

SCHEME OF DELEGATIONS TO OFFICERS

1. Introduction and General Principles

1.2 The Council can delegate any of its council functions to Committees, Sub-Committees and its Officers under Section 101 of the Local Government Act 1972. All executive functions and powers are vested in the Executive Leader of the Council under Section 15 of the Local Government Act 2000 (as amended) and he or she can delegate those executive functions to individual Executive Councillors, Cabinet or Officers.

1.3 The authority for the delegation of functions by the Licensing Committee is contained in Sub Section 10 (1) of the Licensing Act 2003. Certain other delegations are implicit in Standing Orders, the Code of Financial Management and Code of Procurement.

1.4 The Council operates a “cascade” principle of delegation to ensure that decisions are taken at the most appropriate level closest to those who will be affected. This means that the majority of the Council’s decisions and actions will fall into the category of operational day to day decisions taken by its Officers.

1.5 In order to ensure the smooth functioning of the Council and the efficient delivery of services, Full Council and the Leader of the Council have delegated to Officers the powers they need to perform their roles. The Scheme of Delegation in respect of Council functions is set out in Annex A and the Scheme of Delegation made by the Executive Leader of the Council relating to executive functions is set out in Annex B.

2. General Principles of Delegation

2.1 This Scheme gives the power for the Officers named therein to take decisions and institute any process or take any steps in relation to all of the functions in their area of responsibility except where:

2.1.1. any matter is reserved to full Council;

2.1.2. any matter which by law may not be delegated to an Officer;

2.1.3. a matter has been specifically reserved to Councillors or the Leader of the Council or excluded from delegation by this Scheme, by a decision of the Full Council, the Leader of the Council or a Committee or Sub-Committee;

2.1.4. any decision would change fees, charges or concession policies;

2.1.5 any decision would impact on permanent savings in a budget in relation to a specific matter;

2.1.6. the decision would make an order for the compulsory acquisition of land;

2.1.7. any power to acquire land in advance of requirements;

2.1.8. any power to confirm any order, or to issue or grant any permission, consent, licence or other determination, which is the subject of a statutory right of objection that has been duly exercised.

2.2 In respect of any matter falling within the parameters of this scheme, the Chief Executive Officer may in writing make such detailed delegations to officers concerning functions and activities within a given area of responsibility (“internal delegations”) as s/he considers appropriate.

2.3 The Chief Executive Officer may, in writing, delegate any executive function, non-executive function or local choice function, which has been delegated to him/her, and which is not otherwise delegated under this Scheme, and s/he may vary in writing any delegation made under this Scheme.

2.4 The cascade principle under which this Scheme operates means that any Officer given powers under this scheme can further delegate those powers to other Officers either:

2.4.1 through an “Internal Delegation” (which sets out in writing the detailed delegations given to Officers concerning functions and activities within a given area of responsibility).; or

2.4.2 through an “Individual Delegation” in relation to an individual decision which must be evidenced in writing using the agreed standard form, dated and signed by the Officer delegating the power and saved on the register of Individual Delegations maintained by the Interim Monitoring Officer. An Individual Delegation does not need to be given where an Officer is given delegated powers to action a particular decision by Council, Cabinet or a Committee or Sub-Committee.

2.5 All action taken under the terms of these delegations and not falling within the description of an Internal delegation or an Individual delegation shall be properly documented on the delegated Decision Report and Written Record of Decision in accordance with arrangements approved by the Interim Monitoring Officer from time to time.

2.6 Deemed delegations - Where in respect of a given function or activity, no delegation is in effect, and an officer has a management responsibility in relation to the exercise of that function or activity, the exercise of any delegated authority necessary to carry out the function or activity effectively shall be deemed to have been delegated to that post holder.

2.7 This scheme delegates powers and duties within broad functional descriptions. It includes powers and duties under all legislation, present and future, within those descriptions, and all powers and duties incidental to that legislation, as well as authorising the affixing of the Common Seal.

