

SECTION 6 - THE SCHEME OF DELEGATION TO OFFICERS

[This Scheme was approved by Cabinet on 5 July 2004 and by Council on 21 July 2004 and includes all delegated authorities up to that date.]

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A - The following matters are delegated to the **CHIEF EXECUTIVE**:-

1. Authority to act in the place of any officer having delegated authority under this Scheme or to transfer any such power from one officer to another.
2. Power to act in an emergency or in relation to matters of urgency in consultation with, where practicable, the Leader (or Deputy) and Chairman (or Vice-Chairman) of the relevant overview or scrutiny committee for executive decisions and, for non-executive decisions, the Chairman (or Deputy) of the relevant non-executive committee and the Mayor or Deputy Mayor. The Chief Executive's power to act in an emergency or in relation to matters of urgency shall be exercised in his absence by either the City Secretary and Solicitor or the Director of Finance.

(The use of this delegated power should be reported to Cabinet or the appropriate committee as soon as practicable.)

3. Authority to exercise the powers contained in Section 92 Local Government Act 2000 (payments in cases of maladministration etc), following consultation with the Chairman of the Principal Scrutiny Committee, and subject to a report back being made to the Principal Scrutiny Committee as soon as practicable.
4. Increases in establishment that will be totally reimbursed by another body.
5. Applying the Council's schemes for retirement or voluntary redundancy in the interests of the efficiency of the service.
6. Payment of discretionary honoraria beyond the level of authority given to each Director.
7. Allocation of housing to employees within the total number of houses allowed by the Council for this purpose.
8. In consultation with the appropriate panel of Members, to take all necessary action to produce a Council newspaper.
9. Power to add items to the agendas of overview and scrutiny committees without specific reference to Cabinet.
10. Authorisation of officers to exercise powers and duties under the provisions of the Anti-Social Behaviour Act 2003.

Note: The Chief Executive, as Head of Paid Service, has statutory functions in relation to the appointment, dismissal and taking of disciplinary action in respect of staff. These functions either have to be undertaken by the Head of Paid Service or an officer nominated by him.

The Local Authorities (Standing Orders) (England) Regulations 2001 (SI No. 3384) and the Officer Employment Procedure Rules refer).

B - The following matters are delegated to **EACH DIRECTOR** (including the Chief Executive as a head of department) so far as they relate to their functions or of those of their Departments.

1. Variations of the approved establishment of the department within the current total establishment provided the requirements of Financial Procedure Rules are complied with.
2. Within the approved departmental staff budget and subject to any relevant Council policy -
  - (a) payment of discretionary honoraria (i) within the provisions of the Scheme of Conditions of Service or (ii) for special contributions to the work of the Council beyond the basic content of the post subject to such payment in each case not exceeding the value of two scale increments;
  - (b) appointment of temporary staff for periods of up to six months;
  - (c) appointment of temporary staff to cover periods of maternity leave where there is no other alternative available;
  - (d) authorisation of attendance at study and training courses;
  - (e) approval of telephone and car entitlements including leased cars;
  - (f) approval of payment of a casual car allowance on a journey by journey basis;
  - (g) approval of overtime.
3. Approval of compassionate or special leave.
4. Expenditure within the approved revenue budget; entering into any necessary contracts for the supply of goods or services (subject to the provisions of Contract Procedure Rules and the Finance Procedure Rules); taking any necessary action to enforce or terminate such contracts.
5. Implementation of requirements and procedures in relation to competitive tendering including selection of contractor, subject to compliance with any approved consultation arrangements with members.
6. Decisions on applications for and cancellation of permits, licences or certificates of registration where all statutory requirements are satisfied, and in accordance with any policy of the Council in relation to the function concerned.  
(Note: the inclusion of references to specific types of permit, licence etc. in the list of delegations to individual directors is without prejudice to the generality of this item.)
7. Authorisation of issue of statutory notices including statutory requisitions for information as to interest in land.
8. To appoint officers/inspectors, to authorise or designate officers and such other persons as might be necessary for the purpose of performing the Council's statutory powers or duties, including to enter and inspect land or premises or to make investigations or to obtain information or samples.  
[Note: This power does not extend to the authorisation of officers under Regulation of Investigatory Powers Act 2000 which is a City Secretary and Solicitor function.]
9. Determination of charges for services or of fees (except where the power has been retained by a committee) and for publications, undertaking research and copying documents; approval of charges to the public by any contractor of the Council.

