

GUILDFORD & WAVERLEY BOROUGH COUNCILS

SCHEME OF DELEGATIONS TO OFFICERS

1.0 GENERAL PRINCIPLES

	General Principles to be observed by all officers before taking any decision under the Scheme of Delegation
1.1	Introduction These delegations are made under the powers contained in the Local Government Act 1972 (as amended), Section 101 and by reference to section 100G and the Local Government Act 2000, sections 14, 19 and 20, The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and all other enabling powers. An officer or other person is authorised to exercise such powers as are shown in the Scheme of Delegations including those reasonably applied or incidental to the matters specified in respect of the functions of the Council.
1.2	Overarching Delegations Save in respect of any statutory roles that are not capable of delegation and to any limitations included within this document, any power conferred on a Joint Assistant Director shall be exercisable by any JSD within their area of responsibility or by the Joint Chief Executive, provided that they have the requisite professional qualification, experience and knowledge, where such is required.
1.3	When a Post is Vacant, a Postholder is Absent, a Post ceases to Exist or there is Organisational Change For the purposes of this Scheme, if the post of an officer to whom a function is delegated (or which he/she has been appointed as a Proper Officer) is vacant or if the post-holder is absent on leave (of whatever type), unless the function is exercisable by an officer who has the appropriate authorisation or the Council otherwise decides, the following shall apply:
1.3.1	In the case of the Joint Chief Executive, the delegation shall be exercisable by an Acting Joint Chief Executive (to include an Interim Joint Chief Executive) or any one of

	the Joint Strategic Directors (JSD), provided that they have the requisite professional qualification, experience and knowledge, where such is required. This provision includes the Joint Chief Executive's role as Head of Paid Service.
1.3.2	In the case of a JSD, the delegation shall be exercisable by the Joint Chief Executive or another JSD, provided that the Joint Chief Executive or JSD has the requisite professional qualification, experience and knowledge, where such is required.
1.3.3	In the case of the Monitoring Officer, the delegation shall be exercisable by a Deputy Monitoring Officer in relation to matters which are the responsibility of the Monitoring Officer.
1.3.4	In the case of the s151 Officer, the delegation shall be exercisable by a Deputy s151 Officer in relation to matters which are the responsibility of the s151 Officer.
1.3.5	In the case of Joint Assistant Directors, the delegation shall be exercisable by the Joint Chief Executive or a JSD, provided that the Joint Chief Executive or JSD has the requisite professional qualification, experience and knowledge, where such is required.
1.3.6	Any post specifically referred to shall be deemed to include any successor post, or a post which includes within the job description, elements relevant to any particular delegation, which were also present in the earlier post and shall include anyone acting up or seconded.
1.3.7	In the event that a post to which a delegation or function is given ceases to exist and its responsibilities are transferred to another post temporarily or permanently then the delegations given under this scheme shall be exercisable by the post to which the responsibilities have been transferred. There should be written confirmation of the change in responsibilities from the line manager, which shall be provided to the Monitoring Officer by email at monitoring.officer@guildford/waverley.gov.uk to be retained with the central copy of the scheme of delegations.
1.3.8	Any reference in this Scheme to a Committee or Sub-Committee shall be deemed to include reference to a successor Committee or Sub-Committee provided that the subject matter of a particular delegation can be found within the terms of reference of both the earlier and the successor Committee or Sub-Committee.
1.3.9	If a matter is delegated to an officer but that delegation cannot be implemented, that should be reported to the Council, Leader/Executive or other delegating body, as appropriate.
1.4	All Decisions made by Officers.

	Where decisions are taken by officers under delegated authority the following conditions and rules shall apply:
1.4.1	Any delegation to an officer is subject to any restrictions, conditions or directions of the delegating body.
1.4.2	All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
1.4.3	The exercise of a delegated power shall be in accordance with the Council's policies and procedures.
1.4.4	The exercise of a delegated power shall not amount to a new policy or extension or amendment to an existing policy unless the officer has specific delegated authority to make such new policy or extension or amendment.
1.4.5	The exercise of a delegated power shall be in accordance with the requirements of the Constitution, including the Contract Procedure Rules and the Financial Procedure Rules, and all relevant legislative provisions.
1.4.6	Any officer exercising a delegation shall only do so where provisions has been made for any expenditure within the relevant budget or otherwise in accordance with the Financial Procedure Rules.
1.4.7	Any officer exercising a delegation shall not do so in a manner which is contrary to any resolution of the Council, Executive, Joint Executive, Individual Executive Member, Committee, Joint Committee or Sub-Committee
1.4.8	Any officer exercising a delegation shall do so having regard to Health and Safety requirements.
1.4.9	Any officer exercising a delegation shall do so having regard to Equalities requirements and impact.
1.4.10	Any officer exercising a delegation shall do so having regard to Data Protection requirements.

1.4.11	Any officer exercising a delegation shall do so having regard to climate and environmental impact.
1.4.12	Any officer exercising a delegation shall do so as to promote the efficient, effective and economic running of the Council and in furtherance of the Council's Corporate Strategy and values.
1.4.13	Any officer exercising a delegation is responsible for carrying out any consultation necessary under this Scheme. Such consultation shall be in writing, unless due to urgency that is not practicable, in which case there may be verbal consultation which may be confirmed, by the officer undertaking the consultation to the consultee in writing, as soon as reasonably practicable and, in any event, within 5 working days. The decision remains vested with the delegate who shall be responsible and accountable for the decision and is required to bring independent judgment to bear on the decision. Where consultation is to be with an Individual Executive Member and they are not available, consultation with the Leader will suffice.
1.4.14	Where the exercise of powers is subject to prior consultation with another officer, that officer may give their views in general terms in advance to apply to any circumstances, to remove the need for consultation for each proposal, which should be in writing.
1.4.15	An officer exercising a delegation will notify, and consult where appropriate, with local Ward councillors.
1.4.16	Any officer to whom a delegation is given may waive their right to exercise the delegation and refer the matter to the original delegate for a decision or to the full Council, Executive, Joint Executive, Individual Executive Member or relevant Committee, Joint Committee or Sub-Committee, as appropriate.
1.4.17	Any delegation to an officer is subject to the right of the Council, the Leader, the Executive, the Joint Executive, an Individual Executive Member, the Committee, the Joint Committee, or the Sub-Committee to decide any matter in a particular case if lawful and so allowed under the Constitution.

1.4.18	Where an officer has the authority to take decisions, any action taken to implement such decisions may be taken in the name of, but not necessarily personally by that officer, or any other officer authorised by that officer in accordance with a Scheme of Authorisation in accordance with paragraph 1.5 below in the decision makers name or the nominee's own name.
1.4.19	Any decision which could subject the Council to legal liability shall be taken in consultation with the JSD Legal & Democratic Services.
1.4.20	Any decision which has financial implications other than those budgeted for shall be taken in consultation with the JSD Finance, provided that no decision shall be made which is outside of the budgetary framework unless it is taken by the Chief Executive in accordance with their critical powers in 2.1.2. below.
1.4.21	Unless specifically stated, no delegation authorises the taking of decisions as to whether or not legal action should be taken or defended by or on behalf of the Council.
1.4.22	Officers shall not have the power to exercise any delegation where an individual officer is required by law to hold a relevant qualification and he/she does not hold that qualification.
1.4.23	Officers shall not have the power to exercise any delegations which fall outside of the individual's actual authority as determined by their post.
1.4.24	Officers shall not have the power to exercise any delegations in a situation where an individual officer is prevented, for whatever proper reason, from exercising such power.
1.4.25	Subject to any express instructions to the contrary from the delegated body, any power to approve also includes the power to refuse, and the power to impose appropriate conditions.
1.4.26	Functions, matters, powers, authorisations, delegations, duties and responsibilities, shall be construed in a broad and inclusive fashion, and shall include the doing of anything which is calculated to facilitate, or is conducive, or incidental, to the discharge of anything specified.

