



**RECOMMENDED REPRESENTATION ON COMMITTEES  
AND PANELS 2007/2009**

**CABINET**

Comprising 10 Members:

The Leader of the Council, 8 Liberal Democrat Members, 1 Labour Member and 1 Independent Member.

Liberal Democrat Members:

Councillors Jackson, Pitts, Rae, Reynolds, Southwell, Thomson, van Zwanenberg and Woods.

Labour Member:

To be confirmed.

Independent Member:

To be confirmed.

Chairman: Councillor Reynolds.

Vice-Chairman: Councillor Woods.

**SCRUTINY COMMITTEE**

Comprising 12 Members -

8 Liberal Democrat Members, 3 Labour Members and 1 Independent Member.

Liberal Democrat Members:

Councillors Colledge, Freeman, Hopgood, Howarth, Simpson, Walton, Wilkes and Wolstenholme.

Labour Members:

To be confirmed.

Independent Member:

To be confirmed.

Chairman: Councillor Hopgood.

Vice-Chairman: Councillor Howarth.

### **POLICY SCRUTINY PANEL**

Comprising 12 Members -  
7 Liberal Democrat Members, 4 Labour Members and 1 Independent Member.

#### **Liberal Democrat Members:**

Councillors Freeman, Lightley, Martin, Simmons, Walker, Wilkes, and Wolstenholme.

#### **Labour Members:**

To be confirmed.

#### **Independent Member:**

To be confirmed.

Chairman: Councillor Wilkes.

Vice-Chairman: Councillor Freeman.

### **ENVIRONMENT SCRUTINY PANEL**

Comprising 12 Members -  
7 Liberal Democrat Members, 4 Labour Members and 1 Independent Member.

#### **Liberal Democrat Members:**

Councillors Colledge, Crooks, Martin, Mavin, Simpson, Wilkinson and Wolstenhome.

#### **Labour Members:**

To be confirmed.

#### **Independent Member:**

To be confirmed.

Chairman: Councillor Wolstenholme.

Vice-Chairman: Councillor Simpson.

### **COMMUNITY SERVICES SCRUTINY PANEL**

Comprising 12 Members -  
7 Liberal Democrat Members, 4 Labour Members and 1 Independent Member.

#### **Liberal Democrat Members:**

Councillors Crooks, Howarth, Lightley, Mavin, Norman, Walton and Young.

#### **Labour Members:**

To be confirmed.

#### **Independent Member:**

To be confirmed.

Chairman: Councillor Howarth.

Vice-Chairman: Councillor Walton.

### 3.

#### **ECONOMIC SCRUTINY PANEL**

Comprising 12 Members -  
7 Liberal Democrat Members and 5 Labour Members.

##### Liberal Democrat Members:

Councillors Colledge, Guy, Hopgood, Lightley, Simmons, Simpson and Wilkes.

##### Labour Members:

To be confirmed.

Chairman: Councillor Hopgood.

Vice-Chairman: Councillor Colledge.

#### **DEVELOPMENT CONTROL COMMITTEE**

Comprising 23 Members -  
14 Liberal Democrat Members, 8 Labour Members, 1 Independent Member.

##### Liberal Democrat Members:

Councillors Crooks, Freeman, Guy, Holland, Howarth, Kinghorn, Norman, Rae, Simmons, Simpson, Southwell, Walker, Wolstenholme and Young.

##### Labour Members:

To be confirmed.

##### Independent Member:

To be confirmed.

Chairman: Councillor Norman.

Vice-Chairman: Councillor Simmons.

#### **LICENSING PANEL**

Comprising 15 Members -  
9 Liberal Democrat Members, 5 Labour Members and 1 Independent Member.

##### Liberal Democrat Members:

Councillors Kinghorn, Lightley, Smith, Walker, Walton, Wilkinson, Wolstenholme, Wynn and Young.

##### Labour Members:

To be confirmed.

##### Independent Member:

To be confirmed.

Chairman: Councillor Smith.

