

## **Directorate: Corporate Core**

- **Executive Director (Strategy & Transformation)**
- **Director of Law & Governance, Monitoring Officer**
- **Head of HR**
- **Assistant Director Digital, Data and Technology**
- **Director of Finance**
- **Assistant Director (Public Protection and Resilience)**

The scheme of delegation is to be read in conjunction with relevant sections of the constitution including:

**Part 3 – The Functions scheme Part 4 – Section 6 – Contract Procedure Rules Part 4 – Section 7 – Financial Procedure Rules**

### **Contents**

- 1. Communication and Engagement**
- 2. Information Governance**
- 3. Information Technology**
- 4. Elections and Civic Duties**
- 5. Democratic Services**
- 6. Legal**
- 7. Registrars**
- 8. Human Resources**
- 9. Public Protection including Emergency Response and Resilience**
- 10. Communities – VCFA contracts and other Community Grants and Funding**
- 11. Arts & Culture**
- 12. Housing – please refer to the housing scheme of delegation as detailed at Appendix A.**

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
<b>1.Communication and Engagement</b>				
1.	To act on behalf of the council to brief the media, issue media releases and respond to media enquiries and any other related activities as outlined in the Media Policy.	Executive Director (Strategy & Transformation)  Press and Media Liaison Manager	Designated spokesperson roles set out in the media policy of Cabinet Members, Exec Directors and Statutory Officers	O
2.	To monitor and manage corporate social media accounts and support staff with management of service accounts, in accordance with the Social Media Policy.	Head of Communications and Engagement.  Executive Director (Strategy & Transformation)  Communications manager(s)		O

<sup>1</sup> Say what the activity is that is being delegated and the source of the power eg decision to instigate care proceedings under s 31 of the Children's Act 1989

<sup>2</sup> Say all the posts to which the activity has been delegated; please refer only to post names and not post holders unless there is a personal delegation

<sup>3</sup> Include any specific conditions or constraints which apply to the delegation eg requirement to first consult with xxx

<sup>4</sup> Identify decision type as follows: E = executive function; C = Council function (includes most planning and regulatory activity); O = operational

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
3.	To implement and lead on actions to support the Communications Strategy	Executive Director (Strategy & Transformation)  Communications manager(s)		O
4.	To provide media spokesperson representation on individual issues, for both reactive and proactive media issues.	Executive Director (Strategy & Transformation)  Communications manager(s)	Designated spokesperson roles set out in the media policy of Cabinet Members, Exec Directors and Statutory Officers  Executive, Directors (including acting), Assistant Directors (including acting); Monitoring Officer, 151 Officer or if operational appointed servicelead, with direct delegation in an emergency situation.	O
5.	Authorise changes or create suitable alternative content for the council corporate website, in both proactive and reactive situations.	Assistant Director Digital, Data and Technology	Designated website pages to individual leads.	O
<b>2. Information Governance</b>				
6.	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	Director of Law & Governance, Monitoring Officer (SIRO)		C

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
7.	Approving local settlements as suggested by and agreed with the Ombudsman under section 92 Local Government Act 2000.	Director of Law & Governance, Monitoring Officer	With agreement of relevant Directors.	C
8.	Respond to ombudsman complaints through coordinating response from responsible services.	Head of Governance	With agreement of relevant Officers/Directors	O
9.	Act on behalf of the council to where unreasonable behaviour is felt to have occurred.	Director of Law & Governance, Monitoring Officer	With agreement of relevant Assistant Directors or Directors (including acting)	C
10.	Review of information governance policies and implement proactive approach across the council.	Director of Law & Governance, Monitoring Officer	With support of the Governance Assurance Board, Information Asset Owners and managers	C
11.	Authorised to conduct searches for subject access requests.	Departmental Head of services (Information Asset Owner)	With support from the Data Protection Officer	O