1.4.27	Where a power or duty is delegated to an officer and the exercise of that power or duty is contingent upon the opinion of Council that particular conditions or factual circumstances exist, then the officer in question has the power to determine whether or not those circumstances or conditions have been fulfilled in the name of and with the authority of the Council.
1.5	Scheme of Authorisation
1.5.1	Where an officer is authorised to take decisions by a specific resolution of the Council, the Executive, the Joint Executive, an Individual Executive Member, a Committee, a Joint Committee or a Sub-Committee, those decisions will be implemented in their name and not further delegated. All other provisions of paragraph 1.5 of this Scheme must be complied with when exercising this provision.
1.5.2	An officer who reports, or is responsible to, an officer to whom a power, duty or function is delegated may be nominated or authorised by that officer to exercise that delegation on their behalf (save in respect of statutory roles and proper officer functions that are not capable of nomination or authorisation).
1.5.3	Before making a nomination or authorisation, the officer to whom the power, duty or function is delegated must give consideration and be satisfied that the officer whom they nominate is of an appropriate level, bearing in mind the nature of the authority that they will be exercising.
1.5.4	Any such authorisation is subject to the existing consultation and limitation requirements, and further consultation requirements or limitations can be applied when authorising another officer.
1.5.5	All nominations and authorisations must be made in writing and a copy provided by email to the Monitoring Officer at monitoring.officer@guildford/waverley.gov.uk within 5 working days. The Monitoring Officer shall maintain a copy of any Scheme of Authorisation and they will be published on the Council's website.
1.5.6	No nominated officer may authorise another, unless there is express permission from the original authorising officer that the specific power can be shared further. Such permission should be included in the written record of the authorisation provided under

	paragraph 1.5.4 above. When deciding whether to permit further nominations, the same consideration should be given as outlined in paragraph 1.5.2 above.
1.6	Management of Exercise of Delegated Powers
1.6.1	Any decision that is taken in exercise of these delegated powers shall be recorded in writing with reasons why the decision was taken with details of any consultation undertaken, and signed by the officer who made it.
1.6.2	All delegated decisions shall be a matter of public record unless containing exempt information under schedule 12A of the Local Government Act 1972. In respect of decisions which fall within the Openness of Local Government Bodies Regulations 2014, these shall be published on the Council's website.
1.6.3	The Joint Chief Executive shall exercise the Council's responsibilities to maintain an adequate and effective system of internal audit of the accounting records and control systems.
1.8	Proper Officers / Authorised Officers
1.8.1	Those officers designated as proper officers, authorised officers, appropriate person or any other statutory description of officer listed in this Scheme shall exercise the powers, and have the responsibilities, attributed to them by legislation.
1.8.2	The Joint Chief Executive, appropriate JSD and any other officer expressly authorised by this Scheme may appoint any appropriate officer to be a proper officer, authorised officer, appropriate person or any other statutory description of officer in respect of any legislation and written confirmation of such appointment shall be provided to the Monitoring Officer by email to monitoring.officer@guildford/waverley.gov.uk within 5 working days and made available on the intranet.
1.9	Amendment
1.9.1	The Joint Chief Executive has the power to remove from an Officer at any time a power to take delegated decisions and upon doing so shall notify the Monitoring Officer in

	writing by email to monitoring_officer@guildford/waverley.gov.uk within 24 hours. If appropriate, the Joint Chief Executive will also notify the Council or other delegating body of the removal of powers.
1.9.2	The Monitoring Officer shall have the power, in consultation with the Head of Paid Service, to amend the delegated authorities to reflect reorganisations, changes in job titles and vacancies, where said changes result in redistributing existing delegations and not the creation of new ones.
1.9.3	The Monitoring Officer shall have the power to amend the Scheme to reflect new legislation where there is no extension to the limit of the existing delegation.

1.10	Interpretation
1.10.1	Any reference to an Act, Order or other legal provision shall include a reference to any modification or re-enactment thereof and any reference to any Directive, Act, Order or other legal provision shall include any Regulations, Orders, Rules, Instruments, Byelaws, Directions, Statutory Guidance or other legal provision made thereunder.
1.10.2	'Appropriate JSD' shall mean the JSD responsible for the function to which the particular exercise of the delegation applies.
1.10.3	'Appropriate Joint Assistant Director' shall mean the Joint Assistant Director responsible for the function/service to which the particular exercise of the delegation applies.
1.10.4	'Consultation' shall mean seeking the comments of the person(s) to be consulted. Consultation shall not mean obtaining the consent of the person(s) to be consulted. A written record of the consultation shall be retained by the officer.
1.10.5	'The Council' shall mean Guildford Borough Council/Waverley Borough Council, as appropriate.
1.10.6	All matters of interpretation in respect of delegations to officers will be determined by the Monitoring Officer.

1.10.7	All enquiries about this document should be made to the Democratic Services Manager / Democratic Services and Elections Manager.		
2.1	Joint Chief Executive		
No	Delegation	Consultation	Limitations
2.1.1	The taking of any action required in connection with the organisation or holding of neighbourhood, parish, district, county, Parliamentary, police commissioner elections or referenda.		
2.1.2	To take any Critical action on behalf of the Councils (including Executive decisions). 'Critical' means a matter of pressing importance requiring swift action given the gravity of the situation, to prevent damage (or further damage) to life, limb, property, infrastructure, reputation or the financial integrity of the Councils.	Where practicable, the Leader, or in their absence, the Deputy Leader. Monitoring Officer S151 Officer	A report on the use of Critical Action powers to be taken to the first available Executive and/or Council meeting as appropriate. So far as possible, any decisions/actions taken shall only take effect on a temporary basis until a relevant Council, Executive, Committee or

			Member decision has been made.
2.1.3	The approval of premature terminations, settlement agreements and Special Severance Payments up to £100,000 in accordance with the Pay Policy Statement		All posts below Joint Strategic Director With the approval of the Leader
2.1.4	To hear and determine appeals relating to applications to include properties in the List of Assets of Community Value		
2.1.5	To approve any interim senior officer appointments of up to 12 months, usually in the remit of the Joint Senior Staff Committee.	Leader – Waverley Leader - Guildford	Subject to details of any such interim appointments being reported to all members of the Joint Senior Staff Committee
2.1.6	To exercise all functions relating to Health & Safety relating to the Council's employees.		

