

You are hereby summoned to attend a meeting of the

## MAIDSTONE BOROUGH COUNCIL



Date: Wednesday 22 June 2011

Time: 6.30 p.m.

Venue: Town Hall, High Street,  
Maidstone

Membership:

Councillors B Mortimer (The Mayor), Ash, Barned, Beerling, Black, Mrs Blackmore, Brindle, Burton, Butler, Chittenden, Collins, Cox, Cuming, Daley, English, Field, FitzGerald, Garland, Mrs Gibson, Mrs Gooch, Greer, Ms Griffin, Mrs Grigg, Harwood, Hinder, Mrs Hinder, Hogg, Hotson, Mrs Joy, Lusty, D Mortimer, Naghi, Nelson-Gracie, Newton, Paine, Parvin, Mrs Parvin, Paterson, Pickett, Mrs Ring, Robertson, Mrs Robertson, Ross, Sams, Sharp, Springett, Mrs Stockell, Thick, Verrall, Vizzard, Warner, de Wiggondene, Mrs Wilson, J.A. Wilson and Yates

Continued Over/:

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**Issued on 14 June 2011**

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*Alison Broom*

**Alison Broom, Chief Executive, Maidstone Borough Council,  
Maidstone House, King Street, Maidstone, Kent ME15 6JQ**

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## **AGENDA**

Page No.

1. Apologies for Absence
2. Disclosures by Members and Officers
3. Disclosures of Lobbying
4. To consider whether any items should be taken in private because of the possible disclosure of exempt information.
5. Minutes of the Annual Meeting of the Borough Council held on 18 May 2011 1 - 6
6. Mayor's Announcements
7. Petitions
8. Question and Answer Session for Members of the Public
9. Questions from Members of the Council to the
  - (a) Leader of the Council
  - (b) Cabinet Members
  - (c) Chairmen of Overview and Scrutiny Committees
  - (d) Chairmen of other Committees
10. Current Issues - Report of the Leader of the Council and Response of the Group Leaders
11. Report of the Corporate Services Overview and Scrutiny Committee held on 24 May 2011 - Corporate Services Overview and Scrutiny Committee - Chairman 7
12. Report of the Audit Committee held on 6 June 2011 - Treasury Management 8 - 9
13. Report of the Standards Committee held on 8 June 2011 - Annual Review of Complaints 2010/11 10 - 17
14. Report of the Head of Democratic Services - Amendments to the Scheme of Delegations Relating to Executive Functions. 18

## **MAIDSTONE BOROUGH COUNCIL**

### **MINUTES OF THE ANNUAL MEETING OF MAIDSTONE BOROUGH COUNCIL HELD AT THE TOWN HALL, HIGH STREET, MAIDSTONE ON 18 MAY 2011**

**Present:** Councillor Hotson (The Mayor) and  
Councillors Ash, Barned, Beerling, Black, Mrs Blackmore,  
Brindle, Burton, Butler, Chittenden, Collins, Cox, Cuming,  
Daley, English, Field, FitzGerald, Garland, Mrs Gibson,  
Mrs Gooch, Greer, Ms Griffin, Mrs Grigg, Harwood,  
Hinder, Mrs Hinder, Hogg, Mrs Joy, Lusty, B Mortimer,  
D Mortimer, Naghi, Nelson-Gracie, Newton, Paine,  
Parvin, Mrs Parvin, Paterson, Pickett, Mrs Ring,  
Robertson, Mrs Robertson, Ross, Sams, Sharp, Springett,  
Mrs Stockell, Verrall, Vizzard, Warner, de Wiggondene,  
J A Wilson, Mrs Wilson and Yates

1. MRS PAMELA BANKS

The Council stood in silence for one minute in memory of Mrs Pamela Banks, a former Mayoress of the Borough, who died on 9 May 2011.

2. APOLOGIES FOR ABSENCE

It was noted that apologies for absence had been received from Councillor Thick.

3. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

4. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

5. ELECTION OF MAYOR

It was moved by Councillor Mrs Joy, seconded by Councillor FitzGerald, supported by Councillor Parvin and

RESOLVED: That Brian Richard Edwin Mortimer, a Councillor of the Borough, be duly elected Mayor of the Borough of Maidstone until the Annual Meeting of the Council in 2012.