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12.	To act on behalf of the council in respect of Freedom of Information Act 2000 to co-ordinate and issue responses.	Data Protection Officer (FO/EIR Officer) Information Asset Owners and Managers	In liaison with Contact Centre who provide central co-ordination and service leads as (IAO and IAMs) in providing responses.	O
13.	Investigate data breaches and prepare reports for sharing with Information Governance Steering Group.	Data Protection Officer (Head of Governance), Information Asset Owners and Managers	In line with agreed policy	O
14.	Report to the Information Commissioner's Office on data breaches where decided.	Data Protection Officer (Head of Governance)	Notified to SIRO	C
15.	To commission investigation into suspected misuse of IT in accordance with the Employee Code of Conduct.	Executive Director (Strategy & Transformation) and relevant Head of service (Information asset Owner or Manager)	In agreement with SIRO and other relevant heads of departments as needed (eg HR, Audit)	O
16.	Respond to requests from police and partners for information and data requirements within the sharing protocol.	Director of Law & Governance, Monitoring Officer	In accordance with information provided by relevant Executive Director	O

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
17.	On behalf of the council collate, produce and submit Information Governance Toolkit.	Data Protection Officer (collate and produce) SIRO (approval to submit)	Agreed by the Governance and Assurance Board	C
18.	Dispose of expired records in line with records retention policy	Data Protection Officer;	In line with records retention policy and consultation with Information Asset Owner	O
19.	Produce annual equality statement in accordance with Equality Act 2010.	Executive Director (Strategy & Transformation)		C
<b>3. Information Technology</b>				
20.	On behalf of the council to manage and issue orders and payment for supplies with agreed contracts.	Assistant Director Digital, Data and Technology	In accordance with Finance Procedure rules and Contract Procedure Rules.	O
21.	Monitor, assess and modify the Service Level Agreement for IT and the IT strategy.	Assistant Director Digital, Data and Technology		O

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22.	Delivery of the agreed Service Level Agreement for IT activity.	Assistant Director Digital, Data and Technology		O
23.	Delivery of the IT strategy for the council.	Assistant Director Digital, Data and Technology	Working across Directorate with project leads.	O
<b>4. Elections and Civic Duties</b>				
24.	Discharge of Registration Duties  Section 52(2), Representation of the People Act 1983, Section 52(3), Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Democratic Services Executive Director (Strategy & Transformation)	Council appointment – Functions of ERO S52/53 Representation of the People Act 1982	O
25.	Discharge of returning officer's functions  Section 28(5), of Representation of the People Act 1983	Elections and Land Charges Manager; Director of Law & Democratic Services Executive Director (Strategy & Transformation)	Director of Law & Democratic Services and Executive Director (Strategy and Transformation) appointed as Deputy Returning Officer through their job description and contracts.  Elections Manager appointed at each election for specific responsibilities.	O

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
26.	<p><b>Returning officers: local elections in England and Wales.</b></p> <p>Section 35(4), Representation of the People Act 1983</p>	<p>Elections and Land Charges Manager;            Director of Law &amp; Governance, Monitoring Officer            Executive Director (Strategy &amp; Transformation)</p>	<p>Director of Law &amp; Democratic Services and Executive Director (Strategy and Transformation) appointed as Deputy Returning Officer through their job description and contracts.</p> <p>Elections Manager appointed at each election for specific responsibilities.</p>	O
27.	<p>Section 5(1), The Police and Crime Commissioners Elections (Functions of Returning Officers) Regulations 2012 Section 7(1), European Parliamentary Elections Act 2001</p>	<p>Elections and Land Charges Manager;            Director of Law &amp; Democratic Services</p>		O
28.	<p>Provide contact and duties on behalf of the Lord-Lieutenant of Greater Manchester and Deputy Lieutenants</p>	<p>Head of Governance</p>		O
29.	<p>-All matters relating to the support of the Council's Mayor and Deputy Mayor during the course of his / her Civic Year</p>	<p>Head of Governance</p>		
<b>5. Democratic Services</b>				

