

Report of:	Strategic Director of Finance, Governance and Support
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AGENDA ITEM

Submitted to:	Corporate Affairs and Audit Committee – 7 February 2019
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Subject:	Update – Council’s Decision Making process.
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Summary

Proposed decision(s)
That the information provided with regard to the Council’s decision making process be received and noted.

Report for:	Key decision:	Confidential:	Can be called-in:
Information	No	No	No

Contribution to delivery of the 2018-22 Strategic Plan		
Business Imperatives	Physical Regeneration	Social Regeneration
The report provides an update in respect of the Council’s decision making process. It also highlights information in relation to any awareness/training that has been carried out in relation to the Decision Making process.	Not applicable	Not applicable

Ward(s) affected
Not applicable

What is the purpose of this report?

1. To provide members with an update in relation to the Council’s decision making process.

Why is this report necessary?

2. The report is necessary so that members are regularly updated in respect of the decision making process.

What decision(s) are being asked for?

3. It is recommended that the information provided with regard to the Council's decision making process be noted.

Why is this being recommended?

4. The Corporate Affairs and Audit Committee previously requested information in relation to:
 - Details of current policies/guidance in place in respect of the Decision Making Process;
 - Information on the number of member delegated decisions and their type (key/non key);
 - Information on the number of officer delegated decisions taken; and
 - Information on the activities of the governance team (communications, training/ awareness raising).

Update

5. Since the last update to the Corporate Affairs and Audit Committee, the Council's Decision Making Process was subjected to an audit. The audit concluded that there was a Good Control environment in place in respect of the Decision Making Process with room for improvement in some of the areas examined.
6. Following the audit a number of improvements to the Decision Making Process have been made. The Officer Delegated Decision Form is currently being amended so that a more in depth audit with regard to when the decision was loaded on to the system, which officer completed the form on the system and which officer published the form, with the corresponding dates able to be identified for each part of the process.
7. During the monitoring of decision making, a flaw was identified in one officer decision which, to be correctly taken, should have been either an Executive decision or part of the annual budget-setting exercise, and therefore that decision was set aside by Council. As a result the Officer Delegated Decisions Guidance has been reviewed again to make it more clear and concise.
8. A Decision Making Masterclass has been developed which is due to be rolled for all Managers and is being considered for further development and inclusion in the Member Induction programme following election in May 2019.
9. The revised Guidance Note for Officers with regard to Delegated Decisions is attached at **Appendix A**. The electronic Decision Making form is also in the process of being revised as part of the Council's Committee Management System (e-Genda) to enable officers to publish any decisions they have made to the Council's website. Councillors also receive a link to any officer delegated decision that has been published which will enable them to view the decision. A report containing details of Officer Delegated Decisions taken during the period 1 January 2018 – 31 December 2018 is attached at **Appendix B**).

Executive Decisions

10. In terms of the Executive Decision making process, the Mayor and Executive

Members possess a range of delegated powers, details of which can be found in the Executive Scheme of Delegation, which is contained within the Council's Constitution.

11. A report containing details of Executive decisions taken during the period 1 January 2018 - 31 December 2018 is attached at **Appendix C**.
12. A report detailing all outstanding Executive decisions is emailed to the Leadership Management Team on a monthly basis, to assist in the monitoring process. This provides LMT with details of all Executive decisions that have not yet been implemented. The report details the actual date for completion and outlines whether the action required to implement the decision is on target for completion or off target.
13. Scrutiny and challenge - since April 2018 there have been 62 Executive decisions. In March 2018 the call in procedure and guidance was reviewed to ensure enough information/evidence is provided to ensure the Overview and Scrutiny Board has enough information to enable them to consider a call in and decide whether any recommendations or referrals back to the Executive are required.
14. In the corresponding period, the Council received 4 requests for call-in, in respect of the following:
 - Southlands Centre Future Options
 - A172 Dixons Bank/Stainton Way Highway Improvement Scheme
 - Southlands Future Redevelopment
 - Middlesbrough Place Brand
15. The decision of the Overview and Scrutiny Board in respect of all of the above call-in requests was not to refer the decisions back to the respective decision maker.

