



## **PART 3**

# **RESPONSIBILITY FOR FUNCTIONS**

**(A) FUNCTIONS WHICH THE COUNCIL WILL DISCHARGE**

1. Adopting/amending the Constitution (including the Financial Procedure Rules and the Financial Regulations)
2. Adopting the Council's Policy Framework and Budget ('Budget' encompasses the budgetary allocations to different services and projects, proposed taxation levels, reserves and balances, and any plan or strategy for the control of the authority's borrowings or capital expenditure)
3. Approving/adopting the Council's Treasury Management Policies and Investment and Strategies
4. Subject to the urgency procedure contained in the Access to Information Procedure Rules in Part 4 of this Constitution, making decisions about any matter in the discharge of any function which is covered by the policy framework or the budget where the decision maker or decision making body is minded to make it in a manner which would be contrary to the policy framework or contrary to/or not wholly in accordance with the budget
5. Taking decisions may not be the responsibility of the Executive and which have not been delegated by the Council to Committees, sub-committees, and officers
6. Making appointments to Committees
7. Making appointments to the Executive (including appointing the Leader of the Council)
8. Appointing the Chief Executive (who shall be the Head of the Paid Service, Electoral Registration Officer, and Returning Officer)
9. Appointing the Deputy Chief Executive
10. Appointing the Chief Finance Officer for the purposes of Section 151 of the Local Government Act, 1972
11. Appointing the Monitoring Officer for the purposes of Section 5 the Local Government and Housing Act 1989
12. Determining the scheme for and amounts of Councillors' allowances
13. Approving/Adopting the Community Strategy (including the Crime and Disorder Reduction Strategy)
14. Approving/Adopting Development Plan documents that comprise the Council's Local Development Framework and the revocation or revision of any such document, (including any joint development documents)
15. Approving/Adopting all documents that comprise the Council's Ethical Governance Framework and the revocation or revision of any such document (including any joint policy documents)
16. Approving/adopting the Council's Food Law Enforcement Service Plan

17. Approving/Adopting the Council's Licensing Policy
18. Approving/Adopting the Council's Gambling Policy
19. The adoption of a "no casinos" resolution pursuant to Section 166 of the Gambling Act, 2005.
20. Approving/Adopting the Council's Housing Investment Programme
21. Approving/Adopting the Council's Homelessness Strategy
22. Approving/Adopting the Council's Sustainable Development Strategy
23. Approving/Adopting the Council's Corporate Strategy
24. Adopting the Code of Conduct for Councillors
25. The setting of the Council Tax and Other matters reserved to the Council pursuant to Section 67 of the Local Government Finance Act 1992
26. Approving the change of name of the District
27. Approving the change of name of the Parish
28. Approving a petition for a charter to confer borough status
29. Appointing Review Boards (e.g. Council Tax/Discretionary Housing Payments)
30. Appointing to Outside Bodies
31. Approving the Council's Petitions Scheme and considering, in accordance with the Scheme, any petition signed by at least 2,000 qualifying persons



**REGULATORY COMMITTEE (cont...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>4. Determination whether prior approval is required (including determinations under Parts 6,7,24,30 &amp; 31 of the General Permitted Development Order)</p> <p>5. Determination of approvals to and agreements to certain other matters relating to the exercise of permitted development rights as defined in the General Permitted Development Order.</p> <p>6. Determination of consent for the display of advertisements.</p> <p>7. Institution of legal proceedings pursuant to Section 224 of the Town and Country Planning Act, 1990 re: unauthorised advertisements.</p> <p>8. Determination of applications for a certificate of existing or proposed lawful use or development.</p> <p>9. Determination of application for listed building consent, and related powers as contained in Sections 16(1) and (2), 17, 27(2) and 33(1) of the Planning (Listed Buildings and Conservation Areas) Act, 1990.</p>	<p>Development Control Manager</p> <p>Development Control Manager</p> <p>Development Control Manager</p> <p>Director of Legal and Public Health Protection Services</p> <p>Development Control Manager</p> <p>Development Control Manager</p>

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>10. Determination of applications for conservation area consent.</p> <p>11. Determination of applications for hazardous substances consent, and related powers.</p> <p>In exercising delegated powers 1, 6 and 8 to 11 the Development Control Manager upon validation of any application will notify all councillors electronically. Councillors shall have a 28 day period in which to make representations on the application and/or request that the application is referred to the Regulatory Committee for determination (or in the case of applications for a certificate of existing or proposed lawful use or development referral for determination by the Director of Planning and Strategic Services).</p> <p>The Development Control Manager shall not determine any application contrary to a direction from the Director of Planning and Strategic Services.</p>	<p>Development Control Manager</p> <p>Development Control Manager</p>

**REGULATORY COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>The Development Control Manager shall not approve any application which does not comply with the Council's Space About Dwellings Standards without having first notified all councillors electronically and affording the councillors three clear working days to request that the application be referred to the Regulatory Committee for determination.</p> <p>The Development Control Manager shall exercise delegated powers 1, 6 and 8 to 11 only after having taken into account all representations received in response to notification and consultation.</p> <p>The Development Control Manager shall not exercise delegated powers 1, 6 and 8 to 11 when one or more of the following circumstances apply:</p> <p>i) a member makes a written request for it to be referred to Committee (or in the case of applications for a certificate of existing or proposed lawful use of development referred to the Director of Planning and Strategic Services) within the consultation period (i.e. within 28 days of notification of validation).</p>	

## REGULATORY COMMITTEE (cont ...)

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<ul style="list-style-type: none"><li>ii) the proposed decision is contrary to the policies and proposals of the Development Plan.</li><li>iii) the Council is the applicant or landowner.</li><li>iv) the applicant is a member of the Council.</li><li>v) the applicant is a member of Development or Building Control Services or a Senior Manager (Management Team/Heads of Service/Service Managers).</li><li>vi) Where the Director of Planning and Strategic Services has requested that the application be referred to the Regulatory Committee for determination.</li></ul>	

**REGULATORY COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>The limit to delegation set out above shall not apply:</p> <ul style="list-style-type: none"> <li>i) in relation to the approval of matters reserved for subsequent approval by a condition on a planning permission, but excluding the design, siting, means of access or external appearance of a building.</li> <li>ii) the approval of minor amendments to an approved development where the amendments would not conflict with any consultation responses previously received.</li> </ul> <p>12. The determination of responses to consultations with this Council as Local Planning Authority of and by other local authorities and statutory bodies, subject to consultation with the ward members.</p>	<p>Development Control Manager, Landscape Planning Manager or Development Plans Manager as appropriate.</p>

**REGULATORY COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>Applications shall be notified to Parish Councils and to occupiers of properties immediately adjoining the site by the Development Control Manager and a period of 21 days be allowed for the receipt of any representations. In determining applications, the Development Control Manager shall take into account any representations and the policies of the Development Plan applicable at the time.</p> <p>13. Service of a Completion Notice</p> <p>14. To enter into or amend an agreement pursuant to Section 106 of the Town and Country Planning Act, 1990.</p> <p>15. To determine commuted sums for Section 106 Agreements relating to adoption of open space</p> <p>16. Power to serve a planning contravention notice</p> <p>17. Determination as to the expediency of initiating enforcement proceedings, including the authorisation of an Enforcement Notice, Breach of Condition Notice, Section 215 Notice, Stop Notice, Listed Building Enforcement Notice, and Conservation Area Enforcement Notice.</p>	<p>Development Control Manager</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Landscape Planning Manager</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Planning and Strategic Services</p>

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>No notice shall be authorised by the Director of Planning and Strategic Services unless the Director of Legal and Public Health Protection Services is satisfied as to the evidence available to the Council to support the allegation(s) of non-compliance with planning control(s).</p> <p>Before a Notice is issued the Development Control Manager shall have first notified electronically all Councillors of the authorisation of the Notice and have afforded all Councillors 3 clear working days to reply to the notification; the issuing of a Notice will only proceed under these delegated powers where there are no unresolved objections from Councillors.</p> <p>Where a Temporary Stop Notice is authorised by the Director of Planning and Strategic Services, notice of the issuing of the notice shall be given electronically to all Councillors affording them 3 clear working days to request that the matter be referred to the Regulatory Committee.</p>	

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>18. The making of Directions under Article 4 of the Town and Country Planning (General Permitted Development Order) 1995, or subsequent legislation.</p> <p>19. To approve direct action pursuant to Section 219 of the Town and Country Planning Act, 1990.</p> <p>20. To carry out or to instruct an appropriate contractor to carry out works comprising direct action authorised pursuant to Section 219 of the Town and Country Planning Act, 1990.</p> <p>21. To take action to recover any costs incurred by the Council in taking direct action under Section 219 of the Town and Country Planning Act, 1990.</p> <p>22. The making of Discontinuance, Revocation and Modification Orders subject to the completion of a covenant not to claim compensation in respect of the Orders.</p> <p>23. Submission of an application for an award of costs re: appeals pursuant to the Town and Country Planning Act, 1990, having regard to Circular 8/93 and 03/09</p>	<p>Director of Planning &amp; Strategic Services (in consultation with the Director of Legal and Public Health Protection Services)</p> <p>Director of Planning &amp; Strategic Services (in consultation with the Director of Legal and Public Health Protection Services)</p> <p>Landscape Planning Manager</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Planning &amp; Strategic Services (in consultation with the Director of Legal and Public Health Protection Services)</p> <p>Director of Legal and Public Health Protection Services and the Development Control Manager</p>

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>24. Power to apply for an injunction pursuant to Sections 187B of the Town and Country Planning Act, 1990.</p> <p>25. Power to apply for an injunction pursuant to Section 44(A) or 74(3) of the Listed Buildings and Conservation Areas Act, 1990.</p> <p>26. Power to execute urgent works pursuant to Section 54 of the Planning (Listed Buildings and Conservation Areas) Act. 1990 to preserve an unoccupied Listed Building and to recover expenses pursuant to Section 55.</p> <p>27. Action pursuant to Regulations 4, 5, and 10 of the Environmental Impact Assessment Regulations 1999</p> <p>28. To comment on behalf of the Council on:-</p> <p>(a) Consultations from adjoining local planning authorities</p> <p>(b) Overhead Lines</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Development Control Manager</p> <p>Development Control Manager</p> <p>Development Control Manager</p>