Councillor Mortimer then made the Statutory Declaration of Acceptance of Office which was duly witnessed in accordance with Section 83(3)(a) of the Local Government Act 1972.

\*\*THE MAYOR (COUNCILLOR B MORTIMER) IN THE CHAIR\*\*

6. CONGRATULATIONS TO THE MAYOR

The Mayor received congratulations on his election from scholars representing schools as follows:-

Evie Stevenson	-	Hunton School
Grace Houghton	-	Maidstone Grammar School for Girls
Sam Coppard	-	Maidstone Grammar School

7. THE RETIRING MAYOR

It was moved by Councillor Garland, seconded by Councillor Mrs Wilson, supported by Councillor FitzGerald and

RESOLVED: That the hearty thanks of this Council be given to Councillor Hotson and Mrs Hotson for the admirable discharge of their duties as Mayor and Mayoress during the past year, and for their courteous approach to all sections of the community.

8. EXEMPT ITEMS

RESOLVED: That the items on the agenda be taken in public as proposed.

9. MINUTES

RESOLVED: That the Minutes of the meeting of the Borough Council held on 27 April 2011 be approved as a correct record and signed.

10. APPOINTMENT OF DEPUTY MAYOR

It was moved by Councillor Lusty, seconded by Councillor Robertson, supported by Councillor Mrs Gooch and

RESOLVED: That Councillor Rodd Nelson-Gracie be duly appointed Deputy Mayor of the Borough of Maidstone until the Annual Meeting of the Council in 2012.

Councillor Nelson-Gracie then made the Statutory Declaration of Acceptance of Office which was duly witnessed in accordance with Section 83(3)(a) of the Local Government Act 1972.

11. MAYOR'S ANNOUNCEMENTS

The Mayor announced that:-

- He wished to congratulate Councillor Mrs Stockell on her election as Chairman of the Kent County Council for 2011/12.

- He also wished to congratulate all those Members who had been elected/re-elected to the Borough Council on 5 May 2011.
- He hoped that as many Members as possible would attend the Civic and Freedom Parade on Sunday 23 May 2011.

12. APPOINTMENTS TO THE CABINET

The Leader of the Council reported that his appointments to the Cabinet were as follows:-

Community and Leisure Services	-	Councillor J A Wilson
Corporate Services	-	Councillor Hotson
Economic Development and Transport	-	Councillor Greer
Environment	-	Councillor Mrs Ring

13. DELEGATION OF EXECUTIVE FUNCTIONS

The Leader of the Council reported that an amended version of the Scheme of Delegation of Executive Functions had been circulated for the Council's information.

14. ALLOCATION OF SEATS ON COMMITTEES

In accordance with Sections 15 and 16 of the Local Government and Housing Act 1989, the Council considered the allocation of seats to each Political Group in relation to its various Committees.

It was moved by Councillor Garland, seconded by Councillor FitzGerald:-

1. That the allocation of seats on Committees be as set out in Appendix A to the report of the Head of Democratic Services with the following adjustments:-

General Purposes Group	1 seat from Independent to Conservative
Member and Employment and Development Panel	1 seat from Independent to Conservative
Joint Transportation Board	1 seat from Independent to Liberal Democrat

2. That the allocation of seats on the Standards Committee be:-

Conservative	3 seats
Liberal Democrat	2 seats
Independent	1 seat

RESOLVED:

1. That the allocation of seats on Committees be as set out in Appendix A to the report of the Head of Democratic Services with the following adjustments:-

General Purposes Group	1 seat from Independent to Conservative
Member and Employment and Development Panel	1 seat from Independent to Conservative
Joint Transportation Board	1 seat from Independent to Liberal Democrat

2. That the allocation of seats on the Standards Committee be:-

Conservative	3 seats
Liberal Democrat	2 seats
Independent	1 seat

(A copy of the amended allocation of seats on Committees is attached as Appendix A to these Minutes).

15. APPOINTMENT OF COMMITTEES

In accordance with Section 16 of the Local Government and Housing Act 1989, the Council considered the appointments to its Committees and Substitutes.

The Leader of the Conservative Group indicated that he wished to make the following adjustment to the lists circulated:-

- Communities Overview and Scrutiny Committee

Insert Councillor Butler as a Substitute Member of the Committee.