10. Decisions in connection with the operation or management of property or facilities.
11. The submission of applications for planning permission required in connection with approved schemes or programmes.
12. Carrying out minor development for which a specific planning permission is not required provided the specific expenditure is authorised.
13. Authority not to approve specific car agreements where a proposed vehicle would not be suitable for the type of work that the employee in question has to carry out.

#### CITY SECRETARY AND SOLICITOR

1. Decisions on applications under the Licensing Act 2003 unless the matter is required by the Act or the approved licensing policy to be referred to the Licensing and Regulation Committee (or its Sub-Committee).
2. Decisions on applications for permits for the provision of amusements with prizes in all cases where the applications do not conflict with the Council's policy.
3. Decisions on applications for the use of St. Maurice's Covert.
4. Removal and disposal of abandoned vehicles.
5. Decisions on applications in relation to hackney carriage and private hire vehicles, drivers and operators; suspension of drivers.
6. Decisions on applications for late night refreshment house licences where there is no adverse report, and all other necessary action to implement the provisions of the Act.
7. Decisions on applications for theatre and cinema licences subject to suitable conditions and where there is no adverse report.
8. Authority to caution offenders where appropriate, in respect of planning enforcement matters, instead of initiating a prosecution.
9. Registration of applicants in relation to pool betting and appointment of a qualified accountant as required.
10. Approval of the terms, other than fundamental heads of agreement, of contracts, leases and other documents in relation to the acquisition, disposal or use of land (including planning agreements).
11. Authorisation of institution and conduct of legal proceedings in the name of the Council:
  - (a) for the recovery of debts.

- (b) for the recovery of possession of property required by the Council,  
except Council dwellings.
- (c) in relation to the functions of the Council.
12. Authority to administer cautions to offenders instead of bringing prosecutions.
  13. Applications to Magistrates Court in respect of persons in need of care and attention.
  14. Taking all necessary action to defend legal proceedings against the Council, subject in cases in the High Court, wherever practicable, to consultation with the Leader or Deputy Leader if it concerns an executive matter, or the Chairman or Vice Chairman of the relevant committee if it concerns a non-executive matter.
  15. Authorisation of officers to appear on the Council's behalf in proceedings before the Courts.
  16. Decisions on applications for Certificates of Lawful Development, in consultation with the Portfolio Holder for Planning (or in his/her absence the Leader of the Council) and Ward Councillors.
  17. Decisions on applications for determination of what constitutes development for the purpose of development control.
  18. Authority to take all necessary action to maintain and protect the Council's interests in relation to proposals for local events and activities in the City.
  19. Authority to grant permissions with regard to amenities on highways (such permissions to be confined to (a) organisations which have a charitable or similar purpose or which are for a purpose in keeping with the area - e.g. the Christmas shopping event (b) catering establishments).
  20. Issue of exclusive rights of burial.
  21. Determining applications for burials and memorials.
  22. Taking all necessary action in connection with Public Health Act burials and the recovery of expenditure.
  23. Decisions on applications for permits for street collections in the rural area of the City.
  24. Following consultation with the Mayor, decisions on applications for street collections in the "City" area, where the number of applications exceeds the agreed annual total of thirty six collections.
  25. In consultation with the Mayor, decisions on applications for special one-off collections, such as for the relief of disasters within the UK, or for other exceptional purposes.
  26. Decisions on applications for collections throughout the City Area associated with the performance of carols at Christmas.
  27. Decisions on applications for game dealers' licences.

