

**REGISTER OF SUB DELEGATIONS FROM SCHEME OF OFFICER DELEGATIONS**

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
<b>2</b>	<b>DELEGATIONS: GENERAL FUNCTIONS – CHIEF EXECUTIVE, DIRECTORS &amp; HEADS OF SERVICE</b>				
<b>2.3</b>	<b>DIRECTOR FOR COMMUNITIES</b>				
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	Mary D’Arcy, Director for Communities	Ben Milligan, Head of Environmental Services		
			Philippa Reece, Parks and Foreshore Manager		Sub-delegation only to be exercised in the absence of the Head of Environmental Services
<b>2.6</b>	<b>CHIEF EXECUTIVE, ALL DIRECTORS AND ALL HEADS OF SERVICE</b>				
2.6.1	To manage the functions for which they are responsible.	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager		
			Amanda Eremie, Housing Needs Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Bruce Reynolds, Public Sector Housing Manager		
			Diana Francombe, Strategy and Improvement Manager		
			Jane Sheppard, Tenancy Services Manager		
			Chris Barber, Maintenance Manager		
			Paul Turner, Systems and Performance Manager		
			Catriona Donnelly, Singles Homelessness Team Leader		
			Charmaine Dore, Families Homelessness Team Leader		
			Nigel Freeman, Leasehold Manager		
			Adrian Wilgoss, Building Services Manager		
			Lee Karchewski, Contract Manager Compliance		
			Ian Abrahams, Contracts Manager (M&E)		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager		
			Amanda Eremie, Housing Needs Manager		
			Bruce Reynolds, Public Sector Housing Manager		
			Diana Francombe, Strategy and Improvement Manager		
			Jane Sheppard, Tenancy Services Manager		
			Chris Barber, Maintenance Manager		
			Paul Turner, Systems and Performance Manager		
			Catriona Donnelly, Singles Homelessness Team Leader		
			Charmaine Dore, Families Homelessness Team Leader		
			Nigel Freeman, Leasehold Manager		
			Adrian Wilgoss, Building Services Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Lee Karchewski, Contract Manager Compliance		
			Ian Abrahams, Contracts Manager (M&E)		
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	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathias, Senior Lawyer and Deputy Monitoring Officer		
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
2.6.3	To respond to consultations	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Service or, where determined by him, relevant Executive Member	To exclude consultations that cross departmental boundaries or service areas
			Amanda Eremie, Housing Needs Manager	Head of Service or, where determined by him, relevant Executive Member	To exclude consultations that cross departmental boundaries or service areas
			Bruce Reynolds, Public Sector Housing Manager	Head of Service or, where determined by him, relevant Executive Member	To exclude consultations that cross departmental boundaries or service areas
			Diana Francombe, Strategy and Improvement Manager	Head of Service or, where determined by him, relevant Executive Member	To exclude consultations that cross departmental boundaries or service areas
2.6.4	To dispose of lost or uncollected property	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Solicitor to the Council	
			Amanda Eremie, Housing Needs Manager	Solicitor to the Council	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Jane Sheppard, Tenancy Services Manager	Solicitor to the Council	Authority to sub-delegate this, limited to only in circumstances where the Tenancy Services Manager is absent, and only with agreement by the Operations Manager
2.6.4	To dispose of lost or uncollected property	Andy Edwards, Head of Environmental Services	Kate Greening, Bereavement Services Manager	Solicitor to the Council	In respect of the functions for which they are responsible
			Tony Patching	Solicitor to the Council	In respect of the functions for which they are responsible
			Mark Quartly, Assistant Operations Manager	Solicitor to the Council	In respect of the functions for which they are responsible
			Gary Prescod, Assistant Parks and Open Spaces Manager	Solicitor to the Council	In respect of the functions for which they are responsible
			Philippa Reece, Parks and Foreshore Manager	Solicitor to the Council	In respect of the functions for which they are responsible
2.6.5	To procure goods and services	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Finance & Head of Housing	
			Amanda Eremie, Housing Needs Manager	Head of Finance & Head of Housing	
			Bruce Reynolds, Public Sector Housing Manager	Head of Finance & Head of Housing	
			Diana Francombe, Strategy and Improvement Manager	Head of Finance & Head of Housing	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Jane Sheppard, Tenancy Services Manager	Head of Finance & Head of Housing	
			Chris Barber, Maintenance Manager	Head of Finance & Head of Housing	
			Paul Turner, Systems and Performance Manager	Head of Finance & Head of Housing	
			Catriona Donnelly, Singles Homelessness Team Leader	Head of Finance & Head of Housing	
			Charmaine Dore, Families Homelessness Team Leader	Head of Finance & Head of Housing	
			Nigel Freeman, Leasehold Manager	Head of Finance & Head of Housing	
			Adrian Wilgoss, Building Services Manager	Head of Finance & Head of Housing	
			Lee Karchewski, Contract Manager Compliance	Head of Finance & Head of Housing	
			Ian Abrahams, Contracts Manager (M&E)	Head of Finance & Head of Housing	
2.6.5	To procure goods and services	Andy Edwards, Head of Environmental Services	Kate Greening, Bereavement Services Manager	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Tony Patching, Waste & Cleansing Operations Manager	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Matt Marchant, Business	Head of Business & Technical Services	In respect of the functions for which they are

