

Deputy chief executive – transformation and operations

Head of policy and programmes

(Corporate programmes and assurance, insight and policy, planning policy, and community wellbeing)

HEAD OF POLICY AND PROGRAMMES		
Ref	Function	Consultation (where applicable)
1.0	CORPORATE PROGRAMMES	
1.1	To act as the council's lead on corporate programmes and project management.	
1.2	To act as the council's lead on corporate IT programmes.	
1.3	To act as the council's lead on policy and insight, the development of the corporate plan, and influence on external funding.	
1.4	To act as the council's lead on the development of strategic energy programmes.	
1.5	To act as the council's lead on climate change programmes.	
2.0	COMMUNITY HUB	
2.1	To lead the council's community hub service.	
3.0	NEIGHBOURHOOD PLANNING	
3.1	To designate neighbourhood planning areas. This includes the designation of a neighbourhood plan forum, where there is a parish meeting but no parish council.	Cabinet member for planning policy
3.2	To express the opinion of the council as local planning authority on whether a neighbourhood plan requires Strategic Environmental Assessment (Environmental Assessment of Plans and Programmes Regulations 2004) and/or an appropriate assessment (Conservation of Habitats and Species Regulations 2010 (as amended 2011)).	
3.3	To determine that a neighbourhood plan can proceed to referendum.	

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4.0	ARTS STRATEGY	
4.1	To determine and take all necessary action in respect of the promotion of the arts within the district.	
5.0	GRANTS	
5.1 (VALE ONLY)	To make grant award decisions if: i. any area committee only receives three or fewer eligible applications in any one application round; and ii. the combined total of the applications in any one application round is £10,000 or less; and iii. the grant requests in any one application round do not exceed the available budget.	Chair of the relevant committee
5.2 (SOUTH ONLY)	To award grants up to £5,000 in accordance with the decision of the ward councillor to community projects that benefit the councillor's ward.	Ward councillor
5.3	To approve or refuse extensions for the take up of capital grants awards.	
5.4 (VALE ONLY)	To approve or refuse time extensions for the take up of new homes bonus grants awards.	
5.5 (VALE ONLY)	To approve festival and event grant awards of up to £1,000.	Cabinet member for grants
5.6 (SOUTH ONLY)	To approve grant awards of up to £1,000 for young achievers .	Cabinet member for grants
5.7	To change the percentage of a grant award in line with the grants policy.	Cabinet member for grants
5.8	To withhold or reduce a revenue grant for failing to meet the agreed targets.	Cabinet member for grants
5.9	To amend agreed targets relating to revenue grant awards.	
5.10 (SOUTH ONLY)	To transfer money allocated in the provisional capital programme for external capital grants to the approved capital programme as and when required to pay grants previously approved.	

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5.11	To remove conditions on grants awarded.	
5.12	To decide to accept grant applications that do not meet all of the eligibility criteria.	
6.0	ASSETS OF COMMUNITY VALUE	
6.1	To decide whether to list or not to list an asset as an asset of community value.	
7.0	CRISIS RESPONSE	
7.1	All operational matters in relation to preparation for and management of the council's response to civil emergencies.	
8.0	INSURANCE	
8.1	To effect such insurances as are necessary, compatible with the proper management of the council's assets, and having regard to potential liabilities and other risks.	
8.2	To deal with all insurance claims and the settlement of such claims with the council's insurers.	