

AMENDMENT OF CONTRACT STANDING ORDERS

EXECUTIVE MEMBER: Cllr N Williams
LEAD OFFICER: Mr M Jepson head of Legal and Democratic Services.
REPORT AUTHOR: Mr C A Lloyd Business Development Manager

Summary: This report requests Executive to seek Full Council approval to amend Contract Standing Order 21.

Recommendation: That Executive recommend that Council approve the following amendments to Contract Standing orders, for the reasons given:

a) to increase the delegated authority given for the Head of Finance and Business Development in consultation with the Head of Legal & Democratic Services to approve long leases from a maximum of £20,000 to a maximum of £100,000 and any necessary consequential amendments detailed in appendix A; and

b) to increase the delegated authority given for the Chief Executive in consultation with the Chairman to approve long leases from a maximum of £100,000 to a maximum of £250,000, and to increase the length of long lease from a period not exceeding 21 years to a period not exceeding 25 years and any necessary consequential amendments detailed in appendix A

Impact on delivering the Corporate Plan: None

Impact on other statutory objectives (e.g. crime & disorder, LA21): None

Financial and human resource implications: None

Project & Risk Management: None

Key Decision Status

- **Financial:** None
- **Ward:** None

Other Ward Implications: None

1. INTRODUCTION

- 1.1 There are a number of leases that are of long duration but relatively low value. At present if the value is over £100,000, or the lease period is for over 21 years Executive approval is required. These leases are often a low value per year but above the £100,000 over 21 years, they are often though not exclusively for relatively simple matters such as substation land, extension of the number of years will assist tenants making improvements and requiring grant support which

stipulates a longer period. Executive has suggested that it is appropriate for these to be delegated to officers, and this report seeks to implement a change.

- 1.2 In essence it is requested that authority given to the Head of Finance and Business Development in consultation with the Head of Legal & Democratic Services for long leases is amended from the value of £20,000 to £100,000, and that the authority given to the Chief Executive in consultation with the Chairman for long leases is amended from the value of £100,000 to £250,000, and the length of long lease from 21 years to 25 years.
- 1.3 For ease of understanding the proposed amendments are shown on Appendix A

2. CONCLUSION

- 2.1 In order to enable the proposed change to be made it is recommended that Contract Standing Orders be amended as shown on Appendix A.

List of Appendices

Appendix A – [Proposed amendments](#)

List of Background Documents: CSO, Reports.

List of Consultees: Corporate Team ,Head of Audit services