

## Officer Scheme of Delegation

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#### Definitions

“Council”	includes all Committees and Sub-Committees of the Council unless the context requires otherwise
“Council Function”	means a function on which the responsibility of the Council has been delegated by the Council
“Executive”	includes the elected Mayor, all Committees of the Executive and any individual member of the Executive to whom the elected Mayor has delegated decision making power unless the context requires otherwise
“Executive function”	means a function that is the responsibility of the elected Mayor or has been delegated by the elected Mayor, or a member or committee, of his Executive
“Executive member/s”	includes the elected Mayor unless the context requires otherwise

“relevant member”

means the elected Mayor (in relation to Executive Functions) (or any Executive member to whom he/she has delegated the relevant function) and (in relation to Council functions) means the Chairman/woman of the appropriate Committee where the decision to be taken is within the power of the Committee; or (in relation to harbour matters) the Chairman/woman of the Harbour Committee; and otherwise the Chairman/woman of the Council (where no single political group has more than 18 elected members) or the Leader of the political group that comprises more than 18 elected members AND may mean more than one member where the context or nature of decision made so requires BUT where the person referred to above is absent or has a pecuniary interest or a conflict of interest in the matter or is precluded by law from acting, the expression “relevant member” shall mean the Deputy Mayor, Deputy Chairman/woman or Deputy Group Leader as applicable.

## General Delegations

Description	Responsibility delegated by
<p><b>1. General scheme of delegation to the Chief Executive, Directors and Assistant Directors</b></p> <p><b>Delegations to the Chief Executive</b></p>	
1.1 To advise the Executive and Council on policy development, the overall strategic direction and corporate governance of the Council.	Council/Executive
1.2 To act as the Council's Head of Paid Service under section 4(1) of the Local Government and Housing Act 1989.	Council
1.3 To determine the organisation and management of the Council's employees.	Council
1.4 To determine the appointment of all officers (excluding the Head of Paid Service and Directors).	Council
1.5 To determine the terms and conditions of employment of all officers (excluding the Head of Paid Service and any other officers so far as that power has been specifically reserved to be exercised by the Employment Committee).	Council
1.6 To be responsible for taking disciplinary action (including dismissal) in respect of any officer (except the Head of Paid Service, the Monitoring Officer and the Chief Finance Officer).	Council
1.7 To be responsible for appropriate management arrangements across the Council including the co-ordination of functions and to resolve disputes between business units.	Council
1.8 In consultation with the relevant member to (by written notice) change the allocation of responsibilities for services and functions between Directors, Assistant Directors and Executive Heads.	Council/Executive
1.9 To exercise any powers delegated to any Director, Assistant Director and/or Executive Head.	Council/Executive
1.10 In consultation with the relevant member to (by written notice) withdraw any powers delegated to any Director, Assistant Director and/or Executive Head.	Council/Executive

Description	Responsibility delegated by
1.11 In managing the services and functions for which he/she is directly responsible to take any decisions (including any Key Decisions) and to exercise all legal powers relevant to those services and functions.	Council/Executive
1.12 To retain contract staff or appoint consultants on matters related to the management of the Council.	Council/Executive
1.13 So far as is lawful, to delegate (in such manner in which he or she considers appropriate) to any other employee responsibility for any matters for which he/she is responsible. Any such delegations may be revoked, varied or subject to such limitations as the Chief Executive considers appropriate.	not applicable
1.14 To handle complaints made against the Council (including Ombudsman complaints) and (following consultation with the relevant member) to settle complaints locally.	Council/Executive
1.15 To represent the interests of the Council to the community, local interest groups and external agencies.	Council/Executive
1.16 In consultation with the relevant member, to deal with all matters in connection with the media and public relations including issuing press releases on behalf of the Council.	Council/Executive
1.17 In consultation with the relevant member, to respond on behalf of the Council to Government and other consultation exercises in relation to proposed legislation and other matters relevant to the Council.	Council/Executive
1.18 To approve (in consultation with the relevant member) all civic and ceremonial arrangements including in relation to twinning.	Council/Executive
1.19 Where the Chief Executive is of the opinion that as a matter of urgency any decision in relation to a Council function shall be taken in the best interests of either the Council or the inhabitants of the Borough and it is not in his/her opinion reasonably practicable to convene a meeting of the Council to consider the matter he/she may take such decisions, as he/she considers necessary, following consultation with the elected Mayor and Group Leaders. The decision will also be communicated to all members as soon as practicable after the decision has been taken. He/she will also submit to a meeting of the Council a written report of any action taken under this paragraph 1.19 (and the reasons for that action and the	Council

