Part 3 Responsibility for Functions

CONTENTS

1 INTRODUCTION ................................................................................................. 11
1.1 Local Choice Functions ........................................................................... 11
1.2 Delegations to Officers ........................................................................... 11
1.2.1 Listing Delegations ............................................................................ 11
1.2.2 Consulting Other Officers .................................................................. 11
1.2.3 Administrative Functions not requiring formal delegated authority .... 11
1.2.4 Acts or decisions by officers other than the Chief Executive, Executive Directors and Assistant Directors ........................................... 11
1.2.5 Referring Decisions to Members ........................................................ 12
1.2.6 Officers’ Conflicts of Interest - Procedures ........................................... 12
1.2.7 Officers’ Conflicts of Interest - Identification ....................................... 12
1.2.8 Joint Working and Delivery of Services by Partnerships .................... 13
1.3 Council Committees Passing Decision Making to the Full Council ......... 13
1.4 Definitions and Interpretation .................................................................. 13
1.5 Abbreviations ............................................................................................ 15

2 RESPONSIBILITY FOR COUNCIL (NON-EXECUTIVE) FUNCTIONS 17

2.1 PLANNING COMMITTEE AND PLANNING SUB-COMMITTEE 17

2.1.1 Membership of the planning committee and sub-committee .......... 17
2.1.2 Functions of the planning committee (including those of the sub-committee) ............................................................ 17
Conflicts of interest ......................................................................................... 17
Planning and Other Applications ...................................................................... 19
Applications for Planning Permission on Behalf of the Council .................... 22
Hazardous Substances .................................................................................... 22
Listed Buildings & Conservation Areas .......................................................... 22
Planning Obligations ....................................................................................... 23
Enforcement .................................................................................................... 24
Prosecutions .................................................................................................... 26
Trees and Tree Preservation Orders ............................................................... 26
Hedgerows ....................................................................................................... 27
High Hedges ..................................................................................................... 27
Appeals .......................................................................................................... 28
Environmental Impact .................................................................................... 29
Consultations ................................................................................................. 29
Ombudsman .................................................................................................... 30
Footpaths .......................................................................................................... 30
Building Regulations ...................................................................................... 30
Contravening Building Works and Dangerous Buildings and Structures .... 31
Highways Agency Functions ......................................................................... 31
Non - Agency Highways Functions .................................................................. 33
2.2 EMPLOYMENT AND GENERAL COMMITTEE .......................... 34
2.2.1 Membership of the employment and general committee .... 34
2.2.2 Functions of the employment and general committee ........ 34
General.............................................................................................. 34
Designation of and Resources for Statutory Officers .................. 35
Proper Officers.................................................................................. 35
Corporate Terms and Conditions and Organisational Reviews .... 35
Conditions of Service including Flexible Retirement............... 35
Training and Equal Opportunities ................................................... 36
Consultation and Negotiation............................................................ 37
Political Restriction.......................................................................... 37
Job Evaluation.................................................................................... 37
Head of paid service, executive directors (chief officers) and assistant
directors (deputy chief officers)......................................................... 37
Appointments.................................................................................... 37
Temporary (Acting) Appointments .................................................... 38
Disciplinary action: executive directors and members of the corporate
management team (other than the head of paid service, chief financial
officer and monitoring officer) .......................................................... 38
Disciplinary action: head of paid service, chief financial officer and
monitoring officer............................................................................ 39
Dismissal of head of paid service, executive directors and assistant
directors............................................................................................ 39
All other employees......................................................................... 40
Recruitment:..................................................................................... 41
Medical Checks................................................................................ 41
Relocation Allowances and Interview Expenses............................ 41
Convictions....................................................................................... 41
Appointments and Regradings......................................................... 41
Conditions of service...................................................................... 42
National Awards.............................................................................. 42
Pay.................................................................................................. 42
Starting Salary................................................................................ 42
for Additional Duties...................................................................... 42
for Overtime.................................................................................... 42
Additional Increments................................................................... 42
Gratuities......................................................................................... 42
Death in Service............................................................................. 42
Ex Gratia Payments....................................................................... 43
Other conditions of service............................................................. 43
Allowances and Benefits................................................................. 43
Child Care Vouchers...................................................................... 43
First Aid Allowances..................................................................... 43
Telephone Service.......................................................................... 43
Essential Car User Status............................................................... 43
Car and Cycle Loans...................................................................... 43
Time Off For Trade Union Representatives................................. 44
Uniforms and Protective Clothing .................................................. 44
Membership of Professional Bodies............................................... 44
Service Tenancies........................................................................... 44
Leave 44
Special Leave - Career Break ................................................................. 44
Special Leave - Compassionate and Paternity/Adoption .................... 44
Carry Over of Annual Leave ................................................................. 44
Medical Examination of Employees .................................................... 44
Discipline and Grievance .................................................................... 45
Flexible and Early Retirement ............................................................... 45
Termination of employment: ................................................................. 45
Waiver of Notice .................................................................................. 45
Dismissal ............................................................................................... 45
General functions of the employment and general committee .......... 46
elections electoral registration and parish councils ......................... 46
Electoral Registration .......................................................................... 46
Functions in relation to Parishes and Parish Councils ....................... 46
Elections and Casual Vacancies ......................................................... 47
Council tax ........................................................................................ 47

2.3.1 The Licensing Committee .......................................................... 49
2.3.2 Membership .............................................................................. 49
2.3.3 Chair and Vice-Chair of the Committee ..................................... 49
2.3.4 Political Balance ........................................................................ 49
2.3.5 Planning Committee .................................................................. 49
2.3.6 Sub-Committees ....................................................................... 49
2.3.7 Quorum ..................................................................................... 49
2.3.8 Voting ........................................................................................ 49
2.3.9 Convening Hearings ................................................................. 50

2.3.10 FUNCTIONS OF THE LICENSING COMMITTEE (including those of any Sub-Committee) .......................................................... 50
2.3.11 General ..................................................................................... 50
Procedures, training and onward delegation ....................................... 50
Responding to legal challenges ............................................................ 50
Conflicts of interest ............................................................................. 51
Licensing functions ........................................................................... 51
Alcohol, entertainment and late night refreshment licensing .......... 52
Introduction ........................................................................................ 52
Related Functions .............................................................................. 52
Relevant Representations .................................................................. 53
Register of Licences, Certificates, Notices etc ................................. 53
Premises Licences .............................................................................. 53
Club Premises Certificates ................................................................. 54
Permitted Temporary Activities ......................................................... 54
Personal Licences ............................................................................... 54
Authorised Persons ........................................................................... 55
Prosecutions ......................................................................................... 55
Consultations ....................................................................................... 55
Theft and Loss of Licences, Certificates and Notices ....................... 55
Updating and Amending Licences and Certificates ......................... 55
Notifying Freeholders etc of Licensing Matters ............................. 56
Provision of Information .................................................................. 56
Gaming, betting and lottery licensing ............................................. 56
2.4 APPEALS AND REGULATORY COMMITTEE .................... 62
   GENERAL ........................................................................... 62
   Appeals and reviews .......................................................... 63
   Housing Appeals ................................................................. 63
   Benefits and Local Taxation ............................................... 64
   Employment ........................................................................ 64
   Miscellaneous ..................................................................... 64
   Residual and General ........................................................ 65
   REVIEWS ............................................................................ 65
   Taxi Licensing Reviews ....................................................... 65
   REGULATORY FUNCTIONS ................................................ 65
   Pleasure Boats and their Navigators ................................... 66
   Street Collections ............................................................... 66
   Animals .............................................................................. 66
   Wild Animals ...................................................................... 66
   Shops, Trade, and Premises ................................................ 67
   Hackney carriage and private hire vehicle licensing .............. 68
   Food premises .................................................................... 69
   Health and safety at work ................................................... 70
   Integrated pollution control ............................................... 71
   Pollution by Contamination of Land and Abandoned Mines .... 72
   NUISANCES ....................................................................... 72
   Loudspeakers .................................................................... 73
   Derbyshire Act 1981 .......................................................... 73

3 RESPONSIBILITY FOR CABINET (EXECUTIVE) FUNCTIONS ..... 75
   3.1 Introduction .................................................................... 75
   3.1.1 Cabinet ....................................................................... 75
   3.1.2 Portfolios ................................................................... 75
   3.1.3 Cabinet Members: Council Land and Property .......... 86
   3.1.4 Decision Making ........................................................ 86
   3.1.5 Delegation under Executive Arrangements and by the Leader . 86
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.2</td>
<td>Executive functions</td>
<td>88</td>
</tr>
<tr>
<td>3.3</td>
<td>Functions of any cabinet member</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Urgent matters</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Appointment of Sub-Committees</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Finance</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Spending</td>
<td>88</td>
</tr>
<tr>
<td></td>
<td>Capital Programme</td>
<td>89</td>
</tr>
<tr>
<td></td>
<td>Writing-Off/Disposal of Surplus Material</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Council land</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Management of Land, VAT and Repairs</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td>Applications for Planning and Building Regulation Approval</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Trespass to Council Land</td>
<td>91</td>
</tr>
<tr>
<td></td>
<td>Competing Uses for Council Land</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Acquisition and disposal of land</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Disposal of Certain Industrial and Retail Property</td>
<td>92</td>
</tr>
<tr>
<td></td>
<td>Leases and Licences</td>
<td>93</td>
</tr>
<tr>
<td></td>
<td>Disposal Terms</td>
<td>93</td>
</tr>
<tr>
<td></td>
<td>Obtaining Information about Land</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Compensation</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>94</td>
</tr>
<tr>
<td></td>
<td>Attendance at conferences, courses etc.</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Partnership Schemes (PFI etc.)</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Sponsorship</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>External Advice</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Ombudsman</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td>Competition, tenders and contracts</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Suspension of Competition Requirements</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Client Functions</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>Acceptance of Tenders</td>
<td>96</td>
</tr>
<tr>
<td></td>
<td>DSOs</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td>External Provision</td>
<td>97</td>
</tr>
<tr>
<td></td>
<td>Chesterfield market festival</td>
<td>98</td>
</tr>
<tr>
<td></td>
<td>Performance management</td>
<td>98</td>
</tr>
<tr>
<td>3.4</td>
<td>THE LEADER OF THE COUNCIL’S PORTFOLIO:</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Plans and Strategies</td>
<td>99</td>
</tr>
<tr>
<td></td>
<td>Partnerships</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Joint board - joint working</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Annual budget setting process</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>Communications and consultations</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>&quot;Your Chesterfield&quot; council newspaper</td>
<td>101</td>
</tr>
<tr>
<td></td>
<td>Nominations to and corporate membership of outside bodies</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>Liaison meetings</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>Strategic land transactions</td>
<td>102</td>
</tr>
<tr>
<td>3.5</td>
<td>THE DEPUTY LEADER OF THE COUNCIL:</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Overall responsibilities</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Plans and strategies</td>
<td>103</td>
</tr>
<tr>
<td></td>
<td>Policy development</td>
<td>104</td>
</tr>
<tr>
<td></td>
<td>Council plan</td>
<td>104</td>
</tr>
</tbody>
</table>
3.6 CABINET MEMBER FOR ECONOMIC GROWTH

Overall responsibilities: ................................................................. 106
Economic growth ........................................................................... 107
Help for Business ............................................................................ 107
Employment .................................................................................... 107
Industrial Units ............................................................................... 108
Starter Units and Innovation Centres ............................................. 108
External funding and policy documents ........................................... 108
Housing (strategy) ........................................................................... 108
Housing Stock Options ................................................................... 108
Housing Finance .............................................................................. 108
Provision of Public Sector Housing ................................................ 109
Acquisition of Land and Property .................................................... 109
Disposal of Land and Accommodation .......................................... 109
General .......................................................................................... 109
Large Scale Disposals .................................................................... 110
Local development framework, development control, conservation ... 110
Responses to Consultations: Minerals, Waste and Mining ............... 110
Designation of Conservation Areas ................................................ 110
Town and Country Planning Matters ............................................... 111
BCN consultancy ............................................................................. 111
Facilities management .................................................................... 111
Sewerage and Drainage ................................................................... 112
Highways .......................................................................................... 112
Street Naming and Numbering ....................................................... 113
Street Furniture .............................................................................. 113
Asset management .......................................................................... 113
Land and Property Review ............................................................ 113
Commercial and Industrial Properties and Town Centre ............... 114
Facilities maintenance .................................................................... 114
Town Hall, Revenues Hall and their Car Parks ................................. 114
Transport .......................................................................................... 114
Assets of Community Value ........................................................... 115

3.7 CABINET MEMBER FOR TOWN CENTRES AND VISITOR ECONOMY

Overall responsibilities ..................................................................... 116
Plans and Strategies ......................................................................... 116
Town Centre Masterplan ................................................................. 117
Partnerships ....................................................................................... 117
Tourism .............................................................................................. 117
Town centre management ............................................................... 117
Markets ............................................................................................. 118
Festivals and events .......................................................................... 119
Cultural facilities and arts development ............................................... 119
Overview .............................................................................................. 119
Cultural and Community Facilities ....................................................... 119
Cultural Activities Grants ..................................................................... 119
Lectures etc ......................................................................................... 119
Circuses and Fairs ............................................................................... 119
Museum ............................................................................................... 119
Parking.................................................................................................. Err
3.8 CABINET MEMBER FOR HEALTH AND WELLBEING: ...... 121
OVERALL RESPONSIBILITIES: .......................................................... 121
Plans, and Strategies .......................................................................... 121
Biodiversity .......................................................................................... 122
Climate change ................................................................................... Error! Bookmark not defined.
Energy conservation .......................................................................... 122
Waste collection and recycling ............................................................. 122
Recycling .............................................................................................. 123
Sunday trading .................................................................................... 124
Outdoor leisure management .............................................................. 124
Parks .................................................................................................... 124
Fixing charges and hire of facilities .................................................... 124
Allotments .......................................................................................... 125
Parks and open spaces strategy ......................................................... 125
Play strategy ....................................................................................... 125
Street scene, (including litter, fly-posting and graffiti) ....................... 125
Grounds maintenance ....................................................................... 126
Bereavement services ....................................................................... 126
Crematorium ...................................................................................... 127
Environmental protection .................................................................. 127
Nuisances .......................................................................................... 127
Pest control ........................................................................................ 128
Private sewers .................................................................................... 128
Premises where drugs are being used unlawfully ............................... 128
Integrated pollution control ............................................................... 128
Liaison meetings ................................................................................ 128
Noise pollution .................................................................................. 129
Closure of noisy licensed premises ................................................... 129
Water quality and water pollution ...................................................... 130
Pollution by contamination of land and abandoned mines ............... 130
Public health (miscellaneous) .............................................................. 130
Personal health, safety and welfare ..................................................... 131
Control of disease ............................................................................. 131
Public toilets ....................................................................................... 132
Mortuaries .......................................................................................... 132
Travellers unauthorised encampments and assemblies etc. ............... 132
Dogs .................................................................................................... 133
enforcement prosecutions and legal proceedings ............................. 134
Food safety ......................................................................................... 134
Pollution by Contamination of Food .................................................. 135
Health and safety at work ................................................................. 135
Licensing .......................................................................................... 135
General ............................................................................................ 135
Goods Vehicles Operator’s Licences ................................................... 135
Community safety .............................................................................. 135
Crime and Disorder ........................................................................... 135
Crime Prevention .............................................................................. 136
Private sector housing ..... Error! Bookmark not defined. 5
Housing Grants .................................................................................. Error! Bookmark not defined.
Applications for relief from Repayment ..... Error! Bookmark not defined.
Housing Unfit Insanitary or in a State of Disrepair Error! Bookmark not defined.
Houses in Multiple Occupation .......... Error! Bookmark not defined.
CCTV……………..…………………………………………………………………. 138
Leisure facilities ................................................................................ 138
Sports development .......................................................................... 138

3.9 CABINET MEMBER FOR HOMES AND CUSTOMERS ...... 140
Plans and Strategies............................................................................ 140
Customer services ............... Error! Bookmark not defined.
Revenues and benefits ............... Error! Bookmark not defined.
Local Taxation ................................................................................ Error! Bookmark not defined.
General ........................................................................................ Error! Bookmark not defined.
Non Domestic Rates ............... Error! Bookmark not defined.
Discretionary Reliefs ............... Error! Bookmark not defined.
Mandatory Reliefs ............... Error! Bookmark not defined.
Council Tax ....................... Error! Bookmark not defined.
Benefits .................................................................................. Error! Bookmark not defined.
Penalties ................................................................................ Error! Bookmark not defined.
Housing Benefits ............... Error! Bookmark not defined.
Debt Collection ....................... Error! Bookmark not defined.
Anti-social Behaviour ................................................................... 141
Landlord’s policies and procedures...................................................... 141
Housing (operations) and housing solutions centre............................. 142
Right to Buy ................................................................................ 142
Enabling ...................................................................................... 143
General Housing Management ........................................................... 143
Housing Register, Allocations, Transfers and Exchanges ..................... 144
Registration and Allocation - General ............................................... 144
Successions and Second Successions .............................................. 145
Transfers and Exchanges ................................................................ 145
Ending Tenancies and Licences .......................................................... 146
Notices .................................................................................... 146
Legal Proceedings .......................................................................... 146
Abandonment .............................................................................. 147
Repairs/improvements/adaptations/compensation ................................... 147
Repairs .................................................................................. 147
Improvements .............................................................................. 148
Compensation for Redevelopment etc................................................ 148
Homelessness ............................................................................. 148
3.10 CABINET MEMBER FOR GOVERNANCE ........................................ 155
Plans and Strategies ........................................................................ 155
General .......................................................................................... 156
Member support and development .................................................. 156
Failure to Attend Meetings ............................................................... 156
Legal services (including local land charges) ................................... 156
Local Land Charges ...................................................................... 157
Civic and Ceremonial .................................................................... 157
Twinning ....................................................................................... 157
Servicing of council meetings ......................................................... 157
Support services ........................................................................... 158
Services to outside Bodies ............................................................... 158
Audit and standards ....................................................................... 158
Constitutional Issues ..................................................................... 158
Corporate Governance .................................................................. 158
Ethical Framework ....................................................................... 158
Overview and scrutiny .................................................................. 158
Elections and electoral registration .................................................. 158
Emergency planning and business continuity planning ................... 159
Risk management .......................................................................... 159
Risk Management ......................................................................... 159
Insurance ........................................................................................ 160
Corporate health and safety ............................................................. 160
Equalities and community cohesion ................................................ 160
Major Grants .................................................................................. 161
General Grants ............................................................................... 161
Advice services ............................................................................. 162

3.11 CABINET MEMBER FOR BUSINESS TRANSFORMATION. 164
Partnerships .................................................................................. 164
Shared services ............................................................................. 164
Great place: great service (gp:gs) transformation programme .......... 165
Investors in people (iip) ................................................................. 165
Human resources and payroll ......................................................... 165
Creation of New Posts ..................................................................... 165
Employment Creation Schemes ....................................................... 165
National Pay and Conditions ............................................................ 165
Employee Development ................................................................. 165
ICT and e-government .................................................................. 165
Sale of Spare IT Capacity ................................................................. 166
Procurement .................................................................................. 166
Quality systems ............................................................................ 166
Corporate performance and improvement ...................................... 166
Efficiency ..................................................................................... 166
Value for money commissions ....................................................... 166
4 INFORMAL COUNCIL BODIES .......................................................... 172

APPENDICES
APPENDIX 1 – REPORTING OFFICER DELEGATED DECISIONS........172
APPENDIX 2 - PROPER OFFICER PROVISIONS.................................173
1 INTRODUCTION

1.1 Local Choice Functions

These are certain functions which involve a combination of delivery and implementation of the local authority’s policy, direct regulation of persons (with substantial discretion as to the regulatory action) and policy and strategy development. An example is pollution control or nuisance abatement, which may involve decisions about resources and overall policy, as well as regulation and enforcement in individual cases. In some cases, responsibility for these functions is divided between the Cabinet and the Council and its Regulatory Committees, according to which aspect of the function is to be dealt with. Local Choice Functions are identified below under each relevant function.

1.2 Delegations to Officers

1.2.1 Listing Delegations

This Scheme defines the functions which are delegated to officers. These officers’ powers have to be listed by law. The functions are set out as “Officer Delegations” under headings for each function below. The system of reporting/recording Officers’ delegated decisions is set out in the Appendix to this Part of the Constitution.

1.2.2 Consulting Other Officers

Where any decision is delegated to an officer, any officer wishing to exercise that delegated power must if necessary consult any other officer with appropriate professional or technical expertise. In case of doubt about this, the Chief Executive shall decide the issue.

1.2.3 Administrative Functions not requiring formal delegated authority

Formal amendments to the record of officer delegations in this Part will not be needed for officers to carry out any administrative task, that is one which does not involve the exercise of any legal discretion (such as representing the Council at a meeting, or implementing a member level decision already made under this Scheme). However any new formal delegations of legal functions will need to be recorded in this Part, as a requirement of the Access to Information Act (for non-executive functions) or the Access to Information Regulations 2000 (for Cabinet functions).

1.2.4 Acts or decisions by officers other than the Chief Executive, Executive Directors and Assistant Directors

Delegations to the Chief Executive, Executive Directors, Assistant Directors or other specified officers, whether of executive or non-executive functions,
may be exercised by superior or subordinate officers determined by the Chief Executive or by the Executive Directors Assistant Directors or other specified officers under recorded administrative procedures, except in the following cases:

- statutory (and any internal) rules about the separation of tendering and tender evaluation functions under Best Value competition arrangements;
- requirements for any initial internal review of an officer's determination to be carried out by another officer who took no part in that determination (e.g. housing benefits and homelessness decisions);
- where stated otherwise in this Scheme.

1.2.5 Referring Decisions to Members

In the case of any function which is shown in Part 3 as delegated to an officer, that officer may require the appropriate Committee or full Council (in the case of non-executive functions) or the appropriate Cabinet Member (in the case of Cabinet functions) to exercise that function instead of the officer.

But officers may NOT refer to the Employment and General Committee (or to any member) decisions about the appointment, dismissal or initial disciplinary action of staff below second tier level, because regulations say that these functions must be carried out by the Head of Paid Service or his or her nominee. This does not prevent members of Appeals and Regulatory Committee from hearing appeals or grievances.

1.2.6 Officers' Conflicts of Interest - Procedures

Where a conflict of interest or other disability would prevent any officer from properly exercising any delegated function:

For executive functions, the exercise of that function shall be delegated by the appropriate Cabinet Member to another suitable officer or the function shall be exercised directly by the appropriate Cabinet Member him or her self, or passed to the Cabinet. (see Cabinet Procedure Rules).

For non-executive functions the exercise of that function shall either be:
- delegated to another officer by the appropriate committee or subcommittee (or by the full Council in the case of a delegation to an officer direct from the Council) or
- the function shall be exercised directly by the appropriate Committee or sub-committee, or in the case of a delegation to an officer direct from the Council, by the full Council.

1.2.7 Officers' Conflicts of Interest - Identification

Officers should regard themselves as having a conflict of interest or being subject to a disability where any of the following are likely:
• a breach of the employees’ code of conduct (see Part 5 of this Constitution), or
• a breach of any rule of law or
• a breach of this Constitution (including the Codes and Protocols at Part 5)

Officers should also not exercise any delegated power where they could reasonably be considered to have a "disclosable pecuniary interest" under the members Code of Conduct if they were members.

1.2.8 Joint Working and Delivery of Services by Partnerships

Under arrangements set out in Part 2 Article 11 of this Constitution, and in agreements, the council has arranged with other councils for certain of its functions to be carried out by joint arrangements. The following consequential amendments therefore apply to some of the Officer Delegations in this Part 3 and elsewhere in this Constitution

References to the

Head of Internal Audit shall be read as references to the Head of the Internal Audit Consortium, being an Officer of Chesterfield Borough Council acting within arrangements set out in an agreement for a shared internal audit service

The law prevents delegation of discharge of functions (with some exceptions) to a contractor. Where the Council has entered into a contract with e.g. a private sector partner to provide some of its services, relevant functions are delegated to an appropriate Council officer in this Part 3, exercised where necessary after consultation with the contractor (referred to as “Service Provider”).

1.3 Council Committees Passing Decision Making to the Full Council

Any Council Committee may instead of exercising a delegated function pass back the exercise of that function to the full Council subject to the law and any express or implied restriction in this Constitution. In the case of the Council’s Licensing Committee functions under the Licensing Act 2003, when committee members are disqualified from dealing with a matter under the 2003 Licensing Act, the matter must be referred to the full council (see Part 2 Article 4 above).

1.4 Definitions and Interpretation

Reference to:
an Act
- includes reference to any re-enactment or amendment of it and any regulations made under it.

Regulations
- includes reference to any re-enactment or amendment of them.

Service or Issue of a Notice
- includes receiving and considering representations on it, and where necessary withdrawing, revoking, amending or re-serving it, taking legal proceedings to enforce it and carrying out work or other acts in default of compliance with it (including the seeking and acceptance of tenders) and recovery of the costs of so doing. In relation to a function delegated to the Council, the Cabinet or a Committee, reference to service or issue of a notice includes the authorisation of the appropriate officers to implement the decision and to take any of the steps referred to in this paragraph.

- Authority for an Assistant Director to issue a notice includes authority for them to authorise an officer to issue such a notice.

Making or Obtaining an Order or Scheme
- includes where necessary (and except in the case of the preparation or approval of plans forming part of the Budget and Policy framework) withdrawing, revoking, varying, confirming and enforcing, it, or taking steps necessary for its confirmation by another. In relation to a function delegated to the Council, the Cabinet or a Committee, reference to making an order includes the authorisation of the appropriate officers to implement the decision and to take any of the steps referred to in this paragraph.

Housing Land
- means Land (as defined in this section) which is either held by the Council for statutory housing purposes or which is not so held, but which is suitable for public sector housing development.

Operational Land
- means Land (as defined in this section) which is used by the Council to provide services.

Investment Land
- means Land (as defined in this section) which is owned by the Council and let to a third party for investment purposes.

Prosecutions and Taking Legal Proceedings
- includes reference both to the decision to prosecute or to take or defend proceedings and to the taking of legal proceedings before any Court, tribunal or other judicial or quasi-judicial body and includes full
power to institute, compromise and conduct proceedings; to issue cautions; to appeal or further appeal against or apply for judicial review of any judgement or decision; to defend any legal action; to apply for and deal with any question of costs; to appear in proceedings either personally or by any employee of the Council or by agents or by Counsel; and to serve any notice or other process or take any other steps whether of a preliminary, final or provisional nature.

Determination of an Application (including a Planning Application) or of an Issue
- (unless otherwise expressly stated) includes consideration of representations and objections, decisions to approve or refuse, to impose conditions, to withdraw or to modify any approval or refusal in appropriate circumstances, together with the issue or service of any document required to communicate the decision.

Functions
- includes statutory and common law functions, implied and incidental powers and duties.

Land
- except where the context indicates otherwise, includes vacant land and land with buildings or other structures or property on below or above its surface and includes airspace and includes any estate right or interest in land.

Short-term Letting
- means any fixed-term lease for three years or less or, in the case of non-housing land, 5 years or less.

Lease
- includes tenancy or licence.

Local Choice Regulatory Function
- means, in relation to any function, the following functions or actions where the function or action involves
  - .. determining an application from a person for a licence, approval, consent, permission or registration; or
  - .. direct regulation of a person (with substantial discretion as to the regulatory action); or
  - .. enforcement of any such licence approval, consent, permission or direct regulation.

1.5 Abbreviations

1936 Act: the Public Health Act 1936
1972 Act: the Local Government Act 1972
1974 Act: the Control of Pollution Act 1974
1985 Act: the Housing Act 1985
1989 Act: the Local Government and Housing Act 1989
1993 Act: the Leasehold Reform Housing and Urban Development Act, 1993
1996 Act: the Housing 1996
CAA: the Clean Air Act 1993
COAR 1992 TCP (Control of Advertisements) Regulations 1992
DCC: Derbyshire County Council
DSO: Direct Service Organisation
EPA: the Environmental Protection Act 1990
GPDO 1995 TCP General Permitted Development Order 1995
GR 1992 TCP (General) Regulations 1992
HGCR Act: the Housing Grants, Construction and Regeneration Act 1996
HSW ACT: the Health and Safety at Work etc. Act 1974
PCA: the Planning and Compensation Act 1991
RTB: the right to buy
RTR Act: the Road Traffic Regulation Act, 1984
TIC Act: Towns Improvement Clauses Act 1847
TCP: Town and Country Planning
2 RESPONSIBILITY FOR COUNCIL (NON-EXECUTIVE) FUNCTIONS

2.1 PLANNING COMMITTEE AND PLANNING SUB-COMMITTEE

2.1.1 MEMBERSHIP OF THE PLANNING COMMITTEE AND SUB-COMMITTEE

The Planning Committee comprises 15 members of the authority, and the Planning Sub-committee comprises 3 members of the Planning Committee.

The names of these members are shown in Part 8 of this Constitution.

The Planning Committee and Sub-committee are politically balanced.

Both the Planning Committee and the Planning Sub-committee shall include the Cabinet Member with responsibility for the Development Plan (The Cabinet Member for Economic Growth). He/she shall not be the Chair of the Planning Committee, and may not be the Chair of the Sub-committee where development control decisions are being made.

2.1.2 FUNCTIONS OF THE PLANNING COMMITTEE (including those of the Sub-committee)

GENERAL

P000 To exercise all the non-executive functions of the Council

• relating to town and country planning, and development control (except those functions which are reserved to the full council)

AND

• all non-executive highways functions which the Derbyshire County Council may from time to time have arranged for the Borough Council to carry out

including those set out in the following paragraphs

These functions include the functions relating to town and country planning and development control of:

1 (a) imposing any condition, limitation or other restriction on an approval, consent, licence, permission or registration granted
(b) determining any other terms to which any such approval, consent, licence, or permission is subject,

2 The function of determining whether, and in what manner, to enforce -

(a) any failure to comply with an approval, consent, licence, or permission;

(b) any failure to comply with a condition, limitation or term to which any such approval, consent, licence, or permission is subject; or

(c) any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, or permission would not be the responsibility of an executive of the authority.

3 The function of -

(a) amending, modifying or varying any such approval, consent, licence, or permission, or any condition, limitation or term to which it is subject; or

(b) revoking any such approval, consent, licence, permission or registration,

P010 To delegate to the officer or officers shown below the functions or parts of functions which are listed below as officer delegations.

P020 To constitute sub-committees and to delegate to them such functions within the Planning Committee’s Terms of Reference as the Planning Committee considers necessary.

CONFLICTS OF INTEREST

P030 Where conflicts of interest would prevent the Committee from properly exercising its functions, and the obtaining of dispensations is not practicable, to commission independent adjudication by other person(s) (whether those other persons are members of the Council or of another local authority or not) where this is legally allowed.

P040 Where a conflict of interest or other disability would prevent any officer from properly exercising any delegated function under these terms of reference, to delegate the exercise of that function to another officer or to any other person (where this is legally allowed). (see also introduction to Part 3 - officer delegations)
Planning and Other Applications

P050 To determine applications for planning permission\(^7\) (Sections 70(1)(a) and (b), and 72 of the 1990 Act)

P060 To determine applications to develop land without compliance with conditions previously attached. (Section 73 of the 1990 Act)

P070 To determine applications for planning permission for development already carried out (Section 73A of the 1990 Act)

P080 To decline to determine applications for planning permission (Section 70A of the 1990 Act)

P090 To determine applications for planning permission made by a local authority (either alone or jointly with another person) (Section 316 of the 1990 Act and the GR 1992

P100 To make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights (Parts 6, 7, 11, 17, 19, 20, 21 to 24, 26, 30 and 31 of Schedule 2 to the GPDO 1995)

P110 Power to issue a certificate of existing or proposed lawful use or development. (Sections 191(4) and 192(2) of the 1990 Act)

P120 To determine applications for consent for the display of advertisements. (Section 220 of the 1990 Act and the COAR 1992)

P130 To determine applications for telecommunications development (Part 24 of the GPDO 1995)

**OFFICER DELEGATIONS:** to the Development Management and Conservation Manager (or in his or her absence, by the Assistant Director - Economic Growth or by the Principal Planner

P140D To determine all applications for planning permission EXCEPT for the following categories. These excepted categories are shown in column 1 of the following table, and are for determination by the planning committee.