	What the function/power is <sup>1</sup>	Who may carry it out <sup>2</sup>	Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
30.	Ensuring that all published decision reports conform/adhere to constitutional rules and procedures.	Director of Law & Governance, Monitoring Officer		
31.	All matters relating to the operational management and support of the Council's governance and decision making events in accordance with legislation and the Council's constitution	Head of Governance		
32.	All operational and administrative matters in relation to the remuneration of Elected Councillors	Head of Governance	In accordance with Finance Procedure rules and Contract Procedure Rules.	
<b>6. Legal Services</b>				
33.	To issue, defend, settle or take part in any legal proceedings on the council's behalf	Director of Law & Governance, Monitoring Officer	<b>(delegated to solicitor to the council in constitution Article 10 paragraph 2.10.3.3)</b> authorised to issue, defend, settle or take part in any legal proceedings on the council's behalf where such action is necessary to give effect to decisions of the council or where they consider that such action is necessary to protect the council's interests	

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34.	1. Affixing the council seal	Director of Law & Governance, Monitoring Officer	This is in addition to the Chief Executive, Executive Director and includes any other person so authorised by him/her	
35	Make arrangements for reviews of the permanent exclusion of pupils.	Director of Law & Governance, Monitoring Officer		
36	Make arrangements for school admission appeals.	Director of Law & Governance, Monitoring Officer		
37	Make arrangements for appeals by governing bodies.	Director of Law & Governance, Monitoring Officer		
38	To recover debts due to the Council by way of legal proceedings and the levying of distress on goods and chattels.	Director of Law & Governance, Monitoring Officer		

39	Under Section 223 of the Local Government Act 1972 to authorise officers who are not admitted solicitors to appear in Magistrates' Court on behalf of the Council. Under Section 60 of the County Courts Act 1984, to authorise officers of the Council to conduct actions on behalf of the Council in the County Court before a district judge in respect of: the recovery of possession of houses and other property belonging to the Council; the recovery of any rent, mesne profits, damages or other sum claimed by the Council in respect of the occupation by any person of such a house.	Director of Law & Governance, Monitoring Officer		
40	To complete all property transactions and contractual arrangements where terms have been agreed by the Council or Committees or officers acting under the scheme of delegation.	Director of Law & Governance, Monitoring Officer		
41	To serve Notices to Quit in respect of Council land and properties and other notices required to terminate tenancies or otherwise secure recovery of possession.	Director of Law & Governance, Monitoring Officer		

42	To determine procedural arrangements for the issue of all consents, refusals, decisions and notices on behalf of the Council under statutory powers.	Director of Law & Governance, Monitoring Officer		
43	To give undertakings on behalf of the Council.	Director of Law & Governance, Monitoring Officer		
44	To give indemnities on behalf of the Council to organisations for the use of their facilities or to persons or bodies to whose land access is required by the Council to carry out any development or works.	Director of Law & Governance, Monitoring Officer		
45	To instruct Counsel and professional advisers, where appropriate.	Director of Law & Governance, Monitoring Officer		
46	Power to apply for an enforcement order against unlawful works on common land pursuant to Section 41 of the Commons Act 2006.	Director of Law & Governance, Monitoring Officer		

47	Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference pursuant to Section 45(2)(a) of the Commons Act 2006.	Director of Law & Governance, Monitoring Officer		
48	Power to initiate proceedings for offences in respect of unclaimed registered common land and unclaimed town or village greens pursuant to Section 45(2)(b) of the Commons Act 2006.	Director of Law & Governance, Monitoring Officer		
49	To appoint, members of the independent remuneration panel established under regulation 20 of the Local Authorities (Members' Allowances) (England) Regulations 2003.	Director of Law & Governance, Monitoring Officer		
50	To act as the Council's proper officer to receive complaints that Council members have failed to comply with the Council's Code of Conduct for Members.	Director of Law & Governance, Monitoring Officer	In accordance with the Member Complaint arrangements	
51	Independent Persons and Co-opted Independent Members a. To make arrangements, to advertise a vacancy for the appointment of i. Independent Persons and ii. Co-Opted Independent Members. b. To make arrangements, in consultation with the Chair of the Council's Standards Committee	Director of Law & Governance, Monitoring Officer		

	for short-listing and interviewing candidates for appointment as Independent Persons and Co-opted Independent Members and to make recommendations to Council for appointment.			
52	To prepare and maintain a Council Register of Member's Interests to comply with the requirements of the Localism Act 2011 and the Council's Code of Conduct for Members	Director of Law & Governance, Monitoring Officer		
53	To grant dispensations from Section 31(4) of the Localism Act 2011	Director of Law & Governance, Monitoring Officer	Subject to agreement of the Standards Committee (matter is within the remit of the Standards Committee)	
54	To serve notices and enter into agreements with respect to the making-up of new streets.	Director of Law & Governance, Monitoring Officer		
55	To apply for forfeiture on behalf of the Council under the provisions of the Consumer Protection Act 1987.	Director of Law & Governance, Monitoring Officer		