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>(c) County Council matters.</p> <p>(d) County Council applications, after consultation with the appropriate ward member(s) electronically through the Council's e-mail system.</p> <p>(e) County Council determinations on applications to divert/extinguish public rights of way, after consultation with the appropriate ward member(s) electronically through the Council's e-mail system.</p> <p>(f) Consultations from outside bodies relating to landscaping/ arboricultural matters.</p>	<p>Development Control Manager</p> <p>Development Control Manager</p> <p>Head of Governance and Scrutiny Services</p> <p>Landscape Planning Manager</p>

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
B. Functions relating to Health and Safety at Work	1. Functions under any of the "relevant statutory provisions" within the meaning of Part 1 (health safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.	Environmental Health Manager (Commercial) Services

## REGULATORY COMMITTEE (cont ...)

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>C. Functions relating to elections and parishes including :</p> <p>(a) Including functions in relation to parishes and parish councils pursuant to Part II of the Local Government and Rating Act 1997 (c.29) and subordinate legislation under that part.</p> <p>(b) Power to dissolve small parish councils</p> <p>(c) Power to make orders for grouping parishes, dissolving groups and separating parishes from groups.</p> <p>(d) Power to submit proposals to the Secretary of State for an order under Section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act, 2000.</p>	<ol style="list-style-type: none"> <li>1. Power to assign officers in relation to requisitions of the registration officer</li> <li>2. Duty to provide assistance at European Parliamentary elections</li> <li>3. Duty to divide constituency into polling districts.</li> <li>4. Power to divide electoral divisions into polling districts at local government elections</li> <li>5. Powers in respect of holding of elections</li> <li>6. Power to pay expenses properly incurred by electoral registration officers.</li> <li>7. Power to fill vacancies in the event of insufficient nominations</li> <li>8. Duty to declare vacancy in office in certain cases</li> <li>9. Duty to give public notice of a casual vacancy</li> <li>10. Power to make temporary appointments to parish councils</li> <li>11. Power to determine appropriate fees and conditions for supply of copies, or extracts from, election documents.</li> </ol>	<p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Chief Executive</p>

**REGULATORY COMMITTEE (Cont'd...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>D. Functions relating to public rights of way</p> <p>(a) Power to stop up footpaths and bridleways</p> <p>(b) Power to determine applications for a public path extinguishment order.</p> <p>(c) Power to divert footpaths and bridleways</p> <p>(d) Power to make a public path diversion order</p> <p>(e) Power to decline to determine certain applications</p> <p>(f) Power to extinguish certain public rights of way.</p> <p>(g) Power to extinguish public rights of way over land acquired for clearance</p> <p>(h) Power to extinguish public rights of way over land held for planning purposes</p> <p>(i) Power to provide access in absence of agreement</p>	<p>1. Confirmation of unopposed Orders</p>	<p>Head of Governance and Scrutiny Services</p>

**REGULATORY COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>E. The Following Miscellaneous Functions</p> <p>(a) Power to make limestone pavement order</p> <p>(b) Power to make closing order with respect to take-away food shops.</p> <p>(c) Powers relating to the protection of important hedgerows.</p>	<p>1. Power to make closing order with respect to take-away food shops.</p> <p>2. Powers relating to the protection of important hedgerows.</p> <p>Subject to the Landscape Planning Manager consulting District Councillors whose Wards comprise the parish in which the application arises the period for such consultation process being 14 days and subject to there being no unresolved objections from councillors.</p> <p>The Landscape Planning Manager shall not refuse any such application without having first notified electronically all councillors for the relevant parish and affording the councillors three working days to reply to the aforementioned notification.</p>	<p>Environmental Health Manager (Commercial) Services</p> <p>Landscape Planning Manager</p>



**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>Before making, amending, or revoking a Tree Preservation Order, the Head of Governance and Scrutiny Services shall have received confirmation from the Landscape Planning Manager as to the appropriateness of making, amending or revoking the Order.</p> <p>At the time the Tree Preservation Order is made the Head of Governance and Scrutiny Services will give notice of the making of the Order, including details of the trees included in the Order and the statement as to the reasons for the making of the Order, to all members of the Council, by e.mail, advising Councillors of the period for comments on the making of the Order; which period will conform with the statutory 28 day period allowed for persons upon whom the Order is served to lodge objections.</p>	

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>(e) Determination of complaints under Part 8 of the Anti-Social Behaviour Act, 2003, (High Hedges).</p>	<p>Before amending, or revoking a Tree Preservation Order, the Head of Governance and Scrutiny Services shall be satisfied that the Landscape Planning Manager has consulted ward councillors on the proposal(s) and that there are no unresolved objections from Councillors.</p> <p>5. Confirmation of unopposed Tree Preservation Orders</p> <p>6. Power to apply for an injunction pursuant to Section 214A of the Town and Country Planning Act, 1990, to restrain works to protected trees.</p> <p>7. The determination of complaints under Part 8 of the Anti-Social Behaviour Act, 2003 (High Hedges), excluding complaints relating to hedges owned or controlled by the Council.</p>	<p>Head of Governance and Scrutiny Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Landscape Planning Manager</p>

**REGULATORY COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>(f) The Local List of Buildings of Architectural or Historic Interest or Heritage Structures.</p> <p>(g) To exercise the powers and duties of the Council pursuant to the Clean Neighbourhood and Environment Act, 2005 which may not be the responsibility of a member of the Executive</p> <p>(h) To institute legal proceedings pursuant to the powers and duties of the Council under the Clean Neighbourhood and Environment Act, 2005 which may not be the responsibility of a member of the Executive.</p> <p>(i) Power to make, amend, revoke or re-enact byelaws</p>	<p>Before issuing a decision on a complaint the Landscape Planning Manager shall give the relevant ward member(s) via e.mail three days' notice of the proposed decision, during which period the member(s) may request that the complaint is submitted to the Regulatory Committee for determination.</p> <p>8. To exercise the powers and duties of the Council pursuant to the Clean Neighbourhood and Environment Act, 2005 which may not be the responsibility of a member of the Executive</p> <p>9. To institute legal proceedings pursuant to the powers and duties of the Council under the Clean Neighbourhood and Environment Act, 2005 which may not be the responsibility of a member of the Executive.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>

## REGULATORY COMMITTEE (cont ...)

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>(j) Power to promote or oppose local or personal Bills</p> <p>(k) Power to make payments or provide other benefits in cases of maladministration etc.</p> <p>(l) Matters relating to local government pensions as specified in Regulations under Sections 7, 12 or 24 of the Superannuation Act, 1972.</p> <p>(m) The Occupational Pension Scheme (Internal Dispute Resolution Procedures) Regulations, 1996 and the Local Government Pension Scheme (Amendments) Regulations, 2004</p> <p>(n) To receive reports from the Independent Remuneration Panel and to make recommendations to Council thereon.</p> <p>(o) Power to appoint officers as "proper officers"</p>	<p>10. Power to make payments or provide other benefits in cases of maladministration etc.</p> <p>11. Matters relating to local government pensions as specified in Regulations under Sections 7, 12 or 24 of the Superannuation Act, 1972.</p> <p>12. Determination of appeals pursuant to the Local Government Scheme (Amendment) Regulations, 2004.</p> <p>13. Power to appoint officers as "proper officers".</p>	<p>Chief Executive, in consultation with the Director of Finance</p> <p>Director of Finance</p> <p>Human Resources Manager in consultation with the Director of Finance</p> <p>Chief Executive</p>



**REGULATORY COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>i. the institution or defence of legal proceedings</p> <p>ii. the briefing of Counsel within existing budgetary provision</p> <p>iii. the issuing of formal cautions pursuant to Home Office Regulations.</p> <p>(r) Obtaining information concerning interests in land pursuant to Section 330 of the Town and Country Planning Act, 1990 and Section 16 of the Local Government (Miscellaneous Provisions) Act, 1976.</p>	<p>i. the institution or defence of legal proceedings</p> <p>ii. the briefing of Counsel within existing budgetary provision</p> <p>iii. the issuing of formal cautions pursuant to Home Office Regulations.</p> <p>16. Obtaining information concerning interests in land pursuant to Section 330 of the Town and Country Planning Act 1990, subject to prior authorisation of the proposed action for which the information is required. (The requirement of prior authorisation of the proposed action for which the information is required shall also be applied to any requisition issued pursuant to Section 16 of the Local Government (Miscellaneous Provisions) Act, 1976 served in connection with the role of the Council as Local Planning Authority).</p>	<p>Director of Legal and Public Health Protection Services/Head of Governance and Scrutiny Services</p>



**REGULATORY COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>(t) Determination of applications for flexible retirement in accordance with the Council's flexible retirement policy.</p> <p>(u) To carry out all functions contained within Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations, 2000 as amended if not contained within Section A to E above.</p> <p>(v) Approval of the Environmental Health Enforcement Policy</p>	<p>Payment of honoraria to non-Human Resources staff based (excluding those based in the Human Resources Service Unit) on the difference between the salary of the person undertaking extra responsibility and the bottom of the grade of the person being covered for the relevant period with a factor for the proportion of extra responsibility undertaken.</p> <p>Payment of other honoraria</p> <p>Approval of the Environmental Health Enforcement Policy</p>	<p>Human Resources Manager</p> <p>Chief Executive</p> <p>Chief Executive in consultation with the Director of Finance.</p> <p>Director of Legal and Public Health Protection Services</p>

## REGULATORY COMMITTEE (cont ...)

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>(w) To exercise the powers and duties of the Council pursuant to the Health Act, 2006 which may not be the responsibility of a member of the Executive.</p> <p>(x) To consider and determine requests for and to authorise the making of Designation Orders pursuant to the Criminal Justice and Police Act, 2001, to prohibit the consumption of alcohol in public places.</p>	<ol style="list-style-type: none"> <li>1. Power to enforce offences relating to the display of no-smoking signs.</li> <li>2. Power to enforce offences relating to smoking in smoke-free places.</li> <li>3. Power to enforce offences of failing to prevent smoking in smoke-free places.</li> <li>4. Power to transfer enforcement functions to another enforcement authority (Smoke free (Premises and Enforcement) Regulations, 2006)</li> </ol>	<p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p>

**Note: The Regulatory (Personal Development Review) Sub-Committee will comprise the Leader of the Council, the Leader of the Main Opposition Group (or in the absence of such a Leader, a Councillor, nominated by the Leader of the Council, who shall not be a member of the controlling group on the Council); the Chairman of the Regulatory Committee and the Chairman of the Overview and Scrutiny Committee. The Sub-Committee will carry out the personal development reviews of the Chief Executive and the Deputy Chief Executive.**

**(C) FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE LICENSING COMMITTEE**

Note : (a) Unless otherwise stated, all functions set out in Column 1 below are delegated to the Licensing Committee. Delegations of those functions to officers are indicated in Column 2, together with the extent of and limit(s) to the delegation. The delegated powers in Section C shall not be exercised so as to conflict with approved Council policy or budgetary provision.

