

**TORFAEN COUNTY BOROUGH COUNCIL
SCHEME OF DELEGATION – EXECUTIVE DECISION MAKING**

<u>CATEGORY A</u>	<u>CATEGORY B</u>	<u>CATEGORY C</u>
Decisions by Executive Members which will be reported as intended decisions and not implemented until an opportunity has been given for call-in/challenge #	Decisions by Chief Officers which will be reported as intended decisions and not implemented until an opportunity has been given for call-in/challenge #	Decisions by Chief Officers which are not subject to challenge before implementation and will be reported in due course in the relevant Overview & Scrutiny Committee
# These decisions must be made available for overview and scrutiny members to comment on 5 clear working days prior to the decision being made and subject to comments being made, may be challenged up to 2 clear working days following the date of decision.		
Key Decisions All decisions identified as key decisions by Executive Members in the Forward Work Programme for the service area.	Key Decisions All decisions identified as key decisions by Chief Officers in the Forward Work Programme for the service area.	
		Staff To approve the appointment & dismissal of staff in accordance with the Constitution and to include: Discipline & grievance procedures; Contractual progression through grades; Re-grading; Re-designation of posts; Honoraria; Flexible retirement Termination of employment; Health & Safety matters; changes to the staff structure
Budget Provision To approve budget provision for the portfolio area including variations to budgets in accordance with financial regulations and the Constitution.		Expenditure To commit & authorise expenditure within budget provisions including budget variations in accordance with Financial Regulations & the Constitution.
		Tenders To seek tenders offers or bids in accordance with Contract Standing Orders.
	Contract Award To award contracts (subject to tendering) not awarded on the basis of lowest price or most economically advantageous tender [£0 to £75,000]	Contract Standing Orders Exemptions & Contract Award To award Contract Standing Orders exemptions and the associated contract (£0 to £150,000) and to award Contracts (subject to tendering) based on the lowest price or most economically advantageous tender (£0 to £150,000)
	Contract Standing Orders Exemptions & Contract Award To award Contract Standing Orders exemptions and the associated contract (£150,001 to £2,000,000) and to award Contracts (subject to tendering) based on lowest price or most economically advantageous tender (£150,001 to £2,000,000)	
Policies & Strategies To recommend policies & strategies to Cabinet & Council.		Operational Policies & Procedures To adopt operational policies & procedures.
Service Provision To introduce / adjust / withdraw service provision within the portfolio.	Service Objectives To determine service objectives within operational & action plans consistent with the Council's corporate objectives & processes.	
Performance Indicators & Monitoring To determine local performance indicators for services within the portfolio; To monitor performance management targets as set out in the Council's agreed performance management processes & to determine any actions arising.		
Joint Arrangements To arrange for delivery of services with other public bodies or through joint arrangements; To decide whether to enter into any non statutory partnership or compact arrangements or to take part in any non statutory forum arrangements subject to accordance with the Council's Policy Framework budget and Constitution.		
Fees To increase / decrease / introduce fees including: To set fees & charges for services within the portfolio; To determine subsidies or concessions within any charging or other Schemes; To determine circumstances in which payment or repayment of a grant may be waived.		

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	Projects To undertake projects.	
Buildings and Land To acquire or dispose of land with a capital value between £100,001 and £200,000. To acquire or grant leases and licences with a rental value between £100,001 and £200,000 per annum (Executive Member for Resources).		Buildings and Land To declare buildings or land surplus to service requirements (All Chief Officers for their respective areas). To acquire or dispose of land with a capital value up to £100,000 (Assistant Chief Executive, Resources only). To acquire or grant leases and licences with a rental value up to £100,000 per annum (Assistant Chief Executive, Resources only).
	Funding To make applications or submit bids for funding or financial assistance in kind to any person or body.	
	External Funding To allocate external funding.	
	Grants To award grants.	
		Public Consultation To make arrangements for publicity & public consultation documents.
		Feasibility Studies To commission any feasibility or other study subject to available finance.
		Observations To provide observations to National & Local Government & other bodies on behalf of the Council.