Description	Responsibility delegated by
alternative options he/she considered) as soon as reasonably practicable.	
1.20 In the absence of the Chief Executive his/her powers as set out in the preceding paragraphs may be exercised by the Assistant Director of Community and Customer Services, or the Assistant Director of Corporate and Business Services.	Council/Executive
1.21 In consultation with the elected Mayor and Group Leaders, to determine all appointments (or decide not to make appointments) to outside organisations at any time after the general review of such appointments in accordance with the Protocol on Relations between the Mayor and Political Groups. Where consensus between the elected Mayor and the Leaders of the all the political groups is not forthcoming, the Chief Executive may refer the matter to the Council for determination.	Executive
1.22 In consultation with the Overview and Scrutiny Co-ordinator, to appoint representatives to serve on a Joint Health Scrutiny Committee in accordance with legislation, guidance and/or protocols in force at the time.	Council
<b>Delegations to Directors, Assistant Directors and Executive Heads</b>	
1.23 In managing the services and functions for which they are responsible Directors, Assistant Directors and Executive Heads shall be authorised to take any decisions (including any Key Decisions) and to exercise all legal powers relevant to those services and functions. Except Assistant Directors and Executive Heads shall not be authorised to take any decisions where they are expressly delegated to the Chief Executive, a specific Director, Assistant Director or Executive Head in this Scheme of Delegation unless so expressly delegated specifically to them.	Council/Executive
1.24 This authorisation shall include (but not be limited to) any decisions in relation to the budget for and resources (including employees) allocated to those service/s and function/s for which they are responsible, from time to time.	Council/Executive
1.25 Where the areas of responsibility and powers of an employee refer to specific Acts of Parliament,	not applicable

Description	Responsibility delegated by
Regulations, Orders or guidance any subsequent re-enactment or amendment of the same shall apply.	
1.26 To retain contract staff or appoint consultants on matters related to their areas of responsibility.	Council/Executive
1.27 To make any decisions related to staff matters within their business unit in accordance with Council policy.	Council
1.28 So far as is lawful, Directors, Assistant Directors and Executive Heads may delegate (in such manner as is considered appropriate) matters within the services and functions for which they are responsible to employees within their portfolio/business unit or to other Directors, Assistant Directors or Executive Heads. Any such delegations may be revoked, varied or subject to such limitations as the delegating Director, Assistant Director or Executive Head considers appropriate.	not applicable
1.29 A Director or Assistant Director (following consultation with the Chief Executive and the relevant Executive Head) may (by written notice (including email)) withdraw (either permanently or temporarily) any of the above powers delegated to any Executive Head within his/her portfolio and/or impose restrictions or conditions upon the exercise of any of the above powers by that Executive Head. However, this paragraph shall not apply in relation to the following:	not applicable
(a) the Council’s Monitoring Officer when acting in that capacity;	
(b) the Executive Head of Business Services when exercising powers or duties expressly reserved to him/her by law in respect of the Harbour Authority; and	
(c) any other officer when exercising powers or duties expressly reserved to him/her by law.	