(b) The Committee will comprise 15 Councillors appointed by the Council at its Annual Meeting.

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO	
		Delegated To Sub-Committees	Delegated to Director of Legal and Public Health Protection Services
1. The Functions of the Council pursuant to the Licensing Act, 2003 (excluding Executive matters)	<p>1. The determination of the following in accordance with the Council's Licensing Policy:-</p> <p>application for personal licence</p> <p>application for personal licence with unspent convictions</p> <p>application for premises licence/club premises certificate</p> <p>application for provisional statement</p> <p>application to vary premises licence/club premises certificate</p> <p>application to vary designated premises supervisor</p> <p>request to be removed as designated premises supervisor</p>	<p>If a police objection received</p> <p>All cases</p> <p>If a relevant representation made</p> <p>If a relevant representation made</p> <p>If a relevant representation made</p> <p>If a police objection received</p>	<p>If no objection made</p> <p>If no relevant representation made</p> <p>If no relevant representation made</p> <p>If no relevant representation made</p> <p>All other cases</p> <p>All cases</p>

May, 2011

**LICENSING COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO	
		Delegated To Sub-Committees	Delegated To Director of Legal and Public Health Protection Services
	application for transfer of premises licence	If a police objection received	All other cases
	applications for interim authorities	If a police objection received	All other cases
	application to review premises licence/club premises certificate	All cases	
	decision on whether an application, representation or complaint is irrelevant, frivolous, vexatious etc.		All cases
	decision to make representations when the local authority is a consultee and not the relevant authority considering the application	All cases	
	responding to a temporary event notice.		All cases
	determination of a police objection to a temporary event notice	All cases	

**LICENSING COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO	
<p>2. To make representations on applications received by the Council pursuant to the Licensing Act, 2003</p>	<p>As Local Planning Authority</p> <p>As enforcing Authority within the meaning of Section 18 of the Health and Safety at Work Act 1974.</p> <p>As the Authority having statutory functions for minimising or preventing the risk of pollution of the Environment or of harm to human health</p>	<p>Development Control Manager</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>	
		3. DELEGATED TO	
		Delegated To Sub-Committees	Delegated To Director of Legal and Public Health Protection Services
<p>3. The Functions of the Council pursuant to the Gambling Act, 2005</p>	<p>(a) All functions excluding the passing of a "no casinos resolution" pursuant to Section 166 and the production of the three year gambling policy pursuant to Section 349.</p>	<p>a) Determination of an application for a premises licence in respect of which of representations have been made under s161 (and not withdrawn),</p> <p>b) Determination of an application for the variation of a premises licence in respect of which representations have been made under s161 as applied by s187 (and not withdrawn)</p>	<p>All matters delegated to the Licensing Committee excluding:</p> <p>a) Determination of an application for a premises licence in respect of which of representations have been made under s161 (and not withdrawn),</p> <p>b) Determination of an application for the variation of a premises licence in respect of which representations have been made under s161 as applied by s187 (and not withdrawn)</p>

May, 2011

**LICENSING COMMITTEE (cont ....)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>	
		<b>Delegated To Sub-Committees</b>	<b>Delegated To Director of Legal and Public Health Protection Services</b>
	<p>(b) Making recommendations to Council regarding the adoption of:</p> <p>(i) a "no casinos" resolutions pursuant to Section 166.</p> <p>(ii) the approval/adoption of the three year licensing policy pursuant to Section 349.</p>	<p>c) Determination of an application to transfer following representations by the Gambling Commission</p> <p>d) Determination of an application for a provisional statement under s204 in respect of which representations have been made under s161 as applied by s204 (and not withdrawn), and</p> <p>e) A review of a premises licence under s201.</p>	<p>c) Determination of an application to transfer following representations by the Gambling Commission</p> <p>d) Determination of an application for a provisional statement under s204 in respect of which representations have been made under s161 as applied by s204 (and not withdrawn), and</p> <p>e) A review of a premises licence under s201.</p>
<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>	
4. Other Licensing and Registration Functions	<p>1. Determination of applications for caravan site licences.</p> <p>2. Determination of applications for camping site licences.</p> <p>3. Determination of applications to license Hackney Carriages and Private Hire Vehicles (a "vehicle license") and the suspension and revocation of such licences.</p>	<p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Director of Legal and Public Health Protection Services</p>	

May, 2011

**LICENSING COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>4. Determination of applications to license drivers of hackney carriages and private hire vehicles (a "drivers license") in accordance with approved policy and the suspension of a licence where the Director of Legal and Public Health Protection Services determines such suspension to be in the public interest.</p> <p>5. Approval of a license to operate a single private hire vehicle (an "operators license"). Prior to approving a license the Director of Legal and Public Health Protection Services shall notify all members of the Licensing Committee electronically giving details of the proposed decision and affording Licensing Committee members 3 clear working days to request that the application be referred to the Licensing Committee for determination.</p> <p>6. Renewal of a license to operate private hire vehicles (an "operators license") where the renewal is within existing policy.</p> <p>7. Suspension of a license to operate private hire vehicles (an "operators license")</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>

**LICENSING COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>8. Determination of applications to register pool promoters.</p> <p>9. Determination of applications for granting track betting licences</p> <p>10. Determination of applications to licence inter-track betting schemes.</p> <p>11. Determination of applications to grant permits in respect of premises with amusement machines</p> <p>12. Determination of applications to register societies wishing to promote lotteries.</p> <p>13. Determination of applications to grant permits in respect of premises where amusements with prizes are provided.</p> <p>14. Determination of applications for sex shop and sex cinema licences.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>



**LICENSING COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>17. Determination of applications to license pleasure boats and pleasure vessels</p> <p>18. Determination of applications to license scrap yards</p> <p>19. Determination of applications to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business</p> <p>20. Determination of applications for a Licence under the Dangerous Wild Animals Act, 1976</p> <p>21. Determination of applications under the Zoo Licensing Act, 1981</p> <p>22. Determination of applications to license knackers' yards</p> <p>23. Determination of applications to license persons to collect for charitable and other causes.</p> <p>24. Determination of applications for consents for the operation of a loudspeaker.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>

**LICENSING COMMITTEE (cont ...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>25. Determination of applications for approval of premises for product-specific establishments subject to approval under Regulation 853/2004.</p> <p>26. Determination of applications for registration of auction and wholesale markets</p> <p>27. To maintain the Food Safety Act, 1990</p> <p>28. Imposition of appropriate conditions on licences, permits and registration referred to at 1-27 above.</p> <p>29. Enforcement of the functions referred to at 1-27 above.</p> <p>30. Authority to set fees and charges relevant to the functions referred to at 1,2, 14,15 and 18-21 above.</p>	<p>Environmental Health Manager (Commercial) Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Environmental Health Manager (Commercial) Services</p> <p>The appropriate Director/Service Manager exercising delegated powers as referred to at 1-27 above.</p> <p>The appropriate Director/Service Manager exercising delegated powers as referred to at 1-27 above.</p>

- Note:**      **The Licensing Committee will appoint sub-committees each comprising 3 members of the Licensing Committee, to determine:**
- (1)    Licensing Act, 2003, matters delegated to Sub-Committees.**
  - (2)    Gambling Act, 2005, matters delegated to Sub-Committees**

**(D) FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE OVERVIEW AND SCRUTINY COMMITTEE**

- Note: (a) All functions set out in column 1 below are delegated to the Overview and Scrutiny Committee.
- (b) The Overview and Scrutiny Committee will comprise all members of the Council who are not members of the Executive
- (c) Detailed scrutiny work will be carried out primarily via the Scrutiny Panels established annually by the Overview and Scrutiny Committee.

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
1. To review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions (including those resulting from partnership arrangements)		
2. To make reports and/or recommendations to the Council and/or the Executive in connection with the discharge of any functions.		
3. To consider any matter affecting the area or its inhabitants including any matter referred to it as a Councillor Call for Action.		

## OVERVIEW AND SCRUTINY COMMITTEE (cont...)

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
4. To consider, in accordance with the Council's Petition Scheme, any petition signed by at least 1,000 qualifying persons which calls for evidence from a Senior Officer		
5. To assist the Council and the Executive in the development of its budget and policy framework particularly by the analysis of policy issues.		
6. To appoint the Scrutiny Panels		
7. Approve and review the Work Programme for the Scrutiny Panels		
8. Consider recommendations from the Scrutiny Panels where the recommendation of the Panel is not accepted by the relevant Executive Member.		

- (1) The Scrutiny Committee will, annually at its first meeting in each Municipal Year, appoint the following Scrutiny Panels:-

Three Scrutiny Panels each comprising the Chairman of the Overview and Scrutiny Committee (who may not be the Chairman of a Scrutiny Panel) plus 14 other Members of that Committee responsible for portfolios as follows:-

- The Partnership and Strategic Services Scrutiny Panel
- The Public Protection and Environmental Services Scrutiny Panel
- The Direct and Support Services Scrutiny Panel

The Scrutiny Panels shall comply with the political balance rules in Section 15 of the Local Government and Housing Act, 1989.

