

ADUR & WORTHING COUNCILS' REGISTER OF SUB DELEGATIONS FROM SCHEME OF OFFICER DELEGATIONS

The consultation requirements and limitations set out in this Register of Sub-Delegations are specific to the Officer post to which the delegation is being made. When exercising a sub-delegation, the Officer is required to also comply with the consultation and limitation requirements in the main Scheme of Delegations.

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|---|------------------------------------|--|---|---|
| 2 | DELEGATIONS: GENERAL FUNCTIONS – CHIEF EXECUTIVE, DIRECTORS, ASSISTANT DIRECTORS & HEADS OF SERVICE | | | | |
| 2.3 | DIRECTOR FOR HOUSING & COMMUNITIES | | | | |
| 2.3.1 | The taking of a decision as to whether or not the Council will tolerate unlawful encampments for a specified period and purpose, and to keep that decision under constant review | Director for Housing & Communities | Assistant Director Operations & Sustainability Assistant Director Place & Economy | Sussex Police WSCC | |
| N/A | To proceed with the following recommendations from Agenda Item 8 of the 6th October 2020 JSC Report on behalf of the Director for Communities: iv. Recommend to Council to approve the proposed capital expenditure of £15.935m from the development budget to deliver these projects funded by grant of £2.24m and prudential borrowing of £13.695m | Chief Executive | Assistant Director Regenerative Development | | |

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| | vii. Delegate authority to the Director for Communities, following a tender process, to award the building contracts and all associated contracts to enable delivery of the sites. | | | | |
| 2.4 | DIRECTOR FOR SUSTAINABILITY & RESOURCES | | | | |
| 2.4.5 | To authorise payments or the provision of other benefits under s.92, Local Government Act, 2000 (payments in cases of maladministration) or by way of local settlement in relation to Local Government Ombudsman complaints. | Director for Sustainability & Resources | Systems and Applications Officer, Housing Services Neighbourhood Services Manager | Appropriate Assistant Director, Monitoring Officer and, if over £1000, Assistant Director, Finance | |
| 2.4.6 | To convene meetings of Full Council, Executive, Executive Members, Committees and other bodies | Director for Sustainability & Resources | Democratic Services Manager Senior Democratic Services Officer | Mayor, Leader, Executive Member or Chairman as appropriate | As set out in the Constitution |
| 2.4.7 | To cancel meetings of Full Council, Executive, Executive Members, Committees and other bodies | Director for Sustainability & Resources | Democratic Services Manager Senior Democratic Services Officer | Mayor, Leader, Executive Member or Chairman as appropriate | |

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| 2.5 | DIRECTOR FOR PLACE | | | | |
| 2.5.4 | To act on behalf of Worthing Borough Council as Trustee of Highdown Gardens Trust and Chalk Pit Charity Trust | Chief Executive | Assistant Director, Place & Economy | | Limited to being exercised in respect of day to day management activities and administrative matters only |
| 2.5.5 | To act on behalf of Adur District Council as Trustee of Adur Recreation Ground and The Green | Chief Executive | Assistant Director, Place & Economy | | Limited to being exercised in respect of day to day management activities and administrative matters only |
| 2.6 | CHIEF EXECUTIVE, ALL DIRECTORS, ASSISTANT DIRECTORS AND HEADS OF SERVICE | | | | |
| 2.6.1 | To manage the functions for which they are responsible. | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Strategy and Performance Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|--|---|---|
| | | | Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader | | |
| | | | Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) | Housing Assets Manager | |
| | | | Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) | Housing Needs Manager | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---|---|---|---|
| | | | Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator | | |
| | | | Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations) | Neighbourhood Services Manager | |
| 2.6.2 | To make minor amendments to any Policy, Strategy, Consultation or similar document and sign notices, other than legal notices, arising from any decision of the Council | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager | Assistant Director Housing, Homelessness & Prevention | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---|---|---|--|
| | | | Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Fire Safety Manager Compliance Manager (Contracts) | | |
| 2.6.2 | To make minor amendments to any Policy, Strategy, Consultation or similar document and sign notices, other than legal notices, arising from any decision of the Council | Assistant Director Legal & Democratic Services | Senior Lawyer | | |
| 2.6.3 | To respond to consultations | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager | Assistant Director Housing, Homelessness & Prevention or, where determined by them, relevant Executive Member | To exclude consultations that cross departmental boundaries or service areas |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|--|---|---|--|---|
| | | | Strategy and Performance Manager Private Sector Housing Manager Fire Safety Manager Compliance Manager (Contracts) | | |
| 2.6.4 | To dispose of lost or uncollected property | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager | Assistant Director Legal & Democratic Services | Authority to sub-delegate this, limited to only in circumstances where the Neighbourhood Services Manager is absent, and only with agreement by the relevant Assistant Director |
| 2.6.4 | To dispose of lost or uncollected property | Assistant Director Operations & Sustainability | Bereavement Services Manager | Assistant Director Legal & Democratic Services | In respect of the functions for which they are responsible |
| 2.6.4 | To dispose of lost or uncollected property | Assistant Director Place & Economy | Senior Coastal Warden Senior Park Ranger Park Ranger | Assistant Director Legal & Democratic Services | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|--|---|---|--|--|
| 2.6.4 | To dispose of lost or uncollected property | Director for Place | Assistant Operations Manager Waste Cleansing and Fleet Manager Assistant Parks and Foreshore Manager Parks and Foreshore Manager | Assistant Director Legal & Democratic Services | In respect of the functions for which they are responsible |
| 2.6.5 | To procure goods and services | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader | Assistant Director Finance and Assistant Director Housing, Homelessness & Prevention | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|---|---|---|
| | | | Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager | Assistant Director Finance, Assistant Director Housing, Homelessness & Prevention and Housing Assets Manager | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|-------------------------------|--|---|---|--|
| | | | Community Alarm Manager | Assistant Director Finance, Assistant Director Housing, Homelessness & Prevention and Neighbourhood Services Manager | |
| | | | Senior Environmental Health Officer (Assistance and Adaptations) | Assistant Director Finance and Assistant Director Housing, Homelessness & Prevention | |
| 2.6.5 | To procure goods and services | Assistant Director Operations & Sustainability | Bereavement Services Manager Assistant Bereavement Manager | Assistant Director Regenerative Development | In respect of the functions for which they are responsible |
| 2.6.5 | To procure goods and services | Assistant Director Operations & Sustainability | Waste Cleansing and Fleet Manager Assistant Operations Manager (Waste and Cleansing) | Assistant Director Regenerative Development | In respect of the functions for which they are responsible |
| 2.6.5 | To procure goods and services | Director for Place | Assistant Parks and Foreshore Manager Parks and Foreshore Managers | Assistant Director Regenerative Development | In respect of the functions for which they are responsible |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---|---|--|--|
| | | | Business Development Manager, Economy Directorate | | |
| 2.6.5 | To procure goods and services | Assistant Director Legal & Democratic Services | Senior Lawyer | Assistant Director Regenerative Development | |
| 2.6.6 | To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager | Assistant Director Legal & Democratic Services and Assistant Director Finance | In accordance with Financial Procedure Rules and individual financial authority limits |
| 2.6.6 | To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which they are responsible | Assistant Director Legal & Demographic Services | Senior Lawyer | Assistant Director Legal & Demographic Services and Assistant Director Finance | |
| 2.6.7 | To carry out minor development for which planning permission is not required | Assistant Director Housing, Homelessness & Prevention | Housing Needs Manager Asset Manager Neighbourhood Services Manager | Head of Planning or Assistant Director Regenerative Development as appropriate | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---|--|---|--|
| | | | Fire Safety Manager | | |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Housing Transformation Programme Manager Strategy and Performance Manager Private Sector Housing Manager Housing Business Support Team Leader Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) | Where specified in Contract Standing Orders, Assistant Director Finance Assistant Director Legal & Democratic Services | In accordance with Contract Standing Orders. In accordance with Financial Procedure Rules and individual financial authority limits |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|---|---|---|
| | | | Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations) | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------------|---|--|--|--|--|
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Assistant Director Operations & Sustainability | Bereavement Services Manager Assistant Bereavement Service Manager | Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services | In accordance with Contract Standing Orders |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Assistant Director Operations & Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services | In accordance with Contract Standing Orders |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Director for Place | Business Development Manager Parks and Foreshore Manager Assistant Parks and Foreshore Manager | Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services | In accordance with Contract Standing Orders |
| 2.6.8 | To do all matters in relation to procurement and letting of contracts | Assistant Director Regenerative Development | Principal Building Surveyor | Where specified in Contract Standing Orders, Assistant Director Finance and | Subject to a maximum spend of £50,000 In accordance with Contract Standing Orders |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---|---|--|--|
| | | | | Assistant Director Legal & Democratic Services | |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Assistant Director Legal & Democratic Services | Senior Lawyer | Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal and Democratic Services | In accordance with Contract Standing Orders |
| 2.6.9 | To take any action authorised by Financial Standing Orders | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader | | In accordance with Financial Procedure Rules and individual financial authority limits |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|---|---|---|
| | | | Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
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| | | | Senior Environmental Health Officer (Assistance and Adaptations) | | |
| 2.6.10 | To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates of Capital Programme except where the Council has placed a reservation on any such item | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader Repairs Services Manager Fire Safety Manager | | In accordance with Financial Standing Orders and individual financial authority limits |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|--|---|---|
| | | | Compliance Manager (Contracts) Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
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| | | | (Assistance and Adaptations) | | |
| 2.6.10 | To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates of Capital Programme except where the Council has placed a reservation on any such item | Assistant Director Operations & Sustainability | Bereavement Services Manager | | In accordance with Financial Standing Orders |
| 2.6.10 | To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates of Capital Programme except where the Council has placed a reservation on any such item | Assistant Director Operations & Sustainability | Waste & Cleansing Operations Manager | | In accordance with Financial Standing Orders |
| 2.6.10 | To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates of Capital Programme except where the Council has placed a reservation on any such item | Director for Place | Business Development Manager Parks and Foreshore Manager | | |
| 2.6.11 | To write off amounts as irrecoverable | Assistant Director Operations & Sustainability | Bereavement Services Manager | Where specified in Financial Standing Orders, Chief Financial Officer, | In accordance with Financial Standing Orders |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|---|---|---|---|--|
| | | | | Executive Member for Resources | |
| 2.6.11 | To write off amounts as irrecoverable | Director for Place | Business Development Manager (Place and Economy) Parks and Foreshore Manager | Where specified in Financial Standing Orders, Head of Finance, Executive Member for Resources | In accordance with Financial Standing Orders |
| 2.6.12 | To determine grant applications in relation to the functions for which they are responsible, other than award of grants to voluntary sector organisations | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager | Assistant Director Legal & Democratic Services | |
| | | | Senior Environmental Health Officer (Assistance and Adaptations) | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|---|---|--|--|--|
| 2.6.13 | To vary, in exceptional circumstances, fixed fees and charges | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager | Relevant Executive Member | |
| 2.6.13 | To vary, in exceptional circumstances, fixed fees and charges | Assistant Director Legal & Democratic Services | Senior Lawyer | Relevant Executive Member | Relating to legal costs |
| 2.6.14 | To determine charges for the use of relevant services and events not covered by the annual review of fees and charges | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager Fire Safety Manager | Relevant Executive Member | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---|--|--|--|
| | | | Compliance Manager (Contracts) | | |
| 2.6.15 | To submit bids to outside bodies for grant funding | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager Strategy and Performance Manager Fire Safety Manager | Assistant Director Legal & Democratic Services and Assistant Director Finance | |
| 2.6.17 | To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible | Assistant Director Operations & Sustainability | Bereavement Services Manager Crematorium & Burial Ground Operations Manager | | |
| 2.6.17 | To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible | Director for Place | Senior Parks and Foreshore Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---|---|--|--|
| | | | Parks and Foreshore Manager | | |
| 2.6.17 | To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible | Assistant Director Regenerative Development | Asset Portfolio Manager Principal Estates Surveyor | | |
| 2.6.18 | To vary the terms and conditions of leases and licences or negotiate the surrender of leases and licences | Assistant Director Regenerative Development | Asset Portfolio Manager Principal Estates Surveyor | | |
| 2.6.18 | To vary the terms and conditions of leases and licences or negotiate the surrender of leases and licences | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager | Assistant Director Housing, Homelessness & Prevention | Limited to their area of responsibility |
| 2.6.19 | To give landlord's consent for uses, subject to planning permission | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Asset Manager | Assistant Director Housing, Homelessness & Prevention | Limited to their area of responsibility |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---|--|--|--|
| | | | Fire Safety Manager Compliance Manager (Contracts) | | |
| 2.6.19 | To give landlord's consent for uses, subject to planning permission | Assistant Director Regenerative Development | Property and Investment Manager | | |
| 2.6.20 | To make application for warrants of entry to land or property under the provisions of any legislation, other than warrants for possession of land or property, in relation to functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Senior Housing Officer Private Sector Housing Manager Senior Environmental Health Officers Compliance Manager (Contracts) | Where practicable, with the Assistant Director Legal & Democratic Services | |
| 2.6.21 | To sign, issue and serve all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Assets Manager Housing Needs Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---|--|--|---|
| | | | Private Sector Housing Manager Senior Environmental Health Officers Compliance Manager (Contracts) | | |
| | | | Leasehold and Right to Buy Manager | Assistant Director Legal & Democratic Services or their representative (save for notices served in respect of Right to Buy applications) | |
| 2.6.21 | To sign, issue and serve all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible | Assistant Director Legal & Democratic Services | Senior Lawyer | | |
| 2.6.22 | To issue fixed penalty notices and community penalty notices where permitted by statute in relation to the functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Private Sector Housing Manager Senior Environmental Health Officers | | |
| 2.6.23 | The determination of any application for permissions, consents or licences or for registration within the functions for which he/she is responsible | Assistant Director Housing, Homelessness & Prevention | Private Sector Housing Manager | | Except where they are reserved to Council, Executive, Executive Member of Committee |

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| | | | Senior Environmental Health Officers | | |
| 2.6.24 | The issue and service of any notice or requisition for information concerned with matters within the functions for which he/she are responsible | Assistant Director Housing, Homelessness & Prevention | Private Sector Housing Manager Senior Environmental Health Officers | | |
| 2.6.25 | The carrying out of working in default following non-compliance with any notice concerned with the matters within the functions for which he/she are responsible | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager | Assistant Director Housing, Homelessness & Prevention | |