**Limitations on delegations to the Chief Executive, Directors and Assistant Directors, Executive Heads and all other officers**

2.5 No decision shall be taken by any officer under this Scheme of Delegation if any relevant member or the Chief Executive requests that the matter shall be referred	Council/Executive
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Description	Responsibility delegated by
to the Council or the Executive (whichever shall be able to take the decision in question) or to the Chief Executive.	
2.6 All decisions shall be in accordance with the law. Whether or not any decision is contrary to the Council’s Constitution may, if necessary, be determined by the Council. However, no decision or action shall be taken by any employee if the Assistant Director Corporate and Business Services reasonably considers it to be contrary to the law.	No applicable
2.7 All decisions shall be in accordance with the Constitution and the Policy Framework of the Council. Whether or not any decision or action falls within the Policy Framework may, if necessary, be determined by the Council. However, no decision or action shall be taken by any employee if the Assistant Director Corporate and Business Services reasonably considers it to be contrary to the Policy Framework.	Council
2.8 All decisions shall be in accordance with the Council’s Budget and Financial Regulations. Whether or not any decision or action falls within the Budget and Financial Regulations may, if necessary, be determined by the Council. However, no decision or action shall be taken by any employee if the Chief Finance Officer or the Monitoring Officer reasonably considers it to be contrary to the Budget or Financial Regulations.	Council
2.9 All decisions relating to the expenditure of unbudgeted additional income, or lower than budgeted expenditure shall be in accordance with the Financial Regulations.	Council/Executive
2.10 All decisions shall be in accordance with the Council’s Standing Orders. Whether or not any decision or action is in accordance with the Council’s Standing Orders may, if necessary, be determined by the Council. However, no decision or action shall be taken by any employee which the Monitoring Officer reasonably considers to be contrary to the Council’s Standing Orders.	Council
2.11 In relation to the authorisation of the institution, defence or conduct of legal proceedings no decision shall be taken without prior consultation with the Assistant Director of Corporate and Business Services and no such action	Council/Executive

Description	Responsibility delegated by
<p>shall be taken that is contrary to or not in accordance with any instruction from the Assistant Director of Corporate and Business Services.</p>	
<p>2.12 Before exercising (or deciding not to exercise) any delegated powers all employees shall undertake appropriate internal consultation. This consultation shall normally include (but not be limited to) the following:</p>	Council/Executive
<p>2.12.1 Where the proposal may have implications relating to the Council’s Corporate Plan, consultation with all relevant members and the Chief Executive;</p>	Council/Executive
<p>2.12.2 Where the proposal may have any policy implications, or any significant service implications, consultation with all relevant members and the Chief Executive;</p>	Council/Executive
<p>2.12.3 Where the proposal might reasonably be regarded as unusual or highly contentious, or involve an uncertain outcome, or has been the subject of (or is likely to result in) an allegation of maladministration being made against the Council, consultation with the relevant member, the Chief Executive and appropriate other senior officers;</p>	Council/Executive
<p>2.12.4 Where the proposal has any legal implications, consultation with the relevant member and the Assistant Director of Corporate and Business Services;</p>	Council/Executive
<p>2.12.5 Where the proposal may have significant implications for any particular Ward, consultation with all the members representing that Ward;</p>	Council
<p>2.12.6 Where the proposal may have any financial or audit (whether internal or external) implications, or any property implications, consultation with the Chief Finance Officer;</p>	Council/Executive
<p>2.12.7 Where the proposal may have any constitutional implications, consultation with the Monitoring Officer;</p>	Council
<p>2.12.8 Where the proposal may have any implications relating to the Council’s insurance policies (or the ability of the Council to obtain insurance at reasonable rates in the future), consultation with the Assistant Director Corporate and Business Services;</p>	Council/Executive