56	To arrange for the discharge of the Council's functions relating to Local Land Charges.	Director of Law & Governance, Monitoring Officer		
<b>7. Registration of Birth Deaths and Marriages</b>				
57	<p>Conduct civil marriage ceremonies</p> <p>Issue authorisations for marriages and civil partnerships to take place</p> <p>Advice on how to marry or form a civil partnership</p> <p>Take notices of intention to marry or form a civil partnership</p> <p>Issue authorisations for marriages and civil partnerships to take place</p> <p>Have local involvement in certification and registration of buildings for religious worship and marriage/civil partnership ceremonies</p> <p>Have custody of completed birth, death and marriage registers for the district</p> <p>Issue certificates from registers in their custody</p>	<p>Registration Service Manager (Superintendent Registrar)</p> <p>Deputy Registration Manager</p>		
58	<p>Register births, still births, deaths and marriages</p> <p>Issue certificates of births, still-births, deaths, marriages from current registers</p> <p>Issue documents to allow burials or cremations</p>	<p>Registration Service Manager (Superintendent Registrar)</p> <p>Deputy Registration Manager</p>		
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<b>8. Human Resources</b>				

59	Approval of HR policies	Chief Executive and Executive Director (Strategy & Transformation) and Head of Human Resources	Employment Panel to be a Consultee on all terms and condition changes including staff policies in line with the Panel's Terms of Reference.  Following Employment Panel approval policies to be ratified jointly through the Joint Consultative Committee (JCC)	
60	Approval of Health & Safety policies	Chief Executive and Executive Director (Strategy & Transformation) and Head of Human Resources	Employment Panel to be a Consultee on all terms and condition changes including staff policies in line with the Panel's Terms of Reference.  Following Employment Panel approval policies to be ratified jointly through the Joint Consultative Committee (JCC)	
61	Approval of HR and health and safety emergency planning and business continuity procedures and guidance	Executive Director (Strategy & Transformation) and Head of Human Resources		
62	Application of HR and Health & Safety policies and procedures	Relevant line manager	With guidance and support from relevant HR or Health and Safety advisors as required	

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63	Approval of the carryover of annual leave in excess of 5 days	All Executive Directors	The carry forward of upto 5 days, pro rata, will be applied automatically without approval. See: Local Conditions: Section 4 - Hours and Leave.	
64	Approval of expenses and travel claims	Relevant line manager	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	
65	Approval of time off for trade union duties	Head of Human Resources in consultation with relevant line manager	See: Local Conditions: Appendix K – Facilities and Time Off for Trade Union Duties and Responsibilities	
66	Approval of special leave	Relevant line manager	Details are described within the published Special Leave Guidance	
67	Suspension of an employee	Executive Director (Strategy & Transformation) or Head of Human Resources	In consultation with the relevant line manager and Assistant Director	
68	Approval of additional leave with or without pay	All Executive Directors	In consultation with the Head of Human Resources and Trade Union. See: Local Conditions: Section 4 - Hours and Leave)	
69	Appointment of consultant / interim manager	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value. This includes the Council's contract procedure rules, financial regulations and guidance on the engagement of external expertise	

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
70	Approval of new post	<p>The Cabinet Member for HR &amp; Corporate Affairs following a recommendation from the Head of Human Resources</p> <p>Chief Officer and Deputy Chief Officer posts to be approved by Employment Panel</p> <p>Posts with remuneration packages of £100,000 or greater to be approved by Council</p>	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance	
71	Approval of the evaluation and re-evaluation of posts	All Executive Directors	In accordance with agreed JE processes	
72	Job Evaluation Appeals	Job evaluation appeal panel	See the Job Evaluation Procedure	
73	Approval of extension of fixed term contract or conversion of fixed term to permanent contract	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value.	