Vice-Chairman: Councillor Kinghorn.

#### 4.

### **APPEALS PANEL**

Comprising 5 Members -  
3 Liberal Democrat Members, 1 Labour Member and 1 Independent Member. (To be reviewed after 3 months)

#### Liberal Democrat Members:

Councillors Jackson, Walker and Wynn.

#### Labour Members:

To be confirmed.

#### Independent Member:

To be confirmed.

Chairman: Councillor Walker.

Vice-Chairman: Councillor Jackson.

### **STANDARDS COMMITTEE**

Comprising 4 Council Members and 3 Independent Members of the Public and 2 Parish Council Representatives.

2 Liberal Democrat Members, 1 Labour Member and 1 Independent Member.

#### Liberal Democrat Members:

Councillors Holland and Simpson.

#### Labour Member:

To be confirmed.

#### Independent Member:

To be confirmed.

#### 2 No. Parish Council Representatives:

Councillor C.W. Beswick, 31 Brecken Way, Meadowfield, Durham, DH7 8UZ.

*(Minute No. 401, 11<sup>th</sup> November, 2003)*

Councillor J Anderson, Fairways, Front Street East, Croxdale. Durham

*(Minute No. 530, 26<sup>th</sup> February, 2007)*

#### 3 No. Independent Members of the Public

Mr. B.R.J. Ingleby, 5 Warwickshire Drive, Belmont, Durham, DH1 2LU.

Mrs. T. Naples, Meadow View, 59 Braunespath Estate, New Brancepeth, Durham, DH7 7JG.

(Term of Office expires May, 2008)

Mr. D. Hollingworth, 19 Briardene, Durham, DH1 4QU.

(Term of Office expires May, 2008)

5.

**AUDIT OVERVIEW COMMITTEE**

Comprising 5 Members -  
3 Liberal Democrat Members, 1 Labour Member and 1 Independent Member

1 Independent of the City Council

Liberal Democrat Members:  
Councillors Jackson, Martin and Walker.

Labour Member:  
To be confirmed.

Independent Member:  
To be confirmed.

Chairman: Councillor Walker.  
Vice-Chairman: Councillor Martin.





**BIENNIAL APPOINTMENT OF  
REPRESENTATIVES ON OUTSIDE BODIES  
2007/2009**

The term of office of the Representatives on the Organisations listed will expire in May, 2007. Members are asked to agree to the Representatives as listed until May, 2009.

<b>Body</b>	<b>Representative</b>
Esh Winning Community Association – Management Committee (6A)	Councillor Wilkinson
Esh Winning Family Care Association – Executive Committee (6B)	Councillor Guy
The Bow Trust (Durham) Ltd. (8)	Councillor Freeman
National Housing & Town Planning Council Northern Regional Committee (15)	Portfolio Member for Housing
Northern Sport (16)	Portfolio Member for Environment & Leisure & Head of Environment & Leisure
Age Concern Durham County (24)	Councillors Kinghorn & Young
National Society for Clean Air (Northern Division) (26)	Portfolio Member for Environment & Leisure together with Councillor Wolstenholme & 2 other Councillors & Head of Environment & Leisure
North Regional Home Safety Council (32)	Portfolio Member for Community Development together with Councillor Lightley & Head of Environment & Leisure
Durham Community Association - Management Committee (35)	Councillor Simpson
The Business Club (41)	Portfolio Member for Economic Development & Culture together with Chair of Economic Scrutiny & Head of Community Services
Local Authority Forum of the Arts Council (42B)	Councillor Sue Pitts & Director Durham City Arts

2.