The Scrutiny Panels shall have the following functions relevant to their specific portfolio areas:

- To consider all key decisions proposed by the Executive or an individual member of the Executive
  - To consider Service Reviews brought forward by Executive members (including the scoping of the review and the proposed consultation exercises, and the monitoring of any Improvement Plan)
  - To consider any proposed decision referred to scrutiny under the "call-in" provisions of the Scrutiny Procedure Rules in Article 5 of this constitution
  - To review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
  - To make reports and/or recommendations to the Overview and Scrutiny Committee and/or the Executive and/or any policy, joint or area committee in connection with the discharge of any functions
  - To consider any matter affecting the area or its inhabitants
  - To review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
  - To consider and implement mechanisms to encourage and enhance community participation in the development of policy options
  - To liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working
- (2) The Overview and Scrutiny Committee will, annually at its first meeting in each Municipal year, appoint a Health Scrutiny Panel comprising sixteen members these being the Chairman of the Overview and Scrutiny Committee, the County Council lead Member for Health Scrutiny, seven members from the Scrutiny Panel dealing with Partnership Services and seven members from the Scrutiny panel dealing with Environmental Services.
- The Health Scrutiny panel will discharge the Council's responsibilities under the Health and Social Care Act, 2001, and the National Health Service Act, 2006, in accordance with the agreement between Staffordshire County Council and South Staffordshire Council (including scrutiny of proposals for and by health service organisations and the promotion of health and wellbeing activities in the district).
- (3) The Overview and Scrutiny Committee may establish those sub-committees and further scrutiny panels it considers necessary for the proper discharge of the Overview and Scrutiny function.
- (4) Each member of the Overview and Scrutiny Committee will be allocated a place on at least one Scrutiny Panel.

**(E) FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE STANDARDS COMMITTEE**

- Note: (a) Unless otherwise stated, all functions set out in column 1 below are delegated to the Standards Committee. Those functions that are further delegated are listed in column 2 and the officer to whom the function is delegated is listed in column 3. The delegated powers shall not be exercised so as to conflict with approved Council policy or budgetary provision.
- (b) Standards Committees do not have to comply with the political balance rules in Section 15 of the Local Government and Housing Act, 1989. Notwithstanding this provision the six councillors from South Staffordshire Council will be appointed to reflect the political balance of the Council.
- (c) The Standards Committee will comprise:
- (i) six Councillors other than the Leader and the Chairman of the Council;
  - (ii) six persons who are not Councillors or Officers of the Council or any other body having a Standards Committee (independent members);
  - (iii) six members of a Parish Council wholly or mainly in the Council's area who is not also a member of South Staffordshire Council (Parish members)
- (d) The Council will appoint South Staffordshire Councillor members of the Standards Committee annually. The Parish Councillors and independent members shall be appointed for a term of four years, which term shall not extend beyond the date of the retirement of the Council for election.
- (e) The Chairman of the Standards Committee or of any Sub-Committee of the Standards Committee shall be an independent member of the Standards Committee.

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
1. To promote high standards of conduct by Councillors (including Parish Councillors).		
2. To advise the Council and the Parish Councils on the adoption or revision of their Code of Conduct.		

## STANDARDS COMMITTEE (cont ...)

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
3. To advise the Council and the Parish Councils on the operation of the Code of Conduct	To advise the Council, the Parish Councils and other interested parties on the provisions of the Code of Conduct	Monitoring Officer
4 To monitor that such Codes of Conduct have been adopted by the Council and the Parish Councils and that Members of the Councils concerned have signed to accept the provisions of the relevant Code	To monitor that such Codes of Conduct have been adopted by the Council and the Parish Councils and that Members of the Councils concerned have signed to accept the provisions of the relevant Code	Monitoring Officer
5. To ensure that arrangements are made for advice to be available to assist Members to comply with the adopted Codes of Conduct.	To ensure that arrangements are made for advice to be available to assist Members to comply with the adopted Codes of Conduct.	Monitoring Officer
6. To ensure that arrangements are put in place for keeping and updating the Registers of Members' Interests for the Council and for the Parish Councils.	To ensure that arrangements are put in place for keeping and updating the Registers of Members' Interests for the Council and for the Parish Councils.	Monitoring Officer
7. Advising on training for Councillors, Parish Councillors and co-opted members on matters relating to the Code of Conduct.		
8. Functions relating to standards of conduct of councillors under any relevant statutory provision.		

**STANDARDS COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
9. To consider any reports from a case tribunal or interim case tribunal and any report from Standards for England/Monitoring Officer or on any matter referred to the Committee pursuant to the Standards Committee (England) Regulations 2008 (and making determinations thereon).		
10. The determination of applications from District and parish councillors for dispensations in accordance with statutory provision.		
11. Jointly with the Audit Committee to review and comment on the Annual Governance Statement.		
12. To monitor and to advise the Council on its Policy re. operations carried out under the Regulation of Investigatory Powers Act, 2000 (The RIPA Policy)		

**STANDARDS COMMITTEE (cont ...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
13. To monitor and to advise the Council on its Confidential Reporting Code "whistleblowing" policy.		
14. The Council's formal complaints procedure	1. To monitor and advise the Council on its complaints procedure. 2. Appointment of independent persons to serve on complaints panels. 3. The appointment of members/independent persons to individual complaint panels in accordance with the complaints procedure.	Monitoring Officer  Monitoring Officer  Monitoring Officer
15. To determine appeals against public interest test decisions under the provisions of the Freedom of Information Act, 2000.		
16. To grant exemptions to the restrictions attached to politically restricted posts.		
17. To be the Standards Committee for the Parish Councils in the district of South Staffordshire.		

1. The Standards (Assessment and Hearings) Sub-Committee shall comprise 9 members of the Standards Committee (3 councillors, 3 independent members and 3 parish members) the sub-committee shall be chaired by the Chairman of the Standards Committee and shall:
  - (i) conduct the initial assessment of allegations of misconduct, as defined by the relevant Code of Conduct, relating to members and co-opted members of South Staffordshire Council and the Parish Councils within South Staffordshire.
  - (ii) consider any reports from a case tribunal or interim case tribunal and any report from the Monitoring Officer.
  - (iii) consider any matter which is referred by the Standards for England to the Monitoring Officerand make determinations thereon or on any other matter which falls within the jurisdiction of the Monitoring Officer.
2. The Standards (Review) Sub-Committee shall comprise 9 members of the Standards Committee (3 councillors, 3 independent members and 3 parish members) the sub-committee shall be chaired by an independent member of the Standards Committee and shall review, if so requested by the person making the allegation, review any decision of the Standards Committee (Assessment and Hearings) Sub-Committee following initial assessment that no action should be taken regarding an allegation.
3. The Standards Committee will, annually, hold a joint meeting with the Audit Committee to review and comment on the Annual Governance Statement and to bring any matters of concern to the attention of the Council. The Joint Committee will be chaired by an independent member of the Standards Committee.

**(F) FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE AUDIT COMMITTEE**

Note: (a) Unless otherwise stated, all functions set out in column 1 below are delegated to the Audit Committee. Those functions that are further delegated are listed in column 2 and the officer to whom the function is further delegated is listed in column 3. The delegated functions shall not be exercised so as to conflict with approved Council policy or budgetary provision.

(b) The Audit Committee will comprise 6 Councillors appointed by the Council at its Annual Meeting and who shall not be members of the Council's Executive.

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>A. <u>Audit Activity</u></p> <ol style="list-style-type: none"> <li>1. To consider internal and external audit plans and make recommendations thereon.</li> <li>2. To consider any reports relating to the management or arrangements for the provision of the internal audit service and make recommendations thereon.</li> <li>3. To comment on the scope and depth of external audit work and to ensure it gives value for money.</li> <li>4. To consider a quarterly summary of internal audit work, recommendations made and performance and make recommendations thereon.</li> </ol>		

**AUDIT COMMITTEE (cont...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>5. To consider the annual internal audit report and opinion and a summary of audit activity and the level of assurance it can give over the Council's corporate governance arrangements and make recommendations thereon.</p> <p>6. To consider external audit reports and inspection reports, including the Audit Letter, on behalf of the Council and make recommendations thereon.</p> <p>7. To liaise with the Audit Commission over the appointment of the Council's External Auditor.</p> <p>8. To commission work from internal and external audit.</p>		
<p>B. <u>Regulatory Framework</u></p> <p>1. To maintain an overview of the Council's constitution in respect of contract procedures, financial regulations and to review the adequacy of policies and practices to comply with statutory requirements and guidance.</p>		

**AUDIT COMMITTEE (cont...)**

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>2. To review any issue referred to it by the Chief Executive, Chief Finance Officer, Monitoring Officer, Portfolio Manager or any Council body.</p> <p>3. To monitor the effective development and operation of risk management and corporate governance* and make recommendations thereon.</p> <p>4. To review and recommend appropriate development of policies on "Raising Concerns at Work"* and the anti-fraud and anti-corruption strategy.</p> <p>5. To consider the Council's compliance with its own and other published standards and controls including its corporate governance arrangements*.</p> <p>*(in as much they relate to the terms of reference of the Audit Committee)</p>		

## AUDIT COMMITTEE (cont...)

1. FUNCTION	2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
6. Duty to make arrangements for proper administration of financial affairs etc as required by Section 151 of the Local Government Act, 1972.		
7. Duty to approve authority's statement of accounts, income and expenditure and balance sheet, or record of payments and receipts (as the case may be) as required by the Accounts and Audit Regulations.		
<p>C. <u>Accounts</u></p> <p>1. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.</p> <p>2. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.</p>		

1. The Audit Committee will, annually, hold a joint meeting with the Standards Committee to review and comment on the Annual Governance Statement and to bring any matters of concern to the attention of the Council. The Joint Committee will be chaired by an independent member of the Standards Committee.

**(G) FUNCTIONS OF THE CRIME AND DISORDER COMMITTEE**

The Council will annually, appoint a Crime and Disorder Committee comprising all members of the Partnership and Strategic Services Scrutiny Panel.