In some cases there is a qualification, shown in column 2. Where there is a qualification shown in column 2, applications within the scope of that qualification are for determination by the delegated officers named above by title.\(^8\)
<table>
<thead>
<tr>
<th>Col 1 - Planning Committee</th>
<th>Col 2 - Delegated Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where the proposal is contrary to the policies of the adopted development plan</td>
<td>Where the proposal is contrary to the development plan but • nevertheless accords with surrounding uses or • permission is to be refused</td>
</tr>
<tr>
<td>Where the proposal involves the Borough or County Council either as applicant or land owner and the scheme is of a major nature</td>
<td>Where the proposal involves the Borough or County Council either as applicant or land owner and the scheme is of a minor nature</td>
</tr>
<tr>
<td>Where the applicant is a councillor</td>
<td></td>
</tr>
<tr>
<td>Where the applicant is an officer of the Council who could be seen as having a direct input to, and therefore influence on, the application decision</td>
<td></td>
</tr>
<tr>
<td>Where the application is for telecommunications development and one or more objections is received</td>
<td>Where the application is for telecommunications development and no objection is received</td>
</tr>
<tr>
<td>Where the application is for dwelling/s or residential development where any objection is received</td>
<td>Where the application is for dwelling/s or residential development where any objection is received, and • the proposal is contrary to a policy (or policies) of the adopted Local Plan or Local Development Framework and is recommended by the Development Management and Conservation Manager to be refused or • the only objection is from the Highway Authority and is not on the grounds of public safety or • the substance of all objections received does not constitute any material planning consideration⁵</td>
</tr>
<tr>
<td>Where five or more objections are received to the proposal</td>
<td>• Where up to four objections are received to the proposal or • Where the proposal is contrary to a policy (or policies) of the adopted Local Plan or Local Development</td>
</tr>
<tr>
<td>Col 1 - Planning Committee</td>
<td>Col 2 - Delegated Officers</td>
</tr>
<tr>
<td>---------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td><em>Framework and is recommended by the Development Management and Conservation Manager to be refused or</em></td>
</tr>
<tr>
<td></td>
<td>• Where the substance of all objections received does not constitute any material planning consideration</td>
</tr>
</tbody>
</table>

- Where a Chesterfield Borough councillor makes a written or e-mail request for any application to be considered by planning committee
- Where a local MP makes a written or e-mail request for any application to be considered by planning committee
- In any case where the Development Management and Conservation Manager considers that the application should be considered by planning committee

**P150D** To carry out the Council's functions under Schedule 2 (Part 6) Class A and B of the GPDO 1995 including deciding whether or not the prior approval of the Council should be required for certain types of proposed agricultural development, and if so, to approve or refuse the proposals.

**P160D** To carry out the Council's functions under Schedule 2 (Part 31) of the GPDO 1995 including deciding whether or not the prior approval of the Council should be required for proposals for certain types of demolition and site restoration, and if so, to approve or refuse the proposals.

**P170D** To determine applications for certificates of lawful use or development and certificates of proposed lawful use or development (Sections 191(4) and 192(2) of the 1990 Act)

OFFICER DELEGATIONS: to the Development Management and Conservation Manager, or in their absence, to the Principal Planner

**P175D** To determine applications for Permission in Principle and for Technical Details Consent (Sections 58A and 70(2ZZA) to (2ZZC) of the 1990 Act and relevant regulations).
DELEGATIONS: to the PLANNING SUB-COMMITTEE:

P180 To exercise the functions at Reference P090 (telecommunications developments) in cases where objection(s) have been received, and where a decision on the application is urgently required.

P190 To determine any application for any minor variation of any planning permission where objection(s) to the variation have been received.

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P200D To determine any application for any minor variation of any planning permission where no objection has been received.

Applications for Planning Permission on Behalf of the Council

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

Where the Borough Council applies for planning permission under Regulation 3 of the TCP (General) Regulations 1992 or where it applies for listed building consent for Council-owned property:

P210D On behalf of the Council as local planning authority) to approve any application for any class of development which the Development Management and Conservation Manager would have been able to determine if the application had not been submitted by the Council.

Hazardous Substances

P220 To carry out all non-executive functions of the authority as Hazardous Substances Authority under the Planning (Hazardous Substances) Act 1990, including the determination of applications for hazardous substances consent. (Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990)

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P230D After consultation with the Assistant Director - Health and Wellbeing, to determine claims for Deemed Hazardous Substances Consent. (Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990)

Listed Buildings & Conservation Areas
P240 All functions relating to Listed Buildings and Conservation Areas\textsuperscript{10} including:

P250 To determine application for listed building consent, and related powers.  
(Sections 16(1) and (2), 17, 27(2) and 33(1) of LBA

P260 Power to determine applications for conservation area consent.  
Section 16(1) of the LBA, as applied by section 74(3) of the LBA

P270 Duties relating to applications for listed building consent and conservation area consent. (Sections 13(1) of the LBA and regulations 3 to 6 and 13 of the Town and Country Planning (Listed Buildings and Conservation Areas) Regulations 1990)

P280 Power to serve a building preservation notice, and related powers.  
(Sections 3(1) and 4(1) of the LBA).

P290 Power to issue enforcement notice in relation to demolition of unlisted building in conservation area. (Section 38 of the LBA).

P300 Powers to acquire a listed building in need of repair and to serve a repairs notice. (Sections 47 and 48 of the LBA).

P310 Power to apply for an injunction in relation to a listed building. (Section 44A of the LBA)

P320 Power to execute urgent works to listed buildings (Section 54 of the LBA).

\textit{OFFICER DELEGATIONS: to the Development Management and Conservation Manager }

\textit{P330D To carry out all functions of the Council in relation to listed building applications which are not in the Development Management and Conservation Manager’s opinion opposed.}

\textbf{Planning Obligations}

P340 Power to enter into an agreement regulating the development or use of land and to exercise all the Council’s functions as local planning authority in relation to planning obligations and their modification and discharge, works in default and recovery of costs. (Section 106 and Section 106A of the 1990 Act)

\textit{OFFICER DELEGATION: to the Development Management and Conservation Manager (or in their absence, by the Assistant Director - Economic Growth or by the Principal Planner) :}
To authorise agreements under Section 106 (and any associated agreements) arising from applications determined by an officer under P140D, provided that no additional material issues arise which would make the matter one or more of the excepted categories under that delegation.

OFFICER DELEGATION: to the Development Management and Conservation Manager:

In consultation with the Local Government and Regulatory Law Manager and the Chair (or Vice Chair) of Planning Committee to end negotiations on any draft Planning Obligation which has not been concluded within 6 months of the date of its authorisation, and to treat the relevant planning application as finally disposed of.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

In consultation with the Development Management and Conservation Manager to make modifications to a planning obligation which are not materially significant to the principle terms of the deed.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

In consultation with the Development Management and Conservation Manager to include in planning obligation agreements any necessary ancillary and incidental provisions.

DELEGATION: to the PLANNING SUB-COMMITTEE:

(After consulting Ward Members, developers, relevant Cabinet Members and where possible appropriate Community Assemblies) to approve 'per cent for art' schemes.

Community Infrastructure Levy (CIL)

To decide applications for CIL exceptional circumstances relief.

Enforcement

Power to serve a planning contravention notice (Section 171C of the 1990 ACT)

Power to serve a breach of condition notice (Section 187A of the 1990 ACT)

Power to serve a stop notice or temporary stop notice (Section 183(1) or Section 171E of the 1990 ACT)

Power to issue an enforcement notice. (Section 172 of the 1990 ACT)
P420 Power to apply for an injunction restraining a breach of planning control.
(Section 187B of the 1990 ACT)

P430 Power to require the discontinuance of a use of land or alteration or removal of buildings or works.
(Section 102 of the 1990 ACT)

P440 Power to serve a completion notice.
(Section 94(2) of the 1990 ACT)

P450 Power to require proper maintenance of land.
(Section 215(1) of the 1990 ACT).

P460 Power to authorise entry onto land for enforcement purposes.
(Section 196A of the 1990 ACT)

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P470D To decide whether development requiring planning permission has occurred

P480D To resolve the unauthorised use of land or development where the matter is not appropriate for formal enforcement action

P490D To resolve development which is not in accordance with approved plans where the difference is insignificant, no application is made to vary the approved plans and enforcement action is not appropriate

P500D To require discontinuance of an advertisement or advertisement site.\(^{12}\)

OFFICER DELEGATION: to the Development Management and Conservation Manager in consultation with the Local Government and Regulatory Law Manager

P510D Power to require proper maintenance of land.
(Section 215(1) of the 1990 ACT).\(^{13}\)

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P520D To authorise entry onto land for enforcement purposes, and in consultation with the Local Government and Regulatory Law Manager to apply for, and to execute warrants of entry

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:
In consultation with the Development Management and Conservation Manager to issue and serve:

P530D Notices under Section 330 of the 1990 Act and Section 16 of the 1976 Act requiring information about land;

P540D Breach of Condition Notices under the 1990 Act;

P550D Planning Contravention Notices under Section 171C of the 1990 Act;

P560D Where the Development Management and Conservation Manager, in consultation with the Local Government and Regulatory Law Manager considers the case is urgent, to issue and serve Enforcement or Stop Notices or Temporary Stop Notices under the 1990 Act or Listed Building Enforcement Notices under the LBA.

P570 To serve notices under Regulation 4 of the TCP (Environmental Assessment and Unauthorised Development) Regulations 1995 where developments may be the subject of enforcement notices, may have significant effects on the environment and are of types specified in the TCP (Assessment of Environmental Effects) Regulations 1988

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

P580D After consulting the Development Management and Conservation Manager, to exercise the function at Reference P570 where in the Development Management and Conservation Manager’s opinion urgent action is necessary.

Prosecutions

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

P590D In consultation with the Development Management and Conservation Manager’s, to prosecute for any offence under the 1990 Act, the LBA, the Hazardous Substances Act, 1990 the TCP (Control of Advertisements) Regulations 1989 or the Hedgerow Regulations 1997.

Trees and Tree Preservation Orders

P600 All functions relating to Tree Preservation Orders and Notices under Part Eight of the 1990 Act (Sections 197 to 214D of the 1990 Act and the Trees Regulations 1999)
OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

P610D To confirm tree preservation orders where no objections have been received (see also P740 below).

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P620D To determine applications to cut down, top, lop, prune and remove trees (including trees within tree preservation orders).

P630D To respond to notifications about trees in conservation areas under Section 211 of the 1990 Act.

P640D To give instructions as to the planting of replacement trees

P650D To inform Ward Members of the removal of trees and the reasons for this.

P660D (In consultation with the Cabinet Member for Economic Growth and the Local Government and Regulatory Law Manager) in cases of urgency to make Tree Preservation Orders

DELEGATION: to the PLANNING SUB-COMMITTEE:

P670 To make Tree Preservation Orders under Part Seven of the 1990 Act, where objections are received (see also P610D above).

Hedgerows

P680 Powers relating to the protection of important hedgerows (The Hedgerows Regulations 1997)

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P690D to issue hedgerow retention notices

High Hedges

P700 Functions under Part 8 of the Anti-social Behaviour Act 2003 (high hedges).

P710 The setting of fees to be charged under Part 8

OFFICER DELEGATIONS: to the Development Management and Conservation Manager:
Under Part 8 of the Anti-Social Behaviour Act 2003 (high hedges), to exercise the Council's functions in sections 65 to 84, and all functions under the High Hedges (Appeals) (England) Regulations 2005 including to:

- Receive complaints
- Receive fees and decide whether they should be refunded in any particular case
- Consider the matters in section 68(2) and decide whether the complaint should be proceeded with
- Decide whether the height of the hedge is adversely affecting the complainant's reasonable enjoyment of the property and what action if any should be taken (s. 68(3))
- Issue remedial and other notices under section 68 and withdraw, waive or relax their requirements under section 69
- Deal with any appeal to the Secretary of State
- Exercise any power of entry and authorise any person to enter land and take samples (section 74)
- Authorise any person to enter land to take remedial action
- Recover expenses

**DELEGATIONS: to the PLANNING SUB-COMMITTEE:**

- to issue hedgerow removal notices

**Appeals**

**OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:**

- Where the Local Government and Regulatory Law Manager considers that legal representation is required, to represent the Council and conduct proceedings in any statutory appeal against any determination of any planning application and against any other determination made under these terms of reference.

**OFFICER DELEGATIONS: to the Development Management and Conservation Manager**

- Where the Local Government and Regulatory Law Manager considers that legal representation is not required, to represent the Council and conduct proceedings in any statutory appeal referred to in P740D above.
Environmental Impact

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

P760D In connection with any application for planning permission, to carry out any function of the Council as local planning authority under the TCP (Environmental Impact Assessment) (England and Wales) Regulations 1999, including

- determining whether any development is Environmental Impact Assessment development;
- requiring an Environmental Statement.

Consultations

P770 To comment on any Development Plan while policy is being formulated

P780 To comment on any development proposed by anyone outside but next to the Borough boundary which would have required the making of a planning application for determination by the Planning Committee if the development had been proposed inside the Borough boundary;

P790 To comment on any development proposed by any Government Department or by DCC which would have required the making of a planning application for determination by the Planning Committee if that development not been proposed by a Government Department or by DCC.

OFFICER DELEGATIONS: to the Development Management and Conservation Manager

To comment on any development proposed:

P800D by DCC which would have required the submission of a planning application for determination by the Development Management and Conservation Manager if that development had not been proposed by the DCC;

P810D by anyone outside but next to the Borough boundary which would have required the submission of a planning application for determination by the Development Management and Conservation Manager if the development had been proposed inside the Borough boundary.

P820D To approve any development proposed by any Government Department under the arrangements in Circular 18/84, where a planning application for the development would have been approved by the Development Management and Conservation
Manager if that development had not been proposed by a Government Department.

P830 To respond to any consultation by the Minerals Planning Authority

Ombudsman

P840 To consider appropriate cases referred to the Local Government Ombudsman involving functions delegated to the Planning Committee and to decide whether to reach local settlements or to take any other action following the Ombudsman referral, except for Ombudsman complaints involving members’ conduct which are in the terms of reference of the Standards and Audit Committee.

Footpaths

P850 To make orders under the 1990 Act to close, divert or create footpaths or bridleways (including the provision of alternatives) and to apply to the Secretary of State for such orders relating to vehicular highways, following consultation with ward Members.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager

P860D To confirm (with or without approved modifications) those footpath and bridleway orders referred to at P850 which are unopposed.

Building Regulations

P870 All non-executive regulatory functions of the Council relating to the Building Regulations. (Building Act, 1984)

OFFICER DELEGATIONS: to the Assistant Director – Economic Growth in consultation with the Service Provider (Building Control):

To determine applications for:

P880D building regulation consent

P890D the relaxation of building regulations

P900D consents to build over sewers

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:
In consultation with the Assistant Director – Economic Growth and Service Provider (Building Control) to prosecute for breaches of the building regulations under Section 35 of the Building Act, 1984.

Contravening Building Works and Dangerous Buildings and Structures

OFFICER DELEGATIONS: to the Assistant Director – Economic Growth in consultation with the Service Provider (Building Control):

To take any steps under Section 36 of the Building Act 1984 to secure the removal of any work contravening building regulations

To authorise the demolition of dangerous buildings on Council land

In consultation with the Local Government and Regulatory Law Manager, to take any steps under Section 77 of the Building Act, 1984 (Dangerous Buildings) and under Section 78 of the Building Act, 1984 (Dangerous Buildings – Emergency Measures)

To issue and serve notices under Section 79 of the Building Act 1984 (Ruinous and Dilapidated Buildings and Neglected Sites)

Highways Agency Functions

All non-executive highways functions which the Derbyshire County Council may from time to time have arranged for the Borough Council to carry out, including the functions listed below (followed by the relevant section of the Highways Act 1980)

Creation of footpaths/bridleways
Power to create footpath or bridleway by agreement. 25.
Power to create footpaths and bridleways. 26
Duty to keep register of information with respect to maps, statements and declarations. 31A.

Stopping up and diversion of footpaths/bridleways
Power to stop up footpaths and bridleways 118
Power to divert footpaths and bridleways. 119.
Power to determine application for public path extinguishment order. 118ZA and 118C(2)

Other orders/agreements/applications
Power to make a rail crossing extinguishment order. 118A.
Power to make a special extinguishment order. 118B.
Power to make a public path diversion order. 119ZA and 119C(4)
Power to make a rail crossing diversion order. 119A
Power to make a special diversion order. 119B
Power to require applicant for order to enter into agreement.119C(3)
Power to make an SSSI diversion order 119D
Duty to keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980. 121B
Power to decline to determine certain applications.121C

Cycle Tracks
Power to designate footpath as cycle track. Section 3 of the Cycle Tracks Act 1984

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

P960D after consulting appropriate officers, to serve any statutory notice, take any prosecution, carry out any default work or issue any licence relating to any of the following functions which the Derbyshire County Council may from time to time have arranged for the Borough Council to carry out:

Duty to assert and protect the rights of the public to use and enjoyment of highways. 130
Duty to serve notice of proposed action in relation to obstruction 130A
Power to apply for variation of order 130B(7)
Power to authorise temporary disturbance of surface of footpath or bridleway 135
Power temporarily to divert footpath or bridleway. 135A.
Functions relating to the making good of damage and the removal of obstructions 135B
Power to permit deposit of builder’s skip on highway 139
Power to license planting, retention and maintenance of trees etc. in part of highway. 142.
Power to authorise erection of stiles etc. on footpaths or bridleways. 147
Powers relating to the removal of things so deposited on highways as to be a nuisance 149
Power to license works in relation to buildings etc. which obstruct the highway. 169
Power to consent to temporary deposits or excavations in streets.171
Power to dispense with obligation to erect hoarding or fence. 172.
Power to restrict the placing of rails, beams etc. over highways. 178.
Power to consent to construction of cellars etc. under street 179.
Power to consent to the making of openings into cellars etc. under streets, and pavement lights and ventilators.180.
Non - Agency Highways Functions

P970 All non executive functions relating to highways or rights of way which are exercisable by the Borough Council as a district council and which are not delegated elsewhere in this scheme.

OFFICER DELEGATION: to the Local Government and Regulatory Law Manager

P980D after consulting appropriate officers and ward councillor to make (and revoke where appropriate) orders under Section 21 of the Town Police Clauses Act 1847 as amended (power to make order affecting a street when there is public thronging etc)
2.2 EMPLOYMENT AND GENERAL COMMITTEE

2.2.1 MEMBERSHIP OF THE EMPLOYMENT AND GENERAL COMMITTEE

The Employment and General Committee comprises 6 members of the authority. It shall include:

- the Cabinet Member for Governance

The Committee shall be politically balanced.

The Committee shall not include any member of the Appeals and Regulatory Committee.

The names of the members of this Committee are shown in Part 8 of this Constitution.

2.2.2 FUNCTIONS OF THE EMPLOYMENT AND GENERAL COMMITTEE

General

EC000 To exercise all the council’s functions to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) under Section 112 of the Local Government Act 1972, and all functions incidental to section 112, except those functions which are to be exercised by the full council or by officers and subject to the terms of reference of the Appeals and Regulatory Committee in relation to grievance and disciplinary appeals.

EC010 To exercise the council’s functions in relation to Elections and Electoral Registration and any other non-executive functions which are not reserved to the full council or delegated to any other committee or officer.

EC020 To delegate to officers such of its functions as the Committee may from time to time decide, where this is permitted or required by law.

EC030 To co-opt Cabinet Member(s) of the Cabinet as appropriate for its functions relating to the appointment, discipline, conditions of service and dismissal of the Senior Officers, and in such cases to co-opt other members so as to retain political balance.

EC040 To establish at the appropriate time sub-committees of members to act as appointment panels for the appointment of the Head of Paid Service, Chief Executive, Executive Director(s) (non-statutory chief officers) and Assistant Directors (Deputy Chief Officers) and to co-opt appropriate Cabinet or non-Cabinet members to those panels.
EC050 To determine which posts within the authority are non-statutory chief officer and deputy chief officer (Assistant Director) posts within the statutory definitions set out in the Employment Procedure Rules.

Designation of and Resources for Statutory Officers

EC060 To designate an officer as the head of the authority's paid service (Section 4(1) of the Local Government and Housing Act 1989).

EC070 To designate an officer as the monitoring officer, (Section 5(1) of the Local Government and Housing Act 1989).

EC080 To secure that one of the council's officers (Chief Finance Officer) has responsibility for the administration of the Council's financial affairs (Section 151 of the 1972 Act).\)

EC090 To provide the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer with such staff as are in their opinion sufficient to allow their statutory duties to be performed.

Proper Officers

EC100 To appoint officers for particular purposes (appointment of "proper officers"). (Section 270(3) of the Local Government Act 1972).

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

EC110D To appoint the proper officer for the control of communicable disease and food poisoning, and for the purposes of the National Assistance Act 1948 (as amended) who shall have the functions referred to at reference HW710D (Part 3 of this Constitution)

EC120D To appoint Alternative Proper Officers to carry out the same functions as in reference HW710D.

Corporate Terms and Conditions and Organisational Reviews

EC130 To determine collective and corporate terms and conditions of employees, and the employment status and corporate terms and conditions of agency staff casual labour and other non-standard terms and conditions.

EC140 To consider Departmental Staffing and Organisational Reviews from the point of view of its general functions under EC000.

Conditions of Service including Flexible Retirement
EC150 The Council's functions relating to Conditions of Service of Employees including redundancy, retirement and superannuation, subject to those delegated to officers below, and those to be exercised by the full council.

EC160 Without affecting the generality of EC150 to decide the following matters in relation to staff at Assistant Director level or above:

- Requests to reduce hours or grade
- Requests for release of pension benefits under the flexible retirement LGPS rules, within the council's policy, and
- Applications for the waiver of actuarial reductions under the flexible retirement LGPS rules, within the council's policy
- Early retirement applications under Regulation 31 of the LGPS, within the council's policy. 16

EC170 Determination of requests for early retirement and requests to extend employees' periods of service beyond compulsory retirement age for periods of less than six months at a time.

Training and Equal Opportunities

EC180 To monitor, develop and update human resources, equal opportunities and training policies and practices in relation to the Committee's general functions at EC000.

EC190 To approve the attendance of Officers on full-time courses of study for appropriate qualifications and the payment of course fees and other expenses under arrangements approved by the Council (including authorisation of employees attending courses or meetings which do not meet any one or more of the conditions under EC210D).

OFFICER DELEGATIONS: to the Chief Executive, to each Executive Director and to each Assistant Director for the staff for whom they are respectively directly responsible.

EC200D To authorise qualification training and associated financial assistance in accordance with the principles laid down by the Council.

EC210D To authorise the attendance of any employee at any course or meeting which:
- is concerned with matters within the scope of the employee’s responsibilities; and
- is of a professional, technical or administrative nature; and
- is not primarily concerned with matters of policy and which is open to members of local authorities; and
does not involve the employee’s absence for more than two weeks; and
does not cost more than £750 (including fees and all expenses).

Consultation and Negotiation

EC220  To consult and negotiate with employees and their representatives on general human resources and general health and safety matters affecting conditions of service.

EC230  To receive and report on the minutes of the Single Status Working Group.

EC240  To receive and report on the minutes of the CJCC Safety Committee.

Political Restriction

EC250  The Council’s functions as to politically restricted posts and the determination of any issue as to politically restricted posts under the 1989 Act.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager

EC260D  To maintain the list of politically restricted posts required by the 1989 Act.

Job Evaluation

EC270  To determine matters in relation to the Job Evaluation Scheme.

HEAD OF PAID SERVICE, EXECUTIVE DIRECTORS (CHIEF OFFICERS) AND ASSISTANT DIRECTORS (DEPUTY CHIEF OFFICERS) (PERMANENT OR FIXED-TERM CONTRACT POSTS)

Appointments

To carry out the following functions under the Employment Procedure Rules in Part Four of this Constitution:

EC280  To approve the Job Description and Person Specification

EC290  To shortlist and interview candidates

EC300  To notify the proper officer of the name and any other relevant particulars of the person to whom the committee wishes to offer the post
EC310 To decide whether any objection received by the proper officer from the Leader is material or well-founded. In making such a decision, the Committee or Panel shall comply with the Council's employment and equal opportunities policies, and with employment law.

EC320 In the absence of any objection being notified to the Committee by the Local Government and Regulatory Law Manager (or an Executive Director in the case of a proposed appointment of Local Government and Regulatory Law Manager), or if the Committee decides that any such objection is not material or well-founded, to appoint any Executive Director or Assistant Director or to recommend to the full council the appointment of a Head of Paid Service.

EC330 To authorise the re-advertisement of the post where no suitable candidate is found and to authorise the re-advertisement of the post or selection of an alternative candidate where the committee decides that any such objection is material or well-founded.

OFFICER DELEGATIONS: to an Executive Director:

EC340D To advertise the post in appropriate ways, send out information packs and receive completed application forms in accordance with the Employment Procedure Rules.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager

EC350D As proper officer, to notify every member of the Cabinet of the name and any other relevant particulars of the person to whom the committee wishes to offer the post, and the period within which any objection is to be made to the Local Government and Regulatory Law Manager by the Leader on behalf of the Cabinet.

EC360D To notify the Employment and General Committee of any such objection, or that no such objection has been received within the period specified.

Temporary (Acting) Appointments

EC370 To approve the temporary appointment of an acting Chief Executive Head of Paid Service, Executive Director or Assistant Director.

DISCIPLINARY ACTION: EXECUTIVE DIRECTORS AND MEMBERS OF THE CORPORATE MANAGEMENT TEAM (other than the Head of Paid Service, Chief Financial Officer and Monitoring Officer)
OFFICER DELEGATIONS: to the Head of Paid Service (Chief Executive)

EC380D To investigate any allegation of misconduct made against an Executive Director, suspend on such terms as he or she thinks fit and take any action of a disciplinary nature under the Council’s disciplinary procedures, other than dismissal.

OFFICER DELEGATIONS: to the Chief Executive or an Executive Director (as the case may be) in respect of any Assistant Director for whom the Chief Executive or Executive Director is responsible

EC390D To investigate any allegation of misconduct made against any Corporate Management Team member, suspend on such terms as he or she thinks fit and take any action of a disciplinary nature under the Council’s disciplinary procedures, other than dismissal.

DISCIPLINARY ACTION: HEAD OF PAID SERVICE, CHIEF FINANCIAL OFFICER AND MONITORING OFFICER

EC400 To decide whether an allegation of misconduct by the head of the authority’s paid service, its monitoring officer, or its chief finance officer, as the case may be, (“the relevant officer”), requires to be investigated.

EC410 To suspend on full pay any relevant officer for any period up to two months for the purpose of investigating such alleged misconduct, under Employment Procedure Rule 5 (Part 4 of this Constitution).

EC420 To take any disciplinary action in respect of a relevant officer which would not be recorded on the relevant officer’s personal file according to the usual practice of the authority.

EC430 To appoint a panel (“the Statutory Officers Disciplinary Panel”) in accordance with Employment Procedure Rule 5 (Part 4 of this Constitution).

EC440 To consider the report of the Statutory Officers Disciplinary Panel, under Procedure Rule 5.

EC450 To take any disciplinary action in accordance with such report.

DISMISSAL OF HEAD OF PAID SERVICE, EXECUTIVE DIRECTORS AND ASSISTANT DIRECTORS
EC470 To notify the proper officer of the name and any other relevant particulars of the person to whom the committee wishes to dismiss.

EC480 To decide whether any objection received by the proper officer from the Leader is material or well-founded. In making such a decision, the Committee or Panel shall comply with the Council's employment and equal opportunities policies, and with employment law.

EC490 In the absence of any objection being notified to the Committee by the Local Government and Regulatory Law Manager or Executive Director (as appropriate), or if the Committee decides that any such objection is not material or well-founded, to dismiss any Executive Director or Assistant Director or to recommend to the full council the dismissal of a Head of Paid Service.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager

EC470D As proper officer, to notify every member of the Cabinet of the name of the person whom the committee wishes to dismiss, any other relevant particulars relevant to the dismissal and the period within which any objection is to be made to the Local Government and Regulatory Law Manager by the Leader on behalf of the Cabinet.

EC480D To notify the Employment and General Committee of any such objection, or that no such objection has been received within the period specified.

OFFICER DELEGATIONS: to the Executive Directors

EC490D As proper officer, to notify every member of the Cabinet of the name of the person whom the committee wishes to dismiss (where that person is the Local Government and Regulatory Law Manager), any other relevant particulars relevant to the dismissal and the period within which any objection is to be made to the relevant Executive Director by the Leader on behalf of the Cabinet.

EC500D To notify the Employment and General Committee of any such objection, or that no such objection has been received within the period specified.

ALL OTHER EMPLOYEES
OFFICER DELEGATIONS: to The Head of Paid Service (Chief Executive)

EC510D  Within Council approved policy and budgets, and on behalf of the Council to appoint dismiss take disciplinary action against and deal with the terms and conditions of any employee of the Council subject to:
- the rules about specified officers in the Employment Procedure Rules and in this Part, and
- the terms of reference of the Appeals and Regulatory Committee in relation to grievance and disciplinary appeals, and
- the nomination of other officers to carry out such of those functions as are set out below

EC520D  To nominate other officers to carry out such of their functions as he or she may from time to time decide.

RECRUITMENT:

OFFICER DELEGATIONS: to THE EXECUTIVE DIRECTORS OR ASSISTANT DIRECTOR FOR THE STAFF FOR WHOM THEY ARE RESPECTIVELY DIRECTLY RESPONSIBLE:

Medical Checks

EC530D  to authorise the medical examination of candidates to determine capability for the performance of duties for which an offer of appointment is to be made.

Relocation Allowances and Interview Expenses

EC540D  To authorise the payment of relocation allowances and interview expenses in accordance with the scheme.

Convictions

EC550D  To seek disclosure of criminal convictions of applicants for employment through the Criminal Records Bureau in accordance with the policy approved by the Council.

Appointments and Regradings

SUBJECT TO consultation with the Service Provider (Human Resources):

EC560D  Within authorised establishment and gradings, to appoint people to posts.
EC570D To appoint and decide terms and conditions of the following types of temporary employee:

- students on work experience;
- Government Training Scheme Trainees;
- temporary replacements for permanent employees who are absent for at least four weeks; and
- employees for up to one year for peak workloads and specific projects.

EC580D To determine applications for re-grading of posts below the job evaluation band.

CONDITIONS OF SERVICE

OFFICER DELEGATIONS: to THE EXECUTIVE DIRECTORS OR ASSISTANT DIRECTOR FOR THE STAFF FOR WHOM THEY ARE RESPECTIVELY DIRECTLY RESPONSIBLE:

National Awards

EC590D WITH an Executive Director’s APPROVAL, to apply to the employees concerned any national award or agreement on pay and conditions of service.

Pay

Starting Salary

EC600D To determine starting salaries at any point within the grade of the post having regard to qualifications and experience and any approved career grading scheme.

for Additional Duties

EC610D with an Executive Director’s approval, and under the appropriate Scheme of Conditions of Service, to authorise payment to officers temporarily undertaking additional duties.

for Overtime

EC620D To authorise payments for overtime, including planned overtime, in accordance with the Scheme.

Additional Increments

EC630D with an Executive Director’s approval, to grant additional increments within the range of an employee’s grade.

Gratuities

Death in Service
EC640D To authorise the payment of grants and pensions to dependants of employees who have died in service and who are entitled to the benefits prescribed by the Local Government Pension Scheme Regulations.

Ex Gratia Payments

EC650D To authorise payments to employees for loss or damage arising from the performance of their duties (replacement of damaged clothing, spectacles, etc.) in accordance with the approved guidelines.

OTHER CONDITIONS OF SERVICE

Allowances and Benefits

OFFICER DELEGATIONS: to the Assistant Director - Customers, Commissioning and Change:

Child Care Vouchers

EC660D To issue vouchers in accordance with the criteria of the approved scheme.

OFFICER DELEGATIONS: to EACH OF THE EXECUTIVE DIRECTORS OR ASSISTANT DIRECTOR FOR THE STAFF FOR WHOM THEY ARE RESPECTIVELY DIRECTLY RESPONSIBLE:

First Aid Allowances

EC670D To approve the payment of first aid allowances

Telephone Service

EC680D In accordance with approved guidelines, to arrange for the provision of telephone service at the homes of staff required to be on call.

Essential Car User Status

EC690D To authorise the allocation of essential car user status under the approved criteria.

Car and Cycle Loans
<table>
<thead>
<tr>
<th>EC700D</th>
<th>To authorise loans for car and cycle purchase to Council employees in accordance with the approved schemes.</th>
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<tbody>
<tr>
<td><strong>Time Off For Trade Union Representatives</strong></td>
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<tr>
<td>EC710D</td>
<td>To authorise time off for accredited trade union representatives in accordance with the Agreement.</td>
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<tr>
<td><strong>Uniforms and Protective Clothing</strong></td>
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<tr>
<td>EC720D</td>
<td>To purchase and issue (subject to any provision of the relative Scheme of Working Conditions) uniforms and protective clothing.</td>
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<tr>
<td><strong>Membership of Professional Bodies</strong></td>
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<tr>
<td>EC730D</td>
<td>To authorise payments for employee membership of professional bodies.</td>
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<tr>
<td><strong>Service Tenancies</strong></td>
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<tr>
<td>EC740D</td>
<td>To authorise service tenancies.</td>
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<tr>
<td><strong>Leave</strong></td>
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<tr>
<td><strong>Special Leave - Career Break</strong></td>
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<tr>
<td>EC750D</td>
<td>To grant unpaid leave of absence for up to three months or up to twelve months under the Career Break Scheme.</td>
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<tr>
<td><strong>Special Leave - Compassionate and Paternity/Adoption</strong></td>
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<tr>
<td>EC760D</td>
<td>To grant paid leave of absence up to seven days for compassionate leave and up to five days for paternity leave or adoption, in accordance with the guidelines and subject to current employment rights legislation.</td>
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<tr>
<td><strong>Carry Over of Annual Leave</strong></td>
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<tr>
<td>EC770D</td>
<td>To authorise employees to carry over up to and including five days annual leave from one leave year to the first three months of the next, there being exceptional circumstances, in accordance with the National Conditions of Service.</td>
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<tr>
<td><strong>Medical Examination of Employees</strong></td>
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</table>
| EC780D | To authorise the medical examination of employees for the purposes of:
• determining capability for the performance of duties for which such an employee was appointed; or
• re-entry into the Pension Scheme; or
• ill-health retirement in accordance with the Pension Scheme Regulations.

