

Executive decisions taken by officers under delegated authority: February to December 2016

For practical purposes, the Executive or Council may delegate certain decision making powers to Officers. Copies of any reports relevant to such a decision will be open to inspection for six years from the date that the decision was made, except where the document contains information that had previously been determined to be exempt. Further information can be obtained from the relevant Delegated Officer c/o Democratic Services, Cannock Chase Council, Civic Centre, PO Box 28, Beecroft Road, Cannock WS11 1BG.

Copies of non-confidential items are available from the Council's website and will have been published 5 clear working days prior to the relevant meeting date.

Key:	
	Delegation status not known – update required
	Delegation still in progress
	Ongoing delegation (included in Scheme of Delegations where relevant)
	Delegation complete

Item No.	Item	Delegations	Delegated Officer/ Cabinet Member	Date of Meeting	Minute No.	Key Decision	Confidential Item <i>If Yes, Why?</i>	Ongoing Delegation	Date Delegation Actioned
9	Syrian Vulnerable Person Resettlement Scheme	(C) In consultation with the Leader of the Council: (i) undertake the rehousing of refugees within the Cannock Chase District through one or more of the housing options as set out in paragraph 5.14 of the report; (ii) determine the Council's future participation within the Staffordshire-wide Syrian Vulnerable Person Resettlement Scheme.	Managing Director	01/02/16 Cabinet	77	No	No	Yes	December 2016 – 2 families rehomed – (families have since relocated) The Council remains committed to further participation in the Scheme.

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10	Civic Centre Car Park	(C) To act as necessary to implement the scheme, including entering into agreements and contracts with other bodies with an interest in the proposals; seeking consents as required including planning consent; making orders as required for the new public car park; making provision for alternative staff parking; entering into arrangements, including financial arrangements, for any off-site works required, including any works to Brunswick Road.	Managing Director	24/03/16 Cabinet	97	No	No	Yes	Planning consent secured. Design and cost of scheme almost complete. Demolition of x2 bungalows to facilitate scheme is complete. Main scheme starting January 2019.
11	Revised Local Development Scheme and Process for Overseeing the Development of the Local Plan Part 2	Overseeing the production of Local Plan Part 2, working in consultation with a cross-party Member / Officer working group of seven elected Members, four of whom should be from the Labour Group; and three from the other Groups on Council, with nominated Cabinet Members including the portfolio holder for Economic Development and Planning, prior to approval of the relevant draft for public consultation by Cabinet and Council.	Head of Economic Development <i>(now the Head of Economic Prosperity)</i>	24/03/16 Cabinet	98	Yes	No	Yes	This delegation has been superseded by Council decision of 21/02/18 (Minute No. 74 refers). Working Group still meeting to support development of refreshed Local Plan.

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12	Design Supplementary Planning Document (SPD) and Local List	(B) In consultation with the Economic Development and Planning Portfolio Leader, to make further minor amendments to the SPD.	Head of Economic Development <i>(now the Head of Economic Prosperity)</i>	24/03/16 Cabinet	99	Yes	No	Yes – added to Scheme of Delegations on 05/08/16	N/A
13	Local Plan (Part 1) Authority Monitoring Report	(B) In consultation with the Economic Development and Planning Portfolio Leader, be authorised to approve the publication of future Cannock Chase AMRs, including minor revisions to the format and content of the AMR as required.	Head of Economic Development <i>(now the Head of Economic Prosperity)</i>	21/04/16 Cabinet	112	Yes	No	Yes – added to Scheme of Delegations on 05/08/16	N/A
14	Establishment of a Property Partnership	(B) To agree the final terms of the necessary agreement in consultation with the Portfolio Leader for Corporate Improvement, provided that all due diligence checks have been carried out successfully. (D) The Council representation on these boards be agreed following consultation with the Portfolio Leader for Corporate Improvement once the format of these Boards has been established as part of the final terms of the agreement; and that the Council representation on the LLP Board will be from members of the Cabinet.	Council Solicitor and the Head of Economic Development <i>(now the Head of Economic Prosperity)</i> Council Solicitor	21/04/16 Cabinet	113	No	No	No No	16/11/16
15	Garage Sites and Other Council Owned Land – Redevelopment Scheme	(C) Following consultation with the Housing Portfolio Leader, be authorised to extend the Redevelopment Scheme subject to the award of grant funding from the Greater Birmingham and Solihull Local Enterprise Partnership (GBSLEP) Unlocking Housing Sites Programme.	Head of Housing and Waste Management <i>(now Head of Housing and Partnerships)</i>	16/06/16 Cabinet	13	Yes	No	No	02.03.2017 585k grant awarded – 14 additional properties to be built. Project due for

