### LOCAL GOVERNMENT ACT, 1972

<table>
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<th>Section of Act</th>
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<td>13(3)</td>
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<td>83(1)</td>
<td>The Officer before whom a person elected to the Office of Chair, Vice-Chair or Councillor of the District shall make a declaration of acceptance of office in a form prescribed by rules under s.42 of the Act and to whom such declaration shall be delivered.</td>
<td>Chief Executive or Monitoring Officer</td>
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<td>84</td>
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<td>Chief Executive</td>
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<td>96(1)</td>
<td>The Officer to whom a member of the Council shall give written notice to the effect that he or his spouse is a member or in the employment of a specified company or other body or that he or his spouse is a partner or in the employment of a specified person, or that he or his spouse is the tenant of any premises owned by the Council.</td>
<td>Monitoring Officer</td>
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<td>96(2)</td>
<td>The Officer to record in a book to be kept for the purpose particulars of any disclosure made under s.94 of the Act and of any notice given under S.96(1) of the Act.</td>
<td>Monitoring Officer</td>
</tr>
</tbody>
</table>
The officer responsible for providing access to agendas, minutes, reports and background documents in respect of meetings of the Authority.

The Officer to whom all money due from every officer employed by the Council shall be paid.

The Officer to make any statutory declaration in connection with the transfer of securities.

The Officer who shall be responsible for the proper administration of the Council's financial affairs.

The Officer to appoint a person to assist in examining, ascertaining and marking out the reputed boundaries of the District for the purposes of the Ordnance Survey Act 1841.

The Officer to receive notices of applications for Justices' Licences under Schedule 2 to the Licensing Act, 1964.

The Officer in whom shall vest the powers with respect to Charities carried out by officers of the "old" local authority where there is no corresponding officer in the new authority.

The Officer to receive and retain a document of any description deposited pursuant to the Standing Orders of either House of Parliament or to any enactment or instrument.

The Officer to certify a photographic copy of a document in the custody of or under the control of the Council or of a document which has been destroyed while in the custody of the Council, or of any part of any such document.

The Officer to sign any notice, order or other document made or issued by the Council.
The Officer to send to the Council and each parish council a copy of every byelaw made by the Council and confirmed.

The Officer to certify a printed copy of a byelaw made by the Council.

The Officer to keep the roll of freedom of the town.

The Officer to sign the summons to attend meetings of the Council and specifying the business proposed to be transacted thereat.

The Officer to receive the notice in writing from a member of the Council giving notice that such member desires summonses to attend meetings of the Council to be sent to him at some address specified in the notice other than his place of residence.

The Officer to certify in writing a true copy of the resolution of the Council applying or disapplying various provisions of the Public Health Acts 1875 to 1925.

The Officer to receive and deposit lists of buildings of special architectural or historic interest.

**LOCAL GOVERNMENT ACT, 1974**

The Officer to give public notice of the availability of reports of the Local Commissioner for Administration.

**Communicable Disease Control**

**Legal Services Manager**

**Legal Services Manager**

**Performance and Governance Manager**

**Performance and Governance Manager**

**Performance and Governance Manager**

**Environmental Health Officer, principal EHO's and EHO's**

**Business Planning Senior Specialist (Local Plan)**

**Chief Executive**

**Consultant in Communicable Disease Control, Southampton and South West Hants Health Commission (or Acting Consultant), for the time being, or his/her duly appointed deputy.**
Various Other Health Matters

(a) Under Section 47 of the National Health Act, 1948.

(b) Medical Adviser on environmental health matters.

(c) Under Section 37 of the Public Health Act 1961.

LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS ACT 1976

41 The Officer for signing certificates as evidence of resolutions and minutes of proceedings, etc.

REPRESENTATION OF THE PEOPLE ACT 1983

8 The Officer to act as Electoral Registration Officer.

35 The Officer to act as Returning Officer for elections of Borough Councillors and Parish Councillors.

THE LOCAL ELECTION (PRINCIPAL AREAS) RULES 1986

The Officer of the Borough Council to act under the Rules for the purposes of elections, including the receipt of all documents and returns.
THE LOCAL ELECTION (PARISHES AND COMMUNITIES) RULES 1986

The Officer of the Borough Council to act under the Rules for the purposes of parish elections, including the receipt of all documents and returns.

PARISH AND COMMUNITY MEETINGS (POLLS) RULES 1987

The Officer to act as Returning Officer.