Body	Representative
County of Durham Association of Local Authorities (47)  (a) Durham County Pension Fund (b) Regional Arts Council (c) Early Years Development	The Leader of the Council & Deputy Leader   Councillor Jackson Portfolio Holder Economic Development & Culture Councillor M. J.A. Smith
Northern Regional Brass Band Trust - General Management Committee (49)	Councillor Kinghorn
City of Durham Sports Forum (50)	Portfolio Member for Environment & Leisure & Chairman of Community Services Scrutiny Panel & Councillor Simpson
Museums Sub-Committee of the University of Durham <i>(Former Old Fulling Mill Museum Management            Committee)</i> (51)	Councillor Norman
Durham County Association for the Disabled Executive Committee (53)	Councillor Crooks
U.K. Athletics (55)	Portfolio Member for Environment & Leisure & Chairman of Community Services Scrutiny Panel & Head of Environment & Leisure
Gilesgate Comprehensive School Shared Use Facilities – (a) Joint Shared Use Liaison Committee  (b) Community Association Committee (59A)	Pelaw & Gilesgate Ward Councillors   Councillors Mitchell & Thompson & Head of Community Services
Laurel Avenue Shared Use Facilities – (a) Joint Shared Use Liaison Committee  (b) Community Association Committee (59B)	Pelaw & Gilesgate Ward Councillors  Councillors Mitchell & Thompson & Head of Community Services
Durham Police – Community Group (60)	Councillors Kinghorn & Walton
Association of North East Councils’ (61a)	Leader of the Council Substitute: Deputy Leader of the Council,
North East Regional Assembly (61b)	Deputy Leader Substitute Leader of the Council



### 3.

Body	Representative
Association for Public Service Excellence & Associated Bodies <i>(Formerly the Association of Direct Labour Organisations)</i>  (a) Leisure Management Working Group (65)	Portfolio Member for Housing & Head of Property Services   Portfolio Member for Environment & Leisure & Head of Environment & Leisure
Durham City Arts Ltd. (71)	3 Councillors
Coalfields Communities Campaign (Northern Region) (78)	Leader of the Council & the Portfolio Member for Economic Development & Culture & Head of Community Services
Durham City Access Group (79)	Portfolio Member for Environment & Leisure & Head of Property Services
ENCAMS <i>(Formerly Tidy North Regional Consultative Committee)</i> (80)	Portfolio Member for Environment & Leisure & Chairman of Environment Scrutiny Panel & Head of Environment & Leisure
Executive Officers Group for the Chester-le-Street and City of Durham Community Safety Partnership  <i>(Formerly the City of Durham Community Safety Steering Group)</i> (84)	Portfolio Member for Community Development together with the Chief Executive and Community Safety Officer
National Association of Councillors North Region Management Committee and General Management Committee (85)	Councillor Jackson
Sustainable Waste Management Strategy for County Durham - Joint Steering Group (89)	Portfolio Member for Environment & Leisure & Head of Environment & Leisure





**APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**  
**PERIODIC APPOINTMENTS DUE FOR RENEWAL**

The term of office of the undermentioned Representatives on the Organisations listed will expire on the dates indicated in the Report. Members are asked to agree to the Representatives as listed.

<b>Body</b>	<b>Representative</b>
North East Regional Employers' Organisation (12)	<i>Deputy Leader &amp; Portfolio Holder for HR Terms of Office ends 30<sup>th</sup> June, 2007 (Minute 353, 6<sup>th</sup> December, 2004)</i>
Durham County Council Valuation & Community Charge Tribunal (17)	Councillor Walker <i>Term of Office ends 31<sup>st</sup> May, 2007</i>
Durham Citizens Advice Bureau (22)	Councillors Mrs. Howarth, Southwell & Young <i>Term of Office ends 30<sup>th</sup> April, 2009</i>
Lord Crew's Apprenticeship Fund & Durham Education Foundation – Representative Trustees (28A)	Councillors Jackson and Lodge <i>Term of Office ends 31<sup>st</sup> May, 2007</i>
Henry Smith's Charity (28B)	Councillors Cowper, Simpson & Walker <i>Term of Office 31<sup>st</sup> May 2008</i>
Charities of Jane Finney and Jane Smith (28C)	Councillor Rae <i>Term of Office ends 13/02/2008</i>
Bishop Cosin's Almshouses Trustees (31A)	Councillors, Freeman & Wynn & 2 Labour Nominations to be Confirmed <i>Term of Office ends 30<sup>th</sup> April, 2008</i>
Sherburn Hospital Representative Governors (31B)	Councillor Lightley <i>Term of Office ends 08/2010</i>
Central Durham Joint Crematorium Committee (33)	Councillors Dickie, Jackson, Pitts, Reynolds, Southwell, Thomson, van Zwanenberg and Woods <i>Term of Office ends 31/05/2007</i>
The Local Government Association (47B)	
(a) General Assembly	Leader of the Council <i>Term of Office ends July, 2007 (Minute 353 6<sup>th</sup> December, 2004)</i>
(b) Rural Commission	Councillor Jackson <i>Term of Office ends June, 2007</i>
(c) Urban Commission	Councillor Southwell <i>Term of Office ends June, 2007</i>

