

EXETER CITY COUNCIL

**EXECUTIVE
1 APRIL 2014**

**COUNCIL
8 APRIL 2014**

**CITY DEVELOPMENT REDESIGN
MEMBER ENGAGEMENT ISSUES**

1.0 PURPOSE OF REPORT

- 1.1 To identify and consider proposals for amendments to Member engagement in the planning process as a result of the redesign of the service and to recommend to Council resulting amendments to the Constitution. Amendments include the future of Area Working Parties.
- 1.2 The structure of this note is a discussion of issues in Section 2 and proposals in Section 3. The existing Constitution is at Appendix 1 and a proposed amended Constitution at Appendix 2.
- 1.3 These proposals have been formulated with regard to the proposed re-design of City Development which will be implemented from May 2014. They reflect the new purpose 'Deliver Good Development'.

2.0 ISSUES AND DISCUSSION

- 2.1 PMWG had an initial discussion on Member engagement in June 2013. It noted that over 1,000 planning and similar applications are processed each year and that arrangements had not been reviewed for many years and are not clear. A further paper was presented to Planning Member Working Group in January 2014. Members agreed the principles in this report.
- 2.2 The Council's Constitution provides the framework for how Councillors engage in processes. The main roles are:
 - Executive
 - The Portfolio Holder City Development
 - Planning Committee
 - The Chair, and in his absence the Vice Chair, of Planning Committee
 - Planning Member Working Group
 - The three Area Working Parties
 - Delegation Scheme
- 2.3 Section 25 of the Localism Act 2012 introduced a more relaxed approach to predetermination providing an opportunity for greater early Member engagement in decisions.
- 2.4 Member involvement is focused towards the end of determination processes at the decision point. There is an opportunity to increase involvement and influence at earlier stages.
- Portfolio Holder
- 2.5 The only specific Portfolio Holder role in the constitution is on expenditure of S106 money and recently added elements on decisions on Neighbourhood Planning.

Commentary

- 2.6 There is an opportunity to give the Portfolio Holder a greater role in non-regulatory decisions.

Planning Committee

- 2.7 Planning Committee makes the more complex and contentious planning determinations. 41 applications were determined at 12 meetings in 2013. The average is about 3 to 4 applications per meeting. Planning Committee also considers the following reports: monthly appeal decisions, decisions/withdrawn applications, bi-monthly enforcement, yearly buildings at risk and S106 monitoring. It occasionally considers whether to confirm TPOs that have been subject to objection. The average length of Planning Committee in 2013 was 1 hour 36 minutes within a range of 40 minutes to 3 hours 51 minutes. A briefing for the Portfolio Holder, Chair and Vice Chair is held just before the agenda is finalised when there is little opportunity to influence the detail of reports. The Constitution refers to Planning Committee taking action in respect of breaches of planning control, however, this function is delegated to the Assistant Director City Development.

Commentary

- 2.8 The balance of applications reported to Planning Committee and determined under delegated powers is about right. The monthly appeals report and schedule of delegated and withdrawn decisions relate to regulatory decisions. S106 monitoring, buildings at risk and enforcement involve more service management issues that might be more appropriately discussed at PMWG. The Portfolio Holder and Chair should have a greater/earlier role in setting the agenda of which applications appear on the Planning Committee agenda.

Chair of Planning Committee

- 2.9 The Constitution refers to the Chair being consulted on minor variations to planning conditions agreed by Planning Committee, minor S106 provisions, injunctions, hazardous substances contraventions and expenditure of S106 moneys. In practice this involves the occasional consultation on deeds of variation on S106 agreements.

Commentary

- 2.10 The role of Chair and Vice Chair of Planning Committee should relate to setting the agenda for Planning Committee meetings and any decisions arising from previous Planning Committee resolutions such as agreeing variations to planning conditions or S106s or referring them back.

Planning Member Working Group

- 2.11 The role of PMWG is '*To discuss issues relating to planning policies or briefs as they may relate either to the City generally or specific planning applications*'. It meets monthly and is not a decision making body. One or two meetings are usually cancelled every year due to lack of business and a similar number of extra meetings are arranged to deal with workload peaks (in 2013 two meetings were cancelled and one extra meeting arranged). Business usually includes 4-7 developer presentations per annum a handful of annual reports on aspects of the service and various other information and advice reports.

