

**PART 3 - RESPONSIBILITY FOR FUNCTIONS****c. Officer Delegations****CHIEF EXECUTIVE OFFICER AND MULTI-DEPARTMENTAL**

Approved by Council on 2004.

No.	Function	Proper/Designated Officer
CE1	Representation of the People Act 1983 S.8 Registration Officer	Chief Executive Officer
CE2	Representation of the People Act 1983 S.35 Returning Officer - Borough and Parish Elections	Chief Executive Officer
CE3	LGA 1972 - S.83 - Witness and receipt of Declarations of Acceptance of Office	Chief Executive Officer Head of Democratic Services Solicitor to the Council
CE4	LGA 1972 - S.84 - Acceptance of Resignations from Members of the Council	Chief Executive Officer (Proper Officer)
CE5	LGA 1972 - S.89(1)(b) - Receipt of notice of casual vacancy from two Local Government electors for the area. (Borough)	Chief Executive Officer (Proper Officer)
CE6	Local Elections (Parishes and Committees) Rules 1986 receipt of Notice of Request for an election from ten Local Government electors for the electoral area.	Chief Executive Officer (Proper Officer)
CE7	Initiation of legal proceedings, where appropriate, for non-compliance with Regulation 23 of the Representation of the People Regulations 2001.	Electoral Registration Officer
CE8	LGA 1972 - S.88 (2) - Convening of meeting of Council to fill casual vacancy in the office of Mayor	Chief Executive Officer (Proper Officer)
CE9	LGA 1972 - Schedule 12, Para.4(2)(b) Signature of summons to Council meetings.	Chief Executive Officer (Proper Officer)
CE10	LGA 1972 - Para.4(3) - Receipt of notices regarding address to which summons to meetings is to be sent.	Chief Executive Officer (Proper Officer)
CE11	LGA 1972 - S.12.Para.25(7) - Certification of resolutions.	Chief Executive Officer (Proper Officer)
CE12	Local Government Act 1972 - S.100B(2) Determination of reports to be excluded from public inspection.	Chief Executive Officer (Proper Officer)
CE13	Local Government Act 1972 - S.100B(7)(c) Determination of additional explanatory material to be	Chief Executive Officer (Proper Officer)

	available to any newspaper	
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CE14	Local Government Act 1972 - S.100C(2) Preparation of written summaries of those items taken in private.	Chief Executive Officer (Proper Officer)
CE15	Local Government Act 1972 - S.100F(2) Determination of which additional material is “exempt” and whether documents to be available to Members.	Chief Executive Officer (Proper Officer)
CE16	Local Government Act 1972 - S.10D(1)(a) Identification, listing and retention for public inspection for a period of four years from the date of the meeting of background papers to public reports.  <i>NB: Agenda, Minutes and Public Reports must be kept on deposit for a period of six years from the date of the meeting.</i>	Chief Officer responsible for the preparation of a report or the first named Chief Officer in the heading of a Joint Report. (Proper Officer) <i>NB: Subject to the need to liaise with the “Proper Officer” (Chief Executive) responsible for agenda preparation.</i>
CE17	Local Government Act 1972 - S.100F(2) - Determination if documentation not required to be open to inspection by members of the Council.	Chief Officer who has in his/her possession or under his/her control the documents which are the subject of an application to inspect subject to the need to liaise with the “Proper Officer” (Chief Executive) responsible for agenda preparation.
CE18	Receipt of Notices of Motion	Chief Executive Officer
CE19	Determination as to whether or not a Member has a “need to know” in respect of attendance at a Committee of which he/she is not a Member.	Chief Executive Officer (in consultation with the Chairman, or in his/her absence, the Vice-Chairman of the Committee concerned).
CE20	LGA 2000 (S81) – Establish and maintain a register of Interests of Members and Co-opted Members	Monitoring Officer
CE21	LGA 2000 (S81(2)) – Receipt of notices from Members of financial and other interests	Monitoring Officer
CE22	LGA 2000 (S81) - Establish and maintain a Register for Members of receipt of gifts and hospitality.	Monitoring Officer
CE23 (formerly CE43)	LGA 1972 - S.13(3) - Parish Trustee - in the event of a parish not having a separate Parish Council.	Chief Executive Officer (Proper Officer)
CE24 (formerly CE44)	LGA 1972 - S.210(6) and (7) - Charity Functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities or, if there is no such office, to proper officers.	Chief Executive Officer (Proper Officer)

CE25 (formerly CE45)	LGA 1972 - S 225(1) - Receipt of documents deposited with the Council.	Chief Executive Officer (Proper Officer)
CE26 (formerly CE46)	LGA 1972 - S.236(9) - To send copies of byelaws for Parish records.	Chief Executive Officer (Proper Officer)
CE27 (formerly CE47)	LGA 1972 - S 236(10) - To send copies of byelaws to the County Council	Chief Executive Officer (Proper Officer)
CE28 (formerly CE48)	LGA 1972 - S 238 - Certification of byelaws	Chief Executive Officer (Proper Officer)
CE29 (formerly CE49)	Local Government and Housing Act 1989 - S.2(4) Receipt on deposit of the list of politically restricted posts.	Chief Executive Officer (Proper Officer)
CE30 (formerly CE50)	Local Government and Housing Act 1989 - S.15 Receipt of notifications under the Local Government (Committees and Political Groups) Regulations 1990	Chief Executive Officer (Proper Officer)
CE31 (formerly CE51)	Town Police Clauses Act 1847 - Street Closures To make orders under S.21 for the purposes of preventing obstruction to roads and streets within the Borough.	Chief Executive Officer in consultation with the appropriate <b>Cabinet</b> Member and Ward Members.
CE32 (formerly CE52)	Local Government Act 1972 - S234(1) and (2) - authentication of documents - any notice, order or other document which a Local Authority is required by or under any enactment to give, make or issue may be signed by the "Proper Officer" of the authority.	Any Chief Officer designated as the "Proper Officer" for that function.
CE33 (formerly CE53)	Local Government Act 1972 - S229(5) - Certification of photographic copies of documents	Chief Officer responsible for the function to which the documents related. (Proper Officer)
CE34 (formerly CE54)	Local Government and Housing Act 1989 - S.4 – Designation as Head of the Paid Service	Chief Executive Officer
CE35 (formerly CE55)	Local Government and Housing Act 1989 - S.5 – Designation as Monitoring Officer	Solicitor to the Council
CE36 (formerly CE56)	To incur expenditure considered necessary in response to emergency situations (Borough Emergency Plan).	Chief Executive Officer
CE37 (formerly CE57)	Power to determine fees and conditions for supply of copies of, or extracts from, elections documents.	Chief Executive Officer
CE38 (formerly CE58)	Environmental Information Regulations 1992. Issue in writing of refusal to supply information specifying reasons for decision.	Chief Executive Officer
CE39 (formerly CE59)	Land Charges Act 1975 S.5(1) Maintenance of Land Charges Register	Chief Executive Officer
CE40 (formerly CE60)	Power to institute proceedings to protect the ownership of Council owned land.	Chief Executive Officer (in consultation with the Solicitor to the Council)