28. To update the schedules of rates in the Members' Allowances Scheme to take account of the inflation indices when Council has determined that the inflation indices should be used the relevant year.
29. Authority to implement revisions recommended by the Hampshire Working Party on Election Fees which are generally in line with the rate of salary awards and/or any changes to parliamentary scales.
30. Authority, in consultation with the Director of Development Services, to determine all applications made under Section 17 of the Land Compensation Act 1961.
31. Authority, in consultation with the Chairman and/or Vice-Chairman of Licensing and Regulation Committee, to determine the fee structure for applications for major public outdoor public entertainment events, in the light of any experience of expenditure for dealing with previous applications, and a report on the outcome being made to the Committee.
32. Authority to depart from the approved fee scales for theatre and public entertainment licences in cases where the amount of work involved is likely to vary significantly from the norm, subject to consultation with the Director of Finance and, in the case of major public outdoor events, with the Chairman and/or Vice-Chairman of Licensing and Regulation Committee.
33. Power to add items to the agendas of overview and scrutiny committees without specific reference to Cabinet.

#### DIRECTOR OF COMMUNITY SERVICES

1. Operation of the Council's sporting, recreational, museums and tourism facilities including special bookings.
2. Decisions on Guildhall booking applications.
3. Authority to permit or restrict photography and publication of museum and picture gallery exhibits.
4. Authority to loan museum and picture gallery exhibits subject to satisfactory security arrangements and insurance cover.

#### DIRECTOR OF DEVELOPMENT SERVICES

##### 1 **PLANNING MATTERS**

1. Decisions on planning and listed building applications, except those where:
  - (i) a Councillor registers a request that a planning application be referred to Committee;
  - (ii) a Parish Council submits representations contrary to the Officer recommendation;
  - (iii) the Case Officer or Team Manager considers the application to be controversial or potentially controversial or the application is for a major development;
  - (iv) four or more representations are received which are contrary to the Officer's recommendation;

- (v) any planning applications submitted by or on behalf of a Member or Officer of the Council which they have notified to the Director of Development Services.
- 2. Decisions on minor amendments to proposals and materials.
- 3. Authority to enter into agreements which arise from planning applications decided under delegated powers.
- 4. Authority to issue emergency Tree Preservation Orders; such issue to be reported to the next available development control meeting of the Planning Committee.
- 5. Confirmation of unopposed Tree Preservation Orders.
- 6. Authorisation of a Tree Preservation Order in a Conservation Area following service of notice on the Council under s.211 of the Town and Country Planning Act 1990.
- 7. Any action required in relation to High Hedges under the Anti-Social Behaviour Act 2003 or regulations.
- 8. Issue of contravention notices, breach of condition notices and hazardous substance contravention notices.
- 9. Decisions on the revised form of a planning permission required as a matter of urgency in connection with a pending hearing of an appeal, in consultation with the Chairman or Vice-Chairman of the Planning Development Control Committee and local Member(s).
- 10. (i) On receipt of a Hedgerow Removal Notice, authority to determine whether the hedge is important in accordance with the Hedgerow Regulations 1997 (except in respect of hedgerows owned by the Council), and;  
  
(ii) In the case of important hedges, to issue Hedgerow Retention Notices and Hedgerow Replanting Notices in accordance with the above Regulations (except in respect of hedgerows owned by the Council).
- 11. Authority to determine applications for determinations and the granting or refusing of prior approvals, under Part 24 of Schedule 2 of the General Permitted Development Order 1995, except in case of applications in respect of new masts and other structures in excess of three metres in height above ground level, and new masts on buildings.
- 12. Authority, in consultation with the Chairman of Planning Development Control Committee (or in his/her absence, the Vice-Chairman of that Committee) to determine applications outlined in the exceptions under 11. above, in cases where it would not be reasonably practicable for the matter to be dealt with by the Planning Development Control (Telecommunications) Sub-Committee within the period prescribed for decision.
- 13. Authority to decide whether an Environmental Assessment or Environmental Statement is required for any planning application to be determined.

14. Authority to make Historic Building Grants up to £5,000 on any item within the terms of the Historic Building Grants Scheme.
15. Authority to issue a Section 215 Notice to require proper maintenance of land.
16. Authority to take enforcement action including the issue, variation and withdrawal of enforcement notices, pursuing appeals and carrying out works in default.

