

Who carries out executive responsibilities?

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Related sections

- 3. [Council responsibilities and executive responsibilities](#)
- 6. [Roles of board members](#)
- 12. [Board procedures](#)
- 17. [Budget and policy framework procedures](#)

4.1 Need to act within the budget and policy framework

Executive responsibilities must be carried out within the [budget and policy framework](#).

4.2 Gaps in the policy framework

In areas where the law requires there to be a plan or a strategy, no executive responsibilities can be carried out until a suitable plan or strategy is agreed by full council.

In areas where the law does not require there to be a plan or a strategy, the board (or any area committees or officers it has delegated to) can do what it wants within the law.

4.3 Need to follow the constitution

Executive responsibilities must be carried out in a way that follows the constitution. Special attention should be paid to the [finance](#) and [contract rules](#) (Sections 19 and 20).

4.4 Delegation to officers

All executive responsibilities except the ones in [4.5](#) and [4.6](#) are delegated to the officers in the [senior management structure](#) (see [4.8](#)). An officer can only carry out a responsibility if:

they (or an officer who reports to them) have budgetary or management responsibility for it and

the constitution or the law does not require it to be carried out by someone else.

4.5 Decisions that must be agreed by the board

Policy decisions and strategy

recommending the [budget and policy framework](#) to full council

considering reports from the [Audit Commission](#) (including the external auditor's management letter) and agreeing action plans in response

appointing representatives to outside organisations whose work affects the whole city

agreeing the risk register and the risk management strategy

Adoption of supplementary planning guidance (NEW)

Finance and contract decisions

agreeing a draft budget for consultation

recommending extra spending outside the budget to full council

agreeing transfers between cost centres of £100,000 to £250,000 that are in line with the [policy framework](#)

recommending to full council transfers between cost centres that are over £250,000 or that go against the [policy framework](#)

recommending to full council transfers between the [general fund](#) and [housing revenue account](#)

accepting tenders of £250,000 or over

approving projects (see [19.14](#))

writing off business debts over £10,000 and personal debts over £5,000

using a year-end surplus in a trading account

bidding for work outside Oxford

Property decisions

acquiring or disposing of freeholds **or leaseholds with a consideration or premium over £500,000 (NEW)**

acquiring or disposing of leases **with a rental value over £125,000 per annum(NEW)**

disposing of property or leases for less than [best consideration](#)

making compulsory purchase and control orders

Decisions about services

changing eligibility for services

agreeing the community and voluntary organisations [grants prospectus](#)

giving grants (except small and emergency grants, historic building grants and renovation, improvement and adaptation grants for private properties)

delegating grants budgets to the area committees

agreeing the strategy for setting fees and charges for responsibilities that are delegated to the area committees

setting fees and charges for responsibilities that are not delegated to the area committees

agreeing minimum service standards

agreeing a yearly programme of works for central car parks

responding to consultations by outside bodies where the leader has indicated that he wishes the board to respond on behalf of the authority (NEW)

4.6 Decisions that must be agreed by area committees

strategic management and maintenance of parks, commons, sports grounds, playing fields, open spaces, burial grounds, allotments, moorings, public monuments and statues, community centres, public toilets, ditches, streams and car parks (except central and park and ride car parks) – this will include agreeing a yearly programme of works

strategic management of street cleaning, abandoned vehicles and the dog warden service

agreeing the yearly programme of works to be done on behalf of the county council under Section 42 of the Highways Act 1980

designating conservation areas

responding to consultation by the county council on traffic management proposals and highway maintenance and improvement proposals (except ones that affect the whole city)

setting area action plans within the community strategy

agreeing and monitoring plans for community development and social inclusion

appointing representatives to outside bodies (except bodies whose work affects the whole city)

naming and numbering streets if there are unresolved objections following consultation

setting fees and charges for responsibilities delegated to area committees – these must be consistent with any strategy agreed by the board

approving projects (see [19.14](#))

agreeing capital or revenue spending from area committee funds (unless an area committee has delegated it)

giving grants (except small and emergency grants) from area committee grants budgets

giving permission for on-street activities or structures under the Highways Act 1980

4.7 Responsibilities not covered by these rules

If a responsibility does not have to be carried out by the board or an area committee and no one has budgetary and management responsibility for it, the leader will arrange for it to be carried out by the board, an area committee or an officer.