Council Constitution

16. The Council's Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.
17. The Constitution is divided into 19 articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols at the end of the Constitution.
18. The Council's Constitution is a living document and is currently subject to review.

Other potential decisions and why these have not been recommended

19. No other options were considered.

Impact(s) of recommended decision(s)

Legal

20. Failure to adhere to the 2014 Regulations may result in criminal liability.

Financial

21. Not applicable

The Mayor's Vision for Middlesbrough

22. Open and transparent decision making supports all elements of the Mayor's Vision.

Policy Framework

23. The report does not impact on the overall budget and policy framework.

Wards

24. The report impacts on all wards equally.

Equality and Diversity

25. The report impacts on all groups equally.

Risk

26. Failure to appropriately record decisions may give rise to governance and legal issues.

Actions to be taken to implement the decision(s)

27. None.

Appendices

Appendix A - Copy of Guidance Note for Officers in relation to the Decision Making processes.

Appendix B - Copy of report containing details of Officer Delegated Decisions taken during the period 1 January 2018 - 31 December 2018

Appendix C - Copy of report containing details of Executive decisions taken during the period 1 January 2018 - 31 December 2018

Background papers

None

Openness of Local Government Bodies
Regulations 2014
Officer Delegated Decisions Guidance

Creator	Bernie Carr , Legal and Democratic Services
Date created	2014-06-18
Publisher	Middlesbrough Council, Democratic Services , PO Box 99a, Town Hall, Middlesbrough, TS1 2QQ
Title	Officer Delegated Decisions Guidance
Status	
Versionn 1.0	18/6/2014
Version 1.1	14/3/2017amended
Version 1.2	18/5/18 control box added
Version 1.3	29/5/18 further explanations added
Subject	Decision Making

Description

The Openness of Local Government Bodies Regulations requires officers to produce a written record of certain decisions they may take. This document aims to provide guidance on what decisions need recording, when and how a decision needs to be recorded.

Guidance Notes

Background

1. [Openness of Local Government Bodies Regulations 2014](#) are designed to make local government bodies more transparent to their local communities.
2. They allow the Council and Executive to arrange for the discharge of functions through delegations to officers (generally senior managers/LMT).
3. Those delegated functions are identified within the Council's Constitution.
4. Regulation 7(2) of the 2014 Regulations requires a decision to be recorded if it would otherwise have been taken by a council, committee, sub-committee or a joint committee but has been delegated to an officer under:
 - (a) A specific express authorisation - through the Council's Constitution or the Mayor's Executive Scheme of Delegation (i.e. all non- key decisions which are non-sensitive); or
 - (b) Under a general authorisation to officers to take decisions and the effect of the decision is to:
 - (i) Grant a permission or licence (e.g. a permission to use a playing field for a school fete).
 - (ii) Affect the rights of an individual (e.g. the termination of an allotment garden tenancy).
 - (iii) Award a contract or incur expenditure which, in either case, materially affects the council's financial position e.g. the award of a contract or the payment of a grant (£16,000 - £149,999) or incur expenditure (£100,000 - £149,999).
5. Any officer making decisions such as those above must produce a written record of their decision as soon as reasonably practicable after the decision has been made. This written record must include:

- The date the decision was taken -
 - A record of the decision taken with reasons for the decision
 - Details of alternative options, if any, considered and rejected and
 - If the decision was delegated to an officer under a specific express authorisation, the names of any councillor who had declared a conflict of interest.
 - Whether an impact assessment has been carried out (and if so attach it with a copy of the decision form
6. It is, of course, impracticable for Delegated Officers to make all delegated decisions. The Constitution permits delegated officers to make internal arrangements allowing other officers in their department to make decisions. However, a written record of such delegations should be recorded and forwarded to Democratic Services who monitor decisions for compliance before publishing a decision
 7. The decisions are made in the name of the Delegated Officer who remains responsible for the decision.
 8. Before making a decision you should ensure that it appropriate for you to make a decision and you should only make decisions that come within the remit of your directorate or division.
 9. The significance of decisions taken under delegated powers will vary, and officers authorised to make delegated decisions will need to exercise judgement in determining whether the appropriate executive member should be consulted prior to making a decision i.e. if it is politically sensitive.
 10. You should record on the form that you have consulted with the executive member but the officer should be the person to sign the decision form. If the executive member countersigns the form it may then become subject to the call in procedure which will result in a delay in the decision being implemented.

When do I need to record a decision?

11. When deciding whether to formally record a decision or not, the following guidance might be of help (although the lists are not exhaustive).

Types of decision that DO NEED recording under the Regulations include:

12. Significant organisational/operational decisions taken in relation to Council/Executive functions which are not key decisions and which fall outside the definition of a routine organisational/operational decision, namely the need to record decisions that:

- a) are outside of an approved budget;
- b) conflict with the Budget and Policy Framework or other approved policies approved by the Council; and
- c) raise new issues of policy; or
- d) decisions which in the opinion of the Chief Executive, Director or Assistant Director, are of such significance that a published record of the decision would ensure transparency and accountability in relation to decision making within the Authority.

13. Other specific **examples** would include:

- Variation or extension acceptance for contract value between over £16,000 -£149,000
- carrying out major road works;
- decisions about awarding contracts or grants above specified individual/total values;
- decisions to exercise powers of Compulsory Purchase;
- decisions on disposal of and or provision of allotment land and green spaces;
- decision to purchase new ICT systems above specified individual/total values;
- awarding of Discretionary Rate Relief;
- the opening hours of local libraries;
- the holding of car boot sales/markets on council owned land;
- the charging levies and operating hours of off-street car parks;
- a decision to close a school;
- decisions to issue tree preservation orders;
- changes to charges;
- determination of licensing applications, building control decisions and notices; and
- Development control enforcement and stop notices

- Building Control enforcement notices
 - Environmental health issuing of licences, authorisation notices and commencement of enforcement
14. Types of decision that DO NOT need recording under the Regulations include:
- a) Decisions which are purely administrative or operational can be ignored.
 - b) are within an approved budget;
 - c) do not conflict with the Budget and Policy Framework or other approved policies approved by the Council; and
 - d) do not raise new issues of policy; or
 - e) where the recording of such decisions is already required to be produced in accordance with any other statutory requirement (and which can be accessed by the public and include decision date and reason)
15. Other specific examples would include:
- decisions taken by Council, Committees and the Executive;
 - decisions to give business relief to individual traders,
 - decisions to review the benefit claims of an individual applicant;
 - decisions taken in response to requests under the GDPR or the Freedom of Information Act 2000; and

How should decisions be recorded?

16. If you believe you are to take a decision that falls within the definitions detailed above then a record will need to be completed, an example of which is given at Appendix 1.
17. You will need to ensure that the record is completed as soon as it is reasonably practical to do so after having taken the decision (and no later than 4 working weeks from the decision being taken).
18. Democratic Services will arrange for publication of any decisions.
19. The Council is not authorised or required to disclose or make available for inspection document(s) or parts of documents that certain or may contain confidential information.

Offence

20. Council staff, i.e. a person with custody of a document which is required for public inspection commits an offence if he (she), without reasonable excuse:
 - (i) intentionally obstructs a person exercising a right to inspect written records and background papers or;
 - (ii) refuses a request to provide written records or background papers.

21. A person convicted of one of these offences is liable to a fine not exceeding level 1 on the standard scale (i.e. £200).