2.1.7	To approve any HR policies	Portfolio Holder	
2.2	Chief Executive and all JSDs		
No	Delegation	Consultation	Limitations
2.2.1	Grant, review, renew and cancel authorisations under the Regulation of Investigatory Powers Act 2000 in accordance with each Councils' surveillance policy.		Authorising officers must have appropriate training Cannot be exercised by the JSD – Legal & Democratic Services
2.2.2	Incur expenditure on the reception and entertainment by way of official courtesy of persons representative of or connected with local government or other public services whether inside or outside the United Kingdom.		In accordance with the Financial Procedure Rules.
2.3	JSD – Housing Communities & Environment		
No	Delegation	Consultation	Limitations
2.3.1	The taking of a decision as to whether the Council will tolerate unlawful encampments for a specified period and purpose, and to keep that decision under constant review.	Portfolio Holder	
2.3.2	To be the Councils' lead officer responsible for Safeguarding matters		

2.3.3	To determine and take all action in relation to the management and maintenance of the Council's housing accommodation including the letting, transfer, exchange and repossession of dwellings, garages, open spaces and parking spaces.	Portfolio Holder and/or Ward Councillor where considered necessary	In line with existing policies and approved capital programme
2.3.4	To dispose of land and buildings, whether leasehold, freehold or shared ownership held in the Housing Revenue Account: (1) up to 0.2 hectares in area and which is less than £200k in value or, (2) where the council is statutorily obliged to dispose in accordance with relevant legislation.	Portfolio Holder Ward Councillor	(a) the Council to receive best consideration (b) the purchaser must pay all the Council's costs in relation to the sale (c) all consents being received
2.3.5	To set service charges for the provision of goods, services and works in respect of Council owned land and property held within the Housing Revenue Account and to make in-year adjustments to achieve appropriate cost recovery.		
2.3.6	To update the HRA Business Plan as required in response to minor changes issued by the government	JSD Finance Portfolio Holder	

2.3.7	To authorise purchases of land and buildings for the Housing Revenue Account up to £200,000	Portfolio Holder JSD Finance	
2.3.8	To give consent to future community sponsorship applications as part of the vulnerable persons resettlement scheme	Portfolio Holder	Subject to applicants meeting Home Office criteria.
2.4	JSD – Legal & Democratic Services & Monitoring Officer		
No	Delegation	Consultation	Limitations
2.4.1	To be the Councils' Senior Responsible Officer for all matters related to the Regulation of Investigatory Powers Act 2000, including making changes to policies & procedures where necessary.	Portfolio Holder for changes to policy	
2.4.2	To convene or cancel meetings of Full Council, Cabinet, Cabinet Members, Committees, and other bodies.	Mayor, Leader, Portfolio Holder or Chair as appropriate	
2.4.3	To appoint members to the Independent Remuneration Panel provided that all members shall be notified by email of such appointments.		

2.4.4	In respect of ad hoc appointments during the year, to appoint or nominate members and representatives on outside bodies; to appoint trustees; and to identify the meetings of outside bodies which are an approved duty for paying allowances, provided that all members shall be notified by email of such appointments.	Group Leaders	
2.4.5	To make changes to the membership of any of the Council's Committees as necessary during the Council year, in accordance with the wishes of the respective Group Leaders		Any changes to be reported to the next meeting of the Council.
2.4.6	To convene, where necessary, an Independent Panel as provided for in the Officer Employment Procedure Rules.	Leader	
2.4.7	<p>Legal Proceedings:</p> <p>a. To determine what, if any legal action should be taken following any investigation into a criminal matter (except in relation to Health & Safety at Work).</p> <p>b. To institute, prosecute or terminate any proceedings which the Council is empowered to undertake in or before any Court, Tribunal, Inquiry or by way of Fixed Penalty Notice or Community Penalty Notice (except in relation to Health & Safety at Work).</p>	Relevant AD	

	<p>c. To accept service and defend or settle any proceedings brought against the Council in or before any Court, Tribunal or Inquiry (except in relation to Health & Safety at Work).</p> <p>d. To take any action incidental or inclusive to or which would facilitate any action under this paragraph.</p> <p>e. To administer simple cautions.</p> <p>f. To determine whether or not any legal proceedings should be taken in any particular case or set of circumstances.</p> <p>g. the withdrawal of reasons for planning appeals.</p>		
2.4.8	To appoint and instruct legal service providers including external Solicitors and Barristers.		
2.4.9	To determine whether or not a simple caution or other alternative to prosecution should be administered following an investigation into an alleged criminal offence.		
2.4.10	To seal any document on behalf of the Council.		
2.4.11	To sign any contract or other legal documents on behalf of the Council.		In accordance with the Contract Procedure Rules.
2.4.12	To authorise the attendance of officers at Court under any statutory provision.		

2.4.13	To action requests for review under Data Protection and Freedom of Information legislation.		Review by an officer more senior than the decision maker.
2.4.14	To make minor or consequential amendments to the Council's Constitution.		
2.4.15	To grant dispensations in respect of Disclosable Pecuniary Interests in accordance with the Localism Act 2011 .		
2.4.16	To appoint members to the Hearing Panel from the membership of the Standards Committee.		
2.4.17	To authorise the attendance of councillors at conferences, courses and seminars.		
2.4.18	To approve the timetable of Council & Committee meetings	In consultation with Group Leaders	
2.4.19	In connection with the Licensing Act 2003 and Gambling Act 2005: (a) to agree to dispense with a Licensing Sub-Committee hearing where all parties agree that a hearing is unnecessary; (b) following consultation with any designated Licensing Sub-Committee chairman, to adjourn a Licensing Sub-		

	Committee hearing; and (c) following consultation with any designated Licensing Sub-Committee chairman, to extend a time limit in respect of a Licensing Sub-Committee hearing where necessary in the public interest.		
2.4.20	To determine future requests for permission to use the coat of arms comprising the shield and motto only, including a licence for such use including the Councils legal costs.	Leader & Mayor	On agreed criteria
2.4.21	To include properties in the List of Assets of Community Value and make decisions in relation to claims for compensation.		
2.4.22	To make variations and minor amendments in planning or other agreements regulating or controlling the use or development of land where the determining body for any associated planning application is a committee.	AD Planning Development Chair of Planning Committee Ward Councillors (with the exception of deeds of variation that secure all original clauses, secured for applications under s73 or s73A)	Not where the variation relates to the proposed tenure mix and amount of affordable housing.
2.5	JSD – Finance & S151 Officer		
No	Delegation	Consultation	Limitations

2.5.1	To determine any applications and make payments for Housing Benefit, Council Tax Support or similar benefits.		
2.5.2	To take all necessary actions relating to the demand, collection and the recovery of Council Tax Rates, National Non-Domestic Rates and any other local levy or collected taxes, including executing warrants of arrest.		
2.5.3	To determine entitlement to mandatory, discretionary and other rate relief applications, including National Non-Domestic Rate relief.		
2.5.4	To serve on the Valuation Officer notice of objection to any proposals for alteration of the Valuation List.		
2.5.5	To make proposals for the alteration of the Valuation List or for inclusion of particular properties in the Valuation List.		
2.5.6	To sign off Valuation Agreements.		
2.5.7	To determine rates of interest payable under: (a) Public Health Acts and Housing Acts (rechargeable works executed by the Council)		