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Development Manager		responsible
			Mark Quartly, Assistant Operations Manager	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Shirley Brown, Commercial Officer	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Robin Smith, Senior Crematorium Technician	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Samuel Gritt, Assistant Bereavement Manager	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Gary Prescod, Assistant Parks and Open Spaces Manager	Head of Business & Technical Services	In respect of the functions for which they are responsible
			Philippa Reece, Parks and Foreshore Manager	Head of Business & Technical Services	In respect of the functions for which they are responsible
2.6.5	To procure goods and services	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathias, Senior Lawyer and Deputy Monitoring Officer	Head of Business and Technical Services	
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Head of Business and Technical Services	
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Solicitor to the Council & Head of Finance	In accordance with Financial Procedure Rules and individual financial authority limits
			Amanda Eremie, Housing Needs	Solicitor to the Council & Head of Finance	In accordance with Financial Procedure Rules

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Manager		and individual financial authority limits
			Bruce Reynolds, Public Sector Housing Manager	Solicitor to the Council & Head of 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	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathias, Senior Lawyer and Deputy Monitoring Officer	Solicitor to the Council and Head of Finance	
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Solicitor to the Council and Head of Finance	
2.6.7	To carry out minor development for which planning permission is not required	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Planning & Development or Head of Major Projects as appropriate	
2.6.8	To do all matters in relation to procurement and the letting of contracts	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Amanda Eremie, Housing Needs Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Bruce Reynolds, Public Sector Housing Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					Financial Procedure Rules and individual financial authority limits
			Diana Francombe, Strategy and Improvement Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Jane Sheppard, Tenancy Services Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Chris Barber, Maintenance Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Paul Turner, Systems and Performance Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits.  In respect of the function for which they are responsible
			Catriona Donnelly,	Where specified in	In accordance with

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Singles Homelessness Team Leader	Contract Standing Orders, Head of Finance, Solicitor to the Council	Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Charmaine Dore, Families Homelessness Team Leader	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Nigel Freeman, Leasehold Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Adrian Wilgoss, Building Services Manager	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Lee Karchewski, Contract Manager Compliance	Where specified in Contract Standing Orders, Head of Finance, Solicitor to the Council	In accordance with Contract Standing Orders.  In accordance with Financial Procedure Rules and individual financial authority limits
			Ian Abrahams, Contracts Manager	Where specified in Contract Standing	In accordance with Contract Standing Orders.

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			(M&E)	Orders, Head of Finance, Solicitor to the Council	In accordance with Financial Procedure Rules and individual financial authority limits
2.6.8	To do all matters in relation to procurement and the letting of contracts	Andy Edwards, Head of Environmental Services	Kate Greening, Bereavement Services Manager	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
			Tony Patching, Waste & Cleansing Operations Manager	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
			Matt Marchant, Business Development Manager	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
			Mark Quartly, Assistant Operations Manager	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
			Shirley Brown, Commercial Officer	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
			Samuel Gritt, Assistant Bereavement Services Manager	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
			Gary Prescod,	As specified in Contract	In accordance with