CE41 (formerly CE61)	Housing Act 1980 - Implementation of Sale of Council Houses Schemes - Issue of Offer Notices	Chief Executive Officer
CE42 (formerly CE62)	Housing Act 1980 - Sale of Council Houses Issue of Notices to Complete	Chief Executive Officer
CE43 (formerly CE63)	Housing Act 1985 (Pt.16)(Housing Defects) Determination of Applications	Chief Executive Officer
CE44 (formerly CE64)	To instigate prosecutions under the Hedgerow Regulations 1997	Solicitor to the Council jointly with the Director of Neighbourhood Services in consultation with the Chairman and Vice-Chairman of the Development Control Committee.
CE45 (formerly CE65)	Appointment of all staff below Deputy Chief Officer or equivalent <b>as defined in Part 2, Article 12 – Council Employees – Article 12.01(e)</b> in accordance with agreed procedures.	Chief Executive Officer and appropriate Chief Officers.
CE46 (formerly CE66)	To authorise additional payments under Paragraphs 35(a) and 35(b) of the Charter.	Chief Officer in consultation with <b>Head of Service Improvement</b>
CE47 (formerly CE68)	Expenditure - Authority to place orders and enter into maintenance or other agreements.	Appropriate Chief Officer in consultation with the Director of Resources.
CE48 (formerly CE70)	Authority to appoint additional staff/ consultants on a short term basis in any emergency situation.	Chief Executive Officer, <b>in consultation with the appropriate Chief Officer and Head of Service Improvement</b>
CE49 (formerly CE72)	Authority to instigate legal proceedings, civil or criminal, or to defend or lodge appeals or otherwise respond to proceedings in order to protect the interests of the Council or the inhabitants of its area and to take such steps as may be necessary in the exercise of the Council's functions.	Chief Executive Officer in consultation with the Solicitor to the Council.
CE50 (formerly CE73)	Authority to approve sales of Council houses eligible for disposal within the Housing Act 1985 (or any modification or re-enactment thereof) and to take all necessary steps to complete those transactions.	Solicitor to the Council

<b>Regulation of Investigatory Powers Act 2000</b>		
CE51 (formerly CE74)	Authority to grant authorisations under Section 28 (Authorisation and Directed Surveillance) and Section 29 (Authorisation of Covert Human Intelligent Sources) in relation to their duties/responsibilities.	Solicitor to the Council *Director of Neighbourhood Services. *Director of Resources. *Head of Financial Services. *Director of Housing.  <i>*specifically linked to those duties and functions for which they are responsible.</i>
CE52 (formerly CE75)	Authority to keep a central register of authorisations granted and generally monitor the issue of authorisations.	Solicitor to the Council
<b>Freedom of Information Act</b>		
CE53 (formerly CE76)	Authority to review and update the Council's Publication Scheme in consultation with the <b>Cabinet Member for Resource Management.</b>	Solicitor to the Council
CE54 (formerly CE77)	Authority to nominate an officer within Departments with the duty and responsibility to deal with the operational requirements of the Act, including the handling of requests for information, maintaining the necessary data and updating and submitting information comprised in the Publication Scheme.	Chief Executive Officer and appropriate Chief Officers
CE55	<b>Delegations in Contract Procedure Rules at Part 4(G). (CPR refers to the Contract Procedure Rules at Part 4G)</b>	CPR3(7) - Chief Officer delegation in respect of invitations to tender.  CPR4(1), (3) and (4) - Chief Officer delegation in respect of invitations to tender.  CPR5 - Chief Officer delegation in respect of invitations to tender.  CPR6(2) - Chief Officer delegation in consultation with Cabinet Member in respect of invitations to tender.  CPR7(1) - Chief Officer delegation in relation to contracts under £10,000.  CPR9 - Chief Officer delegation in relation to emergency works.

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		<p>CPR11 - Chief Officer delegation : sales of vehicles, plant, machinery, equipment, etc.</p> <p>CPR16(1) - Chief Officer in consultation with appropriate Cabinet Member : acceptance of tenders.</p> <p>CPR20(1), (2) - Chief Officer delegation : signing of contracts.</p> <p>CPR24 - Chief Officer delegation, in consultation with appropriate Cabinet Member : expenditure in excess of tender sum.</p>
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**CE46 transferred back into CE from Resources – was R49  
CE55 – new delegation.**

**RESOURCES DEPARTMENT**

Approved by Council on

2004.

No.	Function	Proper/Designated Officer
R1	<b>Local Government Act 1972</b> Designation as Section 151 Officer.	Director of Resources (Proper Officer)
R2	<p><b>Account And Audit Regulations 2003</b></p> <p><b>Regulation 4</b> To ensure an adequate and effective system of financial management including a sound system of internal control, which includes arrangements for the management of risk. To review the effectiveness of the system on internal control at least once in a year.</p> <p><b>Regulation 5</b> To determine accounting records, including the form of accounts and supporting accounting records and accounting control systems.</p> <p><b>Regulation 6</b> To maintain an adequate and effective system of internal audit of the accounting records and of the system of internal control.</p> <p><b>Regulation 7</b> To ensure that an annual Statement of Accounts is prepared in accordance with proper practices and including all relevant information.</p> <p><b>Regulation 10</b> To ensure the signing and dating of the Statement of Accounts within the prescribed periods.</p> <p><b>Regulation 11</b> To publish the Statement of Accounts in the prescribed manner.</p> <p><b>Regulation 14</b> To make all relevant accounts and documents available for public inspection within the specified periods.</p> <p><b>Regulation 16</b> To give notice of public rights to the inspection of the Accounts by way of advertisement.</p>	Director of Resources



	<p><b>Regulation 18</b> To give notice of the conclusion of the audit of the Statement of Accounts.</p> <p><b>Regulation 19</b> To publish the annual Audit Letter received from the Auditor and to make copies available.</p> <p><b>Regulation 20</b> To deposit with each constituent authority of a joint committee, joint board or combined authority, a copy of the Auditor's Report and Statement of Accounts.</p> <p><b>Regulation 21</b> To give notice by advertisement of an extraordinary audit of accounts.</p>	
R3	<p><b>Statutory Determinations</b> Authority to make determinations on items A and B and D to H set out in Annex C of Department of Environment circular 11/90.</p>	Director of Resources
R4	<p><b>Local Government Act 1972 – S.228</b> To maintain the appropriate documents to be made available for public inspection.</p>	Director of Resources
R5	<p><b>LGA 1972 – S.228(3)</b> Accounts of "any proper officer" to be open to inspection by any Member of the Authority.</p>	Director of Resources
R6	<p><b>LGA 1972 – S.112</b> Signing of Cheques.</p>	Director of Resources Head of Financial Services Accountancy Services Manager Audit Services Manager Policy and Finance Manager
R7	<p><b>Expenditure</b> Authority to pay all accounts and claims.</p>	Director of Resources
R8	<p><b>Salaries and Wages</b> Responsibility for the payment of salaries and wages to all Council Employees.</p>	Director of Resources
R9	<p><b>Applications for Financial Assistance</b> Applications for financial assistance to voluntary and charitable organisations.</p>	Director of Resources or Head of Financial Services in consultation with Cabinet Member (Supporting People)
R10	<p><b>Contracts</b> Maintain a Register of all Contracts.</p>	Director of Resources