2.8 This scheme includes an obligation on Officers to keep Members of the Council and the Executive Leader of the Council (as appropriate) properly informed of activity arising within the scope of these delegations.

3. General Limitations

3.1 An Officer, in exercising delegated powers, shall consult other appropriate Officers, particularly the Interim Section 151 Officer and the Interim Monitoring Officer and shall have full regard to any advice received.

3.2 Any exercise of delegated powers must have regard to the Public Sector Equality Duty

3.3 Any exercise of delegated powers shall be subject to any policy framework approved by the Council, or the policies approved by the Cabinet from time to time, including the authority's employment policies and disciplinary procedures, equal opportunities policies, and any service delivery policies; and shall be guided by relevant Codes of Conduct or protocols produced or adopted from time to time by the authority (including any Code or Protocol which has been included within the authority's Constitution) and the Corporate Plan.

3.4 Any exercise of delegated powers shall be subject to any statutory restrictions, and to the provisions of Part 4 of the Constitution.

3.5 In exercising delegated powers, Officers may not go beyond the provision made in the revenue or capital budgets for their service, except to the extent permitted by the Financial Regulations, Contracts Standing Orders and the Code of Procurement.

3.6 The powers delegated to officers under this scheme do not include any power to take a decision which is properly a matter for the Council, a committee or sub-committee, or which is a Key Decision. Officers are, in the context of this scheme, responsible for the management of their services, the provision of advice to the Council and Members, and the implementation of Council policies and decisions. A decision which an officer takes, under a delegation made by or under this scheme, must:

3.6.1 implement a policy previously approved or decision previously taken, by the Council, or a committee or sub-committee (or by or with the Executive); or

3.6.2 facilitate, or be conducive or incidental to, the implementation of a policy or decision previously approved, or decision;

3.6.3 relate to the management of the human, material or financial resources made available for the functions for which the Council is responsible;

3.6.4 any officer exercising powers or duties in pursuance of full sub-delegation will be politically restricted under section 2(1)(g) of the Local Government and Housing Act 1989 (as amended).

3.6.5 Where a function or activity has been specifically delegated by or under this scheme to an officer, that function or activity shall not be exercised by another officer without the consent of the former, other than in circumstances of the death or incapacity of that officer or, in an emergency, where the officer to whom the delegation was made is absent or otherwise unavailable. If this situation arises, this will be recorded and notified to the Interim Monitoring Officer.

3.6.6 An authority delegated to officers includes management of the human and material resources made available for the service/portfolio areas and any function concerned; to the extent of that authority, within the limitations of this scheme, and subject to any specific delegations made by or in accordance with this scheme to another officer.

3.6.7 In each case, a delegated authority excludes any determination of policy, any exception to policy, or any decision being made which would be outside of any approved budget by the officer concerned.

3.6.8 Any delegation under the Scheme of Delegation in respect of Council functions and the Scheme of Delegation made by the Executive Leader of the Council relating to executive functions will be without prejudice to the overriding right of the Council or the Executive Leader of the Council/ Cabinet and any duly authorised Committee to withdraw or amend the powers or to decide any matter and, in particular, any Officer may, in any case, instead of exercising their powers under the Scheme, refer any matter back to the Council, Committee, the Executive Leader or Cabinet (in respect of executive functions) for a decision.

3.6.9 The Scheme of Delegation in respect of Council functions and the Scheme of Delegation made by the Executive Leader of the Council relating to executive functions will also be subject to the right of the Council (with respect to council/non-executive functions), the Executive Leader or Cabinet in respect of executive functions) to rescind the Scheme or any part or parts of the Scheme.

3.6.10 In the case of absence by an appropriate Executive Councillor, the requirement for an Officer to consult before carrying out any action or function shall be replaced by a requirement to consult with the Executive Leader of the Council.

3.6.11 In the case of absence by the Executive Leader of the Council, the requirement for an Officer to consult before carrying out any action or function shall be replaced by a requirement to consult with the Executive Deputy Leader of the Council. The term appropriate executive councillor means the Member appointed by the Cabinet to the position of executive councillor for those functions relative to the requirement for consultation to take place.