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Assistant Parks and Open Spaces Manager	Standing Orders, Head of Business & Technical Services and Solicitor to the Council	Contract Standing Orders
			Philippa Reece, Parks and Foreshore Manager	As specified in Contract Standing Orders, Head of Business & Technical Services and Solicitor to the Council	In accordance with Contract Standing Orders
2.6.8	To do all matters in relation to procurement and the letting of contracts	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathias, Senior Lawyer and Deputy Monitoring Officer	Where specified in Contract Standing Orders, Head of Finance (Procurement) and Solicitor to the Council	In accordance with Contract Standing Orders
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Where specified in Contract Standing Orders, Head of Finance (Procurement) and Solicitor to the Council	In accordance with Contract Standing Orders
2.6.9	To take any action authorised by Financial Standing Orders	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Amanda Eremie, Housing Needs Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Bruce Reynolds, Public Sector Housing Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Diana Francombe, Strategy and Improvement Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Jane Sheppard,		In accordance with

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Tenancy Services Manager		Financial Procedure Rules and individual financial authority limits
			Chris Barber, Maintenance Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Paul Turner, Systems and Performance Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Catriona Donnelly, Singles Homelessness Team Leader		In accordance with Financial Procedure Rules and individual financial authority limits
			Charmaine Dore, Families Homelessness Team Leader		In accordance with Financial Procedure Rules and individual financial authority limits
			Nigel Freeman, Leasehold Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Adrian Wilgoss, Building Services Manager		In accordance with Financial Procedure Rules and individual financial authority limits
			Lee Karchewski, Contract Manager Compliance		In accordance with Financial Procedure Rules and individual financial authority limits
			Ian Abrahams, Contracts Manager (M&E)		In accordance with Financial Procedure Rules and individual financial authority limits
2.6.10	To manage budgets allocated to the	Akin Akinyebo,	Anthony Alexander,		In accordance with

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
	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	Head of Housing	Adur Homes Operations Manager		Financial Standing Orders and individual financial authority limits
Amanda Eremie, Housing Needs Manager				In accordance with Financial Standing Orders and individual financial authority limits	
Bruce Reynolds, Public Sector Housing Manager			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Diana Francombe, Strategy and Improvement Manager			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Jane Sheppard, Tenancy Services Manager			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Chris Barber, Maintenance Manager			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Paul Turner, Systems and Performance Manager			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Catriona Donnelly, Singles Homelessness Team Leader			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Charmaine Dore, Families Homelessness Team Leader			Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits	
Nigel Freeman,	Housing Management	In accordance with			

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Leasehold Manager	Team	Financial Standing Orders and individual financial authority limits
			Adrian Wilgoss, Building Services Manager	Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits
			Lee Karchewski, Contract Manager Compliance	Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits
			Ian Abrahams, Contracts Manager (M&E)	Housing Management Team	In accordance with Financial Standing Orders and individual financial authority limits
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	Andy Edwards, Head of Environmental Services	Kate Greening, Bereavement Services Manager		In accordance with Financial Standing Orders
			Tony Patching, Waste & Cleansing Operations Manager		In accordance with Financial Standing Orders
			Matt Marchant, Business Development Manager		In accordance with Financial Standing Orders
			Philippa Reece, Parks and Foreshore Manager		In accordance with Financial Standing Orders
2.6.11	To write off amounts as irrecoverable	Andy Edwards, Head of Environmental Services	Kate Greening, Bereavement Services Manager	Where specified in Financial Standing Orders, Head of Finance, Executive Member for Resources	In accordance with Financial Standing Orders
			Matt Marchant, Business Development	Where specified in Financial Standing Orders, Head of Finance,	In accordance with Financial Standing Orders

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Manager	Executive Member for Resources	
			Philippa Reece, 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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Solicitor to the Council	
			Amanda Eremie, Housing Needs Manager	Solicitor to the Council	
			Bruce Reynolds, Public Sector Housing Manager	Solicitor to the Council	
			Paul Turner, Systems and Performance Manager	Solicitor to the Council	
2.6.13	To vary, in exceptional circumstances, fixed fees and charges	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Relevant Executive Member	
			Amanda Eremie, Housing Needs Manager	Relevant Executive Member	
			Bruce Reynolds, Public Sector Housing Manager	Relevant Executive Member	
			Paul Turner, Systems and Performance Manager	Relevant Executive Member	
2.6.13	To vary, in exceptional circumstances, fixed fees and charges	Susan Sale, Head of Legal Services and	Andrew Mathias, Senior Lawyer and Deputy Monitoring	Relevant Executive Member	Relating to legal costs