	(b) Local Government (Miscellaneous Provisions) Act 1976 (dangerous trees and restoration of supplies).		
2.5.8	To determine applications from developers to meet some or all of their obligations to pay Community Infrastructure Levy (CIL) charges through 'payment in kind' (in accordance with Council policies).	Portfolio Holder	
2.5.9	To set the Council Tax base		
2.5.10	To determine the rents for caretakers' accommodation each year in line with the annual salary award.		
2.5.11	To raise in line with inflation and/or any statutory increases, any financial limits specified in delegations to officers, Procurement Procedure Rules or Financial Procedure Rules.		
2.5.12	To grant discretionary relief from debts up to £1,000 in cases of extreme hardship or for goodwill or over-riding business reasons, and to enter into any arrangements with a creditor or debtor for payment to be made by instalments or other arrangements.		
2.5.13	To agree the treatment of any year-end balance.	Leader Portfolio Holder	

2.5.14	To adjust the Council's approved General Fund capital programme and the Housing Investment Programme to carry forward any unspent balances where a project has been delayed.	Leader Portfolio Holder	
2.5.15	To determine the local average interest rates for local authority mortgages and car loans.		
2.5.16	To administer any government grants in line with any set scheme criteria and to determine the criteria if none exists.	Portfolio Holder	To be within the budgetary provision
2.5.17	To take any action relating to borrowing in accordance with the Council's borrowing strategy.	Portfolio Holder	
2.5.18	To borrow by way of bank overdraft from the Council's current bankers subject to annual review by the bank	Portfolio Holder	
2.5.19	To invest available funds on appropriate terms and in accordance with the Council's investment strategy.		
2.5.20	To make repayments to the Surrey County Council Pension Fund from those reserves earmarked for pensions contributions.		
2.5.21	To investigate allegations of housing benefit or council tax benefit fraud and authorise officers to represent the		

	Council in the Magistrates Court in the course of their duties.		
2.5.22	In respect of housing benefit and council tax fraud, to determine whether a simple caution or administrative penalty should be administered following an investigation into an alleged criminal offence.	JSD Legal & Democratic Services	(a) There must be a full admission. (b) It must be a 1st offence. (c) It must be for sums less than £500. (d) It must be in the public interest. (e) It must not be a complex fraud or attempted fraud.
2.5.23	To consult non-domestic rate payers in accordance with the National Non-Domestic Rates Rate Payers (Consultation) Regulations		
2.5.24	To agree changes to the cost of supplying gas and electricity services in accordance with the terms of the service supply contract.	Leader Portfolio holder	In accordance with the Contract Procedure Rules
2.5.25	To conduct Local Council Tax Support Scheme consultations and set the criteria to be used in the hardship fund and approve payments	Portfolio Holder	
2.6	JSD- Economy, Planning & Place		

2.6.1	To make payments of any compensation due and to determine all applications made under Section 17 of the Land Compensation Act 1961 for certificates of appropriate alternative development.	JSD - Legal & Democratic Services JSD - Finance	Within approved budgets
2.6.2	To enter into such contracts, agreements, memorandums of understanding or other legal or quasi legal documents on behalf of the Council as may be required for the furtherance of the aims of the Thames Basin Heaths Special Protection Area Avoidance Strategy	JSD Legal & Democratic Services	Other than S106 Agreements
2.6.3	To appropriate the Council's land (non HRA) for open space or planning purposes.	JSD - Legal & Democratic Services JSD – Finance AD Assets & Property	Relevant consents must be obtained
2.6.4	To authorise purchases of land and buildings up to £200k in value where budget provision exists in the approved general fund capital programme.	Portfolio Holder JSD Finance	Within agreed policies
	Joint Strategic Director – Transformation & Governance		
2.7.1	To act as the Senior Information Risk Owner for both Councils in respect of the function of Information Security		

	including making any changes to relevant policies		
2.7.2	To put in place appropriate insurance cover for all necessary risks with a suitable amount of cover and make payments into the insurance fund.	JSD Finance	
2.7.3	To settle any claims where the Council's Insurers may be involved.	JSD Finance	
Joint Chief Executive, all JSDs & Assistant Directors			
No	Delegation	Consultation	Limitations
2.8.1	To manage the functions for which they are responsible.		Within agreed Policies, Budgets & the risk management framework.
2.8.2	To make minor amendments to any Policy, Strategy, Consultation or similar document and sign notices, other than legal notices, arising from any decision of the Council, Committee or Executive.	Portfolio Holder	

2.8.3	To respond to consultations.	The Leader and relevant Executive Member (in respect of Executive matters) or the relevant committee (in respect of non-Executive matters)	
2.8.4	To dispose of lost or uncollected property in accordance with S41 Local Government (Miscellaneous Provisions) Act 1982	JSD - Legal & Democratic Services	
2.8.5	To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which the officer is responsible.	JSD Legal & Democratic Services JSD Finance	Provided that any sharing of services is included within the S113 Agreement made between WBC (1) and GBC (2).
2.8.6	To carry out minor development for which planning permission is not required.	AD Planning Development	
	Contracts		

2.8.7	To take any action in relation to procurement and the letting of contracts for goods and services, within approved budgets.	Where specified in Contract Procedure Rules, JSD Finance and JSD - Legal & Democratic Services	In accordance with Contract Procedure Rules
	Financial		
2.8.8	To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates or Capital Programme, except where the Council has placed a reservation on any such item.		In accordance with the Financial Procedure Rules
2.8.9	To write off amounts as irrecoverable	JSD Finance and Portfolio Holder	In accordance with the Financial Procedure Rules
2.8.10	To determine and award grant applications in relation to the functions for which they are responsible, other than award of grants to voluntary sector organisations.		In accordance with the Financial Procedure Rules

2.8.11	To vary, in exceptional circumstances, fixed fees and charges.	Portfolio Holder	
2.8.12	To determine charges for the use of relevant services and events not covered by the annual review of fees and charges	Portfolio Holder	Charges for new areas to be determined by the Executive
2.8.13	To submit bids to outside bodies for grant funding provided that match funding is available within budget.	JSD Finance	
	Assets		
2.8.14	To dispose of surplus assets (other than land and buildings) which are not of historical significance, interest or value.		In accordance with the Financial Procedure Rules
	Land		
2.8.15	To manage land, property and other assets allocated to the functions for which they are responsible.		
2.8.16	To decide whether to agree any requests for filming on the Council's property		
2.8.17	To manage, operate and hire all relevant Council facilities including setting fees		
	Legal		

2.8.18	To make application for warrants of entry to land or property under the provisions of any legislation, other than warrants for possession of land or property, in relation to functions for which they are responsible.	JSD – Legal & Democratic Services	
2.8.19	To sign, issue and serve and respond to all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible.	Portfolio Holder	
2.8.20	To issue fixed penalty notices and community penalty notices where permitted by statute in relation to the functions for which they are responsible.		
2.8.21	To determine whether or not a simple caution should be administered following an investigation into an alleged criminal offence.	JSD - Legal & Democratic Services AD – Regulatory Services	There must be a full admission. It must be a minor matter.
	Licences, notices etc.		
2.8.22	The determination of any application for permissions, consents, or licences or for registration within the functions for which they are responsible.		Except where reserved to Council, Executive or Committee

2.8.23	The issue and service of any notice or requisition for information concerned with matters within the functions for which they are responsible.		
2.8.24	The carrying out of works in default following non-compliance with any notice concerned with matters within the functions for which they are responsible.		
2.8.25	The management of any internal appeal, challenge or objection process against or in support of any of the Council's decisions, other than before a court or tribunal.		
	Planning		
2.8.26	To make application for all consents required in relation to planning permission and Building Regulation Approval in respect of Council land or property in relation to the functions for which they are responsible.		
	Staffing matters		

2.8.27	To determine and take action in relation to all staff matters within their service area, in accordance with the Officer Employment Procedure Rules and HR Policies.	Consultation as required in the Officer Employment Procedure Rules and HR Policies.	In accordance with Officer Employment Procedure Rules and all HR policies and procedures.
2.8.28	To approve the attendance of officers on courses, seminars and other training events		Subject to budget availability

DELEGATIONS: SPECIFIC FUNCTIONS – ASSISTANT DIRECTORS

Subject to the foregoing, there are delegated to the Officer(s) listed below those matters detailed in column 2 subject to the consultation requirements in column 3 and limitations in column 4 below.