Commentary

- 2.12 PMWG appears to work well as an informal sounding board, reducing the burden on other Council committees. While it is a sub group of Planning Committee, much of its work relates to consideration and advice on items that are determined by Executive. Transparency might be improved by making it a formal public meeting, however this could reduce its effectiveness. The timetable for PMWG is set relative to Planning

Committee, while no business is referred on. A four weekly cycle may be more appropriate.

Area Working Parties

- 2.13 There are three AWP's comprising 4/5 members of the Planning Committee. Their main purpose is to act as a 'sounding boards', not decision making bodies, on certain categories of applications identified in the constitution and to identify issues with more significant applications going on to Planning Committee. The monthly meetings usually receive an average of about ten applications. Officers devote significant resources to preparing for and attending the meetings, however, there is usually broad agreement and they rarely lead to a change in direction. The need to wait for the next AWP often delays routine decisions by up to a month. Agents and the public do raise issues about the transparency of AWP's and whether they are in effect making decisions behind closed doors.

Commentary

- 2.14 AWP's should be replaced with a system that allows more regular informal Member engagement through 'pull' requesting applications of interest instead of by formula applying standard rules. Member involvement should be earlier rather than at point of decision. A single fortnightly body might provide greater flexibility. Meetings are at lunchtimes which can be difficult for working Members. A larger membership than 4/5 might overcome problems of low turnout and provide a better sounding board.

Delegation Scheme

- 2.15 The Constitution currently delegates a series of powers to the Assistant Director City Development with the Development Manager as deputy. A copy is at Appendix 1. There is no deputy for conservation and tree related matters previously deputised to the now deleted post of Design Manager. Building Regulation and unsafe structure powers are delegated to the Building Control Manager with Senior Building Control Officers as deputies. The Projects and Business Manager also has delegated powers on Assets of Community Value. Delegated powers lie with a small, and declining number of more senior officers, junior officers who actually deal with matters and are more familiar with them are not empowered to make decisions.

Commentary

- 2.16 Delegated powers should extend to a wider number of officers. It is a redesign principle that Case Officers who are most familiar with applications should make decisions. Checks and sign-offs add little value. Case Officers should record what expertise they have pulled in reaching a decision. The delegation scheme needs general updating and specific amendments to reflect the introduction of the Community Infrastructure Levy.

3.0 PROPOSALS

Planning Committee items

- 3.1 It is proposed that the Constitution identifies the following as Planning Committee decisions:
- Member and staff applications
 - City Council applications attracting objections
 - Applications referred by consensus from the delegation briefing
 - Any item considered by the ADCD, Chair, Vice Chair or Portfolio Holder to be significant, controversial or sensitive.

- 3.2 Planning Committee should also receive the following reports:
- Monthly appeals report in briefer form only with commentary on interesting items
 - Monthly decisions and withdrawn applications report
 - Confirmation of TPOs following objections

Delegation Briefings

- 3.3 It is proposed that the AWP's be replaced with fortnightly Tuesday lunchtime 'Delegation briefings' chaired by the City Development Manager, or other officer, to consider applications that may be subject to determination under delegated powers open to all members of Planning Committee. Other Members may attend and participate in discussions on items in their ward. It is anticipated that attendance may be an average of about six Members per meeting which would provide a better cross section of views than at present at AWP's but still manageable for a focused meeting.

Typical Agenda

- 3.4 Agenda could include:
- Applications (including TPO confirmations) that ward Members have requested be brought to the Delegation Briefing. Members should identify their reasons to help officers focus the presentation at the briefing
 - Other City Council applications not subject to any objections
 - Applications that have been subject to objections based on material planning considerations that Officers are minded to approve under delegated powers
 - Applications that are likely to be determined by Planning Committee for information
- 3.5 Delegation Briefings will alternate between a main meeting and a supplementary shorter meeting designed to focus on more urgent matters that would be diaried to follow on from proposed four weekly interval PMWG's.
- 3.6 The output of Delegation Briefing will be a clear understanding of how officers will apply delegated powers. The City Development Manager will regularly brief the Chair and the Portfolio Holder on the proposed agenda for next and subsequent Planning Committees. A Chair/Vice Chair/Portfolio Holder briefing on the draft Planning Committee agenda will continue to be held prior to finalisation of the agenda, usually on the Tuesday 13 days before the Planning Committee Meeting after PMWG and the shorter Delegation Briefing.
- 3.7 Ward Members should request referral to Delegation Briefing meeting before expiry of the 21 day consultation process. Agenda lists for Delegation Briefing will be circulated to all Members at the end of the preceding week and, where possible, ward Members emailed notification of any late additions.