In accordance with the Crime and Disorder (Overview and Scrutiny) Regulations, 2009, the Crime and Disorder Committee:

- (1) may co-opt additional members to serve on the Committee where it considers this appropriate for the exercise of its functions.
- (2) a person co-opted to serve on the Crime and Disorder Committee shall not be entitled to vote on any particular matter unless the Committee so determines.
- (3) a co-opted person's membership may be limited to the exercise of the Committee's powers in relation to a particular matter or type of matter.
- (4) a Crime and Disorder Committee shall only co-opt a person to serve on the Committee who:-
  - (a) is an employee, officer or member of a responsible authority or of a co-operating person or body; and
  - (b) is not a member of the Executive of the Committee's local authority (or authorities).
- (5) the membership of a person co-opted to serve on the Crime and Disorder Committee may be withdrawn at any time by the Committee.
- (6) the Crime and Disorder Committee shall meet to review or scrutinise decisions made, or other action taken, in connection with the discharge by the responsible authorities of their crime and disorder functions, as the Committee considered appropriate but no less than once in every twelve month period.
- (7)
  - (a) where a Crime and Disorder Committee makes a request in writing for information, as defined in Section 20(6A) of the Police and Criminal Justice Act, 2006, to the responsible authorities or the co-operating persons or bodies, the authorities, or persons or bodies (as applicable) must provide such information in accordance with paragraphs (b) and (c) below.
  - (b) the information referred to in paragraph (a) must be provided no later than the date indicated in the request save that if some or all of the information cannot reasonable be provided on such date, that information must be provided as soon as reasonably possible.
  - (c) the information referred to in paragraph (a) -
    - (i) shall be depersonalised information, unless (subject to sub-paragraph (b)) the identification of an individual is necessary or appropriate in order to enable the Crime and Disorder Committee to properly exercise its powers; and

- (ii) shall not include information that would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating persons or bodies.
- (8) subject to paragraph (9) a Crime and Disorder Committee may require the attendance before it of an officer or employee of a responsible authority or of a co-operating person or body in order to answer questions.
- (9) the Crime and Disorder Committee may not require a person to attend in accordance with paragraph 8 unless reasonable notice of the intended date of attendance has been given to that person.
- (10) where the Crime and Disorder Committee makes a report or recommendations to a responsible authority or to a co-operating person or body in accordance with Section 19(8)(b) of the Police and Justice Act, 2006, the responses to such report or recommendations of each relevant authority, body or person shall be—
  - (a) in writing; and
  - (b) submitted to the Crime and Disorder Committee within a period of 28 days from the date of the report or recommendations or, if this is not reasonably possible, as soon as possible thereafter.

**(H) INVESTIGATORY AND DISCIPLINARY COMMITTEE**

- (1) The Council will, annually, appoint an Investigatory and Disciplinary Committee comprising seven members of the Council; shall include at least one member of the Executive and shall comply with the provisions of the Local Government and Housing Act, 1989 re: Political Balance.
- (2) The quorum of the Investigatory and Disciplinary Committee shall be three members which shall include at least one member of the Executive.
- (3) No member of the Investigatory and Disciplinary Committee may also be a member of the Disciplinary and Grievance Appeals Committee.
- (4) The Investigatory and Disciplinary Committee shall investigate and make a determination on any disciplinary action (including dismissal) against any member of the Council's Strategic Management Team; excluding the Chief Executive, the Deputy Chief Executive and the Director of Finance when acting as Section 151 Officer.

**Note:** The terms of reference, powers and duties of this Committee should be construed with reference to the Council's Employment Procedure Rules.

**(I) DISCIPLINARY AND GRIEVANCE APPEALS COMMITTEE**

- (1) The Council will, annually, appoint a Disciplinary and Grievance Appeals Committee comprising seven members of the Council; shall include at least one member of the Executive and shall comply with the provisions of the Local Government and Housing Act, 1989 re: Political Balance.
- (2) The quorum of the Disciplinary and Grievance Appeals Committee shall be three members which shall include at least one member of the Executive.
- (3) No member of the Disciplinary and Grievance Appeals Committee may also be a member of the Investigatory and Disciplinary Committee.
- (4) To consider appeals against dismissals and grievances by employees of the Council.

**Note:** The terms of reference, powers and duties of this Committee should be construed with reference to the Council's Employment Procedure Rules.

**(J) FUNCTIONS OF THE INDEPENDENT REMUNERATION PANEL**

The Council will establish an Independent Remuneration Panel to recommend annually to the Regulatory Committee a scheme for the payment of allowances to members of South Staffordshire Council and constituent Parish Councils.

The Panel consists of five independent members appointed annually by the Council.

**(K) FUNCTIONS OF COMPLAINT PANELS**

- (1) A Complaint Panel shall comprise 3 persons appointed by the Monitoring Officer (of whom 1 member shall be a Councillor and 2 members shall be independent persons) to hear and determine complaints against the authority in accordance with the Council's complaints procedure.
- (2) A complaint panel shall not be chaired by a member of the Council.

**(L) FUNCTIONS OF HOUSING REVIEW PANEL**

The Council will, at its Annual Meeting appoint a Housing Review Panel:

- (1) To consider and make recommendations to the Deputy Leader (Direct Services) on the determination of any review of a decision taken by the Local Authority concerning:
  - whether a person is eligible for assistance under Part VII of the Housing Act, 1996 as amended by the Homelessness Act, 2002
  - any decision of a housing authority as to what duty is owed (if any) to an applicant, under the homelessness legislation. Whether the case should be referred to another authority for consideration and if the conditions of referral have been met
  - any decision as to the suitability of accommodation offered to the applicant under the homelessness legislation
  - any decision as to ineligibility to be included on the Housing Register
- (2) To review decisions to refuse, suspend, or cancel membership of the Property Accreditation Scheme.
- (3) The Housing Review Panel shall comprise:-
  - the Deputy Leader (Direct Services) (Substitute: Leader of the Council)
  - one Member and named substitute appointed by the Leader of the Council
  - one Member and named substitute appointed by the Leader of the Main Opposition Group on the Council or in the absence of such a Leader, one Member and named substitute nominated by the Leader of the Council, who shall not be Members of the controlling group on the Council
- (4) Any decision issued by the Deputy Leader (Direct Services) (or in the absence of the Deputy Leader, the Leader of the Council) in accordance with recommendations approved by the Homelessness Review Panel can take immediate effect and is exempt from the call-in arrangements in the Scrutiny Procedure Rules in Part 4 of this Constitution.
- (5) That the Head of Governance and Scrutiny Services shall act as Clerk to the Housing Review Panel.

**(M) SOUTH STAFFORDSHIRE JOINT PARKING COMMITTEE**

The South Staffordshire Joint Parking Committee shall be appointed annually by the Council in accordance with the terms of the agreement between Staffordshire County Council and South Staffordshire Council.

The South Staffordshire Joint Parking Committee will, in accordance with the agreement between Staffordshire County Council and South Staffordshire Council have the following terms of reference:-

- (a) making recommendations to the District Council in respect of policy for off-street parking management.
- (b) setting deployment strategies for all on-street enforcement activity.
- (c) using available guidance policies and local knowledge, designating the areas for consideration for Residents Parking Schemes and the priority order for their implementation and dealing with the initial process to enable proposals to be made.
- (d) considering initial representations against the making of Residents Parking Schemes.
- (e) setting on-street charges (if applicable) and designating controlled parking zones in accordance with the agreed policy.
- (f) making recommendations to the Parking Board to amend Civil Parking Enforcement (CPE) policies and strategies.
- (g) identifying and nominating to the County Council the introduction of new, revised or amended Traffic Regulation Orders (TROs) that seek to address local parking-related issues. These will be pursued by the County Council in accordance with its own formal TRO procedures and in accordance with best practice taking account of the consultation process and other legal constraints.
- (h) responding as consultee to any proposed parking-related TRO or any amendment to any existing parking-related TRO, receiving formal notification of the progress in implementing any proposed parking-related TRO or in making any amendment to any existing parking-related TRO, and receiving formal justification in the event that any existing parking-related TRO is proposed to be terminated.
- (i) monitoring and reporting to the Parking Board CPE performance against agreed local performance indicators.
- (j) identifying schemes and generating programmes of work for the lawful use of surplus income from the CPE Appropriation Account to be used in the District of origin as permitted by section 55 of the Road Traffic Regulation Act 1984 and reporting the details of such to the Parking Board.
- (k) resolutions of the Joint Parking Committee shall be by a majority of its members then in attendance.
- (l) in the event of an equality of votes on any matter, the Chairman of the Joint Parking Committee shall not have a casting vote and the vote shall

be taken again. In the event of a further equality of votes, that matter shall stand adjourned to the next meeting of the Joint Parking Committee.

- (m) the Joint Parking Committee shall elect a Chairman, by rotation, from among its Members. Each Chairman's term of office shall be one (1) year and subject to paragraphs 29 and 30, he shall preside at all Joint Parking Committee meetings.
- (n) the Joint Parking Committee shall also elect a Vice-Chairman, by rotation, from among its Members. The election of the Vice Chairman shall take place at the same meeting as that deciding the Chairmanship and the term of office of the Vice-Chairman shall be one (1) year. In the absence of the Chairman the Vice Chairman shall preside at meetings of the Joint Parking Committee.
- (o) in the absence of the Chairman and the Vice Chairman the Joint Parking Committee shall appoint a Chairman for that meeting from amongst the members then present.
- (p) the County Nominated Officer (CNO) and the District Nominated Officer (DNO) or their respective nominated representatives shall attend each Joint Parking Committee meeting acting as an adviser to the Committee and shall be entitled to submit relevant reports for consideration by the Joint Parking Committee. For the purposes of conduct of its business neither the CNO nor the DNO shall be a member of the Joint Parking Committee.

**(N) FUNCTIONS WHICH ARE THE RESPONSIBILITY OF THE EXECUTIVE**

Note: (a) Unless otherwise stated, all functions set out in column 1 below are delegated to the Executive. Those functions that are further delegated are listed in column 2 and the officer to whom the function is delegated is listed in column 3. The delegated powers shall not be exercised so as to conflict with approved Council policy or budgetary provision.

(b) The Executive shall comprise between 2 and 9 Councillors appointed by the Leader of the Council (also a member of the Executive) who may not also be members of the Audit or Overview and Scrutiny Committees.

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
1. The preparation of the policy framework and budget and the implementation of these in respect of Council functions and services not otherwise the responsibility of full Council.		
2. Allocation of functions of an Executive member, where that member is absent or has declared a pecuniary or personal interest and takes no part in discussion or voting on the matter under consideration, to another member of the Executive.		
3. Determination of recommendations and reports from members of the Executive not in accordance with their delegations.		
4. The approval of Local Development documents that comprise the Local Development Framework for submission to Council.		