3.1 Assistant Director – Housing Services			
No	Delegation	Consultation	Limitations
3.1.1	To exercise the Council's functions relating to all housing and homelessness functions in accordance with all relevant legislation and policies of the Council.		
3.1.2	To devise, manage and maintain the Housing Register maintained by the Council under the relevant statutory provisions in accordance with the Council's Housing Allocations Policy.		
3.1.3	To nominate people on the Council's Housing Register to properties in accordance with the Council's Housing Allocations Policy.		
3.1.4	To determine and where appropriate give consent for alterations or extensions to former Council houses and flats.		
3.1.5	To lease property or land in connection with the Council's housing function, for the purpose of providing accommodation for those in housing need.	Leader Portfolio Holder JSD – Finance	

3.1.6	To undertake reviews of housing decisions made under relevant Housing legislation		Any officer undertaking the review shall be senior to the officer who made the decision
3.1.7	To enter into any instalment or other arrangements with a creditor or debtor of the Council in respect of the HRA	JSD - Finance	
3.1.8	To take any necessary action to recover possession of a property where a tenant or leaseholder is in breach or where other need for possession has arisen		
3.1.9	To take any action in respect of right to buy under the Housing Act 1985 including the disposal of properties under Right to Buy	JSD Legal & Democratic Services	
3.1.10	To determine any leasehold applications including for lease extensions, grants, renewals, variations, sub-letting and change of use in respect of property within the Housing Revenue Account	Portfolio Holder JSD Finance	Provided the Council obtains best consideration
3.1.11	To enter into nomination agreements with housing providers within the Councils agreed policies		
3.1.12	To take any action under the Party Wall Act 1996 in respect of properties within the HRA		

3.1.13	To acquire property or land in connection with the Council's housing function, for the purpose of providing emergency and temporary accommodation.	Portfolio Holder JSD Community Wellbeing JSD Finance	Within agreed budget provided that a business case is agreed
3.2	Assistant Director – Community Services		
No	Delegation	Consultation	Limitations
3.2.1	To implement the Councils' policies regarding Community Safety and the reduction of crime and disorder.	AD Housing AD Regulatory Services	
3.2.2	To take any action to combat anti-social behaviour.		
3.2.3	To agree service level agreements with voluntary organisations and take any action under the agreements.	Portfolio Holder (for GBC) Grants Panel (for WBC)	
3.2.4	To determine applications for Housing Grants (not Social Housing Grants) and the taking of all steps concerned with certification of payment of the same, including Disabled Facilities Grants and to waive or reduce repayment having regard to individual circumstances and the Council's criteria.	JSD - Finance	

3.2.5	To take any action under the Public Health (Control of Diseases) Act 1984 and the related public health protection regulations, including the Health Protection (Coronavirus, Business Closure) (England) Regulations 2020 (the Business Closure Regulations) and the Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (the Restriction Regulations) and any updating and/or amending legislation.	Leader	
3.2.6	All matters relating to consultations with Surrey Police and other bodies in relation to Anti-Social Behaviour.	Portfolio Holder AD Housing AD Regulatory Services	
3.2.7	To approve expenditure from the Project Aspire Reserve & Community Centres Reserve (GBC only)		
3.2.8	To administer a crowdfunding platform, including determining the detailed eligibility criteria for voluntary and community organisations (GBC only)		
3.2.9	To make Public Spaces Protection Orders in accordance with the Anti-social Behaviour, Crime and Policing Act 2014.		

3.2.10	To give consent to future community sponsorship applications as part of the vulnerable persons resettlement scheme	Portfolio Holder	Subject to applicants meeting Home Office criteria.
3.3	Assistant Director – Environmental Services		
No	Delegation	Consultation	Limitations
3.3.1	To exercise the Councils' regulatory functions relating to burials, issuing exclusive rights of burial, rights to erect memorials, cremations and the maintenance of churchyards and consecration of land.		
3.3.2	To nominate suitable persons as medical referees.		
3.3.3	To collect, remove, recycle and dispose of waste & litter.		
3.3.4	To authorise the waiving or reduction of charges for special refuse collections, commercial waste collections, green waste collections and clinical waste collections.	JSD – Finance Portfolio Holder	

3.3.5	<p>To exercise the Council's regulatory functions relating to:</p> <ul style="list-style-type: none"> Waste collection Recycling Street Cleansing Cemeteries Controlled waste Other refuse Flood & Water management Fleet servicing Parks Management 		Award of Waste collection and recycling contract is reserved to the Executive
3.3.6	To undertake all matters related to the inspection and maintenance of Council owned trees	AD Planning Development if subject to TPO	
3.3.7	To undertake all matters relating to the design, installation, inspection and maintenance of all Council owned play areas		
3.3.8	To sign all allotment agreements and resolve appeals on any allotment matters		
3.3.9	To release Special Protection Area (SPA) endowment funds of up to £40,000 per year per site for ongoing maintenance of the relevant individual Suitable Alternative Natural Greenspace (SANG) sites	Portfolio Holder Ward Councillor JSD Finance	

3.3.10	To settle disputes and manage all land held by the Council under the Commons Acts .	JSD Legal & Democratic Services	
3.3.11	To set up and administer sponsorship schemes for ornamental planting on highway land	Ward Councillor	
3.3.12	To determine applications to hold events in parks, open spaces and recreational facilities including on behalf of a parish council.		Subject to all necessary consents being in place
3.3.13	To enter into agreements and manage land within their function including agreeing tree planting, grazing licences, approving benches, entering into stewardship agreements and organising volunteer work parties.	Ward Councillor Portfolio Holder	
3.3.14	To settle disputes and take any necessary action in respect of any rights of way or potential rights of way (whether public or private) on land owned by the Council.	Ward Councillor Portfolio Holder JSD Legal & Democratic Services	
3.3.15	To issue work permits and access licences to utility companies for short term works on council owned land	Ward Councillor	
3.4	Assistant Director - Planning Development		
No	Delegation	Consultation	Limitations