Durham Rural Community Council (58A)	Councillor Walton <i>No fixed Term of Office</i>
Ruth First Educational Trust	Councillor Holland <i>Term of Office expires 31/07/2009</i>
University, New College, Police & City Liaison Group <i>(formerly City/University Liaison Group)</i> (74)	Chairman & Vice-Chairman of Cabinet ; Elvet Ward Councillors; Nevilles Cross Ward Councillors; St. Nicholas Ward Councillors ; Pelaw & Gilesgate Ward Councillors; together with Chief Executive <i>No fixed Term of Office</i> <i>(Minute 353 6<sup>th</sup> December, 2004)</i>
The East Durham Groundwork Trust (83)	Councillors Crooks & Wilkinson <i>Term of Office expires 31/07/2009</i>
Neil Griffin Opportunities for Youth (86)	Councillors Howarth & Norman <i>Term of Office 30/04/2007</i>
Sheraton Park (New College) Liaison Committee (87)	Chairman & Vice-Chairman of Development Control Committee & Nevilles Cross Ward Councillors & Head of Community Services <i>No fixed Term of Office</i>
The South East Durham Concordat (Environmental Services) Joint Best Value Review – Joint Committee (88)	Leader of the Council , Portfolio Members for Corporate Affairs & Procurement & Environment & Leisure. <i>No fixed Term of Office</i> <i>(Minute 353 6<sup>th</sup> December, 2004)</i>
Durham City Forum	Leader of the Council <i>No Fixed Term of Office</i> <i>(Min 496 21<sup>st</sup> February, 2005)</i>
Durham Villages Regeneration Ltd	Councillor Reynolds; Councillor Southwell; Councillor Bell and Chief Executive <i>No Fixed Term of Office</i> <i>(Min 629 8<sup>th</sup> March, 2004 and Min 426 17<sup>th</sup> January, 2005)</i>
Durham Housing Partnership Ltd	Councillor Southwell <i>No Fixed Term of Office</i> <i>(Min 151(c) 21<sup>st</sup> July, 2003)</i>
Durham Heart of the City Ltd	Councillor Wynn & Chief Executive & Director of Strategic Resources <i>No Fixed Term of Office</i> <i>(Min 151(b) 21<sup>st</sup> July, 2003 &amp; 563(b) 9<sup>th</sup> February, 2004)</i>
Chester-le-Street & City of Durham Enterprise Agency (64)	The Portfolio Member for Economic Development & Culture & Councillor Lightley & Head of Community Services <i>No Fixed Term of Office</i>

CITY OF DURHAM

COUNCIL 23 MAY 2007

REPORT OF THE DIRECTOR OF LEGAL AND ADMINISTRATION SERVICES

**1. Executive Procedure Rules**

In accordance with the provisions of Paragraph 1.2 of the Executive Procedure Rules, the Leader is required to present to Annual Council a written record of delegations made by him for inclusion in the Council's Scheme of Delegations, at Part 3 of the Constitution.

A number of changes have been made to the current scheme of delegations and these are set out in the attached Appendix A

Recommended that the Scheme of Delegations, as now amended, be approved and the appropriate amendments be made to the City Council's Constitution.