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
74	Recruitment to existing and new posts (whether permanent, fixed term), including cover arrangements where substantive postholder is on long-term leave e.g., due to career break, adoption / maternity, parental leave)	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value.	
75	Approval of additional increments within the current pay scale	Head of Human Resources	Upon presentation of a satisfactory business case, and in very exceptional circumstances	
76	Approval of increased working hours	Relevant line manager	In accordance with all internal processes for the approval of resources which will depend on the detail of the engagement, including value. See: Work Life Balance Policies.	
77	Grade evaluation	Job evaluation and moderation panels in line with the NJC JE Scheme	See the Job Evaluation Procedure	
78	Grading for jobs subject to other national agreements (e.g., Agenda for Change, Soulbury, Youth and Community)	Job evaluation panel or trained job evaluator in line with job evaluation scheme	Refer to LGA for support when required	
79	Grading Chief Officer roles	Job evaluation panel in line with LGA JE Scheme		

	<b>What the function/power is<sup>1</sup></b>	<b>Who may carry it out<sup>2</sup></b>	<b>Any constraints/comments<sup>3</sup></b>	<b>Decision (E/C/O<sup>4</sup>)</b>
80	Approval of market pay supplements (including extensions)	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Market Supplement Policy	
81	Approval of honorarium payments	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. See: Honoraria Guidance	
82	Approval of revised staffing structures	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources  Major restructures which meet the threshold for Key Decision to be approved by Cabinet.	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance. Local Conditions: Appendix A – Consultation Procedure for Employees	
83	Approval of relocation expenses	All Executive Directors	See: Local Conditions: Section 6 – Traveling, Subsistence and Housing	

84	Approval of career breaks	All Executive Directors	In consultation with the Head of HR. See: Career Break Policy	
85	Determination of employee grievances	Informal – Relevant line manager  Formal – Senior officer nominated by the relevant Executive Director  Appeal - Employment Panel	In consultation with the Head of HR. See: Grievance Procedure	
86	Dismissal on grounds of capability / conduct / some other substantial reason	Dismissal: Senior officer (Chair of Hearing)  Appeal - Employment Panel	With support from HR Advisor  See: Disciplinary, Capability and Hearing procedures	
87	Dismissal on grounds of redundancy	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human Resources  Appeal - Employment Panel	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance  See: Procedure for Selection of Staff for Redundancy	
88	Approval of Voluntary Early Retirement/Voluntary Severance/Flexible Retirement	The Cabinet Member for HR & Corporate Affairs following a recommendation from the Executive Director (Strategy & Transformation) and Head of Human	Approvals to follow agreement with the relevant Executive Director and Executive Director of Finance  See: Voluntary Exits Policy	

		Resources		
		Costs exceeding £100,000 are subject to approval by full Council.		
89	Ensure the effective discharge the functions for health, safety and welfare in connection with work and control of dangerous substances within the meaning of the Health and Safety at Work Act 1974	Chief Executive	In consultation with the Executive Director (Strategy & Transformation) as the designated Director for Occupational Health and Safety	
90	Approval of spend and the allocation of funds to providers from the council's apprenticeship levy fund.	Executive Director (Strategy & Transformation) and Head of Human Resources	Spend must be within available funds and subject to contract procedure rules	
91	Approval of Salary Loans in accordance with our Financial Wellbeing Offer	Executive Director (Strategy & Transformation) and Head of Human Resources and Head of Organisational Development & Culture	See: Financial Support Offer for Employees	
92	Ill health early retirement	Head of HR		


93	Approval of DBS risk assessments	HR Operations Manager (Lead Counter-Signatory)		
94	Approval to award an immigration licence and sponsor individuals	Licence: Head of HR and HR Operations Manager  Sponsorship: HR Operations Manager		
95	Approval of special severance payments	Payments under £20,000 – Director of Law & Governance on the recommendation of the Executive Director (Strategy & Transformation) and Head of Human Resources  Payments between £20,00 and £100,000 – Leader of the Council and Chief Executive on the recommendation of the Executive Director (Strategy & Transformation) and Head of Human Resources, Director of Law & Governance and Director of Finance  Payments over £100,000 – Council	In line with agreed guidance See: Special severance payments guidelines	
<b>9. Emergency Response and Resilience</b>				