<p>3.4.1</p>	<p>To determine applications for planning permission,including:-</p> <ul style="list-style-type: none"> (a) reserve matters applications, (b) listed building consent, (c) conservation area consent, (d) express consent to display advertisements, (e) hazardous substances consent pursuant to the Planning Acts (f) development specified in the GPDO where expressed planning permission is required by reason of limitations or conditions by that order; (g)determinations in connection with prior notification procedure under T&CP (General Permitted Development) Order. (h)Non material amendments and minor material amendments applications (i)Details to comply with conditions, discharge conditions and variation/removal of condition applications. (j) Prior notifications and prior approval notices and permissions in principle <p>To determine the need for an Environmental Impact Assessment and/or a Strategic Environmental Assessment.</p>		<p>The following matters are reserved to the Planning Committee:</p> <ol style="list-style-type: none"> 1.Planning applications defined as ‘major’ by the Government (i.e. 10 or more units of residential accommodation, more than 1,000 sqm commercial floorspace and site area of more than 1 hectare) and which in the judgement of the AD Planning Development have major strategic implications for the authority. 2. Planning applications where a Councillor asks that the application be determined by the Planning Committee and puts forward relevant planning grounds to the Joint Executive
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	<p>To make Screening and Scoping Opinions.</p> <p>To undertake Screening Opinions and Appropriate Assessments pursuant to Part IV of the Conservation (Natural Habitats and Conservation) Regulations 1994.</p>		<p>AD Planning Development in consultation with the Chair of the Planning Committee.</p> <p>3. A householder application with 10 or more valid letters of representation with a view contrary to the officer recommendation.</p> <p>4. A major or minor application (non-householder) with 20 or more valid letters of representation with a view con contrary to the officer recommendation.</p> <p>5. Any planning application where the Council is the applicant.</p> <p>6. Any planning application where the applicant is a Borough Councillor or employee of the Council</p>
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			<p>7. Any planning application which is required to be referred to the Secretary of State.</p>
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3.4.2	To determine the Council's stance in respect of and respond to consultation opinions concerning matters including, but not limited to, Neighbourhood Plans, Canal Conservation Area and neighbouring Council & County Council planning applications, unless they are for 'major' development within the meaning of the T&CP (General Development Procedure) Order (other than those where the proposed amendment is minor or non-material).	In respect of Neighbourhood Plans, in consultation with Portfolio Holder and Ward Member	To report the matter to the Planning Committee if the Ward Member disagrees with the proposed response to the Consultation
3.4.3	To determine applications for lawful development certificates (Town and Country Planning Acts Sections 191 and 192) and Certificates of Lawfulness of existing or proposed use or development.	JSD Legal & Democratic Services where necessary.	
3.4.4	To give, make and confirm any Order or Direction under the Planning Acts		
3.4.5	To issue, serve, modify and withdraw any Notice under the Planning Acts and to carry out works in default including ruins and dilapidated buildings and neglected sites (Building Act 1984, Section 79) and to authorise the service of tree		

	replacement notices under Section 207 and 213 of the Town and Country Planning Act 1990 (as amended).		
3.4.6	To determine applications and to take any action under Anti-Social Behaviour Act (2003) Part 8 (High Hedges).		
3.4.7	Subject to the limitations imposed above to determine the Council's stance in respect of and respond to consultations and opinions concerning matters referred to above.		
3.4.8	All matters relating to the Planning (Hazardous Substances) Act, 1990.		
3.4.9	To issue serve modify or withdraw notices in relation to breaches of conditions or any other matter under the Planning Acts.		
3.4.10	To negotiate and enter into, discharge or vary planning or other agreements regulating or controlling the use of development of land.	JSD – Legal & Dem Services	
3.4.11	To decide whether to take any action in respect of planning enforcement, including to issue, serve modify, revoke or withdraw any enforcement action or notices under the Planning		

	Acts, etc and to remove unauthorised signage and remedy the condition of land.		
3.4.12	To determine applications under the Local Government (Miscellaneous Provisions) Acts 1982 Section 37 in respect of Temporary Markets.	Ward Members	
3.4.13	To take any action and give, make, revoke or confirm any Order or Direction under the Planning Acts including Tree Preservation Orders (and associated applications for consent for works) and notification of works to trees in conservation areas, the Hedgerow Regulations 1997, and S23 Local Government (Miscellaneous Provisions) Act 1976 and any subsequent amendments or Regulations in respect of this legislation.	Ward Member Chair of Planning Committee	Not to confirm or revoke if there are any objections.
3.4.14	To respond to the Licensing Authority in connection with consultations on applications under the Licencing Act 2003 and Gambling Act 2005 on behalf of the Local Planning Authority.		
3.4.15	To apply to the Licensing Authority for a review of a premises licence or club premises certificate or licence under Section 197 of the Gambling Act 2005.		

3.4.16	To maintain the Local Land Charges Register and issue certificates of search.		
3.4.17	To make and confirm Article 4 Directions where there are no objections.		
3.4.18	To undertake an annual review of the pre-application charging regime and revising the fees if appropriate including agreeing pre-planning application fees	Portfolio Holder JSD Finance	
3.4.19	To make an application for the award of costs against any party to an appeal, and to agree to settle an award of costs against or in favour of the Council in relation to planning appeals.	JSD – Legal & Democratic Service Portfolio Holder	Up to £50,000 costs against the Council
3.4.20	To decline to determine repetitive applications pursuant to S70 Town & Country Planning Act 1990.		
3.4.21	Agreeing compensation payable under the Planning Acts.	JSD Finance	Up to £200k
3.5.22	All matters relating to the naming and numbering of streets.	Portfolio Holder Ward Councillors	

3.	JOINT ASSISTANT DIRECTOR – REGENERATION AND PLANNING POLICY		
3.5.1	To make all decisions and take all actions and exercise all powers in respect of the Councils Planning Policy functions in accordance with adopted policies and relevant legislation.		
3.5.2	In consultation with the appropriate lead councillor, to make such minor amendments to the Economic Development Strategy and delivery plan as deemed appropriate.		
3.5.3	To prepare and maintain an up to date Local Plan (development plan documents) for adoption by the Council under the Planning and Compulsory Purchase Act 2004 as amended by the Localism Act 2011, and the relevant regulations, including the Town and Country Planning (Local Planning) (England) Regulations 2012; and to assemble the necessary evidence base and all other documents and commission all reports required to facilitate and inform the policy making process, including the Sustainability Appraisal and Strategic Environmental Assessment, and Habitats Regulations Assessment		

3.5.4	To make factual changes necessary to ensure that all Supplementary Planning Documents remain up to date		
3.5.5	To prepare and publish all information required by legislation, including Annual Authorities Monitoring Reports, Brownfield Land Register, Housing Delivery Action Plan and any other required documents		
3.5.6	To prepare, and maintain an up to date Community Infrastructure Levy (CIL) under the Planning Act 2008, and the relevant regulations; and to assemble the necessary evidence base and all other documents and commission all reports required to facilitate and inform the CIL making process.		
3.5.7	To agree any minor changes to the Surrey Hills AONB Management Plan and to approve any additional funding in respect of the Surrey Hills Partnership Agreement	Leader Portfolio Holder Chairman – Surrey Hills Board	Additional funding requests to be approved annually in consultation with Portfolio Holder
3.5.8	To receive, consider, publicise/consult upon, assess and decide proposed neighbourhood development plans, and neighbourhood development orders (including community right to build orders), area designation requests from qualifying bodies (including to adjudicate or decline to consider an application where multiple		

	requests may overlap), and Neighbourhood Forum designation requests (including to adjudicate or decline to consider an application), and to publicise decisions made.		
3.5.9	To organise independent examinations for neighbourhood plans and neighbourhood development orders and to take any actions considered necessary in response to recommendations within an examination report.		
3.5.10	To carry out Habitats Regulations Assessments, Strategic Environmental Assessments and Equalities Impact Assessments, screening opinions and other assessments as required for the purpose of Development Plans.		
3.5.11	To make inclusions and other amendments to the Council's List of Buildings of Local, Architectural or Historic Interest and to make additions and minor amendments to boundaries in the Gazetteer of Local Historic Parks and Gardens.		
3.5.12	To make such minor alterations to improve the clarity of the adopted Local Plan and Policies Map as may be deemed necessary.	Portfolio Holder	