R11	<b>Land, Building and Properties</b> Authority to agree lease terms with tenants.	Director of Resources <b>Valuation and Corporate Property Manager</b>
R12	<b>Housing Act 1985</b> Authority to make 'Well Maintained' payments where appropriate.	Director of Resources <b>Valuation and Corporate Property Manager</b>
R13	<b>Land Compensation Act 1973 – S.29/30</b> Authority to make 'Home Loss' payments where appropriate.	Director of Resources <b>Valuation and Corporate Property Manager</b>
R14	<b>The Housing Benefit (General) Regulations 1987</b> Determine the amount and benefit period of applications for housing benefit.	Director of Resources <b>Head of Financial Services</b> Revenue Services Manager
R15	<b>Licences for Vehicular Crossings</b> Agreement of terms.	Director of Resources
R16	<b>Determine valuations when necessary in respect of:-</b> (1) Grant aided land matters (e.g. for DOE/Inland Revenue purposes – Derelict Land Act 1982 S.1(5)). (2) Mortgages, insurance risks, etc.	) <b>Valuation and Corporate Property Manager</b> )
R17	<b>Land Compensation Act 1973 – S.37</b> Payment of Compensation.	Director of Resources
R18	<b>Certification of Grant Claims</b> Unless a specific claim has to be certified by Section 151 Officer.	Director of Resources <b>Head of Financial Services</b> Accountancy Services Manager Audit Services Manager
R19	<b>Arrangements to dispose of Land</b> Disposal of small areas of housing related land sold/leased under the agreed procedure. Authority to agree terms of disposal subject to the value of land not exceeding £7,000. (The limit is to be increased annually in line with price increases).	Director of Resources
R20	<b>Administration Arrangements - Cars</b> Administration of the Assisted Car Purchase and Contract Car Hire Schemes	Director of Resources

R21	<p><b>Insurances</b> Responsibility for making arrangements to provide adequate insurance cover, including the use of external insurance agencies when necessary.</p> <p>Dealing with claims against the Council for which insurance cover has been arranged with an external insurance agency.</p> <p>Dealing with claims against the Council for which cover is provided by the Insurance Fund, subject to a maximum charge to the fund not exceeding £5,000 in respect of any one incident. (The limit is to be increased annually in line with price increases).</p>	Director of Resources
R22	<p><b>Stocks and Stores</b> Ensure adequate arrangements have been made for the proper recording of all transactions and authority to write off surpluses and/or deficiencies.</p>	Director of Resources
R23	<p><b>Control of Income</b> To make and maintain adequate arrangements to ensure the proper recording of all sums due and the collection, control, disposal and prompt and proper accounting for cash.</p>	Director of Resources
R24	<p><b>Banking Arrangements</b> To make adequate arrangements with the Council Bankers concerning the various bank accounts and the control and issue of cheques, including the use of Giro Bank Accounts.</p>	Director of Resources
R25	<p><b>Loans, Borrowing and Investments</b> Authority to raise and repay loans as and when necessary. Authority to sign loan documents <b>and to monitor and comply with the Prudential code/indicators approved by the Council.</b></p>	Director of Resources
R26	<p><b>Leasing</b> Authority to enter into and sign Lease Agreements. Responsible for the negotiation and management of Lease agreements.</p>	Director of Resources
R27	<p><b>Debt Recovery</b> Authority to serve notices, enter into agreements, give receipts, make adjustments, institute proceedings and take any action available to the Council to collect or enforce the collection of any debts due to the Council.</p>	Director of Resources
R28	<p><b>Officers Conducting Proceedings</b> Authority to nominate officers from time to time, within the Resources Department, to conduct proceedings on behalf of the Council in connection with the implementation of the actions as outlined in F28.</p>	Director of Resources

R29	<b>Authority to Write Off Debts</b> Authority to write off all former tenants arrears and all other miscellaneous debts where appropriate recovery procedures have been taken.	Director of Resources
R30	<b>Voluntary Arrangements</b> Authority to enter into voluntary arrangements with debtors regarding settlement where it would be to the benefit of the Council.	Director of Resources
R31	<b>Overpaid Housing Benefit</b> Authority to write off overpaid Housing Benefit where appropriate recovery procedures have been taken.	Director of Resources
R32	<b>Houses in Possession</b> Issue of Notice of Intent to seek possession. Authority to issue any 'Notices to Quit' as and when necessary.	Director of Resources Valuation and Corporate Property Manager
R33	<b>Landlord and Tenant Act 1954 – S.25</b> Authority to issue Notices re. the expiration of Business Tenancies.	Director of Resources Valuation and Corporate Property Manager
R34	<b>Determination of Appropriate Terms and Conditions – Sale of Shops</b> Authority to determine appropriate terms and conditions for the sale of shops on HRA estates to existing tenants.	Director of Resources
R35	<b>Determination of Appropriate Terms and Conditions – Industrial Land or Property</b> Authority to agree appropriate terms and conditions for the sale of industrial land or property to existing tenants.	Director of Resources
R36	<b>Agricultural Holdings (Notice to Quit) Act 1977</b> Authority to serve formal notice to terminate Agricultural Tenancies.	Director of Resources Valuation and Corporate Property Manager
R37	<b>Coal Mining (Subsidence) Act 1991</b> Authority to issue Damage Notices.	Director of Resources Valuation and Corporate Property Manager
R38	<b>Land Tribunal Act 1949 and Arbitration Act 1996</b> Authority to act as expert witness when necessary.	Valuation and Corporate Property Manager
R39	<b>Agricultural Holdings</b> Authority to consider applications for short term grazing licences.	Director of Resources Valuation and Corporate Property Manager
R40	<b>Disposal of Houses and Land (The General Consents 1981)</b> Authority to administer the procedures governing the sale of 'Difficult to Let' properties.	Director of Resources Valuation and Corporate Property Manager
R41	<b>Land Compensation Act 1961 – S.17</b> Authority to seek informal planning advice.	Director of Resources Valuation and Corporate Property Manager
R42	<b>Local Authority Mortgage Interest Rates</b> To implement change of mortgage rates.	Director of Resources