HOUSING

The Officer to sign certificates submitted in the Council's role as lending authority for any housing association schemes.

HEALTH & SAFETY AT WORK ACT ETC 1974

39 Power to institute proceedings for breaches of provisions under the Act.

LOCAL GOVERNMENT AND HOUSING ACT 1989

4 The Officer to act as head of the paid service.

5 The Officer to act as the monitoring officer.

LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990 AND 1991

The Officer to accept political group notices.

The Officer to receive notices of members' pecuniary interests.
BUILDING ACT 1984

S.78

The Officer to deal with dangerous buildings or structures in emergencies.

GENERAL

Any reference in any enactment passed before or during the 1971/72 session of Parliament other than the Local Government Act 1972 or in any instrument made before 26th October 1972 to the Town Clerk of a Borough which, by virtue of any provisions of the said Act was to be construed as reference to the Proper Officer of the Council.

Any reference in the Local Government Act 1972 to the Proper Officer of the Council except where one has been designated above.

Any reference in any enactment passed after the 1971/72 session of Parliament or to be passed to the Proper Officer of the Council unless or until a specific appointment of another Officer has been made by the Council.

LOCALISM ACT 2011

The proper officer to receive written requests for and grant dispensations

Monitoring Officer (with the ability to refer to the Administration Committee if necessary)
Head of Legal and Democratic Services

THE LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012

Property and Governance Manager

Monitoring Officer
SCHEME OF DELEGATION TO STAFF
The Appendix following this page shows details of functions delegated to staff as part of the Council's Cabinet arrangements.
PART 3 (RESPONSIBILITY FOR FUNCTIONS)

APPENDIX 2

SCHEME OF DELEGATION TO STAFF AND MEMBERS

A - GENERAL SCHEME OF DELEGATION

Subject to the following conditions and to any special conditions which may in future be applied in respect of particular matters, the Chief Executive, Unit Heads, Service Managers, Lead Specialists, or equivalent, are authorised to make such decisions and to initiate such action as they shall deem necessary in the interest of the efficient running of their Units or the services which they administer. In the absence of the Chief Executive, or at any time when he/she is unavailable, any or all of his/her powers shall be exercisable by any one of the Corporate Directors.

Any exercise of these delegated powers:-

(a) Shall comply with the Council Constitution.

(b) Shall not authorise expenditure except in accordance with approved estimates, and where loan sanction or other approval is required shall not precede the loan sanction or approval.

(c) Shall not involve a new policy or extend an existing policy of the Council.

(d) Shall not depart from any approved scale, or scheme, or any direction of the Cabinet or appropriate Committee.

(e) Shall be the subject of prior consultation with the Chief Executive and the appropriate professional or technical officers of the Council in any case involving considerations not wholly within the province of the Chief Officer concerned.

In the absence of a Unit Head, Lead Specialist, or Service Managers, powers delegated to him/her by this Scheme may be exercised by the next senior officer, provided that such delegation shall not be exercised save in the absence from the Civic Offices of the relevant Unit Head, Lead Specialist, or equivalent.

The question of whether a Unit Head or Service Manager, Lead Specialist, or equivalent, or any other officer has exercised a power shall not be of any concern nor prejudice in any way any person dealing with the Council.

It is recognised that it is not possible for the Chief Executive and Unit Heads, Lead Specialists or equivalent, (nor the next Senior Officers in the absence of the Unit Head or Service Manager/Lead Specialists) to perform personally all the diverse and various matters delegated to them by this scheme. Therefore such senior officers may make internal arrangements under which other officers will be authorised to carry out the functions delegated to the named officers in this Scheme. Such arrangements may be made formally in writing but shall be equally valid if made orally and informally. Such arrangements shall provide generally that any formal documents which need to be
issued are issued and signed in the name of the officer to whom the delegation is made by this Scheme. Such signature may be a facsimile in accordance with s234(2) of the Local Government Act 1972.

Officers must have due regard to the document relating to Management Responsibilities and Delegation.

The statutory provisions mentioned in this Appendix shall be deemed to include any statutory amendment, modification or re-enactment of any of those provisions.