Note: Authority to issue Stop Notices should continue to be given using the existing delegated powers to the Chief Executive to take action in an emergency, or (where meeting timetables permit) by decision of the Planning Development Control Committee.

17. Authority, in consultation with the Portfolio Holder for Planning and the local Ward Member(s), to determine applications for grants for environmental improvement in rural areas, up to £5,000.

(periodic reports listing the grants made under this authority to be circulated to Members in an appropriate form).

18. Authority, in consultation with the Portfolio Holder for Culture, Heritage and Sport, to agree the future release of money from the Open Space Fund for projects, worth up to £10,000.
19. Authority to deal with all future applications for screening and scoping opinions under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 ("the 1999 Regulations").

## 2 **ENGINEERING MATTERS**

District matters –

1. The enforcement under the Road Traffic Act 1991 of parking restrictions including imposing and waiving parking penalty charge notices.
2. Authority to issue waivers to authorise parking in on-street parking bays and car parks.
3. Authority to close all or part(s) of off-street car parks for special events and circumstances and to suspend parking charges.
4. Authority to take all necessary action to maintain and protect the Council's interests in relation to proposals for local events and activities in the city.
5. Operation of the Council's concessionary travel scheme.
6. In consultation with the Portfolio Holder for Economy and Transport (or in his/her absence the Leader) and Director of Finance, to grant aid community transport groups up to £5,000 p.a. from the Concessionary Travel Budget, subject to a limit of £1,000 per scheme.
7. Advertising and approval of Off Street Parking Places Orders.

**Highways Agency matters (all in accordance with the relevant Agency Agreement with Hampshire County Council) –**

8. Advising on the highway aspects of development contract applications.
9. Approval of requests for tourism and other traffic signs, and ordering the required works.
10. Approval of requests and making orders for temporary road closures.
11. Approval of temporary signing by AA, RAC and other approved organisations.
12. Operation of Residents Parking Schemes and other on street parking restrictions.
13. Authority to investigate, progress and advertise traffic regulation orders that are non-contentious, without reference to Cabinet or Committee, providing the appropriate Ward Councillors are consulted and are in support of the proposal.

**3 ESTATES MATTERS**

1. Approval of terms of purchases, easements, disturbance claims and ex gratia payments (in respect of removals), where the consideration does not exceed £15,000 in any one case and where the holding Committee has agreed in principle to the transaction.
2. Disposals, the release or modification of covenants, and the grant of easements where the consideration does not exceed £15,000 in any one case provided that there is consultation with the appropriate Departments, the Ward Member(s) and the Portfolio Holder for Finance and Resources (or in his/her absence the Leader).
3. Apportionment and settlement of well-maintained payments under the Housing Acts, subject to agreement between both parties.
4. Lettings for fixed periods not exceeding a year (including continuing tenancies of a like nature terminable at will after the expiration of the initial term).
5. Any other lettings or licences in respect of which the rent does not exceed £30,000 per annum.
6. Any renewal of tenancy (including surrender and regrant) or licence or rent review in respect of which the rent does not prior to the transaction exceed £30,000.7. Authority to apply for, or proceed with, reference of rental or other disputes to a third party, court or tribunal.8. Determination of applications for landlord's consent or variation in lease terms except in cases where rejection is recommended or where some unusual factor is present in respect of which a policy decision would be required.9. Determination of applications for home loss payments, both obligatory and discretionary.10. Issue of consents under leases by the Council as landlord, in all cases where such consent may not lawfully be refused.



11. Payment of up to 90% of the agreed or estimated purchase price of land of which possession has been taken under a Compulsory Purchase Order, and the agreement of terms where land is being compulsorily acquired from the Council.