Discipline and Grievance

EC790D Subject to the functions of the Appeals and Regulatory Committee, to exercise the powers given to "Chief Officers" (Executive Directors and Assistant Directors) under Conditions of Service in accordance with the Council's disciplinary and grievance procedures.

Flexible and Early Retirement

EC800D With the Chief Executive's or an Executive Director's approval (and after consultation with the Service Provider (Human Resources)) to determine, for all staff below Assistant Director level:

• Requests to reduce hours or grade
• Requests for release of pension benefits under the flexible retirement LGPS rules, within the council's policy, and
• Applications for the waiver of actuarial reductions under the flexible retirement LGPS rules, within the council's policy
• Early retirement applications under Regulation 31 of the LGPS, within the council's policy. 17

TERMINATION OF EMPLOYMENT:

OFFICER DELEGATIONS: to THE EXECUTIVE DIRECTORS OR SERVICE HEAD FOR THE STAFF FOR WHOM THEY ARE RESPECTIVELY DIRECTLY RESPONSIBLE:

Waiver of Notice

EC810D To waive any part of the notice required to be given by an employee to terminate their employment.

Dismissal

OFFICER DELEGATIONS: to EACH ASSISTANT DIRECTOR FOR THE STAFF FOR WHOM THEY ARE DIRECTLY RESPONSIBLE:

EC820D After consultation with the Service Provider (Human Resources), to dismiss employees on the grounds of
misconduct, incapability, ill health or redundancy, with any associated payments and benefits.

GENERAL FUNCTIONS OF THE EMPLOYMENT AND GENERAL COMMITTEE

ELECTIONS ELECTORAL REGISTRATION AND PARISH COUNCILS

EC830 To carry out the functions of the Council under the 1972 Act and under the Representation of the People Acts as to parishes and electoral arrangements:

Electoral Registration

EC840 The duty to appoint electoral registration officers (Section 8(2) of the Representation of the People Act 1983)

OFFICER DELEGATIONS: to the Chief Executive:

EC850D The power to assign officers to assist the registration officer (Section 52(4) of the Representation of the People Act 1983).

EC860D The power to pay expenses properly incurred by electoral registration officers under Section 54 of the Representation of the People Act 1983.

Functions in relation to Parishes and Parish Councils

EC870 The functions of the Council under Part II of the Local Government and Rating Act 1997 and subordinate legislation under that Part (Reviews of and recommendations for creation, abolition, and boundary changes for parishes, petitions etc.)

EC880 Power to dissolve small parish councils under Section 10 of the 1972 Act and to make orders for grouping parishes, dissolving groups and separating parishes from groups under Section 11 of the 1972 Act.

OFFICER DELEGATIONS: to the Chief Executive:

EC890D Power to fill vacancies on Parish Councils in the event of insufficient nominations (Section 21 of the Representation of the People Act 1985).

EC900D Power to make temporary appointments to parish councils where there are so many vacancies in the office of parish councillor that the parish or community council are unable to act. (Section 91 of the Local Government Act 1972).
EC910D Powers to make appointments, direct elections etc. in case of any difficulty arising with respect to a parish election etc. (Section 39(4) of the Representation of the People Act 1983).

Elections and Casual Vacancies

EC920 The duty to divide the constituency into polling districts. (Section 18 of the Representation of the People Act 1983).

EC930 The duty to appoint a returning officer for local government elections (Section 35 of the Representation of the People Act 1983).

EC940 The power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000. (Section 10 of the Representation of the People Act 2000)

OFFICER DELEGATIONS: to the Chief Executive:

EC950D The duty to declare a vacancy in office where a councillor ceases to be qualified, is disqualified or ceases to be a member by reason of failure to attend meetings of the authority (Section 86 of the 1972 Act).18

EC960D To give public notice of a casual vacancy under Section 87 of the 1972 Act

EC970D The power to determine fees and conditions for supply of copies of, or extracts from, elections documents under Rule 48(3) of the Local Elections (Principal Areas) Rules 1986 (S.I. 1986/2214) and rule 48(3) of the Local Elections (Parishes and Communities) Rules 1986 (S.I. 1986/2215).

EC980D To approve increases in the scale of election fees where they are in line with annual pay awards.

EC990D The duty to provide assistance at European Parliamentary elections (Paragraph 4(3) and (4) of Schedule 1 to the European Parliamentary Elections Act 1978).

COUNCIL TAX
The function of approving the calculation of the Council Tax Base (i.e. the calculations set out in sub-section 2A of section 67 of the Local Government Finance Act 1992).19
2.3 LICENSING COMMITTEE

2.3.1 The Licensing Committee

The Licensing Act 2003 ("the 2003 Act") requires the Council as the Licensing Authority ("the Authority") to create a Licensing Committee ("the Committee") to carry out the licensing functions under the 2003 Act ("the licensing functions"). The full Council meeting will confirm the establishment of the Committee, whose membership is shown at Part 8 of this Constitution.

2.3.2 Membership

The Committee shall consist of 14 members of the Authority. Groups of Members within the overall membership will deal with the work of the Committee (however any Member of the Committee is entitled to attend any meeting of the Committee).

2.3.3 Chair and Vice-Chair of the Committee

The Council shall appoint a Chair and Vice-Chair.

2.3.4 Political Balance

The Committee shall be politically balanced by local choice

2.3.5 Planning Committee

The Committee shall not include any member of the Planning Committee.

2.3.6 Sub-Committees

The Committee may appoint one or more Licensing Sub-Committees to carry out the licensing functions. A Sub-Committee (or, if more than one, each Sub-Committee) shall consist of 3 members of the Committee. Sub-Committees will appoint their own Chairs and Vice-Chairs.

2.3.7 Quorum

Unless prescribed by Regulations made by the Secretary of State under the 2003 Act, the quorum for a meeting of the Committee shall be 3 members and the quorum for a Sub-Committee shall be 2 members.

2.3.8 Voting

Voting will be taken by shows of hands. The Chair of the Committee (or any Sub-Committee) has a casting vote.
2.3.9 **Convening Hearings**

The Chief Executive, Executive Directors and the Monitoring Officer are each authorised to convene hearings of the Committee and any Sub-Committee.

2.3.10 **FUNCTIONS OF THE LICENSING COMMITTEE (including those of any Sub-Committee)**

2.3.11 **GENERAL**

LC000 To exercise the licensing and functions of the Licensing Authority (except those functions reserved for exercise by the full Council and except those functions delegated to another body or officer under this Constitution).

**PROCEDURES, TRAINING AND ONWARD DELEGATION**

LC010 To approve procedures for hearings.

LC020 To approve training programmes for its members in licensing procedures.

LC030 If necessary to appoint one or more Sub-Committees and to determine their terms of reference and delegated powers (subject to the 2003 Act).

LC040 To delegate to officers such of its functions as the Committee may from time to time decide, where this is permitted by law.

**RESPONDING TO LEGAL CHALLENGES**

LC050 Unless it considers such action not to be in the public interest, to uphold its licensing decisions in any legal proceedings provided that the decision whether or not to uphold any such decision shall be made by different members from those who made the original decision.

*OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:*

LC060D After consulting the relevant officers, to take all necessary legal proceedings in relation to any judicial review, further appeal to a court or tribunal or other legal challenge to any Licensing Committee decision, subject to the requirement for officers to report to the Committee on the progress and outcome of any such proceedings.
CONFLICTS OF INTEREST

LC070 Where conflicts of interest would prevent the Committee from properly exercising its functions, and the obtaining of dispensations is not practicable, to commission independent adjudication by other person(s) (whether those other persons are members of the Licensing Authority or of another local authority or not) where this is legally allowed.

In the case of functions under the 2003 Act, the full Council as the Licensing Authority must discharge any function of the Licensing Committee under the 2003 Act where the Licensing Committee is unable to discharge any function delegated to it in accordance with section 7 of the 2003 Act because of the number of the Licensing Committee's members who are unable to take part in the consideration or discussion of any matter or vote on any question with respect to it.23 (see Council function 4.2.27 in Article 4 of Part 2 above).

LC080 Where a conflict of interest or other disability would prevent any officer from properly exercising any delegated function under these terms of reference, to delegate the exercise of that function to another officer or to any other person (where this is legally allowed).

LICENSING FUNCTIONS

LC090 Where a licensing function is specified in these terms of reference, the Committee’s functions (or those of any Sub-Committee or officer to whom the whole or part of a function is delegated) shall, where it is in accordance with the law to do so, include (except where otherwise indicated) all of the following aspects of that function.

1. Imposing any condition, limitation or other restriction on an approval, consent, licence, permission or registration granted and determining any other terms to which any such approval, consent, licence, permission or registration is subject;

2. Determining whether, and in what manner, to enforce:
(a) any failure to comply with an approval, consent, licence, permission or registration granted as mentioned above
(b) any failure to comply with a condition, limitation or term to which any such approval, consent, licence, permission or registration is subject; or
(c) any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, permission or registration would not be the responsibility of an executive of the authority,
3. Amending, modifying or varying any such approval, consent, licence, permission or registration as is mentioned above, or any condition, limitation or term to which it is subject.

4. Revoking or suspending any such approval, consent, licence, permission or registration.

5. Determining whether a charge should be made for any such approval, consent, licence, permit or registration and, where a charge is made, determining the amount of the charge.

LC100 Where a function has been delegated to an Officer, that Officer may authorise in writing any other Officer to exercise that function.

ALCOHOL, ENTERTAINMENT AND LATE NIGHT REFRESHMENT LICENSING

Introduction

LC110 When exercising any of its licensing functions, the Committee (including the Sub-Committee or any officer to whom the whole or part of a function is delegated) shall do so with a view to promoting the licensing objectives which are:

(a) the prevention of crime and disorder;
(b) public safety;
(c) the prevention of public nuisance; and
(d) the protection of children from harm.

and with regard to the Council’s Statement of Licensing Policy and any guidance issued by the Secretary of State for the Department of Culture, Media and Sport under Section 182 of the 2003 Act.

LC120 The Committee's functions (or those of any Sub-Committee or officer to whom the whole or part of a function is delegated) shall include (except where otherwise indicated) all of the powers and duties vested in the Committee by virtue of the 2003 Act.24

Related Functions

LC130 The Committee may discharge (whether by itself or by delegation to a sub-committee or to officers) any function of the Council which is not a function under the 2003 Act but which relates to any such function.
Relevant Representations

**OFFICER DELEGATIONS: to the Health and Wellbeing Manager:**

**LC140D** To decide whether any representation made by an interested party under the 2003 Act is irrelevant, frivolous, vexatious or repetitious.

Register of Licences, Certificates, Notices etc

**LC150** To set the fees for the supply of copies of information contained in the register.

**OFFICER DELEGATIONS: to the Health and Wellbeing Manager:**

**LC160D** All registration functions (except for the function mentioned in LC150).

Premises Licences

**LC170** To determine applications for the grant of a premises licence where relevant representations have been made.

**LC180** To determine applications for the variation of a premises licence where relevant representations have been made.

**LC190** To determine applications for the transfer of a premises licence where the police have made an objection.

**LC200** To determine applications for a review of a premises licence.

**LC210** To determine applications for a provisional statement (where premises are being or are about to be constructed, extended or altered) where relevant representations have been made.

**LC220** To determine applications to vary the designated premises supervisor where the police have made an objection.

**LC230** To determine applications for interim authorities where the police have made an objection.

**OFFICER DELEGATIONS: to the Health and Wellbeing Manager:**

**LC240D** To exercise those functions mentioned in references LC170, LC180, LC190, LC210, LC220 and LC230 where no relevant representations or objections have been made.
LC250D To determine requests to be removed as the designated premises supervisor.

**Club Premises Certificates**

LC260 To determine applications for the grant of a club premises certificate where relevant representations have been made.

LC270 To determine applications for the variation of a club premises certificate where relevant representations have been made.

LC280 To determine applications for the review of a club premises certificate.

LC290 To decide whether or not to withdraw a club premises certificate where it appears to the Committee that the club has ceased to be a qualifying club.

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**

LC300D To exercise those functions mentioned in references LC260 and LC270 where no relevant representations have been made. 28

**Permitted Temporary Activities**

LC310 To determine police objections to a temporary event notice.

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**

LC320D To issue counter-notices where he considers that the permitted limits have been exceeded.

LC330D To acknowledge receipt of temporary event notices.

**Personal Licences**

LC340 To determine applications for the grant or renewal of personal licences where the police have made an objection.

LC350 To revoke personal licences where a conviction has come to light after grant or renewal and where the police have made an objection.

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**

LC360D To exercise those functions mentioned in reference LC340 where the police have not made an objection. 29
Authorised Persons

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC370D To designate officers as "authorised persons or officers" for the purposes of the 2003 Act.

LC380D To carry out inspections of premises and clubs.  

Prosecutions

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

LC390D To receive and consider any reports from the police, the Assistant Director - Health and Wellbeing and any member of the public about any alleged breach of the criminal law in relation to the 2003 Act.

LC400D To decide whether or not to prosecute or to take legal proceedings for offences or breaches of the law in relation to the 2003 Act.

Consultations

LC410 Except in the case of the Council's first Statement of Licensing Policy, to consider the Council's Statement of Licensing Policy (including any revisions) before it is determined or reviewed by the Council.

LC420 To decide whether or not to object when the Council is a consultee and not the relevant authority considering the application.

Theft and Loss of Licences, Certificates and Notices

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC430D To issue the holder of a licence, certificate or temporary event notice with a copy of the licence, certificate or summary where the Assistant Director - Health and Wellbeing is satisfied that the document has been lost, stolen, damaged or destroyed and, where it has been lost or stolen, the holder has reported the matter to the police.

Updating and Amending Licences and Certificates

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC440D All functions relating to updating and amending licences and certificates.
Notifying Freeholders etc of Licensing Matters

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC450D In accordance with Section 178 of the 2003 Act, to notify freeholders etc of licensing matters relating to premises where the freeholder etc has a property interest.

Provision of Information

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC460D Where it appears necessary for the purpose of facilitating the exercise of another licensing authority’s functions, or the functions of a responsible authority, to supply information to that authority where it is lawful to do so.

GAMING, BETTING AND LOTTERY LICENSING

Procedures, Training and Onward Delegation

LC470 To approve procedures for the hearing of applications for licences etc and reviews (subject to the Gambling Act 2005 Act ("the 2005 Act") and any Regulations made thereunder).

LC480 To approve training programmes for its members in gaming, betting and lottery licensing.

LC490 If necessary to appoint sub-committees to deal with particular functions and to determine their terms of reference and delegated powers.

LC500 To delegate to officers such of its functions as the Committee may from time to time decide except any function mentioned in Section 154(4) of the 2005 Act.

Gaming, Betting and Lottery Licensing Functions - Introduction

When exercising any of its licensing functions, the Committee (including the Sub-Committee) (or any officer to whom the whole or part of a function is delegated) shall aim to permit the use of premises for gambling in so far as the authority think it -

(a) in accordance with any relevant code of practice under section 24 of the 2005 Act;
(b) in accordance with any relevant guidance issued by the Gambling Commission under section 25 of the 2005 Act;
(c) reasonably consistent with the licensing objectives (subject to paragraphs (a) and (b)), and
(d) in accordance with the statement published by the authority under section 349 of the 2005 Act (subject to paragraphs (a) to (c)).

The licensing objectives are:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime;
- ensuring that gambling is conducted in a fair and open way, and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

The Committee's functions (or those of any sub-committee or officer to whom the whole or part of a function is delegated) shall include (except where otherwise indicated) all of the powers and duties vested in the Committee by virtue of the 2005 Act.33

**Related Functions**

**LC510** The Committee may discharge (whether by itself or by delegation to a sub-committee or to officers) any function of the Council which is not a function under the 2005 Act but which relates to any such function.

**Register of Licences, Notices etc**

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**

**LC520D** All registration functions.

**Premises Licences**

**LC530** To determine applications for the grant of a premises licence where representations have been made and have not been withdrawn, or where the authority proposes to attach a condition under section 169(1)(a) of the 2005 Act, or where the authority proposes to exclude a condition under section 169(1)(b) which would otherwise be attached under Section 168 of the 2005 Act.

**LC540** To determine applications for the variation of a premises licence where representations have been made and have not been withdrawn.

**LC550** To determine applications for the transfer of a premises licence where representations have been made by any of the Responsible Authorities and have not been withdrawn.

**LC560** To determine applications for a review of a premises licence.

**LC570** To decide whether or not to initiate a review of a premises licence.
To determine applications for a provisional statement (where premises are being or are about to be constructed, altered or where the applicant expects to acquire a right to occupy) where representations have been made and have not been withdrawn.

LC590 To determine applications for the reinstatement of a premises licence where representations have been made by any of the Responsible Authorities and have not been withdrawn.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC600D To exercise those functions mentioned in references LC530 to LC590 inclusive where no representations have been made (or where representations have been made but have subsequently been withdrawn).

Power to make a determination without a hearing

LC610 In any case where it is permitted to do so under the 2005 Act to determine an application without a hearing if all necessary consents have been given.

Change of Circumstances

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC620D To exercise the functions under the 2005 Act regarding change of circumstances.

LC630D To exercise the functions under the 2005 Act regarding the provision of copies of licences, permits etc.

Temporary Use Notices

LC640 To determine applications for temporary use notices where the Gambling Commission, or the Police or Customs and Excise have made an objection which has not been withdrawn.

OFFICER DELEGATIONS: to the Health and Wellbeing Manager:

LC650D To exercise the function mentioned in reference LC640 where no objections have been made (or where objections have been made but have subsequently been withdrawn).
**Society Lotteries**

LC660 To determine whether or not to refuse applications for registration under paragraphs 47 and 48 of Part 5 of Schedule 11 to the 2005 Act.

LC670 To determine whether or not to revoke a registration under paragraph 50 of Part 5 of Schedule 11 to the 2005 Act.

*OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:*

LC680D To grant applications for registration where no issues arise under paragraphs 47 and 48 of Part 5 of Schedule 11 to the 2005 Act.

**Club Gaming Permits and Club Machine Permits**

LC690 To determine applications (including applications for renewal) for club gaming permits and club machine permits where objections have been made by the Gambling Commission or the Police and have not been withdrawn.

LC700 To determine applications for variation of club gaming permits and club machine permits where one or more of the matters set out in paragraph 6(1) of Schedule 12 to the 2005 Act may apply.

LC710 To determine whether or not to refuse applications (including variation applications and applications for renewal) for club gaming permits and club machine permits under the fast-track procedure in paragraph 10 of Schedule 12 to the 2005 Act where one or more of the matters set out in paragraph 10(3) of Schedule 12 to the 2005 Act may apply.

LC720 To determine whether or not to cancel permits under paragraph 21 of Schedule 12 to the 2005 Act.

*OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:*

LC730D To grant applications (including applications for renewal) for club gaming permits and club machine permits where no objections have been made (or where objections have been made but have subsequently been withdrawn).

LC740D To grant applications for variation of club gaming permits and club machine permits where no issues arise under paragraph 6(1) of Schedule 12 to the 2005.
LC750D To grant applications (including variation applications and applications for renewal) for club gaming permits and club machine permits under the fast-track procedure in paragraph 10 of Schedule 12 to the 2005 Act where no issues arise under paragraph 10(3) of Schedule 12 to the 2005 Act.

LC760D To cancel permits under paragraph 22 of Schedule 12 to the 2005 act where the holder of the permit has failed to pay the annual fee and such failure is not attributable to an administrative error.

Licensed Premises Gaming Machine Permits

LC770 To determine applications (including variation applications and transfer applications) for licensed premises gaming machine permits.

LC780 To determine whether or not to cancel or vary licensed premises gaming machine permits under paragraph 16 of Schedule 13 to the 2005 Act.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC790D To cancel permits under paragraph 17 of Schedule 13 to the 2005 act where the holder of the permit has failed to pay the annual fee and such failure is not attributable to an administrative error.

Prize Gaming Permits

LC800 To determine applications (including applications for renewal) for prize gaming permits.

Fees

LC810 In any case where it is permitted to do so under the 2005 Act to determine fees.

Authorised Persons

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC820D To designate officers as "authorised persons" for the purposes of the 2005 Act.

LC830D To permit authorised persons to carry out inspections of premises and use other enforcement powers (so far as those
powers are vested in authorised officers by virtue of any provision contained in the 2005 Act).

Prosecutions

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager

LC840D To decide whether or not to prosecute or to take legal proceedings for offences or breaches the law in relation to the 2005 Act but in so far as prosecution proceedings are concerned no prosecution may be instituted unless the offence is one to which section 346 of the 2005 Act applies.

Consultations

LC850 To consider the Council's Statement of Licensing Policy (including any revisions) before it is determined or reviewed by the Council.

LC860 To decide whether or not to object when the Council is a consultee and not the relevant authority considering the application.

Provision of Information

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

LC870D To respond to requests for information made by the Gambling Commission.

LC880D To exchange information in accordance with sections 30 and 350 of the 2005 Act.
2.4 APPEALS AND REGULATORY COMMITTEE

2.4.1 MEMBERSHIP OF THE APPEALS AND REGULATORY COMMITTEE

The Appeals and Regulatory Committee ("the Committee") shall comprise 14 members of the authority. Groups of Members within the overall membership will deal with the work of the committee.

The Committee must, by law, be politically balanced.

The Committee shall not include any member of the Employment and General Committee.

The names of the members of this Committee are shown in Part 8 of this Constitution.

The Committee shall have the power to appoint one or more Sub-Committees.

2.4.2 FUNCTIONS OF THE APPEALS AND REGULATORY COMMITTEE (including those of any Sub-Committee)

GENERAL

A000 To exercise the regulatory, judicial and non-executive functions of the authority (except those functions reserved for exercise by the full Council and except those functions delegated to another body or officer under this Constitution):

PROCEDURES, TRAINING AND ONWARD DELEGATION

A010 To approve procedures for the hearing of applications, appeals and reviews, (subject to consultation and agreement with employee representatives in the case of employment appeals).

A020 To approve training programmes for its members in and regulatory and judicial procedures.

A030 If necessary to appoint Sub-Committees to deal with particular types of applications, appeals and reviews and to determine their terms of reference and delegated powers.

A040 To delegate to officers such of its functions as the Committee may from time to time decide, where this is permitted by law.
RESPONDING TO LEGAL CHALLENGES

A050 Unless it considers such action not to be in the public interest, to uphold its decisions in any legal proceedings provided that the decision whether or not to uphold any such decision shall be made by different members from those who made the original decision.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

A060D After consulting the relevant officers, to take all necessary legal proceedings in relation to any judicial review, further appeal to a court or tribunal or other legal challenge to any Committee decision, subject to the requirement for officers to report to the Committee on the progress and outcome of any such proceedings.

CONFLICTS OF INTEREST

A070 Where conflicts of interest would prevent the Committee from properly exercising its functions, and the obtaining of dispensations is not practicable, to commission independent adjudication by other person(s) (whether those other persons are members of the Council or of another local authority or not) where this is legally allowed.

A080 Where a conflict of interest or other disability would prevent any officer from properly exercising any delegated function under these terms of reference, to delegate the exercise of that function to another officer or to any other person (where this is legally allowed).

APPEALS AND REVIEWS

In accordance with this Constitution and in particular the rules on Decision-making and Human Rights at Article 13 of this Constitution (13.8) to hear and determine appeals and reviews in connection with the following functions of the Council:

Housing Appeals

A090 To review decisions to seek possession of introductory tenancies. (LOCAL CHOICE FUNCTION) (subject to A120D).

A100 To review decisions to extend the period of introductory tenancies (subject to A120D).

A110 To review decisions to seek possession of demoted tenancies (subject to A120D)

A120 To review decisions made under the homelessness provisions of the Housing Act 1996. (LOCAL CHOICE FUNCTION)
OFFICER DELEGATIONS: to the Assistant Director - Housing:

A130D Subject to Scheme Reference A160D, to exercise the function under Scheme Reference A090 by way of written representations and in accordance with the Allocation of Housing and Homelessness (Review Procedures) Regulations 1999.

A140 To review adverse decisions made against persons in respect of the housing register. (LOCAL CHOICE FUNCTION) (subject to A160D)

A150 Under Council policy, to determine appeals and reviews of decisions of officers in relation to secure tenancies, second successions and allocations. (LOCAL CHOICE FUNCTION) (subject to A160D)

OFFICER DELEGATION: to the Assistant Director - Housing in person:

A160D In consultation with the Cabinet Member for Homes and Customers to exercise any function under Scheme Reference A080, A081, A085, A110 or A115 in relation to a person who is a sex offender or a serious offender (LOCAL CHOICE FUNCTION).

Benefits and Local Taxation

A170 To review decisions of the Business Transformation Manager with regard to the making, cancellation or recovery of discretionary housing payments, pursuant to the provisions of the Child Support, Pensions and Social Security Act 2000, in such circumstances as the Committee considers appropriate (LOCAL CHOICE FUNCTION).

A180 To determine appeals from decisions of the Business Transformation Manager on the imposition of penalties under the 1992 Act (see Ref. J590D) (LOCAL CHOICE FUNCTION).

Employment

A190 To determine appeals from Council employees under the Council’s agreed procedures for disciplinary matters and grievances.

Miscellaneous

A200 To determine appeals from market traders whose licences are to be terminated or suspended or who are to be the subject of other disciplinary action (LOCAL CHOICE FUNCTION).
Residual and General

A220 To exercise any other non-executive function required to be carried out by the Council which is in the opinion of the Local Government and Regulatory Law Manager of a judicial nature and similar in character to the functions listed above and which may be required to be carried out as a result of any current or future legislation or legal rule.

REVIEWS

In accordance with this Constitution and in particular the rules on Decision-making and Human Rights at Article 13 of this Constitution (13.8) to hear and determine reviews in connection with the following functions of the Council:

Taxi Licensing Reviews

A230 To review the licences of private hire vehicles, hackney carriages, private hire vehicle drivers, hackney carriage drivers and private hire vehicle operators on any one or more of the grounds specified in sections 60(1), 61(1) and 62(1) of the Local Government (Miscellaneous Provisions) Act 1976 and, if considered appropriate, to exercise the power contained in those sections to revoke or suspend any such licence.

REGULATORY FUNCTIONS

Where a regulatory function is specified in these terms of reference, the Committee’s functions (or those of any officer to whom the whole or part of a function is delegated) shall, where it is in accordance with the law to do so, include (except where otherwise indicated) all of the following aspects of that function.

1. Imposing any condition, limitation or other restriction on an approval, consent, licence, permission or registration granted and determining any other terms to which any such approval, consent, licence, permission or registration is subject;

2. Determining whether, and in what manner, to enforce:
   (a) any failure to comply with an approval, consent, licence, permission or registration granted as mentioned above
   (b) any failure to comply with a condition, limitation or term to which any such approval, consent, licence, permission or registration is subject; or
   (c) any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, permission or registration would not be the responsibility of an executive of the authority,
3. Amending, modifying or varying any such approval, consent, licence, permission or registration as is mentioned above, or any condition, limitation or term to which it is subject.

4. Revoking any such approval, consent, licence, permission or registration.

5. Determining whether a charge should be made for any such approval, consent, licence, permit or registration and, where a charge is made, determining the amount of the charge.

**Pleasure Boats and their Navigators**

*OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:*

A240D To determine applications for licences for pleasure boats and their navigators.

**Street Collections**

A250 To approve an annual programme of flag days/street collections (including those requested as part of the street entertainments programme) and to determine applications for house to house and for street collections.

*OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:*

A260D To issue permits for house to house collections and to determine “one-off” requests for flag/street collections outside the annual programme.

**Animals**

A270 To carry out the licensing functions under the Animal Boarding Establishments Act 1963, the Riding Establishments Act 1964, the Pet Animals Act 1951, as amended by the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

*OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:*

A280D All licensing functions.

**Wild Animals**

A290 To carry out the Council’s licensing functions under the Dangerous Wild Animals Act 1976.

*OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:*
A300D To issue licences for the keeping of wild animals under the Dangerous Wild Animals Act 1976.47

A310D To carry out the Council’s licensing functions under the Zoo Licensing Act 1981.

Shops, Trade, and Premises

A320 The Council’s licensing functions under the Scrap Metal Dealers Act 1964.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A330D All licensing functions.

A340 Licensing functions under the 1982 Act relating to sex establishments and sexual entertainment venues.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A350D To vary any condition of the licence of a sex shop relating to the opening hours of that shop.

A355D To determine sexual entertainment venue applications where no representations are made or, in the case of renewal applications, where no new representations are made

A360 The Council’s licensing functions under sections 14, 15, 16 and 17 of the 1982 Act and byelaws all relating to acupuncture, tattooing, ear-piercing, electrolysis, cosmetic piercing and skin colouring

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A370D To register practitioners under sections 14, 15, 16 and 17 of the 1982 Act for acupuncture, tattooing, ear-piercing, electrolysis, cosmetic piercing and skin colouring.

A380 The Council’s licensing functions relating to the use of land for caravan sites under the Caravan Sites and Control of Development Act 1960 and to licence the use of land for other moveable dwellings (including tents) under section 269 of the 1936 Act.48

A390 To carry out the Council’s non-executive functions relating to street trading under Part 3 of and schedule 4 to the Local Government (Miscellaneous Provisions) Act 1982.

Officer Delegation: To the Local Government and Regulatory Law Manager:
To prosecute for offences relating to street trading under resolutions of the Council made under the 1982 Act.

HACKNEY CARRIAGE AND PRIVATE HIRE VEHICLE LICENSING

The Council’s licensing functions in relation to hackney carriages, private hire vehicles and other forms of transport, including matters relating to the provision of accessible taxis in the Borough.

Operators and Drivers of Hackney Carriages and Private Hire Vehicles

OFFICER DELEGATIONS: to the Chief Executive and other designated officers:

To check for criminal convictions and other relevant information relating to licensees or applicants for licences, under Disclosure Service arrangements on behalf of the Council as a registered member of the Criminal Records Bureau. The following officers are designated under those arrangements as follows:

Lead counter-signatory and management responsibility for use of the Disclosure Service: The Chief Executive

Additional counter-signatories for relevant disclosure applications: The Senior Licensing Officer, the Licensing Officer and the Licensing Assistant

Private Hire Vehicle Licences (Operators, Drivers and Vehicles)

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

To issue and renew private hire vehicle drivers’ licences provided that the applicant satisfies Council policy criteria relating to the issue of being a fit and proper person;

To issue and renew private hire vehicle licences;

To issue private hire vehicle operators licences (if no objections are received after consulting Ward Members)

To renew (after consulting Ward Members and the Cultural & Visitor Services Manager) private hire vehicle operators licences;

To suspend the licences of private hire vehicles which are declared unfit after being re-examined; and
To suspend private hire vehicle drivers’ licences for 14 days or until the reasons for the suspension have been considered by the Committee, whichever is the sooner, where the Assistant Director - Health and Wellbeing considers there is serious doubt as to a driver’s fitness and/or suitability to hold a licence.

Hackney Carriage Licences (Drivers and Vehicles)

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

The issue, renewal and substitution of hackney carriage licences (including hackney carriage licences for wheelchair accessible vehicles no older than three years old at the time of presentation minute 1178);

The suspension of the licences of hackney carriages which are declared unfit after being re-examined;

To suspend hackney carriage drivers’ licences for 14 days or until the reasons for the suspension have been considered by the Committee, whichever is the sooner, where the Assistant Director - Health and Wellbeing considers there is serious doubt as to a driver’s fitness and/or suitability to hold a licence;

To determine applications for commercial advertising on hackney carriage vehicles.

To issue and renew hackney carriage drivers’ licences provided that the applicant satisfies Council policy criteria relating to the issue of being a fit and proper person.

FOOD PREMISES

To approve premises for food of animal origin meeting the approval criteria for premises of food hygiene regulation (EC) 854/2004 where the borough council is the Competent Authority.

To keep a register of food business premises and to register food business premises pursuant to the Food Premises (Registration) Regulations 1991.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

The functions contained in A550.

To licence knackers’ yards under the Slaughterhouses Act 1974.

TRANSMISSIBLE SPONGIFORM ENCEPHALOPATHIES
A580 All functions under The Transmissible Spongiform Encephalophathies (No. 2) Regulations 2006 (SI 1228/2006) including, but not limited to, the grant of authorisations to, and registrations of, butchers shops.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A590D The functions contained in A580

HEALTH AND SAFETY AT WORK

A600 The Council’s functions under any of the relevant statutory provisions within the meaning of Part I of the HSW Act excluding those functions which are discharged by the authority in its capacity as an employer.49

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A610D To transfer responsibility for enforcement of any statutory provision to or from the Council by agreement with any other enforcing authority under the Health and Safety (Enforcing Authority) Regulations 1989;

A620D To receive information under section 28(3)(c)(i) of the HSW Act; and

A630D In appropriate circumstances, to waive the 28 days notification of an employer’s intention to do work involving certain types of asbestos material required under regulation 5 (1) of the Asbestos (Licensing) Regulations 1983 and regulation 6 (2) of the Control of Asbestos at Work Regulations 1987.

A640D To appoint as inspectors under section 19(1) of the HSW Act such persons having suitable qualifications necessary for carrying into effect the relevant statutory provisions within the Council’s field of responsibility.50

A650D Under section 19(2) of the HSW Act to authorise in writing the powers that may be exercised by an appointed inspector under any of the relevant statutory provisions.