**EXECUTIVE (cont...)**

<b>1. FUNCTION</b>	<b>2. DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
5. Determination of recommendations from the Overview and Scrutiny Committee where the recommendation of that Committee is not accepted by the relevant Portfolio Holder.		
6. Response to Audit Commission or other external Inspection Reports.		
7. Monitoring of performance against National and Local Indicators.		

**(O) FUNCTIONS WHICH ARE THE RESPONSIBILITY OF INDIVIDUAL MEMBERS OF THE EXECUTIVE**

**1. EXECUTIVE MEMBER (SUPPORT SERVICES)**

Note : The functions indicated in column 1 are the responsibility of the Executive Member (Support Services) where there is an onward delegation indicated in column 2, whereby the function is delegated to the person indicated. The Executive Member (Support Services) shall be responsible for the supervision of that authority. The delegated powers shall not be exercised so as to conflict with approved Council policy of budgetary provision.

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>1. Accountancy and Audit including:-</p> <p>(a) The write-off of sums (including Council Tax, Business Rates, Housing Benefit and Former Tenants' Arrears).</p> <p>(b) Executive decisions on borrowing, investment, or financing, in accordance with the Chartered Institute of Public Finance Accountants' Code of Practice for Treasury Management in Local Authorities.</p> <p>(c) Day to day investment and borrowing in accordance with the Council's Code of Treasury Management Practice</p>	<p>The write-off of sums due to the Council in respect of amounts not exceeding £1,000.</p> <p>Executive decisions on borrowing, investment, or financing, in accordance with the Chartered Institute of Public Finance Accountants' Code of Practice for Treasury Management in Local Authorities.</p> <p>Day to day investment and borrowing in accordance with the Council's Code of Treasury Management Practice.</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Director of Finance</p>

**EXECUTIVE MEMBER (SUPPORT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>(d) Banking Contract</p> <p>(e) The arranging of insurance cover.</p> <p>(f) The approval of expenditure necessary to meet any claim on the Council</p> <p>(g) The institution of legal proceedings in respect of mortgage arrears.</p>	<p>Arrangements for the Council's Banking Contract</p> <p>The arranging of insurance cover.</p> <p>The approval of expenditure necessary to meet any claim on the Council which is fully recoverable under an insurance policy.</p> <p>The institution of legal proceedings in respect of mortgage arrears.</p>	<p>Director of Finance</p> <p>Director of Finance</p> <p>Director of Legal and Public Health Protection Services</p>
<p>2. Housing Advances and Guarantees</p>	<p>The determination of the local rate of interest on housing mortgages.</p>	<p>Director of Finance</p>
<p>3. Information Technology Services</p>		
<p>4. Concessionary Fares</p>	<p>To determine applications for and authorise the issue of concessionary travel tokens/passes in accordance with the Council's approved scheme.</p>	<p>Director of Finance</p>
<p>5. Emergency Planning</p>	<p>The preparation, approval, and implementation of the Council's Emergency Plan.</p> <p>The incurring of expenditure for which there is no financial provision under the terms of Section 138 of the Local Government Act, 1972 (Emergency Planning).</p>	<p>Chief Executive</p> <p>Chief Executive</p>

**EXECUTIVE MEMBER (SUPPORT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
6. The development of Human Resources Policies and Procedures, including Training and Equalities and Diversity.	Approval of the Annual Training Programme.  Management of the Annual Training Programme	Chief Executive  Human Resources Manager
7. Management of the Council Offices Complex	Building and Landscape Maintenance relating to the Council Offices complex.  Arrangements for and management of cleaning, caretaking and security arrangements relating to the Council Offices complex.  Arrangements for and management of adaptations to the Council Offices complex.	Deputy Chief Executive  Deputy Chief Executive  Deputy Chief Executive
8. Councillors' Services	Councillors' Services	Deputy Chief Executive
9. Matters relating to Civic Regalia	Matters relating to Civic Regalia	Head of Governance and Scrutiny Services
10. Public Relations	Preparation and dispatch of Council newspaper	Deputy Chief Executive
11. Catering Services	Monitoring of the Council's Catering Contract.	Deputy Chief Executive
12. Corporate Printing Services	Development and Management of the Council's Corporate Printing Services	Director of Finance

**EXECUTIVE MEMBER (SUPPORT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>13. The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.</p>	<p>The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.</p>	<p>Chief Executive</p>
<p>14. To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters including breaches of the Building Acts or the Building Regulations:</p>	<p>To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters, i.e. including breaches of the Building Acts or the Building Regulations:</p>	<p>Director of Legal and Public Health Protection Services</p>

**EXECUTIVE MEMBER (SUPPORT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
i. the institution of defence of legal proceedings ii. the briefing of Counsel within existing budgetary provision iii. the issuing of formal cautions pursuant to Home Office Regulations	i. the institution of defence of legal proceedings ii. the briefing of Counsel within existing budgetary provision iii. the issuing of formal cautions pursuant to Home Office Regulations	

## 2. **EXECUTIVE MEMBER (DIRECT SERVICES)**

Note : The functions indicated in column 1 are the responsibility of the Executive Member (Direct Services) where there is an onward delegation indicated in column 2, whereby the function is delegated to the person indicated, the Executive Member (Direct Services) shall be responsible for the supervision of that authority. The delegated powers shall not be exercised so as to conflict with approved council policy or budgetary provision.

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>1. Housing Benefits including the exercise of the discretionary power of the Council in relation to the operation of the benefits scheme including the determination of applications for discretionary housing payments.</p>	<p>1. The determination of applications submitted under Housing Benefit and Council Tax Benefit Regulations.</p> <p>2. The determination of applications under the Discretionary Housing Payments Scheme.</p> <p>3. The investigation of Benefits Fraud including:            (i) the issuing of formal cautions             (ii) the imposition of administrative penalties</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p>
<p>2. Local Taxation</p>	<p>The setting of the Council Tax Base</p> <p>The determination of appeals in respect of any local taxation matters on behalf of the Council.</p> <p>The representation of the Council as a party to any appeal regarding local taxation matters on behalf of the Council.</p> <p>The institution of recovery proceedings in respect of local taxation matters, including the issue of any documents relating thereto.</p> <p>The determination of village shop relief qualifying rural settlements by 31<sup>st</sup> December each year.</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p>

**EXECUTIVE MEMBER (DIRECT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
	<p>To authorise appropriate members of staff, in accordance with Section 223 of the Local Government Act, 1972, to attend and give evidence to any court in respect of all local taxation and business rates matters.</p> <p>Vary the charges made in respect of Council Tax and Business Rates recovery action, to ensure that the cost to the Council is fully recovered.</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p>
<p>3. The Council's operational housing functions including:-</p> <p>(i) The determination of all matters relating to the Council's Homefinder Choice Based Lettings Scheme including the nomination of applicants to housing association properties.</p> <p>(ii) The determination of applications for accommodation from homeless persons.</p> <p>(iii) The management of the Council's arrangements to provide temporary accommodation for homeless persons</p>	<p>The determination of all matters relating to the Council's Homefinder Choice Based Lettings Scheme, including the nomination of applicants to housing association properties.</p> <p>The determination of applications for accommodation from homeless persons.</p> <p>The management of the Council's arrangements to provide temporary accommodation for homeless persons.</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p>

**EXECUTIVE MEMBER (DIRECT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>(iv) Determination of processes and systems to prevent homelessness</p> <p>(v) Institution of legal proceedings against landlords who breach the Protection from Eviction Act, 1977</p> <p>(vi) Development and implementation of the Council's Homelessness Procedures</p>	<p>Determination of processes and systems to prevent homelessness</p> <p>Institution of legal proceedings against landlords who breach the Protection from Eviction Act, 1977</p> <p>Development and implementation of the Council's Homelessness Procedures</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Revenue and Customer Services</p>
<p>4. Land Charges</p>	<p>To maintain the Register of Local Land Charges.</p> <p>To respond to requests for searches of the Local Land Charges Register.</p> <p>To approve all discretionary fees for Local Land Charges Searches, in compliance with the relevant fees regulations.</p> <p>To authorise payments to Staffordshire County Council for providing information for Local Land Charges searches.</p>	<p>Head of Governance and Scrutiny Services</p> <p>Head of Governance and Scrutiny Services</p> <p>Head of Governance and Scrutiny Services</p> <p>Head of Governance and Scrutiny Services</p>
<p>5. The management and control of Hinksford Park Mobile Homes Park</p>	<p>The management of Hinksford Park Mobile Homes Park</p>	<p>Director of Revenue and Customer Services</p>

**EXECUTIVE MEMBER (DIRECT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
6. The Management and Control of The Council's Industrial Units	<p>Consideration and determination, of requests to rent the various industrial units owned by the Council</p> <p>Consideration and determination of industrial unit rent reviews, in consultation with the Director of Finance</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Revenue and Customer Services</p>
7. Customer Services	<p>Management of "Solutions" one-stop shop and the Contact Centre</p> <p>Management of the Council Offices telephony (hardware and infrastructure)</p>	<p>Director of Revenue and Customer Services</p> <p>Director of Finance</p>
8. Debt Recovery including recovery of council tax; non-domestic rates; housing benefit overpayments; industrial unit rent arrears and sundry debts.	<p>To take the following actions in respect of recovery of council tax; non-domestic rates; housing benefit overpayments; industrial unit rent arrears and sundry debts:-</p> <p>(i) the institution or defence of legal proceedings</p> <p>(ii) the briefing of Counsel within existing budgetary provision</p> <p>(iii) the issuing of formal cautions pursuant to Home Office Regulations</p>	<p>Director of Revenue and Customer Services</p>

**EXECUTIVE MEMBER (DIRECT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
9. Building Control	<p>The determination of applications submitted under Building Regulations.</p> <p>The duties of "Appointing Officer" as defined in the Party Wall etc. Act, 1996</p> <p>The modification of the scheme for building control fees, pursuant to the Building (Local Authority Charges) Regulations 2010.</p>	<p>Director of Environmental Services</p> <p>Director of Environmental Services</p> <p>Director of Environmental Services</p>
10. The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders or statutory instruments.	The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.	Chief Executive

**EXECUTIVE MEMBER (DIRECT SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>11. To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters including breaches of the Building Acts or the Building Regulations:</p> <ul style="list-style-type: none"><li>i. the institution or defence of legal proceedings</li><li>ii. the briefing of Counsel within existing budgetary provision.</li><li>iii. the issuing of formal cautions pursuant to Home Office Regulations.</li></ul>	<p>To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters, i.e. including breaches of the Building Acts or the Building Regulations</p> <ul style="list-style-type: none"><li>i. the institution or defence of legal proceedings</li><li>ii. the briefing of Counsel within existing budgetary provision.</li><li>iii. the issuing of formal cautions pursuant to Home Office Regulations.</li></ul>	<p>Director of Legal and Public Health Protection Services</p>

### 3. **EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES)**

Note: The functions indicated in column 1 are the responsibility of the Executive Member (Public Health Protection Services). Where there is an onward delegation indicated in column 2, whereby the function is delegated to the person indicated, the Executive Member (Public Health Protection Services) shall be responsible for the supervision of that authority. The delegated powers shall not be exercised so as to conflict with approved council policy or budgetary provision.