96	Emergency Response and Resilience	Executive Director (Strategy & Transformation) Assistant Director (Public Protection & Resilience)	Community Safety Partnership – responsibility for CSP Grant from GMCA Emergency Response & Resilience i.e. Civil Contingencies Responsibilities, plus	
			statutory community safety functions re. CCTV and Security; Events Safety Advisory Group	
97	Ensure appropriate arrangements are in place to carry out the council's emergency planning functions in accordance with the Civil Contingences Act 2004	Chief Executive Assistant Director (Public Protection & Resilience)	In accordance with Finance Procedure rules and Contract Procedure Rules.	
<b>10. Communities</b>				
98	Communities	Executive Director (Strategy & Transformation)	VCFA contracts and other Community Grants and Funding	

### Public Protection Service

	What the function/power is <sup>1</sup>	• Who may carry it out <sup>2</sup>	– Any constraints/comments <sup>3</sup>	Decision (E/C/O <sup>4</sup> )
99	To exercise all the Council's responsibilities, functions, duties and powers under all legislation in relation to environmental and public protection services.	<ul style="list-style-type: none"> <li>• Assistant Director (Public Protection &amp; Resilience)</li> <li>• Head of Public Protection</li> <li>• Chief Inspector of Weights &amp; Measures</li> <li>• Licensing Unit Manager</li> <li>• Unit Managers</li> <li>• Environmental Health Officers</li> </ul>	– In accordance with the officers' legislative authorisation	C

<p>Administer a caution when investigating any possible criminal offences and to appear in any proceedings before a Court.</p>	<ul style="list-style-type: none"> <li>• Graduate Environmental Health Officers</li> <li>• Public Protection Officers</li> <li>• HMO and Enforcement Officers</li> <li>• Principal Technical Officer</li> <li>• Senior Technical Officers</li> <li>• Principal Trading Standards Officers</li> <li>• Trading Standards Officers</li> <li>• Principal Community Protection Officer</li> <li>• Trading Standards Officers</li> <li>• Trading Standards Practitioners</li> <li>• Senior Enforcement Officers</li> <li>• Enforcement Officers</li> <li>• Fly Tipping Enforcement Officers</li> <li>• Apprentice Enforcement Officers</li> <li>• ASB Officer</li> <li>• Apprentice Enforcement Officers</li> <li>• Senior Animal Health &amp; Welfare Officer</li> <li>• Animal Health &amp; Welfare Officers</li> <li>• Licensing Officers</li> <li>• Licensing Advisors</li> </ul>		
<p>Issue verbal warnings, penalty warning notices, fixed penalty notices, infringement advice notices and officer written warnings.</p>			
<p>Issue formal written warnings</p>			
<p>Authorise entry search warrants.</p>	<p>Assistant Director (Public Protection &amp; Resilience)  Head of Public Protection  Unit Managers  Principal Trading Standards Officers,  Environment Health Officers  Licensing Officers  All Enforcement Officers</p>		
<p>Sign any licence/registration documents or tenancy/pitch agreement on behalf of the council.</p>			
<p>Authorise closure of premises  Issue and sign closure notice – Sections 76 and 77 of the</p>	<p>Assistant Director (Public Protection &amp; Resilience)  Head of Public Protection  Unit Managers</p>	<p>In accordance with the officers' legislative authorisation</p>	

	<p>Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Authorise any RIPA application on behalf of the Council</p> <p>Act as the informant on behalf of the council.</p> <p>Suspend or revoke any hackney carriage or private hire drivers licence with immediate effect under the Road Safety Act 2006.</p>	<p>Senior / Environmental Health Officers Senior / Trading Standards Officers ASB Caseworkers ASB Officers</p> <p>Assistant Director (Public Protection &amp; Resilience)</p> <p>Assistant Director Assistant Director (Public Protection &amp; Resilience)</p> <p>Assistant Director (Public Protection &amp; Resilience) The Head of Public Protection Licensing Unit Manager Deputy Licensing Officer</p>	<p>In conjunction with the Deputy Solicitor for the Council</p> <p>With the exception of weights and measures legislation where only the Head of Public Protection/Chief Inspector of Weights &amp; Measures can act as the informant.</p>	
100	<p><b><u>In addition:</u></b> Trading Standards and Consumer Protection Legislation is regularly updated and circulated by TSNW.</p> <p></p> <p>List of Legislation for Authorisations (tracke</p>			