Description	Responsibility delegated by
2.12.9 Where the proposal may have any health and safety implications for the public or employees, consultation with the Assistant Director Community and Customer Services;	Council/Executive
2.12.10 Where the proposal may have any human resources implications, consultation with the Assistant Director Corporate and Business Services;	Council
2.12.11 Where the proposal may have any equalities implications, consultation with the Assistant Director Corporate and Business Services;	Council/Executive
2.12.12 Where the proposal may have any implications for another Council business unit, consultation with the relevant Director, Assistant Director and Executive Head;	Council/Executive
2.12.13 Where any relevant member, Director, Assistant Director or Executive Head has expressed opposition to a proposal, consultation with the Chief Executive;	Council/Executive
2.12.14 Where the proposal is similar to a previous matter that has been the subject of consultation with any member (or which a member has expressed a desire to be consulted about), consultation with that member;	Council/Executive
2.12.15 Where the delegated power is expressly required to be exercised in consultation with one or more Community Partnership, the Community Partnership(s) specified in the decision to delegate;	Council/Executive
2.12.16 Where the proposal may have significant implications for one or more Community Partnerships, consultation with those Community Partnerships affected; and	Council/Executive
2.12.17 In any cases of doubt, consultation with the relevant member.	Council/Executive
2.13 Freehold property acquisitions and disposals may not be authorised where in the reasonable opinion of a fellow or member of the Royal Institute of Charter Surveyors (RICS) the estimated market value of the land or property being acquired or disposed of exceeds £50,000 or (if a	Executive

Description	Responsibility delegated by
<p>transaction is linked to another transaction) where the aggregate estimated value exceeds that amount (this includes disposals at a peppercorn rate). But this paragraph shall not prevent the Chief Executive, Directors and Assistant Directors authorising land/property acquisitions and freehold disposals where they are in accordance with the Council's Capital Programme or an express Council decision.</p>	
<p>2.14 The Chief Executive, Directors and Assistant Directors and Executive Heads may not authorise leases if, in the reasonable opinion of a fellow or member of the Royal Institute of Charter Surveyors (RICS), the market value of the premium exceeds £25,000 or if the market value of the rent (including any service charge) should exceed £10,000 per year, or (if a transaction is linked to another transaction) where the aggregate relevant amounts exceeds those limits (this includes leases at a peppercorn rent). But this paragraph shall not prevent the Chief Executive, Directors, Assistant Directors and Executive Heads authorising leasehold disposals where they are in accordance with the Council's Capital Programme or an express Council decision.</p>	Executive
<p>2.15 The Chief Executive, all Directors, Assistant Directors and Executive Heads may not authorise the acceptance of any tender for goods or services where the estimated or actual (whichever the higher) total contract value exceeds £50,000 or (if a contract is linked to another contract) where the aggregate estimated or actual (whichever the higher) value exceeds that amount unless otherwise specified within the Financial Regulations. But this paragraph shall not prevent the Chief Executive, Directors, Assistant Directors and Executive Heads authorising the acceptance of any tenders for goods or services where they are pursuant to the Council's approved Capital Programme.</p>	Executive
<p>2.16 No decision shall be taken that is contrary to the terms of any specific delegations whether in this Scheme or made by Council (or a Council Committee or Sub-Committee) or the Executive, or an employee of the Council.</p>	not applicable

## Specific Delegations

Description	Responsibility delegated by
<b>1. Delegations to the Director of Adult Services</b>	
1.1 No specific delegations.	
Description	Responsibility delegated by
<b>2. Delegations to the Director of Children’s Services</b>	
2.1 In consultation with the Executive Member for Children’s Services, approve all care package arrangements for children, irrespective of value.	Executive
Description	Responsibility delegated by
<b>3. Delegations to the Director of Public Health</b>	
3.1 The holder of the post of Director of Public Health is the statutory officer for the purposes of Section 73A of the National Health Service Act 2006 and is responsible for the strategic direction and overall management and delivery of the local authority’s functions relating to Public Health and without prejudice to the foregoing, shall have power, subject to compliance with the Constitution and approved policies of the Council or Executive (as appropriate) and all legal requirements, to discharge the following functions in relation to public health matters:	Statutory delegation
a) taking appropriate steps to improve the health of the people in the authority’s area. Steps that may be taken include: providing information and advice; providing services or facilities designed to promote healthy living; providing services or facilities for the prevention, diagnosis or treatment of illness; providing financial incentives to encourage individuals to adopt healthier lifestyles; providing assistance (including financial assistance) to help individuals to minimise any risks to health arising from their accommodation or environment; providing or participating in the provision of training for persons working or seeking to work in the field of health improvement; making	