OFFICER DELEGATED DECISION FORM
FORM IS CURRENTLY BEING REVISED

Subject of decision:
Text of decision:
Declarations of Interest by any member or relevant local government body:
Date of decision:
Reason for decision:
Service area:
Name of officer making decision:
Other options considered (if any):
Has an Impact Assessment been completed Yes/No – if yes please attach to the decision.
List of background papers (do not list if contain exempt/confidential information)



EXECUTIVE MEMBER REPORTS AND ADDITIONAL DECISION INFORMATION

DECISIONS TAKEN – 1 JANUARY 2018 – 31 DECEMBER 2018

DATE	DECISION MAKER	ISSUE	PURPOSE OF REPORT	KEY DECISION
23/01/18	Executive	Community Bank	Help facilitate the creation of a modern community bank, which will allow people to save and borrow, and keep them away from loan sharks and pay day loans.	Yes
23/01/18	Executive	Highways Infrastructure Development Plan	To highlight the highways improvements required for economic and housing growth.	Yes
23/01/18	Executive	School Improvement Strategy	To raise awareness of the position of the school improvement planning process and the collaborative response to the Council financial investment in education.	Yes
20/02/18	Executive	(CONFIDENTIAL) Centre Square Council Investment & Accommodation	To consider the investment options and Council accommodation requirements within the Centre Square Development.	Yes
20/02/18	Executive	Budget and Balanced Scorecards - Position at Q3 2017/2018.	To report on the Councils Budget and Performance Monitoring position up to Quarter 3 of 2017/2018	Yes
20/02/18	Executive	Energy Company Obligation, Flexible Eligibility Statement of Intent.	To seek Executive approval of the proposed Energy Company Obligation Flexibility Criteria (ECO Flex), which enables the Council to identify households that would benefit from energy efficiency improvements.	Yes
20/02/18	Executive	Integrated Community Safety and Prevention Model	Consideration of how the community safety function will be delivered in future.	Yes
20/02/18	Executive	Proactive Taxi Licensing	Consideration of new taxi licensing policy for Middlesbrough	Yes
20/02/18	Executive	Revenue Budget, Council Tax, Medium Term Financial Plan and Prudential	This report presents the recommended Revenue Budget, Council Tax and Prudential Indicators for 2018/2019	Yes

Indicators 2018/2019				
20/02/18	Executive	Trades Union Charter Agreements	To gain the agreement of the Council to the sign up to certain charters and protocols as put forward by the Trades Unions.	No
21/02/18	Executive Sub-Committee for Property	Disposal of Land - North of Marton Avenue	For Executive approval of the disposal of land, North of Marton Avenue.	Yes
20/03/18	Executive	Affordable Housing Strategy	To agree the Council's 5 year Strategy for the delivery of Affordable Housing.	Yes
20/03/18	Executive	Establishment of a Single Health and Well-being Board between Middlesbrough Council and Redcar & Cleveland Borough Council	To recommend the establishment of a single health and well-being board between Middlesbrough Borough Council and Redcar & Cleveland Borough Council.	Yes
20/03/18	Executive	Middlesbrough Rail Improvements	To update the Executive on the current rail franchises and the development of Middlesbrough Rail Station.	No
20/03/18	Executive	Strategic Plan 2018-22 Final Report	This report will confirm the MTFP for 2018-22 and the Strategic Plan for the same period, set the budget for 2018/19 and the activity to achieve deliver associated savings targets. Once endorsed the report will be presented to Council on 28 March 2018.	No
21/03/18	Executive Member for Education and Skills	School Coordinated Admissions Arrangements 2019/20	To seek approval for Middlesbrough's Coordinated School Admission arrangements for Middlesbrough Schools in 2019/20	Yes
21/03/18	Executive Sub-Committee for Property	CONFIDENTIAL - Land disposal at former Brackenhoe School site	To seek approval to commence disposal and marketing of the former Brackenhoe School site for Housing development.	Yes
20/04/18	Executive Sub-Committee for Property	Update on Estates Strategy and Asset Disposals	Provide an update on the implementation of the Estates Strategy and on the agreed disposal in the preceding quarter.	No
15/05/18	Executive	Ayresome Industries	Consider the various options to address the current deficit.	Yes
15/05/18	Executive	Budget and Balanced Scorecards - Year End 2017/2018	To advise the Executive of outturns against the Council's revenue and capital budgets, and its performance overall at year-end 2017/18, and to provide a position statement in respect of Treasury Management and General Reserves.	Yes
15/05/18	Executive	Change Programme 3.1	To seek the Executive's approval for the proposed approach to Phase 3.1 of the Council's Change Programme.	Yes
15/05/18	Executive	Local Plan Preferred Options	To seek approval to consult on the Local Plan Preferred Options Document.	Yes
15/05/18	Executive	Newham Grange Leisure Farm Options Appraisal	To summarise the findings of the independent options appraisal of Newham Grange Leisure Farm and outline recommendations for future development.	Yes
15/05/18	Executive	Transport and Infrastructure Capital Programme 2018/19-2020/21	Endorsement of the three year investment into the transport infrastructure.	Yes
16/05/18	Executive	Review of Preventative Services	Set out the future strategy with regard to the provision of preventative	Yes