**2. Members' Allowances Scheme**

Further to Minute 531, 26 February 2007, Full Council considered the report of the Independent Remuneration Panel on Members' Allowances and had agreed that the council formally approve and adopt the recommendations contained in the report, subject to one amendment.

Recommended that the Constitution be amended to reflect the recommendations of the Independent Remuneration Panel and Full Council as set out at Appendix B.

**3. Scrutiny Reports**

At Scrutiny Committee held on the 22 March 2007 the following panel reports were agreed:-

**Policy Scrutiny Panel**

- Working with Parish Councils
- Telephone Communications Systems – Update Report
- Sickness Absence – Report of Review

**Community Services Scrutiny Panel**

- Scrutiny of Gypsy/Traveller Sites

**Economic Scrutiny Panel**

- Scrutiny of Tourism in the City of Durham

Recommended that the reports be submitted for consideration at the next Cabinet meeting.



<b>RESPONSIBILITY FOR COUNCIL FUNCTIONS (Cont...)</b>
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**Decision Making Body:**            **Licensing Panel**  
**Membership:**                        **15 Members**

	<b>Function</b>	<b>Delegation of Functions</b>
	<del>Taxi, Gaming, Entertainment, Door Supervisors, Food and Miscellaneous licensing</del>	<u>To deal with all applications under the Licensing Act 2003 and the Gambling Act 2005 subject to further delegation to DLAS (in consultation with the Chairman and Vice chairman of the Licensing Panel, in the case of new or controversial applications)</u>
1	Power to issue licences authorising the use of land as a caravan site (Site Licences)	
2	Power to license the use of moveable dwellings and camping sites	
3	Power to license hackney carriage and private hire vehicles	Director of Legal and Administration Services [in consultation with the Chairman and Vice-Chairman of the Licensing Panel in the case of new or controversial applications]
4	Power to license drivers of hackney carriages and private hire vehicles	Director of Legal and Administration Services [in consultation with the Chairman and Vice-Chairman of the Licensing Panel in the case of new or controversial applications]
5	Power to license operators of hackney carriages and private hire vehicles	Director of Legal and Administration Services [in consultation with the Chairman and Vice-Chairman of the Licensing Panel in the case of new or controversial applications]
6	Power to register pool promoters	
7	Power to grant track betting licences	
8	Power to license inter-track betting schemes	
9	Power to grant permits in respect of premises with amusement machines	
10	Power to register societies wishing to promote lotteries	Director of Legal and Administration Services [in consultation with the Chairman and Vice-Chairman of the Licensing Panel in the case of new or controversial applications]
11	Power to grant permits in respect of premises where amusements with prizes are provided	Director of Legal and Administration Services [in consultation with the Chairman and Vice-Chairman of the Licensing Panel in the case of new or controversial applications]

<b>RESPONSIBILITY FOR EXECUTIVE FUNCTIONS (Cont...)</b>
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**Decision Making Body/Individual: Leader of the Council**

	<b>Function</b>	<b>Limits</b>
1	Advise the Cabinet on general arrangements for ensuring that value for money is achieved from the Council's assets	In accordance with Council policy
2	To represent the Council's views on matters of corporate or strategic policy and any other matters which are within the Leader's terms of reference	In accordance with Council policy
3	To request or commission research and other studies on any matters of policy or service provision within these terms of reference	In accordance with Council policy
4	To take urgent decisions on matters which fall within the Leader's terms of reference	In accordance with Council policy
5	To oversee ongoing Comprehensive Performance Assessment improvements, Best Value Reviews and Corporate Restructure <i>(Minute 117, 6<sup>th</sup> July, 2004)</i>	Subject to the duty of Cabinet to monitor and review all matters relating to manpower requirements and to consider all matters under the ER/VR scheme and consequential staffing matters and duties of the Portfolio Member with responsibility for Human Resources to consider staffing issues arising as a result of organisational changes
6	To have responsibility for deciding the allocation of executive responsibilities set out in the Constitution	In accordance with Council policy
7	To prepare and publish a Forward Plan of Key Decisions	In accordance with Council policy
8	To present to the Council "State of the City" reports	In accordance with Council policy
9	To approve the attendance of Members of the Council at Courses and Conferences in conjunction with the Chief Executive	In accordance with Council policy