#### 4 **BUILDING CONTROL MATTERS**

1. Decisions on applications under the Building Regulations and related legislation.2. Taking all necessary action to secure compliance with building regulations.3. Decisions on applications for permission for the temporary erection of hoardings or scaffolding on highways.4. Authority to take appropriate action in exercise of the Council's powers regarding buildings, structures, sites, earthworks, demolitions and trees that present risks to safety, health or amenity; such action may include the serving of notices, court proceedings, the instigation of emergency work and the recovery of expenditure. 5. To act as the "appointing officer" under the terms of the Party Wall Act 1996.

#### DIRECTOR OF FINANCE

1. Implementation of national awards for wages, salaries and conditions of service (subject to subsequent report to Cabinet).
2. Raising loans and investing surplus cash, internally or externally, in accordance with the policies agreed by the Council.
3. Banking arrangements in accordance with the policies agreed by the Council.
4. Loans for car purchase within the Council's agreed scheme.
5. Payment of creditors' accounts.
6. Writing off individual irrecoverable debts in accordance with the limits laid down in Financial Procedure Rules.
7. Institute proceedings or distraint (using a bailiff) for recovery for non-payment of debt.
8. Refund overpayments.
9. Provision of insurance cover and negotiating settlement of claims.
10. General authority to administer, bill, collect and recover revenues in respect of:-

:

Council Tax:  
Business Rates (NNDR)

which shall include authority to -

- (a) institute proceedings for recovery for non-payment.
- (b) apply for orders of attachment of earnings or benefits or a charge on property.

- (c) distraint (using a bailiff) for non-payment.
  - (d) apply for warrants of commitment to prison where non-payment is due to a person's "wilful refusal or culpable neglect".
  - (e) refund overpayments.
  - (f) write-off irrecoverable debts within the limits authorised by the Financial Procedure Rules.
11. Determine applications for discretionary rate relief within the scheme approved by the Council; where appropriate, in consultation with the Portfolio Holder for Finance and Resources (or in his/her absence the Leader).
  12. Determine claims for Council Tax disability relief where properties have relevant special facilities for a disabled person.
  13. Determine applications for a temporary allowance on premises partly occupied in accordance with Regulations.
  14. Determine applications for reduction or remission of Business Rate (NNDR) liability on grounds of hardship in consultation with Portfolio Holder for Finance and Resources (or in his/her absence the Leader).
  15. Operation of the Benefits Schemes, determining applications, including backdating benefit, where appropriate.
  16. Authority to provide a payroll service to charities in accordance with Council policy.
  17. Authority to make determinations on discretionary housing payments.
  18. To approve capital expenditure on ICT projects, up to £50,000 per project, subject to there being appropriate budget provision (including within the ICT reserve) and to there being no increase in base revenue budget, in consultation with the Portfolio Holder for Finance and Resources.
  19. Authority to approve street names and alterations to names and all matters relating to street numbering schemes.

## DIRECTOR OF HEALTH AND HOUSING

### A. Environmental Health Matters

1. To appoint inspectors under Section 19 of the Health and Safety at Work etc Act 1974 (HSW Act) and to authorise appointed inspectors to exercise any or all of the enforcement powers specified in:

Sections 20, 21, 22, 25 of the HSW Act; Any health and safety regulation; and Any other statutory provisions (see schedule 1 to the HSW Act).

2. To appoint officers to carry out the statutory provisions contained in the TSE\* (England) Regulations 2002.  
Sunday Trading Act 1994  
Environmental Protection Act 1990 Part 1

Pollution and Prevention Control Act 1999.

\* Transmissible Spongiform Encephalopathy

3. To appoint Proper Officer/s to carry out the statutory functions of the following:

Public Health (Control of Diseases) Act 1984. Part 1, 2, 3, 4, 5 and 6;

Public Health (Infectious Diseases) Regulations 1988. Regulations 6, 8, 9, 10.

Schedules 3 and 4;

Milk and Dairies (General) Regulations 1959. Part VII;

Public Health Act 1936. Sections 84 and 85;

Public Health Act 1961. Section 37.

4. Decisions on applications for licences for:-

(a) pet shops.

(b) dog breeding, animal boarding and riding establishments (c) the keeping of dangerous wild animals(d) zoos.