Description	Responsibility delegated by
available the services of any person or any facilities; and providing grants or loans;	
b) dental public health as prescribed by the Secretary of State under Section 111 of the 2006 Act;	
c) joint working with the prison service in relation to improving the way in which the authority's functions are exercised to secure and maintain the health of prisoners;	
d) the medical inspection of pupils and the weighing and measuring of children;	
e) research, obtaining and analysing data or other information, and obtaining advice from persons with appropriate professional expertise;	
f) planning for, or responding to, emergencies involving a risk to public health;	
g) co-operating with arrangements for assessing risks posed by violent or sexual offenders;	
h) any public health function of the Secretary of State (or functions exercisable in connection with those functions): <ul data-bbox="571 1451 1094 1615" style="list-style-type: none"><li>• which the authority is required by regulations to exercise; or</li><li>• in respect of which arrangements have been made;</li></ul>	
i) any other function prescribed by the Secretary of State as the responsibility of the Director of Public Health;	
j) the oversight of clinical governance arrangements;	
k) making representations to the licensing authority in relation to applications for the grant, variation and review of premises licences as responsible authority for public health for the purposes of the Licensing Act	

Description	Responsibility delegated by
<p>2003; and</p> <p>l) provision of contraceptive services.</p>	
<p><b>4. Delegations to the Assistant Director Corporate and Business Services</b></p>	
<p>4.1 Institute, defend and conduct any legal proceedings and take all steps necessary to enforce judgements in accordance with any policies approved by the Council or the Executive.</p>	Executive
<p>4.2 To negotiate and reach agreement on behalf of the Council on policies and procedures concerning employees.</p>	Executive
<p>4.3 To obtain the necessary statistical information to enable the Council to monitor the composition of its workforce in accordance with its equal opportunity and other policies and good practice.</p>	Executive
<p>4.4 To authorise employees to appear on behalf of the Council in the County Court and/or Magistrates’ Court pursuant to Section 60 of the County Courts Act 1984 and Section 223 of the Local Government Act 1972.</p>	Council/Executive
<p><b>4.5 Property Management, Acquisition and Disposal:</b></p>	
<p>(a) Where the Council or the Executive or an officer acting under delegated powers has made a decision to acquire or dispose of a freehold or leasehold property interest, to determine the detailed terms of acquisition/disposal. No term shall be agreed that is contrary to any term imposed by the decision maker without the consent of the decision maker or (in the case of the Executive, the express approval of the elected Mayor);</p>	Council (so far as part of the Capital Plan) – otherwise Executive
<p>(b) To grant or enter into easements, licences, agreements, restrictive covenants or other rights or obligations where the consideration does not exceed £10,000 per annum on any single transaction (or series of linked transactions);</p>	Executive
<p>(c) To grant leases for up to 40 years to sports clubs on acceptable terms which each case being</p>	Executive

Description	Responsibility delegated by
<p>considered on its merits, in consultation with the Chief Executive of the Torbay Development Agency;</p>	Executive
<p>(d) To renew leases (regardless of the level of rent payable), licences and undertake a review of rents and licence fees when necessary and to agree surrenders, sub-letting and approve assignments;</p>	Executive
<p>(e) To approve variations to (including the release of) restrictive and other covenants;</p>	
<p>(f) To approve terms for the appropriation of land previously authorised by the Executive or the Council</p>	
<p>4.6 To make changes to the Council’s constitution required for technical or legal reasons.</p>	Council/Executive
<p>4.7 To approve members’ and co-opted members’ travel and subsistence allowances that technically fall outside the scheme where he/she is satisfied that the expenses incurred are essential to the proper conduct of Council related business.</p>	Council