	Sub-Committee for Property		services by Adult Social Care in line with the requirements of the Care Act 2014	
04/06/18	Executive	CONFIDENTIAL - Review of Intermediate Care and Reablement	Set out the outcome of the review of Intermediate Care and Reablement a key Departmental objective for 2018/19	Yes
12/06/18	Executive	Car Parking Review	To endorse the strategy and pricing for car parking in Middlesbrough.	Yes
12/06/18	Executive	Customer Strategy 2018-2022	To review and refresh the Customer Strategy that has been in place over the last 12 months.	No
12/06/18	Executive	Digital Strategy 2018-22	To present for approval a proposed corporate Digital Strategy for the period to 2022.	Yes
12/06/18	Executive	Housing Delivery	To seek approval for the Housing Delivery Plan.	Yes
12/06/18	Executive	Middlesbrough Community Survey 2017	To report the finding of the recent large scale resident survey	No
12/06/18	Executive	Response to Environment Scrutiny Panel Final Report -Fly-Tipping & Enforcement	To provide a response to the Executive on the Scrutiny Panel's report - Fly-tipping and Enforcement.	Yes
12/06/18	Executive	Review of Performance and Risk Management Frameworks	To seek approval of revised frameworks for corporate performance and risk management, and a new format for quarterly performance reporting to the Executive.	No
12/06/18	Executive	Social Care and Adult Services Scrutiny Pane - Service Response - Aster Care Home (Formerly Belle Vue Care Home)	Present the response to the recommendations of the OSB	No
13/06/18	Executive Sub-Committee for Property	Potential Site for Discovery Free School	Seek approval to start negotiations to dispose part of the nature worlds site on sandy flat lane for the purposes of a new special school	Yes
10/07/18	Executive	A172 Dixon's Bank/Stainton Way Highway Improvement Scheme	Consideration of the consultation responses for the proposed road improvement works at Dixon's Bank.	Yes
11/07/18	Executive Sub-Committee for Property	Nunthorpe Grange Masterplan	To seek approval to consult on a masterplan for the development of the Nunthorpe Grange Housing Site.	No
01/08/18	Executive	Gresham Redevelopment.	Consideration of plans for housing growth at Gresham.	Yes
01/08/18	Executive	Review of the Strategic Partnership	Provide Executive with an update in respect of the Strategic Partnership with Kier Workplace Services.	Yes
04/09/18	Executive	Ad Hoc Scrutiny Panel - Service Response - Council Budget 2018-2019 and Proposed Savings	To present the Service area response to the actions from the Ad Hoc Scrutiny Panel	No
04/09/18	Executive	Brookfield Housing Site (Including Stainsby North)	To set out the process for involving local people in the development of a masterplan for the Brookfield housing site, including the area known as Stainsby North.	Yes
04/09/18	Executive	Budget and Balanced Scorecards – Position at Quarter One 2018/19	To advise Executive of expenditure against the Council's revenue and capital budgets, and its performance overall at Quarter One 2018/19, and provide a position statement in respect of Treasury Management and General Reserves.	Yes
04/09/18	Executive	Social Care and Adult Services Scrutiny Panel - Service Response - Reducing	To present the Service area response to the actions from the Social Care and Adult Services Scrutiny Panel	No