<b>RESPONSIBILITY FOR EXECUTIVE FUNCTIONS (Cont...)</b>
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**Decision Making Body/Individual: Leader of the Council**

	<b>Function</b>	<b>Limits</b>
10	To approve applications for copies of archived documents from the County Record Office <i>[Minutes 116, 17<sup>th</sup> June, 2002 &amp; 257, 5<sup>th</sup> August, 2002]</i>	In accordance with Council policy
11	To approve or refuse applications to purchase or lease land, where the land has an estimated value of no more than £11,000, in consultation with the appropriate Ward Councillors and Heads of Service <i>(Minute 450, 11<sup>th</sup> November, 2002)</i>	In accordance with Council policy
12	To advise the Cabinet and take the leading role in the implementation of the Community Plan and the development of partnership with other bodies with particular regard to the development and maintenance of a local strategic policy/partnerships	In accordance with Council policy
13	To be a member of the Partnership Forum <i>(Minute 117, 6<sup>th</sup> July, 2004)</i>	
14	To promote and help develop the World Heritage Site, the Riverbanks and city streetscapes	In accordance with Council policy
15	In conjunction with the Portfolio Holder for Environment and Leisure and after consultation with the Licensing Manager to determine applications for amendments to the Hackney Carriage Fare Scale and to report decisions to Cabinet for information	
16	To advise the Cabinet on strategic planning issues	In accordance with Council policy.
17	<u>The determination of charges for Gala Theatre in consultation</u>	<u>In accordance with Council Policy</u>

	<u>with the Chief Executive and the Director of Corporate Finance (Minute 437(c)8 Dec 2003)</u>	
18	<u>Authorisation to approve applications made to the Flourishing Communities Executive Board for grants of £5,000 or less</u>	<u>In accordance with Council policy</u>

Table 2

## Delegations to the Chief Executive

- 2.1 To act as Head of the Paid Service under Section 4 of the Local Government and Housing Act 1989.
- 2.2 To guide and where appropriate direct Chief Officer and Heads of Services in the exercise of their delegated functions in order to achieve the overall corporate aims and objectives of the Council.
- 2.3 To carry out any function which is delegated to a particular Chief Officer and/or Head of Service.
- 2.4 To authorise expenditure within the approved budget for civic hospitality.
- 2.5 In conjunction with the Mayor or Deputy Mayor to affix the Common Seal of the Council to, or sign as may be appropriate, any legal document which the Council is committed by resolution or statutory requirement to complete.
- 2.6 To approve all conference substitutions.
- 2.7 In conjunction with the Mayor or Deputy Mayor to affix the Common Seal of the Council to repaid mortgages.
- 2.8 To determine applications for honoraria under the Scheme of Conditions of Service.
- 2.9 To give public notice of all matters which the Council may or is required to give.
- 2.10 To authorise first class rail travel for Members where it is thought appropriate.
- 2.11 To carry out statutory consultation with representatives of non-domestic rate payers in accordance with Section 65 of the Local Government Finance Act 1992.
- 2.12 To act as designated Proper Officer for the following functions under the Local Government Act 1972:
- S.13(3) The Officer to be a Parish Trustee for a Parish not having a separate Parish Council.
  - S.83(1)-(4) The Officer to whom a person is elected to the office of Chairman, Vice-Chairman or Councillor of the Council shall deliver a declaration of acceptance of office in a form prescribed by order made under S.83 of the Act, and who shall witness the same.
  - S.84 The Officer to whom a person elected to any office under the Act may give written notice of resignation.