R43	<b>Standard Average Mortgage Rate</b> To determine bi-annually the standard Average mortgage rate.	Director of Resources
R44	<b>Local Government (Miscellaneous Provisions) Act 1976 Sec.16 and Town and Country Planning Act 1971 – S.284</b> Authority to conduct questionnaires regarding ownership/occupation of land.	Director of Resources <b>Valuation and Corporate Property Manager</b>
R45	<b>The Council Tax Benefit (General) Regulations 1992 (as amended)</b> Determine the amount and benefit period of applications for Council Tax Benefit.	Director of Resources <b>Head of Financial Services</b> Revenue Services Manager
R46	<b>Exceptional Circumstances – Benefit Regulations</b> Consider the merits of any individual case for additional amounts to be awarded under the appropriate 'Exceptional Circumstances' Benefit Regulations for Housing Benefit/Council Tax Benefit.	Director of Resources or any Officer authorised by him.
R47	<b>Certification of Housing Association Grant Claims</b> Authority to certify Housing Association Grant claims and loan applications in accordance with S.114(b) of the Local Government Resources Act 1988.	Director of Resources
<b>R48</b>	<b>Setting the Council Tax Base</b> To calculate the Council Tax base in accordance with the appropriate regulations.	<b>Director of Resources</b>
R49 (formerly CE67)	Determination of Applications for Post-Entry Training.	<b>Head of Service Improvement</b> in consultation with the appropriate Chief Officer.
R50 (formerly PT36)	Authority to approve, in principle, applications for the tenancy or sale of industrial land and property.	Director of Resources in consultation with the Head of Strategy and Regeneration and the appropriate Cabinet Member.

**NOTE: R1 to R47 previously F1 to F47; R48 additional, R49 transferred from CE. Former F14 – Housing Act 1969 – S.68 – deleted R50 transferred from NS (NS33 (formerly PT36)).**

**NEIGHBOURHOOD SERVICES DEPARTMENT**

Approved by Council on

2004.

No.	Function	Proper/Designated Officer
	<b>Town and Country Planning Act 1990</b>	
NS1 (formerly PT1)	<p>Determination of all matters within the powers and duties of the Committee under the Principal Act and the consolidating Acts as defined by the Planning (Consequential Provisions) Act 1990 together with any Regulations made thereunder <b>other than in relation to an application which:</b></p> <ol style="list-style-type: none"> <li>1. Any Member requests in writing, within 21 days of receipt, that an application should be presented to the Development Control Committee; or</li> <li>2. Is submitted by or on behalf of a Member of the Council, any officer employed in the Neighbourhood Services Department or any other officer who holds a politically restricted post and to which third part representations have been made; or</li> <li>3. Where the decision would be contrary to any policy of the Borough Local Plan; or</li> <li>4. Involves development by or on behalf of the Council to which third part representations have been made; or</li> <li>5. Involves more than two residential units, unless the Council has previously approved the same number of dwellings on the same site; or</li> <li>6. Involves non-residential development with a gross floor area in excess of 500 square metres; or</li> <li>7. Involves changes of use to Use Classes Order A3 or B2</li> <li>8. Any application accompanied by an Environmental Impact Statement</li> <li>9. Any application where approval would involve a legal agreement under planning legislation</li> <li>10. Involves the erection of a new telecommunication mast.</li> </ol>	<p>Director of Neighbourhood Services</p> <p><b>Head of Planning Services</b></p>

	For clarification this would apply to all planning applications for new mast structures but 'prior notification' submissions for structures under 15 metres in height would remain delegated items because of the reduced timescales involved. The addition of further antennae on the masts already having permission would be a delegated item.	
NS2 (formerly PT2)	Discharge of conditions attached to Approvals.	Director of Neighbourhood Services Head of Planning Services Principal Development Control Officer
NS3 (formerly PT3)	Issue of Notices of Approval and Refusal	Director of Neighbourhood Services Head of Planning Services Principal Development Control Officer
NS4 (formerly PT4)	Service of Breach of Condition Notices in those cases where the relevant condition had previously been agreed by the Committee.	Director of Neighbourhood Services Head of Planning Services.
NS5 (formerly PT5)	Making of Tree Preservation Order in situations where urgent action is required.	Director of Neighbourhood Services Head of Planning Services in consultation with the Chairman and Vice-Chairman of the Development Control Committee.
NS6 (formerly PT6)	Determination of applications to prune trees protected by a Tree Preservation Order	Director of Neighbourhood Services Head of Planning Services Landscape Architect.
NS7 (formerly PT7)	Determination of notifications to fell or lop trees in Conservation Areas.	Director of Neighbourhood Services Head of Planning Services Landscape Architect
	<b>Town and Country Planning Act 1990 and Planning (Listed Buildings and Conservation Areas) Act 1990</b>	
NS8 (formerly PT8)	Service of the following in situations where urgent action is required:- (i) Enforcement Notices (ii) Listed Building Enforcement Notices (iii) Stop Notices	Director of Neighbourhood Services Head of Planning Services
NS9 (formerly PT9)	Discharge of conditions attached to Approvals.	Director of Neighbourhood Services Head of Planning Services Principal Development Control Officer.

NS10 (formerly PT10)	Issue of Notices of Approval and Refusal	Director of Neighbourhood Services <b>Head of Planning Services</b> Principal Development Control Officer.
	<b>Planning and Compensation Act 1991</b>	
NS11 (formerly PT11)	Service of Planning Contravention Notices.	Director of Neighbourhood Services <b>Head of Planning Services</b> in consultation with the Chairman and Vice-Chairman of the Development Control Committee.
	<b>Town and Country Planning and General Development (Amendment) (No. 3) Order</b>	
NS12 (formerly PT12)	Determination of whether prior approval is required regarding the method of demolition and restoration of buildings.	Director of Neighbourhood Services <b>Head of Planning Services</b> Principal Development Control Officer.
NS13 (formerly PT13)	Determination of such applications where prior approval is required.	Director of Neighbourhood Services <b>Head of Planning Services</b> in consultation with the Chairman and Vice-Chairman of the Development Control Committee.
	<b>Town and Country Planning and General Development (Amendment) (No. 2) Order</b>	
NS14 (formerly PT14)	Determination of whether prior approval is required for the siting, design and external appearance of Agricultural and Forestry Buildings.	Director of Neighbourhood Services <b>Head of Planning Services</b> Principal Development Control Officer
NS15 (formerly PT15)	Determination of such applications where prior approval is required.	Director of Neighbourhood Services <b>Head of Planning Services</b> in consultation with the Chairman and Vice-Chairman of the Development Control Committee.