| | | | Housing Assets Manager | | |
| | | | Private Sector Housing Manager | | |
| | | | Compliance Manager (Contracts) | | |
| | | | Senior Environmental Health Officers | Private Sector Housing Manager | |
| | | | Leasehold and Right to Buy Manager | Neighbourhood Services Manager | |
| | | | Fire Safety Manager | Assistant Director Housing, Homelessness & Prevention | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
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| 2.6.26 | The management of any internal appeal, challenge or objection process against or in support of any of the Council's decisions, other than before a court or tribunal | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Housing Assets Manager | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Private Sector Housing Manager | Assistant Director Housing, Homelessness & Prevention | |
| | | | Leasehold and Right to Buy Manager | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Compliance Manager (Contracts) | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Fire Safety Manager | Assistant Director Housing, Homelessness & Prevention | |
| 2.6.27 | To make application for all consents required in relation to planning permission in respect of Council land or | Assistant Director Housing, | Housing Assets Manager | Assistant Director Housing, Homelessness & Prevention | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
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| | property in relation to the functions for which they are responsible | Homelessness & Prevention | Private Sector Housing Manager Fire Safety Manager Compliance Manager (Contracts) | | |
| 2.6.28 | To make application for all consents required in relation to Building Regulation Approval in respect of Council land or property in relation to the functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Housing Asset Manager Private Sector Housing Manager Compliance Manager (Contracts) Fire Safety Manager | Assistant Director Housing, Homelessness & Prevention | |
| 2.6.29 | To exercise the Council's functions relating to the provision and management of cultural facilities and activities | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Private Sector Housing Manager | Assistant Director Housing, Homelessness & Prevention | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---|---|--|---|
| 2.6.30 | To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader Repairs Services Manager Fire Safety Manager, Compliance Manager (Contracts) Homelessness Prevention Team Leader (Singles) | Where specified in the Officer Procedure Rules, Assistant Director Legal & Democratic Services, Assistant Director People & Change | In accordance with Officer Procedure Rules and all Council policies and procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contracts of employment on the grounds of efficiency of the service. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|--|---|---|
| | | | Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations) Housing Business Support Team Leader Applications and Systems Officer | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|--|--|---|--|
| 2.6.30 | To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules | Assistant Director Operations & Sustainability | Bereavement Services Manager | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. |
| | | | Assistant Bereavement Services Manager | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. To exclude dismissal. To be exercised only in |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|--------------------|--|--|--|
| | | | | | consultation with line manager. |
| 2.6.30 | To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules | Director for Place | Senior Coastal Warden | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. |
| | | | Parks and Foreshore Manager Assistant Parks and Foreshore Manager | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change To be exercised only in consultation with line manager. | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. To exclude dismissal. To be exercised only in |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|--|--|---|---|
| | | | Parks and Foreshore Manager | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change | consultation with line manager. In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. To exclude dismissal. |
| 2.6.30 | To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules | Assistant Director Operations & Sustainability | Waste, Cleansing & Fleet Manager Assistant Operations Manager- Waste Services | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change | In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. To exclude dismissal. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|--|--|---|---|
| | | | <p>Workshop Team Leader- Waste Services</p> <p>Operations Supervisor- Waste Services</p> | <p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Assistant Director Legal & Democratic Services, Assistant Director People & Change</p> <p>To be exercised only in consultation with line manager.</p> | <p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or otherwise) and the determination of termination of contract of employment on the grounds of efficiency of the service. To exclude dismissal. To be exercised only in consultation with line manager.</p> |
| 2.6.30 | To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules | Assistant Director Legal & Democratic Services | Senior Lawyer | Where specified in the Officer Procedure Rules, Assistant Director Legal & Democratic Services, Assistant Director People & Change | <p>Only to be exercised in the absence of the Assistant Director Legal & Democratic Services.</p> <p>To be exercised in accordance with Council Procedure Rules and to exclude determinations of redundancy and</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|---|---|---|--|--|
| | | | | | termination of contracts of employment on the grounds of efficiency of service |
| 3 | DELEGATIONS: SPECIFIC FUNCTIONS – ASSISTANT DIRECTORS AND HEADS OF SERVICE | | | | |
| 3.1 | ASSISTANT DIRECTOR HOUSING, HOMELESSNESS & PREVENTION | | | | |
| 3.1.1 | To determine and take all action in relation to the management and maintenance of the Council's housing accommodation including the letting, transfer, exchange and repossession of dwellings, garages, open spaces and parking spaces. | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Assets Manager Housing Business Support Team Leader Fire Safety Manager Compliance Manager (Contracts) | | Where the exercise of the delegation is in the scope of their job description |
| 3.1.2 | To exercise the Council's functions relating to homeless persons | Assistant Director Housing, | Housing Needs Manager | | With the exception of requests for reviews |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|--|--|---|--|--|
| | | Homelessness & Prevention | Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) | | under s202 Housing Act 1996 |
| 3.1.3 | To determine applications for Housing Grants (not Social Housing Grants) and the taking of all steps concerned with certification of payment of the same. | Assistant Director Housing, Homelessness & Prevention | Private Sector Housing Manager Senior Environmental Health Officers | | In accordance with financial authority limits |
| 3.1.4 | To devise, manage and maintain the Housing Register maintained by the Council under the relevant statutory provisions in accordance with the Council's Housing Allocations Policy. | Assistant Director Housing, Homelessness & Prevention | Housing Needs Manager | | |
| 3.1.5 | To nominate people on the Council's Housing Register to properties managed by Adur Homes and the Registered Social Landlords in accordance with the Council's allocations policy | Assistant Director Housing, Homelessness & Prevention | Housing Needs Manager | | |
| 3.1.6 | To exercise the Council's regulatory functions in relation to Caravan sites, Fitness and Standards of Housing and Houses in Multiple Occupation | Assistant Director, Housing, Homelessness & Prevention | Private Sector Housing Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|---|---|---|--|--|
| | | | Senior Environmental Health Officers | | |
| 3.1.7 | To determine and where appropriate give consent for alterations or extensions to former Council houses and flats | Assistant Director Housing, Homelessness & Prevention | Housing Assets Manager Leasehold and Right to Buy Manager | In consultation with Contracts Manager, (Compliance). | |
| 3.2 | HEAD OF PLACE | | | | |
| 3.2.1 | To implement the Council's policies regarding Community Safety and the reduction of crime and disorder. | Head of Place | Early Help and Wellbeing Lead | | |
| 3.2.2 | To take any action to combat anti-social behaviour including the issue of fixed penalty notices and community protection notices. | Head of Place | Early Help and Wellbeing Lead Anti-Social Behaviour Caseworker | | The issue of fixed penalty notices is limited to in respect of PSPO's relating to public drinking in WBC and to breach of community protection notices |
| | | | Partnership Delivery Officer | | The issue of fixed penalty notices is limited to in |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|---|--|---|
| | | | Coastal Warden Senior Coastal Warden Compliance Officer | | respect of PSPOs relating to camping and alcohol in the Borough of Worthing and to breach of community protection notices. |
