he or she considers necessary on the grounds of urgency, efficiency, or cost.
15. All other matters that do not constitute a key decision are delegated to the Chief Executive, / Deputy Chief Executive, Director, or Head of Service under whose managerial responsibility the executive function falls.
16. Even where the Chief Executive, / Deputy Chief Executive, Director, or Head of Service hold delegated authority, they must consult the relevant Cabinet member where the circumstances are particularly sensitive or if the decision in question involves changes to policy or strategy and, following consultation, they will normally report the matter to the Cabinet where the Cabinet member indicates a preference for this.
17. The Chief Executive, / Deputy Chief Executive, Director, or Head of Service may delegate any of their responsibilities or powers in exercise of executive functions to any other officer to whom they consider it appropriate to discharge those functions.
18. There are additional executive and non-executive functions allocated to specific statutory and non-statutory officers as set out in the Constitution.

LEADER - COUNCILLOR PETER MARLAND

Portfolio Terms of Reference

1. Council Plan
2. Communications
3. Policy
4. External Relationships
5. Central Area Growth Board
6. Fast Growth Cities
7. Local Government Association
8. Strategic Partnerships
9. South East Midlands Local Enterprise Partnership (SEMLEP)
10. Planning Policy
11. Planning Services
12. All other executive functions not otherwise listed within Cabinet portfolio terms of reference listed below
13. Any executive functions that fall to be discharged by the Leader and Cabinet that the Leader may wish from time to time to have reserved to him or herself or to be discharged in a different manner to the general delegation arrangements described below.

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to a portfolio's Terms of Reference.
- (iii) Such other matters as the Leader may from time to time reserve to Cabinet for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for councillor level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader may from time to time reserve to him or herself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

DEPUTY LEADER - COUNCILLOR ROBIN BRADBURN

CABINET PORTFOLIO: ECONOMY AND CULTURE

Portfolio Terms of Reference

1. COVID 19 Recovery
2. Economic Development
3. Business Support
4. Inward Investment
5. VCSE Sector
6. Central Milton Keynes Business Improvement District

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

COUNCILLOR EMILY DARLINGTON

CABINET PORTFOLIO: ADULTS, HOUSING AND HEALTHY COMMUNITIES

Portfolio Terms of Reference

1. Adult Social Care
2. Preventative Services
3. Safeguarding Adults
4. Housing Services
5. Repairs and Maintenance
6. Mental Health
7. Rough Sleeping and Homelessness
8. Regeneration and Estate Renewal

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy

COUNCILLOR LAUREN TOWNSEND

CABINET PORTFOLIO: RESOURCES

Portfolio Terms of Reference

1. Finance and Budget
2. Council Tax and Benefits
3. Performance
4. Capital and Infrastructure
5. Property and Facilities
6. Human Resources
7. Milton Keynes Development Partnership
8. Local Housing Company
9. I.T.

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

COUNCILLOR JENNY WILSON-MARKLEW

CABINET PORTFOLIO: PUBLIC REALM

Portfolio Terms of Reference

1. Waste and Recycling
2. Highways
3. Landscaping
4. Community Safety
5. Knife Crime
6. Traveller Encampments
7. Transport
8. Road Safety
9. Flooding
10. Parish Partnerships

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

COUNCILLOR JANE CARR

CABINET PORTFOLIO: TACKLING SOCIAL INEQUALITIES

Portfolio Terms of Reference

1. Reducing Child Poverty
2. Equalities
3. Reducing Inequalities
4. Public Health
5. Skills
6. Higher Education
7. Youth Services
8. Youth Offending
9. Criminal Justice
10. Leisure and Community Assets
11. Sport

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

COUNCILLOR ZOE NOLAN

CABINET PORTFOLIO: CHILDREN AND FAMILIES

Portfolio Terms of Reference

1. Safeguarding Children
2. Children's Social Care
3. Corporate Parenting
4. Fostering and Adoption
5. Schools and Partnerships
6. Children's Centres
7. Libraries

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.
- (iv) Power to close and open schools.

COUNCILLOR SHANIKA MAHENDRAN

CABINET PORTFOLIO: CLIMATE, SUSTAINABILITY & INNOVATION

Portfolio Terms of Reference

1. Climate Change
2. Net Zero
3. Sustainability
4. Biodiversity
5. Energy
6. Air Quality
7. Smart Cities
8. Innovation
9. Artificial Intelligence
10. Engaging Young People
11. Culture
12. Events

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

COUNCILLOR PAUL TRENDALL

CABINET PORTFOLIO: CUSTOMER SERVICES

Portfolio Terms of Reference

1. Licensing and Regulatory Services
2. Environmental Health
3. Bereavement Services
4. Customer Services
5. Website
6. Procurement

Matters reserved within this portfolio to the Cabinet:-

- (i) All relevant matters reserved for Cabinet level decision as detailed in Rules of Procedure.
- (ii) Policy developments of strategic significance relating to the portfolio's Terms of Reference.
- (iii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.