Description	Responsibility delegated by
<p><b>5. Delegations to the Assistant Director Community and Customer Services</b></p>	
<p>5.1 To consider and determine (unless such determination is reserved by law or the Council’s Constitution to Council all applications and all other matters (including issuing Notices, making Orders and requesting Legal Services to issue civil or criminal proceedings) relating to the Buildings Act 1984 and Building Regulations as appropriate.</p>	Council
<p>5.2 To consider and take any action under the Town and Country Planning Act 1990 in connection with tree preservation and enforcement.</p>	

Description	Responsibility delegated by
<b>6. Delegations to the Executive Head of Business Services</b>	
6.1 To serve or receive notices, make orders, authorise any action or the institution, defence or conduct of proceedings and appeals and authorise named employees to enforce specific powers in respect of Tor Bay Harbour Authority.	Council
6.2 The following powers in this paragraph are statutory powers which cannot be exercised by any officer other than the Executive Head Business Services, his/her Deputy or appointed assistants (such appointments being specifically referred to in their job description). Likewise they cannot be withdrawn by the Chief Executive or any other officer.	Statutory delegation
6.2.1 To give general directions to regulate the movement and berthing of ships and the safety of navigation.	
6.2.2 To give directions prohibiting the entry into, or requiring the removal from, the Harbour of any dangerous vessels.	
6.2.3 To prohibit the entry into the Harbour, and to regulate the movement, of any vessel carrying dangerous substances and to control similarly the entry onto the Harbour estate of dangerous substances brought from inland.	
6.2.4 To detain a vessel, if he/she has reason to believe that it has committed an offence by discharging oil, or a mixture containing oil, into the waters of the Harbour.	
6.2.5 Only in relation to property forming part of the Harbour Estate and always having first obtained the approval of a fellow or member of the Royal Institute of Charter Surveyors (RICS) as to the value and terms of such disposal:-  (a) to grant or enter into the terms of leases, sub leases, or licences where the consideration does not exceed £25,000 per annum on any single transaction (or series of linked transactions);  (b) to grant or enter into easements, licences, agreements, restrictive covenants or other rights or obligations where the consideration does not exceed £20,000 on any single transaction (or	Executive

Description	Responsibility delegated by
<p>series of linked transactions);</p> <p>(c) to effect freehold disposals of land not required for operational purposes up to £100,000 in value;</p> <p>(d) to renew leases (regardless of the level of rent payable), licences and undertake a review of rents and licence fees when necessary and to agree surrenders, sub-letting and approve assignments; and</p> <p>(e) to approve variations to (including the release of) restrictive and other covenants.</p>	
<p>6.2.6 To regulate the time and manner of a ship’s entry into, departure from and movement within the Harbour waters and related purposes.</p>	Council
<p>6.3 To vary (by addition or waiver (in full or as to part)) the approved Schedule of Harbour Charges in such manner as the Executive Head Business Services shall consider reasonable; including for example (without restricting the generality of this power) where he/she considers:</p> <p>(i) the variation to be in the best interest of the Harbour Authority and/or local people;</p> <p>(ii) the variation would fairly reflect actual or part-year usage;</p> <p>(iii) that it would be appropriate where a vessel owner/operator has made use of a facility as a result of what the Executive Head Business Services considers to be extreme or unusual weather conditions, an accident at sea, or other emergency; and</p> <p>(iv) it appropriate to levy a charge above or in addition to those matters contained within the approved Schedule of Charges for anything done or provided by (or on behalf of) the Harbour Authority in accordance with the Harbours Act 1964 and/or Section 24 of the Tor Bay Harbour Act 1970 or any amendments or re-enactments of those Acts.</p>	Council (as part of the budget)
<p>PROVIDED THAT the Executive Head Business Services shall maintain a proper written record of all variations approved under this paragraph and shall, at least twice a</p>	



