
3D Executive Functions

3D.1 The Council operates a Leader and Cabinet form of Executive and the Leader of the Council specifies how the functions of the Executive (known as ‘Executive Functions’) will be carried out. All functions of the Council that are not reserved by law as Non-Executive (see Part 3C above), are Executive functions. Except where the law otherwise provides, it is at the Leader’s discretion to determine how decision-making in relation to Executive functions will be exercised. All “Local Choice” functions (ie those specified in regulations under section 13(3)(b)) of the Local Government Act 2000) are Executive functions.

3D.2 The Leader may discharge any Executive functions directly or may arrange for the discharge of those functions by:

- the Executive
- an Executive Committee
- an individual member of the Executive (Executive Member)
- an officer of the Council
- another local authority
- jointly with another local authority through a joint committee or Officer

3D.3 The Executive undertakes all Executive functions including:

- (a) proposing plans and strategies, including the overall Budget, the Policy Framework, and arrangements for the good governance of the authority, to Council to approve and adopt,
- (b) publishing in the Executive Work Plan all decisions by the Executive, individual Executive members and Key Decisions made by officers,
- (c) establishing Committees to discharge specific Executive functions, or establishing working groups or panels to review or advise on specific issues,
- (d) representing the Council locally, nationally, and international,
- (e) attending meetings of the Overview & Scrutiny Committees and any Working Groups when required to do so,
- (f) agreeing the acquisition and disposal of property (within limits set out in the Financial Rules and the Acquisition and Disposal Policy) and the management of the Council's land holdings,
- (g) proposing acquisition or disposal of land and property to Council where the financial implications exceed the threshold delegated to the Executive,
- (h) exercising the powers and duties of the Council in respect of leisure, museums, consumer protection and environmental health,
- (i) acting as waste collection authority, and
- (j) agreeing protocols for consultation and relations with outside bodies

3D.4 Delegations

The Leader has exercised the power of delegation in the manner set out below. A reference to 'Executive Member' means an Executive Member acting in portfolio and reference to 'Officer' means Chief Executive, Chief Finance Officer, Monitoring Officer, or designated senior Council or Publica employee, when acting as an employee of West Oxfordshire District Council.

3D.5 The Leader has directed that the Executive Functions delegated to Executive Members shall not be sub-delegated to Officers without prior consent.

3D.6 Each person or body to whom an Executive Function is delegated shall be empowered to take any step for the purposes of or in connection with the discharge of the Function and may do anything incidental or conducive to discharge of the Function or do anything expedient in connection with the discharge of the Function.

3D.7 The Leader may amend these delegations at any time by giving notice in writing to any person who currently holds the power and any person to whom the power is now to be delegated and to the Proper Officer (in this case the Monitoring Officer) setting out the change to be made; such amendment to take effect immediately on confirmation of receipt by the Proper Officer. The Proper Officer will ensure that this Part 3 of the Constitution is updated forthwith.

3D.8 Where an Executive Function has been delegated by the Leader this does not prevent the Leader from exercising that Function.

3D.9 In the absence of the Leader of the Council the person or persons designated by the Leader and notified by the Leader to the Proper Officer as having responsibility for the Leader's area(s) of responsibility is or are authorised to exercise the functions of the Leader pursuant to the Constitution.

3D.10 The following delegations are currently in place.

Functions	Delegation
The implementation of the approved policy and budget framework, except in relation to those functions identified as Council functions above, including the management, control and supervision of: • the Council's own financial and property resources • housing and Council tax benefit • leisure, sports, arts and tourism services • housing provision, homelessness and the maintenance of the common waiting list • the preparation and review of the Development Plan and other planning policies and procedures • environmental health and protection • grounds maintenance • refuse collection, recycling and amenity cleansing	Functions delegated to the Chief Executive and Officers in accordance with Officer Scheme of Delegation (Part 4)

• measures to promote the economic, environmental and social well-being of the district • measures to promote community safety and reduce drug abuse • measures to promote skills training and development • measures in pursuit of the Council's rural issues, anti-poverty, and climate change/environment/sustainability strategies • measures to promote high quality services to the communities of the district	
Subscriptions and Donations to Voluntary Bodies - to approve the award of grants subject to any grant award not exceeding £1,000	Executive Member for Stronger Healthier Communities (in consultation with Chief Financial Officer)
Discretionary Rate Relief – to grant discretionary rate relief in accordance with the Council's Discretionary Rate Relief policy, except for those decisions already delegated to officers under the Officer Scheme of Delegation (Part 4)	Executive Member for Finance (in consultation with the Chief Financial Officer).
Debt Write-Offs – to approve the writing off of debts, except for those already delegated to officers under the Officer Scheme of Delegation (Part 4) over £5,000 up to £10,000	Executive Member for Finance (in consultation with Chief Financial Officer)
Sport and Recreation Grants – to determine applications for Sport and Recreation grants which accord with the Council's approved criteria up to a maximum of £3,000 per grant	Executive Member for Stronger Healthier Communities (in consultation with Chief Financial Officer)
Village Hall Grants – to determine applications for Village Halls (Minor Scheme) grants which accord with the Council's approved criteria up to a maximum of £5,000 per grant	Executive Member for Stronger Healthier Communities (in consultation with Chief Financial Officer)
Arts and Sports Achievement / High Achievers Awards - To determine applications for Arts and Sports Achievement Awards and High Achievers Awards which accord with the Council's approved criteria up to a maximum of £300 per grant for the Arts and Sports Achievement Awards and £1,000 per grant for the High Achievers Award	Leader of the Council (in consultation with Chief Financial Officer)
Playground Grants - To determine applications for Playground (Revenue) grants which accord with the Council's approved criteria up to a maximum of £2,000 per grant and Playground (Capital) grants up to a maximum of £5,000 per grant	Executive Member for Stronger Healthier Communities (in consultation with Chief Financial Officer)

