

APPENDIX A

PROPOSED SCHEME OF DELEGATION

	Column A	Column B	Column C	Column D	Column E
Activity	Cabinet	Cabinet Sub-Committee	Officers	PropCo Board of Directors	PropCo Management
Setting up of Company	Approval				
Permitting the registration of any person as a shareholder of PropCo		Approval		Recommendation	
Appointment of directors of PropCo		Approval	Recommendation for initial directors.	Recommendation	
Increasing the amount of PropCo's issued share capital		Approval		Recommendation	
Issuing any loan capital in PropCo or entering into any commitment with the Council with respect to the issue of any loan capital	Initial approval of maximum loan (£3 million)			Draw-down subject to Officer Delegated Authority decision from the Council side of the transaction	
Issuing any loan capital in PropCo or entering into any commitment with another Party with respect to the issue of any loan capital		Approval		Recommendation	
Passing any resolution for PropCo's winding up or presenting any petition for its administration		Approval		Recommendation	
Altering the name of PropCo		Approval		Recommendation	

Adopting or amending the Business Plan of PropCo		Approval		Recommendation	
Undertaking action in accordance with the PropCo company's Business Plan including contract expenditure of PropCo within the parameters of the Business Plan				Approval	
Taking any action outside the parameters of the Business Plans including but not limited to contract expenditure of PropCo outside the parameters of the Business Plans		Approval		Recommendation	
Changing the nature of PropCo's business or commencing any new business which is not ancillary or incidental to the PropCo company's business.		Approval		Recommendation	
Forming any subsidiary or acquiring shares in any other company or participating in any partnership or joint venture (incorporated or not).		Approval		Recommendation	
Amalgamating or merging with any other company or business undertaking		Approval		Recommendation	
Acquiring, disposing or agreeing to acquire or dispose of any asset, any interest in any asset (including the exercise of an option) or any other land or buildings		Approval if not set out in Business Plans		Approval if set out in Business Plans	
Making any loan or advance or giving credit (other than trade credit in the ordinary course)		Approval if not set out in Business Plans		Approval if set out in Business Plans	
Entering into any arrangement, contract or transaction outside the normal course of PropCo's Business or otherwise than on arm's length terms.		Approval		Recommendation	

Giving notice of termination of any arrangements, contracts or transactions which are material in the nature of PropCo's Business, or materially varying any such arrangements, contracts or transactions.		Approval		Recommendation	
Declaring or paying any distribution in respect of profits, assets or reserves or in any other way reducing the reserves of PropCo.		Approval		Recommendation	
Approval of statutory accounts and appointment of auditors.		Approval		Recommendation	
Changing accounting and reporting policies.		Approval		Recommendation	
Negotiating and agreeing the terms of any material contracts.		Approval		Negotiation and recommendation	
Submission of any Planning Application (and material variation and s106 heads of terms)		Approval if outside the contemplation of the Business Plans		Approval if within the contemplation of the Business Plans	
Entering into contracts with external consultants				Approval of appointment and terms for contracts	
Appointment and dismissal of staff				Approval (subject to such delegations as determined by the Board)	
Appointment of asset valuers and approval of valuations				Approval	
Giving a guarantee, suretyship or indemnity to secure the liabilities of any person or		Approval over £500k		Approval below £500k	

assume the obligations of any person					
Write down of asset value				Approval	
Writing off debts		Approval if over £10k in aggregate		Approval if under £10k in aggregate	
Commencing any claim, proceedings or other litigation brought by or settling or defending any claim, proceedings or other litigation brought against PropCo, except in relation to debt collection in the ordinary course of the business				Approval	
Entering into any transaction or arrangement which is not on an arm's length basis		Approval		Recommendation	
Approval to procurement of outside the provisions of the Procurement Policy		Approval if value above £50k		Approval if value below £50k and recommendation if value above £50k	
Variation of Procurement Policy		Approval		Recommendation	
Terminating any agreements which are material to PropCo's business		Approval		Recommendation	
Disposing of a substantial part of the business and/or assets of PropCo (i.e. comprising in excess of 10% of the balance sheet surplus credit figure from time to time)		Approval. Can also approve an increase to the %		Recommendation	
Entering into (or agreeing to enter into) any borrowing arrangement on behalf of PropCo and giving any security in respect of any such borrowing.		Approval if outside Business Plan		Approval if within Business Plan	