3.6.12 Regarding the functions of the 'Proper Officer' and unless otherwise referred to in the Scheme, the Head of Paid Service or in his or her absence, the Interim Monitoring Officer shall be appointed as the Proper Officer for the purposes of Section 270(3) of the Local Government Act 1972 and in relation to any other statute or matters indicated herein.)

4. STATUTORY OFFICERS

4.1 The Council is required by law to designate a number of Officers to discharge statutory functions. The legal provisions and the Officer designated by the Council to discharge each function are listed in the table below.

Legislative Provision	Statutory Power delegated to an Officer	Officer designated as the Statutory Officer
S4 Local Government and Housing Act 1989	Designate one of their officers as the Head of Paid Service	Chief Executive Officer
S151 Local Government Act 1972	Appoint an officer responsible for the administration of the authority's financial affairs	Interim Corporate Director Finance and Resources
S5 Local Government and Housing Act 1989	Designate one of their officers as the Monitoring Officer	Interim Monitoring Officer

S36 Freedom of Information Act 2000	Qualified Person in relation to S36 of the Act	Chief Executive Officer
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5. PROPER OFFICER AND SPECIFIED OFFICER FUNCTIONS

5.1 Many legislative provisions require the appointment of a Proper Officer or Specified Officer to undertake formal responsibilities on behalf of the Council.

5.2 Statutory provisions and regulations are from time to time amended, replaced or re-enacted. When a statutory provision or regulation is so changed, the appointments in the table below shall be effective in relation to the new provision.

5.3 Substitutes are identified to act where the Proper Officer is absent otherwise unable to act.

5.4 The Chief Executive Officer /Head of Paid Service shall be the Proper Officer of the Council for the purposes of the Local Government Act 1972, the Local Government Act 2000 and all other statutory purposes unless:

5.4.1 such designation is given by the Council to any other Officer or

5.4.2 The Chief Executive Officer /Head of Paid Service, exercising the powers given to him/her by the Constitution, appoints another Officer of the Council to be the Proper Officer for a specific service area or function.

Statutory Requirement	Allocated to	Substitute
Local Government and Housing Act 1989 – Section 4 Head of Paid Service	Chief Executive Officer	Deputy Chief Executive/ Corporate Director (Place)
Representation of the People Act 1983 Section 8 – Electoral Registration Officer	Chief Executive Officer	A deputy, as appointed by the Electoral Registration Officer
Representation of the People Act 1983 Section 28 – Acting Returning Officer (Parliamentary)	Chief Executive Officer	As appointed by the Acting Returning Officer
Returning Officer – s.35 (1) Representation of People Act 1983 – Returning Officer (Local Elections)	Chief Executive Officer	Elections and Democratic Services Manager
Local Government and Housing Act 1989 Section 5 – Monitoring Officer	Interim Monitoring Officer	As appointed by the Interim Monitoring Officer
Local Government Act 1972 Section 151 – Chief Finance Officer	Interim Corporate Director (Finance & Resources)	As appointed by the Interim Corporate Director (Finance and Resources)

A table of designated Proper Officers is set out below:

Section of the Local Government Act 1972 and Proper Officer's Functions	Proper Officer	Alternative Proper Officer
Section 13 To act as a Parish Trustee	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 83(1) to (4) Witness and receipt of Declarations of Acceptance of Office	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 84 Receipt of Declaration of Resignation of Office	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 86 Declare any vacancy in office	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)