B - SPECIFIC STAFF DELEGATIONS

For the avoidance of doubt and without prejudice to the exercise of the powers delegated above in part A the following specific functions are expressly delegated to the following Unit Head or Service Managers, Lead Specialists, or equivalent, except where under any Council approved Scheme of Management Devolution, whether a Pilot Project or not, powers of management have been devolved from a Unit Head or Service Manager, Lead Specialist, or equivalent, to the next senior officer or other officer, when such officer shall have full power in place of the relevant Unit Head or Service Manager or Lead Specialist. Any conditions applying to the delegation are shown in italics in each case:-

CHIEF EXECUTIVE OR CORPORATE DIRECTORS

1. Authority to act on behalf of any other manager having delegated authority under the scheme.

2. Power to act in an emergency.

3. Power to act in matters of urgency:
   
   (a) Cabinet level action
   
   *In consultation with the relevant Cabinet Member (or, in his/her absence, the Leader)*

   (b) LAC or other level action
   
   *In consultation with Cabinet Member of relevant Committee (or Chair of Committee where statute precludes decision by the Cabinet).*

4. The appointment of staff below the level of Lead Specialist.

5. The extension of an officer's or employee's period of sick leave on half pay for a period not exceeding three months provided that there appears reason to consider that the officer or employee will be able to return to work at the end of the extended period.

   *In consultation with the HR Manager*

6. Exploring and embracing partnership working approaches wherever possible and appropriate.
8. The responsibility for risk management in liaison with the Chief Financial Officer.

9. Sign jointly with the Leader of the Council the annual statement of Internal Control.

CHIEF FINANCIAL OFFICER


Subject to periodic report to the Cabinet

2. The agreement of precept payment dates for County Council precept.

3. The premature re-payment of mortgage loans in cases where applications are received from the personal representatives of deceased investors for such repayment.

4. The administration on the Council's Treasury Management function in accordance with the annual investment borrowing strategy.

Subject to report to the Cabinet

5. The writing off:-

(a) of debts not exceeding £2000 in any case where the Chief Financial Officer is satisfied that there are sound reasons for doing so; and

(b) of debts for whatever amount when compulsory liquidation or bankruptcy proceedings are commenced and where voluntary arrangements with creditors are started by or in relation to insolvent companies or individuals.

6. Responsibility for maintaining an adequate and effective system of internal audit.

7. Maintain and develop the Council's risk management policy in liaison with the Chief Executive.

8. With the Cabinet Member for Transport and Streetscene the power for the approval of implementation of schemes below £25,000 for Local Transport Scheme Inventory Projects.

UNIT HEAD OR SERVICE MANAGERS AND LEAD SPECIALISTS

1. The appointment within the establishment of their respective areas of responsibility of staff below Unit Head or Service Manager or Lead Specialist level.

2. The appointment of temporary staff as and when required for the effective operation of the authority subject to availability of finance from the Unit's staffing budget.

3. Before taking any decision in discharge of their responsibilities, Unit Head or Service Managers should consider relevant risk management issues.
In consultation with the **Lead HR Specialist**

4. The authorisation of car allowances, loans or leases within Council policy.

5. The authorisation of telephone allowances.

6. The attendance of officers on full or part-time courses of study (including correspondence courses), conferences and seminars.

7. The authorisation of planned overtime.

8. The authorisation of travelling and subsistence allowances.

9. The authorisation of unpaid leave up to three months.

10. Variations in establishments involving the replacement of individual posts by lower graded posts.

11. Approval of changes to designations of posts below Unit Head or Service Manager or equivalent.

Subject to consultation with the **HR Manager**

12. To approve up to 18 days paid leave of absence a year for employees undertaking public duties specified in the Employment Protection Act.

13. To grant compassionate leave as appropriate to the circumstances.

14. Exploring and embracing partnership working approaches wherever possible and appropriate.

**CREATIVE INDUSTRIES AND COUNTRY PARKS MANAGER OR THE COUNTRYSIDE BUSINESS MANAGER OR EXECUTIVE DIRECTOR**

1. The management and letting for leisure purposes of The Point Dance and Arts Centre and The Berry Theatre in accordance with the policy laid down by the Council.

2. The determination of admission charges for arts activities (including site rental charges for special events).

3. The determination of fees and charges for country parks including at the shop and café and for other services.

4. The determination of admission charges and site rental charges for special events (other than arts activities).

5. The powers to make, modify, vary, and confirm, not to confirm or revoke a Tree Preservation Order except where:
(a) three members from the Local Area Committee require the matter to be submitted to Committee;

(b) the matter, in the opinion of the Head of Countryside & Trees, is controversial or potentially controversial; or

(c) a member and/or officer employed within the Countryside & Trees, Development Management or Regeneration and Planning Policy Units or with a position of influence over individuals within the Units of the Council has declared or is shown to have a disclosable pecuniary interest.

6. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

**PLANNING POLICY SENIOR SPECIALIST OR SERVICE MANAGER**

1. The signing of notices conveying decisions of the Council in respect of applications for planning permission, the display of advertisements, listed building and conservation area consent and applications for felling, topping, lopping etc of trees covered by Tree Preservation Orders.

2. The determination of planning applications (excluding those relating to trees which are dealt with below) except:

   (a) Applications which, in the opinion of the Head of Development Management, have a significant impact on the environment, or are controversial or potentially controversial;

   (b) Applications which three members from the Local Area Committee require to be submitted to Committee within 21 calendar days of that application appearing on the weekly list of planning applications received;

   (c) Any application which the Head of Development Management wishes for any reason to submit to the Committee;

   (d) Any application where a member and/or officer employed within the Development Management or Regeneration and Planning Policy Units or with a position of influence over individuals within the Units of the Council has declared or is shown to have a disclosable pecuniary interest;

   (e) Any applications submitted by former technical staff graded 10 or above within one year of leaving the Council's service or from applicants or agents employing such former members of staff.

3. The determination of observations on 'County matter' planning applications except those within 2(a) - (e) above.

4. The determination of observations to neighbouring Planning Authorities in respect of planning applications within their area on which the Borough Council has been formally consulted.
5. The determination of applications for consent to fell, lop or top any trees covered by a tree preservation order except where:

(a) three members from the Local Area Committee require the matter to be submitted to Committee;

(b) the matter, in the opinion of the Head of Development Management, is controversial or potentially controversial; or

(c) a member and/or officer employed within the Development Management, Countryside & Trees or Regeneration and Planning Policy Units or with a position of influence over individuals within the Units of the Council has declared or is shown to have a disclosable pecuniary interest.

6. The proffering of observations on proposals for buildings accommodating apparatus for public undertakings.

7. Minor variations to approved details.

8. Authority to determine prior-approval applications for telecommunications development where the LAC timetable precludes LAC consideration.

9. Subject to consultation with the **Legal Services Manager:**

   (i) Authorise the issue of Enforcement Notices;

   (ii) Authorise the issue of Stop Notices;

   (iii) Authorise the issue of Breach of Conditions Notices;

   (iv) Authorise the issue of Section 215 Notices;

   (v) Authorise the issue of Tree Replacement Notices;

   (vi) Authorise the issue of Planning Contravention Notices;

   (vii) Authorise the issue of Section 3 Listed Building Preservation Notices;

   (viii) Authorise the issue of Section 38 Listed Building Enforcement Notices;

   (ix) Authorise the issue of Section 54 Listed Building Urgent Repairs Notices;

   (x) Authorise the issue of Section 48 Listed Building Repairs Notices;

   (xi) Authorise prosecution for failure to comply with requirements of i-x;

   (xii) Authorise prosecution for illegal advertising;

   (xiii) Authorise prosecution for unauthorised works to protected trees;

   (xiv) Authorise injunction and similar enforcement proceedings in the courts;
(xv) Authorise prosecution and committal proceedings for breach of orders obtained under any of the foregoing;

10. To refuse an application not otherwise delegated to him, where the applicant has delayed unreasonably provision of information needed to facilitate the determination of the application.

11. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

12. To determine complaints made by the owner/occupiers of domestic property adversely affected by evergreen hedges over two metres high (in the case of hedges not owned by the Council).

13. (i) To determine whether an environmental assessment and/or statement and/or similar appraisal is required under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 or any amended, re-enacted or equivalent legislation.

(ii) To decide whether to adopt a screening opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 or any amended, re-enacted or equivalent legislation.

(iii) To give a scoping opinion under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 or any amended, re-enacted or equivalent legislation.

14. To determine and/or decide and/or advise about whether or not any requirement prerequisite to the proper exercise of any of the above functions is fulfilled.

15. To perform or procure the performance of any duties or requirements which are necessary, desirable or otherwise ancillary to the proper discharge of any of the above functions.

**DIRECT SERVICES MANAGER**

1. The enforcement of the following legislation, including the appointment of named officers or as inspectors, and the designation of powers that they may use, including issuing fixed penalty notices, directions and orders, serving notices and seizure.