| | | | Neighbourhood Housing Officer Neighbourhood Manager Cleansing Team Leader Cleansing Driver Operative | | Authority to exercise the delegation is limited to: being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection Notices; having sought the written agreement to take such action, in advance, of Adur and Worthing Councils' Head of Place or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing; being in respect of behaviour taking place within the geographical boundary of Worthing |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|--|---------------------------|--|--|---|
| | | | | | <p>Borough Council and/or Adur District Council;</p> <p>being in compliance with the provisions of the Anti-social Behaviour, Crime and Policing Act 2014 and any amendments in force to that legislation;</p> <p>being exercised only after the delegatee has attended training with Adur and Worthing Council's Legal Officers;</p> <p>being exercised in accordance with the relevant Protocol agreed between Adur and Worthing Councils and Worthing Homes Ltd.</p> |
| 3.3 | HEAD OF RESIDENT SERVICES | | | | |
| 3.3.3 | To take all necessary actions relating to the demand, collection and the | Head of Resident Services | Revenues & Benefits Operations Manager | | Limited to signing Attachment of Earnings |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|--|--|--|---|--|
| | recovery of Council Tax, National Non-Domestic Rates and any other local levy or collected taxes. | | Revenues & Recovery Team Leader | | Orders in respect of the recovery of unpaid Council Tax |
| 3.4 | ASSISTANT DIRECTOR OPERATIONS AND SUSTAINABILITY | | | | |
| 3.4.3 | To manage (including the authority to agree usage) and maintain burial grounds and crematoria within the Council's control | Assistant Director Operations and Sustainability | Bereavement Services Manager | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. | |
| | | | Crematorium & Burial Ground Operations Manager | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. Line manager | |
| 3.4.4 | To charge fees for medical referees | Assistant Director Operations and Sustainability | Bereavement Services Manager Crematorium & Burial Ground Operations Manager | | |
| 3.4.5 | To collect, remove, recycle and dispose of waste | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|---|--|--|--|--|
| | | | Assistant Operations Manager | | |
| 3.4.6 | To collect, remove, recycle and dispose of litter | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.7 | To collect, remove, recycle and dispose of abandoned or unauthorised vehicles | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.8 | To determine and communicate the Council's position relating to Goods Vehicle Operations licences | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Transport Manager | | |
| 3.4.9 | To authorise the waiving or reduction of charges for special refuse collections, commercial waste collections, green waste collections and clinical waste collections | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Business Development Manager | | |
| 3.4.10 | To undertake vehicle testing and issue Ministry of Transport Certificates and to make appropriate charges, and to waive and reduce such charges | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Transport Manager | | |
| 3.4.11 | To take any action to combat anti-social behaviour including the issue of fixed penalty notices or community penalty notices for littering, fly tipping, breach of public space | Assistant Director Operations and Sustainability | Senior Coastal Warden Coastal Warden | | In respect of the functions for which they are responsible. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|---|--------------|---|---|---|
| | protection orders, unlawful camping and dog fouling | | Community Park Ranger Environment Maintenance Officer Environment Maintenance Team Leader Waste & Cleansing Operations Manager Assistant Operations Manager Compliance & Education Officer | | |
| | | | Public Health & Regulations Manager Team Leader – Food and H&S Team Leader – Environmental Protection Dog Warden | | Limited to in relation to Public Space Protection Orders relating to unauthorised camping and the control of dogs on behalf of WBC and limited to in respect of PSPOs relating to the control of dogs on behalf of ADC. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|--|--|--|--|
| 3.4.12 | To issue fixed penalty notices upon commercial traders for unlawful management of commercial waste | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager Compliance & Education Officer | | |
| 3.4.14 | To exercise the Council's regulatory functions relating to Pest Control | Assistant Director Operations and Sustainability | Waste and Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.15 | To exercise the Council's regulatory functions relating to: Amenities on the highway Environmental Protection Food safety and Hygiene Gambling Gaming permits Hackney Carriages and Drivers Health and Safety at Work House to house collections Highway management * Licensable activities under the Licensing Act 2003 Lotteries Leisure Boats | Assistant Director Operations and Sustainability | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Team Leader (Technical Support) | * ADC in relation to Highways Maintenance – the relevant Executive Member and the Street Scene Working Group or relevant Working Group where practicable **ADC in relation to Street Trading – the relevant Executive Member and the Street Scene Working Group or relevant Working Group where practicable | Limited to amenities on the highway, environmental protection, food safety and hygiene, gambling, gaming permits, hackney carriages and drivers, health and safety at work, house to house collections, licensable activities under the Licensing Act 2003, lotteries, leisure boats, private hire vehicles drivers and operators, |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|--|--------------|--|---|--|
| | Private Hire Vehicles drivers and operators Public Health (including airports and port health) Public Safety Registration Plates Scrap metal dealers Shops and Sunday trading Street Collections Street Trading ** Drainage, Water and Sewerage Animal Boarding Licences Pet Shops The Breeding of Dogs Sex Establishments Hypnosis Electrolysis Acupuncture Semi-permanent skin colouring Tattooing Cosmetic piercing | | | | public health (including airports and port health), public safety, registration plates, scrap metal dealers, shops and Sunday trading, street collections, street trading (WBC only), drainage, water and sewerage, animal welfare, sex establishments, hypnosis Limited to environmental protection, public health (including airports and port health), public safety and drainage, water and sewerage Limited to food safety and hygiene, public health (including airports and port health), animal welfare, acupuncture, semi-permanent skin colouring, tattooing, cosmetic piercing, public safety and drainage, water and sewerage Limited to environmental protection, food safety and hygiene, health and safety at work, animal |
| | | | Environmental Health Technician - Environmental Protection | | |
| | | | Environmental Health Technician - Food and H&S | Drainage, water and sewerage only to be exercised in consultation with line manager | |
| | | | Environmental Health Practitioner - Food and H&S | Environmental protection and drainage, water and sewerage only to be | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|---|---|---|
| | | | | exercised in consultation with line manager | welfare, acupuncture, semi-permanent skin colouring, tattooing, cosmetic piercing, public health (including airports and port health), public safety, drainage, water and sewerage |
| | | | Environmental Health Technician - Licensing | Drainage, water and sewerage only to be exercised in consultation with line manager | Limited to gambling, gaming permits, hackney carriages and drivers, house to house collections, licensable activities under the Licensing Act 2003, lotteries, private hire vehicles drivers and operators, registration plates, scrap metal dealers, shops and Sunday trading, street collections, street trading (WBC only), sex establishments, hypnosis |
| | | | Dog Warden | | Limited to animal welfare |
| | | | Taxi Licensing Enforcement Officer | | Limited to hackney carriages and drivers, private hire vehicles drivers and operators and registration plates |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|--|--|--|---|
| | | | Team Leader (Technical Support) | | Limited to house to house collections, licensable activities under the Licensing Act 2003, public safety, street collections, street trading (WBC only) |
| 3.4.16 | All matters relating to the investigation of matters under the Health & Safety at Work legislation | Assistant Director Operations and Sustainability | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | Assistant Director Legal & Democratic Services | Duly appointed inspectors |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|---|--|--|--|--|
| 3.4.17 | To exercise the Council's regulatory functions relating to Animal Welfare | Assistant Director Operations and Sustainability | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Dog Warden Environmental Health Technician - Food and H&S | | Limited to the functions for which they are responsible |
| 3.4.18 | To exercise the Council's regulatory functions in respect of street trading | Assistant Director Operations and Sustainability | Public Health & Regulation Manager | | In respect of the functions for which they are responsible. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|---|--------------------------|--|---|--|
| 3.5 | HEAD OF PLANNING | | | | |