Working Time Regulations

OFFICER DELEGATION: to the Assistant Director - Health and Wellbeing in person:
A660D  The Council's functions under the Working Time Regulations 1998 (as amended) excluding those functions which are discharged by the authority in its capacity as an employer.

INTEGRATED POLLUTION CONTROL

A670  The discharge of any Local Choice Regulatory Function relating to the control of pollution or the management of air quality under the Pollution Prevention and Control Act 1999, Part IV of the Environment Act 1995, Part I of the EPA and the CAA (Local Choice Functions) including such functions in relation to atmospheric pollution under Part I of the EPA, the CAA and the Environment Act 1995 (air quality reviews etc.), including the determination of applications for authorisations under Part I of the EPA (air quality management areas).51

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A680D  The Local Choice Regulatory Functions under Part I of the EPA (Integrated Pollution Control and Air Pollution Control by Local Authorities) including:

A690D  the determination of applications for authorisations for new waste oil burners below 0.4 MW capacity using oil generated from activities on the same site;

A700D  the determination of information which may be withheld from the public register;

A710D  the rejection of applications and/or variations from authorisations which are deemed to be not duly made;

A720D  to authorise officers to serve notices under sections 13, 14 and 19 and schedule I of the EPA requiring additional information in relation to applications made under Part I of the EPA; and

A730D  issue of notices under section 12 of the EPA.

Clean Air Act52

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A740D  To authorise officers to serve notices under section 24 of the CAA to require fireplaces to be adapted.
A750D To approve works of adaptation to fireplaces and premises subject to smoke control orders and to determine the amount of grants to owners and occupiers under the CAA.

A760D To determine any application under section 7 of the CAA (exemption from the need to provide non-domestic furnaces with arresting plant).

A770D To pay discretionary grants under the CAA in accordance with the scales approved by the Council.

Noise Pollution

A780 The discharge of any Local Choice Regulatory Function under Part III of the 1974 Act, the Civil Aviation Act 1982, the Noise and Statutory Nuisance Act 1993 and the Noise Act 1996 (if adopted by the Council) and the Noise Insulation Regulations 1975.53

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

A790D In relation to noise on construction sites, to authorise officers to serve notices to control noise and to determine applications for prior consent (sections 60 and 61 of the 1974 Act); and

A800D In relation to Noise Abatement Zones: to determine applications for consent to exceed registered noise levels (section 65 of the 1974 Act); to issue noise reduction notices (section 66 of the 1974 Act); and to issue notices in respect of new buildings (section 67 of the 1974 Act).

Pollution by Contamination of Land and Abandoned Mines

A810 To carry out Local Choice Regulatory and Strategic Functions under Part 2A of the EPA (inserted by Part 2 of the Environment Act 1995).

NUISANCES

A820 Power to make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption under Section 13(2) of the Criminal Justice and Police Act 200154

A830 The discharge of the following functions insofar as they are Local Choice Regulatory Functions: the inspection of the authority’s area to detect any statutory nuisance under section 79 of the EPA; the investigation of any complaint as to the existence of a statutory nuisance under section 79 of the EPA;
and the service of an abatement notice in respect of a statutory notice under section 80(1) of the EPA.

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**

**A840D** To authorise officers to serve notices about statutory nuisances under Part 3 of the EPA.

**Loudspeakers**

**A850** To grant consent for the operation of a loudspeaker under Schedule 2 to the Noise and Statutory Nuisance Act 1993.

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**

**A860D** To determine applications to use loudspeakers in streets between 9.00pm and 8.00am.

**Hypnotism**

**A870** Licensing functions under the Hypnotism Act 1952.

**Obtaining Information about Land**

**OFFICER DELEGATIONS: to each Assistant Director:**

**A880D** To obtain information under section 16 of the 1976 Act as to persons interested in land, in connection with functions which are the responsibility of the Committee (LOCAL CHOICE FUNCTION).

**Derbyshire Act 1981**

**A890** To exercise all Local Choice Regulatory Functions under the Derbyshire Act 1981 except for any provision in the Derbyshire Act 1981 which relates to planning or highways law which are the responsibility of the Planning Committee.  

**Smoke-free places**

**A900** To exercise all non-executive functions of the council under the Health Act 2006

**OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:**
A910D To appoint as inspectors such persons having suitable qualifications or training necessary for carrying into effect the relevant statutory provisions within Chesterfield Borough Council’s field of responsibility under the Health Act 2006 and regulations made under the Act,

A920D To authorise in writing the powers (including, but not limited to, powers of entry, to issue fixed penalty notices and to enforce offences) that may be exercised by an appointed inspector under any of the relevant statutory provisions.

ENFORCEMENT, PROSECUTIONS AND LEGAL PROCEEDINGS

A930 To prosecute or to take legal proceedings for offences or breaches of the law under any legislation within the terms of reference of the Committee, including legislation about hackney carriages and private hire vehicles.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

A940D To receive and consider reports from the police, the Council’s enforcement officers and any member of the public about any alleged breach of the criminal law in relation to private hire or hackney carriage vehicles;

A950D To prosecute or to take legal proceedings for offences or breaches of the law under any legislation within the terms of reference of the Committee, including (without prejudice to the generality of this delegation) legislation about hackney carriages and private hire vehicles;

A960D To make arrangements for the periodic inspection of hackney carriages and private hire vehicles licensed by the Council.
3 RESPONSIBILITY FOR CABINET (EXECUTIVE) FUNCTIONS

3.1 INTRODUCTION

3.1.1 Cabinet

Most decisions will be made by the executive of the authority. This is made up of the Council’s executive leader together with seven other councillors forming the Cabinet. The executive leader and the Cabinet are together called the Cabinet in this Constitution.

Of the nine Cabinet members (including the Leader), eight will be members of the political group with a majority on the council and one will be a member of the minority political group. The eight Cabinet members (including the Leader) from the majority group are called Cabinet Members and each have a portfolio of responsibilities. There are also three Assistant Cabinet members to undertake special projects. However Assistant Cabinet Members have no voting rights at Cabinet.

The names of all Cabinet members are shown at Part Eight of this Constitution.

3.1.2 Portfolios

The Executive Leader, Deputy Leader, and the six other Cabinet Members each have a portfolio of responsibilities as follows:
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<tr>
<th>PORTFOLIO</th>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>CBC ACCOUNTABILITIES</th>
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| LEADER OF THE COUNCIL | • Sheffield City Region Local Enterprise Partnership and Mayoral Combined Authority  
|                    | • East Midlands HS2 Partnership  
|                    | • Chesterfield and Staveley HS2 Delivery Board  
|                    | • Derbyshire Economic Partnership  
|                    | • Derbyshire Culture, Heritage and Tourism Board  
|                    | • Derbyshire Joint Committee for Economic Prosperity  
|                    | • Chesterfield Waterside Board  
|                    | • Joint Board  
|                    | • Overall policy direction (with Deputy leader)  
|                    | • Annual budget incl. Council Tax setting  
|                    | • Corporate communications - public relations, your chesterfield etc. (with Deputy Leader)  
|                    | • Key sites delivery (with Cabinet member for economic growth)  
|                     | o Chesterfield waterside  
|                    | o Staveley works corridor  
|                    | o High speed rail 2  
|                    | • Town centre summit – tackling anti-social behavior and eradicating rough-sleeping (with Cabinet member for health and wellbeing)  
|                    | • Lead – external strategic partnerships  

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<th>KEY OFFICER RELATIONSHIPS</th>
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Part 3 July 2019  
Page 76
- Assistant Director – Policy and Communications
- Communications and Marketing Manager
- Assistant Director – Economic Growth
- Assistant Director – Health & Wellbeing

<table>
<thead>
<tr>
<th>PORTFOLIO</th>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>CBC ACCOUNTABILITIES</th>
</tr>
</thead>
</table>
| DEPUTY LEADER OF THE COUNCIL | • Destination Chesterfield Board  
• Joint Board | • Overall policy direction (with Leader)  
• Public service reform (with Cabinet member for customers and business transformation)  
• Council plan 2019 - 2023  
• Council performance and improvement  
• Corporate communications - public relations, your chesterfield etc. (with Leader)  
• Revenue budget and medium term financial plan  
• Capital strategy and programme  
• Treasury management and investment strategy  
• Climate change strategy  
• Chesterfield town centre masterplan (with Cabinet member for town centres and visitor economy)  
• Lead – internal strategic partnerships |

KEY OFFICER RELATIONSHIPS
• Senior Leadership Team
• Assistant Director – Policy and Communications
• Communications and Marketing Manager
• Assistant Director – Health and Wellbeing
• Assistant Director – Economic Growth

| PORTFOLIO |
| PARTNERSHIP ACCOUNTABILITIES |
| CBC ACCOUNTABILITIES |
| CABINET MEMBER FOR ECONOMIC GROWTH |

- Growth strategy
- Housing strategy (with Cabinet member for housing)
- Key sites delivery (with Leader)
  - Chesterfield waterside
  - Staveley works corridor
  - High speed rail 2
- Key sites delivery
  - Northern gateway
  - Talgo and Derbyshire Rail Industry Innovation Vehicle (DRI\Ve)
  - Markham vale
  - Peak resort
  - Walton works
- Inward investment
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<tr>
<th>Business start-ups and growth</th>
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<tbody>
<tr>
<td>Asset management – commercial and operational estate excluding town hall refurbishment project</td>
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<tr>
<td>Skills and employment support</td>
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<tr>
<td>Local plan</td>
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<td>Planning – development and control</td>
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<tr>
<td>Conservation</td>
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### KEY OFFICER RELATIONSHIPS

- Senior Leadership Team
- Assistant Director – Economic Growth
- Assistant Director – Housing
- Assistant Director – Customers, Commissioning and Change

### PORTFOLIO

<table>
<thead>
<tr>
<th>CABINET MEMBER FOR TOWN CENTRES AND VISITOR ECONOMY</th>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>CBC ACCOUNTABILITIES</th>
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<tbody>
<tr>
<td>• Chesterfield Town Centre Forum</td>
<td>• Chesterfield town centre masterplan (with Deputy leader)</td>
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<tr>
<td>• Markets Consultative Committee</td>
<td>• Town centre management including Staveley, Chatsworth Road and other district shopping centres</td>
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<td>PORTFOLIO</td>
<td>PARTNERSHIP</td>
<td>CBC ACCOUNTABILITIES</td>
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</tbody>
</table>

- George Stephenson memorial hall cultural quarter project
- Markets improvement project
- Markets
- Car parking
- CCTV and pavements security
- Chesterfield theatres (winding wheel and pomegranate theatre) and museums
- Visitor economy strategy
- Visitor information centre
- Festivals and events

**KEY OFFICER RELATIONSHIPS**

- Senior Leadership Team
- Assistant Director – Economic Growth
- Assistant Director – Commercial Services
- Assistant Director – Customers, Commissioning and Change
- Venues Manager
<table>
<thead>
<tr>
<th>ACCOUNTABILITIES</th>
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<tr>
<td>CABINET MEMBER FOR HEALTH AND WELLBEING</td>
<td>• Derbyshire Police &amp; Crime Panel</td>
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<td>• Joint Crematorium Committee</td>
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<td>• Health and wellbeing strategy</td>
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<td>• Improving health and tackling inequalities</td>
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<td>• Community outreach and development programme</td>
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<td>• Grants to voluntary organisations</td>
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<td>• Sports facilities</td>
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<td>• Queens park sports centre</td>
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<td>• Staveley healthy living centre</td>
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<td>• Parks and open spaces incl. Cemeteries and chesterfield and district crematorium</td>
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<td></td>
<td>• Environmental health services</td>
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<td>• Community safety and licensing</td>
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<td>• Safeguarding</td>
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<td>• Town centre summit – tackling anti-social behavior and eradicating rough-sleeping (with leader)</td>
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<td>• Waste collection and recycling</td>
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<td>• Streetscene and grounds maintenance</td>
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<td>• Building cleaning</td>
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<td>• Assistant Director – Policy and Communications</td>
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<tr>
<td>CABINET MEMBER FOR HOUSING</td>
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<td>Cllr Chris Ludlow</td>
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<tr>
<td>CABINET MEMBER FOR GOVERNANCE Cllr Sharon Blank</td>
</tr>
</tbody>
</table>

**KEY OFFICER RELATIONSHIPS**

- Senior Leadership Team
- Local Government and Regulatory Law Manager
- Assistant Director – Policy and Communications
- Assistant Director – Health and Wellbeing
- Assistant Director – Customers, Commissioning and Change
- HR Manager
- Internal Audit Manager
- Elections Manager

<table>
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<th>CBC ACCOUNTABILITIES</th>
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</thead>
</table>
| CABINET MEMBER FOR CUSTOMERS AND BUSINESS TRANSFORMATION Cllr Jean Innes | Project and programme management office | • Project and programme management office
• Customer services strategy
• Customer services
• Revenues and benefits
• Town hall refurbishment project
• ICT transformation programme
• Commercialisation / income generation strategy
• Workforce strategy incl. investors in people
• Public private partnerships (specifically arvato / Kier contract)
• Public service reform (with Deputy leader)
• Shared services |

KEY OFFICER RELATIONSHIPS
- Senior Leadership Team
- Assistant Director – Customers, Commissioning and Change
- Assistant Director – Commercial Services
- Assistant Director – Policy and Communications
- Assistant Director – Housing
- HR Manager
The Cabinet Procedure Rules at Part Four explain how matters which fall outside or between these portfolios may be dealt with.

3.1.3 Cabinet Members' Responsibility for Council Land and Property:

Broadly, each Cabinet Member is responsible for land and property used for the functions within that member's service area. A list of land and property is included in this Constitution at Appendix 1, to help identify which property falls within which Cabinet Member's service area. The Cabinet Member for Economic Growth has overall responsibility for asset management. The Cabinet may change these responsibilities for land and property as between Cabinet Members.

3.1.4 Decision Making

The Delegation Scheme below shows in detail which functions and decisions are within each Cabinet Member's portfolio of responsibilities.

Executive decisions by elected members will be made in 4 ways:

<table>
<thead>
<tr>
<th>Decision</th>
<th>Suffix in delegation scheme</th>
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<tbody>
<tr>
<td>Final decisions made collectively in meetings of the Cabinet,</td>
<td>none</td>
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<tr>
<td>Decisions made collectively in meetings of the Cabinet to recommend</td>
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<tr>
<td>the Council to approve a budget, plan or strategy</td>
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<tr>
<td>Decisions made by a Cabinet Member individually</td>
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<tr>
<td>Decisions made by a Cabinet Member individually, after consultation</td>
<td>These are shown below by a</td>
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<td>with another Cabinet Member</td>
<td>reference to consultation</td>
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<td>with another Cabinet Member</td>
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The Cabinet Procedure Rules and Access to Information Procedure Rules describe the detailed procedures for how these decisions are made.

For collective decisions, the appropriate Cabinet Member will approve and refer officer reports to the Cabinet meeting, though such referrals by a Cabinet Member to the Cabinet shall have no legal status as a decision or part of a decision. The decision will be made by the Cabinet itself.

3.1.5 Delegation under Executive Arrangements and by the Leader
The Council has approved the scheme of delegations below and any changes to it must be approved by the full council or Standards and Audit Committee (see Cabinet Procedure Rules) subject to the following:

Section 15 (4) of the Local Government Act 2000 says that where the discharge of a function has not been allocated in this Scheme by the Council (in approving these executive arrangements), the Leader may individually:

- Discharge that function himself or herself, or
- Delegate the discharge of that function to the Cabinet collectively, or to a Cabinet Member individually, or to a sub-committee of the Cabinet or to an officer

These executive arrangements allow the Leader individually to change the responsibility for any function from collective Cabinet responsibility to individual Cabinet Member responsibility (suffix L) and vice versa.

These executive arrangements allow any Cabinet Member (including the Leader) individually to

- Revoke or amend any existing Officer delegations within their portfolio (suffix D)
- Delegate any Individual Cabinet Member Delegations (suffix L) to an officer.

Subject to the arrangements for reporting such changes to full council contained in the Cabinet Procedure Rules at Part 4.

The Cabinet Procedure Rules also provide for the temporary transfer of delegations for certain items, for example in order to comply with the Members' and Officers' Codes of Conduct.

The Leader may change the content of the portfolio responsibilities of any Cabinet Member, and any such change must then be reported to the full Council.

As a general principle strategic matters are retained as member level decisions and all operational matters within the relevant portfolio are delegated to officers.
3.2 EXECUTIVE FUNCTIONS

C000 The Cabinet will exercise or delegate all the executive functions of the authority including but not limited to the functions detailed below and including the Local Choice executive functions where shown below.

3.3 FUNCTIONS OF ANY CABINET MEMBER

These are functions which may be referred to the Cabinet or discharged individually (as the case may be) by any Cabinet Member provided that the function relates to that Cabinet Member’s portfolio of responsibilities.

URGENT MATTERS

G000L To determine any urgent issue in order to give effect to a scheme, proposal or policy already approved by the Council or by the Cabinet; provided that except where expressly otherwise stated in the Constitution the inclusion of a relevant item in the Annual Estimates shall not in itself be deemed to be approval by the Council or by the Cabinet for this purpose.57

G010L To make on behalf of the Cabinet any urgent representations, observations or objections about any matter affecting the authority’s interests or functions.

Appointment of Sub-Committees

G020 To appoint sub-committees of the Cabinet with such responsibilities for executive functions as the Cabinet may decide.

G030 and G040 not used

FINANCE

Spending

OFFICER DELEGATIONS: To any member of the Corporate Management Team and/or service manager who is the relevant budget holder/manager in accordance with limits set for the Council’s financial accounting system:

G050D To authorise any capital or revenue spending (or receipts) contained in an approved budget.

OFFICER DELEGATIONS: to the Chief Executive and to the Executive Directors:

G060D To authorise capital or revenue spending, (or capital receipts) of £25,000 or less only in accordance with the conditions in

G070D To authorise capital or revenue spending, (or capital receipts) of **more than £25,000** only in accordance with the conditions in Financial Regulation A14 in the Financial Procedure Rules at Part 4 of this Constitution.

**Capital Programme**

G080 To approve:

- project evaluation reports
- post-project review reports required under Financial Procedure Rule 4.60
- reports on the additional cost of variations as required by Financial Procedure Rule 4.57.1 and 4.57.2

where the project is:

- within the Capital Programme allocation approved by the Council, AND:
- worth greater than £100,000, AND
- when completed likely to result in no additional revenue costs or to result in only minor additional revenue costs.

**OFFICER DELEGATION: To any member of the Senior Leadership Team**

G090D To approve:

- project evaluation reports
- post-project review reports required under Financial Procedure Rule 4.60
- reports on the additional cost of variations as required by Financial Procedure Rule 4.57.1 and 4.57.2

where the project is:

- within the Capital Programme allocation approved by the Council, AND:
- worth up to £100,000, AND
- when completed likely to result in no additional revenue costs or to result in only minor additional revenue costs.

Note: The CABINET MEMBER FOR HOMES AND CUSTOMERS may individually approve housing related reports as an exception to this rule - see EG200L.
Writing-Off/Disposal of Surplus Material

G095  To write off of bad debts, arrears of rent, rates, community charges (poll tax), council tax, mortgage repayments, losses of property and obsolescent stores and equipment which exceed levels delegated to Cabinet Member or officers.

G100L  To write off of bad debts, arrears of rent, rates, community charges (poll tax), council tax, mortgage repayments, losses of property and obsolescent stores and equipment in accordance with authorised limits.58.

OFFICER DELEGATIONS: To the relevant Assistant Director/Chief Finance Officer/Director of Finance and Resources as appropriate

G120D  After consulting the officer concerned, and if necessary the Chief Executive, to exercise the functions at Scheme Reference G100L above in accordance with authorised limits.59.

OFFICER DELEGATIONS: to the Chief Executive, Executive Directors and to each Assistant Director:

G130D  To sell surplus vehicles, stores and equipment subject to the Chief Finance Officer being informed of the terms of sale before the contract is completed (unless the value is less than £250).

COUNCIL LAND

Management of Land, VAT and Repairs

G140L  To manage and repair land and properties within the relevant Cabinet Member's responsibilities.

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Resources:

G150D  In urgent cases, in relation to Value Added Tax, to exercise the Council's option to tax certain buildings, sites or areas.

OFFICER DELEGATIONS: to the Chief Finance Officer /Director of Finance and Resources:

G160D  With the relevant officers, to determine an overall annual budget for property repair including provision for planned and reactive maintenance. (The annual budget to be reported to the Cabinet as part of the annual strategic property review).
With relevant officers and within budget provision, to arrange reactive and emergency property repairs to all non-housing property.

OFFICER DELEGATIONS: to each Assistant Director:

To prepare and approve a programme of planned and cyclical maintenance for the repair, maintenance and decoration of premises within their managerial and financial control.

To authorise demolition of any dangerous building on any Council Land.

To approve the siting of electricity sub-stations, gas kiosks and other installations or equipment of statutory undertakers on Council Land and to grant easements and rights for that purpose.

To determine any matter (including service of notices and the arrangement of sales) in relation to the disposal of lost and uncollected property found or deposited on Council Land, after consultation, if necessary, with the Local Government and Regulatory Law Manager.

Applications for Planning and Building Regulation Approval

OFFICER DELEGATIONS: to the Chief Executive, Executive Directors and each Assistant Director as appropriate:

To make applications for planning permission under Regulation 3 of the Town and Country Planning General Regulations 1992 and Regulation 13 of the Town and Country Planning (Listed Buildings and Conservation Areas) Regulations 1990 or Section 82 of the LBA and to serve any notice and comply with any statutory procedures.

To make applications for building regulation approval in respect of developments which the Council proposes to undertake.

Trespass to Council Land

Subject to specific delegations elsewhere in this Scheme (including powers to control unauthorised traveller encampments at E560L and housing possession powers), to regain possession of any Council Land from trespassers or from any person in breach of a lease or licence.
Competing Uses for Council Land

G250 To decide issues in relation to competing uses for any land as between Cabinet Members’ responsibilities for land within their portfolios (see Appendix 1 to this Constitution).

ACQUISITION AND DISPOSAL OF LAND

G260L (Subject to the Leader’s responsibility for key sites), to approve any other transaction in land which is not delegated elsewhere in this Constitution, including:

- to acquire or appropriate non-housing land which is required for any function within the relevant Cabinet Member's responsibilities;
- to dispose of non-housing land which is not required for any such function,
- and to approve any acquisition, appropriation, disposal or exchange to provide more convenient boundaries, access, etc. to Council land or land adjoining.

G270L To determine the extent of the land to be acquired by the Council in or next to a clearance area, so long as the total budget for the purchase of land in respect of that clearance area is not exceeded.

Finance and Performance Board and Land Disposal Group

OFFICER DELEGATIONS: To the Chief Executive, an Executive Director or the Director of Finance and Resources:

G275D Notwithstanding any other delegations in Part 3, after consultation with members of the Finance and Performance Board to approve the acquisition and disposal of land of a value of up to or exceeding £250,000.

Disposal of Certain Industrial and Retail Property

OFFICER DELEGATIONS: to the Property Procurement and Contracts Manager after consultation with the Service Provider (Estates) and in consultation with the appropriate Cabinet Member.

G280D In accordance with Council Policy, to dispose of any freehold or leasehold interest or to grant a lease for any term of years (with or without a premium) or for an indefinite term in relation to any land used for industrial purposes on any of the Council’s industrial estates.
In accordance with Council Policy, to grant any lease for any term of years (with or without a premium) or for an indefinite term in relation to any land which is outside the Town Centre and which is used for retail purposes

**Leases and Licences**

**OFFICER DELEGATIONS:** to the Property Procurement and Contracts Manager (after consultation with the Service Provider (Estates)):

G300D To grant short-term\(^6\) lettings of any non-housing land, and, after consulting relevant officers, to consent to assignments and accept surrenders of such lettings.

**OFFICER DELEGATIONS:** to the Chief Finance Officer/Director of Finance and Resources (after consultation with the Service Provider):

G310D To vary the rent payable where a commercial tenant is in trading difficulties, or in other circumstances and where it may be in the long-term interests of the Council to retain that tenant.

**OFFICER DELEGATIONS:** to the Property Procurement and Contracts Manager (after consultation with the Service Provider (Estates)):

G320D To carry out and conclude reviews of the rent of any lease and take any necessary legal proceedings.

G330D To determine applications for minor alterations to be carried out at the expense of the tenant.

G340D To licence the attachment of wires, brackets and wall boxes to Council Land.

**Disposal Terms**

G350D To put such conditions as the Property Procurement and contracts Manager (after consultation with the Service Provider (Estates)) may decide on any disposal of land.\(^6\)

G360D To agree terms for the purchase by the Council of land to be acquired under compulsory purchase powers.

G370D To approve changes in the identity of disponees in transactions already approved by the Cabinet or already approved elsewhere in this scheme, provided that the financial and business status of the substituted disponee is acceptable to the appropriate officers.
Obtaining Information about Land

**OFFICER DELEGATIONS:** to each Assistant Director:

**G380D** To obtain information under section 330 of the TCP Act or under section 16 of the 1976 Act as to persons interested in land, in connection with functions which are the responsibility of the Cabinet (LOCAL CHOICE FUNCTION)\(^63\)

**COMPENSATION**

**G390L** To determine applications under Section 17 of the 1973 Act (actions for nuisance caused by the use of public works).

**OFFICER DELEGATIONS:** to the Local Government and Regulatory Law Manager (after consultation with the Service Provider (Estates)):

**G400D** Under the 1973 Act, to determine applications for Home Loss and Disturbance Payments in respect of properties affected by action of the Council, subject to the Assistant Director - Housing (Customer Division)’s delegation at Scheme Reference CC880D.

**G410D** To authorise payments under Section 43 of the 1973 Act to persons entitled in respect of properties affected by action of the Council.

**G420D** To agree terms for compensation from the responsible body for mining subsidence damage to Council property (Coal Industry Act).

**MISCELLANEOUS**

**Arrangements to promote well being\(^64\)**

**G430** Subject to other specific delegations in this Part, in order to promote the economic, social or environmental well-being of Chesterfield and its area to exercise the powers under Part One of the Local Government Act 2000, including to:

(a) enter into arrangements or agreements with any person or body;

(b) co-operate with, or facilitate or co-ordinate the activities of, any person or body; and

(c) exercise on behalf of that person or body any functions of that person or body.
Attendance at conferences, courses etc.

**OFFICER DELEGATION:** to each Executive Director, after consulting the appropriate Cabinet Member:

**G440D** Within Council policy, to approve the attendance of any Member(s), with any appropriate officer(s) in support, at any conference, demonstration or meeting of an outside body with a member or officer reporting back as appropriate

Partnership Schemes (PFI etc.)

**G450** To enter into partnership agreements with other organisations for funding and operational purposes (e.g. PFI schemes).

Sponsorship

**OFFICER DELEGATIONS:** to the Chief Executive, each Executive Director and each Assistant Director as appropriate

**G460D** To organise sponsorship in respect of activities associated with the Council's functions.

External Advice

**G470L** To appoint professional advisers or consultants in connection with any scheme or proposed scheme (Note: for the engagement of Counsel see Article 14 of this Constitution).

Ombudsman

**G480L** Subject to Section 31A, 31(2A) and 31(5A) of the Local Government Act 1974\(^65\), to consider appropriate cases referred to the Local Ombudsman and to decide whether to reach local settlements or to take any other action following the Ombudsman referral (including obtaining the Secretary of State's consent to make ex gratia payments), **except for** ombudsman complaints involving:

- **members' conduct** (which are in the terms of reference of the Standards and Audit Committee), and
- cases involving non-executive functions, and
- cases where a payment is to be made or other benefit provided in the case of maladministration (section 92 Local Government Act 2000)\(^66\), which are in the terms of reference of the Standards and Audit Committee.
COMPETITION, TENDERS AND CONTRACTS

Suspension of Competition Requirements

G500L To determine which contracts or classes of contracts may be exempted from the application of Standing Orders (in whole or part) in relation to the supply of goods or services to DSO's.

Client Functions

G510L To carry out the Council's Client functions including determination of contract letting timetables, packages, length of contracts, performance standards (within the approved budget) and other terms and conditions and supervising monitoring and enforcing contracts;

OFFICER DELEGATIONS: to Each Assistant Director as appropriate:

G520D Within the guidelines in the Contract Procedure Rules, to determine the number and identity of contractors who are to be invited to tender for any contract

G530L To decide select listing criteria and to select tenderers and to decide tender evaluation methods and to accept tenders or bids.

OFFICER DELEGATIONS: to each Assistant Director:

G540D To select the publications in which tender notices are to be published and to publish them.

G550L To approve membership of the tender evaluation panel, method and procedures for consultation with service users and trades unions and arrangements for contractor interviews where necessary.

Acceptance of Tenders

G560L To accept or reject tenders in cases where the lowest tender (after any tender adjustments made under approved tender conditions)(or the highest where payment is to be made to the Council) is not recommended for acceptance.

OFFICER DELEGATIONS: to the Chief Executive and to each Assistant Director as appropriate:

G570D To accept any tender under Contract Procedure Rule 9 (Part 4 of this Constitution).
OFFICER DELEGATIONS: to the Chief Executive and to Each Assistant Director as appropriate:

G580D To carry out the functions of Supervising Officer as specified in any Contract.

G590L To grant or withhold optional extensions under the terms of contracts.

DSOs

G600L To determine operational issues about contracts won by DSO's.

G610 To approve business plans and final accounts of DSO's, and to approve periodic trading statements which show any significant variation from the DSO's business plan

G620L To approve periodic trading statements of DSO's which show no significant variation from the DSO's business plan

OFFICER DELEGATION: to the Local Government and Regulatory Law Manager:

G630D To determine any dispute or difference between a client department and DSO or between DSOs' in relation to the terms under which services or works are provided by a DSO.

OFFICER DELEGATIONS: to each relevant Assistant Director, after consulting the appropriate Executive Director:

In accordance with the overall programme of work approved by the Council:-

G640D To vary the number of manual employees in each DSO in accordance with departmental workloads.

G650D To provide works, goods and services internally as defined by Contract Procedure Rule 12(Internal Provision).

G660D To prepare and submit tenders to and contract with outside bodies and persons for the provision of work, goods or services provided that the total value of such External Provision in any financial year does not exceed 5% of the total value of External Provision and of Provision under Scheme Reference G650D.

External Provision

OFFICER DELEGATIONS: to each relevant Assistant Director, after consulting the appropriate Executive Director
G670D To approve any proposal to exceed any percentage limit on the value of External Provision contained in the Scheme of Administration, having regard to Contract Procedure Rule 13 and to Council Policies.

CHESTERFIELD MARKET FESTIVAL

G680L To take any executive decisions that may be required in preparation for any Chesterfield Market Festival.

PERFORMANCE MANAGEMENT

G690 To consider reports relevant to each Cabinet Member’s Responsibilities under the Council’s Performance Management system.

G700 In relation to each Cabinet Member’s responsibilities, responsibility for performance management information and reporting on follow-up action.
3.4 THE LEADER OF THE COUNCIL'S PORTFOLIO:

OVERALL RESPONSIBILITIES:

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<th>PARTNERSHIP ACCOUNTABILITIES</th>
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<td>• Sheffield City Region Local Enterprise Partnership &amp; Combined Authority</td>
<td>• Overall Policy direction (with Deputy Leader)</td>
</tr>
<tr>
<td>• East Midlands HS2 Partnership</td>
<td>• Annual Budget including Council Tax setting</td>
</tr>
<tr>
<td>• Chesterfield and Staveley HS2 Delivery Board</td>
<td>• Corporate Communications - public relations, Your Chesterfield etc (with Deputy Leader)</td>
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<td>• Derbyshire Economic Partnership</td>
<td>• Key sites delivery (with Cabinet member for Economic Growth)</td>
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<td></td>
<td>• Lead – external strategic partnerships</td>
</tr>
</tbody>
</table>

General

LC000 To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Leader's Overall Responsibilities listed above, including but not limited to the functions detailed below.

Plans and Strategies

LC010R The formulation or preparation of the following plans and strategies amongst those listed in Article 4 of this Constitution, namely:

Other plans and strategies which the council has decided should be adopted by the Council meeting as a matter of local choice

• Annual Reports and other strategic plans approval of which is not specifically delegated elsewhere in the Constitution.
LC020 The amending, modification, variation or revocation of any such plan or strategy where required to give effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for their approval, or to any part so submitted or where authorised by a determination made by the authority when approving or adopting the plan or strategy

LC030 The introduction of any new or varied Council policy or service or any variation in Council resources which is of major significance in accordance with the Financial Procedure Rules/Budget and Policy Framework Procedure Rules.

LC040 To keep the Council's policies and resources under review.

PARTNERSHIPS

LC050L To represent the authority/Cabinet as appropriate on partnerships within the Leader's Overall Responsibilities listed above

JOINT BOARD - JOINT WORKING

LC060L Subject to the Conditions of Delegation listed below to decide all matters relating to joint working and shared services with Bolsover District Council and North East Derbyshire District Council and to delegate the making of any such decision to officers.