	<b>Town and Country Planning (General Regulations) 1992</b>	
NS16 (formerly PT16)	Issuing Notices for Development under Regulations 3 and 4.	Director of Neighbourhood Services <b>Head of Planning Services</b> Principal Development Control Officer
	<b>Town and Country Planning Act 1991</b>	
NS17 (formerly PT17)	Service of Notices requisitioning information.	Director of Neighbourhood Services <b>Head of Planning Services.</b>
NS18 (formerly PT18)	Determination of planning applications for alterations to dwellings subject to Article 4 Direction.	Director of Neighbourhood Services <b>Head of Planning Services</b>
NS19 (formerly PT19)	Development by Telecommunications Code Systems Operators:-  (i) Determine whether or not prior approval of the siting and appearance of the development is required.  (ii) Determine those applications where prior approval is required.  (iii) To determine whether prior approval is required for demolition and site restoration.	Director of Neighbourhood Services <b>Head of Planning Services</b>
NS20 (formerly PT20)	Determination of “Hedgerow Removal Notice” applications under the Hedgerow Regulations 1997.	Director of Neighbourhood Services <b>Head of Planning Services</b>
NS21 (formerly PT21)	Service of “Hedgerow Replacement Notices”.	<b>Head of Planning Services</b>
NS22 (formerly PT22)	To instigate prosecutions under the Hedgerow Regulations 1997.	Director of Neighbourhood Services/ <b>Head of Planning Services</b> in consultation with the Chairman and Vice-Chairman of the Development Control Committee <b>and the Solicitor to the Council.</b>

	<b>Town and Country Planning (Environmental Impact Amendment) Regulations 1999</b>	
NS23 (formerly PT24)	<ul style="list-style-type: none"> <li>(i) Determine, upon receipt of a planning application, whether or not an Environmental Statement is required under Regulation 7 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999;</li> <li>(ii) Give notification to applicants and their agents on those occasions when an environmental statement is necessary;</li> <li>(iii) Provide a “screening opinion” to prospective applicants as to whether an Environmental Assessment is required under Regulation 5 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999; and</li> <li>(iv) Provide a “scoping opinion” under Regulation 10 of the Town and Country Planning (Environmental Impact Assessment) Regulations 1999 on what should be included in an Environmental Statement.</li> </ul>	Director of Neighbourhood Services <b>Head of Planning Services</b>
	<b>Local Government and Housing Act 1989</b>	
NS24 (formerly PT25)	Determination of applications for House Renovation and Disabled Facilities Grants	Director of Neighbourhood Services Building Control Manager
	<b>Building Act 1984</b>	
NS25 (formerly PT26)	<p>Service of the following Notices, Directions and Applications:-</p> <ul style="list-style-type: none"> <li>(i) Requiring removal or alteration of work not carried out carried out in accordance with Approved Plans.</li> <li>(ii) Failure to comply with Regulations or Approved Plans.</li> <li>(iii) Refusal of application for dispensation with or relaxation of Building Regulations.</li> <li>(iv) Direction dispensing with or relaxing requirements of Building Regulations.</li> <li>(v) Requirement on owner to deal with ruinous or dilapidated building.</li> <li>(vi) Requirement on owner to remove rubbish etc.</li> <li>(vii) Application to Magistrates Court for Order to require owner of dangerous building/structure to remedy situation.</li> <li>(viii) Intention to carry out emergency measures to deal with dangerous building/structure.</li> <li>(ix) Method of demolition to be followed.</li> <li>(x) Determination of applications and notices under Building Regulations.</li> </ul>	Director of Neighbourhood Services Building Control Manager

	<b>Building Regulations 1991 and 2000</b>	
NS26 (formerly PT27)	Notice to open up works.	Director of Neighbourhood Services Building Control Manager
	<b>Building (Approved Inspectors etc.) Regulations 1985 and 2000</b>	
NS27 (formerly PT28)	Service of the following Notices:- (i) Rejection of Initial Notice. (ii) Rejection of Plans Certificate. (iii) Rejection of combined Initial Notice and Plans Certificate. (iv) Rejection of Final Certificate. (v) Rejection of Public Bodies Notice. (vi) Rejection of Public Bodies Plans Certificate (vii) Rejection of Public Bodies Notice and Plans Certificate. (viii) Rejection of Public Bodies Final Certificate. (ix) Cancellation by Local Authority.	Director of Neighbourhood Services Building Control Manager
	<b>The Building (Local Authority Charges) Regulations 1998</b>	
NS28 (formerly PT29)	Authority to vary the Council's scheme of Building Regulation Charges	Building Control Manager in consultation with the Cabinet Member for Regeneration
NS29 (formerly PT30)	Authority, where allowed for within the scheme, to vary plan charges for individual applications where work of a repetitive nature or work previously approved or inspected is involved, to a maximum of 30% of the plan charge in accordance with the powers given by the Regulations.	Building Control Manager
	<b>Local Government Act 1972 (S.191)</b>	
NS30 (formerly PT31)	Functions with respect to Ordnance Survey	Director of Neighbourhood Services <b>Head of Planning Services</b>
	<b>Consultations on Highway Matters</b>	
NS31 (formerly PT34 and CS32)	Responses to County Council on proposals to divert Footpaths and make Traffic Regulation Orders.	<b>Director of Neighbourhood Services Head of Environmental Services; Street Scene Manager; Technical Services Manager in consultation with the appropriate Cabinet Member and local Ward Members.</b>
	<b>Other Matters</b>	
NS32 (formerly PT35)	Lodging of objections to applications for new or variations to existing licences.	Director of Neighbourhood Services <b>Head of Planning Services</b>

NS33 (formerly PT37)	Authority to confer rights of entry on any Officer of the Council for the purposes of discharging its planning control and enforcement functions under the provisions of Section 196a-c, 214c-d, 324 and 325 of the Town and Country Planning Act 1990; Sections 88, 88a-b of the Planning (Listed Buildings and Conservation Areas) Act 1990 and Section 36, 36a-b of the Planning (Hazardous Substances) Act 1990.	Director of Neighbourhood Services <b>Head of Planning Services</b>
NS34 (formerly PT38)	Authority to seek (but not to authorise) permission for development on behalf of the Council under the Town and Country Planning General Regulations 1992 (applications by Local Authorities) and the Building Act 1984.	Director of Neighbourhood Services
NS35 (formerly PT39)	Street naming and numbering	Building Control Manager in consultation with the appropriate Cabinet Member.
NS36 (formerly CS3)	Environmental Protection Act 1990 - Part IV (Litter) - Authority to take proceedings through the Magistrates Court	Director of Neighbourhood Services; <b>Head of Environmental Services</b> in consultation with the appropriate Cabinet Member.
NS37 (formerly CS4)	Service of Abatement Notices	Director of Neighbourhood Services; <b>Head of Environmental Services</b> Manager in consultation with the appropriate Cabinet Member.
NS38 (formerly CS5)	Service of Fixed Penalty Notices	<b>Street Scene Manager</b> <b>Street Scene Controller</b> <b>Street Scene Co-ordinators</b> <b>Street Scene Supervisors</b> <b>Neighbourhood Wardens</b>
NS39 (formerly CS6)	Service of Litter Control Notices	Director of Neighbourhood Services; <b>Head of Environmental Services</b> in consultation with appropriate Cabinet Member.
NS40 (formerly CS7)	Signing of Trade Refuse Contracts (including Controlled Waste Transfer Notes)	Director of Neighbourhood Services <b>Street Scene Manager</b> <b>Street Scene Controller</b>