| 3.5.1 | All matters relating to the naming and numbering of streets (which includes creating new addresses and maintaining the Local Land and Property Gazetteer). | Head of Planning | Building Control Manager | Relevant Planning Committee Adur DC - relevant Cabinet Member, Ward member and where practicable the Planning Committee | |
| 3.5.1 | All matters relating to the naming and numbering of streets (which includes creating new addresses and maintaining the Local Land and Property Gazetteer). | Building Control Manager | Street Naming and Numbering Officer | Relevant Planning Committee Adur DC - relevant Cabinet Member, Ward member and where practicable the Planning Committee | |
| 3.5.2 | To issue and serve notices pursuant to the Building Act 1984 (as amended), The Building Safety Act 2022 and Building Regulations currently in force, and to carry out works in default. | Head of Planning | Environmental Health Practitioner Public Health and Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) | | Acting on behalf of Adur District Council only |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|--------------------------|---|--|--|
| | | | Environmental Health Practitioner (Environmental Protection) | | |
| | | | Building Control Manager | | |
| 3.5.2 | To issue and serve notices pursuant to the Building Act 1984 (as amended), The Building Safety Act 2022 and Building Regulations currently in force, and to carry out works in default. | Building Control Manager | Principal Building Control Inspector Senior Building Control Inspector | | |
| 3.5.3 | To decide all Building Regulations applications in accordance with Building Regulations current at time of deposit. | Head of Planning | Building Control Manager | | |
| 3.5.3 | To decide all Building Regulations applications in accordance with Building Regulations current at time of deposit. | Building Control Manager | Principal Building Control Inspector Senior Building Control Inspector | | |
| 3.5.4 | To determine all relevant charges in accordance with the Building (Prescribed Fees) Regulations 2010 as amended | Head of Planning | Building Control Manager | | |
| 3.5.4 | To determine all relevant charges in accordance with the Building | Building Control Manager | Principal Building Control Inspector | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|--|------------------|--|--|--|
| | (Prescribed Fees) Regulations 2010 as amended | | Senior Building Control Inspector | | |
| 3.5.5 | <p>To determine applications for Planning permission, listed building consent, conservation area consent, express consent to display advertisements, hazardous substances consent pursuant to the Planning Acts, including:</p> <p>a. development specified in the GPDO where expressed planning permission is required by reason of limitations or conditions by that order; and</p> <p>b. determinations in connection with prior notification procedure under T&CP (General Permitted Development) Order.</p> | Head of Planning | <p>Planning Services Manager</p> <p>Building Control Manager</p> | | <p>The delegation shall not be exercised in relation to:</p> <p>a. applications requiring the Secretary of State to be notified under the Town and Country (Development Plans and Consultations) (Departures) Direction 2009;</p> <p>b. applications for development requiring an environmental impact assessment but excluding applications for a screening or scoping opinion in connection with an environmental impact assessment;</p> <p>c. applications comprising 'major' development within the meaning of the T&CP (General Permitted Development) Order,</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|--------------|--|--|
| | | | | | <p>other than applications for amendments to major developments where those amendments are either minor or non-material. Members will be notified when such minor or non-material amendments to major applications have been approved;</p> <p>d. applications for development which conflicts materially with the Local Plan;</p> <p>e. applications materially affecting ancient monuments, and sites of special scientific interest;</p> <p>f. applications made by on behalf of jointly with or promoted by the Council, a parish Council, West Sussex County Council any other local authority;</p> <p>g. where the application has been made by a Member of Adur District</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---------------------------|---|--|---|
| | | | | | <p>Council or Worthing Borough Council, or by an Officer of either Council who is either the Chief Executive, a Chief Officer, Deputy Chief Officer, Planning Services Manager or Planning Policy Manager, or who works within the Planning and Development Section</p> <p>h. where a member of the Council not more than 28 days after validation of an application requests otherwise, subject to providing valid planning reasons.</p> |
| 3.5.5 | <p>To determine applications for Planning permission, listed building consent, conservation area consent, express consent to display advertisements, hazardous substances consent pursuant to the Planning Acts, including:</p> <p>a. development specified in the GPDO where expressed planning permission</p> | Planning Services Manager | <p>Principal Planning Officers (covering Adur and Worthing)</p> <p>Senior Enforcement Officer</p> | | <p>The delegation shall not be exercised in relation to:</p> <p>a. applications requiring the Secretary of State to be notified under the Town and Country (Development Plans and Consultations)</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|---|--------------|--------------|---|--|
| | <p>is required by reason of limitations or conditions by that order; and</p> <p>b. determinations in connection with prior notification procedure under T&CP (General Permitted Development) Order.</p> | | | | <p>(Departures) Direction 2009;</p> <p>b. applications for development requiring an environmental impact assessment but excluding applications for a screening or scoping opinion in connection with an environmental impact assessment;</p> <p>c. applications comprising 'major' development within the meaning of the T&CP (General Permitted Development) Order, other than applications for amendments to major developments where those amendments are either minor or non-material. Members will be notified when such minor or non-material amendments to major applications have been approved;</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|--------------|--|--|
| | | | | | <p>d. applications for development which conflicts materially with the Local Plan;</p> <p>e. applications materially affecting ancient monuments, and sites of special scientific interest;</p> <p>f. applications made by on behalf of jointly with or promoted by the Council, a parish Council, West Sussex County Council any other local authority;</p> <p>g. where the application has been made by a Member of Adur District Council or Worthing Borough Council, or by an Officer of either Council who is either the Chief Executive, a Chief Officer, Deputy Chief Officer, Planning Services Manager or Planning Policy Manager, or who works within the Planning and Development Section</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|--|--------------------------|---|--|--|
| | | | | | h. where a member of the Council not more than 28 days after validation of an application requests otherwise, subject to providing valid planning reasons. |
| 3.5.5 | <p>To determine applications for Planning permission, listed building consent, conservation area consent, express consent to display advertisements, hazardous substances consent pursuant to the Planning Acts, including:</p> <p>a. development specified in the GPDO where expressed planning permission is required by reason of limitations or conditions by that order; and</p> <p>b. determinations in connection with prior notification procedure under T&CP (General Permitted Development) Order.</p> | Building Control Manager | Principal Building Control Inspector Senior Building Control Inspector | | <p>The delegation shall not be exercised in relation to:</p> <p>a. applications requiring the Secretary of State to be notified under the Town and Country (Development Plans and Consultations) (Departures) Direction 2009;</p> <p>b. applications for development requiring an environmental impact assessment but excluding applications for a screening or scoping opinion in connection with an environmental impact assessment;</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------|-----------|--------------|--------------|---|---|
| | | | | | <p>c. applications comprising 'major' development within the meaning of the T&CP (General Permitted Development) Order, other than applications for amendments to major developments where those amendments are either minor or non-material. Members will be notified when such minor or non-material amendments to major applications have been approved;</p> <p>d. applications for development which conflicts materially with the Local Plan;</p> <p>e. applications materially affecting ancient monuments, and sites of special scientific interest;</p> <p>f. applications made by or on behalf of jointly with or promoted by the Council,</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|------------------|---------------------------|--|--|
| | | | | | <p>a parish Council, West Sussex County Council any other local authority;</p> <p>g. where the application has been made by a Member of Adur District Council or Worthing Borough Council, or by an Officer of either Council who is either the Chief Executive, a Chief Officer, Deputy Chief Officer, Planning Services Manager or Planning Policy Manager, or who works within the Planning and Development Section</p> <p>h. where a member of the Council not more than 28 days after validation of an application requests otherwise, subject to providing valid planning reasons.</p> |