It was moved by Councillor Garland, seconded by Councillor Greer, that the wishes of the Group Leaders with regard to the appointments to Committees and Substitutes be accepted.

RESOLVED: That the wishes of the Group Leaders with regard to the appointments to Committees and Substitutes be accepted.

16. APPOINTMENT OF THE CHAIRMAN OF THE JOINT TRANSPORTATION BOARD

It was moved by Councillor Garland, seconded by Councillor Greer, that Councillor J A Wilson be appointed as the Borough Council's Chairman of the Joint Transportation Board for the Municipal Year 2011/12.

RESOLVED: That Councillor J A Wilson be appointed as the Borough Council's Chairman of the Joint Transportation Board for the Municipal Year 2011/12.

17. SCHEME OF DELEGATION FOR NON-EXECUTIVE FUNCTIONS

It was moved by Councillor Garland, seconded by Councillor Greer, that the Scheme of Delegation for Non-Executive Functions be agreed.

RESOLVED: That the Scheme of Delegation for Non-Executive Functions be agreed.

18. DURATION OF MEETING

11.15 a.m. to 12.45 p.m.

**APPENDIX A**

**ALLOCATION OF SEATS ON COMMITTEES**

9

	Overview & Scrutiny Committees											
	Corporate Services	Regeneration and Economic Development	Communities	Planning Committee	Licensing Committee	Licensing Act 2003 Committee	Member and Employment and Development Panel	Joint Transportation Board	General Purposes Group	Planning Referrals Committee	Audit Committee	Overall entitlement
Con	5	5	5	7	5	5	7	5	4	1	3	52
Lib Dem	3	3	3	5	4	4	5	4	2	1	2	36
Ind	1	1	1	1	1	1	0	0	0	1	0	7
	9	9	9	13	10	10	12	9	6	3	5	95



## **MAIDSTONE BOROUGH COUNCIL**

### **COUNCIL**

**22 JUNE 2011**

#### **REPORT OF THE CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE HELD ON 24 MAY 2011**

##### **CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE – CHAIRMAN**

At its meeting on 24 May 2011 the Corporate Services Overview and Scrutiny Committee considered the appointment of Chairman for the municipal year 2011-12.

At the meeting some Members expressed concern that the current overview and scrutiny procedural rules as set out in the constitution at paragraph 7 point 3 do not allow all non executive members to be considered for the position of Chairman and exclude the group(s) currently holding the executive positions:

“The Chairman of the Corporate Services Overview and Scrutiny Committee shall come from a political group not represented on the executive, except where all political groups are represented on the executive.”

The Committee agreed that a report be sent to Council requesting that paragraph 3 of Overview and Scrutiny procedure rule 7 be deleted. The Standards Committee was asked to evaluate this in line with the constitution.

##### **RECOMMENDED:**

That the third paragraph of Overview and Scrutiny Procedure Rule 7 be deleted the effect of which is to remove the requirement that the Chairman of the Corporate Services Overview and Scrutiny Committee should come from a political group not represented on the executive, except where all groups are represented on the executive.

##### **Evaluation of the Standards Committee held on 8 June 2011**

The Standards Committee did not wish to offer an evaluation of the proposal.

# Agenda Item 12

## MAIDSTONE BOROUGH COUNCIL

### COUNCIL

22 JUNE 2011

### REPORT OF THE AUDIT COMMITTEE HELD ON 6 JUNE 2011

#### TREASURY MANAGEMENT

The Committee considered the report of the Head of Finance and Customer Services setting out details of the activities of the Treasury Management function for the 2010/11 financial year in accordance with the CIPFA Code of Practice on Treasury Management in Local Authorities as adopted by the Council in February 2009. It was noted that:-

- The report included a summary of the objectives set out in the Strategy for 2010/11; an economic overview for 2010/11 together with an overview of the Council's revenue and capital outturn position and of its level of investments; details of compliance with treasury limits and of the Council's debt management and cash management arrangements; and an examination of current issues.
- The overall consequence of the outturn on Treasury Management activity was that slippage in both revenue and capital expenditure during the year meant levels of investment had been higher than estimated (£21m compared to the estimate of £18m) enabling additional short term investment. However, since interest rates were significantly lower than predicted (average 1.34%), the result was that income from the investments was £42,000 below the revised estimate of £400,000. Greater levels of cash available for investment did increase the difficulty of mitigating the risk posed by the placement of funds. Increasing the limits on highly rated UK and AAA rated institutions, along with Government Bodies, would be a method of mitigating this risk for the Council should levels of investment remain high. However, the duration limit for depositing funds with these institutions should not increase. The proposed amendments to the limits, extracted from the full list set out in Appendix A to the report, were as follows:-