		Loneliness and/or Social Isolation in Later Life		
04/09/18	Executive	Universal Credit Implications	To provide Executive with an update on the roll out of full Universal Credit Service on 3 October 2018.	Yes
26/09/18	Executive Sub-Committee for Property	Southlands Future Community Facility	Report the outcome of the community engagement, potential options regarding redevelopment of the Southlands site and re-provision of a fit for purpose community facility in or near the existing site.	Yes
01/10/18	Executive Member for Culture and Communities	Selective Landlord Licensing - Phase 2	To agree the implementation plan for the next phase of Selective Landlord Licensing	No
02/10/18	Executive	Joint Waste Management Strategy - Consultation	To gain approval for public consultation on the Tees Valley Joint Waste Management Strategy.	Yes
02/10/18	Executive	Local Plan	To seek endorsement for the publication of the Local Plan Preferred Options, following consultation	Yes
02/10/18	Executive	Middlesbrough Rail Station - Capacity & Enhancements	To update the Executive regarding developments and proposals planned for the station in the form of the southern entrance and platform capacity and seek endorsement to the next steps.	No
02/10/18	Executive	Opportunity Middlesbrough Strategy	To agree the Council's Strategy for Apprenticeships and Work Experience	Yes
02/10/18	Executive	Response to Scrutiny - Selective Landlord Licensing	To provide a response to the scrutiny report on selective landlord licensing	No
31/10/18	Deputy Mayor and Executive Member for Regeneration	Highway Infrastructure Maintenance Plan	To gain Executive approval for the Highway Infrastructure Maintenance Plan	Yes
20/11/18	Executive	Cultural Strategy	To agree a draft Culture and Heritage strategy for consultation with partners	Yes
20/11/18	Executive	Ofsted Focus Visit Report & Action Plan August 2018	To provide an update on the Front Door focus visit 7/8 August 2018	No
20/11/18	Executive	Response to Scrutiny - Housing Delivery Vehicles	To provide a service response to the scrutiny report regarding Housing Delivery Vehicles	No
20/11/18	Executive	Strategic Plan 2018/22 - Progress at Quarter Two 2018/2019.	To advise Executive of expenditure against the Council's revenue and capital budgets, and its performance overall at Quarter Two 2018/19, and to provide a position statement in respect of Treasury Management and General Reserves.	Yes
20/11/18	Executive	Strategic Plan Update, Medium Term Financial Plan, Budget Proposals 2019/20 and Investment Strategy Review	To set out the final proposals for the Change Programme and outline the proposals for the 2019/20 Budget	Yes
27/11/18	Executive Member for Economic Development	Brackenhoe Development Guidance	That the Executive Member approves the adoption of the development guidance.	No