Section 88(2) Convening of meeting of Council to fill casual vacancy of the office of Chair	Chief Executive Officer	Deputy Chief Executive and Corporate Director (Place)
Section 89 (1) (b) Receipt of notice of casual vacancy from two local government electors	Chief Executive Officer	Elections and Democratic Services Manager
Section 99 Signature of summons to council meetings	Chief Executive Officer	N/A
Section 100B Exclusion of reports, etc from inspection	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100C Written summary where minutes would disclose exempt information	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100D Compilation of list of background papers	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100F Exclusion from production to Councillors of documents disclosing exempt information	Interim Monitoring Officer	Deputy Monitoring Officer
Section 115 (2) Receipt of money due from Officers	Interim Section 151 Officer	Deputy Section 151 Officer
Section 146(1)(a) and (b) Declarations and service with regard to securities	Interim Section 151 Officer	N/A
Section 191 Functions with respect to Ordnance Survey	Deputy Chief Executive and Corporate Director (Place)	Head of Planning, Infrastructure and Public Protection
Section 210 (6) and (7) Charity functions of holders of offices with existing authorities transferred to holders of equivalent offices with new authorities or, if there is no such office, to Proper Officer	Chief Executive Officer	N/A
Section 223 Authorise Officers to appear in legal proceedings	Interim Monitoring Officer	Chief Executive Officer
Section 225 (1) Receipt and retention of documents deposited with the Authority	Chief Executive Officer	Interim Monitoring Officer
Section 228 (3) Making accounts open for inspection by any Member of the Council	Interim Section 151 Officer	Deputy Section 151 Officer
Proper Officer for the purposes of the Local Authorities (Executive Arrangements) (Meetings and Access to Information)	Chief Executive Officer	Senior Information Risk Owner / Corporate Director (Communities)

(England) Regulations 2012.		
Section .229 (5) Certification of photographic copies of documents	Interim Monitoring Officer	Chief Executive Officer
Section .234 Authentication of documents	Interim Monitoring Officer	Chief Executive Officer
Section 236(9) and (10) To send copies of byelaws to Parish Council	Interim Monitoring Officer	Deputy Monitoring Officer
Section 238 Certification of byelaws	Interim Monitoring Officer	Chief Executive Officer
Section 248 Officer who will keep the Roll of Freeman	Interim Monitoring Officer	Deputy Monitoring Officer
Schedule 12 paragraph 4 ((1A) (b) Signature of summons to a Council Meeting	Chief Executive Officer	Interim Monitoring Officer
Schedule 12 paragraph 4 (3) Receipt of notice about address to which summons is to be sent	Chief Executive Officer	Interim Monitoring Officer
Schedule 14, paragraph 25 (7) Certifying resolutions applying or dis-applying provisions of Public Health Acts 1875-1961	Interim Monitoring Officer	Deputy Monitoring Officer
Section of the Local Government Act 1974	Proper Officer	Alternative Proper Officer
Section 30 (5) Local To give notice that copies of an Ombudsman's report are available	Chief Executive Officer	Interim Monitoring Officer
Section of the Local Government (Access to Information) Act 1985 amending the Local Government Act 1972 and the Proper Officer functions	Proper Officer	Alternative Proper Officer
Section 100B (2) Exclusion of whole or part of reports from public inspection	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100B (5) Withholding of reports containing exempt information	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100B (7) (c) Supply of papers to press	Interim Monitoring Officer	Deputy Monitoring Officer

Section 100C (2) Summaries of Minutes	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100D Inspection of background papers	Interim Monitoring Officer	Deputy Monitoring Officer
Section 100F Councillors' right to papers	Interim Monitoring Officer	Deputy Monitoring Officer
Section of the Local Government Finance Act 1988 and Proper Officer functions	Proper Officer	Alternative Officer
Section 114 Duty to report etc	Interim Section 151 Officer	N/A
Section of the Local Government Act 2003 and Proper Officer functions	Proper Officer	Alternative Officer
Section 25 Inclusion of the Section 151 officer's judgement on the robustness of the estimates used in the budget calculations and the adequacy of the proposed financial reserves in the annual budget setting report.	Interim Chief Finance Officer / Section 151 Officer	Deputy Section 151 Officer
Section of the Local Government and Housing Act 1989 and Proper Officer functions	Proper Officer	Alternative Officer
Part 1 (s.2.4, 3. 4.5 and 15) and regulations made thereunder Functions relating to political management arrangements, member and officer conduct, politically restricted posts, designation of statutory officers, and associated proper officer responsibilities.	Chief Executive Officer	N/A
Section 2 and Section 3 Preparation and deposit of politically restricted posts and issue of certificate in respect of politically restricted posts	Chief Executive Officer	N/A
Section of the Public Health Act 1936 and the Public Health Act 1961	Proper Officer	Alternate Officer
Sections 84 and 85 of the Public Health Act 1936 Proper Officer functions	Public Protection Manager – Environmental Health	N/A
Section of the Food Safety Act 1990	Proper Officer	Alternate Officer

