

Record of Delegations to Officers from Cabinet January to December 2023

Index	Date of Meeting	Details of Delegation and Decision	Portfolio Holder Consulted
1	9-01-23	Greater Norwich Local Plan Gypsy and Traveller Sites Focused Consultation Report To Delegate authority to the Assistant Director – Planning, in consultation with the Leader and Portfolio Holder for Stronger Economy, to agree consultation documentation and materials prior to the public consultation, and to continue to work with partners to seek legal advice regarding the assessment of Gypsy and Traveller site need.	Leader/Stronger Economy
2	9-01-23	Regulation 19 Pre-Submission Publication of the South Norfolk Village Cluster Housing Allocations Plan To delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holders for External Affairs and Policy and Stronger Economy to: a. make minor or factual corrections to the VCHAP prior to its publication, and; b. finalise evidence base and other support documents in connection with the publication of the VCHAP.	External Affairs and Policy/Stronger Economy
3	9-01-23	To establish and enter into a joint venture to deliver a Programme of Mitigation for Nutrient Neutrality To delegate to the Director of Place in consultation with the Leader of the Council to finalise the details and enter the joint venture arrangement.	Leader

4	9-01-23	HR and Payroll - Human Resources Management System (HRMS) and Payroll Bureau To delegate the award of the contract for Human Resources Management System and Payroll Bureau to the Chief of Staff in consultation with the Portfolio Holder for Finance and Resources.	Finance and Resources
5	13-02-23	Health and Wellbeing Partnership Funding Delegations To: 1. Delegate authority to accept moneys offered to South Norfolk District Council by the Health and Wellbeing Partnerships to the Director of People and Communities in consultation with the Portfolio Holder for Finance. 2. Delegate the spend of any Health and Wellbeing Partnership money allocated to South Norfolk District Council to the Director of People and Communities in consultation with the Portfolio Holder for Better Lives.	Finance/ Better Lives
6	13-02-23	Greater Norwich Five Year Infrastructure Investment Plan and Annual Growth Programme To agree to the signing of a deed of variation to the agreement entitled, Partner Drawdown and Borrowing Authorisations, that was originally signed by all partners on 21st October 2015 and to delegate authority to the Director for Place in consultation with the Portfolio Holder for External Affairs and Policy to finalise and sign any such variation	Leader

7	13-02-23	Ella May Barnes Building – Building Lease to delegate authority to the Director of Place in consultation with the Leader of the Council and the Finance Portfolio holder to finalise the Agreement to lease and subsequently enter into a lease in line with the agreed Heads of Terms.	Finance
8	13-02-23	Property Acquisition To Delegate authority to the Director of Place, in consultation with the Portfolio Holder for Stronger Economy to acquire land, in accordance with the Heads of Terms included within Appendix C. To Delegate authority to the Director of Place and S151 officer in consultation with the Portfolio Holder for Stronger Economy to agree any non-material amendments to the Heads of Terms included within Appendix C. To Delegate authority to the Director of Place, in consultation with the Portfolio Holder for Stronger Economy to draw down and spend up to the amount agreed from the Economic Growth Reserve, for Council officer resource in the Growth Delivery Team and professional fees. .	Stronger Economy
9	13-02-23	Award of Contract for Installation of Solar Panels, Battery Storage and EV Charging Points at the Council Leisure Centres To delegate authority to the Assistant Director Community Services, in consultation with the Portfolio Holder for Customer Focus to finalise the details of the tender for Wymondham and Long Stratton within the approved budget and make the decision to award the contract.	Customer Focus

10	20-03-23	Norfolk Recreational Impact Avoidance and Mitigation (RAMS) Programme Governance To delegate authority to the Assistant Director for Planning in consultation with the Portfolio Holder for Policy and External Affairs to finalise any partnership legal agreement and Terms of Reference related to recommendations 1 and 2.	Policy and External Affairs
11	20-03-23	Environmental Strategy and Delivery Plan To delegate approval for the final documents to the Assistant Director for Economic Growth, in consultation with the Portfolio Holder for Clean and Safe Environment.	Clean and Safe Environment
12	20-03-23	Disposal Of a Council Owned Asset To delegate authority to the Director of Place in consultation with the Leader of the Council and the S.151 officer to accept an offer and dispose of the property in line with advice. To delegate authority to the Director of Place in consultation with the Leader of the Council and the S.151 officer to accept an offer on the Council's asset.	Leader
13	20-03-23	Contract Award: Public Sector Decarbonisation Scheme Delegate the award of contract for the overall PSDS programme of works to the Director of Resources in consultation with the S151 Officer and Portfolio Holder for Finance and Resources.	Finance and Resources
14	12-06-23	Greater Norwich Local Plan: Proposed Examination Submission on the Requirement for Gypsy and Traveller Pitches and Allocation of Sites for Gypsy and Traveller Pitches To delegate authority to the Assistant Director for Planning, in consultation with the Portfolio Holders for External Affairs and Stronger, Greener Economy, to negotiate further Modifications as may be necessary, which may include proposals to allocate	External Affairs and Stronger/Greener Economy