	and Infrastructure			
27/11/18	Executive Member for Economic Development and Infrastructure	Joint Air Quality Unit Early Measures - programme approval	That the Executive approves the Early Measures funding awarded from JAQU (Joint Air Quality Unit)	Yes
04/12/18	Executive Member for Adult Health and Social Care	Charging Policy – Corporate Appointee/Deputyships	To introduce and seek approval for appropriate charges within the Estates function in Adult Social Care and Health Integration. The charges proposed include the introduction of a threshold for the transfer of accounts from Appointeeship to Court Appointed Deputyship, whilst this incurs charges it allows for the appropriate management of clients capital and savings. Further charges include an introduction of charges for section 117 clients, which was previously agreed but never introduced, and administration charges for electronic banking services. The introduction of charges ensures the service is sustainable, and can act in the client's best interests in ensuring their finances are working in the best way for them by attracting better rates of return.	No
04/12/18	Executive Member for Adult Health and Social Care	Charging policy for Deferred Payment Agreements	To obtain approval to implement a revised charging policy for the set up and ongoing management for all new Deferred Payment Agreements.	No
05/12/18	Executive Sub-Committee for Property	CONFIDENTIAL - Centre Square future phases - Melrose House and Civic Centre	To outline the Council's position with regards the future development sites of Melrose House and Civic Centre as part of the future phases of Centre Square development.	Yes
05/12/18	Executive Sub-Committee for Property	Update on Estates Strategy and Asset Disposals	The purpose of the report is to provide and update on the implementation of the Estates Strategy and on assets agreed for disposal in the financial year 2017/18, and to seek amendments to the Asset Disposal Policy which forms part of the Estates Strategy	No
18/12/18	Executive	50 Futures' a new approach to work experience that forms a key element of the Council's commitment to the social regeneration agenda.	That Executive approves the '50 Futures' initiative to promote socially responsible Work Experience opportunities as part of the Social Regeneration Strategy.	Yes
18/12/18	Executive	Ad Hoc Scrutiny Panel - Service Response - Council Tax Collection	The service areas response to the recommendations outlined by the Ad Hoc Scrutiny Panel	No
18/12/18	Executive	CONFIDENTIAL Housing Delivery Vehicle - Part B	To seek approval to establish a Housing Delivery Company and endorsement of the associated Business Plan.	Yes
18/12/18	Executive	Calculation of Council Tax Base for 2019/2020	1. To set the council tax base for the financial year 2019/2020 by the statutory deadline of 31 January 2019.	Yes
18/12/18	Executive	Civic Community Awards	To seek approval to the introduction of an annual Civic Community Awards scheme, which will also incorporate the current Citizen of the	No

			Year Award.	
18/12/18	Executive	Housing Delivery Vehicle - Part A	To seek approval to establish a Housing Delivery Company and endorsement of the associated Business Plan.	Yes
18/12/18	Executive	Local Council Tax Support 2019/2020	This report seeks approval for the CTS scheme for 2019/2020.	Yes
18/12/18	Executive	Middlesbrough Branding Launch Plan	To agree an implementation plan for the new Middlesbrough Brand.	Yes
18/12/18	Executive	Middlesbrough Integrated Transport Strategy 2018-2028	Seeks approval for: Developing Middlesbrough's Highway Infrastructure Plan to support development of the road network, and the pursuit of external funding to enable delivery; and, Integrated Transport Strategy to support the wider economic growth of Middlesbrough, and the pursuit of external funding to enable delivery.	No
19/12/18	Executive Sub-Committee for Property	Brackenhoe - Proposed Freehold Sale [PART A]	To consider the potential disposal of Council held land for the purpose of residential development	Yes
19/12/18	Executive Sub-Committee for Property	CONFIDENTIAL - Brackenhoe - Proposed Freehold Sale [PART B]	To consider the potential disposal of Council held land for the purpose of residential development	Yes
19/12/18	Executive Sub-Committee for Property	CONFIDENTIAL - Hemlington Lane - Proposed Freehold Disposal [PART B]	To consider the potential disposal of Council owned land for the purpose of residential development	Yes
19/12/18	Executive Sub-Committee for Property	CONFIDENTIAL - Urban Pioneers - Proposed Freehold Sale [PART B]	To consider the potential disposal of land in Middlehaven [originally forming part of the Urban Pioneers Area] by way of an option/conditional contract mechanism	Yes
19/12/18	Executive Sub-Committee for Property	Hemlington Lane - Proposed Freehold Disposal [PART A]	To consider the potential disposal of Council owned land for the purpose of residential development	Yes
19/12/18	Executive Sub-Committee for Property	Southlands Future Development	Report to outline the consultation on a new fit for purpose community facility together with proposals for the remainder of the site.	Yes
19/12/18	Executive Sub-Committee for Property	Urban Pioneers - Proposed Freehold Sale [PART A]	To consider the potential disposal of land in Middlehaven [originally forming part of the Urban Pioneers Area] by way of an option/conditional contract mechanism	Yes