5. Authority to enter and inspect and license premises used as Guard Dog Kennels.

6. Atmospheric pollution and emission controls, covering approval of plans and specifications for furnaces, approval of chimney heights, approval of equipment for arresting grit and dust and authorisation of prescribed processes.

7. Acceptance of estimates for execution of works in default of, or by agreement with, owners under the provisions of the Environmental Control, Building, Public Health or Housing Acts subject to a maximum estimated cost of £20,000.

8. Authority to take all necessary action, including the service of notices in appropriate cases:-

(a) to deal with any matter prejudicial to health or a nuisance.

(b) to prevent unauthorised entry to premises which are the subject of either a Closing Order or an undertaking that they shall not be used for human habitation.

9. Decisions on applications for housing renovation and associated grants and authorisation of payment of such grants, including extensions of time and interim payments.

10. Authority to exercise the powers to deal with take-away food shops.

11. Authority to take all necessary action, including the service of Notices in appropriate cases, requiring the provision of sanitary appliances at places of entertainment.

12. Authority to take all necessary action, including the service of Notices in appropriate cases, to effect the removal of obstructions from sewers or drains or otherwise deal with defective drains.

13. Operation of agency on behalf of Secretary of State for Transport in connection with noise insulation.

14. Agreements with landowners for the control of pests.

15. The recognition of water sources to be marketed under the requirements of the Natural Mineral Water, Spring Water and Bottles Water Regulations 1999.
16. To issue formal cautions in accordance with the guidance contained in Home Office Circular 18/1994.
17. The making of Repair Notices; Closing Orders or Demolition Orders and Notices to remedy unsatisfactory conditions in or to abate overcrowding in Houses in Multiple Occupation under Sections 189, 190, 265, 338 and 352 respectively of the Housing Act 1985 and Deferred Action Notices under Section 82 of the Housing Grants, Construction and Regeneration Act 1996, whenever it is considered expedient to do so.
18. Authority to make a reasonable charge on a person for a service of notice requiring works to a House in Multiple Occupation under Section 352 of the Housing Act 1996; to recover expenses reasonably incurred in carrying out, in default of the person on whom notice was served, works required to be carried out by a notice under: Section 189 or 190 (Repair Notice); Section 265 (Demolition Order) or Section 366 (notice to remedy unsatisfactory conditions in a House in Multiple Occupation)

B. Housing Matters

1. Operation of the Council's housing allocation scheme including transfers and exchanges (both internal and external).
2. Negotiation and exercise of nomination rights.
3. Re-housing of applicants in unquestioned housing need outside the normal allocation process subject to reporting to the Housing Performance Improvement Committee every six months on the number and type of such cases housed in this manner.
4. In consultation with Portfolio Holder for Housing (or in his/her absence the Leader), the transfer of tenancies to a person or persons left in occupation of a dwelling following the death or departure of the tenant where no legal right of succession exists.
5. Determination of applications under legislation dealing with homelessness.
6. Payment of removal expenses to tenants arising from the Council's policies including the tenants transfer incentive scheme.
7. Service of notices determining rights of occupation of Council owned houses including Notices to Quit in respect of deceased tenants or unlawful occupiers and Notices of Seeking Possession for rent arrears or persistent infringement of conditions of tenancy.
8. Authorisation of institution of proceedings for the recovery of possession of council dwellings in consultation with the Portfolio Holder for Housing (or in his/her absence the Leader).
9. The carrying out of technical evictions when a licence to re-occupy will be granted without reference to Cabinet.