Conditions of this Delegation

Decisions under this delegation shall be made:

1. In consultation with the duly authorised executive members of Bolsover District Council and North East Derbyshire District Council

2. Within the overall budget approved from time to time by each authority's Executive

3. In the absence or unavailability of the Leader, by the Deputy Leader, and in the absence or unavailability of both the Leader and Deputy Leader, by a Cabinet Member nominated by the Leader

4. In accordance with:
the principles of the joint working protocol dated March 2006 (see Part 2 Article 11 of this Constitution - Joint Arrangements), and
the Terms of Reference for joint meetings of the duly authorised Cabinet Members of Chesterfield Borough Council, Bolsover District Council and North East Derbyshire District Council (see Part 2, Article 11 of this Constitution - Joint Arrangements)

5. Any decision to enter into any formal joint working or shared services agreement shall not be within the scope of this delegation, and shall be reserved to the Councils' respective executives.

ANNUAL BUDGET SETTING PROCESS

Preparing Estimates for the Budget and Rate

LC070R The preparation, for submission to the authority for their consideration, of:

- estimates of the amounts to be aggregated in making the calculation in accordance with any of sections 32 to 37, 43 to 49, 52I, 52J, 52T and 52U of the Local Government Finance Act 1992, whether originally or by way of substitute; or of other amounts to be used for the purposes of the calculation and estimates of the calculation; or

- the amounts required to be stated in the precept;

- the reconsideration of those estimates and amounts in accordance with the authority's requirements;

- the submission for the authority's consideration of revised estimates and amounts.

COMMUNICATIONS AND CONSULTATIONS

LC080 To approve consultation and communications plans and strategies.

"Your Chesterfield" Council Newspaper

LC090L To make routine operational decisions about "Your Chesterfield".
NOMINATIONS TO AND CORPORATE MEMBERSHIP OF OUTSIDE BODIES

LC100 (Where not otherwise delegated under this scheme) to approve, or otherwise, the Council's corporate membership of outside organisations relating to executive functions.

LC110 In connection with both executive and non-executive functions, the appointment of any individual –

(a) to any office other than an office in which he is employed by the authority;
(b) to any body other than –

(i) the authority;
(ii) a joint committee of two or more authorities;

(c) to any committee or sub-committee of such a body,

and the revocation of any such appointment (LOCAL CHOICE EXECUTIVE FUNCTION):\textsuperscript{72}

LC120L To receive reports from any such individual or any such body in relation to any executive function.

LIAISON MEETINGS

LC130 To receive and report on the Minutes of Borough/Parish Liaison meetings and DCC/Borough Liaison meetings;

STRATEGIC LAND TRANSACTIONS

LC140 To acquire (by agreement or compulsory purchase or appropriation) or dispose of any land which has a major or strategic significance in accordance with Council policy.
### 3.5 THE DEPUTY LEADER OF THE COUNCIL:

**OVERALL RESPONSIBILITIES:**

<table>
<thead>
<tr>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>COUNCIL ACCOUNTABILITIES</th>
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</thead>
</table>
| • Destination Chesterfield Board  
  • Joint Board | • Overall Policy direction (with Council Leader)  
  • Public Services Reform (with Cabinet member for customers and business transformation)  
  • Council Plan 2019 - 2023  
  • Council Performance & Improvement  
  • Corporate Communications - public relations, your Chesterfield etc (with Leader)  
  • Revenue budget and medium term financial plan  
  • Capital strategy and programme  
  • Treasury management and investment strategy  
  • Climate change strategy  
  • Chesterfield town centre masterplan (with Cabinet member for Town Centres & Visitor Economy)  
  • Lead – Internal strategic partnerships |

**General**

**DL000** To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Deputy Leader's Overall Responsibilities listed above, including but not limited to the functions detailed below.

**Plans and Strategies**

**DL010R** The *formulation or preparation* of the following plans and strategies amongst those listed in Article 4 of the Constitution, namely:

Those required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to be adopted by the Council:

Other plans and strategies which the council has decided should be adopted by the Council meeting as a matter of local choice
DL020  The amending, modification, variation or revocation of any such plan or strategy where required to give effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for their approval, or to any part so submitted or where authorised by a determination made by the authority when approving or adopting the plan or strategy

PARTNERSHIPS

DL025  To represent the authority/Cabinet as appropriate on partnerships within the Deputy Leader's Overall Responsibilities listed above

POLICY DEVELOPMENT

DL030  Overall member-level responsibility for Policy Development (with the Leader).

COUNCIL PLAN

DL040  Overall member-level responsibility for the Council Plan.

MEDIUM TERM FINANCIAL PLANNING

DL050  Overall member-level responsibility for medium-term financial planning.

TREASURY MANAGEMENT

DL060  To approve treasury policy statements and variations and to receive reports on the Treasury Management function and performance.

DL070L  Within the Budget and Policy Framework to carry out the Council's borrowing and investment functions.

DL080L  To approve the limit of overdraft facilities to be arranged by the Chief Finance Officer

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources:

DL090D  To arrange overdraft facilities within the limits approved by the Council and by its bankers.

DL100D  To approve the terms of all arrangements to secure loans to the Council and to lend to other local authorities, statutory
public bodies and the Council's bankers, funds (including surplus Collection Fund monies under the 1988 Act) which from time to time are not required by the Council's loan pool.

DL110D To contract with fund managers for the management of investments in accordance with Council policy.

DL120D To authorise officers as signatories to the Council's bank accounts.

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources:

DL130D To operate the Council's bank accounts and National Giro Accounts or equivalent including the ordering, custody and issue of all cheques.

DL140D To ensure the security of cash in custody or transit.

Operating and Finance Leasing

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources:

DL150D In consultation where necessary with the Local Government and Regulatory Law Manager to approve the terms and conditions of operating or finance leases of plant, vehicles, equipment, and buildings

Financial Strategies

DL160R To formulate any plan or strategy for the control of the authority's borrowing, investments or capital expenditure including the overall budget and Capital Programme.

DL170 The amending, modification, variation or revocation of any such plan or strategy where required to give effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for their approval, or to any part so submitted or where authorised by a determination made by the authority when approving or adopting the plan or strategy

DL180 To monitor and to re-allocate funds within the overall budget and Capital Programme subject to and in accordance with the Financial Procedure Rules/Budget and Policy Framework Procedure Rules.

CLIMATE CHANGE

DL190 Overview of Climate Change Issues
### PARTNERSHIP ACCOUNTABILITIES

<table>
<thead>
<tr>
<th>CBC ACCOUNTABILITIES</th>
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<tbody>
<tr>
<td>• Growth strategy</td>
</tr>
<tr>
<td>• Housing strategy (with Cabinet member for Housing)</td>
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<tr>
<td>• Key sites delivery (with Leader):</td>
</tr>
<tr>
<td>o Chesterfield Waterside</td>
</tr>
<tr>
<td>o Staveley works corridor</td>
</tr>
<tr>
<td>o High speed rail 2 (HS2)</td>
</tr>
<tr>
<td>• Key sites delivery</td>
</tr>
<tr>
<td>o Northern Gateway</td>
</tr>
<tr>
<td>o Talgo and Derbyshire Rail Industry Innovation Vehicle (DRIVe)</td>
</tr>
<tr>
<td>o Markham Vale</td>
</tr>
<tr>
<td>o Peak Resort</td>
</tr>
<tr>
<td>o Walton works</td>
</tr>
<tr>
<td>• Inward investment</td>
</tr>
<tr>
<td>• Business start-ups and growth</td>
</tr>
<tr>
<td>• Asset management – commercial and operational estate (excluding town hall refurbishment project)</td>
</tr>
<tr>
<td>• Skills and employment support</td>
</tr>
<tr>
<td>• Local plan</td>
</tr>
<tr>
<td>• Planning – development and control</td>
</tr>
<tr>
<td>• Conservation</td>
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</table>

**EG0000**  
To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Cabinet Member’s Overall Responsibilities listed above, including but not limited to the functions detailed below.

**EG010R**  
The *formulation or preparation* of the following plans and strategies amongst those listed in Article 4 of the Constitution, namely:

- Plans and alterations which together comprise the Development Plan (but excluding the approval, for the purposes of public consultation in accordance with regulation 22 of the Town and Country Planning (Development Plans) (England) Regulations 1999, of draft proposals associated
with the preparation of alterations to, or the replacement of, a development plan;)

- Per Cent for Art Strategy

Other plans and strategies which the council has decided should be adopted by the Council meeting as a matter of local choice

- Economic Development Strategy
- Asset Management Plan (including Property Strategy)
- Housing Strategy

PARTNERSHIPS

EG020L To represent the authority/Cabinet as appropriate on partnerships within the Cabinet Member’s Overall Responsibilities listed above

ECONOMIC GROWTH

EG030 To promote the economic regeneration of the Borough.

EG040 To promote economic development and employment opportunities, including the provision and marketing of land and buildings for industrial and commercial development.

EG050L To seek UK Government and European Union funding or assistance for economic development schemes.

EG060L To work with other agencies to develop economic development initiatives.

EG070L To approve the annual Economic Development Programme for Chesterfield and North East Derbyshire

Help for Business

EG080 To exercise any function under Part 1 of the Local Government Act 2000 (power to promote economic well-being) in order to promote economic well-being including:

EG090 Determination of applications for assistance under the Council's business loan scheme, and

EG100 When appropriate, to vary the maximum loan support to businesses under the Council's business loan scheme.

Employment
EG110L  To monitor unemployment levels in the Chesterfield "Travel to Work" area, and to develop ideas to promote employment opportunities.

Industrial Units

EG120L  To monitor the level of vacancies and rent arrears of the Council's industrial units.

Starter Units and Innovation Centres

EG130L  To determine strategic issues in relation to the Tapton and Dunston Innovation Centres and other business starter unit schemes.
EG140L  To receive and report on the minutes of the Tapton Innovation Centre Management Board and Dunston Innovation Centre.

EXTERNAL FUNDING AND POLICY DOCUMENTS

EG150  To co-ordinate bids for any funding from an external source.
EG160  To consider and determine issues about any policy document from other organisations, which affect the Borough (where they are outside the terms of the overall responsibilities of any other Cabinet Member).

HOUSING (STRATEGY)

With the Cabinet Member for Housing:

Housing Stock Options

EG170L  To take strategic decisions in relation to the procurement commissioning and operational stages of any Housing Stock Options process

Housing Finance

EG180L  To re-allocate funds within the Housing Investment Programme.
EG190L  To decide the use of the housing repairs budget.
EG200L  To approve

- project evaluation reports
- post-project review reports required under Financial Procedure Rule 4.60
- reports on the additional cost of variations as required by Financial Procedure Rule 4.57.1 and 4.57.2
for projects within the overall responsibilities of the Cabinet Member for Economic Growth, where the project is:

- within the Capital Programme allocation approved by the Council, AND:
- worth £50,000 or more, OR
- worth less than £50,000, but when completed likely to result in major additional revenue costs.\(^{77}\)

### Provision of Public Sector Housing

**EG210** Executive functions relating to the provision of Council homes.

### Acquisition of Land and Property

**EG220** Acquisition of land and buildings in order to provide public sector housing.

**OFFICER DELEGATIONS: to the Assistant Director - Housing:**

**EG230D** To decide whether or not the Council will purchase any property at full market value under *The Housing (Right of First Refusal) (England) Regulations 2005* \(^{78}\).

**EG240D** To decide whether or not former Council properties which are offered back to the Council should be repurchased at the original sale price with the owner remaining as tenant and each party paying their own legal fees, in the following two sets of circumstances (Housing Committee 8/4/99):

- where the property is still in the ownership of the original purchaser (i.e. the former Council tenant), AND where all other reasonable alternatives to re-sell on the part of the owner have been exhausted AND where there may be special circumstances and special needs and/or hardship, OR

- where for reasons of sound housing management of the re-purchase may be appropriate - e.g. the re-purchase of a flat within a block. In this case it is not necessary for the applicant to be the original purchaser.

**OFFICER DELEGATIONS: to the Assistant Director - Housing:**

**EG250D** After consultation with the appropriate officers to enter into Guarantee Agreements for the provision of water mains.

### Disposal of Land and Accommodation

### General
EG260 Subject to reference EG270L below, the disposal of land under the Housing Acts.

EG270L To dispose of surplus land held for housing purposes which is of little or no value to the Council

EG280L To let housing property other than dwellings and to let dwellings for non-housing purposes.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

EG290D To grant short-term lettings of any housing land, including shops (with or without housing accommodation attached) held under Housing Act powers, and, after consulting the appropriate officers, to consent to assignments and accept surrenders of such lettings.

Large Scale Disposals

EG300 To make an application pursuant to an authorisation by the full council-

(a) under subsection (5) of section 135 (programmes for disposals) of the Leasehold Reform, Housing and Urban Development Act 1993 or

(b) under section 32 (power to dispose of land held for the purposes of Part II) or section 43 (consent required for certain disposals not within section 32) of the Housing Act 1985.

LOCAL DEVELOPMENT FRAMEWORK, DEVELOPMENT CONTROL AND CONSERVATION

Responses to Consultations: Minerals, Waste and Mining

EG310L Responses to consultations on proposals for Structure, Minerals and Waste Plans and Regional Planning Guidance;

EG320L To carry out the functions of the Council as local authority and as landowner under the Coal Industry Act 1994 in relation to consultations and notifications about withdrawal of support subsidence and compensation.

OFFICER DELEGATIONS: to the Assistant Director - Economic Growth:

EG330D To respond to consultations under the Coal Industry Act, 1994.

Designation of Conservation Areas
EG340 the designation or extension of conservation areas under Part 2 of the LBA.

Town and Country Planning Matters

EG350L To exercise any Town and Country Planning matter which is an executive function.

OFFICER DELEGATIONS\(^{80}\): to the Assistant Director - Economic Growth in consultation with the Cabinet Member for Planning:

EG360D To develop and implement the processes necessary to

(a) manage and
(b) monitor

the collection and spending of Community Infrastructure Levy (CIL) receipts

BCN CONSULTANCY

EG370 Subject to the Leader’s functions in his role as representing the Cabinet on the Joint Board (for Shared Services), and subject to the Leader of the Council’s responsibility for external strategic partnerships, to take strategic decisions in relation to Derbyshire Building Control Partnership Limited

FACILITIES MANAGEMENT

EG380L To provide efficient engineering services.

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services (in consultation with the Service Provider)

EG390D In accordance with the Contract Procedure Rules in Part 4 of the Constitution, to provide engineering services to Public Bodies and to voluntary organisations insofar as such provision does not adversely affect Internal or Agency Provision, provided that the total value of such services does not exceed 5% of the value of such services for External and Internal Provision in any financial year\(^{81}\).

EG400D Under any existing contract with Yorkshire Water Services Limited and Section 160 of the Water Industry Act, 1991, (and in accordance with the Financial Procedure Rules) for sewerage purposes, to:
• carry out design work for private developers to ensure that the
  drainage of sites is compatible with the general drainage
  system;
• carry out as-built sewer surveys for private developers,
  compiling completed data on disk and submitting it for approval
  to Yorkshire Water Services Limited;
• carry out specialist survey work within confined spaces for
  external bodies or individuals;
• provide a drain clearing service and a CCTV survey service for
  cleansed drains or sewers.
These services shall only be provided without affecting the
normal contractual commitments to Yorkshire Water Services
Limited and to the Council.

Sewerage and Drainage

EG410 To tender for enter into and operate under the Local Authorities
(Goods and Services) Act 1970, section 97(1) of the Water
Industries Act 1991 and all other enabling powers sewerage
operations including the term contract for such operations in
South Yorkshire and North-East Derbyshire as part of a non-
corporate joint venture agreement with other Councils

EG420L To enter into arrangements for the carrying out of capital works
for Yorkshire Water Services Ltd.

EG430L To exercise the Council's own statutory functions relating to the
drainage and sewerage of new buildings and alterations to
existing ones.

EG440L To arrange for the clearance of drains and sewers.

Highways

EG450 To carry out any executive function of the authority (including
functions as consultee) as a district council in relation to
highways, which is not delegated elsewhere in this scheme.

OFFICER DELEGATIONS: to the Assistant Director - Economic
Growth:

EG460D After consulting Ward Members, to comment on traffic schemes
proposed by Derbyshire County Council

EG470 To enter into any arrangements under section 19 of the Local
Government Act 2000 for the Cabinet to carry out any executive
functions (e.g. highways maintenance) of the Derbyshire County
Council as highways authority in accordance with the Local
Authorities (Arrangements for the Discharge of Functions)
EG480L To make any operational decisions about highways amenity maintenance done by the Borough under those arrangements after consulting any other appropriate Cabinet Member

Street Naming and Numbering

EG490L To carry out the street naming functions of the Cabinet and in particular to name streets under the Public Health Act 1925 where the Development and Growth Manager cannot agree a name with the applicant or with Ward Members.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

EG500D On the request of the Service Provider (Building Control) and after consulting the Museums Service (where appropriate) and Ward Members, to determine applications for street-naming under the Public Health Act 1925.

EG510L To carry out the street numbering functions of the authority

OFFICER DELEGATIONS: to either of the Assistant Director – Economic Growth or the Senior Democratic and Scrutiny Officer, each in consultation with the Service Provider (Building Control):

EG520D To number houses under Sections 64 and 65 of the TIC Act.

Street Furniture

OFFICER DELEGATIONS: to either of the Assistant Director - Commercial Services and Assistant Director - Economic Growth:

EG530D After consulting Ward Members, Parish Councils (where appropriate) and the Police

• to determine the siting and transfer of bus stops and shelters (after consulting the Police).

• to provide and site seats on highways.

ASSET MANAGEMENT

Land and Property Review

EG540L To direct the Council's property review function including:
• reviews to check property holdings are in line with service provision;
• accounting for the performance of property investments;
• opportunity costs of property;
• valuation and asset rents under the Code of Practice on Capital accounting in Local Authorities;
• energy management policies.

Commercial and Industrial Properties and Town Centre

EG550L  To carry out the Council's functions as estate owner in relation to the Town Centre, car parks, shops and those commercial premises not within the overall responsibilities of the Leader (economic development).

FACILITIES MAINTENANCE

General

EG560  To have an overview of the Council's arrangements for facilities maintenance.

Town Hall, Revenues Hall and their Car Parks

EG570L  The maintenance of the Town Hall and Revenues Hall, their grounds and Car Parks (for non-public use), under Section 132 and 111 of the 1972 Act.

OFFICER DELEGATIONS: to the Assistant Director - Customers, Commissioning and Change:

EG580D  To manage and supervise the Town Hall Revenues Hall and their car parks, including:

• allocation of accommodation to Services
• the occasional use of accommodation by other bodies
• the provision of suitable hospitality
• control of any private car parks reserved for use with the Town Hall and Revenues Hall

EG590D  In consultation with the Service Provider to arrange for the interior and exterior decoration of the Town Hall and Revenues Hall and the upkeep of its grounds.

Transport

EG600L  To consult as necessary with DCC about Public Transport Plans.
EG610 To exercise executive functions under the Transport Act 1985 (including section 106: grants for transport facilities and services).

ASSETS OF COMMUNITY VALUE

EG620L To consider requests for inclusion on the List of Assets of Community Value.

OFFICER DELEGATIONS: to an Executive Director in consultation with the Chief Finance Officer/Director of Finance and Resources and the Service Provider (Estates):

EG630D to determine applications for statutory eligible costs and compensation arising from the addition of a property to the List of Assets of Community Value.

EG640D On receipt of an application for review, to carry out a review of a decision to add a property to the List of Assets of Community Value.

OFFICER DELEGATIONS: to the Policy and Communications Manager:

EG650D To maintain the list of Assets of Community Value and the list of nominations and unsuccessful nominations for addition to the list.

EG660D To administer the Community Right to Bid Asset Disposal process.

OFFICER DELEGATIONS: to the Property Procurement and Contracts Manager:

EG670D To register on the local land charges register, and to apply to the Land Registry for registration, that a property has been added to the List of Assets of Community Value.
### 3.7 CABINET MEMBER FOR TOWN CENTRES AND VISITOR ECONOMY

**OVERALL RESPONSIBILITIES:**

<table>
<thead>
<tr>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>COUNCIL ACCOUNTABILITIES</th>
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<tr>
<td>•</td>
<td>• Chesterfield Town Centre Masterplan (with Deputy Leader)</td>
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<tr>
<td>• Chesterfield Town Centre Forum</td>
<td>• Town centre management including Staveley, Chatsworth Road and other district shopping centres</td>
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<tr>
<td>• Markets Consultative Committee</td>
<td>• Markets improvement project</td>
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<td>• Markets</td>
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<td></td>
<td>• Car parking</td>
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<td>• CCTV &amp; Pavements Security</td>
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<td></td>
<td>• Chesterfield theatres (Winding Wheel and Pomegranate Theatre) and museums</td>
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<td>• Visitor economy strategy</td>
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<td>• Visitor Information Centre</td>
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<td>• Festivals &amp; events</td>
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</table>

**General**

**TV000**

To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Cabinet Member’s Overall Responsibilities listed above, including but not limited to the functions detailed below.

**Plans and Strategies**

**TV010R**

The **formulation or preparation** of the following plans and strategies amongst those listed in Article 4 of this Constitution, namely:

Those required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to be adopted by the Council:

- None

Other plans and strategies which the council has decided should be adopted by the Council meeting as a matter of local choice

- Cultural Strategy
- Arts Development Strategy
• Tourism Strategy (except when it forms part of the Economic Development Strategy)
• Town Centre Transport Plan (as consultee to the Cabinet Member for Economic Growth)
• Town Centre and Visitor Plan (in consultation with the Cabinet Member for Economic Growth)

Town Centre Masterplan

TV020 The amending, modification, variation or revocation of any such plan or strategy where required to give effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for their approval, or to any part so submitted or where authorised by a determination made by the authority when approving or adopting the plan or strategy

PARTNERSHIPS

TV030L To represent the authority/Cabinet as appropriate on partnerships within the Cabinet Member’s Overall Responsibilities listed above

VISITOR ECONOMY

TV040 To promote the visitor economy, the Borough of Chesterfield and its Visitor Information Centre.

OFFICER DELEGATIONS: to the Economic Growth Manager

TV050D In order to promote the visitor economy, to print, distribute and sell literature, to organise promotional events and to use exhibition material.

TV060D To sell from the Visitor Information Centre and the Museum items of such a nature, in such quantities and for such prices as the Customer, Commissioning and Change Manager may decide, without the need to seek tenders for the acquisition of such items.

TOWN CENTRE MANAGEMENT

TV070 To have an overview of the Management of Chesterfield Town Centre

TV080 To approve land use policies and development schemes in order to revitalise Chesterfield Town Centre and to carry out the
Council's operational and other functions as estate owner in relation to the Town Centre.

OFFICER DELEGATIONS: to the Property Procurement and Contracts Manager (after consultation with the Service Provider (Estates))

TV090D To determine applications for assignments of leases of land in the Town Centre.

MARKETS

TV100L To exercise all the executive statutory and common law functions of the Council in relation to markets and the Chesterfield and Staveley Markets (except for appeals functions delegated to the Appeals and Regulatory Committee)

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

TV110D To take legal proceedings against rival markets or car boot sales under the Market Charter or relevant legislation if, in the Local Government and Regulatory Law Manager’s opinion, such proceedings appear justifiable on the evidence.

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services (in relation to Chesterfield Market)

TV120D To decide the opening and closing arrangements for Markets at holiday periods.

TV130D To license Open Market stalls (including stalls on Car Boot Sale markets).

TV140D To determine applications from political, environmental protection and other groups to use Market stalls on non-market days or to use other spaces in the Market (including the Park Road Exhibition Area).

TV150D To issue notices under the Regulations and licence conditions governing Chesterfield Market and Stalls, and where appropriate, to warn traders or suspend or revoke their licences (subject to a right of appeal to the Appeals and Regulatory Committee).

TV160 To receive and report on the minutes of meetings with the Market Traders Federation.
FESTIVALS AND EVENTS

TV170 To take strategic decisions in relation to the Chesterfield Market Festival and other promotional events

CULTURAL FACILITIES AND ARTS DEVELOPMENT

Overview

TV180 To have an overview of the Council's Cultural facilities and Arts Development

Cultural and Community Facilities

TV190 To provide, develop and maintain leisure, cultural and community facilities and activities (other than those housing related facilities under the overall responsibility of the Homes), and entertainments under Section 145 of the Local Government Act 1972, including provision and management of the Pomegranate Theatre.

Cultural Activities Grants

TV200 To determine applications for cultural activities grants within approved budget.

Lectures etc

OFFICER DELEGATIONS: to the Assistant Director - Economic Growth:

TV210 To provide lectures, exhibitions, film shows, concerts, theatre performances, street and other entertainments etc. and appropriate publicity.

Circuses and Fairs

TV220 To arrange (in consultation with the Assistant Director responsible for the land) fairs, circuses and galas on Council-owned land.

Museum

TV230 Under the Public Libraries and Museums Act 1964, to exercise all executive functions in relation to museums and art galleries and to be responsible for the ancient charters and other historical records of the Borough.
OFFICER DELEGATIONS: to the Customer, Commissioning and Change Manager:

TV240D To purchase items within the museum collecting policy and the limits of the exhibits purchase fund.

PARKING

TV250 To exercise the authority's functions under the RTR in relation to off-street parking

TV260L To exercise the authority's functions under the RTR in relation to the making and amendment of the authority's off-street parking places orders to ensure their effective operation

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

TV270D To take legal proceedings under appropriate legislation for breaches of off-street parking orders (for matters not within the Civil Enforcement of Parking Contraventions regime).

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services:

TV280D To issue residents' parking permits.

TV290D To permit any car park to be used temporarily for any display or function.

TV300D To appoint bailiffs to act on behalf of the Council to recover outstanding debts arising from the issue of Penalty Charge Notices under the Civil Enforcement of Parking Contraventions regime

OFFICER DELEGATIONS: to the Town Centre Operations Manager:

TV310D On behalf of the Council to cancel Parking Enforcement Notices issued on Behalf of the Council under the Civil Enforcement of Parking Contraventions regime

OFFICER DELEGATIONS: to both the Commercial Services Manager or the Health and Wellbeing Manager AND to the Assistant Director - Housing or to either of them:

TV320D to authorise officers to serve fixed penalty notices for nuisance parking under the Clean Neighbourhoods and Environment Act 2005
3.8 CABINET MEMBER FOR HEALTH AND WELLBEING:

OVERALL RESPONSIBILITIES:

<table>
<thead>
<tr>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>CBC ACCOUNTABILITIES</th>
</tr>
</thead>
</table>
| • Derbyshire Police & Crime Panel  
  • Joint Crematorium Committee | • Health and wellbeing strategy  
  • Improving health and tackling inequalities  
  • Community outreach and Development programme  
  • Sports Facilities  
    o Queens Park Sports Centre  
    o Staveley Healthy Living Centre  
  • Parks and open spaces including cemeteries and district crematorium  
  • Environmental health services  
  • Community safety and licensing  
  • Safeguarding  
  • Town centre summit – tackling anti-social behaviour and eradicating rough-sleeping (with Leader)  
  • Waste collection and recycling  
  • Streetscene and grounds maintenance  
  • Building cleaning |

General

HW000 To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Cabinet Member’s Overall Responsibilities listed above, including but not limited to the functions detailed below.

Plans, and Strategies

HW010R The formulation or preparation of the following plans and strategies amongst those listed in Article 4 of this Constitution, namely:

Those required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to be adopted by the Council:

Other plans and strategies which the council has decided should be adopted by the Council meeting as a matter of local choice:

• Health and Wellbeing Strategy  
• Waste Management Strategy
• North East Derbyshire Sub Area Waste Management Strategy
• Energy Strategy
• Parks and Open Spaces Strategy
• Play Strategy
• Community Safety Strategy
• Empty Homes Strategy

HW020 The amending, modification, variation or revocation of any such plan or strategy where required to give effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for their approval, or to any part so submitted or where authorised by a determination made by the authority when approving or adopting the plan or strategy

PARTNERSHIPS

HW030L To represent the authority/Cabinet as appropriate on partnerships within the Cabinet Member’s Overall Responsibilities listed above

BIODIVERSITY

HW040L To deal with member-level issues relating to biodiversity and to the Bio-diversity Plan.

Energy Conservation

HW050 The Council's functions relating to home energy conservation, including its functions under the Home Energy Conservation Act 1996.

HW060 To consider major sustainability and energy conservation matters and initiatives.

WASTE COLLECTION AND RECYCLING

HW070 To carry out executive functions as waste collection authority under the 1974 Act and under the EPA.

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services:

HW080D To authorise officers to serve notices under
- Sections 46, 47 and 47ZA of the EPA about receptacles for household, commercial or industrial waste.

**HW090D** To authorise officers to serve notices under

- Section 5B(2) of the control of Pollution (Amendment) Act 1989 – failure to produce waste transfer notes
- Section 34A(2) of the Environmental Protection Act 1990 – failure to produce waste carrier registration documents

**OFFICER DELEGATIONS:** to the Assistant Director - Commercial Services:

**HW100D** To carry out all the Council’s functions as waste collection authority specified from time to time in the contract for refuse collection.

**OFFICER DELEGATIONS:** to the Assistant Director - Health and Wellbeing:

**HW110D** To carry out all the Council’s and agency functions to remove, store and dispose abandoned vehicles and other refuse in accordance with Sections 3 and 6 of the Refuse Disposal (Amenity) Act, 1978.

**HW120D** The authority to authorise officers to serve fixed penalty notices for abandoned vehicles under Section 2A of the Refuse Disposal (Amenity) Act, 1978.

**OFFICER DELEGATIONS:** to either of the Assistant Director - Health and Wellbeing and the Assistant Director - Commercial Services:

**HW130D** The authority to authorise officers to serve fixed penalty notices under The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016.

**HW140L** To consult and liaise with the Environment Agency on waste management and regulation matters.

**Recycling**

**HW150** To promote and carry out executive functions of the Council in relation to the recycling of waste under the EPA and any other appropriate legislation.
Sunday Trading

HW160L The functions of the Council under the Sunday Trading Act 1994

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW170D Under the Sunday Trading Act, 1994:

• to receive all notices submitted to the Council pursuant to Schedule 1 (Large Shops) and Schedule 2 (Shops occupied by persons observing the Jewish Sabbath) of the Act
• to maintain registers of the relevant details contained in such notice
• to appoint Inspectors vested with the powers granted under Schedule 2 (Part I) of the Act

HW180L To make closing orders under the 1982 Act.

OUTDOOR LEISURE MANAGEMENT

Parks

HW190L To provide and maintain parks and recreation grounds and to organise entertainments in them.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW200D To accept tenders for the sale of refreshments in parks and recreation grounds.

HW210D To arrange band programmes in Queen's Park.

HW220D To let parks and recreation grounds for sporting, leisure or other similar activities.

Fixing Charges and Hire of Facilities

HW230L To arrange for the use by the public and by local groups of the facilities for which the Cabinet Member has general responsibility.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing in respect of indoor and outdoor facilities:
HW240D In consultation with the Cabinet Member for Health and Wellbeing to revise approved fees and charges where there are threats to income generation and/or opportunities to raise additional income in line with the council’s general principles for charging.  

Allotments

HW250L To provide and manage allotments under the Allotments Acts and related legislation.

PARKS AND OPEN SPACES STRATEGY

HW260 Overall responsibility at Cabinet Member-level.

PLAY STRATEGY

HW270 Overall responsibility at Cabinet Member level.

STREET SCENE, (INCLUDING LITTER, FLY-POSTING AND GRAFFITI)

HW280 Executive functions under Part Four of the EPA (litter, etc.) including:

HW290 The Council's functions under section 89 of the EPA as local authority (as respects relevant highways), and as litter authority (as respects its relevant land) to ensure so far as practicable that the land is kept clear of litter and refuse.

HW300L The Council's functions under section 22 of the 1974 Act (agreements to clean private land).

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services

HW310D To carry out executive functions in relation to Section 89 of the EPA and section 22 of the 1974 Act specified from time to time in the contract for street or other cleaning.

HW320D In accordance with Contract procedure Rule 11 on External Provision, to prepare and submit tenders to and contract with private developers for the cleansing of un-adopted streets pursuant to Sections 38, 149, 150 and 296 of the 1980 Act.

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services:

to carry out the Council's functions under section 95 of the EPA (public register of orders and street litter control notices).
OFFICER DELEGATIONS: to the Assistant Director - Commercial Services AND to the Assistant Director - Housing or to either of them

HW330D  To authorise in writing officers of the council to give fixed penalty notices for

- leaving litter
- unauthorised distribution of literature on designated land

under section 88 and Schedule 3A of the Environmental Protection Act 1990.

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services AND to the Assistant Director - Health and Wellbeing or to either of them

HW340D  To authorise officers of the council to issue penalty notices under section 43 of the Anti-social Behaviour Act 2003 (penalty notices for graffiti and fly-posting)

HW350D  To authorise persons to serve graffiti removal notices on behalf of the council and to exercise the other functions in section 48 of the Anti-social Behaviour Act 2003 (including removing defacements and entering land).

HW360D  To remove fly posting and graffiti in accordance with the 1990 Act and the Control of Advertisements Regulations 1992.

GROUNDS MAINTENANCE

HW370L  To provide grounds maintenance services, including the horticultural elements of highway maintenance, and the maintenance of closed churchyards and War Memorials under the Local Government Act 1972 and the War Memorials (Local Authorities' Powers) Act 1923.

OFFICER DELEGATIONS: to the Assistant Director - Commercial Services:

HW380D  To cut down, top, lop or destroy trees not included in tree preservation orders. (Ward Members to be informed where trees are to be cut down).