1. FUNCTION	2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
<p>1. Public Health Protection including:-</p> <p>(a) the development of Health and Safety Policies and Procedures</p> <p>(b) food safety</p>	<p>The authorisation of officers, where necessary for the performance of their duties, to take specific enforcement action for which officers, (as opposed to the Council) are authorised to act under legislation and any regulations, orders, or other statutory instruments made thereunder, such authorities to be provided in writing to the relevant officer, specifying the relevant legislation, regulations orders or statutory instruments.</p> <p>Health and Safety Training</p> <p>The authorisation of officers under the Food Safety Act, 1990 (as amended) and;</p> <p>(a) any Orders or Regulations made thereunder or relating to the foregoing or having effect by virtue of the European Communities Act 1972 and</p> <p>(b) any modifications or re-enactment to the foregoing</p> <p>(c) The determination of charges for food training delivered by Environmental Health</p>	<p>Chief Executive</p> <p>Human Resources Manager</p> <p>Chief Executive</p> <p>Chief Executive</p> <p>Director of Legal and Public Health Protection Services</p>

**EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>(c) Enforcement of Working Time Regulations, 1998</p> <p>(d) Deer Act, 1991</p> <p>(e) Sunday Trading</p>	<p>The enforcement on behalf of the Council of the provision of Working Time Regulations 1998 at commercial premises and, to authorise other employees as considered appropriate, to enter premises, make inspections and enforce the requirements of these Regulations</p> <p>The administration and enforcement of the provision of the Deer Act, 1991, to authorise other employees as considered appropriate to enter premises, make inspection and enforce the requirements of the Act and any regulations, orders or statutory instruments made thereunder.</p> <p>The administration and enforcement of the provision of the Sunday Trading Act, 1994.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>
<p>2. Abatement of statutory nuisances.</p>	<p>The service of statutory notices under legislation and any regulations, orders, or other statutory instruments made thereunder, where action is deemed necessary.</p> <p>The undertaking of any appropriate works in default and to instigate legal proceedings in respect of failure to comply with statutory notices.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>

**EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES) (cont ...)**

1. FUNCTION	2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
3. Pollution Control and Air Quality including Monitoring of water supplies.	<p>The determination of applications for authorisations of prescribed processes under the Environmental Protection Act 1990, and the transfer or any appropriate variation of any such authorisation.</p> <p>Determination of applications for permits under the Pollution Prevention and Control Act, 1999 and regulations thereunder.</p> <p>Making Air Quality Management Orders</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>
4. Pest Control	<p>The seizure and disposal of stray dogs under the Environmental Protection Act, 1990, and, where appropriate, the recovery of expenses and fees prescribed in regulations made thereunder.</p> <p>Service of Notices under the Prevention of Damage by Pest Act 1949.</p> <p>The determination of pricing for domestic pest control treatments and pest control contracts.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>
5. To exercise the powers and duties of the Council pursuant to the Clean Neighbourhoods and Environment Act, 2005 (other than matters which are the responsibility of the Regulatory Committee).	To institute legal proceedings pursuant to the powers and duties of the Council under the Clean Neighbourhoods and Environment Act, 2005 (other than matters which are the responsibility of the Regulatory Committee).	Director of Legal and Public Health Protection Services

**EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
6. Environmental Services including dog fouling, abandoned vehicles, itinerants.	Investigations of offences, service of statutory notices and recovery where appropriate, of expenses and fees.	Director of Legal and Public Health Protection Services
7. Action under Section 29, 30 & 32 of the Local Government (Miscellaneous Provisions) Act, 1982 relating to securing buildings against unauthorised access.	Action under Section 29, 30 & 32 of the Local Government (Miscellaneous Provisions) Act, 1982 relating to securing buildings against unauthorised access.  Action to recover any costs incurred by the Council in undertaking works to secure unauthorised access to a building as specified in a notice served pursuant to Section 29 or 30 of the Local Government (Miscellaneous Provisions) Act, 1982.	Director of Legal and Public Health Protection Services
8. Action under Section 78 of the Building Act, 1984 to deal with dangerous buildings or structures.	Action under Section 78 of the Building Act, 1984 to deal with dangerous buildings or structures where emergency action is necessary.	Director of Legal and Public Health Protection Services
9. Action under Sections 81 and 82 of the Building Act, 1984	Action under Sections 81 and 82 of the Building Act, 1984 to deal with proposals for demolition	Director of Legal and Public Health Protection Services
10. All matters relating to non-public sewerage, and drainage systems, flood protection, cesspool and septic tank emptying, and drain clearing.	The carrying out of works in default in the event of non-compliance with notices under Section 25 of the Drainage Act, 1991, requiring riparian owners to carry out necessary works to maintain flows in watercourse.	Director of Legal and Public Health Protection Services

**EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES) (cont ...)**

1. FUNCTION	2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
	<p>The determination of rebates to householders in cases of financial hardship in respect of clearing blocked drains and emptying cesspools and septic tanks</p> <p>The issuing of notices pursuant to Section 264 of the Public Health Act, 1936.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Legal and Public Health Protection Services</p>
11. Prevention of Disease	<p>The direction, on advice of the Council's Proper Officer appointed under the Public Health (Control of Diseases) and National Assistance Acts, to any person to discontinue work with a view to preventing the spread of disease under legislation or any regulations, orders, or other statutory instruments made thereunder, the authorisation of payment for financial losses incurred by any person as a result of complying with that direction, and in, consultation with the Head of Governance and Scrutiny Services, the instigation of legal proceedings in respect of failure to comply with such directions.</p>	<p>Director of Legal and Public Health Protection Services</p>
12. Environmental protection and control of nuisance	<p>The issuing of notices under Section 25 of the Land Drainage Act, 1991, to require riparian owners to carry out necessary works to maintain flows in watercourses.</p>	<p>Director of Legal and Public Health Protection Services</p>
13. Civil Parking Enforcement	<p>Authority to sign the relevant agreements with the other lead authorities in respect thereof.</p> <p>Authority to enter into a Memorandum of Participation in the Parking and Traffic Regulations Outside London (PATROL) Adjudication Joint Committee.</p>	<p>Chief Executive</p> <p>Chief Executive</p>

**EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
14. The making of applications to the Magistrates' Court for orders pursuant to Section 77 of the Buildings Act, 1984, to deal with dangerous buildings or structures.	The making of applications to the Magistrates Court for Orders pursuant to Section 77 of the Buildings Act, 1984, to deal with dangerous buildings or structures.	Director of Legal and Public Health Protection Services
15. The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.	The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments	Chief Executive
16. To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters.	To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters.	Director of Legal and Public Health Protection Services

**EXECUTIVE MEMBER (PUBLIC HEALTH PROTECTION SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<ul style="list-style-type: none"> <li>i. the institution or defence of legal proceedings</li> <li>ii. the briefing of Counsel within existing budgetary provision.</li> <li>iii. the issuing of formal cautions pursuant to Home Office Regulations.</li> </ul>	<ul style="list-style-type: none"> <li>i. the institution or defence of legal proceedings</li> <li>ii. the briefing of Counsel within existing budgetary provision.</li> <li>iii. the issuing of formal cautions pursuant to Home Office Regulations.</li> </ul>	

#### 4. **EXECUTIVE MEMBER (ENVIRONMENTAL SERVICES)**

Note : The functions indicated in column 1 are the responsibility of the Executive Member (Environmental Services). Where there is an onward delegation indicated in column 2, whereby the function is delegated to the person indicated therein, the Executive Member (Environmental Services) shall be responsible for the supervision of that authority. The delegated powers shall not be exercised so as to conflict with approved council policy or budgetary provision.