10. Recovery of rent arrears by distraint.
11. The repair, maintenance, modernisation and general management of all Housing Revenue Account properties, including sheltered housing schemes and any hostel(s) provided for the homeless.
12. The repair, maintenance and general management of private sector properties leased or rented for housing purposes.
13. The letting of plots of housing land for "allotment" purposes.
14. The sale of Council houses in accordance with the Right To Buy scheme.
15. Appointment of outside Quantity Surveyors as required subject to a list of all those appointed being submitted once each year to Cabinet.
16. Operation of housing rent collection.
17. Power to determine charges, in consultation with the Director of Finance, for the following services:-
  - (a) heating charges
  - (b) guest bedroom charges in sheltered housing schemes
  - (c) door entry system
  - (d) garages on housing land
  - (e) private sewage treatment works.
18. Approval of house purchase or repair and improvement within the policy agreed by the Council.
19. Authority to decide whether homeless persons falling into the Category (G) - Other (including no accommodation/sleeping rough/discharged from institution) and to whom the Council has a responsibility under Part III of the Housing Act 1985 (Housing the Homeless), be rehoused directly into standard Council accommodation or a hostel.
20. Exceptions to the general rule of not accepting private requests to connect to HRA sewage treatment works (subject to the Director of Finance being satisfied that adequate financial provision is received in respect of both annual maintenance and future capital investment requirements, and subject to the City Secretary and Solicitor securing the appropriate legal agreement).
21. Authority in consultation with the Portfolio Holder for Housing (or in his/her absence the Leader) to determine housing allocation in certain exceptional cases where delays in awaiting consideration by Cabinet would cause the applicant to unduly suffer, and to report the action taken to the next meeting of Cabinet.
22. Authority in consultation with the Portfolio Holder for Housing (or in his/her absence the Leader) to seek a Court Order for eviction in cases of rent arrears only, and to subsequently report the action to Cabinet.
23. Authority, in consultation with the Portfolio Holder for Housing (or in his/her absence the Leader) and the Director of Finance, to make exceptions to the requirements of the Disabled Adaptations policy relating to tenants

contributions, where significant savings to the Housing Revenue Account arise, but without proportionate benefits to the tenants.

24. Authority in consultation with the Director of Finance, to consider each case where a Home Improvement Grant repayment is required and to determine whether to apply any of the relaxations of the grant conditions prescribed in the Secretary of State's General Consent.
25. Authority to vary tenancy agreements for tenants who receive "support" services in accordance with the guidelines approved by Cabinet.
26. To establish and maintain a separate waiting list for Shared Ownership and to review annually the maximum affordable household income to access the list.

#### DIRECTOR OF PERSONNEL

1. To implement individual staff gradings in accordance with the approved job evaluation scheme.
2. Authority to revise and amend the Council's disciplinary and capability procedures for staff.
3. Implementation of the Council's agreed redundancy procedure and issue of redundancy notices.
4. Authorisation of payment of medical examination expenses and specialist treatment costs for staff, including counselling, incurred in accordance with the Council's capability procedures and welfare policies.
5. Implementation of contracts of employment and variations and issuing and varying statements of particulars.
6. Authority to enter into local collective agreements on terms and conditions of service within existing budgets and subject to subsequent reporting Cabinet.
7. Authority to agree minor variations in individual cases of hardship to the operation of the Council's scheme of relocation assistance for officers.
8. To authorise rewards under the Council's long service award scheme and to review the amount of such awards annually.

**Proper Officer Functions**

Under the terms of the Local Government Act, 1972 (or other statute mentioned) a "proper officer" has been appointed in relation to certain statutory provisions. Where a deputy is specified in the schedule he shall act in the absence of the specified proper officer.

| <u>Officer</u> | <u>Deputy</u>            | <u>Section of the<br/>Local<br/>Government Act<br/>1972</u>  | <u>Functions</u>  |
|----------------|--------------------------|--|---|
| CX             | CSS                      | Any reference made in any enactment passed before or during the 1971-1972 Session of Parliament other than the Local Government Act 1972 or in any instrument made before 26 <sup>th</sup> October 1972 to the Clerk of the Council or the Town Clerk of a Borough which, by virtue of any provision of the said Act is to be construed as reference to the proper officer of the Council. |   |
| CX             | CSS                      | 83(1)-(4)  | Witness and receipt of Declarations of acceptance of office.                      |
| CX             | CSS                      | 84   | Receipt of Declaration of resignation of office.                                  |
| CX             | CSS                      | 88(2)  | Convening of meeting of Council to fill casual vacancy in the office of Chairman. |
| CX             | CSS                      | 89(1)(b)   | Receipt of notice of casual vacancy from two Local Government Electors.           |
| CX             | CSS                      | Schedule 12 para 4(2)(b)   | Signature of Summonses to Council meetings.                                       |
| CX             | -                        | Para 4(3)  | Receipt of notices regarding address to which summons to meeting is to be sent.   |
| CSS            | -                        | 100(B)   | Determination of exempt information.  |
| All Directors  | -                        | 100(D)   | Determination of which papers constitute background documents.                    |
| CSS            | -                        | 100(F)   | Determination of Members access to documents.                                     |
| DF             | Assistant DF (Acc'tancy) | 115(2)   | Receipt of money due from officers.   |

