

Committee	Date:
The City Bridge Trust Committee	31 January 2018
Subject: City Bridge Trust - Delegated Authority Policy	Public
Report of: Town Clerk	For Decision
Report Author: Joseph Anstee – Town Clerk's Department	

Main Report

The City Bridge Trust's policy on delegated authority was last reviewed and subsequently agreed at the City Bridge Trust Committee on 25 September 2014, and the Court of Common Council on Thursday 16 October 2014, as part of a wider review of the City Bridge Trust's priorities and policies.

Whilst a policy for delegating authority has existed in some form since the Trust's inception, the current format was agreed in 2014 having adjusted the weightings from the policy previously agreed at the Committee's meeting on 26 April 2012 and reviewed at the Committee's meeting on 6 June 2013. This was devised to streamline the decision-making process and make more effective use of the Committee's time by reducing the number of applications considered at meetings.

The City Bridge Trust's policy on delegated authority decisions following the 2014 review is as follows:

- (i) *The Chief Grants Officer may make decisions on applications of up to £10,000;*
- (ii) *Decisions on applications of over £10,000 and up to £25,000 may be approved by the Chief Grants Officer in consultation with the Chairman and Deputy Chairman; and*
- (iii) *Decisions on applications of over £25,000 and up to £50,000 may be approved by the Chief Grants Officer in consultation with the Chairman and Deputy Chairman, with reference to the Chamberlain and where there is a need for an urgent decision between Committee meetings.*

The current provision for decisions to be made under delegated authority does not account for the event that the Chairman and/or Deputy Chairman may be unavailable for an extended period between Committee meetings.

Therefore, it is proposed to amend the policy so that a delegated authority decision could still be made in the event that the Chairman or Deputy Chairman is unable to consider a delegated authority decision personally, by permitting a nominee to consider the decision in place of the Chairman or Deputy Chairman.

This amendment would reflect the delegated authority procedure laid out in Standing Order 41b of the Court of Common Council.

Proposal

It is proposed to amend the City Bridge Trust's policy on delegated authority as follows:

- (i) The Chief Grants Officer may make decisions on applications of up to £10,000;
- (ii) Decisions on applications of over £10,000 and up to £25,000 may be approved by the Chief Grants Officer in consultation with the Chairman and Deputy Chairman *or, failing either of them, their nominees*; and
- (iii) Decisions on applications of over £25,000 and up to £50,000 may be approved by the Chief Grants Officer in consultation with the Chairman and Deputy Chairman *or, failing either of them, their nominees*, with reference to the Chamberlain and where there is a need for an urgent decision between Committee meetings.

Decisions on grants worth over £500,000 will continue to be referred to the Court of Common Council.

Recommendation(s)

That, subject to any comments, the delegated authority policy of the Committee be amended as set out.

Background Papers

1. Report and Minute of the City Bridge Trust Committee, 26 April 2012 (Item 12).
2. Report and Minute of the City Bridge Trust Committee, 6 June 2013 (Item 15).
3. Report and Minute of the City Bridge Trust Committee, 25 September 2014 (Item 15) and Court of Common Council, 16 October 2014 (Item 19).
4. Standing Orders of the Court of Common Council, 41b.

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