| 3.5.6 | To determine applications for consent pursuant to the conditions and limitations under the Planning Acts. | Head of Planning | Planning Services Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------------------------|---|---------------------------|--|--|--|
| 3.5.6 | To determine applications for consent pursuant to the conditions and limitations under the Planning Acts. | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | | |
| 3.5.7 | To determine the Council's stance in respect of and respond to consultation opinions concerning matters including, but not limited to, Neighbourhood Plans and WSCC planning applications, unless they are for 'major' development within the meaning of the T&CP (General Development Procedure) Order (other than those where the proposed amendment is minor or non-material). | Head of Planning | Planning Services Manager | In respect of Neighbourhood Plans, in consultation with Relevant Cabinet Member. Members will be notified when minor amendments to 'major' applications have been approved. | |
| Interim Joint Policy Manager | | | In respect of Neighbourhood Plans, in consultation with Relevant Cabinet Member. Members will be notified when minor amendments to 'major' applications have been approved. | | |
| 3.5.7 | To determine the Council's stance in respect of and respond to consultation opinions concerning matters including, but not limited to, Neighbourhood | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) | In respect of Neighbourhood Plans, in consultation with Relevant Cabinet Member. | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---------------------------|--|--|--|
| | Plans and WSCC planning applications, unless they are for 'major' development within the meaning of the T&CP (General Development Procedure) Order (other than those where the proposed amendment is minor or non-material). | | Senior Enforcement Officer | Members will be notified when minor amendments to 'major' applications have been approved. | |
| 3.5.8 | To determine applications for lawful development certificates (Town and Country Planning Acts Sections 191 and 192). | Head of Planning | Planning Services Manager | Assistant Director Legal & Democratic Services where necessary. | |
| 3.5.8 | To determine applications for lawful development certificates (Town and Country Planning Acts Sections 191 and 192). | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | Assistant Director Legal & Democratic Services where necessary. | |
| 3.5.9 | To give, make and confirm any Order or Direction under the Planning Acts | Head of Planning | Planning Services Manager | | |
| 3.5.9 | To give, make and confirm any Order or Direction under the Planning Acts | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | | |
| 3.5.10 | To issue, serve, modify and withdraw any Notice under the Planning Acts and to carry out works in default | Head of Planning | Planning Services Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---------------------------|--|--|--|
| | including ruins and dilapidated buildings and neglected sites (Building Act 1984, Section 79). | | | | |
| 3.5.10 | To issue, serve, modify and withdraw any Notice under the Planning Acts and to carry out works in default including ruins and dilapidated buildings and neglected sites (Building Act 1984, Section 79). | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | | |
| 3.5.11 | To determine applications and to take any action under Anti-Social Behaviour Act (2003) Part 8 (High Hedges). | Head of Planning | Planning Services Manager | | |
| 3.5.11 | To determine applications and to take any action under Anti-Social Behaviour Act (2003) Part 8 (High Hedges). | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | | |
| 3.5.12 | Subject to the limitations imposed above to determine the Council's stance in respect of and respond to consultations and opinions concerning matters referred to above. | Head of Planning | Planning Services Manager | | |
| 3.5.12 | Subject to the limitations imposed above to determine the Council's stance in respect of and respond to | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---------------------------|--|--|--|
| | consultations and opinions concerning matters referred to above. | | Senior Enforcement Officer | | |
| 3.5.13 | All matters relating to the Planning (Hazardous Substances) Act, 1990 | Head of Planning | Planning Services Manager | | |
| 3.5.13 | All matters relating to the Planning (Hazardous Substances) Act, 1990 | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | | |
| 3.5.14 | To issue and serve notices in relation to breaches of conditions in relation to planning permissions. | Head of Planning | Planning Services Manager | | |
| 3.5.14 | To issue and serve notices in relation to breaches of conditions in relation to planning permissions. | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | | |
| 3.5.15 | To negotiate and enter into planning or other agreements regulating or controlling the use of development of land. | Head of Planning | Planning Services Manager | Assistant Director Legal & Democratic Services | Not where the determining body for any associated planning application is a committee. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---------------------------|--|--|--|
| 3.5.15 | To negotiate and enter into planning or other agreements regulating or controlling the use of development of land. | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | Assistant Director Legal & Democratic Services | Not where the determining body for any associated planning application is a committee. |
| 3.5.16 | To make minor amendments in planning or other agreements regulating or controlling the use or development of land where the determining body for any associated planning application is a committee. | Head of Planning | Planning Services Manager | Assistant Director Legal & Democratic Services | |
| 3.5.16 | To make minor amendments in planning or other agreements regulating or controlling the use or development of land where the determining body for any associated planning application is a committee. | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | Assistant Director Legal & Democratic Services | |
| 3.5.17 | To issue, serve, modify or withdraw any enforcement action or notices under the Planning Acts, etc. | Head of Planning | Planning Services Manager | Assistant Director Legal & Democratic Services | |
| 3.5.17 | To issue, serve, modify or withdraw any enforcement action or notices under the Planning Acts, etc. | Planning Services Manager | Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer | Assistant Director Legal & Democratic Services | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|--|--|--|--|--|
| | | | | | |
| 3.6 | ASSISTANT DIRECTOR FINANCE [No existing sub-delegations] | | | | |
| | | | | | |
| 3.7 | ASSISTANT DIRECTOR PEOPLE & CHANGE [No existing sub-delegations] | | | | |
| | | | | | |
| 3.8 | ASSISTANT DIRECTOR LEGAL & DEMOCRATIC SERVICES AND MONITORING OFFICER | | | | |
| | | | | | |
| 3.8.1(a) | Legal proceedings: to determine what, if any legal action should be taken following any investigation into a criminal matter (except in relation to Health & Safety at Work) | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.1(b) | Legal Proceedings: To institute, prosecute or terminate any proceedings which the Council is empowered to undertake in or before any Court, Tribunal, Inquiry or by way of Fixed Penalty Notice or Community Penalty Notice (except in relation to Health & Safety at Work) | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|----------|---|--|--|--|--|
| 3.8.1(c) | Legal Proceedings: To defend or settle any proceedings brought against the Council (except in relation to Health & Safety at Work) | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible. In respect of settling legal proceedings a confidentiality clause may not be included unless the prior written agreement has been obtained from the Leader of the Council (or Deputy in their absence) and the Leader of the Main Opposition (or Deputy in their absence) |
| 3.8.1(d) | Legal Proceedings: To take any action incidental or inclusive to or which would facilitate any action under this paragraph | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.1(e) | Legal Proceedings: To administer simple cautions | Assistant Director Legal & Democratic Services | Senior Lawyer | | To be exercised only in relation to functions for which they are responsible |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|--|---|--|---|
| 3.8.2 | To appoint and instruct legal service providers including external Solicitors and Barristers | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer | Assistant Director Legal & Democratic Services or Senior Lawyer in their absence | |
| 3.8.3 | To determine whether or not a simple caution or other alternative to prosecution should be administered following an investigation into an alleged criminal offence | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | |
| 3.8.5 | To negotiate and enter into planning or other agreements regulating or controlling the use of development of land | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | Head of Planning | Not to be exercised where the determining body for any associated planning application is a committee |