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									completion January 2019
16	Review of Taxi and Private Hire Licensing Policy	(B) To determine the mechanisms for implementation of all driver training requirements within the Policy. (C) To make any amendments to the Policy required due to changes in legislation or government guidance and minor variations to the Policy in the interests of service improvement.	Head of Environmental Health (<i>now under the Head of Economic Development</i>)	06/07/16 Council	25	No	No	Yes – added to Scheme of Delegations 23/05/18 Yes – added to Scheme of Delegations on 05/08/16	N/A N/A
17	Cannock Chase Good Life App	(A) To carry out a launch of the Good Life Deals loyalty App in the summer of 2016. (B) To carry out a launch of the secondary loyalty reward card in due course.	Head of Economic Development	21/07/16 Cabinet	28	Yes	No	No	24/10/16 Completed
18	Future Use of Garage Sites	(D) To investigate the potential option for reducing building costs through the use of alternative construction methods and that a further report be received on the future disposal or retention of the following three garage sites: <ul style="list-style-type: none"> • Site A & C, High Meadow, Cannock Wood; • Site B, High Meadow, Cannock Wood; • 01-07 Burgoyne Street, Hednesford. 	Head of Housing and Waste Management (<i>now Head of Housing and Partnerships</i>)	25/08/16 Cabinet	37	Yes	No	No	Housing Investment Fund Established – Sites under consideration – ongoing prioritisation on Hawks Green

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19	Capital and Revenue Costs for Development of a New Cemetery	(B) In consultation with the Culture and Sport Portfolio Leader, be authorised to procure a specialist private sector partner to deliver the cemetery proposal; (C) In consultation with the Culture and Sport Portfolio Leader, to take such actions as may be necessary to progress the agreed recommendations within the approved budget.	Head of Commissioning <i>(now Head of Environment & Healthy Lifestyles)</i>	25/08/16 Cabinet	41	Yes	Yes – The report contained information relating to the financial or business affairs of any particular person (including the Council).	No No	A soft market testing exercise to identify potential partners was undertaken in February 2018, the outcome of which was reported to Cabinet in August 2018.
20	Hednesford Town Centre Regeneration: Proposed Parking Order: Car Park to the Rear of the Co-op	(C) To take those actions necessary to support the implementation of the Order, compliance with the associated legal process and arrangements for its enforcement thereafter.	Managing Director	22/09/16 Cabinet	49	No	No	No	See item no. 26 which supersedes this delegation

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21	Cannock Town Centre Area Action Plan (AAP) Consultation Procedures	(B) In consultation with the Portfolio Leader, be authorised to agree the details of the consultation process, make minor modifications to the Issues and Option Paper and to prepare a report on the comments received and proposed responses thereafter. (C) In consultation with the Portfolio Leader, be authorised to agree the details of subsequent consultations required to support the production of the AAP.	Head of Economic Development <i>(now the Head of Economic Prosperity)</i>	22/09/16 Cabinet	50	Yes	No	No	22/09/16
22	Housing Services 2015-16 Annual Report	(B) If required, following consultation with the Housing Portfolio Leader, to make amendments to the draft 2015-16 Housing Services Annual Report prior to circulation.	Head of Housing and Waste Management <i>(now Head of Housing and Partnerships)</i>	20/10/16 Cabinet	60.	No	No	No	No amends. required – 20/10/16
23	Approval of Food Law Enforcement Service Plan 2016-18	(B) To make any amendments to the Food Law Enforcement Service Plan 2016-18 required due to changes in legislation or government guidance and minor variations to The Plan in the interests of service improvement or operational efficiency.	Head of Environmental Health <i>(now under the Head of Economic Prosperity)</i>	Council 16/11/16	62.	No	No	Yes – added to Scheme of Delegations 23/05/18	N/A
24	Town Centre Business Rates Discount Scheme & Discretionary Rates Relief Support for Businesses	(B) In consultation with the Leader of the Council and the relevant Portfolio Leaders, to undertake any future amendments to the Discretionary Rates Relief Policy to ensure that it remains consistent with the business support policy objectives of the Council.	S.151 Officer (Head of Finance)	17/11/16 Cabinet	69.	Yes	No	Yes – added to Scheme of Delegations 23/05/18	N/A

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25	Local Plan Part 2: Regulation 18 Issues and Options Consultation	(B) In consultation with the Economic Development and Planning Portfolio Leader, be authorised to make any non-substantive changes considered necessary to the plan prior to it being published, and agree the arrangements for the consultation.	Head of Economic Development <i>(now the Head of Economic Prosperity)</i>	15/12/16 Cabinet	81.	Yes	No	No	This delegation has been superseded by Council decision of 21/02/18 (Minute No. 74 refers)
26	Hednesford Town Centre Regeneration: Proposed Parking Order: Car Park to the Rear of the Co-op: Revised Proposals	(C) To take those actions necessary to support the consultation process and the implementation of any subsequent car park arrangements, including the Parking Order and its enforcement.	Managing Director	15/12/16 Cabinet	82.	No	No	No	Full implemented.
27	Rugeley Boxing Club	(B) To agree terms and conditions and all other actions required to implement the recommendation.	Head of Economic Development <i>(now the Head of Economic Prosperity)</i>	15/12/16 Cabinet	84.	No	Yes – The report contained information relating to the financial or business affairs of any particular person (including the Council).	No	This delegation has been superseded by item no. 39