- S.88(2) The Officer who may convene a meeting for the election of Chairman of the Council following a casual vacancy in that office.
- S.89(1)(b) The Officer who shall receive a notice of casual vacancy from two local government electors.
- S.100B(2)&(7) The Officer who shall be responsible for making available copies of Agendas and Reports for public inspection.
- S.100C(2) The Officer who shall, when necessary, make a written summary of any proceedings where the public have been excluded.

[Supplement No.11 – July, 2004]

- ~~□ S.204(3) & Schedule 25 para. 4(6) The Officer who shall receive notice under para. 1(a) of Schedule 2 of the Licensing Act 1964 of applications for Justices' Licences.~~
- S.210(6) & (7) The Officer who shall have certain responsibilities relating to charities transferred to successor Authorities.
- S.225(1) The Officer who shall receive documents deposited with the Authority.
- S.229(5) The Officer who shall certify a photographic copy of a document in the custody of the Council, or of a document which has been destroyed while in the custody of the Council or any part of any such document.
- S.234(1) The Officer who shall authenticate notices, orders and other documents on behalf of the Council.
- Schedule 12, Part I, para. 4(2)(b) The Officer who shall sign a summons to attend a Council Meeting.
- Schedule 12, Part I, para. 4(3) The Officer to whom a Member of the Council shall give notice in writing desiring summonses to attend meetings of the Council to be sent to an address specified in the notice other than his/her place of residence.
- Schedule 14, Part III, para. 25(7) The Officer who shall certify a resolution of the Council under this paragraph.

2.13 That for the purposes of The Publication of Information (Standards of Performance) Direction 1992, to act as designated Proper Officer for the purpose of the preparation, co-ordination and verification of the prescribed performance indicators for the Council.

- 2.14 Any reference in any enactment passed before or during the 1971-72 Sessions of Parliament other than the Local Government Act 1972, or in any instrument made before 26<sup>th</sup> October, 1972, to the Clerk of a Council or Town Clerk of a City.
- 2.15 That where the relevant 'Proper Officer' is absent from Durham or otherwise unable to act in that capacity, the Chief Executive shall have delegated authority to nominate as he considers appropriate, an Officer to act in their absence.
- 2.16 To settle complaints referred to the Local Government Ombudsman up to a maximum of £500.

**Table 6**  
**Delegations to the Head of Housing Services**

- 6.1 To carry out all relevant duties under the Housing Acts and to take all necessary action regarding service of Notices of Seeking Possession and subsequent Court action; provision of accommodation for homeless persons; assignment and other disposals of secure tenancies and exercise of the power of entry under Section 54 of the Housing Act 1985.
- 6.2 To make suitable arrangements for the administration of the provisions of the Social Security Act 1986, the Social Security Administration Act 1992 and any associated legislation relating to Housing and Council Tax Benefit.
- 6.3 To determine whether a penalty be imposed or prosecution commenced in individual cases of fraudulent housing and/or Council Tax Benefit claims.
- 6.4 To carry out relevant duties in relation to City Care.
- 6.5 To determine applications for the provision of minor aids and adaptation works up to a maximum of ~~£4,000.00~~ £10,000
- 6.6 In consultation with the Portfolio Holder for Housing to determine applications for adaptation work costing more than ~~£4,000.00~~ £10,000
- 6.7 To deal with the appointment/dismissal of the Gypsy Site Warden in consultation with appropriate Ward Councillors and to take any other necessary action for the satisfactory operation of the site.

*Supplement No.11 – July, 2004]*

*[Supplement No.5 – May, 2003]*

<b>MEMBERS' ALLOWANCES SCHEME</b>
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The City of Durham Council, in exercise of the powers conferred by the Local Authorities (Members' Allowances)(England) Regulations 2003 hereby makes the following scheme:-

1. This scheme as amended may be cited as the City of Durham Council Members' Allowances Scheme and shall have effect for the remainder of the year commencing on 1<sup>st</sup> January 2007, and subsequent years.
2. In this scheme,  
 "Councillor" means a Member of the City of Durham Council who is a Councillor;  
 "year" means the 12 months ending with 31st March.  
 "Co-opted Member" means a person who is not a Councillor who is appointed to a Committee by the Authority in accordance with Rule 1.2(v) of the Council Procedure Rules.