   Environment Protection Act 1990: Part II – Waste on Land; Part IV – Litter
   Refuse Disposal Amenity Act 1978: Sections 2 and 3 (abandoned vehicles)
   Clean Neighbourhoods and Environment Act 2005: Part 2 – Vehicles; Part 3 – Litter and refuse; Part 4 – Graffiti and other defacement; Part 5 – Waste, transport, deposit and disposal; Part 9 – Miscellaneous powers

2. The letting of leisure and sports facilities in accordance with the policy laid down by the Council.

3. The letting of accommodation at sports pavilions in accordance with the policy laid down by Council
4. The maintenance of individual grave spaces, the erection of headstones, memorials, inscriptions etc in the Council’s cemeteries and burial grounds.

5. The grant, surrender and repurchase of exclusive rights of burial in grave spaces.

**HR MANAGER**

1. Implementation of amendments to car mileage rates in accordance with nationally agreed scales.

   *In conjunction with the Chief Financial Officer.*

2. Implementation of nationally and locally agreed amendments to salaries, rates of pay and conditions of service.

   *In conjunction with the Chief Financial Officer (in terms of budgetary considerations) and subject to a report to the Cabinet (other than for minor conditions of service changes).*

**LEGAL SERVICES MANAGER**

1. The institution of any legal proceedings in any criminal or civil courts or tribunals wherever this is considered appropriate and the defence of any proceedings brought against the Council, together with authority to take any necessary incidental steps connected therewith.

2. To instigate a prosecution or other legal proceedings where it is in the interest of the Council under section 222 of the Local Government Act 1972 and where the prosecution or other legal proceedings can be seen as assisting in fulfilling the Council’s functions.

3. The service of notice to quit where required to protect the Council’s interest.

   *After consultation with the Principal Valuer.*

4. The signing of all documents and notices on behalf of the Council in relation to any formal or legal proceedings.

5. The authorisation of persons:

   (a) to prosecute or defend on behalf of the Borough Council and appear in proceedings before the Magistrates Court pursuant to Section 223 of the Local Government Act 1972;

   (b) to appear in the County Court on behalf of the Borough Council in actions for the recovery of possessions of housing and commercial premises belonging to the Borough Council pursuant to Section 60 of the County Court Act 1984; and in actions for the recovery of debts and arbitration hearings;

   (c) to appear on behalf of the Borough Council at Local Inquiries arising under the Town and Country Planning Acts and legislation relating to compulsory purchase.

6. The execution of agreements for minor wayleaves over Council properties for drainage, gas, electricity and telephone facilities.
7. The burial of deceased persons for whom no other arrangements have been made.

8. The service of notices under Land Drainage legislation.


10. Authority to affix the Common Seal of the Council to mortgage discharge deeds and other miscellaneous legal documents without the need for a formal resolution of the Council.

11. Subject to the restrictions shown at the end of this item, the exercise of licensing functions, including the issue, refusal, suspension or revocation of licences, permits and registrations as follows:-

   (a) Permits for amusement with prizes in accordance with Council policy.

   (b) Registration of organisations for the conduct of small lotteries.

   (c) Game dealers' licences.

   (d) Licences for house to house collections and permits for street collections.

   (e) Late night refreshment house licences.

   (f) Registration of scrap metal dealers.

   (g) Licences for the use of premises for cinematographic purposes.

   (h) Theatre licences.


   (j) Licences for places of entertainment.

   (k) Applications for registration of door supervisors for places of public entertainment and public houses.

   (l) The determination of applications for track betting licences, unless particularly controversial in which case this would be dealt with by the licensing panel of the relevant local area committee.

   (m) The determination of applications under the powers of the Licensing Act 2003 and the Gambling Act 2005.

These matters are dealt with on the Council's behalf by Southampton City Council under a partnership agreement.
Restrictions on delegation

Subject to:

For items (a) to (m)

(i) consultation with the Chair of the relevant committee in respect of matters not within Council policy

(ii) consultation with the Chair of the relevant committee on any proposal to refuse, suspend or revoke a licence (for reasons other than the fitness of a vehicle, the non-production of documents or in the interest of public safety under section 61 (2B) Local Government (Miscellaneous Provisions) Act 1976 in the case of hackney carriage or private hire licences (item(i)))

Additionally, for items (g), (h) and (j):

12. After consultation with the Head of Development Management the determination of applications under sections 191 (as amended) and 192 of the Town and Country Planning Act 1990 (certificates of lawful use or development or proposed use or development) and section 64 (applications to determine whether planning permission is required).


14. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

15. To enter into agreements in respect of parking adjudication.

16. To authorise officers (from this Council or its local authority partners or agents) to issue cautions under the Licensing Act 2003 and the Gambling Act 2005.

17. To certificate films, in consultation with the Chair or Vice Chair of the Licensing Committee.

18. Power to grant dispensations to Members in accordance with section 33 of the Localism Act 2011.

19. To act as the proper officer for the purposes of the access to information rules, including determination, in consultation with the Leader of the Council, of a response to any representations received about why a Cabinet meeting, or part of a Cabinet meeting, should be held in public following publication of a notice to meet in private. (See also the concurrent delegations to the Assistant Head of Legal and Democratic Services on page 3.27)

PLANNING POLICY SENIOR SPECIALIST OR RELEVANT MANAGER

1. The approval of grants for listed buildings in accordance with current policy.

2. The service of Hedgerow Retention Notices.
3. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

HEAD OF REVENUE AND BENEFITS

1. The demand, collection and recovery of Council Tax, and Business Rate.

2. The grant of mandatory rate relief under section 43(6) of the Local Government Finance Act 1988.

3. The approval of applications for discretionary rate relief (under sections 44A and 47 of the Local Government Finance Act 1988) and reduction of remission of liability (under section 49 of the Local Government Finance Act 1988).

4. To deal with all matters relating to the administration of Housing Benefit, including the determination and payment of benefit, the exercising of discretionary powers, all decisions relating to the recovery or non-recovery of recoverable overpayments of this benefit, and determining appropriate sanctions to administer in case of fraud in accordance with the Social Security Contributions and Benefits Act 1992 and the Social Security Administration Act 1992 as amended by Schedule 9 of the Local Government Finance Act 1992 and any regulations or any subsequent re-enactment or statutory provision.

5. To determine and pay claims for Discretionary Housing Payments in accordance with the scheme policy statement.

6. The authorisation of persons to appear in Magistrates’ Court on behalf of the Council for the recovery of benefit overpayments, unpaid Council Tax and Non-Domestic Rates and to prove any such sums due to the Council, pursuant to Section 223 of the Local Government Act 1972.

7. The completion, and signing off, of all financial and statistical returns for Council Tax, National Non-Domestic Rates and Benefits, as required by Government.

8. To deal with all matters relating to the administration of the Council Tax Reduction Scheme (Council Tax Support) including the determination of appropriate sanctions.

9. To decide whether to apply penalties for non-disclosure or late disclosure of change of circumstances for Council Tax in accordance with prescribed regulations.

10. To authorise the write-off of debts relating to Housing Benefit, Council Tax and Business Rates for debts below £2000.

TRANSPORT AND ENVIRONMENT LEAD SPECIALIST

1. The numbering and re-numbering of houses.

2. The closure of the use of a highway by vehicles for a period not exceeding three months in cases of emergency.

Subject to report to relevant Ward members.
3. Authority to make unopposed Traffic Regulation Orders.

4. The approval of temporary closure of roads.

Subject to notification of such approvals to Group Spokespersons and Ward Members.

5. The issue of hazardous substances contravention notices.

6. The implementation of disabled drivers bays, subject to no objections being received through the statutory process.

7. The issue and revocation of parking permits for residents, businesses, visitors and carers for any resident parking scheme in the Borough within the policy of the Council.

8. The cancellation, as appropriate, of penalty charge notices which have been issued on or off the streets under the Road Traffic Act 1991 / Traffic Management Act 2004

9. To register any unpaid parking fines from the implementation of the Road Traffic Act 1991 / Traffic Management Act 2004 with the Traffic Enforcement Centre, so as to enforce the charge by requesting a warrant, and, on issue of that, to employ certificated bailiffs to execute the warrant.

10. The power to enter land, under Sections 14, 26 and 64 of the Land Drainage Act 1991, to enable officers to maintain, improve or construct watercourses or drains as defined in the legislation.

BUILDING CONTROL MANAGER

(These functions are held by Southampton City Council under a partnership agreement)

1. The administration of the Building Regulations and other related legislation to include:

   (i) Hampshire Act 1980
   (ii) Sustainable and Secure Buildings Act 2004
   (iii) Safety at Sports Grounds Act 1975
   (iv) Disability Discrimination Act 1995
   (v) Licensing Act 2003
   (vi) Local Govt (Misc Provisions) Act 1982
   (vii) Clean Neighbourhoods and Environment Act 2005

2. Power to deal with dangerous structures.

3. The approval and extension for temporary periods not exceeding three years of buildings constructed of short-lived materials.