| 3.8.6 | To make minor amendments to planning or other agreements regulating or controlling the use of development of land where the determining body for any associated planning application is a committee | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | Head of Planning | |
| 3.8.7 | To issue, serve, modify or withdraw any enforcement action or notices under the Planning Acts etc. | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | Head of Planning | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|---|--|---|---|
| | | | Senior Legal Officer Legal Officer | | |
| 3.8.10 | To give, make and confirm any Order or Direction under the Planning Acts including Tree Preservation Orders (and associated applications for consent for works) and notification of works to trees in conservation areas | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | Head of Planning | Limited to not confirming TPOs if there are any objections |
| 3.8.11 | To exercise the Council's powers relating to temporary road closures | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | |
| 3.8.12 | To seal any document on behalf of the Council | Assistant Director, Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------------|--|--|--|--|--|
| 3.8.13 | To negotiate and agree the terms of any contract | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | In accordance with Contract Procedure Rules |
| 3.8.14 | To sign any contract on behalf of the Council | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | In accordance with Contract Procedure Rules |
| 3.8.15 | To authorise the attendance of Officers at Court under any statutory provision | Assistant Director Legal & Democratic Services | Senior Revenues & Recovery Officer Revenues & Recovery Court Officer Revenues & Recovery Team Leader Revenues & Benefits Operations Manager | | To appear in any Magistrates' Court and prosecute or defend proceedings in relation to the recovery of arrears of Council Tax, National Non-Domestic Rates and Business Improvement District Levies, including proceedings for Liability Orders and committals, on behalf of Adur District Council and Worthing Borough Council. |
| 3.8.17 | To execute any legal document on behalf of the Council | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------|--|--|---|--|---|
| 3.8.20 | To issue, serve, suspend or withdraw any notices in respect of any matter for which the Council has power to act | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Office Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.21 | To respond to requests for review under Data Protection and Freedom of Information legislation | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | |
| 3.8.22 | All matters relating to the investigation of matters under the Health & Safety at Work legislation | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | |
| N/A | To accept and discharge undertakings | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | In accordance with provisions made in the Legal Services Practice Manual at paragraph 5.5 |
| 3.9 | ASSISTANT DIRECTOR PLACE AND ECONOMY | | | | |
| 3.9.1 | To approve and grant Seasonal Concession Licence Agreements on behalf of the Councils | Assistant Director Place & Economy | Place & Economy Manager | The relevant Executive Member, the Assistant Director, Legal & | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------|---|---------------------------------------|--|---|---|
| | | | | Democratic Services and the Head of Planning | |
| 3.9.2 | To approve non animal related Circuses | Assistant Director Place & Economy | Place & Economy Manager | Assistant Director Operations & Sustainability and the relevant Cabinet Member | To be limited to a maximum of 3 per year in Adur District Council. To be limited to a maximum of 3 per year in Worthing Borough Council |
| 3.9.3 | To exercise the Councils' regulatory functions relating to Markets | Assistant Director Place & Economy | Place & Economy Manager | Assistant Director Legal & Democratic Services | |
| 3.9.4 | To manage the function of Events Management | Assistant Director Place & Economy | Place & Economy Manager | The Council's Assistant Director People & Change and Emergency Planning Officer, and where the event is expected to be attended by 500 people or more, the Leader of the relevant Council. | |
| 3.9.7 | To exercise the Council's functions relating to the provision and management of recreational facilities | Assistant Director Place & Economy | Parks and Foreshore Manager | | |
| | | | Assistant Parks and Open Spaces Manager Senior Coastal Warden Highdown Gardens Head Gardener | Line Manager | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------|--|------------------------------------|--|---|--|
| 3.9.8 | To manage (including the authority to agree usage) and maintain all the parks, pleasure grounds, gardens, open spaces, commons, recreational facilities, and nature reserves within the Council's control. | Assistant Director Place & Economy | Parks and Foreshore Manager | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. | |
| | | | Assistant Parks and Open Spaces Manager Senior Coastal Warden Highdown Gardens Head Gardener | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. Line manager | |
| 3.9.9 | All matters related to the Council's powers and duties in relation to the coast, rivers and harbours | Assistant Director Place & Economy | Senior Coastal Warden Parks and Foreshore Manager | | |
| 3.9.10 | All matters relating to pleasure boats, boatman's licences and fisherman's agreements | Assistant Director Place & Economy | Senior Coastal Warden | | |
| | | | Coastal Warden | Line Manager | |
| | | | Parks and Foreshore Manager | | |
| 3.9.12 | To determine as landowner or landlord applications for licences, consents and permissions in respect of the Councils' parks and foreshore buildings or land | Assistant Director Place & Economy | Parks and Foreshore Manager | Executive Members for Resources and Executive Members for Environment | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------------|---|------------------------------------|--|---|--|
| 3.9.13 | To undertake all matters related to the inspection and maintenance of Council owned trees | Assistant Director Place & Economy | Arboriculture Inspector Assistant Parks and Open Spaces Manager Parks and Foreshore Manager | Where a tree preservation order exists, the Head of Planning | |
| 3.9.14 | To undertake all matters relating to the design, installation, inspection and maintenance of all Council owned play areas | Assistant Director Place & Economy | Community Park Ranger | In respect of design and installation to be exercised only in consultation with the Engineering section | |
| | | | Environment Maintenance Officer Assistant Parks and Open Spaces Manager Environment Maintenance Team Leader Parks and Foreshore Manager | In respect of design and installation to be exercised only in consultation with the Engineering section | |
| 3.10 | ASSISTANT DIRECTOR REGENERATIVE DEVELOPMENT | | | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------------|---|---|---------------------------------|--|--|
| 3.10.2 | To acquire land in connection with the Council's functions and to take leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions | Assistant Director Regenerative Development | Property and Investment Manager | In consultation with the Leader and Executive Member for Resources and the Chief Financial Officer | |
| 3.10.3 | To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions | Assistant Director Regenerative Development | Property and Investment Manager | | |
| 3.10.3 | To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions | Assistant Director Regenerative Development | Investment Manager | | |
| | | | Principal Estates Surveyor | | |
| 3.10.4 | To determine as landowner or landlord applications for licences, consents and permissions in respect of the Council's land or buildings | Assistant Director Regenerative Development | Property and Investment Manager | Executive Member for Resources | |
| | | | Principal Estates Surveyor | Executive Member for Resources | |
| 3.11 | HEAD OF TECHNOLOGY & DESIGN [No existing sub-delegations] | | | | |
| | | | | | |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-----------|--------------|--------------|---|---|
|-----------|--------------|--------------|---|---|

PROPER OFFICER AND AUTHORISED OFFICER FUNCTIONS

Functions in relation to Public Health

| | | | | |
|--|---|--|--|--|
| s.79 Public Health Act 1936 & Schedule 29 Part 1 Local Government Act 1972 - Removal of Noxious Matter | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
|--|---|--|--|--|

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| (In addition to the general officer powers under s83 Public Health Act 1936 relating to filthy or verminous premises)) s.84 Public Health Act 1936 & Schedule 29 Part 1 Local Government Act 1972 - Verminous Articles | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection Private Sector Housing Manager Senior Environmental Housing Officer | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| s.85 Public Health Act 1936 & Part 1 Local Government Act 1972 - Verminous People | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Part XI Local Government Miscellaneous Provisions Act 1982 re Public Health | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|--|--|---|--|
| | | Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | |
| Part 1, Section 48 Care Act 2014 – Removal of people in need | Director for Housing & Communities and Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|---|--|---|--|
| | | Environmental Health Technician - Environmental Protection | | |