Matters reserved within this portfolio to the Cabinet Member:-

- (i) All relevant matters reserved for Member level decision as detailed in Rules of Procedure.
- (ii) Such other matters as the Leader directs or the Cabinet may from time to time reserve to itself for decision.
- (iii) Decisions to accept, reject, or modify expressions of interest submitted under the Council's Community Right to Challenge Policy.

Procurement and Financial Scheme of Delegation

These delegations should be read in conjunction with Council's Contract Procedure Rules and the Council's procurement guidance as appropriate, along with the linked Financial Procedure Rule (FPR).

Note that the Chief Financial Officer may delegate authority from time to time as he / she sees fit.

	Function	FPR	Cabinet/ Cabinet member	Chief Executive	Deputy Chief Executive	Director	Head of Service	Budget Manager
1.	Virements	6	All non-technical virements	N/A	Technical virements – Chief Financial Officer	None	None	None
2.	Approval of credit notes.	11	N/A	Unlimited (Deputy Chief Executive to deputise)	Unlimited (Chief Financial Officer to deputise)	Up to £100,000	Up to £50,000	Up to £10,000
3.	Recommend write-off of debts to Chief Financial Officer	12	N/A	Unlimited	Up to £500,000	Up to £100,000	Up to £50,000	Up to £10,000
4.	Write-off authority	12	Any amount over £20,000	N/A	Any amount up to £20,000 approved by Chief Financial Officer			

	Function	FPR	Cabinet/ Cabinet member	Chief Executive	Deputy Chief Executive	Director	Head of Service	Budget Manager
5.	Write-off due to insolvency/court order	12	Any amount over £20,000 reported	N/A	All – Chief Financial Officer			
6	To agree grants and benefits to external bodies and other non-procurement commitments	16	If proposed expenditure will cause pressure in future years.	Up to £100,000	Up to £100,000	Up to £100,000	Up to £50,000	Up to £10,000
7.	Signing grant agreements for grants and benefits paid by the Council to external bodies	16	N/A	N/A	Above £20,000 Must be recorded in the grants payable register	Up to £20,000	None	None
8.	Authorisation of official orders for grants and benefits to external bodies	16	N/A	Unlimited (Deputy Chief Executive to deputise)	Up to £1m (Chief Financial Officer to deputise)	Up to £500,000	Up to £50,000	Up to £10,000
9.	Applying for new external funding (including European bids). (All are subject to Chief Financial Officer certification)	17	N/A	N/A	Unlimited	Up to £100,000	None	None

	Function	FPR	Cabinet/ Cabinet member	Chief Executive	Deputy Chief Executive	Director	Head of Service	Budget Manager
10.	Sign off of grant claims (Government Departments, EU)	17	N/A	N/A	Chief Financial Officer	N/A	N/A	N/A
11.	Assets and stocks – maintain register of assets over £10,000	18-22	N/A	N/A	N/A	Yes	Yes	N/A
12.	To agree specification, invite tenders and approve delegated authority to award contract for supplies and services	23	Over £500k	Up to £500k	Up to £500k	Up to £500k	Up to £50,000	Up to £25,000
13.	Award of contract	23	Over £500k	As above, subject to the award being made to the tenderer who has submitted the most economically advantageous bid (the highest score against the valuation criteria) and the resulting contract being within budget.				
14.	Termination of contract	23	Over £500k	Up to £500k	Up to £500k	Up to £500k	None	None
15.	Authorisation of official orders for procurement (This follows formal approval through appropriate decision making as above)	23	N/A	Unlimited (Deputy Chief Executive to deputise)	Up to £1m (Chief Financial Officer to deputise)	Up to £500,000	Up to £50,000	Up to £25,000

	Function	FPR	Cabinet/ Cabinet member	Chief Executive	Deputy Chief Executive	Director	Head of Service	Budget Manager
16.	Petty cash limit for a single item	24	N/A	Unlimited	Up to £250	Up to £100	Up to £50	Up to £25
17.	To agree any other form of financial commitment not covered above		If proposed expenditure will cause pressure of over £500k in future years.	Up to £500k	Up to £500k	Up to £500k	Up to £50,000	Up to £10,000