Description	Responsibility delegated by
<p>year, report to the Harbour Committee the total value of the additional charges levied and the total value of the charges waived under this paragraph.</p>	
<p>6.4 To consider and (if appropriate) determine (unless such determination is reserved by law or the Council's Constitution to Council or its Development Management Committee) all applications and all other matters (including issuing Notices, making Orders and requesting the Assistant Director Corporate and Business Services to issue civil or criminal proceedings) relating to:</p> <p style="padding-left: 40px;">Town and Country Planning; Conservation Areas; Listed Buildings; Scheduled Ancient Monuments; The display of advertisements; and Public Rights of Way.</p>	Council
<p>6.5 Following consultation with the relevant member, to determine applications for planning permission where an application that is materially the same has previously been refused because of a failure to execute a Section 106 Agreement and such determination would otherwise be contrary to a limitation set out in paragraph 2 below, or where an appropriate Section 106 Agreement has been executed and there has been no other material change in circumstances.</p>	Council
<p>6.6 <b>Limitations to Delegated Powers Delegations to the Executive Head of Business Services</b></p>	
<p>6.6.1 At all times to have regard to the extant Torbay Local Plan ("the Torbay Local Plan").</p>	Council
<p>6.6.2 The Executive Head of Business Services shall not determine any application (or other matter) in a manner that would (in his/her opinion or the opinion of the Assistant Director Corporate and Business Services not be in accordance with the Torbay Local Plan and any such application (or other matter) shall be referred to the Development Management Committee (or, if he/she considers it appropriate, Council).</p>	Council
<p>6.6.3 The Executive Head of Business Services may not determine and must refer to the Development Management Committee (or, if he/she considers it</p>	Council/Executive

Description	Responsibility delegated by
<p>appropriate, Council) any application (or other matter) that:</p>	
<p>(a) Constitutes a “Major Development” (as defined (from time to time) by the Secretary of State) for the purposes of the Council’s PS1 Return;</p>	
<p>(b) Relates to Minerals;</p>	
<p>(c) Relates to the handling, transfer or disposal of Waste or Hazardous Waste;</p>	
<p>(d) Relates to land owned, controlled or occupied by the Council (unless there are no objections and/or it is a minor variation to an existing planning permission);</p>	
<p>(e) The Executive Head of Business Services, or any Director, Assistant Director or Executive Head has requested be referred to the Development Management Committee or Council;</p>	
<p>(f) By law requires determination by Council or a Council Committee or the Secretary of State; and</p>	
<p>(g) Having consulted with the Chairman/woman or Deputy Chairman/woman of the Development Management Committee, he/she considers should be referred to members for consideration or determination in the interest of the Council or the public or for any other reason.</p>	
<p>6.6.4 The Executive Head of Business Services shall refer to the elected Mayor for determination any matters the determination of which is an Executive Function (e.g. preparation of supplementary planning guidance, designation of conservation areas, designation of areas of archaeological interest, designation of nature reserves, removal of permitted development rights through Article 4 Directions and making compulsory purchase orders).</p>	not applicable

Description	Responsibility delegated by
<p><b>7. Delegations to the Chief Finance Officer (as Section151 Officer)</b></p>	
<p>7.1 In accordance with the Council’s Standing Orders and</p>	Executive

Description	Responsibility delegated by
Financial Regulations:	
(a) to take any decisions (including any Key Decisions) and to exercise all legal powers relevant to the Council's borrowing, investments, and financial management;	
(b) to approve the re-phasing of expenditure between years on approved schemes, provided that the impact does not exceed the overall level of the approved programme and the level of resources estimated to be available;	
(c) to authorise the opening and closing of any such bank accounts, purchasing cards etc as may be considered necessary in the Council's interest;	
(d) in respect of National Non Domestic Rates, Council Tax including Council Tax Support Scheme, and other income and debtors, to exercise all the powers of the Council (including the institution of legal proceedings and all steps necessary to enforce judgements) in accordance with any policies approved by the Council or the Executive;	
(e) in respect of any sums due to the Council, to approve the writing off of sums that he/she considers to be irrevocable (or uneconomic to recover). If the amount to be written off exceeds £1,000 the Chief Finance Officer shall first consult with the relevant Executive member with responsibility for finance;	
(f) to submit bids and accept any grant offers, including the terms and conditions attached to such offers subject to the grant offer and terms and conditions being in accordance with the Council's policies and objectives, and make any resulting budget virements;	
(g) in consultation with the Chief Executive to approve any use of contingency budgets, carry forwards (positive or negative) that the Chief Finance Officer deems necessary;	
(h) in consultation with the Chief Executive to approve the use of Earmarked reserves in accordance with Financial Regulations;	