NS41 (formerly CS8)	Authority to adopt open space in new developments for inclusion in the Council's maintenance programme.	Director of Neighbourhood Services; <b>Head of Environmental Services</b> in consultation with the appropriate <b>Cabinet Member</b> .
	<b>Environmental Health</b>	
	<b>Control of Animals</b> Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 and 1991 Dangerous Wild Animals Act 1976 Pet Animals Act 1951 and 1983 Riding Establishments Act 1964 and 1970 Environmental Protection Act 1990 Part IV and VIII Dangerous Dogs Act 1991 Dogs (Fouling of Land) Act 1996 The Breeding and Sale of Dogs (Welfare) Act 1999 Any Regulations, Orders or other relevant statutory provisions made under or incorporated into the above.	
NS42 formerly HEH1)	Authority to:- Enter and inspect premises for compliance with legal requirements Prepare and serve notices and issue licences and other documentation  Carry out all other relevant duties conferred by this legislation. To seize and detain stray and Dangerous Dogs and Dangerous Wild Animals. Issue fines for fouling and litter.	Director of Neighbourhood Services; <b>Head of Environmental Services Public Health Services Manager</b> <b>Inspection and Licensing Services Manager</b> Senior Environmental Health Officers Environmental Control Officer Environmental Control Assistant Environmental Protection Officers Environmental Protection Assistants
NS43	<b>Service of Fixed Penalty Notices (Dogs Fouling of Land act 1996)</b>	<b>Street Scene Manager</b> <b>Street Scene Controller</b> <b>Street Scene Co-ordinators</b> <b>Street Scene Supervisors</b> <b>Neighbourhood Wardens</b>

NS44 (formerly HEH2)	<p>Authority to :-</p> <p>Sign notices and licences.</p> <p>To instigate legal proceedings</p>	<p>Director of Neighbourhood Services Head of Environmental Services Public Health Services Manager Inspection and Licensing Services Manager</p>
	<p><b>Environmental Control</b> Environmental Protection Act 1990 Environment Act 1995 Clean Air Act 1993 Noise Act 1996 Noise and Statutory Nuisance Act 1993 Control of Pollution Act 1974 Water Industries Act 1991 <b>Pollution Prevention and Control Act 1999</b> Any regulations, Orders or other relevant statutory provisions made under or incorporated into the above</p>	
NS45 (formerly HEH3)	<p>Authority to:-</p> <p>Enter and inspect premises for compliance with legal requirements. Take samples and otherwise monitor. Prepare and serve notices, licences, authorisations, approvals and other documentation. Carry out all relevant duties conferred by this legislation Issue fixed penalty notices</p>	<p>Director of Neighbourhood Services; Head of Environmental Services; Public Health Services Manager Inspection and Licensing Services Manager Senior Environmental Health Officers Environmental Control Officer Environmental Control Assistant Environmental Protection Officers Environmental Protection Assistants</p>
NS46 (formerly HEH4)	<p>Authority to:-</p> <p>Sign notices, licences, authorisations, approvals and other documentation. To instigate legal proceedings.</p>	<p>Director of Neighbourhood Services Head of Environmental Services; Public Health Services Manager Inspection and Licensing Services Manager</p>

	<p><b>General Public Health</b>  Public Health Acts 1936 and 1961  Environmental Protection Act 1990 Part II, III and IV  Building Act 1984  Caravan Sites and Control of Development Act 1960  Prevention of Damage by Pests Act 1949  Refuse Disposal (Amenity) Act 1978  Public Health (Control of Disease) Act 1984  Scrap Metal Dealers Act 1964  Pesticides Act 1995  Local Government (Miscellaneous Provisions) Act 1976 and 1982  National Assistance Act 1948 and 1951  Criminal Justice and Public Order Act 1994  Control of Pollution Act 1974  <b>Motor Salvage Operators Regulations 2002</b>  Any regulations, orders or other statutory provisions made under the above</p>	
NS47 (formerly HEH5)	<p>Authority to:-  Enter and inspect premises for compliance with legal requirements.  Take samples and otherwise monitor  Prepare and serve notices, licences and other documentation  Carry out all other relevant duties conferred by this legislation</p>	<p>Director of Neighbourhood Services  <b>Head of Environmental Services</b>  <b>Public Health Services Manager</b>  <b>Inspection and Licensing Services Manager</b>  Environmental Control Officer  Environmental Control Assistant  Environmental Protection Officers  Environmental Protection Assistants</p>
NS48 (formerly HEH6)	<p>Authority to:-  Sign notices, licences, authorisations, approvals and other documentation.    To instigate legal proceedings.</p>	<p>Director of Neighbourhood Services  <b>Head of Environmental Services</b>  <b>Public Health Services Manager</b>  <b>Inspection and Licensing Services Manager</b></p>

NS49	Sign notices under the provisions of Section 16, Local Government (Miscellaneous Provisions) Act 1976 and Section 29, Local Government (Miscellaneous Provisions) Act 1982 only	Environmental Control Officer; Environmental Control Assistant; Environmental Protection Officer; Housing Strategy Manager; Private Sector Renewals Manager; Home Improvement Agency Manager; Home Improvement Agency Technical Officer
	<p><b>Private Sector Housing</b> Housing Acts 1985, 1988 and 1996 Housing Grants, Construction and Regeneration Act 1996 Any regulations, orders or other relevant statutory provisions made under or incorporated into the above.</p>	
NS50 (formerly HEH7)	<p>Authority to:- Enter and inspect premises for compliance with legal requirements. Prepare and serve notices, licences, authorisations, approvals and other documentation. Carry out all other relevant duties conferred by this legislation.</p>	<p>Director of Neighbourhood Services Head of Environmental Services Public Health Services Manager Inspection and Licensing Services Manager Environmental Control Officer; Environmental Control Assistant; Environmental Protection Officers; Environmental Protection Assistants Housing Strategy Manager; Private Sector Renewals Manager; Home Improvement Agency Manager; Home Improvement Agency Technical Officer</p>
NS51 (formerly HEH8)	<p>Authority to:- Sign notices, licences, authorisations, approvals and other documentation. To instigate legal proceedings.</p>	<p>Director of Neighbourhood Services Head of Environmental Services Public Health Services Manager Inspection and Licensing Services Manager Housing Strategy Manager</p>



	<p><b>Food Safety</b>  Food Safety Act 1990  Food and Environmental Protection Act 1985  European Communities Act 2003  Products of Animal Origin (Third Country Imports) (England) Regulations 2003  Any regulations orders and other relevant statutory provisions made under or incorporated into the above.</p>	
NS52 (formerly HEH9)	<p>Authority to:-  Enter and inspect premises for compliance with legal requirements.  Prepare, sign and serve notices, licences, authorisations, approvals and other documentation.  Carry out all other relevant duties conferred by this legislation.  To instigate legal proceedings.</p>	<p>Director of Neighbourhood Services  Head of Environmental Services  Public Health Services Manager  Inspection and Licensing Services Manager</p>
NS53 (formerly HEH10)	<p>Authority to:-  Enter and inspect premises for compliance with legal requirements.  Prepare, sign and serve notices  Prepare and serve licences, authorisations, approvals and other documentation  Carry out all other relevant duties conferred by this legislation  To instigate legal proceedings.</p>	<p>Senior Environmental Health Officers</p>
	<p><b>Health and Safety at Work</b>  Health and Safety at Work Act 1974 and its relevant statutory provisions</p>	
NS54 (formerly HEH12)	<p>Authority to:-  Enter and inspect premises for compliance with legal requirements and exercise the powers contained in Sections 20, 21, 22 and 25  Carry out all other relevant duties conferred by the legislation</p>	<p>Glyn Hall  Alan Suggett:  Neil Smalley,  Eric Beevers:  Terry Holden  Meryl Gregg  Donald Green  Martin Scott and  Environmental Protection Officer (Health and Safety) as Inspectors</p>