**Street Trading**

101	– Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 – Enabling street trading to be regulated within the county and adopted by the council in 1998	<ul style="list-style-type: none"> <li>• Assistant Director (Public Protection &amp; Resilience)</li> <li>• Head of Public Protection</li> <li>• Licensing Unit Manager</li> </ul>	Applications are assessed by the Licensing Service and undergo a consultation period, with various interested parties. Should the Licensing Unit Manager not wish to exercise their delegated powers, the matter will be referred to the Licensing & Safety Committee for the decision.	
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Housing

Service	Section	Officer's Job Title	List Nature of Delegation/Authorisation (General or Specific)
Housing Operations	<b>ANTI-SOCIAL BEHAVIOUR CRIME AND POLICING ACT 2014</b>		
	<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	Part 1: The power to authorise legal services to obtain a civil injunction.
			Part 4, Chapter 1: The power to issue and enforce Community Protection Notices.
			Part 4, Chapter 2: The power to make and enforce Public Spaces Protection Orders.
			Part 4, Chapter 3: The power to close premises associated with nuisance or disorder etc.
			Part 5: The power to recover possession of dwelling house under grounds of anti-social behaviour.
<b>CARE ACT 2014/CHILDREN AND FAMILIES ACT 2014/CHILDREN ACT 2004</b>			

<b>Assets</b>	<b>Director of Housing Operations; Head of Assets; Head of Homelessness &amp; Housing Options</b>	The requirement to undertake an assessment that may identify needs that can be met by adaptations or equipment to a property.
ENVIRONMENTAL PROTECTION ACT 1990		
<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	Schedule 3: Entry of Premises.

	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	Schedule 3: Relating to authorisation of legal proceedings for an offence of obstruction.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.80: Relating to the existence of a statutory nuisance and to the service of an abatement notice and instigation of legal proceedings.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.81: Relating to the power to do works in default and recovery of costs.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	S.81A: Relating to recovery of costs and authorisations of notices following works in default carried out under Section 80 of the Environmental Protection Act.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b>	S.81B: Relating to recovery of costs as above.
HOUSING ACT 1985		

	<b>Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.79 granting secure tenancies Housing Act 1985.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.54. S.260, S.340: Entry of Premises.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.83 and 83ZA Housing Act 1985- to serve Notice of Seeking Possession or Notice of seeking Demotion of a tenancy.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.327: Relating to the institution of legal proceedings in relation to occupier causing or permitting overcrowding.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods</b>	S.330: Relating to the grant of a licence authorising a number in excess of the permitted number to sleep in a dwelling.
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager;</b>	S.339: Relating to the enforcement of Part X of the act (overcrowding)
		<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager;</b>	S.341: Relating to the authorisation of instigation of legal proceedings for the offence of obstruction

HOUSING ACT 1996 As Amended by HOMELESSNESS ACT 2002 and  
HOMELESSNESS REDUCTION ACT 2017 and DOMESTIC ABUSE ACT 2021

HOUSING ACT 1996 As Amended by HOMELESSNESS ACT 2002 and HOMELESSNESS REDUCTION ACT 2017 and DOMESTIC ABUSE ACT 2021		
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S124 Housing act 1996 - granting Introductory Tenancies.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.125A Housing Act 1996 - Notice to extend the term of Introductory Tenancy.
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.128 Housing Act 1996 - Notice of Possession Proceedings
	<b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b>	S.143E Housing Act 1996 - Notice of Possession Proceedings for demoted tenancies.
	<b>Homelessness &amp; Housing Options; Head of Housing &amp; Neighbourhoods</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Homelessness and Housing Options Managers Housing &amp; Neighbourhoods Manager</b>