3.5.13	To initiate and pursue any suitable opportunities for co-operation with neighbouring planning authorities, and certain other public bodies as set out in legislation, and as specifically required by section 33A of the Planning and Compulsory Purchase Act 2004.		
3.6	Assistant Director – Organisational Development		
No	Delegation	Consultation	Limitations
3.6.1	To confirm the appointment of staff on the satisfactory completion of probationary period.	Appropriate Line Manager	
3.6.2	To implement decisions arising from the Council's pay and grading procedure.	JSD - Finance	
3.6.3	To implement any locally agreed pay settlements.	JSD - Finance	
3.6.4	To maintain a register of politically restricted posts and ancillary matters.		
3.6.5	To make minor, administrative amendments to the Councils' Human Resources Policies & Car Leasing Scheme	Head of Paid Service JSDs & Assistant Directors	Within approved budgets

3.6.6	To determine changes in the levels of payment for relocation expenses and allowances for newly appointed staff, in line with inflation	Head of Paid Service Leader JSD Finance	
3.6.7	To agree severance payments up to £20,000 in accordance with the Council's agreed policy and process	JSD Finance Relevant JSD	Must be agreed by the Leader
3.7	Assistant Director - Regulatory Services		
No	Delegation	Consultation	Limitations
3.7.1	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's environmental protection functions in accordance with any legislation and/or any adopted policy(ies) of the Council in respect relating to the following:</p> <ul style="list-style-type: none"> A. Pollution control, Drainage & Sanitation, Filthy & Verminous Premises, Wholesome Water Supplies B. Controlled waste & other waste offences C. Air pollution control and clean air D. Smoke free premises E. Stray, Dangerous and/or Out of Control dogs F. Authorisations in relation to controlled processes 		

	<p>G. Noise nuisance H. Contaminated land I. Statutory nuisance J. Litter K. Dog fouling and other dog controls L. Graffiti removal M. Abandoned vehicles and other refuse N. Prevention of crime and disorder, including anti-social behaviour O. Drug and alcohol abuse/misuse of substances P. Food safety Q. Health & Safety R. Pest Control S. Sunday Trading T. Unauthorised encampments U. Public Health funerals V. Control of infectious diseases W. Public Space Protection Orders</p>		
3.7.2	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's licensing functions in accordance with any legislation and/or any adopted policy(ies) of the Council relating to the following:</p> <p>A. Personal, premises, club premises licences and Temporary Event Notices</p>		<p>Not to make decisions in respect of the following: a) approval of and amendments to the Statement of Licensing Policy and the Gambling Policy which are reserved to Council;</p>

	<p>B. Hackney carriage drivers and vehicles, and private hire drivers, vehicles and operators (except any applications that reveal convictions for offences that might affect the suitability of a person to hold a licence)</p> <p>C. House to house and street collections</p> <p>D. Club gaming/club machine permits and small society lotteries</p> <p>E. Sexual Entertainment Venues</p> <p>F. Street trading</p> <p>G. Scrap metal dealers</p> <p>H. Animal boarding establishments, riding establishments, dog breeders, pet shops and dangerous wild animals</p> <p>I. Game dealers</p> <p>J. Tattooing, acupuncture, ear piercing, cosmetic piercing and electrolysis</p> <p>K. Sunday trading</p> <p>L. Pavement Licensing</p> <p>M. Temporary Use Notices & Occasional Use Notices under the Gambling Act 2005</p>	<p>b) approval and amendments to policies relating to functions under the Acts set out above which is reserved to the Licensing and Regulatory Committee;</p> <p>c) approval of increases in the hackney carriage fare scale and amendments to the scale of charges for hackney carriage and private hire licence fees, which is reserved to the Executive;*</p> <p>d) the designation of and amendments to hackney carriage vehicle ranks which is reserved to the Licensing and Regulatory Committee;</p> <p>e) the power to make an Order identifying a place as a designated public place for the purposes of police</p>
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			<p>powers in relation to alcohol consumption which is reserved to the Licensing and Regulatory Committee;</p> <p>(f) all applications and appeals reserved to the Licensing Sub Committee</p> <p>(g) Street Collections to provide funding for a major local national or international disaster, to be determined after consultation with the Chair of the Licencing & Regulatory Committee</p>
3.7.3	To exercise the Council's powers relating to temporary road closures.		
3.7.4	To take any action necessary with regard to the Council's Emergency Planning functions as a Category 1 responder in accordance with legislation and the Councils adopted policy(ies).		

3.7.5	To authorise officers of other Surrey Licensing Authorities participating in a Joint Warranting Scheme to enforce all relevant Hackney Carriage and Private Hire licensing legislation.		
3.7.6	All matters related to the Council's powers and duties in relation to rivers		
3.7.7	To take any action in respect of environmental protection under all relevant statutes, including the issue of fixed penalty notices or community penalty notices for littering, fly tipping and dog fouling, and community protection notices.	AD Community Services	
3.7.8	To exercise the Council's powers in respect of environmental health including water supply, sewerage and drainage, vermin and nuisance including determining any charges for works undertaken.		
3.7.9	To exercise the Council's powers in respect of land drainage including any compensation payments or reduced charges	JSD - Finance	
3.7.10	On behalf of the Council as the Responsible Authority for Licensing under the Licensing Act 2003, subsequent amendments and all relevant legislation and regulations: a) to make a relevant representation b) to apply for a review of a premises licence		

	c) to apply for a review of a club premises certificate		
3.7.11	To exercise all the Council's regulatory functions and take all necessary action in relation to unlawful evictions, Caravan sites, Fitness and Standards of Housing and Houses in Multiple Occupation and all other matters relating to properties in the private rented sector, in accordance with legislation.		
3.7.12	All matters relating to the investigation of cases under the Health & Safety at Work legislation.	JS Director Legal & Democratic Services	Duly appointed inspectors
3.7.13	To undertake all actions relating to the Council's functions under the Regulatory Reform (Housing Assistance) (England & Wales) Order 2002 for the securing of loans given for the improvement or repair of dwellings as a formal Land Charge.		
3.7.14	To exercise the Councils' regulatory functions relating to Animal Welfare.		
3.7.15	To arrange the burial or cremation of persons for whom no other suitable arrangements for the disposal of their remains have been made (under Section 46 of the Public Health (Control of Disease) Act 1984) and any necessary administration of the deceased's estate in liaison with the Treasury Solicitor.		