MIDDLESBROUGH BOROUGH COUNCIL

Officer Delegated Decisions for service area ALL

Date of decision	Issue date	Subject of decision
Adult Social Care & Health Integration		
13/06/2018	13/06/2018	Home care within extra care schemes (Beechfield Court and Pennyman House) To agree to re-commission a new home care delivery model
06/09/2018	14/09/2018	Review of Carers Resources Allocation System (RAS) Pilot
Chief Executive		
24/05/2018	29/05/2018	Provision of consent to the Adult Education Functions Order 2018, which delegates use of some central government budgets relating to adult education functions to the Tees Valley Combined Authority.
Culture & Communities		
31/01/2018	06/02/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
28/02/2018	05/03/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation

Date of decision	Issue date	Subject of decision
31/03/2018	13/04/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
30/04/2018	09/05/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
31/05/2018	11/06/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
30/06/2018	10/07/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
31/07/2018	09/08/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
31/08/2018	05/09/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
30/09/2018	08/10/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
31/10/2018	06/11/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation
30/11/2018	11/12/2018	Various licence applications/permissions/consents made under the Local Government (Miscellaneous Provisions) Act 1976 and 1982, Town Police Clauses Act 1847, Gambling Act 2005 and various other licensing legislation

Date of decision	Issue date	Subject of decision
Economic Development & Infrastructure		
10/01/2018	26/01/2018	Seek approval for a business development grant of £94,500 to Cool Runnings (NE) Ltd (CR) to support development proposals.
18/01/2018	26/01/2018	To agree detailed contractual terms for the option relating to the disposal of land known as South Side, in Middlehaven, at the Dock side.
05/02/2018	28/03/2018	To approved the updated Local Development Scheme
09/02/2018	05/03/2018	Extension to an exclusivity agreement for land at Gresham for the development of a Student Village.
26/02/2018	28/03/2018	Albert Road Public Realm
20/03/2018	27/03/2018	To adopt the Interim Policy on Conversions of Residential Properties
20/03/2018	28/03/2018	Agreement of the contractual terms for the option relating to the disposal of land known as South Side, in Middlehaven at the Dock Side.
25/07/2018	13/08/2018	Traffic Signals and Crossing Point Programme - Project allocation amendments
01/08/2018	17/08/2018	Amendments to the statement of intent, to allow the Council to identify households that would benefit from energy efficient improvements
Finance, Governance & Support		
23/04/2018	24/04/2018	Statement of Public Task 2018-21
20/06/2018		Purchase of Residential Premises
20/06/2018		Purchase of Residential Premises
19/07/2018	23/07/2018	<p>The Register Office currently offers an 'out of hours' service for anyone who needs to make urgent burial arrangements or requires documentation to remove a body out of England. This weekend service is currently covered by one member of staff per week, being on an on call one weekend in every four weeks. The service propose to reduce weekend on call hours from 8 hrs (8am-4pm) per day to 2 hours (9am-11am) per day.</p> <p>There is also a proposal to reduce the opening hours on a Tuesday night, from 6pm to 4.00 pm.</p> <p>If the Head of Service agrees it is proposed the to implement the new opening and on call times from the 1st August 2018.</p>
Growth & Place		
30/07/2018	01/08/2018	Approval of contractual terms set out in the contractual documents as part of the lease that the

Date of decision	Issue date	Subject of decision
		council is taking as the tenant of building one and head lease of building two.
30/07/2018	01/08/2018	To acknowledge the final sale price of land at Centre Square for the development of buildings 1 & 2.