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
		Monitoring Officer	Officer		
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Relevant Executive Member	
			Amanda Eremie, Housing Needs Manager	Relevant Executive Member	
			Bruce Reynolds, Public Sector Housing Manager	Relevant Executive Member	
			Paul Turner, Systems and Performance Manager	Relevant Executive Member	
2.6.15	To submit bids to outside bodies for grant funding	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Finance & Solicitor to the Council	
			Amanda Eremie, Housing Needs Manager	Head of Finance & Solicitor to the Council	
			Bruce Reynolds, Public Sector Housing Manager	Head of Finance & Solicitor to the Council	
			Jane Sheppard, Tenancy Services Manager	Head of Finance & Solicitor to the Council	
			Chris Barber, Maintenance Manager	Head of Finance & Solicitor to the Council	
			Paul Turner, Systems and Performance	Head of Finance & Solicitor to the Council	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Manager Nigel Freeman, Leasehold Manager	Head of Finance & Solicitor to the Council	
2.6.17	To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible	Andy Edwards, Head of Environmental Services	Graham Cherrett, Senior Foreshore Inspector		
			Kate Greening, Bereavement Services Manager		
			Samuel Gritt, Assistant Bereavement Services Manager		
			Peter Whish, Highdown Gardens Head Gardener		
			Jo Hooper, Highdown Gardens Head Gardener		
			Philippa Reece, 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	Cian Cronin, Head of Major Projects & Investment	Simon Moore, Asset Portfolio Manager		
			Clare Hills, Principle Estates Surveyor		
2.6.18	To vary the terms and conditions of leases and licences or negotiate the surrender of leases and licences	Cian Cronin, Head of Major Projects & Investment	Simon Moore, Asset Portfolio Manager		
			Clare Hills, Principle Estates Surveyor		
2.6.18	To vary the terms and conditions of leases and licences or negotiate the surrender of	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes	Head of Housing	Limited to their area of responsibility

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
	leases and licences		Operations Manager Amanda Eremie, Housing Needs Manager	Head of Housing	Limited to their area of responsibility
			Bruce Reynolds, Public Sector Housing Manager		Limited to their area of responsibility
			Paul Turner, Systems and Performance Manager	Head of Housing	In respect of the function for which they are responsible
2.6.19	To give landlord's consent for uses, subject to planning permission	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Housing	Limited to their area of responsibility
2.6.19	To give landlord's consent for uses, subject to planning permission	Cian Cronin, Head of Major Projects & Investment	Simon Moore, Asset Portfolio Manager		
			Clare Hills, Principle Estates Surveyor		
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Where practicable, with the Solicitor to the Council	
			Amanda Eremie, Housing Needs Manager	Where practicable, with the Solicitor to the Council	
			Bruce Reynolds, Public Sector Housing Manager		
			Steve Dommett, Senior Environmental Health Officer		
			James Elliott, Senior Environmental Health Officer		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager		
			Amanda Eremie, Housing Needs Manager		
			Bruce Reynolds, Public Sector Housing Manager		
			Steve Dommett, Senior Environmental Health Officer		
			James Elliott, Senior Environmental Health Officer		
			Nigel Freeman, Leasehold Manager	Solicitor to the Council or her 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	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathias, Senior Lawyer and Deputy Monitoring Officer		
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
2.6.22	To issue fixed penalty notices and community penalty notices where permitted by statute in relation to the functions for	Akin Akinyebo, Head of Housing	Bruce Reynolds, Public Sector Housing Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
	which they are responsible		Steve Dommett, Senior Environmental Health Officer James Elliott, Senior Environmental Health Officer		
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager		Except where they are reserved to Council, Executive, Executive Member of Committee
			Bruce Reynolds, Public Sector Housing Manager		Except where they are reserved to Council, Executive, Executive Member of Committee
			Steve Dommett, Senior Environmental Health Officer		Except where they are reserved to Council, Executive, Executive Member of Committee
			James Elliott, Senior Environmental Health Officer		Except where they are reserved to Council, Executive, Executive Member of Committee
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	Akin Akinyebo, Head of Housing	Bruce Reynolds, Public Sector Housing Manager		
			Steve Dommett, Senior Environmental Health Officer		
			James Elliott, Senior Environmental Health Officer		
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Housing	
			Bruce Reynolds, Public Sector		