<b>Institution Name</b>	<b>Previously Agreed Limit</b>	<b>Suggested Limit</b>
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#### **UK INSTITUTIONS MEETING MINIMUM RATING CRITERIA**

Bank of Scotland Plc	£4,000,000	£5,000,000
Lloyds TSB	£4,000,000	£5,000,000
National Westminster Bank	£4,000,000	£5,000,000
Royal Bank of Scotland plc	£4,000,000	£5,000,000
Ulster Bank Ltd	£4,000,000	£5,000,000

#### **OTHER PUBLIC BODIES**

UK Government	£5,000,000	£8,000,000
UK Local Authorities (Inc. Police & Fire Authorities)	£5,000,000	£8,000,000

**EURO-STERLING BOND ISSUERS (AAA RATED)**

European Investment Bank	£5,000,000	£8,000,000
Inter-American Development Bank	£5,000,000	£8,000,000
International Finance Corporation	£5,000,000	£8,000,000
European Bank for R&D	£5,000,000	£8,000,000
International Bank for R&D	£5,000,000	£8,000,000
GTD Export Finance Corporation	£5,000,000	£8,000,000

**MONEY MARKET FUNDS (AAA RATED)**

Goldman Sachs	£5,000,000	£8,000,000
Prime Rate Capital Management	£5,000,000	£8,000,000

The Committee asked a number of questions of the Officers relating to the implications of expected capital receipts; the Council's cash management arrangements; the approach to depositing funds with building societies; and the risks associated with placing funds with bank groups.

**RECOMMENDED: That the proposed increase in the limits on UK banking institutions and AAA rated institutions, including Government Bodies, to enable additional funds to be deposited into highly rated institutions whilst reducing the exposure to lower rated institutions, be approved.**

# Agenda Item 13

## **MAIDSTONE BOROUGH COUNCIL**

### **COUNCIL**

**22 JUNE 2011**

#### **REPORT OF THE STANDARDS COMMITTEE HELD ON 8 JUNE 2011**

##### **ANNUAL REVIEW OF COMPLAINTS 2010/11**

The Committee considered the report of the Head of Change and Scrutiny reviewing the Council's performance in dealing with complaints during the period 1 April 2010 to 31 March 2011. It was noted that a further report detailing the results of the Local Government Ombudsman's annual review of the complaints his office had dealt with about the Council during the year ended 31 March 2011 would be submitted to the Committee at a later date. In response to a suggestion that, to be meaningful, the report should have included data to enable a comparison to be made of trends year on year, the Officers explained that this information could be included, but it was unlikely that the same type of complaints would be made at the same time each year, and the quarterly monitoring reports had not identified any trends.

Subject to a number of numerical discrepancies in the report and Appendix A being investigated and corrected, the Committee expressed its satisfaction with the Council's performance in dealing with complaints over this period.

A copy of the report, as amended, is attached as an Appendix to this report.

**RECOMMENDED:** That the issues outlined in the review of complaints 2010/11 be noted and endorsed.

**MAIDSTONE BOROUGH COUNCIL**

**STANDARDS COMMITTEE**

**8 JUNE 2011**

**REPORT OF THE HEAD OF CHANGE AND SCRUTINY**

**Report prepared by Ellie Kershaw**

**1. REVIEW OF COMPLAINTS 2010-2011**

1.1 Issue for Decision

1.1.1 To consider the Council's performance in dealing with complaints for the period 1 April 2010 to 31 March 2011.

1.1.2 In order that this information may be considered in a timely fashion a further report detailing the results of the Ombudsman's report will be brought at a later date.

1.2 Recommendation of the Head of Change and Scrutiny

1.2.1 That the Committee endorses the recommendations outlined in this report.

1.3 Reasons for Recommendation

1.3.1 Over the last 12 months Maidstone Borough Council has taken a more robust approach to complaints monitoring. The purpose of this is to improve the overall customer experience by using complaints not only to measure dissatisfaction but as an improvement tool.