3.3.16	To approve and grant seasonal concession licence agreements on behalf of the Councils	Portfolio Holder JSD Legal & Democratic Services Head of Planning Development	
3.3.17	To take any action in respect of environmental protection under all relevant statutes, including the issue of fixed penalty notices or community penalty notices for littering, fly tipping and dog fouling		
3.8	Assistant Director – Assets & Property		
3.8.1	To take all actions in relation to the improvement, refurbishment and maintenance of the Council's - property portfolio not specifically the responsibility of other officers.		Within agreed budgets
3.8.2	To undertake all actions in relation to the administration of the Councils - estate and property portfolio including appropriation where the value of land is less than £200K		Not in respect of HRA property other than commercial properties
3.8.3	To acquire and dispose of land and property in connection with the Council's functions and to grant leases, variations, tenancies, rights, easements, licences, consents and wayleaves of, in, or over buildings or land in connection with the Council's functions, in accordance with Council	Portfolio Holder JSD Finance Portfolio Holder – Housing (in respect of HRA commercial assets leases) Any relevant AD	All transactions are limited to less than £200,000 Not in respect of HRA other than commercial properties

	policies and within the approved General Fund capital programme.		Not to grant or renew leases in excess of 25 years, other than qualifying applications made under the Leasehold Reform Act 1967 where the price reflects the independent valuation and all costs are met by the applicant
3.8.4	To exercise the Council's powers affecting the design, improvement or maintenance of unadopted roads in their ownership		
3.8.5	In relation to premises leased or licensed to others: (a) to approve revisions in rent; (b) to agree variations in the terms of covenants; (c) to approve, as landlord, proposals for new building works and alterations. (d) to approve uses of buildings and land by tenants and licensees. (e) to approve proposals for assignment, sub-letting or surrender of leases and for change of use;	Portfolio Holder JSD Finance where there are financial implications Portfolio Holder (Housing) for HRA non-commercial leases Relevant Assistant Director/JSD	Not in respect of HRA (other than commercial property) or Housing Association leases.

	<p>(f) to institute all necessary action for forfeiture in the event of non-payment of rent or breach of covenant;</p> <p>(g) to arrange for the termination of leases or licences, including the issue of relevant notices to quit and notices under the Landlord and Tenant Act;</p> <p>(h) to approve the payment of all forms of statutory compensation where appropriate; and</p> <p>(i) to make arrangements for the re-letting of premises</p> <p>(j) to arrange for the issue of relevant notices under the Landlord & Tenant Act where required</p>		
3.8.6	<p>In relation to land and premises occupied or to be occupied by the Council</p> <p>(a) to take leases, licences and other appropriate interests when required by the Council for the proper performance of its functions;</p> <p>(b) to approve all relevant terms, including the level of rental;</p> <p>(c) to approve revisions in rent and other terms; and</p> <p>(d) to approve in the Council's capacity as tenant, proposals for new building works and alterations.</p>	<p>Portfolio Holder JSD Place JSD Finance Portfolio Holder – Housing (in respect of HRA commercial leases)</p>	<p>Not in respect of HRA (other than commercial property)</p>

3.8.7	To grant leases to organisations receiving grant support from the Council on such terms and conditions as shall be considered appropriate.	Portfolio Holder JSD Finance Assistant Director/JSD Place	
3.8.8	To agree the terms for the variation of restrictive covenants on land formerly owned by the Council.	Portfolio Holder	
3.8.9	To determine applications for agreements in respect of access of light and air.		
3.8.10	To determine the siting of advertisement boards for Council-owned commercial or industrial premises.		
3.8.11	To deal with all elements of the making and implementation of compulsory purchase orders where authorised by the Council, including acquiring land and buildings within confirmed compulsory purchase orders and purchasing in advance of such compulsory acquisition where the Council has resolved to make such an order		Payments not to exceed the assessed entitlement to compensation.
3.8.12	To perform all functions-of the Council as landowner in respect of its responsibilities and powers under the Party Wall Act 1996 including issuing and responding to statutory notices.		Not in respect of HRA land
3.8.13	To take all actions to alleviate flooding under the Water Management Acts, Water Act 1989 and Land Drainage Act		The following matters are

	1991 relating to the Council's land drainage functions provided that there is sufficient budget		reserved to the Executive: i. approval of the annual Drainage Works Programme. ii. authority to submit funding bids for projects requiring external funding for drainage works on third party land where this would require the Council to part-fund from the Drainage Reserve
3.8.14	To sell, licence or lease land for the use of statutory undertakers	Any relevant AD	
3.8.15	To authorise lessees to display temporary advertising material	AD Commercial Services	
3.9	JOINT ASSISTANT DIRECTOR – COMMERCIAL SERVICES		
3.9.1	To issue and serve notices pursuant to the Building Act 1984 and Building Regulations and to carry out works in default and recover costs.		
3.9.2	To decide all Building Regulations applications in accordance with Building Regulations current at the time of deposit.		

3.9.3	To make all decisions, take all actions and exercise all powers in respect of the Council's car parks and on street parking functions in accordance with any one or number of the following legislation and/or any adopted policy(ies) of the Council and/or any other subsequent new or replacing legislation relating to the Council's parking functions: <ul style="list-style-type: none"> i. Highways Act 1980 ii. Road Traffic Regulation Act 1984 iii. Road Traffic Regulation Act 1991 iv. Traffic Management Act 2004 	Portfolio Holder in respect of charges	<ul style="list-style-type: none"> i. The adoption of and amendments to the Council's Car Parking Strategy; ii. The setting of off-street car parking charges other than for a limited period for the promotion of the town & support to business
3.9.4	To adjust Building Control charges appropriately to ensure income will cover the cost of the chargeable service.	Relevant Portfolio Holders	
3.9.5	To accept items into any of the Council's Museum or gallery collections		
3.9.6	To make any amendments to the Heritage Services Forward Plan, policies and policy statements as may be necessary to fulfil any changing requirements of Museum Accreditation, or relevant legislation, during the life of the phase 2 standard, for any of the Council's museums or galleries.		
3.9.7	To manage and operate park and ride sites and deliver park and ride for	Portfolio Holder JSD – Finance	In accordance with agreed policies and

	Surrey County Council and to offer a free Saturday Park and Ride service at suitable times of the year when most likely to offer the maximum support to the local economy.		with the agreement of Surrey County Council
3.9.9	To manage and operate markets		Within agreed policies
3.9.10	To consider and determine objections to proposed amendments to the off-street parking order.	Portfolio Holder	Not in relation to fees and charges
3.10	JOINT ASSISTANT DIRECTOR – COMMUNICATIONS & CUSTOMER SERVICES		
3.10.1	To replace and upgrade hardware, software and infrastructure within the balance of the IT Renewals Fund	JSD - Finance	Within agreed ICT plans
3.10.2	To be the link officer with the Commissioner for Local Administration in England ('Local Government Ombudsman')	JSD Legal & Dem Services (in respect of maladministration)	
3.10.3	To authorise payments or the provision of other benefits under s.92 Local Government Act, 2000 (payments in cases of maladministration) or by way of local settlement in relation to Local	<ol style="list-style-type: none"> 1. Appropriate Assistant 2. Director, JSD Legal & Dem Services and, if over £1000, JSD Finance 	Maximum £5000 local settlement

	Government Ombudsman complaints.		
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