Delegated Powers

- 3.8 The Constitution will delegate to the Assistant Director City Development all applications, excluding those categories to be determined by Planning Committee, subject to any referral to a Delegation Briefing having been undertaken. The provision for deputies in the Constitution will enable the Assistant Director City Development to delegate powers to determine applications to any level down to the Case Officer responsible for an application.

Planning Member Working Group

- 3.9 It is proposed that Planning Member Working Group will change from 10 diaried meetings per annum to 13 (one every four weeks). PMWG would then be followed by the Delegation Briefing open to Planning Committee and ward Members. PMWG

business will include any non regulatory City Development activity such as S106 agreement monitoring, Buildings at Risk and Enforcement reports at agreed intervals.

Constitution

- 3.10 A proposed amended Constitution reflecting these principles is at Appendix 2. This is presented in more generic terms to avoid the need for regular changes to reflect new legislation.

4.0 IMPLEMENTATION

- 4.1 It is proposed to implement the new arrangements from June 2014 after implementation of redesign of City Development and at the start of the new Council year. This will require some changes to already notified dates for PMWG.
- 4.2 The proposed new system of Delegation Briefings is being trialled prior to any decision on formal changes. This trial will operate within the existing Constitution, however a feel for the new arrangements can be obtained by replacing one month's three AWP's by two combined AWP's a fortnight apart. The trial started on 18 March.

5.0 RISKS

- 5.1 These proposals significantly increase the extent of delegation to officers. This avoids the risk that an officer with the necessary authority is not available to make a decision but increases the potential risk of inconsistent or poor decisions due to the large number of decisions makers. Appropriate training and management will be required to ensure delegation is exercised properly.

6.0 EQUALITY ISSUES

- 6.1 None.

7.0 OPTIONS CONSIDERED

- 7.1 Options for replacing Area Working Parties with two areas and a formal sub committee were considered and discounted. A more detailed delegation scheme was considered to be less desirable due to the need for updating and the risk of omissions.

8.0 RECOMMENDATION

- 8.1 That Executive recommends to Council the proposed amendments to the Constitution at Appendix Two with effect from 4 June 2014, the amended roles for Planning Committee, Planning Member Working Group and the replacement of Area Working Parties with Delegation Briefings.

RICHARD SHORT
ASSISTANT DIRECTOR CITY DEVELOPMENT

Local Government (Access to Information) Act 1985 (as amended)
Background papers used in compiling this report: None

EXISTING CONSTITUTION

TERMS OF REFERENCE

PLANNING COMMITTEE

1. To exercise and perform the powers and duties of the Council under the Town and County Planning Act 1990 and appropriate regulations, planning and related legislation, except such powers and duties as delegated to an appropriate officer in accordance with the framework of planning policies including, as appropriate:-
 - (a) the determination of deemed planning applications;
 - (b) the taking of any action open to the Council in respect of breaches of planning control.

PLANNING MEMBER WORKING GROUP

1. To discuss issues relating to planning policies or briefs as they may relate either to the City generally or specific planning applications.

DELEGATION TO OFFICERS

ASSISTANT DIRECTOR CITY DEVELOPMENT

Applications

1. To determine whether a planning application should be submitted to the City Council or County Council.
2. To determine when a planning application is invalid.
3. To refuse to deal with repetitive applications.
4. To deal with applications to ascertain whether planning permission is necessary.
5. To determine fees payable for submission of applications or whether exemption from payment is applicable.
6. To determine whether an environmental statement is required to accompany a planning application in accordance with the Town & Country Planning (Environmental Impact, etc.) Regulations 1999, including the authority to determine the scope of information to be included in the environmental statement accompanying an outline, reserved matters or detailed application, including materials, landscaping and details of architectural features, and including all the Council's powers and duties under the Regulations.