| s.37 Public Health Act 1961 - Verminous Articles | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|---|--|---|--|
| Public Health (Control of Disease) Act 1984 Infectious Diseases and Dead Bodies | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection Private Sector Housing Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Sch.14 Paragraph 25(7) Local Government Act 1972 - To certify copies of Resolutions applying or disapplying provisions of the Public Health Act 1875 to 1925 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|---|---|--|
| | | <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> <p>Environmental Health Practitioner - Food and H&S</p> <p>Environmental Health Technician - Environmental Protection</p> | | Officer on behalf of the Councils. |
| Food Safety Act 1990 (as amended) - Food Safety | Director for Sustainability & Resources | <p>Public Health & Regulation Manager</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|-------------------------------|--|---|--|
| | | Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | |
| European Communities Act 1972 - Food Safety | Director for Sustainability & | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| Pet Animals Act 1951 (as amended) | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Animal Boarding Establishments Act 1963 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| | | Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | |
| Riding Establishments Act 1964 and 1970 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| | | Environmental Health Technician - Food and H&S | | |
| Scrap Metal Dealers Act 2013 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician (Licensing) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Part 1 Local Government (Miscellaneous Provisions) Act 1976 | Director for Housing & Communities and | Public Health & Regulation Manager | | Appointment of the role of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|--|---|---|---|
| | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician (Licensing) Environmental Health Technician (Environmental Protection) | | Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Part 2 Local Government (Miscellaneous Provisions) Act 1976 | Director for Housing & Communities and Director for Sustainability & Resources | Environmental Health Technician (Licensing) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|--|---|---|--|
| | | Taxi Licensing Enforcement Officer Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Technician (Licensing) | | Officer on behalf of the Councils. |
| Part 1 and Part 2 Local Government (Miscellaneous Provisions) Act 1976 | Director for Housing & Communities and Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------------------|---|--|---|--|
| | | Environmental Health Practitioner - Food and H&S Environmental Health Technician (Licensing) | | |
| Zoo Licensing Act 1981 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Technician (Licensing) Environmental Health Technician (Food and H&S) Dog Warden | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-----------|--------------|--------------|---|---|
|-----------|--------------|--------------|---|---|

| | | | | |
|---|---|--|--|--|
| Part 2 and 3 Local Government (Miscellaneous Provisions) Act 1982 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Taxi Licensing Enforcement Officer | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Part viii Local Government (Miscellaneous Provisions) Act 1982 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|---|---|--|
| | | Team Leader (Licensing) Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) | | |
| Public Health (Control of Disease) Act 1984 and all Regulations made under said Act | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|---|---|--|
| | | Private Sector Housing Manager | | |
| Control of Pollution (Amendment) Act 1989 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Clean Neighbourhoods and Environment Act 2005 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---------------------------|---|---|---|--|
| | | Team Leader (Licensing) Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Public Health and Regulation Manager | | Officer on behalf of the Councils. |
| Health Act 2006 Chapter 1 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner - Food and H&S Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|------------------------------------|---|---|--|
| | | Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) | | |
| Part 4 Anti-social Behaviour, Crime and Policing Act 2014 | Director for Housing & Communities | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|---|---|---|--|
| Parts 1, 2, 2A and 3 Environmental Protection Act 1990 | Director for Sustainability & Resources | <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> <p>Public Health and Regulation Manager</p> <p>Private Sector Housing Manager (Part 3 only)</p> <p>Environmental Health Officers (Part 3 only)</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-----------------------------|---|--|---|--|
| | | Dog Wardens (Part 3 only) Compliance Manager (Part 3 only) | | |
| Part 4 Environment Act 1995 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|---|--|---|--|
| s.108 Environment Act 1995 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Part 1 and Part 3 Prevention of Damage by Pests Act 1949 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------------------------------|---|--|---|---|
| | | Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager Environmental Health Officer Private Sector Housing Manager | | Officer on behalf of the Councils. |
| Control of Pollution Act 1974 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---------------------------------|---|--|---|--|
| | | Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager | | Officer on behalf of the Councils. |
| Dangerous Wild Animals Act 1976 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------------------------------|---|--|---|--|
| | | Public Health and Regulation Manager Environmental Health Technician (Food and H&S) Dog Warden | | |
| Refuse Disposal (Amenity) Act 1978 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------------------------|------------------------------------|--|---|--|
| | | Public Health and Regulation Manager | | |
| Town Police Clauses Act 1847 | Director for Housing & Communities | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Taxi Licensing Enforcement Officer | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Housing Act 1985,1989, 2004 | Director for Housing & Communities | Environmental Health Technician Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--------------------|---|--|---|--|
| | | <p>Team Leader (Licensing)</p> <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> <p>Public Health and Regulation Manager</p> <p>Private Sector Housing Manager</p> | | |
| Clean Air Act 1993 | Director for Sustainability & Resources | <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| | | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager | | |
| Pollution Prevention and Control Act 1999 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|---|--|---|--|
| | | <p>Team Leader (Licensing)</p> <p>Public Health and Regulation Manager</p> <p>Environmental Health Practitioner</p> | | |
| Environmental Damage (Prevention and Remediation) Regulations 2015 | Director for Sustainability & Resources | <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Public Health and Regulation Manager</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|------------------------------------|---|--|---|--|
| | | Environmental Health Practitioner | | |
| Health and Safety at Work Act 1974 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Animal Welfare Act 2006 | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|-------------------------------------|---|--|---|--|
| | | Team Leader (Licensing) Public Health and Regulation Manager Dog Warden Environmental Health Technician (Food and H&S) | | |
| House to House Collections Act 1939 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|--|
| Police, Factories, etc. (Miscellaneous Provisions) Act 1916 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer Taxi Licensing Enforcement Officer | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Hypnotism Act 1952 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|---|---|--|---|---|
| | | Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer Environmental Health Technician | | |
| Functions in relation to Entry of Land/Premises | | | | |
| Authority to enter land or premises for or in connection with their duties and pursuant to the functions below, subject to any statutory constraints: Animal Welfare Caravan Sites Environmental Protection Food Safety and Hygiene Health and Safety at Work Housing Licensing Act 2003 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Environmental Health Practitioner (All) Environmental Health Technician (All) | | |

| Functions | Delegated By | Delegated To | Consultation Required (See also Scheme of Delegations within the Constitutions) | Limitations (See also Scheme of Delegations within the Constitutions) |
|--|--------------|--|---|---|
| Pest Control Public Health Public Safety Scrap Metal Dealers Shop Acts Street Trading Sunday Trading Gambling Act 2005 Animal Boarding Licences Pet Shops The Breeding of Dogs Zoo Licensing Sex Establishments Hypnosis Dangerous Wild Animals Act 1976 Riding Establishments Act 1964 and 1970 Drainage including s.59 Building Act 1984 | | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Taxi Licensing Enforcement Officer Private Sector Housing Manager Dog Wardens | | |