		one or more of the additional focused consultation sites, to ensure the Greater Norwich Local Plan is found Sound through its examination	
15	12-06-23	Rural England Prosperity Fund To delegate to the Director of Place, in consultation with the Section 151 Officer, the Managing Director and the Leader of the Council, to make any non-substantive changes to the principal areas of investment as required by the Department for Environmental, Food and Rural Affairs.	Leader of the Council
16	12-06-23	South Norfolk Co-Investment Fund Grant Application – Stoke Holy Cross New Pavilion To delegate authority to the Director of Place, to agree the final terms and enter into the Grant Funding Agreement on behalf of South Norfolk Council.	
17	17-07-23	Long Stratton EGYM Proposal To delegate authority to the Assistant Director Community Services, in consultation with the Portfolio Holder for Healthy and Active Lifestyles to award a contract to purchase and install an EGYM suite at Long Stratton Leisure Centre to enhance the facility and wider service offer, within allocated budget	Healthy and Active Lifestyles
18	17-07-23	Long Stratton Bypass Funding To delegate the signing of the agreement to the Director of Place in consultation with the Portfolio Holder for Finance	Finance
19	17-07-23	Section 113 Agreement for CNC Building Control To delegate finalisation of the details of the agreement to the Director of Place	
20	17-07-23	Ella May Barnes Building, First Floor Building Lease To delegate authority to the Director of Place in consultation with the Leader of the Council and the Portfolio Holder for Finance and Resources to finalise the Heads of Terms.	Finance/ Leader

		To delegate authority to the Director of Place in consultation with the Leader of the Council and the Portfolio Holder for Finance and Resources to finalise the Agreement to lease and subsequently enter into a lease in line with the agreed Heads of Terms	
21	17-07-23	Deed Of Variation Relating to the Large Scale Voluntary Transfer Agreement (Disposals Clawback Agreement) To authorise the Director of Place to finalise the wording and enter into the Deed of Variation	
22	17-07-23	South Norfolk Co-investment Grant Fund Application – Cringleford Community Centre To delegate authority to the Director of Place, to agree the final terms and enter into the Grant Funding Agreement on behalf of South Norfolk Council.	
23	17-07-23	Temporary Accommodation Purchase To delegate any minor changes to the Assistant Director of Individuals and families in consultation with the Assistant Director of Finance.	
24	17-07-23	Telephony System – Contract Award To delegate the award of the contract for the Telephony System to the Assistant Director of IT/Digital and Transformation in consultation with the Portfolio Holder for Governance, Technology and Innovation.	Governance, Technology and Innovation
25	4-09-23	Local Authority Housing Fund: Purchase of Properties To delegate to the Director of People & Communities to agree contractual arrangements.	

26	4-09-23	Proposed Improvement Works to Diss Leisure Centre To delegate the authority to award contracts valued over £100,000 for the delivery of works, to the Assistant Director for Community Services, in consultation with the Portfolio Holder for Healthy and Active Lifestyles.	Healthy and Active Lifestyles
27	9-10-23	South Norfolk Village Self and Custom Build Register Review To delegate authority to the Assistant Director for Planning in liaison with the Portfolio Holder for Stronger, Greener Economy to develop and finalise details for the operation of the South Norfolk self-build register.	Stronger, Greener Economy
28	9-10-23	Medium-Term Financial Position and Reserves Update To agree the following new delegations for spending earmarked reserves: a) The Director of People & Communities, in consultation with the Portfolio Holder for Governance, Technology & Innovation, has the authority to agree projects to be funded from the Collaboration Saving Reserve. b) The Director of Place in consultation with the Portfolio Holder for Stronger, Greener Economy, has the authority to agree expenditure from the Economic Growth reserve to support the delivery of the capital programme. c) The Assistant Director Economic Growth, in consultation with the Portfolio Holder for Stronger, Greener Economy, has the authority to agree Environmental projects to be funded from the Environmental / Infrastructure Reserve.	Governance, Technology & Innovation

29	6-11-23	Customer Experience Programme – Business Case To delegate authority to award the contract for the new Customer Experience Platform to the Director of Resources, in conjunction with the Portfolio Holder for Governance, Technology & Innovation.	Governance, Technology & Innovation
30	4-12-23	South Norfolk Village Clusters Housing Allocations Plan (VCHAP) Regulation 18 Consultation on Alternative Sites and Focused Changes To delegate authority to the Assistant Director for Planning, in consultation with the Portfolio Holders to make minor amendments to the document prior to consultation.	All
31	4-12-23	UK Shared Prosperity Fund – People & Skills 1. Delegate to the Director of Place, in consultation with the Portfolio Holder for Stronger, Greener Economy, the signing of contracts, agreements and procurement requirements associated with delivery of this proposal, subject to appropriate legal and procurement advice. 2. Delegate to the Assistant Director for Economic Growth, in consultation with the Portfolio Holder for Stronger, Greener Economy, to finalise a skills development grant scheme to tackle the barriers to employment. 3. Delegate to the Assistant Director for Economic Growth, in consultation with the Portfolio Holder for Stronger, Greener Economy, to make any non- substantive changes to the work programme to ensure delivery within the required timelines.	Stronger, Greener Economy