Section 5 Authorised Officer to act in matters arising under the Act	Public Protection Manager – Environmental Health	N/A
Section 27 Nomination of a Public Analyst	Public Protection Manager – Environmental Health	N/A
Section 49 Signature on documents authorised or required under the Act	Public Protection Manager – Environmental Health	N/A
Section of the Party wall etc Act 1996 and Proper Officer functions	Proper Officer	Alternate Officer
Section 10 (8) Appointing Officer	Chief Executive	N/A
Local Government Act 2000 and Regulations made thereunder and Proper Officer functions	Proper Officer	Alternate Officer
Proper Officer functions	Chief Executive Officer	Deputy Chief Executive Corporate Director (Place)
Section of the Freedom of Information Act 2000 and Proper Officer Functions	Proper Officer	Alternate Officer
Section 36 The “Qualified Person”	Chief Executive	Interim Monitoring Officer
Section of the Regulation of Investigatory Powers Act 2000 and Proper Officer Functions	Proper Officer	Alternate Officer
Part I Authorised Officers who may authorise, review or cancel the carrying out of directed surveillance or the use of covert human intelligence sources	Chief Executive Officer	Chief Executive Officer Corporate Directors
Part II Senior Responsible Officer	Corporate Fraud Manager	n/a
Miscellaneous: Statutory Provision and Proper Officer Functions	Proper Officer	Alternate Officer
Section 41 Local Government (Miscellaneous Provisions) Act 1976 Certifying true copies of evidence of resolutions and minutes of proceedings	Interim Monitoring Officer	Deputy Monitoring Officer
Section 321 (3) Highways Act 1990 Certifying copies of approved plans	Chief Executive Officer	Interim Monitoring Officer

Section 61 Building Act 1984 Receive notification of and having free access to repairs of drains	Head of Communities and Operational Housing	N/A
Section 149 Environmental Protection Act 1990 Discharging functions relating to stray dogs	Head of Communities and Operational Housing	N/A
Section 2 Planning (Listed Buildings and Conservation Areas) Act 1990 Lists of protected buildings	Deputy Chief Executive and Corporate Director (Place)	Head of Planning, Infrastructure and Public Protection
Proceeds of Crime Act 2002 Part 7 Nominated Officer to receive disclosures of suspected Money Laundering	Interim Section 151 Officer	N/A
To act as the Council's Senior Information Risk Officer.	Corporate Director (Communities)	Head of Service for Operational IT and Development
Prevention of Social Housing Fraud (powers to require information) Regulations 2014: Authorised Officer	Corporate Fraud Manager	N/A
Regulations 4 & 5 of the Council Tax Reduction Schemes (detection of Fraud and enforcement) Regulations 2013: Authorised Officer	Corporate Fraud Manager	N/A

6. DELEGATION OF COUNCIL FUNCTIONS AND LOCAL CHOICE FUNCTIONS WHICH ARE NOT THE RESPONSIBILITY OF THE EXECUTIVE

6.1 The Council has delegated the following powers (other than those reserved to Council) to the Officers as set out in Annex A below.

6.2 These functions can also be further delegated in accordance with paragraph 2.4 of this section.

6.3 All of the Officers identified in Annex A have authority to exercise the following functions:

6.4 To sign and seal any document on behalf of the Council and to witness the affixation of the Council's Common Seal to any document.