HEALTH AND WELLBEING LEAD SPECIALIST

   1. The allocation of grants to charitable organisations.
TRANSPORT AND ENVIRONMENT LEAD SPECIALIST

1. The enforcement of any relevant legislation and the appointment of named officers or categories of officers as authorised officers or as inspectors (including the power to designate the powers they may exercise) under any relevant legislation including:

- Dogs Act 1871
- Public Health Act 1875
- Open Spaces Act 1906
- Public Health Acts Amendment Act 1907
- Public Health Act 1936
- Prevention of Damage by Pests Act
- Shops Act 1950
- Rag Flock and Other Filling Materials Act 1951
- Pet Animals Act 1951
- Clean Air Acts 1956 and 1968
- Caravan Sites and Control of Development Act 1960
- Public Health Act 1961
- Animal Boarding Establishments Act 1963
- Riding Establishments Act 1964 and 1963
- Local Government Act 1972
- European Communities Act 1972
  - Regulation (EC) 852/2004
  - Regulation (EC) 853/2004
  - Regulation (EC) 854/2004
  - The General Food Regulations 2004
  - The Food Hygiene (England) Regulations 2006
  - Official Control (Animals Food and Feed) (England) Regulations 2006
  - Official Feed and Food Controls (England) Regulations 2009
  - Trade in Animals and Related Products Regulations 2011
- Health and Safety at Work Act 1974
- Control of Pollution Act 1974
- Dangerous Wild Animals Act 1976
- Animal Health Act 1981
- Public Health (Control of Disease) Act 1984
- Zoo Licensing Act 1984
- Building Act 1984
- Housing Act 1985
- Hampshire Act 1983
- Local Government and Housing Act 1989
- Environmental Protection Act 1990
- Food Safety Act 1990
- Water Industry Act 1991
- Dangerous Dogs Act 1991
- Control of Dogs Order 1992
• Clean Air Act 1993
• Noise and Statutory Nuisance Act 1993
• Sunday Trading Act 1994
• Environment Act 1995
• Noise Act 1996
• Dogs (Fouling of Land) Act 1996
• Housing Grants, Construction and Regeneration Act 1996
• Pollution Prevention and Control Act 1999
• Vehicle (Crime) Act 2001
• The Regulatory Reform (Housing Assistance) (England and Wales) Order 2002
• Licensing Act 2003
• Housing Act 2004
• Clean Neighbourhoods and Environment Act 2005
• Health Act 2006
• Sunbeds (Regulation) Act 2010
• Mobile Homes Act 2013
• The Anti-Social Behaviour, Crime and Policing Act 2014

and regulations made thereunder.

1. The service of statutory notices under the following legislation:

• the Public Health Acts,
• the Food Acts and regulations,
• the Health and Safety at Work etc Act 1974,
• the Control of Pollution Act 1974,
• the Environmental Protection Act 1990,
• the Refuse (Disposal) Amenity Act 1978,
• the various Local Government (Miscellaneous Provisions) Acts,
• the Prevention of Damage by Pests Act 1949,
• the Clean Air Acts,
• the Housing Act 2004,
• the Clean Neighbourhoods and Environment Act 2005,
• the Health Act 2006,
• the Mobile Homes Act 2013,
• the Building Act 1984,
• the Pollution Prevention and Control Act 1999,
• the Environment Act 1995
• the Anti-Social Behaviour, Crime and Policing Act 2014

and the determination of any matter, e.g. satisfaction/opinion which must precede the service of such notices.

2. The execution of works required by statutory notice in default of compliance by the owner or occupier or person responsible.

3. Authorisations, variations and revocations of such authorisations for prescribed processes under the Environmental Protection Act 1990.
4. The exercise of all licensing, registration and approval functions including revocations, refusals, transfers and variations in connection with (subject to consultation with the appropriate Cabinet Member in respect of matters not within established Council policy):

- pet animals, riding, animal boarding and dog breeding establishments, zoos and dangerous wild animals subject to a veterinary surgeon's report where appropriate.
- performing animal exhibition trainers
- food premises;
- egg producers;
- shops or places for Sunday trading;
- pleasure boats and boatmen's licences;
- caravan sites;
- meat preparations and meat products;
- skin-piercers;
- rag flock and other filling materials;
- street trading;
- certain types of industrial activity.