BEREAVEMENT SERVICES
Under the Local Government Act 1972, and subject to the joint arrangement mentioned below, to exercise all the authority’s functions as burial authority and to provide and maintain cemeteries.

**OFFICER DELEGATIONS: to the Assistant Director - Commercial Services:**

HW400D To make burial grants and carry out any related transactions.

**Crematorium**

HW410 To arrange for certain executive functions of the authority in relation to Crematoria to be carried out by the Chesterfield and District Joint Crematorium Committee, under section 20 of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 as a joint arrangement between executives (or otherwise) of the constituent authorities.\(^{88}\)

HW420 To appoint and revoke the appointment of members of the Cabinet to the Chesterfield and District Joint Crematorium Committee in accordance with that joint arrangement.\(^{89}\)

HW430L To receive and report on the minutes of the Joint Crematorium Committee.

**ENVIRONMENTAL PROTECTION**

**Nuisances**

HW440 The Council’s functions relating to statutory nuisances under Part Three of the EPA, **except for:** the following insofar as they are Local Choice Regulatory Functions:

- The inspection of the authority’s area to detect any statutory nuisance under Section 79 of the EPA
- The investigation of any complaint as to the existence of a statutory nuisance under Section 79 of the EPA
- The service of an abatement notice in respect of a statutory notice under section 80(1) of the EPA\(^{90}\) (LOCAL CHOICE FUNCTIONS)

and except for the approval of any plan or strategy in relation to those sections

HW450 The Council’s functions under Section 22 of the Alkali, etc. Works Regulation Act 1906 (inquiries into complaints of nuisance).
OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW460D All powers under the above legislation

Pest Control

HW470L Executive functions under the Prevention of Damage by Pests Act 1949.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW480D To enter into a limited number of pest control agreements.

HW490D To serve notices under sections 4 and 6 of the Prevention of Damage by Pests Act 1949 (control of rats and mice).

Private Sewers

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW500D To exercise the Council’s functions under Section 35 of the 1976 Act (Removal of Obstructions from Private Sewers).

Premises Where Drugs are Being Used Unlawfully

OFFICER DELEGATION: to the Assistant Director - Health and Wellbeing:

HW510D On behalf of the Council to respond to police consultations about proposals to close premises believed to have been used in connection with the unlawful use production or supply of a Class A controlled drug, and where the use of the premises is associated with disorder or nuisance.

INTEGRATED POLLUTION CONTROL

Liaison Meetings

HW520L To receive and report on the minutes of relevant liaison committees within the council area:

HW530 The discharge of any function, other than a Local Choice Regulatory Function, relating to the control of pollution or the management of air quality under the Pollution Prevention and Control Act 1999, Part 4 of the Environment Act 1995, Part I of
the EPA and the CAA including the creation of Smoke Control Areas (LOCAL CHOICE FUNCTIONS).

Noise Pollution

HW540  The discharge of any function, other than any Local Choice Regulatory Function under Part Three of the 1974 Act, the Civil Aviation Act 1982, the Noise and Statutory Nuisance Act 1993 the Noise Act 1996 (if adopted by the Council) and the Noise Insulation Regulations 1975. (LOCAL CHOICE FUNCTIONS)

To the Assistant Director - Health and Wellbeing:

HW550D  To authorise officers to serve fixed penalty notices for:

- noise from premises (domestic and licensed) under the Noise Act 1996
- failure to nominate key-holder (within an alarm notification area) or to notify the Council in writing of nominated key-holder’s details

HW560  The passing of a resolution under section 8 as to Schedule 2 of the Noise and Statutory Nuisance Act 1993 applying in the Council’s area – loudspeakers in streets (LOCAL CHOICE FUNCTION)

Closure of Noisy Licensed Premises

Statutory Functions of the Chief Executive:

HW570D  Under section 41(2) of the Anti-social Behaviour Act 2003, to authorise generally or specifically any environmental health officer of the authority to carry out the statutory functions given directly by sections 40 and 41 of that act to the Chief Executive in relation to noisy licensed premises.

Note: the Chief Executive hereby exercises generally the power referred to in HW590D so as to authorise the Council’s Assistant Director - Health and Wellbeing as follows:

To the Assistant Director - Health and Wellbeing:

HW580D  To make, cancel and give notice of closure orders in relation to premises the subject of:

- a premises licence under the Licensing Act 2003, and
- a temporary event notice under that act
under sections 40 and 41 of the Anti-social Behaviour Act 2003 where the Assistant Director - Health and Wellbeing reasonably believes that:

a) a public nuisance is being caused by noise coming from the premises, and
(b) the closure of the premises is necessary to prevent that nuisance

Water Quality and Water Pollution

HW590 The Council's functions other than any Local Choice Regulatory Function in relation to pollution of inland waters (LOCAL CHOICE FUNCTION)

HW600 The Council's functions other than any Local Choice Regulatory Function under the Water Industry Act 1991 including information and notifications as to the quality and sufficiency of water in its area. (LOCAL CHOICE FUNCTION)

Pollution by Contamination of Land and Abandoned Mines

HW610L To carry out the Council's functions under Part 2A of the EPA (inserted by Part II of the Environment Act, 1995), other than any Local Choice Regulatory Function (LOCAL CHOICE FUNCTION)

Public Health (Miscellaneous)

HW620L Executive functions under the 1936 Act and other Acts relating to Public Health, including the following functions under the 1936 Act:

• Defective closets, drains and cesspools (sections 45 to 52);
• Filthy or verminous premises, persons or articles (sections 83 to 86);
• Polluted water supply and insanitary cisterns (sections 140 and 141);
• Watercourses, ditches and ponds (sections 259 to 266);
• Nuisances from tents, vans etc. (section 268).

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW630D To issue statutory notices in relation to the functions referred to in Delegation Reference E600L above.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing and in respect of council housing the Assistant Director - Housing:
HW640D  To serve notices under Section 29 of the 1982 Act in respect of buildings not effectively secured against unauthorised entry or likely to become a danger to public health.

Objections and Representations to Other Licensing Bodies:

HW650L  To exercise all the executive functions of the authority in relation to objections to or representations about the following applications, renewals, transfers, grant or proposed grant of licences or permissions (and any other similar ones):

PERSONAL HEALTH, SAFETY AND WELFARE

Control of Disease

HW660L  The Council's functions under the Public Health (Control of Disease) Act 1984 as amended and any other function relating to epidemics or infectious disease.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW670D  All powers under the 1984 Act and associated regulations

HW680L  The functions of the Council as the appropriate authority under section 47 of the National Assistance Act 1947 and the National Assistance (Amendment) Act 1951 (certification for removal to suitable premises of persons in need of care and attention).

OFFICER DELEGATIONS: to the proper officer and alternative proper officers for the control of communicable disease and food poisoning:

HW690D  To carry out the functions of the proper officer for this purpose and to exercise any other functions of the Council which may, in the Assistant Director - Health and Wellbeing’s opinion be relevant to this proper officer's duties, including the functions of the proper officer (formerly Medical Officer of Health) under section 47 of the National Assistance Act 1947 and the National Assistance (Amendment) Act 1951 (certification for removal to suitable premises of persons in need of care and attention).

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW700D  To carry out the functions of the Council under Section 46 of the Public Health (Control of Disease) Act 1984 (burial or cremation of deceased persons where no suitable arrangements have been or are being made).
Public Toilets

HW710L Executive functions under section 87 (except 87(3)(a)) of the 1936 Act (Provision of Public Conveniences), except those within recreational facilities, and executive functions under Section 20 of the 1976 Act.

HW720R To recommend to the Council the making of bye-laws about the use of public toilets (section 87(3)(a)).

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW730D To serve notices and exercise executive functions under Section 20 of the 1976 Act (provision of sanitary appliances at places of entertainment).

Mortuaries

HW740 Executive functions under Section 198 of the 1936 Act (provision of mortuaries and post-mortem rooms, management and charging).

Travellers Unauthorised Encampments and Assemblies etc.

HW750L The Council's functions under the Criminal Justice and Public Order Act, 1994, including those relating to travellers, and the exercise of any other statutory or common law power to remove unauthorised encampments in accordance with the Council's policy.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW760D To receive and record all complaints of nuisance by trespass by unauthorised encampments.

HW770D To investigate all complaints of nuisance by trespass by unauthorised encampments.

HW780D With the appropriate Officers and in relation to unauthorised encampments, to carry out such liaison with other agencies and the Police as are required by the Council's policy on travellers.

HW790D To make objective assessments of the degree and extent of nuisance caused by trespass by unauthorised encampments on Council or on private land and in consultation with the Local Government and Regulatory Law Manager as necessary to
choose the appropriate legal action to remove or alleviate such
nuisance, all in accordance with the Council's policy on
travellers.

**HW800D** To decide whether there are grounds for issuing and if so to
issue directions under Section 77(1) of the Criminal Justice and
Public Order Act, 1994; to take all necessary steps to enforce
such orders; and to carry out all necessary procedures under
Section 79 of the Act, all in accordance with the Council's policy
on travellers.

**HW810D** To respond to consultations from the police about their powers
to remove trespassers.

**OFFICER DELEGATIONS:** to the Health and
Wellbeing Manager AND to the Local Government and
Regulatory Law Manager or either of them:

**HW820D** To take the appropriate legal proceedings to remove or alleviate
nuisance by trespass by unauthorised encampments and to
prosecute such persons as they think fit in that connection.

**HW830D** To prosecute for offences under Section 77(3)(a) or (b) of the
Criminal Justice and Public Order Act, 1994; and to seek orders
for the removal of persons, vehicles or property before the
Magistrates under Section 78 of that Act.

**Dogs**

**HW840** Executive functions under the Dogs (Fouling of Land) Act, 1996,
(including designation of areas under that Act), under the
Dangerous Dogs Act 1991, the Breeding of Dogs Acts 1973 and
1991 and the Breeding and Sale of Dogs (Welfare) Act 1999,
under the EPA sections 149 to 151 the Microchipping of Dogs
Regulations 2015.

**OFFICER DELEGATIONS:** to the Assistant Director - Health
and Wellbeing:

**HW850D** To authorise named officers of the Council to issue fixed penalty
notices under the provisions of section 88 of the Environmental
Protection Act 1990 the Clean Neighbourhoods and
Environment Act and the ASB Act 2014

**OFFICER DELEGATIONS:** to the Assistant Director - Health
and Wellbeing AND to the Assistant Director - Housing or to
either of them:

**HW860D** To authorise named officers of the Council to exercise all
functions and powers which an authorised officer may perform,
including (but not limited to) issuing fixed penalty notices in respect of breaches of dog control orders under the provisions of Section 59(2) of the Clean Neighbourhoods and Environment Act 2005

HW870D To seize dogs in accordance with the provisions of the Dangerous Dogs Act, 1991.

HW880D To be the officer appointed under section 149 of the EPA to discharge the functions contained in section 149 for dealing with stray dogs (including keeping the register of seized dogs and the execution and enforcement of orders made under section 13 of the Animal Health Act 1981 for the control of dogs)

HW890D To exercise the functions of the Council under Section 150 of the EPA (delivery of stray dogs to police or local authority officer) to exercise the discretion to waive, in exceptional circumstances, payment of the prescribed fee for the seizure of a stray dog.

HW900D To exercise the functions of the Council under the Microchipping of Dogs Regulations 2015.

Enforcement Prosecutions and Legal Proceedings

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

HW910D In consultation with the relevant Assistant Director to prosecute or to take legal proceedings for offences or breaches of the law under any legislation concerning the responsibilities for executive functions of the Cabinet Member

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW920D In consultation with the Local Government and Regulatory Law Manager and in order to carry out any executive function, to exercise any function under sections 275 to 303 of the 1936 Act (general procedural and enforcement powers including service of notices, powers of entry and recovery of expenses).

FOOD SAFETY

HW930L Executive functions under the Food Safety Act, 1990

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:
To make representations to the Department for Environment, Food and Rural Affairs in respect of applications for the licensing of premises under the Fresh Meat (Hygiene and Inspection) Regulations 1992.

Pollution by Contamination of Food

HW950L To exercise the Council’s functions under the Food and Environment Protection Act 1985.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HW960D By virtue of Section 19(1C) of the Food and Environment Protection Act, 1985 to exercise the enforcement powers in Section 19(1)-(7) and Schedule 2 of that Act for the purposes of that Act and of the Control of Pesticides Regulations 1986.

HEALTH AND SAFETY AT WORK

HW970 Responsibility for any strategic executive health and safety function which is not the responsibility of the Appeals and Regulatory Committee (see above) and which is not the responsibility of the CABINET MEMBER FOR GOVERNANCE (i.e. Council employees’ health and safety) (see below).

LICENSING

General

HW980 Overview of the Council’s licensing functions from an executive point of view

Goods Vehicles Operators’ Licences


OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:


COMMUNITY SAFETY

Crime and Disorder
Subject to the preparation of the Community Safety Partnership plan, to exercise all the executive functions of the authority under the Crime and Disorder Act 1998, including:

Full authority to commit the whole or any part of the Council's Community Safety Partnership budget in connection with any Community Safety Partnership matter.

In consultation with the relevant authorities (including the police) to report to the Home Secretary and publish reports on the exercise of this function, and to approve the Crime and Disorder Audit (sections 5, 6 and 7).

To ensure that the Council exercises its functions generally with due regard to:

- the effect of such exercise on prevention of crime and disorder, and
- the need to do all that the Council reasonably can to prevent crime and disorder in its area (section 17)

To ensure that the Council and its officers disclose to and receive from relevant authorities (including the police) information necessary or expedient for the purposes of the Act (subject to Data Protection, and any other legal duty of confidentiality) (section 115)

After consultation, to devise local child curfew schemes and to implement them, including serving curfew notices

In consultation with the CABINET MEMBER FOR HOMES AND CUSTOMERS, to monitor and develop Safer Estates Agreements

Crime Prevention

To exercise the Council's functions under Parts 1, 4 and 6 of the Anti-social Behaviour, Crime and Policing Act 2014, 96 97,

OFFICER DELEGATIONS: to the Chief Executive, any Executive Director or the Local Government and Regulatory Law Manager:

To make applications for a civil injunction (non-Housing related) under the Anti-Social Behaviour, Crime and Policing Act 2014 Part 1 Civil Injunctions, and all associated powers including enforcement
HW1100D To apply to a criminal court following conviction for any criminal offence prosecuted by or on behalf of the Council and all associated powers including an application for an interim order

OFFICER DELEGATIONS: to the Chief Executive, and Executive Director or the Local Government and Regulatory Law Manager, the Assistant Director - Health and Wellbeing, the Housing Manager or the Assistant Director - Economic Growth:

HW1110D To issue a Community Protection Notice and all associated powers including taking remedial action, prosecuting for failure to comply and issuing fixed penalty notices

HW1120 To make Public Spaces Protection Orders

OFFICER DELEGATIONS: to the Chief Executive, and Executive Director or the Local Government and Regulatory Law Manager, or the Assistant Director - Health and Wellbeing:

HW1130D To exercise all powers associated with Public Spaces Protection Orders including prosecution for failure to comply and issuing fixed penalty notices

HW1140D To issue a Closure Notice (in relation to premises associated with nuisance or disorder)

HW1150 To make an application to court for an order for a Closure Order (in relation to premises associated with nuisance or disorder) and all other associated powers

OFFICER DELEGATIONS: to the Health and Wellbeing Manager:

HW1160D The power to respond to consultations regarding the Community Remedy Document

OFFICER DELEGATIONS: to the Health and Wellbeing Manager, the Local Government and Regulatory Law Manager, the Assistant Director - Housing:

HW1170D to decide whether or not the threshold for an anti-social behaviour case review is met in any given case and the relevant review procedure

HW1180D To carry out anti-social behaviour case review

HW1190L To receive and report on the minutes of the Community Safety Strategy Group
CCTV

HW1200 Overall member-level responsibility for CCTV matters

LEISURE FACILITIES

HW1210 To exercise executive functions relating to sport and leisure under the Local Government (Miscellaneous Provisions) Act 1976 and associated legislation.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing

HW1220D To fix the opening and closing times and dates for sports and recreational facilities.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing

HW1230D To hire out those facilities for which the Cabinet Member for Health and Wellbeing has general responsibility including the Market Hall Assembly Rooms.

HW1240D To negotiate, in consultation with the Cabinet Member for Health and Wellbeing, special terms with any prospective hirers of the authority’s venues, public halls etc. for which the Cabinet Member for Health and Wellbeing has general responsibility for the benefit of the service.

HW1250D To waive rents or hire charges in appropriate cases of hardship

SPORTS DEVELOPMENT

HW1260 Overall responsibility at Cabinet Member-level.

IMPROVING HEALTH AND REDUCING INEQUALITIES IN HEALTH

HW1270L To contribute to the Health Improvement Programme.

Health Promotion and Personal Welfare

HW1280L The Council's functions in relation to health promotion.

HW1290 Under all enabling powers, to provide meals for elderly people.
to make decisions on any request from Cancer Research UK to host a town centre Race for Life
### 3.9 CABINET MEMBER FOR HOUSING

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<td>• Housing strategy (with Cabinet member for Economic Growth)</td>
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<td></td>
<td>• Council housing stock including housing and tenancy management, housing advice and allocations, estates improvements, supported housing and careline services</td>
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<td>• New council house-building programme</td>
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<td>• Homelessness and homeless prevention</td>
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<td>• Private sector housing</td>
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<td>• Home adaptations</td>
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**General**

**HO000** To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Cabinet Member's Overall Responsibilities listed above, including but not limited to the functions detailed below.

**Plans and Strategies**

**HO010R** The formulation or preparation of the following plans and strategies amongst those listed in Article 4 of this Constitution, namely:

1. Those required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to be adopted by the Council:
2. Those other plans and strategies which Chapter 2 of DETR Guidance recommends should be adopted by the Council as part of the Policy Framework
   - The Plan or Strategy which comprises the Housing Investment Programme (including Business Plan),
   - The Sustainable Community Strategy
   - Tenants and Residents Involvement Strategy
   - Housing and Community Care Strategy

**HO020** The amending, modification, variation or revocation of any such
plan or strategy where required to give effect to requirements of
the Secretary of State or a Minister of the Crown in relation to a
plan or strategy submitted for their approval, or to any part so
submitted or where authorised by a determination made by the
authority when approving or adopting the plan or strategy

PARTNERSHIPS

HO030L To represent the authority/Cabinet as appropriate on
partnerships within the Cabinet Member's Overall
Responsibilities listed above

HO

HOHO

Anti-social Behaviour

Landlord's policies and procedures

HO350 To prepare, approve and keep under review a policy as local
housing authority in relation to anti-social behaviour and
procedures for dealing with occurrences of anti-social behaviour
as set out in Section 12 of the Anti-Social Behaviour Act 2003.

Anti-Social Behaviour, Crime and Policing Act 2014

HO360 All Housing related powers under Part 1 and Part 5 of the Anti-
Social Behaviour, Crime and Policing Act 2014

OFFICER DELEGATIONS: to the Chief Executive, any
Executive Director or the Local Government and Regulatory
Law Manager (and in any case save for a without notice
application, in consultation with the Assistant Director - Housing:

HO370D To make applications for a civil injunction (Housing related)
under the Anti-Social Behaviour, Crime and Policing Act 2014
Part 1 Civil Injunctions, and all associated powers including
enforcement

HO380 To recover possession of dwelling houses on anti-social
behaviour grounds

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO390D The power to issue Notices of Seeking Possession

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO400D The power to conduct reviews and to make decisions
pursuant to the Absolute Ground for Possession for Anti-social
Behaviour (Review Procedure) (England) Regulations 2014
OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager (in consultation with the Housing Manager)

**HO410D** The power to commence possession proceedings and all other associated powers including the power to seek eviction

HOUSING (OPERATIONS) AND HOUSING SOLUTIONS CENTRE

Right to Buy

**HO420L** To determine applications from leaseholders of former Council flats for assistance in paying for service charges for improvements.

**HO430L** To determine requests for additional discounts under the Right to Buy.

**HO440L** To determine whether or not the council should waive repayment of discount in full or part, in any particular case, within the council's general policy for such waivers.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

**HO450D** In conjunction with the appropriate officers, to carry out the Council’s functions relating to the right to buy and the rent to mortgage schemes under the 1985 Act, including to determine RTB applications to buy elderly persons’ accommodation first let before 1st January, 1990 and to determine appeals against refusals.

**HO460D** To take legal proceedings for injunctions against perpetrators of persistent, clear or serious breaches of right to buy covenants or obligations where the breach affects the Council or Council tenants.

OFFICER DELEGATIONS: to the Assistant Director - Housing (in consultation with the Service Provider (Estates))

**HO470D** To carry out all valuation functions for Right to Buy, Shared Ownership and Rent to Mortgages schemes.

**HO480D** To determine applications from RTB leaseholders for any rights under the 1993 Act (including leasehold enfranchisement).
Enabling

HO490D Disposal of land or buildings in exchange for nomination rights in accordance with the Council's enabling policy and housing strategy.

HO500L Compulsory purchase of long-term vacant dwellings whose condition detracts from the amenity of the neighbourhood, if the Council is able to dispose of such dwellings to third parties (e.g. social landlords).

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO510D To widen, if necessary, the participant catchment area under the Guaranteed Accommodation Project with South Yorkshire Housing Association Limited and GAP (UK) Limited.

General Housing Management

HO520 To fix the levels of rents for Council homes and to fix other charges for housing premises and facilities.

HO530L To change arrears procedures to meet changes in legislation or best practice.

HO540L To decide whether or not any matter of housing management as determined in accordance with Delegation Reference H260D should be considered by the Cabinet before being referred to TARA's under the consultation procedure.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO550D To determine whether any matter proposed for consideration by the Cabinet is one of housing management within the meaning of Section 105 of the 1985 Act.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO560D In conjunction with the appropriate officers, to exercise all the authority’s functions (except those delegated to the Appeals and Regulatory Committee), under the Data Protection Act 1998 (formerly contained in the Access to Personal Files Act 1987), including the setting of fees (if any), decisions as to whether information is exempt, and including power to seek professional advice where release of information could cause harm to physical or mental health.

HO570D Determination of applications for the right to manage under the 1993 Act.
HO580D  To determine applications to keep pigeons or other pets on land or premises within his/her management.

HO590D  To assist tenants suffering financial hardship whose homes have been affected by flooding.

HO600D  To sign garage site rental agreements on behalf of the Council, and to authorise in writing appropriate Housing staff also to sign such agreements on behalf of the Council.

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources:

HO610D  To calculate rents to accord with rent levels determined by the Council.

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources in consultation with the Service Provider:

HO620D  To collect rent and arrears by means including the use of distress procedure.

Housing Register, Allocations, Transfers and Exchanges

HO630  To exercise all the Council's functions as local housing authority in connection with the Housing Register, Allocations Policy and allocations from the Register, the Council's Transfer Scheme and Exchanges of Tenancies:

Registration and Allocation - General

HO640L  Outside the normal application of the Council's Allocations Policy\textsuperscript{101}, to admit to or remove from the register, to amend register entries, or to allocate accommodation, in relation to people who:
• are disabled or have special needs,
• have housing-related debts, or
• have proven histories of anti-social behaviour or attacks, intimidation or abuse of Council staff.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO650D  Subject to Delegation Reference HW1470D\textsuperscript{102}, within the Council's Allocations Policy to decide who is a qualifying person, and to admit to or remove from the register, to amend register entries, or to allocate accommodation, in relation to any qualifying person (subject to consultation with the Cabinet)
Member for Homes and Customers on allocations to people not in greatest need for reasons of social mix, sustainability and management needs). 103

HO660D To allocate and let garages and garage sites.

HO670D To determine applications under Section 27 of the Rent (Agriculture) Act, 1976 (alternative accommodation for people displaced because of the need to house agricultural employees).

HO680D To determine applications for housing accommodation for people under care of Social Services.

OFFICER DELEGATIONS: to the Assistant Director – Housing in person:

HO690D To exercise the functions at Delegation References HO750D to HC680D inclusive in relation to any person who is a sex offender or a serious offender.

Successions and Second Successions

HO700L To determine whether or not to grant introductory tenancies to second successors.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO710D Where a statutory successor is not the spouse of the former tenant, to determine whether or not to seek possession from the successor on the statutory ground of under-occupation (exercisable within the prescribed six month period).

Transfers and Exchanges

HO720L To determine applications for transfers of secure tenancies under the Council's Transfer Policy in exceptional cases where the applicant has committed major breaches of Tenancy Conditions.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO730D To determine applications for transfers of secure tenancies under Council's Transfer Policy, including determination of applications in exceptional cases where the applicant has committed minor breaches of tenancy conditions and including determination of initial requests for reviews of decisions under that Policy.

HO740D To determine applications for exchanges under the 1985 Act.
Ending Tenancies and Licences

Notices

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO750D To serve:

- notices of seeking possession in respect of secure tenancies;
- notices of proceedings for possession in respect of introductory tenancies;
- notices to quit in respect of any other licence or tenancy;
- notices of seeking possession in respect of secure tenancies where a Demotion Order is sought;
- notices of proceedings for possession in respect of secure tenancies where a Possession Order is sought;
- notices of extension in respect of introductory tenancies.

Where a notice involves both rent arrears and any other ground, the Assistant Director - Housing shall serve the notice in consultation with the Service Provider.

Legal Proceedings

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager and Assistant Director - Housing (or either of them), in consultation with the Cabinet Member for Homes and Customers in any case where the legal proceedings are intended directly and finally to secure the eviction of a residential tenant or licensee of the Council other than an introductory tenant or a demoted tenant, when consultation with the Cabinet Member for Homes and Customers shall not be required except in the case of injunctions as set out below):

HO760D to take legal proceedings:

- to recover possession of premises where any licence or tenancy condition (including the condition to pay rent) has been broken and to recover any rent arrears.
- to recover possession of premises occupied by trespassers (including people who are not entitled to succeed to the tenancy on the tenant's death and people who illegally occupy temporary accommodation).
- under the 1996 Act (as amended), or any other power to take legal proceedings for injunctions (including applying to the Courts for powers of arrest) (to be exercised after consultation with the Cabinet Member for Homes and Customers.

Abandonment

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO770D  After consultation with the Local Government and Regulatory Law Manager and the Cabinet Member for Homes and Customers to take possession of any property where the former tenant has abandoned the tenancy as evidenced by lack of rent payments and lack of response to letters and visits by staff, and/or where the property has been left insecure.

Repairs/improvements/adaptations/compensation

Repairs

HO780L  To arrange for change of tenancy repair works to be quickly undertaken, including, if necessary, by employing outside contractors.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO790D  To maintain and repair the properties under his/her management.

HO800D  To determine entitlement to and pay redecoration allowances to tenants after modernisation, certain relets and certain repairs under the policies laid down by Minute Nos. 535 (1983/84) and 1296 (1987/88).

HO810D  To prepare, annually, an approved list of central heating appliances.

HO820D  To exercise all the Council's functions under Section 96 of the 1985 Act and regulations (Right to Repair) in accordance with Council policy (Minute No. 1515 (1993/94))

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

HO830D  To take any legal proceedings on disputes under the Right to Repair Scheme.
Improvements

HO840L To determine tenants' requests for major adaptations, including stairlifts and heating systems.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO850D To exercise all executive functions (except for those delegated to the Local Government and Regulatory Law Manager below) relating to secure tenants' improvements and compensation under the 1985 Act, including determination of applications for consents for improvements, registration of consents in a form approved by the Service Provider, determination of applications for retrospective consents where hardship or injustice might otherwise be caused and determination and payment of compensation in qualifying cases (1994 Regulations).

OFFICER DELEGATIONS: to the Assistant Director - Housing: in consultation with the Service Provider

HO860D To deduct from payments of compensation for improvements any debt owed by a qualifying tenant whether incurred before or after 1st April 1994.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

HO870D To take any legal proceedings in the County Court in relation to disputes about improvements and compensation.

Compensation for Redevelopment etc.

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO880D To make Home Loss Payments and Disturbance Payments under the 1973 Act and the 1985 Act to Council tenants in appropriate cases.

HOMELESSNESS

HO890L To exercise all the Council's functions under Part Seven of the 1996 Act (homelessness)

OFFICER DELEGATIONS: to the Assistant Director - Housing:

HO900D To determine applications made under Part Seven of the 1996 Act.
OFFICER DELEGATIONS: to the Assistant Director - Housing in person:

HO910D To exercise any function under Scheme Reference HO900D in relation to any person who is a sex offender or a serious offender.

SERVICES FOR VULNERABLE PEOPLE

Emergency Alarms

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HO920D To provide emergency alarm systems for private householders and housing association tenants under section 2 of the Local Government Act 2000.104

PRIVATE SECTOR HOUSING

Loans

HO930L The Council's functions under Part Fourteen of the 1985 Act (loans for the acquisition repair or improvement of housing).

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources:

HO940D To determine interest rates for house purchase and improvement loans (including loans formerly made under the right to buy).

HO950D To operate Section 28 of the Finance Act 1982 for the administration of all mortgage loans.

OFFICER DELEGATIONS: to the Property Procurement and Contracts Manager:

HO960D In consultation with appropriate officers to enter into agreements under Section 442 of the 1985 Act (guarantee of loans to buy or improve homes with ministerial consent).

HO970D Together with the Chief Finance Officer/Director of Finance and Resources, to determine applications to let mortgaged properties and to waive payment to the Council of any statutory compensation where the value of the Council's security is not prejudiced.
Part 3 July 2019  Page 150

**HO980D**  to take legal proceedings to recover mortgage arrears and to recover possession of premises (in consultation with the Assistant Director - Housing and the Cabinet Member For Homes And Customers in any case where the legal proceedings are intended directly and finally to secure the eviction of the mortgagor).

**Housing Grants**

**HO990L**  To carry out executive functions under the HGCR Act (for Disabled Facilities Grants), under section 523 of the 1985 Act (assistance for separate service pipe for water supply) and under Part Eight of the 1989 Act (Renewal Areas) and under the Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 ("the 2002 Order") (home repair assistance).

**HO1000L**  To review the priority rating of individual renovation grant applications where special circumstances exist (Minute 904).

**OFFICER DELEGATIONS:** to the Assistant Director - Housing:

**HO1010D**  Subject to HW1390D and HW1400L below to determine applications under the HGCR Act and the 2002 Order for:

- Home Repair Assistance;
- Disabled Facilities Grants; and

**HO1020D**  To approve grant/loan packages up to a maximum of £15,000 under the arrangements approved by Cabinet on 16th July 2006 (Minute 0048 - Decent Homes for Vulnerable Households in the Private Sector).

**HO1030L**  To approve grant/loan packages worth over £15,000 under the arrangements approved by Cabinet on 16th July 2006 (Minute 0048 - Decent Homes for Vulnerable Households in the Private Sector).

**HO1040L**  For any breach of home repair assistance grant conditions where there are exceptional circumstances, to decide not to reclaim the amount or to reclaim only a proportion of it where those circumstances justify the sale or other disposal subject to regard being given to the ability of the person concerned to make the repayment

**OFFICER DELEGATIONS:** to the Assistant Director - Health and Wellbeing:
HO1050D  To waive the three years prior residency qualification for renovation grant applications in respect of dwellings vacant for more than twelve months where purchased or renovated by first time buyers.

Applications for relief from Repayment

HO1060L  For any breach of:

- any condition of a grant approved before 17/12/96, or
- the owner-occupation condition or the availability for letting condition of any Renovation Grant approved after 17/12/96, or
- the occupation condition of any HMO Grant approved after 17/12/96,

to determine requests not to repay the grant in cases where repayment would lead to personal hardship, including ill health, redundancy or the need to move to another area because of a change of job.

HO1070L  For disabled facilities grants approved after 17th December 1996, to determine applications for relief from repayment where there has been a change of circumstances after the date of approval but before the certified date of completion (section 41, HGCR Act).

HO1080L  For disabled facilities grants, to determine applications for relief from repayment where it is suspected that there may be grounds for finding grant abuse.

HO1090L  For disabled facilities grants where:

- an application for a DFG was approved on or after 30 November 2008,
- the value of the DFG was for £5,000 or more; and
- the recipient of the DFG had a qualifying owner’s interest in the premises

To determine whether or not the repayment of the whole or part of the grant should be made in any case where the adapted property is disposed of within 10 years of the certified date of completion of the grant works

OFFICER DELEGATION: to the Local Government and Regulatory Law Manager in consultation with the Assistant Director - Health and Wellbeing:
Subject to the Cabinet Member delegations above, to waive repayment of disabled facilities grants where there are no grounds to suspect a finding of grant abuse.

For Renovation Grants Common Parts and HMO Grants approved after 17th December 1996, to determine applications for relief from repayment where there has been a non-exempt relevant disposal either after the payment of any instalment but before the certified date of completion or during the five year grant condition period, subject to the Secretary of State's consent in certain exceptional circumstances (section 45 HGCR Act).

Housing Unfit Insanitary or in a State of Disrepair

To declare Clearance Areas.

To make demolition orders, closing orders and orders declaring properties individually unfit, and to serve associated notices.

To accept undertakings to carry out works to render houses fit for human habitation and undertakings not to use houses for human habitation.

Imposition of statutory charges for notices/orders in respect of owner-occupied dwellings.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

To make owner-occupier's supplementary payments in appropriate cases under section 587 of the 1985 Act.

To serve deferred action and Minded To notices under sections 8 and 86 of the HGCR Act in relation to intended repairs notices or closing or demolition orders.

To make well-maintained payments for dwellings in clearance areas in appropriate cases.

