

Appendix A – Scheme of Delegation (Part 3.1 Under Council Constitution)

Officer Delegation (Sub-Section 5.2) – as Existing

2 Officer Delegation

Responsible Officers can only exercise delegated authority for functions for which they have budgetary and management or operational or statutory responsibility. Decisions taken under delegated authority will be recorded in the register maintained by the Head of Democratic Services.

- a) The exercise of functions by Responsible Officers in relation to the approvals of disposals, acquisitions and leases shall be undertaken in accordance with the Land Transaction Procedure Rules and shall be limited as follows:
 - i) Acquisition of freehold or leasehold property (where a premium only is payable) up to £1,000,000;
 - ii) Acquisition of freehold or leasehold property where a rent is payable – up to £250,000 per annum;
 - iii) Disposal of freehold property or leasehold property (where a premium only is payable) up to £1,000,000;
 - iv) Disposal of leasehold property where a rent is payable – up to £250,000 per annum.

- b) In cases where the consideration is not straightforward such as involving varying rents or a combination of rental and premium the Head of Property or his nominee shall assess the total capital value of the transaction to establish if such value exceeds the limits of this delegation.

- c) Subject to any limitations imposed by the Leader, all Responsible Officers may authorise another Officer to exercise their delegated functions provided that the Responsible Officer has line management responsibility for that Officer. In those circumstances it is expected that a written “chain of authority” will be maintained.