APPENDIX TO CAB824  
Responsibility for Functions

| <u>Officer</u>        | <u>Deputy</u>                  | <u>Section of the<br/>Local<br/>Government Act<br/>1972</u>     | <u>Functions</u>  |
|-----------------------|--------------------------------|---|---|
| DF                    | Assistant<br>DF<br>(Acc'tancy) | 146(1)(a) & (b)   | Declarations and certificates with regard to securities.                            |
| DF                    | Assistant<br>DF<br>(Acc'tancy) | 151   | Responsibility for the administration of the financial affairs of the Council.      |
| CSS                   | -                              | 204(3)  | Receipt of notices of application for licences under Schedule 2 Licensing Act 1964. |
| CX                    | -                              | 225(1)  | Deposit of documents.   |
| CX                    | CSS                            | 229(5)  | Certification of photographic documents.  |
| CX & all<br>Directors | -                              | 234(1) & (2)  | Authentication of documents.  |
| CSS                   | -                              | 239(9)  | To send copies of bye-laws for Parish Records.                                      |
| CSS                   | -                              | 236(10)   | To send copies of bye-laws to the County Council.                                   |
| CX                    | CSS                            | 238   | Certification of bye-laws.  |
| CX                    | -                              | 248   | Keeping of Roll of Freemen.   |
| CX                    | CSS                            | Schedule 14 para<br>25(7)                                       | Certification of resolutions under para 25 of Schedule 14.                          |
| CX                    | -                              | Schedule 16 para<br>28  | Receipt of deposit of lists of protected buildings.                                 |
| CX                    | -                              | 191   | Functions with respect to the Ordnance Survey.                                      |
|                       |                                | <u>Section of the<br/>Representation of<br/>the People Acts</u> |   |
| CSS                   | ACS (Legal)<br>ACS (Admin)     | Various   | All relevant provisions.  |



APPENDIX TO CAB824  
Responsibility for Functions

| <u>Officer</u>              | <u>Deputy</u> | <u>Section of the<br/>Local<br/>Government and<br/>Housing Act 1989</u>       | <u>Function</u>  |
|-----------------------------|---------------|---|--|
| CX                          | CSS           | 15-17   | Receipt and service of notices re political balance provisions.  |
| CSS                         | -             | 19  | Receipt of notices of members' interests and maintenance of records.   |
|                             |               | <u>Local<br/>Government Act<br/>2000</u>                                      |  |
| CSS (as Monitoring Officer) | -             | Various   | All proper officer functions relating to the Council's Constitution and to access to information and functions under the Data Protection Act 1998 and the Freedom of Information Act 2000. |
|                             |               | <u>Section of the<br/>Regulation of<br/>Investigatory<br/>Powers Act 2000</u> |  |
| CSS                         | Assistant CSS | 28, 29 and 30   | Authority to specify by name those officers who can authorise directed surveillance.   |
|                             |               |   |  |
|                             |               |   |  |
|                             |               |   |  |

NB With regard to the Regulation of Investigatory Powers Act 2000, a copy of any authorisation must be forwarded to the City Secretary and Solicitor to be retained on the central register of authorisations required by the Code of Practice.

Abbreviations:

CX – Chief Executive

CSS – City Secretary and Solicitor

DF – Director of Finance

DHH – Director of Health and Housing

DDS – Director of Development Services

ACS – Assistant City Secretary (Legal)