1.3.2 All complaints are now categorised not only by area but by the broad type of complaint as shown at Appendix A. This allows the Council to note any trends in complaints. For example, a high number relate to policy decisions which can be expected when new policies such as the food waste collection are implemented. Continued monitoring can show whether this is an initial reaction to change or whether a policy may require some evaluation.

1.3.3 In order to ensure that complaints are being answered within corporate timescales and to a high standard it is important that a monitoring mechanism is in place. The Council also monitors customer satisfaction with complaints handling through a monthly survey.

1.3.4 During the year the Council received a total of 288 stage 1 complaints of which 90% were answered within 10 working days. This is lower than the 96% recorded in 2009-2010 and is due in large part to the complexity of some complaints, particularly housing related ones.

1.3.5 The services with the highest number of complaints were;

<b>Service</b>	<b>Complaints</b>	<b>% answered in timescale</b>
Development management	60	88%
Waste collection	33	100%
Housing options	33	58%
Parking enforcement	33	100%

1.3.6 The services with the lowest performance for answering complaints within 10 days were;

<b>Service</b>	<b>Complaints</b>	<b>% answered in timescale</b>
Communications	1	0%
Community safety	1	0%
Property, procurement and projects	1	0%
Housing options	33	58%
Council tax and business rates	26	81%

1.3.7 There were a total of 48 stage 2 complaints over the year, 36 of which (75%) were answered on time. The services with the most stage 2 complaints were Development management (16), Parking enforcement (6).

#### 1.4 Actions taken in 2010-11

1.4.1 Complaints are now categorised in reports to show if any service is receiving a high number of complaints about a particular subject. Where this is the case, the Head of Service is then made aware so that, if necessary, action can be taken to improve or change service delivery.

1.4.2 Complaints surveys are now sent to customers on a monthly basis rather than quarterly. This has improved the rate of return. Where a customer has raised issues on their survey these have been followed up by the Head of Change and Scrutiny to ensure that the Council has done as much as is possible to resolve the complaint.

- 1.4.3 As a result of complaints about litter enforcement staff actions have been taken to improve this service including members of MBC staff going out with the litter enforcement staff to see how they work.
- 1.4.4 Where complex complaints take longer than the target time to respond to, the reasons are noted in the quarterly reports so that the performance of a service is not judged according to this type of complaint.
- 1.4.5 Due to the high number of complaints about housing issues, the Head of Housing and Community Safety has nominated one member of staff to be responsible for answering all complaints. This should improve response times.
- 1.4.6 Due to a number of complaints being received about the change in garden refuse sacks the exchange period where customers could receive the new style bags in return for the old was extended.

## 1.5 Future plans

- 1.5.1 In order to improve and streamline complaints reporting a new correspondence system is under development. This system will enable the creation of customer records where all their written contact is registered, including compliments, complaints and general comments/enquiries, FOI and EIR requests. The specification for this system is currently being agreed.
- 1.5.2 A number of future actions are planned including a review of the complaints policy and staff training. Details of all actions currently planned can be found at Appendix B.

## 1.6 Impact on Corporate Objectives

- 1.6.1 Customer service is a core value for the Council and improving complaints management is critical to the success of this objective.
- 1.6.2 The Strategic Plan 2011-15 sets Corporate and Customer Excellence as one of the Council's 3 priorities. Moving forward robust management of complaints will help to deliver this priority.

## 1.7 Risk Management

- 1.7.1 Failure to manage complaints represents both a financial and reputational risk to the Council. Regular reports are produced for the Corporate Management Team to ensure awareness of issues being raised by customers and what is being done in response to complaints.

1.8 Other Implications

1.8.1

1. Financial
2. Staffing
3. Legal
4. Equality Impact Needs Assessment
5. Environmental/Sustainable Development
6. Community Safety
7. Human Rights Act
8. Procurement
9. Asset Management

X

1.8.2 The Council made compensatory payments of £655.65 in 2010-11;  
Housing benefit: £525.65  
Planning advice: £50  
Planning enforcement: £50  
Concessionary fares: £30

1.9 Relevant Documents

1.9.1 Appendices

Appendix A Complaints 1 April 2010-31March 2011  
Appendix B Complaints action plan



**IS THIS A KEY DECISION REPORT?**

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because: .....