7. After consultation with the Area Working Party, to determine applications relating to:-
 - (a) Proposals for up to nine new dwellings;
 - (b) Conversions creating up to nine additional dwellings;
 - (c) Non-family housing in residential areas, for example nurseries, homes for the elderly;
 - (d) Non-residential applications which have an impact on residential amenity/visual amenity/environmental/traffic conditions;
 - (e) Minor applications and tree applications which the Assistant Director City Development is minded to approve which have resulted in an objection but are not significantly controversial to the general public;
 - (f) Minor City and County Council proposals;
 - (g) Minor applications which are a departure from policy but are not significant in Local Plan terms;
 - (h) Major applications which accord with policy and have not attracted objection, and refusal of major applications which are clearly contrary to policy;
 - (i) Minor consultation proposals with Government Departments;
 - (j) Alterations to Grade 1 and Grade 2* listed buildings;
 - (k) Minor alterations to Grade 2 listed buildings which the Assistant Director City Development is minded to approve that have resulted in an objection or where the building is City or County Council owned;
 - (l) Alterations to buildings on the Local List which the Assistant Director City Development is minded to approve that have resulted in an objection or where the building is City or County Council owned.
8. To determine all other minor applications, not referred to the Area Working Parties in 7 above.
9.
 - (a) To vary or remove conditions attached to a permission or consent granted under delegated powers.
 - (b) In consultation with the Chair of Planning Committee, to agree minor variations to conditions attached to a permission or consent granted by the Committee.
10. To sign and issue all planning decision notices (including but not limited to approval of reserved matters, certificates of lawful use or development and certificates of alternative development) and for signing press and site notices relating to planning and other applications.
11. To make determinations under Schedule 2 of the General Permitted Development Order, in relation to e.g. prior notifications concerning agricultural buildings and operations, forestry buildings, telecommunications code system operators, demolition of buildings.
12. To determine minor amendments to approved plans.

Listed Buildings and Conservation Areas

13. To decide under Section 67 and 73 of the Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990 whether proposed development would affect the character or appearance of a conservation area or the setting of a listed building and to advertise accordingly.
14.
 - (a) To serve building preservation notices in accordance with Section 3 (1) of the Planning (Listed Buildings and Conservation Areas) Act 1990.
 - (b) To serve repair notices under Section 48 of the Act.
 - (c) Section 79 Grants - offer and payment of grant up to a maximum of 40% including any contribution from English Heritage (normally half) up to a maximum of £10,000.
 - (d) Section 57 - offer and payment of grant up to a maximum of 50%, up to £5,000 to reinstate missing features or repairs to non-beneficial items, e.g. decorative turrets, balconies, parapets.
 - (e) Offer any payment of grant up to a maximum of 25%, up to £3,000 for other maintenance repair works.
 - (f) Offer and payment of grant up to a maximum of 50%, up to £1,500 for properties taking part in the Fore Street face-lift scheme.
 - (g) Section 38 and 54 - to issue listed buildings enforcement notice and urgent works for the preservation of unoccupied listed buildings in cases of emergency.

Advertisements

15. To determine applications submitted under the Control of Advertisement Regulations with or without the imposition of conditions.
16. To issue notices and arrange for the removal or obliteration of illegal placards or posters. Planning staff are designated authorised officers for the purposes of the Local Government (Miscellaneous Provisions) Act 1982.
17. To issue Discontinuance Notices under the Town and County Planning (Control of Advertisements) Regulations 1992.

Trees

18. To take action pursuant to Section 23 of the Local Government (Miscellaneous Provisions) Act 1976 (removal of dangerous trees in private ownership)
19. To make tree preservation orders under the Town & Country Planning Act 1990, and to confirm such orders where no objection has been received within the statutory consultation period prior to confirmation.

20. To determine applications to lop, top and fell or uproot trees protected by tree preservation orders where consultation with an Area Working Party is not required under 7(e) above.
21. To issue and serve a tree replacement notice.
22. To respond to formal notices of works to trees situated in a conservation area.
23. To implement the Hedgerow Regulations 1997 in accordance with the Government guidelines.

Enforcement

24.
 - (a) To issue planning contravention notices (PCNs).
 - (b) To facilitate and receive representations following the issue of a planning contravention notice.
 - (c) To issue a breach of condition notice.
 - (d) In consultation with the Corporate Manager Legal Services, to issue enforcement notices.
 - (e) In consultation with the Corporate Manager Legal Services, to issue Stop Notices and Temporary Stop Notices.
 - (f) In consultation with the Chair of Planning Committee and the Corporate Manager Legal Services, to apply to the Court for an injunction under Section 187B of the Town and Country Planning Act 1990.
 - (g) To issue and serve notice in accordance with Section 215 of the Town & Country Planning Act 1990 (land adversely affecting amenity of the neighbourhood).
 - (h) To decide not to take enforcement action in respect of breaches of planning or related control, where such breach is de minimis and not injurious to the amenity of the area.