5. The application of regulations 5 and 6 of the Health and Safety (Enforcing Authority) Regulations 1989.

6. The appointment and revocation of Proper Officers for public health functions.


In consultation with the Legal Services Manager


In consultation with the Chief Financial Officer

9. The maintenance of Public Registers in respect of:

- Food Premises
- Health and Safety notices affecting the public
  - Cooling Towers
  - Caravan Sites
  - Prescribed Processes
  - Contaminated Land
  - Radioactive Substances
  - Found Stray Dogs
  - Notices served under Section 352 Housing Act 1985

10. The execution of works required by statutory notice in default of compliance by the owner or occupier or person responsible.
11. The exercise of power of entry, sampling and inspection given by any relevant legislation, including the authority to authorise anyone to effect such entry etc, subject to compliance with the limits of any enactment.

12. The determination of applications for continuation or restoration of services under Section 33 of the Local Government (Miscellaneous Provisions) Act 1976.

**HOUSING AND DEVELOPMENT LEAD SPECIALIST**

1. The exercise of powers and duties under homelessness legislation.

2. Liaison with Health Authorities in respect of the provision of medical advice to the Local Authority on housing matters.

3. Liaison with external agencies such as the Cabinet Office, Social Services, Health Authorities, housing associations, etc on matters relevant to the provision, repair, improvement, management, etc of social housing.

4. Payments to Registered Social Landlords in relation to mortgage rescue.

5. The determination of applications for home loss, disturbance and removal in accordance with statutory requirements.

6. The determination of applications for disabled facilities grants, other grants and loans in accordance with the statutory requirements and within the limits of Council policy.

7. The determination of applications for continuation or restoration of services under Section 33 of the Local Government (Miscellaneous Provisions) Act 1976.

8. To submit applications to the Homes and Communities Agency to waive conditions related to grant funded shared ownership housing in Designated Protection Areas.

**PROPERTY AND DEVELOPMENT MANAGER OR RELEVANT SERVICE MANAGER**

1. The approval of:

   (a) All non-contentious leases, licences, tenancy, rent reviews for terms up to 125 years at rentals up to £200,000 a year exclusive, where the principle of letting has been approved by the Cabinet or relevant Committee.

   (b) The purchase of land required for highway schemes under the Highways Agency Agreement up to £10,000 in value subject to approval by the Cabinet or relevant Committee and the Hampshire County Council, and to the availability of finance.

   (c) The purchase of land up to £1,000,000 in value, subject to Cabinet or Committee approval having been obtained for the scheme and the availability of finance.

   (d) Disturbance payments up to £10,000 subject to the scheme having been approved by the Cabinet or appropriate Committee.

   (e) Home loss payments complying with the provisions of the Land Compensation Act 1993 of 10% of the market value of the property, subject to the statutory minimum and maximum payments current at the time.
(f) The granting of easements up to £50,000 in value, subject where appropriate, to the agreement of the holding Committee.

(g) The sale of freehold reversions to the leaseholders.

(h) Incidental approvals and consents under conveyances, transfers, leases and temporary lettings, to include variations, assignments, sub-lettings and Landlords’ consent.

(i) The granting of approvals and consents under conveyances, leases, agreements and temporary lettings of properties purchased for redevelopment.

(j) The acceptance of dedications of land for the improvement or construction of highways on payment of surveyors' fees and any necessary accommodation works.

(k) The conduct of negotiations for the purchase of properties in mortgage hardship cases and the making of any necessary tenancy arrangements. In consultation with the Cabinet Member for Social Policy.

(l) Non contentious sales up to £1,000,000 where approved in principle by Cabinet.

(m) Free dedication to the highway authority of small areas of Borough-owned land required for highway purposes in connection with schemes approved by the holding Committee.

2. The acquisition and sale of mobile homes at Grange Park at market value and the development of plots at Grange Park.

3. The approval of assignment and grant of Grange Park mobile home site agreements at market value.

4. Authority to make comments on relevant planning applications, as provided for in Appendix 1 of Part II of Standing Orders (Proceedings and Business of the Cabinet and Committees) (see Part 4 - Council and Committee Procedure Rules).

RETURRING OFFICER

1. The selection of premises as polling stations.

In consultation with Group Leaders and relevant Ward Members.