ANNEX A

7. CHIEF EXECUTIVE OFFICER

Function Delegated	Limit on delegation
To be Head of the Paid Service	None
To be the Electoral Registration Officer and Returning Officer for District Council Elections	As set out in any relevant policy.
Within the overall resources allocated by the Council and in direct support of the Council's objectives, to act on behalf of the Council on all matters including those which have been delegated to any other Officer	PROVIDED THAT the Chief Executive Officer may not exercise a power, which is reserved by statute to another Officer; before exercising the power of another Officer, the Chief Executive Officer shall consult with that Officer if available; the Chief Executive Officer when exercising any powers may authorise the incurring of expenditure in an emergency even if

	there is no specific provision in the budget of the Council.
To act in a case of urgency in respect of any matter affecting the Council/Cabinet respectively, subject to a report on the circumstances being made to the next Council/Cabinet meeting.	In consultation with the Executive Leader or in their absence with the Deputy Leader.
To keep under constant review the needs of the District and its community in relation to all those services provided by the Council and to take all such action which in his/her judgement is necessary to ensure that those needs are met within the framework of any policies and budget agreed by the Council.	As set out in any relevant policy.
To lead on strategies for change whether from within the authority or externally influenced / required.	As set out in any relevant policy.
To make arrangements for dealing with any matter raised by the Government or local authority association calling for a view or decision by the Council.	As set out in any relevant policy.
To be responsible for the overall organisational structure of the Council.	As set out in any relevant policy.
To be responsible via the Corporate Director (Place), Corporate Director (Communities) and Interim Corporate Director (Finance and Resources) for determining and issuing guidance to Officers for the management of human resources, including recruitment, training, conditions of service, staff development/appraisal, disciplinary matters, health and safety, employee welfare and any other matter concerning staff.	As set out in any relevant policy.
To ensure the provision of professional advice to all parties in the decision-making process.	As set out in any relevant policy.
Together with the Monitoring Officer to be responsible for a system of record-keeping for all local authority decisions.	As set out in any relevant policy.
To represent the Council on partnership and other bodies.	As set out in any relevant policy.
To be responsible for the health and safety of all employees of the District Council.	As set out in any relevant policy.
To sign any document on behalf of the Council and to witness affixation of the Council's Common Seal to any document.	
To make appointments to member bodies forming part of the Council's official structure and to fill casual vacancies on member bodies forming part of the Council's approved structure in accordance with Sections 15-17 of the Local Government and Housing Act 1989.	Following consultation with appropriate Members of the Council.
To be the Proper Officer of the Council, except where legislation or arrangements names another Officer.	As set out in any relevant policy.

Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council in all matters relating to the discharge of the Council's functions and responsibilities relating to corporate communication	As set out in any relevant policy.
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8. DEPUTY CHIEF EXECUTIVE AND CORPORATE DIRECTOR (PLACE)

Function Delegated	Limit of Delegation
To exercise the functions of the Council in relation to common land, and town and village greens, as specified in paragraphs 51-53 of Part Two of Schedule 1 (Other Miscellaneous Functions) of the Regulations 70	
To exercise all the functions of the Council relating to town and country planning and development control specified in paragraphs 5-23 of Schedule 1A (Functions relating to town and country planning and development management) of the Regulations, except fin the circumstances set out in the Limit of Delegation opposite:	<i>N.B. Drafting note - On 15 July 2026, Full Council adopted the National Scheme of Delegation of Decisions on Planning Applications. The Development Management Committee is concluding its work on the matter and then the appropriate text will be placed here as part of the council's overall scheme of delegation in time for the overall scheme to be adopted at Full Council in October.</i>

9. INTERIM CORPORATE DIRECTOR (FINANCE AND RESOURCES)

Function Delegated	Limit of delegation
To exercise the proper administration of the Council's financial affairs under Section 151 of the Local Government Act 1972 Section 114 of the Local Government Finance Act 1988 and Regulation 5 of the Accounts and Audit Regulations 2003.	As set out in any relevant policy.
To be the Proper Officer under section 115 of the Local Government Act 1972.	As set out in any relevant policy.
To maintain an adequate and effective system of internal audit in accordance with Financial Regulations.	As set out in any relevant policy.