Hazardous substances

25.
 - (a) To consider applications for deemed consent in accordance with the Planning (Hazardous Substances) Act 1990.
 - (b) In consultation with the Chair of Planning Committee and the Corporate Manager Legal Services, to issue a Hazardous Substance contravention notice where it is considered that urgent action is necessary.
 - (c) To maintain the register of applications and consent under the Act.

General

26. To authorise officers to enter land and issue authorisation in writing to other persons to enter land under Sections 196A and B and 324 of the Town & Country Planning Act 1990, and Section 88 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

27. To recommend to the Planning Inspectorate whether planning appeals should be dealt with by way of written representation, informal hearings or public inquiries.
28. To determine applications (in conjunction with the Corporate Manager Legal Services where legal issues arise) in respect of lawful development certificates.
29. To serve requisitions for information under Section 330 of the Town & Country Planning Act 1990.
30. In consultation with the relevant Area Working Party, to authorise the diversion or stopping up of a footpath or bridleway under section 257 of the Town and Country Planning Act 1990 where necessary in order to enable development to be carried out.
31. To object on behalf of the Council to any application for the grant or variation of an operator's licence under Part 5 of the Transport Act 1968 on any ground or grounds appropriate, and to exercise the Council's powers under that legislation.
32. To reject applications to the Local Infrastructure Fund that fall outside the applicable criteria.
33. In consultation with the Chair of the Major Grants and New Homes Bonus Panel, authority to vary conditions of grant from the New Homes Bonus Local Infrastructure Fund.

Planning obligations and contributions

34. In consultation with the Corporate Manager Legal Services, and in the case of (a), (b) (ii) and (e) below with the Chair of Planning Committee:-
 - (a) when determining an application under delegated powers, to enter into a S106 (1990 Act) or section 46 (2004 Act) agreement relating exclusively to financial contributions (limited to £10,000 overall, or £1,500 per dwelling on outline applications), and/or controlling the use of land, and/or relating to matters required by Devon County Council, determined in accordance with existing policy or guidance;
 - (b) where a refused application is subject to appeal, to enter into a S106/46 agreement:-
 - (i) where the application was determined by Planning Committee and the officer recommendation was for approval subject to a S106/46 agreement, in accordance with that recommendation, or
 - (ii) in other cases, in consultation with the Chair of Planning Committee;

- (c) to accept a unilateral undertaking under S106/46 in appropriate cases;
 - (d) to accept payment of a contribution in advance of the issue of planning permission, in discharge of a proposed S106/46 obligation in appropriate cases, provided that the payment is documented formally;
 - (e) to agree minor variations to the terms of a proposed or existing S106/46 agreement.
35. In consultation with the Executive member with relevant portfolio, Chair of Planning Committee and the relevant Assistant Director, authority to agree expenditure of S106 moneys in accordance with the provisions of the agreement.
36. To deal with and enforce compliance with the provisions of Section 43 that relate to offences under sub-section 44(f) of the Anti-Social Behaviour Act 2003.
37. In conjunction with the Service Manager, Business and Commercial Services, be given authority to deal with the provisions of and enforce compliance with sections 48 to 52 of the Anti-Social Behaviour Act 2003, if and when these powers are available to the Council.
38. To deal with the provisions of and enforce compliance with sections 65 to 84 of the Anti-Social Behaviour Act 2003 where appropriate in consultation with the Corporate Manager Legal Services.

Neighbourhood Planning

39. In accordance with the Neighbourhood Planning Protocol and in conjunction with the Portfolio Holder for City Development, to publicise applications for Neighbourhood Areas and Forums, consider representations and determine applications.

BUILDING CONTROL MANAGER

1. To take all necessary action to comply with and control the Council's obligation in accordance with the Building Act 1984, the Building Regulations 2000 (as amended), the Building (Approved Inspector etc) Regulations 2000 and the Building (Local Authority Charges) Regulations 1998.
2. To exercise all the Council's functions and duties in respect of dangerous or unsafe buildings unless specifically delegated to another officer.