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
1. Community Services	<p>The award of arts and sports grants for local clubs, organisations and individuals in accordance with the Council's agreed criteria.</p> <p>Determination and development of community based arts and sports programmes (including pricing).</p> <p>Determination of management of special events within the district.</p>	<p>Deputy Chief Executive</p> <p>Deputy Chief Executive</p> <p>Deputy Chief Executive</p>
2. Leisure (all matters relating to Recreation and Leisure Facilities including such areas as Baggeridge Country Park, the Railway Walk etc).	<p>Letting of contracts and general services for Baggeridge Country Park, South Staffordshire Railway Walk and the Leisure Centres in accordance with the Council's agreed criteria.</p> <p>Management of and the determination of the programme of activities for Leisure Centres and Baggeridge Country Park etc, (including pricing).</p> <p>The management of the Ranger Service and the day to day management of Baggeridge Country Park and South Staffordshire Railway Walk.</p>	<p>Director of Environmental Services</p> <p>Director of Environmental Services</p> <p>Director of Environmental Services</p>

**EXECUTIVE MEMBER (ENVIRONMENTAL SERVICES) (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
3. Management of the Council's commercial vehicle fleet	Management of the Council's commercial vehicle fleet.	Director of Environmental Services
4. Management of the Lane Green Depot	Management of the Lane Green Depot	Director of Environmental Services
5. The execution of easements/wayleave consents where requested by gas, electricity, telecommunications or other service providers or private individuals subject to the approval by the District Valuer of any payment to be made to the Council thereunder	The execution of wayleave consents where requested by Gas, Electricity, telecommunications or other service providers or private individuals subject to approval by the District Valuer of any payment to be made to the Council thereunder	Head of Governance and Scrutiny Services
6. Public lighting of roads, footpaths and communal area	Public lighting of roads, footpaths and communal areas	Director of Environmental Services
7. Maintenance of street nameplates	Maintenance of street nameplates	Director of Environmental Services
8. Off street parking and public car parks	Off street parking and public car parks	Director of Environmental Services
9. The approval of schemes for environmental improvement and derelict land reclamation	The preparation and implementation of schemes for environmental improvement and derelict land reclamation.	Director of Environmental Services

**EXECUTIVE MEMBER (ENVIRONMENTAL SERVICES) (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
10. Preparation of a Sustainable Development Strategy		
11. Ground Maintenance Function	Landscape Management	Director of Environmental Services
12. Environmental Management Systems	Implementation and management of the Council's Environmental Management System	Director of Environmental Services
13. Burial Grounds including:-  (i) the provision management and maintenance of burial grounds.  (ii) responses to proposals to close burial grounds.  (iii) approval of schemes of fees and charges.	The management and maintenance of burial grounds.	Director of Environmental Services
14. Environmental Services including the collection and control and promotion of refuse, waste and litter and recycling.	Environmental Services including the collection and control and promotion of refuse, waste and litter and recycling.	Director of Environmental Services

**EXECUTIVE MEMBER (ENVIRONMENTAL SERVICES) (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>14. The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant legislation, regulations, orders, or statutory instruments.</p>	<p>The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.</p>	<p>Chief Executive</p>
<p>13. To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters:</p>	<p>To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters:</p>	<p>Director of Legal and Public Health Protection Services</p>

**EXECUTIVE MEMBER (ENVIRONMENTAL SERVICES) (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>i. the institution or defence of legal proceedings</p> <p>ii. the briefing of Counsel within existing budgetary provision.</p> <p>iii. the issuing of formal cautions pursuant to Home Office Regulations.</p>	<p>i. the institution or defence of legal proceedings</p> <p>ii. the briefing of Counsel within existing budgetary provision.</p> <p>iii. the issuing of formal cautions pursuant to Home Office Regulations.</p>	

## 5. **DEPUTY LEADER OF THE COUNCIL**

Note : The functions indicated in column 1 are the responsibility of the Deputy Leader of the Council. Where there is an onward delegation indicated in column 2, whereby the function is delegated to the person indicated, the Deputy Leader of the Council shall be responsible for the supervision of that authority. The delegated powers shall not be exercised so as to conflict with approved council policy or budgetary provision.

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
1. The preparation of Local Development documents that comprise the Local Development Framework, including the Local Development Scheme; statement of community involvement and supplementary planning documents.		
2. The determination of responses to consultations with this Council by other local authorities and statutory bodies on Local Development Frameworks and the Regional Spatial Strategy.		
3. Economic Development, Regeneration and Tourism	The preparation of a Tourism Strategy.  The determination and development of an Annual Tourism Programme.	Director of Planning and Strategic Services  Director of Planning and Strategic Services
4. Transport, Highways and Rural Accessibility		

**DEPUTY LEADER OF THE COUNCIL (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>5. The Council's strategic functions in respect of housing including: -</p> <p>(i) The enabling role in partnership with housing associations</p> <p>(ii) Local authority social housing grant applications</p> <p>(iii) Housing investment strategy submissions</p> <p>(iv) Housing Investment Programme</p> <p>(v) Monitoring the South Staffordshire Housing Association Transfer Agreement</p> <p>(vi) The Property Accreditation Scheme</p>	<p>Management of the Property Accreditation Scheme including the determination of applications and the suspension or cancellation of membership of the scheme</p>	<p>Director of Planning and Strategic Services</p>
<p>6. Housing Conditions and Grants</p>	<p>The service of deferred action notices under the Housing Grants, Construction and Regeneration Act, 1996, where no representations are received or where representations are received and service of such notice is accepted by all parties</p> <p>The authorisation and payment of disabled facilities grants home repair assistance grants and renovation grants if within budget and policy.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Planning and Strategic Services</p>

**DEPUTY LEADER OF THE COUNCIL (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
7. Public Open Space, including the adoption of areas of public open space.	<p>The completion, in consultation with the Landscape Planning Manager, of the necessary legal agreements with developers to secure payment of commuted sums in respect of public open space based on the Ground Maintenance Contract rates current at the time.</p> <p>The determination of commuted sums in connection with proposed agreements associated with the adoption of areas of public and incidental open space.</p> <p>The acceptance of areas of public and incidental open space for adoption.</p>	<p>Director of Legal and Public Health Protection Services</p> <p>Director of Planning and Strategic Services</p> <p>Director of Planning and Strategic Services</p>
8. Countryside Management including landscape policy and matters relating to the Forest of Mercia	Implementation of landscape policy and matters relating to the Forest of Mercia including carrying out of schemes.	Director of Planning and Strategic Services
9. Designation of Conservation Areas		
10. The making of grants for historic buildings		
11. The making of Road Closure Orders under Section 21 of the Town and Police Clauses Act, 1847	The making of Road Closure Orders under Section 21 of the Town and Police Clauses Act, 1847	Head of Governance and Scrutiny Services
12. Determination of house numbering for new development	Determination of house numbering for new development and renumbering.	Director of Planning and Strategic Services

**DEPUTY LEADER OF THE COUNCIL (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
13. The naming and re-naming of roads	The naming and re-naming of roads in accordance with Council protocol.	Director of Planning and Strategic Services
14. The lodging of objections to applications to the Traffic Commissioners for heavy goods vehicle operators' licenses.	The lodging of objections to applications to the Traffic Commissioners for heavy goods vehicle operators' licenses.	Director of Planning and Strategic Services
15. The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.	The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statutes, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.	Chief Executive
16. To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters:	To take the following actions in respect of non-compliance with statutory provisions, statutory notices or conditions imposed on grants, licences, permissions and similar matters:	Director of Legal and Public Health Protection Services

**DEPUTY LEADER OF THE COUNCIL (cont...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
i. the institution or defence of legal proceedings  ii. the briefing of Counsel within existing budgetary provision.  iii. the issuing of formal cautions pursuant to Home Office Regulations.	i. the institution or defence of legal proceedings  ii. the briefing of Counsel within existing budgetary provision.  iii. the issuing of formal cautions pursuant to Home Office Regulations.	

## 6. LEADER OF THE COUNCIL

The functions indicated in column 1 shall be the responsibility of the Leader of the Council, where there is an onward delegation indicated in column 2, whereby the function is delegated to the person indicated, the Leader of the Council shall be responsible for supervising the exercise of that delegation. The delegated powers shall not be exercised so as to conflict with approved council policy or budgetary provision.

1. FUNCTION	2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION	3. DELEGATED TO
1. Functions undertaken as agents for or on behalf of other authorities or organisations		
2. Determination of applications for a ban on organised marches in the District		
3. South Staffordshire Villages CCTV Scheme	South Staffordshire Villages CCTV Scheme	Chief Executive
4. Approving the Council's input into the South Staffordshire Sustainable Community Strategy (including the Council's Crime and Disorder Strategy)		
5. Consideration of matters arising from a "Community Call for Action" under the Police & Justice Act, 2006 requesting /requiring action by the Council as member of the Crime and Disorder Reduction Partnership	To take action/make recommendations on a proposed course of action on matters arising from a "Community Call for Action" under the Police & Justice Act, 2006, requesting/requiring action by the Council as a member of the Crime and Disorder Reduction Partnership, including any recommendations from the Overview and Scrutiny Committee /relevant Scrutiny Panel thereon.	

**LEADER OF THE COUNCIL (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
6. The authorisation of Anti Social Behaviour Orders and Dispersal Orders	Approval of the terms of Anti Social Behaviour Orders and Dispersal Orders	Chief Executive
7. Preparation of the Corporate Strategy		
8. Approving the Forward Plan		
9. Relationships with external organisations		
10. Locality Working (including Community Development; Health and Wellbeing Activities and Priorities; Energy Conservation; and 3 <sup>rd</sup> Sector Commissioning and Delivery)	(1) Determination and development of an ongoing programme for locality working across the District  (2) Development and implementation of a Health and Wellbeing Programme	Deputy Chief Executive  Deputy Chief Executive
11. The determination of applications for financial assistance from voluntary bodies, individuals and other organisations.		

**LEADER OF THE COUNCIL (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
<p>12.The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statues, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.</p>	<p>The authorisation of officers, where necessary for the performance of their duties to enter premises, make inspections, and to enforce legislation contained in statues, any regulations, orders, or other statutory instruments made thereunder such authorities to be provided in writing to the relevant officer specifying the relevant legislation, regulations, orders, or statutory instruments.</p>	<p>Chief Executive</p>
<p>13.To take the following actions in respect of non-compliance with statutory provisions, notices or conditions imposed on grants, licences, permissions and similar matters:</p> <ul style="list-style-type: none"> <li>i. the institution or defence of legal proceedings</li> <li>ii. the briefing of Counsel within existing budgetary provision.</li> <li>iii. the issuing of formal cautions pursuant to Home Office Regulations.</li> </ul>	<p>To take the following actions in respect of non-compliance with statutory provisions, notices or conditions imposed on grants, licences, permissions and similar matters:</p> <ul style="list-style-type: none"> <li>i. the institution or defence of legal proceedings</li> <li>ii. the briefing of Counsel within existing budgetary provision.</li> <li>iii. the issuing of formal cautions pursuant to Home Office Regulations.</li> </ul>	<p>Director of Legal and Public Health Protection Services</p>

**LEADER OF THE COUNCIL (cont ...)**

<b>1. FUNCTION</b>	<b>2. ONWARD DELEGATION AND ASSOCIATED LIMITS TO THE DELEGATION</b>	<b>3. DELEGATED TO</b>
14. To carry out all those functions referred to in Section 15 of the Local Government Act, 2000 not contained within the responsibilities of any other member of the Executive.		