10. EXECUTIVE FUNCTIONS - SCHEME OF DELEGATION OF EXECUTIVE FUNCTIONS AND LOCAL CHOICE FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE EXECUTIVE LEADER AND CABINET

10.1 The Leader of the Council has delegated all executive powers other than those reserved by him/her or reserved to Cabinet by statute or this Constitution, as well as those local choice functions the responsibility of the Leader of the Council and the Cabinet to the Senior Leadership Team as set out in Annex B.

10.2 For the purposes of this section, the Senior Leadership Team consists of the Chief Executive Officer, Corporate Directors and the Heads of Service.

10.3 The Leader of the Council may rescind or amend the delegations set out in Annex B at any time and will notify the interim Monitoring Officer in writing of any changes which will be duly made to Annex B by the interim Monitoring Officer.

10.4 Annex B should be read in conjunction with Part 3 of the Council's Constitution, which delegates powers and duties in relation to executive functions and local choice functions to the Leader of the Council and the Cabinet. Where those powers and duties overlap portfolio responsibilities, Members of the Executive exercising individual decision making will consult accordingly.

10.5 In the event of the Council being without a Leader the Chief Executive Officer has delegated authority to exercise any necessary executive powers until a new Leader is elected in accordance with the general principles and limitations of this schedule.

10.6 This scheme delegates powers and duties within broad functional descriptions. It includes powers and duties under all legislation, present and future, within those descriptions, and all powers and duties incidental to that legislation, as well as authorising the affixing of the Common Seal.

10.7 An authority delegated to Officers includes management of the human and material resources made available for the service/portfolio areas and any function concerned; to the extent of that authority, within the limitations of this scheme, and subject to any specific delegations made by or in accordance with this scheme to another Officer.

10.8 In each case, a delegated authority excludes any determination of policy, or exceptions to policy, or of any budget by the officer concerned.

11. EXECUTIVE FUNCTIONS – DELEGATIONS TO OFFICERS

11.1 The following functions are delegated to the following officers by the Leader of the Council. These functions can also be further delegated in writing to service managers by the relevant member of the Senior Leadership Team, subject to compliance with the relevant provisions of recording and notification.

12. CHIEF EXECUTIVE OFFICER

12.1 The Leader of the Council has delegated all executive functions, subject to paragraph 10.1 and 10.3 above to the Chief Executive. The Chief Executive has further delegated the activities and functions to the Senior Leadership Team as set out in Annex B below.

ANNEX B

13. CORPORATE DIRECTOR (PLACE)

13.1 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to the following service delivery functions, unless that function has been specifically delegated to another Officer: Programme Delivery, Planning Services, Housing Strategy, Economic Development, Refuse, Recycling & Garden Waste Collections, Waste Management, Street Cleansing, Grounds Maintenance, Bulky Waste Collection Service, Workshop, Vehicle Fleet & Mechanical Plant. CCTV, sports and leisure centres, sports and active lifestyles and Health and Well-Being, Environmental Sustainability, Parks, Open Spaces & Amenity Areas, Arboriculture, Car Parks, Markets, including issuing and ensuring compliance with licenses on whatsoever nature other than those licenses falling within the responsibility of another Head of Service in accordance with a Scheme of Delegation of Officers as determined by the Licensing and Protection Committee or Licensing Committee unless that function has been specifically delegated to another officer.