PROJECTS AND BUSINESS MANAGER

1. In relation to Assets of Community Value – “The Community Right to Bid”:
 - (i) to maintain the list of assets of community value, and to consider and decide the technical correctness of nominations for inclusion of assets on the list; and
 - (ii) in consultation with the Portfolio Holder for Housing and Customer Access, to consider and decide the merits of nominations for inclusion of assets on the list.

DEPUTIES FOR DELEGATED POWERS

ASSISTANT DIRECTOR CITY DEVELOPMENT

1-31, 34-39 Development Manager, Senior Area Planning in emergencies

32-33 Projects and Business Manager

BUILDING CONTROL MANAGER

Senior Building Control Officers

PROJECT AND BUSINESS MANAGER

As nominated by Assistant Director City Development

PROPOSED AMENDED CONSTITUTION

TERMS OF REFERENCE

PLANNING COMMITTEE

To exercise and perform the powers and duties of the Council under the Town and Country Planning Act 1990 and appropriate regulations, planning and related legislation, except such powers and duties as are:

- (a) delegated to the Assistant Director City Development or other officer in accordance with the constitution;
- (b) a function of Council, Executive or any other Council Committee or Panel.

Responsibilities include the following determinations under the planning and related legislation:

Member and staff applications

City Council applications attracting objections

Applications referred by consensus from the Delegation Briefing

Any item considered by the Assistant Director City Development, Chair, or Vice Chair of Planning Committee or Portfolio Holder City Development to be significant, controversial or sensitive.

PLANNING MEMBER WORKING GROUP

Planning Member Working Group is a sounding board of Members of Planning Committee to:

- 1 Discuss issues relating to planning policies or briefs
- 2 Consider proposals prior to planning applications
- 3 Advise on City Development projects
- 4 Receive reports on development monitoring and service management issues

DELEGATION BRIEFING

Delegation Briefing is a sounding board of Members of Planning Committee, that is open to other Members that meets on an agreed basis for a briefing on applications that officers are minded to determine under delegated powers.

DELEGATION TO OFFICERS

ASSISTANT DIRECTOR CITY DEVELOPMENT

Powers, responsibilities and decisions related to the Council's role as a local Planning Authority and its purpose 'Deliver Good Development' including those related to planning, building control and land charges but excluding:

Functions of the Planning Committee, Executive and Council.

The following functions are delegated subject to consultation or agreement with/of other postholders/group.

Function	Consultation or Agreement	With Postholders/Group
<u>Applications</u> Applications (including TPO confirmations) that Ward Members have requested to be brought to the Delegation Briefing. City Council applications not subject to any objections. Applications that have been subject to objections based on material planning considerations that Officers are minded to approve under delegated powers.	Consultation " "	Delegation Briefing " "
<u>Enforcement</u> Issue of Enforcement Notice, Stop Notice (inc Temporary), Urgent Works and Repairs Notices and commencement of injunction, prosecution or other formal legal proceedings. Hazardous substance contravention notice.	Agreement	Corporate Manager Legal Services and Portfolio City Development

<p><u>S106 Planning Obligations</u> Minor variations of existing s106 agreements, new agreements involving sums of less than £10,000 and those considered necessary with regard to planning appeals.</p> <p>Decisions on use of S106 funding where the terms are not prescribed by the agreement.</p>	<p>Consultation</p> <p>Agreement</p>	<p>Chair of Planning Committee</p> <p>Portfolio City Development</p>
<p><u>Neighbourhood Planning</u> Publicity, consideration of representations and decisions in respect of applications for neighbourhood plan areas and forums.</p>	<p>Agreement</p>	<p>Portfolio City Development</p>
<p><u>Local Infrastructure Fund</u> Decisions not considered by the Panel</p>	<p>Agreement</p>	<p>Chair of the Major Grants and New Homes Bonus Panel or of any group that replaces it.</p>
<p><u>Assets of Community Value</u> Decisions on listing assets</p>	<p>Agreement</p>	<p>Portfolio City Development</p>
<p><u>Community Infrastructure Levy</u> Governance arrangements and allocation of funds</p>	<p>To be determined</p>	<p>Arrangements as directed by Executive in due course</p>

DEPUTIES FOR DELEGATED POWERS

The Assistant Director City Development may delegate in writing any functions to staff of the Office of City Development and will maintain a record of delegated responsibilities. Delegation can be for the normal course of business or only in emergencies.

Delegation may include to case officers responsible for processing planning and building control determinations.