	<b>Young Persons Employment Act 1938</b> <b>Sunday Trading Act 1994</b> <b>Any regulations orders and other relevant statutory provisions made under the above.</b>	
NS55 (formerly HEH14)	Authority to:-  Enter and inspect premises for compliance with legal requirements. Prepare and serve notices, licences, authorisations, approvals and other documentation Carry out all other relevant duties conferred by this legislation	Director of Neighbourhood Services Head of Environmental Services Public Health Services Manager Inspection and Licensing Services Manager Senior Environmental Health Officers Environmental Control Officers Environmental Control Assistant Environmental Protection Officers Environmental Protection Assistants
NS56 (formerly HEH15)	Authority to:-  Sign notices, licences, authorisations, approvals and other documentation.  To instigate legal proceedings.	Director of Neighbourhood Services Head of Environmental Services Public Health Services Manager Inspection and Licensing Services Manager
NS57 (formerly HEH44)	Public Health (Control of Diseases) Act 1984 Public Health (Infectious Diseases) Regulations 1988 National Assistance Act 1948 and 1951 – Various statutory functions under the above Acts and Regulations re: control of Communicable Disease.	Dr. Deborah Wilson Dr. David Walker Dr. A. Lowe Dr. I. Holtby Dr. P. Cresswell
	<b>General</b>	
NS58 (formerly HEH16)	Authority to authorise staff appropriate to their job specification following changes to personnel and/or job titles.	Director of Neighbourhood Services

	<b>Licensing</b>	
NS59	Authority to instigate or otherwise respond to legal proceedings.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager (in consultation with the Solicitor to the Council and the Chairman and Vice-Chairman of the relevant Licensing Committee).
NS60 (formerly CE23)	Town Police Clauses Act 1847 - Issuing Hackney Carriage Vehicle and Driver Licences - to grant but not refuse a licence	Director of Neighbourhood Services Head of Environmental Services
NS61 (formerly CE24)	Revocation or suspension of (a) Hackney Carriage Driver and Vehicle Licences and (b) Private Hire Driver, Operator and Vehicle Licences.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager, Principal Licensing Officer; Licensing Enforcement Officers
NS62 (formerly CE25)	Mini Bus Act 1977 Granting Mini-Bus Permits - to grant but not refuse a permit	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS63 (formerly CE26)	Private Hire Driver, Vehicle and Operator Licences - to grant but not refuse a licence.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS64 (formerly CE27)	Local Government (Miscellaneous Provisions) Act 1976 Part II.  S50(4) - Authority to require proprietor to produce vehicle licence and certificate of insurance for inspection.  S53(3) - Authority to require driver to produce drivers licence for inspection.  S58(2)(b) - Authority to remove and retain plate or disc identifying vehicle as hackney carriage or private hire vehicle following expiry, suspension or revocation of licence.  S68 - Authority to inspect vehicle/taximeter, require vehicle to undergo detailed inspection and suspend/ revoke licence	) ) ) N. Smalley ) D. Green ) D. Icton ) T. Lock ) M. Toas ) D. Ward ) I. Smith ) P. Cooke ) L. Burtenshaw ) S. Brown ) P. Drake )

NS65 (formerly CE28)	Police Act 1997 S122 - Liaison with the Criminal Records Bureau re: checks for criminal convictions of applicants for Hackney Carriage or Private Hire Drivers' Licences.	Departmental "Nominated Officers" as included in the Council's "Guidance on Criminal Records Bureau (CRB) Disclosures" procedure.
NS66 (formerly CE29)	Local Government (Miscellaneous Provisions) Act 1982 Issuing of Public Entertainment Licences - to grant but not refuse a licence	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS67 (formerly CE30)	Local Government (Miscellaneous Provisions) Act 1982 - authority to enter premises in relation to Entertainment Licences.	Director of Neighbourhood Services; Head of Environmental Services; Public Health Services Manager; Inspection and Licensing Services Manager; Senior Environmental Health Officers; Principal Licensing Officer; Licensing Enforcement Officers; Environmental Control Officers; Environmental Control Assistant; Environmental Protection Officers; Environmental Protection Assistants.
NS68 (formerly CE31)	Local Government (Miscellaneous Provisions Act) 1982 – Liaison with the Police re, checks for criminal convictions of applicants for Door Supervisor Registration.	Tracey Lock David Icton Neil Smalley Donald Green Stephen Brown Penny Drake
NS69 (formerly CE32)	Private Places of Entertainment (Licensing) Act 1967 Issue of Private Entertainment Licences - to grant but not refuse a licence.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS70 (formerly CE33)	Local Government (Miscellaneous Provisions Act 1982) - Authorisation of the exhibition, demonstration or performance of hypnotism at premises holding an Entertainment Licence. Hypnotism Act 1952 - Authorisation of exhibitions on premises which do not hold an Entertainment Licence.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager (in consultation with the Chairman and Vice-Chairman of the relevant Licensing Committee).

NS71 (formerly CE34)	Door Supervisors Registration Scheme - Register or de-register Door Supervisors.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager (in consultation with the Chairman and Vice-Chairman of the relevant Licensing Committee).
NS72 (formerly CE35)	Lotteries and Amusements Act 1976 Granting Lottery Licences - to grant but not refuse a licence	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS73 (formerly CE36)	Police, Factories, etc., (Miscellaneous Provisions) Act 1916 Granting Street Collection Permits - to grant but not refuse a permit.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS74 (formerly CE37)	Late Night Refreshment Houses Act 1969 Granting of Licences. To grant but not refuse a licence	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS75 (formerly CE38)	Local Government Act 1894 - Granting of licences to deal in Game and kill Game - to grant but not refuse a licence	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager (Licences to kill Game are issued by Post Offices acting as agents)
NS76 (formerly CE39)	Theatres Act 1968 - Granting of Licences - to grant but not refuse a licence.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS77 (formerly CE40)	Cinemas Act 1985 - Granting of Cinema Licences - to grant but not refuse a licence.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager

NS78 (formerly CE41)	Gaming Act 1968/Lotteries and Amusements Act 1976. Issue of Amusement with Prizes Permits - to grant but not refuse a permit.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS79 (formerly CE42)	LGA 1972 - S.204(3) - Receipt of Notice of Application for Justices Licence under Sch.2. Licensing Act 1964	Director of Neighbourhood Services (Proper Officer)
NS80 (formerly CE69)	Authority to grant exemptions and to issue drivers with exemption certificates in accordance with the provisions of Sections 37 and 37A of the Disability Discrimination Act 1995.	Director of Neighbourhood Services; Head of Environmental Services; Inspection and Licensing Services Manager
NS81 (formerly CE71)	Authority to sign Certificates of Compliance within the meaning of the Motor Vehicle (Test) Regulations 1981.	D. Icton T. Lock N. Smalley D. Green S. Brown P. Drake
NS82 (formerly HEH28)	Determination of Homelessness applications under Pt. VII of the Housing Act 1996.	Homeless Persons Officer
NS83 (formerly HEH31)	Determination of requests for use of the Carelink Coach which are outside of the Standard Operating Procedures	Director of Neighbourhood Services

**NS40 transferred to Housing as H26**

**NS43, NS49 and NS59 new functions**

**NS82 and NS83 transferred from Housing**

**Former NS23, NS32, NS33, NS41, NS58 and NS60 deleted**

**HOUSING DEPARTMENT**

Approved by Council on 2004.