To serve notices under section 189 or 190 of the 1985 Act (repair of unfit houses and houses in a state of disrepair) and notices under the Public Health Acts in respect of unsanitary houses.

To serve notices under the Building Act 1984 and/or Housing Act 1985 in relation to demolitions carried out pursuant to demolition orders.
HO1210D  To serve notices under Section 8 of the 1976 Act (security of properties subject to undertakings or closing orders).

Houses in Multiple Occupation

HO1220L  Executive functions under Part 2 of the Housing Act 2004 (houses in multiple occupation).

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HO1230D  Under the Housing Act 2004, to serve the following notices or directions in relation to HMO's:

- notices to require works to HMO's to make fit for the number of occupants;
- overcrowding notices;
- limits on number of occupants;

HO1240D  After consulting the Assistant Director - Economic Growth and the Assistant Director - Housing and Chief Fire Officer, to carry out the Council's functions in relation to fire hazards under the Housing Act 2004.

HO1250D  To carry out the Council's functions under the Housing Act 2004 in relation to the authorisation and refusal of licence renewals and licence variations.

Protection of Private Tenants and Restoration of Gas and Electricity Supply

HO1260L  The Council's functions under the Protection from Eviction Act, the Caravan Sites Act 1968 and associated legislation.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

HO1270D  To prosecute for criminal offences under the Protection from Eviction Act 1977, the Caravan Sites Act 1968 and associated offences.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing:

HO1280D  To carry out the functions of the Council under Section 33 of the 1976 Act (restoration of gas and electricity supplies).

(see also Disabled Facilities Grants under Private Sector Housing above)
OFFICER DELEGATIONS: to the Private Sector Housing Manager:\textsuperscript{107}:

\textbf{HO1290D} As from 1\textsuperscript{st} October 2015 to carry out all enforcement functions under the Smoke and Carbon Monoxide Alarm (England) Regulations 2015.

OFFICER DELEGATIONS: to the Assistant Director - Health and Wellbeing and to the Private Sector Housing Manager:

\textbf{HO1300D} All the Council’s functions and responsibilities under The Redress Schemes For Letting Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014.

\textbf{EMPTY HOMES}

OFFICER DELEGATIONS: to the Health and Wellbeing Manager and to the Private Sector Housing Manager:\textsuperscript{108}.

\textbf{HO1310D} To investigate complaints, take all necessary enforcement and remedial action and secure reoccupation of empty homes within the borough in accordance with the approved Empty Homes Strategy and all relevant statutory powers.
### 3.10 CABINET MEMBER FOR GOVERNANCE

**OVERALL RESPONSIBILITIES:**

<table>
<thead>
<tr>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>COUNCIL ACCOUNTABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Constitutional reform</td>
<td>• Civic services and mayoralty</td>
</tr>
<tr>
<td>• Legal and democratic services</td>
<td>• Twinning</td>
</tr>
<tr>
<td>• Overview &amp; scrutiny arrangements</td>
<td></td>
</tr>
<tr>
<td>• Member support &amp; development</td>
<td></td>
</tr>
<tr>
<td>• Code of corporate governance</td>
<td></td>
</tr>
<tr>
<td>• Audit and standards</td>
<td></td>
</tr>
<tr>
<td>Risk management and Information assurance</td>
<td></td>
</tr>
<tr>
<td>• Investigatory powers</td>
<td></td>
</tr>
<tr>
<td>• Corporate health and safety</td>
<td></td>
</tr>
<tr>
<td>• Equalities framework</td>
<td></td>
</tr>
<tr>
<td>• Procurement and contracts management</td>
<td></td>
</tr>
<tr>
<td>• Quality systems</td>
<td></td>
</tr>
<tr>
<td>• Human resources, payroll and support services</td>
<td></td>
</tr>
<tr>
<td>• Emergency and business continuity planning</td>
<td></td>
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<tr>
<td>• Elections management including electoral registration</td>
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</table>

**General**

GV000 To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Cabinet Member’s Overall Responsibilities listed above, including but not limited to the functions detailed below.

**Plans and Strategies**

GV010R The *formulation or preparation* of the following plans and strategies amongst those listed in Article 4 of this Constitution, namely:

Other plans and strategies which the council has decided should be adopted by the Council meeting as a matter of local choice

- Capital Strategy
- Risk Management Strategy
• Information and Communication Technology Strategy

GV020  The amending, modification, variation or revocation of any such plan or strategy where required to give effect to requirements of the Secretary of State or a Minister of the Crown in relation to a plan or strategy submitted for their approval, or to any part so submitted or where authorised by a determination made by the authority when approving or adopting the plan or strategy

PARTNERSHIPS

GV030L To represent the authority/Cabinet as appropriate on partnerships within the Cabinet Member's Overall Responsibilities listed above

GENERAL

GV040  To consider all executive functions relating to strategic, controversial and major operational issues concerning corporate resources and functions.

MEMBER SUPPORT AND DEVELOPMENT

GV050  To consider and approve arrangements for the development of Members' Development and Members' Services, including:

- development of members' representative and constituency roles and functions;
- support services for members.

Failure to Attend Meetings

GV060  To approve or otherwise for the purposes of Section 85 of the Local Government Act, 1972 the reason(s) for the failure of any member to attend meetings of the authority or of the Cabinet.¹⁰⁹

LEGAL SERVICES (including Local Land Charges)

GV070  To consider all executive functions relating to strategic, and operational issues concerning the Council's Legal Services.

OFFICER DELEGATIONS: to the Property Procurement and Contracts Manager:

GV080D  To keep safe but accessible the Council's deeds and contracts and other legal documents.
Local Land Charges

GV090L The functions of the Council under the Local Land Charges Act 1975 and under relevant regulations as to fees and charges for Official Searches.

OFFICER DELEGATIONS: to the Property Procurement and contracts Manager:

GV100D To carry out the Council’s functions under the 1975 Act and the 1994 Regulations except for the determination of the level of fees under the 1994 Regulations.

CIVIC SERVICES and MAYORALTY

Civic and Ceremonial

GV110L To carry out the executive functions of the Council relating to preserved powers privileges and rights referred to in section 246 of the 1972 Act, the use of armorial bearings (including the Coat of Arms and Borough Badge).

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

GV120D To approve requests for the use of the Coat of Arms which accord with Minute No. 1064 (1981/82)

Twinning

GV130L To establish and develop civic and twinning links, including Chesterfield/Yangquang links and to take into account the views of twinning organisations, including the Chesterfield/ Darmstadt/Troyes Society, and the Chesterfield/Tsumeb Association.

GV140L The Council’s functions under the Local Government (Overseas Assistance) Act 1993 (provision of advice and assistance to bodies engaged outside the UK in carrying out any activity of local government).

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

GV150D To determine any issue arising out of twinning arrangements (other than visits by members or officers) involving spending of £500 or less.

SERVICING OF COUNCIL MEETINGS
GV160 To have an overview of the Council's arrangements for servicing meetings of Councillors and other official meetings and associated Democratic Services

SUPPORT SERVICES

GV170 To have an overview of the Council's arrangements for administrative and support services

Services to outside Bodies

OFFICER DELEGATIONS: to the Executive Directors:

GV180D To provide other public, voluntary or educational bodies with occasional and minor legal, accountancy or support services where existing resources permit and without adverse effect on such services for the Council.

AUDIT AND STANDARDS

Constitutional Issues

GV190 To review the operation of the Council's Constitution and make recommendations to the Council as to any changes to the Constitution which require council approval.

Corporate Governance

GV200 To review the Council's control environment, including its Code of Corporate Governance.

Ethical Framework

GV210 From the point of view of the Cabinet, to review and consider arrangements for the Council's compliance with the ethical framework.

OVERVIEW AND SCRUTINY

GV220 From an executive point of view to have an overview of the Council’s arrangements for overview and scrutiny and to be responsible at member-level for liaison between the Cabinet and Scrutiny bodies

ELECTIONS AND ELECTORAL REGISTRATION

GV230 Subject to the non-executive functions of the Employment and General Committee for certain electoral management functions
(see above), to have an overview of the Council’s electoral management functions and their resourcing.

EMERGENCY PLANNING AND BUSINESS CONTINUITY PLANNING

GV240L To carry out the Council’s duties and powers for emergency planning and for business continuity planning under the Civil Contingencies Act 2004 and all other relevant legislation.

The Data Protection Act, the Freedom of Information Act, the Environmental Information Regulations and the Re-use of Public Information Regulations

GV250 Arrangements for compliance with the requirements of the laws listed above

GV260L To approve the Council's Publication Scheme under the Freedom of Information Act 2000 and any related information management policies

OFFICER DELEGATIONS: to the Information Assurance Manager:

GV270D To notify the Information Commissioner details of all current computer systems containing personal data to ensure that the notification is up-to-date and accurate, and to promote compliance with the data protection principles.

GV280D To ensure the Council’s compliance with the Data Protection Acts, 1984 and 1998 and with the data protection principles including security of personal data.

GV290D To respond to public requests in connection with personal data under the Data Protection Acts 1984 and 1998, including determination of applicants’ rights under those Acts and including determinations with respect to subject access to and disclosure of such data.

GV300D To co-ordinate responses to requests for information under the Freedom of Information Act 2000 and the Environmental Information Regulations.

RISK MANAGEMENT

Risk Management

GV310 To have an overview of the Council’s arrangements for Risk Management
GV320L  to carry out periodic reviews to ensure the authority’s Winter Service is effective.

Insurance

GV330  To ensure that the Council is adequately insured and approve the Council's insurance arrangements (subject to the full Council's non-executive function under section 151 of the Local Government Act 1972: the duty to make arrangements for the proper administration of financial affairs - see Part 2 Article 4 of this Constitution).

OFFICER DELEGATIONS: to the Chief Finance Officer/Director of Finance and Resources:

GV340D  To enter into contracts of insurance.

GV350D  To approve the insurance arrangements of contractors and others supplying services to the Council.

CORPORATE HEALTH AND SAFETY

GV360  Executive functions in relation to Health and Safety at Work matters affecting employees of the Council, except for matters relating to the appointment of staff, and determination of their terms and conditions of employment

EQUALITIES AND COMMUNITY COHESION

GV370  The Council's functions under sections 93 to 105 of the Transport Act 1985 and the Travel Concession Schemes Regulations 1986 and determination of issues arising from the Countywide Concessionary Fares Scheme.

OFFICER DELEGATIONS: to the Assistant Director - Customers, Commissioning and Change

GV380D  To determine applications for permits under the Derbyshire Concessionary Fares Scheme.

GV390  To consider and develop the Council's arrangements for concessionary charges for disadvantaged users of any Council service.

GV400  The Council's functions under section 106 of the Transport Act 1985 (grants for transport facilities for the disabled).

GV410L  To determine issues arising out of the Council's involvement with the Credit Union.
GV420L  To consider the Council's membership of any appropriate organisation dealing with social justice issues.

GV430  To approve monitor, develop and update the Council's Equalities and Community Cohesion Policies and Procedures, except where these relate to non-executive functions such as the appointment of staff, determining their terms and conditions, and procedures for dismissal).

GV440L  To receive and comment on the Council's Equalities Framework and on progress with the Equality Standard.

GV450  To receive reports of the Minutes of the meetings of the Groups which the authority consults on equalities and community cohesion matters.

GV460  To receive reports on racial and other hate crime incidents.

GV470L  To receive reports of the Minutes of the meetings of the Groups which the authority consults on equalities and community cohesion matters.

GV480L  To monitor and approve the DCC's Early Years' Partnership/Childcare Strategy.

GV490L  To monitor and approve arrangements for the implementation of the Human Rights Act 1998 in relation to executive functions.

GV500L  To monitor and approve the DCC's Early Years' Partnership/Childcare Strategy.

GRANTS TO VOLUNTARY ORGANISATIONS ETC.

Major Grants

GV510  (In consultation with appropriate Cabinet Member(s) to determine applications to the Council for major grants, determination of which is not delegated elsewhere in this scheme.

General Grants
GV520L To determine applications for minor grants (which satisfy the rules agreed at Minute No. 405 (1996/97)), determination of which is not delegated elsewhere in this scheme (e.g. major grants) and within the provisions made in the revenue estimates. (The appropriate Cabinet Member to be consulted on minor grant applications relating to their responsibilities).

GV530L To determine applications for financial support to other local authorities involved in litigation.

ADVICE SERVICES

GV540L To consider issues relating to or arising from the major advice agencies in Chesterfield, and the Council's Benefits Advice services.

GV550 The Council's functions under Section 38 of the 1989 Act (facilities for information about people's rights).113

INVESTIGATORY POWERS

GV560L To have oversight of policy in relation to the Regulation of Investigatory Powers Act 2000 (as amended)114.

PROCUREMENT

GV570L To have an overview of the Council's procurement arrangements and to determine and review the operation of any lists of persons to be invited to tender whether such list is compiled by or used by the council.

OFFICER DELEGATIONS: to the Assistant Director - Customers, Commissioning and Change:

GV580D To compile and operate any lists of persons to be invited to tender whether such list is compiled by or used by the council including monitoring of contractors' and sub-contractors' compliance with the conditions of listing.

QUALITY SYSTEMS

 GV590L To have an overview of the Council's arrangement for accredited and other quality systems

HUMAN RESOURCES AND PAYROLL

General
GV600 To carry out human resource functions except:

- those which are not executive functions\textsuperscript{115} and except
- those Equalities functions which are within the responsibilities of the Cabinet Member for Homes and Customers;

\textbf{Provided that} when considering departmental staffing structures, any recommendations shall be made jointly with the Cabinet Member(s) responsible for the Service concerned.

\textbf{Creation of New Posts}

GV610 To approve the creation of new posts needed for specific purposes.\textsuperscript{116}

\textbf{Employment Creation Schemes}

GV620 Executive functions relating to the Council's participation in and any Council-wide training recruitment scheme (excluding appointment, dismissal or terms and conditions of council employees)

\textbf{National Pay and Conditions}

GV630 To respond on behalf of the Council to national pay and conditions of service claims.\textsuperscript{117}

\textbf{Employee Development}

GV640 To have an overview of the Council’s arrangements for the development of its employees
### 3.11 CABINET MEMBER FOR CUSTOMERS AND BUSINESS TRANSFORMATION

<table>
<thead>
<tr>
<th>PARTNERSHIP ACCOUNTABILITIES</th>
<th>CBC ACCOUNTABILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Joint Board</td>
<td>• Project and programme management office</td>
</tr>
<tr>
<td></td>
<td>• Customer services strategy</td>
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<td></td>
<td>• Customer services</td>
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<tr>
<td></td>
<td>• Revenues and Benefits</td>
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<tr>
<td></td>
<td>• Town hall refurbishment project</td>
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<td></td>
<td>• ICT transformation project</td>
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<td></td>
<td>• Commercialisation / income generation strategy</td>
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<td></td>
<td>• Workforce strategy including Investors in People</td>
</tr>
<tr>
<td></td>
<td>• Public private partnerships (specifically Arvato / Kier contract)</td>
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<td></td>
<td>• Public service reform (with Deputy Leader)</td>
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<td></td>
<td>• Shared services</td>
</tr>
</tbody>
</table>

**General**

**CB000** To discharge or refer to the Cabinet (as the case may be) all the executive functions of the authority relating to any matter within the scope of the Cabinet Member’s Overall Responsibilities listed above, including but not limited to the functions detailed below.

**PARTNERSHIPS**

**CB010L** To represent the authority/Cabinet as appropriate on partnerships within the Cabinet Member’s Overall Responsibilities listed above

**SHARED SERVICES**

**CB020** Subject to the Leader’s functions in his role as representing the Cabinet on the Joint Board (for shared services with North East Derbyshire and Bolsover District Councils), and subject to the Cabinet Member for Economic Growth’s responsibility for Derbyshire Building Control Partnership Limited, to take strategic decisions in relation to shared services.
TOWN HALL REFURBISHMENT AND ICT TRANSFORMATION PROJECTS

CB030 To set the overall budget and strategy for the projects

OFFICER DELEGATIONS: to the Executive Director with responsibility for the projects:

CB040D To decide all strategic issues and (after formal consultation at the project board, but if that is not practicable after consultation with at least one project board member) to approve spending in accordance with the agreed project Cost Model.

OFFICER DELEGATIONS: to the transformation project manager:

CB050D To make all operational decisions with regard to the project and to approve spending in accordance with the agreed Cost Model to the maximum value of £25,000.

Any decisions to be reported to the next available project Board meeting for information.

INVESTORS IN PEOPLE (IIP)

CB060 To make strategic decisions about the Council’s continuing Investors in People accreditation

ICT AND E-GOVERNMENT

CB070 To consider all executive functions relating to strategic issues concerning ICT and E-Government.

CB080 To Approve and review the Council’s Statement on Implementing Electronic Government (IEG Statement).

CB090 To consider strategic regulatory and security issues in relation to electronic service delivery.

CB100 To develop the use of information technology and determine strategic and policy issues relating to the acquisition and development of the IT service in accordance with the Council's ICT Strategy.

OFFICER DELEGATIONS: to the Assistant Director - Customers, Commissioning and Change:
CB110D To relocate any replaced IT equipment which complies with the Council's IT Policy and Code of Practice.

Sale of Spare IT Capacity

CB120L The Council's functions under Section 38 of the 1976 Act (commercial agreements for the sale of spare capacity on the Council's computers).

CORPORATE PERFORMANCE AND IMPROVEMENT

CB130L To have an overview of the Council’s performance management arrangements approve the work programme of the Council's Business Transformation Service.

EFFICIENCY

CB140 To have an overview of the Council's arrangements for the efficient performance of its functions and for continuous improvement (including Target Operating Model)

VALUE FOR MONEY COMMISSIONS

Best Value:

CB150 To have an overview of the Council's duty of Best Value including general arrangements for the involvement of local representatives in the exercise of the council's functions under section 3A of the Local Government Act 1999.

REVENUES AND BENEFITS

Local Taxation

CB160 To carry out executive functions as billing and charging authority for local taxation except for functions delegated elsewhere in this scheme.

General

OFFICER DELEGATIONS: to the Director of Finance and Resources (after consulting with the Service Provider):

CB170D To bill, collect and recover community charge (poll tax), council tax and non-domestic rates in accordance with the 1988 Act, the 1992 Act and all other powers and duties.

CB180D To administer the Collection Fund.
CB190D To decide whether to accept or to appeal against the Valuation Officer's rating assessments for non-domestic rating and the valuation bandings for council tax of property owned or occupied by the Council.

Non Domestic Rates

Discretionary Reliefs

CB200L In relation to non-domestic rates, to determine the category for discretionary relief to be granted in to specific types of charity and other similar voluntary bodies.

CB210L To determine applications for discretionary relief, including:

- under Section 47 of the 1988 Act for "other organisations" within category 9 of Appendix 3 to the report referred to at Minute 1865(2) (1989/90) (subject to CB330D below);
- under Section 49 of the 1988 Act (hardship);
- under the Rate Relief Scheme for Village Shops (Minute 1352(3) 1997/98)
- under the Rating (Former Agricultural Premises and Rural Shops) Act 2001
- under the Rating (Public Houses and Petrol Filling Stations) Order 2001 - for rural areas;

OFFICER DELEGATIONS: to the Director of Finance and Resources (after consultation with the Service Provider)

CB220D Under Section 47 of the 1988 Act to determine applications for discretionary rate relief from Amateur Sports Clubs falling within category 9 of Appendix 3 to the report referred to at Minute 1865(2) (1989/90) with the guideline that such applicants will normally be granted 5% discretionary relief unless there are individual or exceptional circumstances in which case the application will be determined by Cabinet Member under HC100L above.

CB230D Under Section 47 of the 1988 Act, to determine applications for discretionary rate relief for charities and organisations falling within categories 1-8 of Appendix 3 to the report referred to at Minute 1865(2) (1989/90).

CB240D To exercise the Council's powers under Section 44A of the 1988 Act (apportionment of rateable value for short-term partly unoccupied property).

Mandatory Reliefs
OFFICER DELEGATIONS: to the Director of Finance and Resources (after consultation with the Service Provider)

CB250D To determine applications for mandatory relief under Sections 43 and 45 of the 1988 Act (charities, rural settlements (including Village Shops), and unoccupied premises)(Minute 1352(2) 1997/8)

CB260D To review annually the Rural Settlement List and recommend changes for determinations (Minute 1234(2)).

CB270D To determine applications for mandatory rate relief in respect of those public houses, petrol filling stations, food shops and former agricultural premises meeting the required criteria under the Rating (Public Houses and Petrol Filling Stations) Order 2001 and the Rating (Former Agricultural Premises and Rural Shops) Act 2001

Council Tax

CB280L To carry out executive functions in relation to Council Tax, except those specified elsewhere in this scheme.

Council Tax – Local Discount

CB290 In accordance with the Council’s policy and guidance, to decide whether or not to grant a local discount under the provisions of S13A of the Local Government Finance Act 1992 to any class of persons or properties.

OFFICER DELEGATIONS: to the Director of Finance and Resources in consultation with the Service Provider:

CB300D In accordance with the Council’s policy and guidance, to decide whether or not to grant a local discount under the provisions of S13A of the Local Government Finance Act 1992 to any individual.

Benefits

CB310L To exercise executive functions in relation to the Benefit Schemes referred to at Scheme Reference B570D below (subject to the further review functions vested in the Appeals and Licensing Committee)

OFFICER DELEGATIONS: to the Director of Finance and Resources (after consultation with the Service Provider)

CB330D To investigate any criminal offence concerning, or in connection with, the Council Tax Benefit Scheme and to make any subsequent decision to refer any person for prosecution either to the Local Government and Regulatory Law Manager or to the Department for Work and Pensions.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

CB340D Subject to Scheme Reference HC290D to take legal proceedings for any criminal offence or other contravention of the law concerning, or in connection with, the Council Tax Benefit Scheme.

OFFICER DELEGATIONS: to the Chief Executive

CB350D Under Section 12 of the Social Security Administration (Fraud) Act 1997, to appoint inspectors to assist in the investigation of Benefit Fraud (Minute 269).

Penalties

OFFICER DELEGATIONS: to the Director of Finance and Resources (after consultation with the Service Provider)

CB360D On behalf of the Council as Charging/Billing Authority to impose or quash penalties under the 1992 Act (Council Tax).

CB370D To determine appeals against the imposition of the penalties referred to in HC290D (subject to further appeal to the Appeals and Regulatory Committee)(LOCAL CHOICE FUNCTION)

Housing Benefits


OFFICER DELEGATIONS: to the Director of Finance and Resources (in consultation with the Service Provider):

CB400D To investigate any criminal offence concerning, or in connection with, the Housing Benefit and Discretionary Housing Benefit Schemes and to make any subsequent decision to report any person for prosecution to either the Local Government and Regulatory Law Manager or to the Department for Work and Pensions.

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager:

CB410D Subject to Scheme Reference HC290D to take legal proceedings for any criminal offence or other contravention of the law concerning or in connection with the Housing Benefit and Discretionary Housing Benefit Schemes.

OFFICER DELEGATIONS: to the Chief Executive

CB420D Under Section 12 of the Social Security Administration (Fraud) Act 1997, to appoint inspectors to assist in the investigation of Benefit Fraud (Minute 269)

Debt Collection

OFFICER DELEGATIONS: to the Local Government and Regulatory Law Manager (in consultation with the Service Provider, and in consultation with the Assistant Director - Housing and the Cabinet Member for Homes and Communities in any case where legal proceedings are intended directly and finally to secure the eviction of a residential tenant or licensee of the Council other than an introductory tenant, when consultation with the Cabinet Member for Homes and Communities shall not be required):

CB430D Subject to Scheme References relating to housing rent and mortgage arrears and housing evictions, to take legal proceedings (including distraint, insolvency proceedings, and any other form of recovery action) in order to recover:
• arrears of non-domestic rates, community charges (poll tax) and council tax;
• any other debt owed to the Council.

CB440D To take any action other than legal proceedings (including the use of tracing agents and making arrangements with debtors) in order to recover any debt due to the Council.

OFFICER DELEGATIONS: to the Director of Finance and Resources (after consultation with the Service Provider):

CB450D To select and appoint outside bailiffs to recover arrears of community charge (poll tax), council tax, non-domestic rates and other debts due to the Council.

Public Private Partnerships (specifically Arvato / Kier contract)

CB460L To take strategic decisions in relation to the operation of public private partnerships (specifically the Arvato / Kier contract)

CUSTOMER SERVICES

CB470 To take strategic decisions about the Council’s Customer Services arrangements, including its Customer Services Centre and Customer Charter.
4 INFORMAL COUNCIL BODIES

The following is a list of informal working groups or consultative bodies established by the council, which are advisory only. These bodies:

- Are not committees or subcommittees of the Council or of the Cabinet
- Do not exercise any final legal decision making functions on behalf of the Council or the Cabinet;
- Are not subject to the Access to Information Rules which apply to Council Committees and to the Cabinet;
- Are not subject to members' common law "need to know".

These bodies may make recommendations to formal decision makers, and in most cases their minutes will be reported to the Council or to decision makers.

The membership of these bodies usually consists of nominated elected members of the Chesterfield Borough Council together with non-councillor representatives of outside organisations or groups.
<table>
<thead>
<tr>
<th><strong>Body</strong></th>
<th><strong>Objectives and Functions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Borough Parish Liaison</td>
<td>To facilitate discussion with Brimington Parish Council and Staveley Town Council on matters of interest or concern to either party.</td>
</tr>
<tr>
<td>Council Joint Consultative Committee</td>
<td>To establish regular methods of negotiations and consultation between the Council and its employees on matters of mutual interest, including the prevention of differences and the reconciliation of them should they arise; but no question of individual discipline or grievance shall be within the scope of this Committee.</td>
</tr>
<tr>
<td></td>
<td>To consider any relevant matter referred to it by a Committee of the Council, a Departmental Joint Consultative Committee, or by the Employee and Employer Side Secretaries on behalf of the recognised trade union representatives.</td>
</tr>
<tr>
<td></td>
<td>To make recommendations to the appropriate Council Committees as to the application of terms and conditions of service and the training of employees of the Council.</td>
</tr>
<tr>
<td>Council Safety Committee</td>
<td>The promotion of co-operation between employers and employees in instigating, developing and carrying out measures to ensure the health and safety at work of employees.</td>
</tr>
<tr>
<td></td>
<td>To act as a focus for employee participation in the prevention of accidents and the avoidance of industrial diseases.</td>
</tr>
<tr>
<td>Body</td>
<td>Objectives and Functions</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Council Tax Consultation Meeting</td>
<td>Consultation before setting of Council Tax for the new financial year</td>
</tr>
<tr>
<td>Markets Consultative Committee</td>
<td>To act as liaison between the council and the market traders and for consultation</td>
</tr>
<tr>
<td>Taxi Consultative Committee</td>
<td>To act as liaison between the council and the taxi and private hire trade and for consultation</td>
</tr>
<tr>
<td>Transport Users Consultative Committee</td>
<td>To act as liaison between the council and transport users and for consultation</td>
</tr>
<tr>
<td>Liaison Committees for specific industrial sites</td>
<td>To provide and maintain good relationships between various local industries and nearby residents</td>
</tr>
</tbody>
</table>
APPENDIX 1

REPORTING THE EXERCISE OF OFFICER DELEGATIONS (EXECUTIVE AND NON-EXECUTIVE FUNCTIONS) AND CABINET MEMBER DECISIONS (EXECUTIVE FUNCTIONS ONLY)

Reporting Delegated Action

Executive decisions taken by Cabinet Members under this scheme are reported to Cabinet after the decision has been made, for information and recorded in the Minutes.

Some Officers’ delegated decisions are reported to the Cabinet or other Committees, such as Planning and Licensing, after they have been made. These are officer decisions that meet the criteria set out in Rule 22.3 of the Access to Information Procedure Rules in Part 4. Officer decisions are also published on the Council’s website. Some other officer decisions are published and available on the council’s website in accordance with the Openness of Local Government Bodies Regulations 2014.
APPENDIX 2

PROPER OFFICER PROVISIONS
(INCLUDING OTHER STATUTORY OFFICER RESPONSIBILITIES)

Notes:

1. 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. In the event of any proper officer being for any reason unable to act or of any of post being vacant, the officer specified as *reserve* in the Table is appointed to act in their stead for the purpose of any appointment mentioned:

2. Section 270(3) of the 1972 Act refers to an officer appointed “for that purpose.” A specific reference to the purpose is accordingly an intrinsic part of the appointment of a proper officer (See Circular No. 111/73). The 1972 act repealed the provision of the 1933 Act authorising the appointment of standing deputies to chief officers. An express appointment of a deputy to the proper officer should accordingly be made.