13.2 To act on behalf of the Council on all matters relating to Building Control shared service client management.

14. CORPORATE DIRECTOR (COMMUNITIES)

14.1 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to the following service delivery functions, Customer Services, Revenues and Benefits, Corporate Fraud, Housing Needs, Community Services, Disabled Facilities Grants, Community Action Team, Crime and Disorder, Asylum Seekers, Residents Advice, Domestic Violence, Local Government Reorganisation, Corporate Transformation, Insight and Performance, Communications & Engagement & Marketing and the Document Centre unless that function has been specifically delegated to another officer.

14.2. To lead on behalf of the Council on all matters relating to programme and project management

14.3 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council on all matters relating to the discharge of the Council's functions relating to: transformation, business intelligence and performance, and programme and project management.

14.4 In conjunction with the Chief Executive Officer to be responsible for a system of record keeping for all the local authority decisions.

14.5 To act on behalf of the Council on all matters relating to ICT shared service client management.

14.6 Within the overall resources allocated by the Council and in direct support of the Council's objectives to act on behalf of the Council in all matters related to the discharge of the Council's functions and responsibilities relating to the delivery of ICT Services, Information Management, Freedom of Information requests and street naming and numbering

14.7 To have overall responsibility for the Council's Information Management Systems.

15 INTERIM CORPORATE DIRECTOR (FINANCE AND RESOURCES)

15.1 Within the overall resources allocated by the Council and in direct support of the Council's objectives and policies to act on behalf of the Council on all matters relating to Accountancy, Internal Audit and Risk, Procurement, Property and Estate Management, Facilities Management, HR and Payroll, Democratic Services, Elections and Land Charges.

15.2. To have responsibility for the overall management of the internal audit function in accordance with the Accounts and Audit Regulations 2003 (or any amending or substituted legislation, or legislation with a similar purpose or made for similar purposes).

15.3. In consultation with the Head of 3C Legal Shared Service, to authorise the acquisition, re-use, appropriation and disposal of the Council's land and buildings, together with the granting or taking assignment or surrender of leases, tenancies, licences, easements, wayleaves and variations of rent of the Council's land and buildings.

15.4. To be responsible for ensuring, so far as is reasonably practicable, the health, safety and welfare at work of all employees in accordance with the Health and Safety at Work Act, 1974.

15.5 To exercise the proper administration of the Council's financial affairs under section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988.

- 15.6. To be the Proper Officer under section 115 of the Local Government Act 1972
- 15.7. To have responsibility for borrowing and lending within limits approved by the authority.
- 15.8. To make various determinations on an annual basis relating to capital expenditure.
- 15.9 To manage administration of the Council's complaints including issues of maladministration.

16. MONITORING OFFICE AND HEAD OF LEGAL SHARED SERVICE

MONITORING OFFICER

- 16.1. To act as Solicitor to the Council and to settle on appropriate terms any litigation or claim taken by or against the Council.
- 16.2. In consultation with the Chief Executive Officer/relevant Corporate Director to authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings, civil or criminal (except in relation to prosecutions where the authorisation of prosecutions is expressly delegated to another Head of Service).
- 16.3. To authorise Officers of the Council to appear before Magistrates' Courts or County Courts.
- 16.4 To issue or serve statutory notices on behalf of the Council in relation to any of its functions.
- 16.5. To be the Proper Officer of the authority, except where legislation, or a delegation made by or under this scheme, names another officer; and to authorise the making and issue of any formal documents.

HEAD OF LEGAL SHARED SERVICE

- 16.6. To settle on appropriate terms any litigation or claim taken by or against the Council in consultation with the Monitoring Officer.
- 16.7. In consultation with the Chief Executive Officer/relevant Corporate Director or Monitoring Officer to authorise the institution, defence, withdrawal, compromise or any other action relating to claims or legal proceedings, civil or criminal (except in relation to prosecutions where the authorisation of prosecutions is expressly delegated to another Head of Service).
- 16.8. To authorise Officers of the 3C Shared Services to appear before Magistrates' Courts or County Courts.
- 16.9 To issue or serve statutory notices on behalf of the Council in relation to any of its functions.
- 16.10 To authorise the making and issue of any formal documents