No.	Function	Proper/Designated Officer
	<b>Housing</b>	
H1 (formerly HEH17)	Housing Act 1985, as amended. Authority to issue 'Notice to Seek Possession (Grounds 1-16 of Sch. 2 of the Act)	Director of Housing
H2 (formerly HEH18)	Housing Act 1985, as amended. Authority to issue 'Notice to Seek Possession' in connection with anti social behaviour cases (Grounds 1 and 2 of Sch. 2 of the Act).	Director of Housing in consultation with the Solicitor to the Council.
H3 (formerly HEH19)	<b>Housing Act 1985, as amended</b> Authority to apply for a warrant for possession under Grounds 1-16 of the Act.	Director of Housing
H4 (formerly HEH20)	<b>Housing Acts 1985 and 1996</b> Authority, in cases involving actual harm or damage or the imminent risk of serious harm, injury or damage to persons or property, to simultaneously authorise the issue of 'Notice to Seek Possession' (or seek waiver of such notices) and to authorise legal proceedings for possession under Ground 1 (in cases involving anti-social behaviour which breaches the Tenants Charter) and/or Ground 2 of the Housing Act 1985, as amended.	Director of Housing in consultation with the Solicitor to the Council.
H5 (formerly HEH21)	<b>Crime and Disorder Act 1998</b> Authority to exercise powers under Section 1 (Anti-Social Behaviour) or Section 14 (Child Curfew Schemes) where necessary and in exercising those powers due regard be given to the following policy:-  (a) In the case of Anti-Social Behaviour Orders or the promotion of local child curfew schemes that the Council considers taking action where:-  <ul style="list-style-type: none"> <li>• there is likely to be serious harm or injury or damage to property.</li> <li>• there is general or serious disturbance - being caused in the neighbourhood.</li> <li>• vulnerable individuals are exposed to serious harm or the risk or fear of such harm.</li> </ul> (b) That where necessary, such action is supported by the Home Office, the Police, and is consistent with the strategies formulated by the Crime and Disorder Partnership's borough-wide strategy.	Director of Housing or the <b>Head of Housing Management</b> in consultation with the Solicitor to the Council and the appropriate Cabinet Member.

H6 (formerly HEH22)	Administration of Scheme to determine applications for inclusion on the Housing Register in accordance with S167 of Housing Act 1996.	Head of Housing Management
H7 (formerly HEH23)	Determination of Special Consideration applications for housing including Exceptional Letting, Social Need and Medical.	Head of Housing Management
H8 (formerly HEH24)	Determination of Appeal relating to access to the Housing Register and lettings.	Director of Housing
H9 (formerly HEH25)	Determination of any application/offer where statutory provisions could apply and the action would respond to proven housing need and represents appropriate use of the housing stock.	Director of Housing
H10 (formerly HEH26)	Authority to make an applicant ineligible to be added to the Housing Register on grounds that the applicant's behaviour is unacceptable.	Head of Housing Management
H11 (formerly HEH27)	Introductory Tenancy conversion to Secure Tenancy under S160 of the Housing Act 1985	Head of Housing Management
H12 (formerly HEH29)	Determination of applications relating to Succession and Assignment of Secure Tenancies under S89, S91 and S92 of The Housing Act 1985, as amended.	Head of Housing Management
H13 (formerly HEH30)	Alteration and Adaptation to Council housing for disabled persons. Authority to make a payment, not exceeding £500, where alternative accommodation, within the parameters of the Allocations Policy, represents the most cost effective solution.	Director of Housing
H14 (formerly HEH32)	Approval of Erection of CB Aerials to Council dwellings	Director of Housing
H15 (formerly HEH33)	Redecoration arrangements, maintenance and minor works - handling of justifiable claim for compensation for damage resulting from jobbing maintenance operations	Head of Housing Property Services
H16 (formerly HEH34)	Issue of redecoration vouchers	Head of Housing Property Services
H17 (formerly HEH35)	Tenant redecoration/disturbance allowances for Central Heating Contracts - authority to apply discretion in cases where more than a minimal amount of work would need to be undertaken.	Head of Housing Property Services



H18 (formerly HEH36)	Authorisation to waive the usual charge to tenants for repairing damage caused by intruders gaining entry in cases referred by the Sedgefield Borough Victim Support Scheme	Director of Housing
H19 (formerly HEH37)	Release for sale of long term void/difficult to let properties.	Director of Housing
H20 (formerly HEH38)	Release of Sheltered Housing bedsits for conversion.	Director of Housing
H21 (formerly HEH39)	Release for sale of pre-919 properties in Spennymoor where SBC ownership in a street/block is in the minority.	Director of Housing
H22 (formerly HEH40)	Determination of applications to operate a business from a Council tenancy.	Director of Housing
H23 (formerly HEH41)	Authority to determine applications from tenants to purchase shops on the H.R.A. Estates.	Director of Housing
H24 (formerly HEH42)	Determination of schemes for inclusion in the programme (Tidy Estates and Community Involvement Initiative) in accordance with priorities identified by the Area Forums.	Director of Housing
H25 (formerly HEH43)	Authorisation to add additional properties to the Empty Properties Strategy, subject to overall budget constraints.	Director of Housing in consultation with the <b>Cabinet</b> Member for Housing
H26 (formerly CS1)	Redecoration arrangements, maintenance and Minor works - handling of justifiable claim for compensation for damage resulting from jobbing maintenance operations.	Director of Housing and <b>Head of Property Services</b>

**Former H12 and H15 transferred to Neighbourhood Services as NS82 and NS83  
Former NS40 transferred from Neighbourhood Services to Housing as H26**

## LEISURE SERVICES

Approved by Council on 2004.

No.	Function	Proper/Designated Officer
LS1	Authority to close Leisure Centre swimming pools to the general public to enable special events to take place or for any other appropriate reason.	Director of Leisure Services in consultation with the appropriate Cabinet Member.
LS2	Authority to set Leisure Centre prices.	Director of Leisure Services in consultation with the appropriate Cabinet Member.

Addition – LS2