.....

Wards/Parishes affected: .....

.....

**APPENDIX**

Appendix A Complaints 1 April 2010-31 March 2011

Service	Total	On time	Late	% in target	Lack of Info/contact	Time taken	Policy	Discrimination	Service	Staff
Bereavement services	7	7	0	100%	0	0	2	0	5	0
Building surveying	4	4	0	100%	1	1	1	0	0	1
Chief Executives Secretariat	1	1	0	100%	0	0	1	0	0	0
Communications	1	0	1	0%	0	0	1	0	0	0
Community safety	1	0	1	0%	0	0	0	0	0	1
Concessionary fares	5	5	0	100%	0	0	0	0	2	3
Conservation and landscape	3	3	0	100%	1	0	2	0	0	0
Contact centre	15	15	0	100%	0	0	3	1	8	3
Council tax or business rates	26	21	5	81%	2	0	9	0	14	1
Customer services	3	3	0	100%	0	0	0	0	1	2
Development management	60	55	5	88%	10	2	11	3	25	9
Grounds maintenance	1	1	0	100%	0	0	0	0	1	0
Housing and council tax-benefits issues only	11	10	1	91%	1	0	0	0	7	3
Housing options/private sector housing/housing policy	33	19	14	58%	3	2	8	0	15	5
IT support	1	1	0	100%	0	0	0	0	1	0
Leisure	3	3	0	100%	1	0	1	0	1	0
Licensing	1	1	0	100%	0	0	0	0	1	0
Other	4	4	0	100%	1	0	0	0	2	1
Parking enforcement	33	33	0	100%	3	0	13	0	12	5
Planning policy	5	5	0	100%	1	0	0	0	2	2
Pollution (litter enforcement)	25	25	0	100%	0	0	2	0	5	18
Property, procurement and projects	1	0	1	0%	0	0	1	0	0	0
Public toilets	3	3	0	100%	0	0	1	0	2	0
Registration	3	3	0	100%	0	0	0	0	3	0
Street sweeping	5	5	0	100%	0	0	1	0	2	2
Waste collection	33	33	0	100%	0	0	16	0	15	2
<b>Total</b>	<b>288</b>	<b>260</b>	<b>28</b>	<b>90%</b>	<b>24</b>	<b>5</b>	<b>73</b>	<b>4</b>	<b>124</b>	<b>58</b>

Action Plan Objective: To Improve Satisfaction with Complaints

Action Plan Start Date: 1 June 2011 Action Plan End Date: 1 December 2011

Responsible Officer: Head of Change and Scrutiny

Activities	Allocated to Officer	Start date	Deadline	Progress	Comments
Introduce new correspondence system	Dave Lindsay	1 January 2011	1 September 2011	20%	Specification for in-house system has been developed by IT.
Revise and agree Complaints Policy and Procedures	Angela Woodhouse	1 June 2011	1 September 2011		A revised complaints policy will be developed with managers and others going to full council for final approval in September.
Training implemented for officers on dealing with complaints	Angela Woodhouse	1 September 2011	1 November 2011		Training to be set up following the revision of the policy and the new correspondence system
Monitor complaint responses to ensure complaint deadlines are met and responses meet required standards and target action as required by CMT	Ellie Kershaw	1 June 2011			The present system does not issue reminders for completions of complaints and whilst it is heads of service responsibility to ensure complaints are responded to within time it is felt that additional monitoring will ensure this happens and lead to improved responses.

# Agenda Item 14

## **MAIDSTONE BOROUGH COUNCIL**

### **COUNCIL**

**22 JUNE 2011**

#### **REPORT OF THE HEAD OF DEMOCRATIC SERVICES**

Report prepared by Karen Luck

**1. AMENDMENT TO THE SCHEME OF DELEGATIONS RELATING TO EXECUTIVE FUNCTIONS**

- 1.1 The Leader of the Council has informed me of the following amendments he has made to the Scheme of Delegations relating to Executive Functions:-

**ADD** the following delegation:-

Cobtree Golf Course

**TO** the Cabinet Member for Environment

**ADD** the Cabinet Member for Community and Leisure Services to the composition of the following Committee:-

Cobtree Manor Estate Charity Committee

- 1.1.1 This report is for information only