### **Basic Allowance**

(Minute 599(a), 13<sup>th</sup> January, 2003)

3. Subject to paragraph 8, for each year a basic allowance shall be paid to each Councillor. With effect from 1<sup>st</sup> January 2007, the basic allowance is £5412.60. This amount shall be index linked to the movement in the average white collar non-manual pay rate with effect from 31<sup>st</sup> December each year

### **Special Responsibility Allowances**

(Minute 599(b), 13<sup>th</sup> January, 2003)

4. (1) For each year a special responsibility allowance shall be paid to those Councillors who hold the special responsibilities in relation to the Authority that are specified in the schedule to this scheme.
- (2) Subject to paragraph 8, and (4) below the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
- (3) No Councillor shall receive more than one such allowance.
- (4) The allowance shall be index linked to the movement in the average white collar non-manual pay rate with effect from 31 December in each year.

### **Dependants' Carers' Allowance**

(Minutes 312, 13<sup>th</sup> October, 2003 & 403(b), 11<sup>th</sup> November, 2003)

5. (1) An allowance at the rate of the adult hourly minimum wage from time to time in force shall be payable to a Councillor who is a dependant carer to enable the Councillor to perform an approved duty.
- (2) No payment of any such allowance shall be made without production of a valid receipt; and

*[Supplement No.8 – November 2003] & [Supplement No. 23 – May 2007]*

<b>SCHEDULE OF BASIC &amp; SPECIAL RESPONSIBILITY ALLOWANCES</b>
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1.	Current Basic Allowance (Minute 599(a), 13 <sup>th</sup> January, 2003)	£ 5,412.60
2.	The following are specified as the Special Responsibilities in respect of which Special Responsibility Allowances are payable and the annual amounts of those allowances are:- (Minute 599(b), 13 <sup>th</sup> January, 2003)	
	<b>Cabinet:</b>	
	<b>Members with Portfolio</b>	£ 5,376.84
	<b>Members without Portfolio</b>	£ 2,688.42
	<b>Chairman of the following Regulatory Committees:</b>	
	Development Control Committee	£ 5,376.84
	Licensing Panel (Minute 311, 2 <sup>nd</sup> November, 2004, Minute 531, 26 <sup>th</sup> February, 2007)	£ 2,688.43
	<b>Chairman of the Scrutiny Committee</b>	£ 5,376.84
	<b>Chairman of the following Scrutiny Panels:</b>	£ 2,688.42
	Policy Scrutiny Panel	
	Environment Scrutiny Panel	
	Community Services Scrutiny Panel	
	Economic Scrutiny Panel	
	<b>Vice-Chairman of the following Regulatory Committees:</b>	
	Development Control Committee	£ 2,688.42
	Licensing Panel (Minute 311, 2 <sup>nd</sup> November, 2004, Minute 531, 26 <sup>th</sup> February 2007)	£ 1,344.21
	<b>Vice-Chairman of the Scrutiny Committee</b>	£ 2,688.42
	<b>Vice-Chairman of the following Scrutiny Panels:</b>	£ 1,344.21
	Policy Scrutiny Panel	
	Environment Scrutiny Panel	
	Community Services Scrutiny Panel	
	Economic Scrutiny Panel (Minute 312, 13 <sup>th</sup> October, 2003 & 403(b), 11 <sup>th</sup> November, 2003, Minute 531, 26 <sup>th</sup> February 2007)	
	<b>Leader of the Controlling Group</b>	£14,870.76
	<b>Deputy Leader of the Controlling Group</b>	£ 8,064.84
	<b>Leader of the Opposition Group(s)</b>	£ 1,029.60
	<b>No payment for Chair or Vice-Chair of Audit Overview Committee or Appeals Panel</b>	

*[Supplement No.12 – November 2004] & [Supplement No. 23 – May 2007]*