<p><b>Housing &amp; Neighbourhoods</b></p>	<p><b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Income Collection Manager; Housing &amp; Neighbourhoods Manager; Housing Officer;</b></p>	<p>To issue Notices to Quit as necessary, in order to commence proceedings for possession of Council dwellings and all other forms of property, land and buildings held or managed for housing purposes and to take such further action as is necessary to obtain possession thereof.</p>
<p><b>Housing &amp; Neighbourhoods /Assets</b></p>	<p><b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Head of Repairs; Head of Property Income Collection Manager</b></p>	<p>To authorise proceedings for pursuit and recover of rent arrears, former tenants' arrears, and any miscellaneous claim in respect of damage suffered to property held or managed for housing purposes.</p>
<p><b>Housing &amp; Neighbourhoods /Assets</b></p>	<p><b>Director of Housing Operations; Head of Housing &amp; Neighbourhoods; Head of Repairs; Head of Property; Head of Building Safety</b></p>	<p>To take all necessary steps to ensure that the terms of the Council's Tenancy Agreement are complied with.</p>
<p><b>Homelessness &amp; Housing Options; Housing &amp; Neighbourhoods /Assets</b></p>	<p><b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Housing &amp; Neighbourhoods; Head of Repairs; Head of Property; Head of Building Safety</b></p>	<p>To authorise and implement the general maintenance of Council dwellings and communal areas including any property, land or buildings held or managed for temporary accommodation purposes.</p>
<p><b>All</b></p>	<p><b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Repairs; Head of Property; Head of Building Safety; Head of Housing &amp; Neighbourhoods; Housing &amp; Neighbourhoods Manager</b></p>	<p>To recharge tenants (or others) with the costs of repairs replacements and to permit exemption in proved cases of hardship from this requirement</p>

	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To determine the allocation of Council dwellings and all other forms of property, land and buildings held or managed for housing purposes in accordance with relevant policies
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To provide a service to fulfil the Council's obligations to deal with homelessness and threatened homelessness in accordance with the Housing Act 1996 and Homelessness Act 2002 and/or any subsequent legislation.
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To authorise temporary accommodation for persons ordinarily resident in private sector housing in appropriate cases where their homes are undergoing major works of improvement and/or repair
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To make determinations under Part VII of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017 including: S195 Prevention of Homelessness Duty S198B Relief of Homelessness Duty S189A Duty to produce a Personal Housing Plan

	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness) and The Homelessness (Review Procedure etc.) Regulations 2018 S202 to make decisions on review requests
	<b>All</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Repairs; Head of Property Head of Housing &amp; Neighbourhoods; Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To authorise: (a) Provision of furnishing, fittings, board, and laundry facilities. (b) Financial assistance towards tenants/resident's removal expenses. (c) The exercise of powers of entry to premises held or managed by Cabinet for the purpose of survey and/or examination of works. The storage and/or disposal of property coming into the Council's possession as a result of its housing function.
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To procure and allocate temporary accommodation to homeless persons to whom the council owes a duty under Part VII of the Housing Act 1996 as amended by the Homelessness Act 2002 and the Homelessness Reduction Act 2017.
	<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	Part VII (Homelessness): To agree terms and conclude agreements with hoteliers for bed and breakfast accommodation for homeless people when other temporary accommodation is not available.

LOCALISM ACT 2011		
<b>Homelessness &amp; Housing Options</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options Homelessness and Housing Options Manager</b>	S148 Power to Discharge the Homelessness Duty into the private Rented Sector.
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976		
<b>All</b>	<b>Director of Housing Operations; Head of Homelessness &amp; Housing Options; Head of Property; Head of Repairs; Head of Building Safety; Head of Housing &amp; Neighbourhoods</b>	S.16: Relating to the issue and service of a notice requiring particulars of persons interested in land. S.29: Relating to the securing of a residential premises to prevent unauthorised access. S.33: Relating to the re-instatement of essential services and the authorisation of the recovery.
GENERAL		
<b>All</b>	<b>Director of Housing Operations</b>	Write off rent former tenants rent arrears which are irrecoverable.
	<b>Director of Housing Operations ;</b>	Re-appropriate properties acquired under the Housing Act 1985