<table>
<thead>
<tr>
<th>General Function and ref no.</th>
<th>Function Detail</th>
<th>Act or Regulation</th>
<th>Proper Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELECTIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Witness and receipt of declaration of acceptance of office by the Mayor, Deputy Mayor and Councillors.</td>
<td>Section 83(1) to (3) and Regulations</td>
<td>Monitoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>2</td>
<td>Receipt of declaration of resignation of office by the Mayor, Deputy Mayor and Councillors.</td>
<td>Section 84</td>
<td>Monitoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>3</td>
<td>Convening of meeting of Council to fill casual vacancy in office of Mayor</td>
<td>Section 88(2)</td>
<td>Chief Executive Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>4</td>
<td>Receipt of notice of casual vacancy from two local</td>
<td>Section 89(1)(b)</td>
<td>Chief Executive</td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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<tr>
<td>44</td>
<td>Receipt from Returning Officer of the names of persons elected to the Council.</td>
<td>Rule 44</td>
<td>Chief Executive Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>46</td>
<td>Receipt from Returning Officer of election documents.</td>
<td>Rule 46</td>
<td>Chief Executive Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>47 and 48</td>
<td>Retention of election documents and making them available for public inspection.</td>
<td></td>
<td>Chief Executive Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>8</td>
<td>Receipt of Notice from a Parish/Town Council that a casual vacancy exists.</td>
<td>Rule 8</td>
<td>Chief Executive Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>9</td>
<td>To be the Acting Returning Officer for the conduct of Parliamentary Elections (duties to be discharged by the appointed electoral registration officer - see below)</td>
<td>Section 28</td>
<td>Chief Executive Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>10</td>
<td>Appointed Returning Officer for Election of</td>
<td>Section 35</td>
<td>Chief Executive</td>
</tr>
</tbody>
</table>

**Local Elections (Principal Areas) Rules 1986**

**Local Elections (Parish and Communities) Rules 1986**

**Representation of the People Act 1983**
<table>
<thead>
<tr>
<th>General Function and ref no.</th>
<th>Function Detail</th>
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<th>Proper Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Councillors of the District and the Officer of the Council to be the Returning Officer for Election of Councillors of Parishes within the District</td>
<td></td>
<td>Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>11</td>
<td>Declaration as to election expenses to be made in the presence of 126</td>
<td>Section 82(2)</td>
<td>Chief Executive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>ELECTORAL REGISTRATION and PETITIONS</td>
<td></td>
<td>Representation of the People Act 1983</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Appointed Electoral Registration Officer and person to act in absence of Registration Officer 127</td>
<td>Sections 8 and 52</td>
<td>Chief Executive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td></td>
<td>To publish the verification number of Local Government electors for the purposes of petitions</td>
<td>Regulation 4</td>
<td>Chief Executive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>14</td>
<td>To determine the validity of petitions</td>
<td>Regulation 7</td>
<td>Chief Executive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>15</td>
<td>All other matters under these regulations</td>
<td></td>
<td>Chief Executive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reserve: Deputy Electoral Registration Officer</td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
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<tr>
<td>COUNCIL MEETINGS</td>
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<td></td>
<td></td>
<td><strong>Local Government Act 1972</strong></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Signature of summons to Council meeting</td>
<td>Schedule 12, paragraph 4(2)(b)</td>
<td>Chief Executive Reserve: Local Government and Regulatory Law Manager</td>
</tr>
<tr>
<td>17</td>
<td>Receipt of notices regarding address to which summons to meeting is to be sent</td>
<td>Schedule 12, paragraph 4(3)</td>
<td>Chief Executive Reserve: Local Government and Regulatory Law Manager</td>
</tr>
<tr>
<td>HONORARY FREEMEN OF THE BOROUGH</td>
<td></td>
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</tr>
<tr>
<td>18</td>
<td>To keep the roll of Honorary Freemen of the Borough</td>
<td>Section 248</td>
<td>Chief Executive Reserve: Local Government and Regulatory Law Manager</td>
</tr>
<tr>
<td>TRANSFERRED CHARITIES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities if there is no such office, to proper officers.</td>
<td>Section 210</td>
<td>Chief Executive Reserve: Local Government and Regulatory Law Manager</td>
</tr>
<tr>
<td>PARISH MEETINGS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Appointment as a Parish Trustee</td>
<td>Section 13(3)</td>
<td>Chief Executive</td>
</tr>
</tbody>
</table>

Part 3 July 2019Page 179
<table>
<thead>
<tr>
<th>General Function and ref no.</th>
<th>Function Detail</th>
<th>Act or Regulation</th>
<th>Proper Officer</th>
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</thead>
<tbody>
<tr>
<td>FINANCE</td>
<td>Local Government Act 1972</td>
<td></td>
<td>Reserve: Local Government and Regulatory Law Manager</td>
</tr>
<tr>
<td>21</td>
<td>Receipt of Money Due from Officers</td>
<td>Section 115(2)</td>
<td>Chief Finance Officer/Director of Finance and Resources Reserve; Chief Accountant</td>
</tr>
<tr>
<td>22</td>
<td>Declarations and certificates with regard to securities</td>
<td>Section 146(1)(a)</td>
<td>Chief Finance Officer/Director of Finance and Resources Reserve; Chief Accountant</td>
</tr>
<tr>
<td>23</td>
<td>To keep Proper Officer accounts open for inspection by any member of the Authority</td>
<td>Section 228(3)</td>
<td>Chief Finance Officer/Director of Finance and Resources Reserve; Chief Accountant</td>
</tr>
<tr>
<td>24</td>
<td>Notice to ratepayers that the rate complies with any maximum set.</td>
<td>Section 7</td>
<td>Chief Finance Officer/Director of Finance and Resources Reserve; Chief Accountant</td>
</tr>
<tr>
<td>25</td>
<td>Person appointed by the local authority to act as registrar for the purposes of the regulations</td>
<td>Regulation 1(3)</td>
<td>Chief Finance Officer/Director of Finance and Resources Reserve; Chief Accountant</td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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</tr>
<tr>
<td>ACCESS TO INFORMATION (NON-EXECUTIVE) BODIES</td>
<td><strong>Local Government Act 1972</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>To exclude from inspection by members of the public the whole or any part of a report during which, in their opinion, the meeting is likely not to be open to the public</td>
<td>Section 100B (2)</td>
<td>The officer who is the writer or principal writer of the report</td>
</tr>
<tr>
<td>27</td>
<td>To supply to newspapers copies of any documents other than the agenda or reports supplied to members of the Council in connection with any item</td>
<td>Section 100B (7)(C)</td>
<td>Democratic and Elections Services Manager Reserve: Democratic Services Manager</td>
</tr>
<tr>
<td>28</td>
<td>If the minutes of proceedings during which a meeting was not open to the public disclose exempt information, and are therefore not open to inspection by the public, to make a written summary of such proceedings which provides such a record without disclosing the exempt information</td>
<td>Section 100C (2)</td>
<td>Democratic and Election Services Manager Reserve: Committee and Scrutiny Co-Ordinator</td>
</tr>
<tr>
<td>29</td>
<td>To determine the documents which constitute background papers for a report and to compile a list of such papers to be available for inspection by the public</td>
<td>Sections 100D (1)(a) and 100D (5)(a)</td>
<td>The officer who is the writer or principal writer of the report</td>
</tr>
<tr>
<td>30</td>
<td>To determine that a document is not required to be open for inspection by Members under the 1972 act because it discloses exempt information falling within any of paragraphs 1 to 7 of Part 1 of Schedule 12A to the Act</td>
<td>Section 100F (2)</td>
<td>Local Government and Regulatory Law Manager Reserve: Democratic Services and Elections Manager</td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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</tr>
<tr>
<td>ACCESS TO INFORMATION (EXECUTIVE BODIES)</td>
<td>To produce a written statement of Executive decisions made at meetings</td>
<td><strong>Local Authorities (Access to Information)(England) Regulations 2000 as amended</strong></td>
<td>Democratic Services and Elections Manager Reserve: Committee and Scrutiny Co-Ordinator</td>
</tr>
<tr>
<td>31</td>
<td>To make available for inspection by the public a copy of written statements of executive decisions and associated reports.</td>
<td>Regulation 3</td>
<td>Democratic Services and Elections Manager Reserve: Committee and Scrutiny Co-Ordinator</td>
</tr>
<tr>
<td>32</td>
<td>To make available for inspection a list of background papers</td>
<td>Regulation 6</td>
<td>Democratic Services and Elections Manager Reserve: Committee and Scrutiny Co-Ordinator</td>
</tr>
<tr>
<td>33</td>
<td>To publish key decisions of the Authority</td>
<td>Regulation 12</td>
<td>Democratic Services and Elections Manager Reserve: Committee and Scrutiny Co-Ordinator</td>
</tr>
<tr>
<td>SIGNING CERTIFYING &amp; DEPOSITING DOCUMENTS</td>
<td>Certification of copies of resolutions, Minutes and other documents.</td>
<td><strong>Local Government (Miscellaneous Provisions) Act 1976</strong></td>
<td>Monitoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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</tr>
<tr>
<td>36</td>
<td>Authentication of any Notices, Orders or other documents which the Council is authorised or required to give, make or issue</td>
<td>Local Government Act 1972</td>
<td>Montoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>37</td>
<td>Authentication of Photographic Documents for the purpose of any legal proceedings</td>
<td>Section 229(5)</td>
<td>Monitoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>38</td>
<td>To send copies of confirmed bye-laws made by the Council to the County Council.</td>
<td>Section 236(9) and (10)</td>
<td>Montoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>39</td>
<td>To certify copies of bye-laws</td>
<td>Section 238</td>
<td>Montoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>40</td>
<td>Deposit of Documents</td>
<td>Section 225(1)</td>
<td>Montoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>41</td>
<td>Receipt of Notices of Application for Justices Licences</td>
<td>Section 204(3)</td>
<td>Montoring Officer Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>42</td>
<td>To give notice that copies of an Ombudsman’s report are available.</td>
<td>Section S. 30 (5)</td>
<td>Local Government and Regulatory Law Manager Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>POLITICAL GROUPS</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>43</td>
<td>To be the proper officer of the Council for the purposes of the relating to receipt of notices from Political Groups on the Council</td>
<td>Local Government (Committees and Political Groups) Regulations 1990</td>
<td>Chief Executive Reserve: Monitoring Officer</td>
</tr>
<tr>
<td>MEMBERS’ ALLOWANCES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td></td>
<td>Local Authorities (Members’ Allowances) Regulations 1991</td>
<td></td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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</tr>
<tr>
<td>44</td>
<td>Receipt of notice in writing that a Councillor wishes to forgo any part of his entitlement to an allowance</td>
<td>Regulation 14</td>
<td>Democratic and Electoral Services Manager Reserve; PA to Council Leader</td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45</td>
<td>Appointment and Dismissal procedures for certain officers</td>
<td>The Local Authorities (Standing Orders) (England) Regulations 2001</td>
<td>Local Government and Regulatory Law Manager Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>46</td>
<td>To retain on deposit a list of politically restricted posts.</td>
<td>Local Government And Housing Act 1989 Section 2</td>
<td>Local Government and Regulatory Law Manager Reserve: Deputy Monitoring Officer</td>
</tr>
</tbody>
</table>
| 47                          | To consider applications from local authority employees for exemption from political restriction in respect of their posts.  
  • Where appropriate, to issue directions requiring the inclusion of a post in the list of politically restricted posts.  
  • To give general advice on the application of criteria for designation of a politically restricted post. 129 | Local Government and Housing Act 1989 Section 3A inserted by Schedule 4 Part 1 of the Localism Act 2011 | Chief Executive (Head of Paid Service) after consultation with the Monitoring Officer (Section 7A 1989 Act) |
<p>| CEMETERIES                  |                                                                                  |                                                                                  |                                                                                |
| 48                          | Storage and charge of cemetery records                                          | Article 12                                                                      | Assistant Director - Commercial Services                                       |</p>
<table>
<thead>
<tr>
<th>General Function and ref no.</th>
<th>Function Detail</th>
<th>Act or Regulation</th>
<th>Proper Officer</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reserve: Bereavement Services Manager</td>
</tr>
<tr>
<td>49</td>
<td>Signature of grants under of the Order and granting permissions</td>
<td>Paragraph 1 of Part II of Schedule 2</td>
<td>Assistant Director - Commercial Services Reserve: Bereavement Services Manager</td>
</tr>
<tr>
<td>50</td>
<td>Various other matters</td>
<td>Paragraph 1 of Part I of Schedule 20</td>
<td>Assistant Director - Commercial Services Reserve: Bereavement Services Manager</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>ORDNANCE SURVEY</td>
<td>Local Government Act 1972</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51</td>
<td>Functions with respect to assistance with marking out etc. reputed boundaries (Ordnance Survey Act 1841)</td>
<td>Section 191</td>
<td>Assistant Director - Economic Growth Reserve: Chief Building Control Officer</td>
</tr>
<tr>
<td></td>
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<tr>
<td>BUILDING ACT 1984</td>
<td>Building Act 1984</td>
<td></td>
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<tr>
<td>52</td>
<td>Various purposes with regard to drainage, water supply, sanitary accommodation.</td>
<td></td>
<td>Assistant Director - Commercial Services Reserve: Chief Building Control Officer</td>
</tr>
<tr>
<td>53</td>
<td>Purposes relating to building control other than those comprised above.</td>
<td></td>
<td>Economic Growth Manager Reserve: [tbc]</td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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<tr>
<td>HOUSING</td>
<td></td>
<td>Rent (Agriculture) Act 1976</td>
<td>Assistant Director - Housing Reserve: Neighbourhoods Manager</td>
</tr>
<tr>
<td>54</td>
<td>Certificate in possession proceedings about alternative housing</td>
<td>Schedule 4 Paragraph 5</td>
<td></td>
</tr>
<tr>
<td>CONSTITUTION</td>
<td></td>
<td>Scrutiny</td>
<td>Local Government and Regulatory Law Manager Reserve: Deputy Monitoring Officer</td>
</tr>
<tr>
<td>55</td>
<td>Requiring the cabinet to report to the Council</td>
<td>Procedure Rules para 17.1</td>
<td></td>
</tr>
<tr>
<td>56</td>
<td>General Statutory Provisions</td>
<td>The Clerk of the Council</td>
<td>Chief Executive or an Executive Director (whichever is most appropriate to their departmental responsibilities) Reserve for both the above: Local Government and Regulatory Law Manager</td>
</tr>
<tr>
<td></td>
<td>In legislation predating the 1971/1972 Session of Parliament, other than the Local Government Act 1972, and in Statutory Instruments made prior to 26th October, 1972, references to the designations in column 3 shall be construed as a reference to the Officers of the Council listed in column 4.</td>
<td>The Town Clerk</td>
<td></td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
<td>Proper Officer</td>
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</tr>
<tr>
<td></td>
<td>The Treasurer</td>
<td>The Chief Finance Officer/Director of Finance and Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Chief Financial Officer</td>
<td>The Chief Finance Officer/Director of Finance and Resources</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Surveyor</td>
<td><em>Reserve for both the above:</em> The Chief Accountant</td>
<td>Assistant Director - Health and Wellbeing</td>
</tr>
<tr>
<td></td>
<td>The Engineer</td>
<td>Assistant Director - Commercial Services</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The Sanitary Inspector</td>
<td>Assistant Director - Health and Wellbeing</td>
<td><em>Reserve for the above: [tbc]</em></td>
</tr>
<tr>
<td></td>
<td>The Public Health Inspector</td>
<td>Assistant Director - Health and Wellbeing</td>
<td></td>
</tr>
<tr>
<td>General Function and ref no.</td>
<td>Function Detail</td>
<td>Act or Regulation</td>
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</tr>
<tr>
<td>57 DEFAULT PROVISION</td>
<td>Any proper officer function not dealt with elsewhere for the purpose of any statutory provisions, whether existing or future, in respect of which no express proper officer appointment has for the time being been made.</td>
<td>Section 36(5)(o)(iii) of the Freedom of Information Act 2000 and a letter from the Minister for Local and Regional Government dated 15th December 2004</td>
<td>Chief Executive Reserve: an Executive Director</td>
</tr>
<tr>
<td>58 OTHER STATUTORY OFFICER DESIGNATIONS - Qualified person for FOIA exemption</td>
<td>As the qualified person, to give a reasonable opinion as to whether information would or would be likely to inhibit: • The free and frank provision of advice, or • The free and frank exchange of views for the purposes of deliberation, or • The effective conduct of public affairs for the purposes of the exemption from disclosure contained in section 36 of the Freedom of Information Act 2000.</td>
<td>Regulations 98(5)(c) and 100 of the Local Government Pension Scheme Regulations 1997 (as amended) may be made to decide a disagreement about a matter in relation to the Pension Scheme between a member or an alternative applicant and a Scheme employer, Employment and General Committee Minute (Jan. 2005)</td>
<td>Monitoring Officer (primary qualified person) or in their absence, the Chief Executive</td>
</tr>
<tr>
<td>59 OTHER STATUTORY OFFICER DESIGNATIONS Specified Person</td>
<td>The person to whom applications under Regulation 100 of the Local Government Pension Scheme Regulations 1997 (as amended) may be made to decide a disagreement about a matter in relation to the Pension Scheme between a member or an alternative applicant and a Scheme employer,</td>
<td>Monitoring Officer (specified person) or in their absence, the Deputy Monitoring Officer</td>
<td></td>
</tr>
</tbody>
</table>
The modular constitutions recommend that delegations of local choice functions of the executive and of the Council be shown together in a separate section of Part 3 of the Constitution. In this Part Local Choice Functions of the executive and of the Council are identified as such wherever they occur in the Scheme.

Knowles Local Authority Meetings pp. 52-53.

Local Authorities (Standing Orders) (England) Regulations 2001: Subject to paragraphs 3 and 7, the function of appointment and dismissal of, and taking disciplinary action against, a member of staff of the authority must be discharged, on behalf of the authority, by the officer designated under section 4(1) of the 1989 Act (designation and reports of head of paid service) as the head of the authority's paid service or by an officer nominated by him.

Approved by Council 12th October 2016

Statutory Guidance contained in Chapter 5 of the Local Government Act 2000: Guidance to English Local Authorities states: “5.18 The Secretary of State considers that full exchange of information between the executive and any committee which takes development control decisions is essential. The executive will need to ensure that there is effective two-way communication between them and any such committee and should consult any such committee on successive drafts of the Development Plan while policy is being formulated. In addition, local authorities should consider including a member of the executive, if possible with responsibility for the Development Plan, on one or more committees which take development control decisions although she or he should not normally be the chair.”

Except for the Development Plan [and Conservation Area] functions which are executive functions.

For avoidance of doubt this includes determination of details and reserved matters

R. V Harrow LBC ex p Carlton-Conway 2001 46 E.G. 179 - a decision of the Chief Planning Officer of the Defendant Council to grant planning permission where he approved development. a written objection had been received, but he reasonably concluded that the proposals did not conflict with "agreed policies, standards and guidelines" of the Council as reasonably interpreted by him, was within his delegated authority.

Delegation approved by Planning Committee 4th December 2006

except for the designation or extension of Conservation Areas under Part Two of the LBA, which are within the responsibilities of the Cabinet Member for Economic Growth

For enforcement in relation to listed buildings see section on Listed Buildings and Conservation Areas

Former planning committee delegation P540 Power to require the discontinuance of deemed consent for an advertisement or advertisement site - deleted - Planning Committee 4/12/06 (Regulation 8 of the COAR 1992

Approved by Planning Committee 29/11/04
14 These are non-executive highways functions listed in Schedule 1 to the Local Authorities (Functions and Responsibilities)(England) Regulations 2000 and in Schedule 1 to the Local Authorities (Functions and Responsibilities)(England)(Amendment) Regulations 2001.

15 Section 113 of the Local Government Finance Act 1988 provides that the holder of such posts must be members of specified accountancy bodies. Section 114 of the 1988 Act places a specific duty on the responsible officers under this section to make a public report in specified cases of actual or anticipated financial misconduct.

16 Approved by Joint Cabinet and Employment and General Committee 7th November 2006. For flexible retirement of staff BELOW Service Head level, see separate officer delegation below

17 Approved by Joint Cabinet and Employment and General Committee 7th November 2006

18 The power to approve absences in section 85 of the 1972 act is an executive function, formerly within the terms of reference of Standards Committee and now in the Cabinet Member for Customers and Communities’.

19 Approved by full council on 17th December 2003.

20 Reduced from 15 to 14 – full council 13/05/19

21 This is not a statutory rule but it is included in our constitution here because of the likelihood of applications for planning consent and for an alcohol licence for the same premises. A member dealing with the licensing application would be likely not to have an "open mind" when dealing with a planning application for the same premises.

22 The procedures for hearings will be in accordance with the provisions contained in the 2003 Act and Regulations made thereunder. The procedures will be approved by the Committee and apply to hearings before the Committee or any Sub-Committee.

23 Licensing Act 2003 section 7(9)

24 This includes, where applicable, the grant, refusal, variation, transfer, cancellation and revocation of licences, certificates etc and the imposition of conditions.

25 As defined in the 2003 Act.

26 As defined in the 2003 Act.

27 Where no relevant representations or objections have been made, the application must be granted.

28 See Footnote 7.

29 Where the police have not objected, the application must be granted.

30 This includes inspections in connection with a relevant application prior to a licence or certificate being granted or when a temporary event notice has been given. It also includes exercising rights of entry to premises to investigate licensable activities.

31 There are certain functions which cannot be delegated to officers. Generally, these are licensing matters where relevant representations or objections have been made.

32 This is subject to any resolution made by the full Council under section 166 of the 2005 Act not to grant casino premises licences.

33 This includes, where applicable, the grant, refusal, variation, transfer, cancellation and revocation of licences, certificates etc and the imposition of conditions.

34 "Premises Licence“ means any of the following: casino premises licence, regional casino premises licence, large casino premises licence, small casino premises licence, bingo premises licence, adult gaming centre premises licence, family entertainment centre premises licence and betting premises licence.

35 Representations can be made by Responsible Authorities and/or Interested Parties as defined by sections 157 and 158 of the 2005 Act unless otherwise stated.

36 "Responsible Authorities“ as defined by section 157 of the 2005 Act.

37 "Responsible Authorities“ as defined by section 157 of the 2005 Act.

38 Reduced from 15 to 14 – full council 13/05/19

39 Schedule 2 para 2 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, says the determination of an appeal against any decision made by or on behalf of the authority is a Local Choice function which may be carried out by the Cabinet or by the Council (or council committee or officer). In line
In determining the extent to which these functions are to be the responsibility of the executive local authorities should follow the approach adopted in para. 5.8: functions which involve either determining an application from a person for a licence, approval, consent, permission or registration or direct regulation of a person (except in cases where there is only limited discretion in the discharge of the function) together with any related enforcement actions (including prosecution) are not to be the responsibility of the executive; The same reasoning applies to the other Local Choice functions below.

A160D is the reference to reviews of decisions where the applicant is a sex offender or a serious offender - in such cases the reviews are by Assistant Director - Housings in consultation with the Cabinet Member for Customers and Communities.

A090 is the reference to carrying out reviews of decisions under the homelessness legislation.

The Regulations stipulate one situation where the opportunity of an oral hearing must be offered to the applicant. If the reviewer considers that there is a deficiency or irregularity in the original decision, or in the manner in which it was made, but is minded nonetheless to make a decision which is against the interests of the applicant, the reviewer shall notify the applicant that the reviewer is so minded and the reasons why and inform the applicant that he or she, or someone acting on his or her behalf, may make representations to the reviewer orally or in writing or both orally and in writing. This is the only situation where the possibility of an oral hearing before the reviewer will arise; otherwise all reviews will be conducted by means of written representations.

The Regulations stipulate the officer who reviews a decision has to be senior in rank to the original decision maker.

This is a Mandatory Council Function – s112 LGA 1972.

This is restricted to licensing functions because only those functions are specified as Mandatory Council Functions.

This is restricted to licensing functions because only those functions are specified as Mandatory Council Functions.

This excludes the functions of seizing, retaining, destroying or otherwise disposing of wild animals;

These functions are Mandated Council Functions. The 1960 Act system of licensing caravan sites operates separately from, but supplements, the planning system. Conditions which would be imposed on planning permission generally concern the effect of the site on the surrounding area, and the conditions on a site licence under the 1960 Act generally concern the internal arrangements of the site. Appeals under the 1960 Act go to the magistrates (not the Secretary of State).

These are Mandatory Council Functions. Guidance says 5.22…all health and safety at work functions, where the local authority is regulating other businesses, must…not be the responsibility of the executive. This includes some licensing functions such as the powers to licence storage of petroleum and to licence and close premises for the keeping and selling of explosives. Responsibility for health and safety for the local authority as an employer must be the responsibility of the executive. See the Cabinet Member for Finance and Governance's development's portfolio (below) for Health and Safety at Work matters for the Council’s employees.


These are Local Choice Council Functions. Government statutory guidance in Chapter 5 Local Government Act 2000: Guidance to English Local Authorities states that "FUNCTIONS WHICH MAY BE APPROPRIATE FOR EITHER THE EXECUTIVE, THE FULL COUNCIL OR A COMMITTEE Guidance 5.34 The Regulations provide that certain functions in respect of control of pollution (air, water and land), statutory nuisances and other environmental protection functions may be the responsibility of the executive.

The functions in this section are Local Choice Council Functions

These are Local Choice Council Functions.

See the Local Authorities (Alcohol Consumption in Designated Public Places) Regulations 2001

This is a Local Choice Council Function.

These responsibilities were reviewed and re-distributed by the Leader and noted by Council on 26/04/17
(This delegation is subject to the other terms of this Constitution, including the Access to Information Procedure Rules and Scrutiny Procedure Rules about urgent items and the Budget and Policy Framework Rules about decisions contrary to the Framework etc.)

See Finance Rules in Part 4 of the Constitution 4.20 paragraph 18.9(d).

See Finance Rules in Part 4 of the Constitution 4.20 paragraph 18.9(d).

The appropriate Cabinet Member is the Cabinet Member responsible for the land or property concerned as shown at Appendix 1. “Land” is defined as including buildings (see Definitions Section).

In relation to estate covenants, the Cabinet approved the following guidelines That the Council take action in respect of breaches of estates covenants only after taking into account: costs to the Council of such action; and the interests of the residents affected; and the Council’s own corporate interests; and any alternative remedies; and any other relevant factors. 10/05/05

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Guidance para 5.18 In addition, the powers to require information as to interests into land in section 330 of the Town and Country Planning Act 1990 and section 16 of the Local Government (Miscellaneous Provisions) Act 1976 are specified in Schedule 2 to the Regulations as a “local choice” function. 5.19 Using the powers in section 13(4) and 13(5) of the Act a local authority’s executive arrangements should provide that these functions to require information as to interests into land are not to be the responsibility of the executive except to the extent that it is necessary to exercise these powers in respect of actions which are preliminary to the exercise of powers to make compulsory purchase orders.

The Annex to the DETR Guidance on the power of well-being (March 2001) says: Under a new constitution which includes executive arrangements, the executive – as the clear, accountable, corporate leadership for the council – will lead the search for best value and be the focus for partnership working with other local public, private and voluntary sector bodies. As such, the power in section 2 of the 2000 Act is the responsibility of the executive under executive arrangements, and is subject to all the same legislation as any other function which is the responsibility of the executive. This means that, unless the executive is minded to use the power in a manner which is contrary to the council’s policy or budgetary framework, then only the executive can determine how the power is to be exercised. Decisions which are contrary to the policy and budgetary framework must, under executive arrangements, be taken by the full council.

31A(1) Subject to subsection (3) below, any power of authority to have their functions discharged by any person or body of persons acting for the authority shall, as respects the consideration of a further report of the Local Commissioner under section 31(2A) above, be subject to the restriction that, if it is proposed that the authority should take no action on, or not the action recommended in, the report, consideration of the report shall be referred to the authority.

31 (2A) In the case of a local authority which are operating executive arrangements, consideration of a further report of the Local Commissioner under section 31(2A) above by the executive of that local authority, or any person on behalf of that executive, shall be subject to a corresponding restriction.";

31(5A) In the case of a local authority which are operating executive arrangements -
(a) no member of the executive of that authority shall decide; and
(b) no member of the executive or any body acting on behalf of that executive shall vote on any question with respect to a report or further report under this Part of the Act in which he is named and criticised by a Local Commissioner.".

Functions regs schedule 1
See Contract Procedure Rule 13 in this Constitution
See Contract Procedure Rule 13 in this Constitution
Cabinet Minute 0235 29/01/08
This wording follows the council’s Proposals (Mandatory executive functions) and follows reg. 4 (9) (10) and (11) of the Local Authorities (Functions and Responsibilities)(England) regulations 2000.

"Investments" added by SI 2004 no.1158.

The approval for consultation of the Local Plan is a full Council function (see Article 4 of this constitution). See Reg 2 of Statutory Instrument 2001 No. 2212 The Local Authorities (Functions and Responsibilities) (England) (Amendment) Regulations 2001.

Approved by Cabinet 16th March 2004 Minute 0338

These regulations apply to properties offered to the council under its right of first refusal, where the council must pay the full current market value (and not the "original sale price" if it wishes to re-purchase. These regulations apply only to homes where the original RTB application was made on or after 18/01/2005.

This wording follows the Council’s proposals for executive arrangements (mandatory executive functions) and regulations 4(5)(6) and (7) of the Functions and Responsibilities Regulations.

Cabinet 6th October 2015

This delegation includes engineering work done on approved housing association developments in partnership with the Council. A similar delegation for architectural services appears under the Cabinet Member for Customers and Communities’ portfolio.


Staveley market is run by Staveley Town Council under a management agreement completed in 2009.

Cabinet Member Planning and Asset Management 13/10.2008
Cabinet Member Planning and Asset Management 13/10.2008
Cabinet Minute 154(3) 12th December 2006
See Article 11 in Part 2 of this Constitution (Joint Arrangements) – the functions to be carried out by the Joint Committee should be set out here or in Article 11.
Political balance requirements do not apply to such appointments, under the regulations - see Article 11 Part 2 Joint Arrangements.
It may be difficult to see which parts of or actions under these functions would NOT be regulatory or strategic and which, not being such, would consequently be executive functions under this Cabinet Member delegation. However the definition of local choice regulatory function emphasises the direct regulation of a person, or enforcement of that direct regulation. An example of an executive function under this delegation could be decisions about the resourcing or funding of inspections or enforcement generally. However if those decisions were part of a plan or strategy, it may be that they would be formulated by the Cabinet for approval by the full council. It is also possible that the approval of a general policy of inspection or enforcement (as opposed to operational implementation of that policy in individual cases) would be an executive decision.
Section 1 of the Anti-social Behaviour Act 2003
Section 41(2)(b) of the 2003 act expressly allows the "reasonable belief" to be that of the environmental health officer authorised by the chief executive.
These delegations were transferred from Appeals and Licensing Committee, because these functions are not mandatory non-executive functions and cannot be Local Choice non-executive functions, because they are not licences granted by the authority – they are granted by the Magistrates, and the authority has a right to object to the magistrates. Therefore they are executive (Cabinet) functions. They could be included in another portfolio, but are included here under miscellaneous public health. The Cabinet Member would decide if an objection is to be made, otherwise the Environmental Health Manager can agree to the application.
95 Guidance says 5.22…all health and safety at work functions, where the local authority is regulating other businesses, must…not be the responsibility of the executive. This includes some licensing functions such as the powers to licence storage of petroleum and to licence and close premises for the keeping and selling of explosives. Responsibility for health and safety for the local authority as an employer must be the responsibility of the executive (see Cabinet Member for Finance and Governance below)

96 Approved by Cabinet 24th March 2015 and Full Council on 18th May 2015.

97 A senior police officer can, with the consent of the local authority make an authorisation in respect of a "designated area", if satisfied that significant and persistent anti-social behaviour has occurred. Police officers can then exercise the powers summarised above for up to 6 months.


99 Approved by Cabinet 24th March 2015 and by the following full Council meeting on 18th May 2015

100 See cabinet Report 20/06/06 para 3.3: In January 2005, the Government published some guidance to local authorities and other public sector landlords on the use of discretionary powers on repayment of discount. The guidance states that the discretion to demand less than the full amount of discount owing, or to waive repayment in full, should only be used in exceptional circumstances and only where the former tenant cannot afford to repay part or all of the discount. The guidance states that discretion is most likely to be justified in circumstances where repayment would lead to demonstrable personal hardship. The guidance further states that, in each case, it will normally be necessary to establish both the facts justifying a move, and that such a move could not take place unless part or all of the repayable discount were to be waived.

101 This delegation applies in cases where the "normal" application of the allocation policy rules is displaced.

102 It is assumed that this delegation will allow Assistant Director - Housing to apply the Allocations Policy both in "normal" and in "exceptional" cases, except for those exceptional cases reserved for Cabinet decision at the delegation ref. above.

103 SO.173(4) gave the CHM power "To vary, when appropriate, allocation rules for Council bungalows". This has not been repeated here, because the Allocations Policy itself says that there is an exception to the normal bungalow allocation rules, and the CHM already has power to operate the Allocations policy (allocations Policy Pink Cover page 19 and Green Cover page 18)

104 The limit in the earlier version of this delegation was revoked by the Cabinet in March 2002. It was so long as the annual value is not more than 5% of the total value of Internal and External Provision of emergency alarms, as defined by Standing Orders.

105 Changes to this section were approved by the Cabinet on 2/11/04

106 on 21/10/08, Cabinet resolved "That the provisions of the General Consent 2008, enabling Council's to impose a condition requiring the repayment in full or in part of a DFG should the recipient dispose of the adapted property within 10 years of the certified date of completion of the grant works, be applied in all cases where:

an application for a DFG is approved on or after 30 November 2008,

the value of the DFG is for £5,000 or more; and

the recipient of the DFG has a qualifying owner’s interest in the premises.

That authority to determine whether or not the repayment of grant should be made in individual cases be delegated to the Cabinet Member for [Housing]."

107 Cabinet 8th March 2016

108 Cabinet 28th June 2016.
The Re-Use of Public Sector Information Regulations 2005 implement an EU directive that encourages the re-use of public information for purposes other than its original purpose. The aim is to stimulate the European information industry and enable companies to use such information for commercial purposes. The Regulations do not require public bodies to make their information available for re-use and do not oblige them to create, adapt or continue to produce certain documents so that others may re-use them. They do however, set out the following rules that public bodies must follow if they allow information to be re-used: 1 publish a list of the main documents which can be re-used; 2 publish any standard conditions (licence) associated with re-use; 3 publish any standard charges associated with re-use; 4 operate a request procedure; 5 operate a complaints/appeal procedure. The Regulations apply to any recorded information, including whole documents or parts of documents. There are some exemptions to the regulations, e.g. Educational or cultural establishments; intellectual property that rests with a third party; information that is exempt under Freedom of Information, Data Protection and other legislation.

Guidance says 5.22…all health and safety at work functions, where the local authority is regulating other businesses, must…not be the responsibility of the executive. This includes some licensing functions such as the powers to licence storage of petroleum and to licence and close premises for the keeping and selling of explosives. Responsibility for health and safety for the local authority as an employer must be the responsibility of the executive. The Appeals and Regulatory Committee is responsible for regulation of health and safety regulation of businesses. This Cabinet executive function relates only to the Health and Safety at Work Act responsibilities of the Council as an employer. However the power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) is a mandatory non-executive function under the Local Authorities (Functions and Responsibilities) (England) (Amendment) Regulations 2001, so this responsibility of the Cabinet should not extend to health and safety at work matters insofar as they relate to deciding or changing terms and conditions of employment of staff.


This would cover, for example, grants to local CAB's and Unemployed Worker's Centre for their work in advising people of rights, including welfare rights.

While routine updates and changes to policy are made by the Cabinet member, significant changes to policy would be referred to Cabinet (April 2017).

The power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) is a mandatory non-executive function under the Local Authorities (Functions and Responsibilities) (England) (Amendment) Regulations 2001.

The power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) Section 112 of the Local Government Act 1972 is a mandatory non-executive function. This Cabinet function should be confined to decisions about officer structures and establishments and should not involve any decision about appointment to posts or the terms of specific appointments.

Although the Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal) Section 112 of the Local Government Act 1972 is a mandatory non-executive function. This function of responding generally to NATIONAL claims has been kept as an executive function because it does not directly determine terms and conditions although such responses may indirectly affect those terms and conditions when the national negotiations have been completed.

The GP:GS delegations were approved by Council on 16th December 2015.

Approved by Cabinet 5th February 2002.
121 Approved by Cabinet 6th April 2010
122 Approved by Executive Member 5/12/03
123 Approved by Executive Member 5/12/03
124 Approved by Executive Member 5th December 2003
125 Under this section of the Act, appointments can only be made by the Council’s Head of Paid Service, who is the Chief Executive.
126 This is the “appropriate officer”, which by s.67(7) is the returning officer (for parliamentary elections) and the “proper officer” for local elections.
127 This is not strictly a “proper officer” provision, but the Council must appoint one and may appoint a Deputy. Employment and General Committee appoints these under EC810 of our Constitution.
128 See Access to Information Procedure Rules - the information may still be available to a member under the other rules set out there (e.g. the "need to know"
129 Restrictions on political activities by certain local government staff were introduced under the Local Government and Housing Act 1989 which provided for the appointment of an Independent Adjudicator to grant dispensations for staff to engage in certain political activities. Under the Local Government and Public Involvement in Health Act 2007, the role of Independent Adjudicator has been abolished and the duties transferred to local authority Standards Committees. With the Localism Act 2011’s abolition of Standards Committees these responsibilities were transferred to the Chief Executive.

131 The abolition of the statutory officers has necessitated an alternative method of identifying the officer responsible for a particular function; for example, where earlier legislation referred to the clerk, the Act of 1972 uses the phrase “proper officer.” By s.270(3) any reference to a proper officer in relation to any purpose and any local authority or other body or any area is to be construed as a reference to an officer appointed for that purpose by that body or for that area. Sched. 29, para. 4(1), of the Act converts in earlier enactments, or instruments made under them, references to a specified officer of a local authority into references to the proper officer of the local authority.