Description	Responsibility delegated by
<ul style="list-style-type: none"> <li>(i) that the Chief Finance Officer, in consultation with the Executive Director of Operations and Finance, elected Mayor and Executive Lead Member for Finance, be authorised to make adjustments to and introduce new fees and charges in year if it has no adverse impact upon the revenue or capital budget;</li> <li>(j) to make any changes to the budgets for technical Reasons;</li> <li>(k) the approval of the estimated distribution on the Collection Fund for both Council Tax and Non Domestic Rates; and</li> <li>(l) approval of the Council’s estimate of Business Rate Income as required to be submitted to central government.</li> </ul>	
<p>7.2 In consultation with the relevant member, to determine all applications for grants or concessions from the Council up to the value of £25,000 (to any one person or organisation whether or not extending over more than one financial year) and to impose such conditions on any approved grant as he/she shall consider appropriate. In exercising this power the Chief Finance Officer shall have regard to all relevant matters including the following:</p> <ul style="list-style-type: none"> <li>(a) the extent to which the grant requested would facilitate a contribution towards the Council’s priorities;</li> <li>(b) the extent to which the grant requested would be likely to assist the grantee to obtain additional funding from third parties;</li> <li>(c) whether alternative sources of funding are available to the grantee;</li> <li>(d) value for money;</li> <li>(e) the extent to which the grant is likely to enable the grantee to apply the principle of “invest to save”;</li> <li>(f) the likely medium and long-term implications for the Council’s Revenue Budget; and</li> </ul>	Executive

Description	Responsibility delegated by
<p>(g) the extent to which the grantee is able to demonstrate that it has in place (or is able to put in place) effective auditing arrangements to monitor and control the expenditure of the grant monies.</p>	
<p>7.3 To make adjustments to the Exceptional Hardship Policy and Fund and the Vulnerable Policy in consultation with the Mayor and Executive Lead for Finance and Regeneration.</p>	Council/Executive
<p><b>Limitations to Delegated Powers to the Chief Finance Officer</b></p>	
<p>7.4 That the provisions outlined above exclude decisions to make loans or provide guarantees to external organisations and that these require approval by Full Council. However loans of less than £50,000 to be approved by the Chief Finance Officer, in consultation with the Chief Executive and the elected Mayor.</p>	Council/Executive
Description	Responsibility delegated by
<p><b>8. Delegations to the Governance Support Manager</b></p>	Council/Executive
<p>8.1 To authorise additional training and development that is not included within the Annual Development Programme.</p> <p>(Note: The Local Protocol on relations between the Mayor and Political Groups states that the members’ training budget will be used primarily to meet the cost of the development programme with the remainder of the funding to be allocated in equal proportions (one third) to fund the following:-</p> <p>(i) Training for Executive Members;                      (ii) Training for Scrutiny Members; and                      (iii) Training not specifically related to Executive. scrutiny functions.)</p>	Council
<p>8.2 The appointment of Political Group Assistants where budget is allocated for such posts.</p>	Council
<p>8.3 The taking of disciplinary action (including dismissal) in</p>	Council/Executive

**Description**

**Responsibility  
delegated by**

relation to the elected Mayor’s Assistant (in consultation with the elected Mayor) and any Group Assistant (in consultation with the relevant group leader).