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			Housing Manager		
			Jane Sheppard, Tenancy Services Manager	Head of Housing	
			Chris Barber, Maintenance Manager	Head of Housing	
			Steve Dommett, Senior Environmental Health Officer	Private Sector Housing Manager	
			James Elliott, Senior Environmental Health Officer	Private Sector Housing Manager	
			Nigel Freeman, Leasehold Manager	Head of Housing	
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	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Housing & Solicitor to the Council	
			Bruce Reynolds, Public Sector Housing Manager	Head of Housing & Solicitor to the Council	
			Jane Sheppard, Tenancy Services Manager	Head of Housing	
			Chris Barber, Maintenance Manager	Head of Housing	
			Nigel Freeman, Leasehold Manager	Head of Housing & Solicitor to the Council	
2.6.27	To make application for all consents required in relation to planning permission in respect of Council land or property in relation to the functions for which they are responsible	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Housing	
			Bruce Reynolds, Public Sector Housing Manager		
2.6.28	To make application for all consents	Akin Akinyebo,	Anthony Alexander,	Head of Housing	

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	required in relation to Building Regulation Approval in respect of Council land or property in relation to the functions for which they are responsible	Head of Housing	Adur Homes Operations Manager Bruce Reynolds, Public Sector Housing Manager		
2.6.29	To exercise the Council's functions relating to the provision and management of cultural facilities and activities	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Head of Housing	
			Amanda Eremie, Housing Needs Manager	Head of Housing	
			Bruce Reynolds, Public Sector Housing Manager	Head of Housing	
			Paul Turner, Systems and Performance Manager	Head of Housing	
2.6.30	To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Amanda Eremie, Housing Needs Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human	In accordance with Officer Procedure Rules and all Council policies and procedures.

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				Resources	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.
			Bruce Reynolds, Public Sector Housing Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Diana Francombe, Strategy and Improvement Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					grounds of efficiency of the service.
			Jane Sheppard, Tenancy Services Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Chris Barber, Maintenance Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Paul Turner, Systems and Performance Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	In accordance with Officer Procedure Rules and all Council policies and procedures.  To exclude the

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					determination of redundancies (voluntary or otherwise) and the determination of termination of contracts of employment on the grounds of efficiency of the service.
			Catriona Donnelly, Singles Homelessness Team Leader	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Charmaine Dore, Families Homelessness Team Leader	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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	Limitations
			Nigel Freeman, Leasehold Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Adrian Wilgoss, Building Services Manager	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	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.
			Lee Karchewski, Contract Manager Compliance	Where specified in the Officer Procedure Rules, Solicitor to the Council Head of Human Resources	In accordance with Officer Procedure Rules and all Council policies and procedures.  To exclude the determination of redundancies (voluntary or

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>otherwise) and the determination of termination of contracts of employment on the grounds of efficiency of the service.</p> <p>In accordance with Officer Procedure Rules and all Council policies and procedures.</p> <p>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.</p>
2.6.30	To determine and take action in relation to all staff matters in accordance with the Officer Procedure Rules	Andy Edwards, Head of Environmental Services	<p>Tony Patching, Waste &amp; Cleansing Operations Manager</p> <p>Matt Marchant, Business</p>	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources</p> <p>In accordance with Officer Employment</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.</p> <p>In accordance with Officer Employment Procedure</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Development Manager	Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources	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.
			Mark Quartly, Assistant Operations Manager	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.  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 consultation with line manager.
			Shirley Brown, Commercial Officer	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of redundancies (voluntary or

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				To be exercised only in consultation with line manager.	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.
			Samuel Gritt, Assistant Bereavement Services Manager	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.  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 consultation with line manager.
			Andy Northeast, Transport Manager	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.  To be exercised only in	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

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				consultation with line manager.	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.
			Graham Cherrett, Senior Foreshore Inspector	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources	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.
			Kate Greening, Bereavement Services Manager	In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources	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.
			William Boyd, Senior Support	In accordance with Officer Employment	In accordance with Officer Employment Procedure

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Officer	<p>Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.</p> <p>To be exercised only in consultation with line manager.</p>	<p>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>
			Peter Whish, Highdown Gardens Head Gardener	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.</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>
			Gary Prescod, Assistant Parks and Open Spaces Manager	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and</p>	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures.</p>



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				<p>Procedures, Solicitor to the Council, Head of Human Resources.</p> <p>To be exercised only in consultation with line manager.</p>	<p>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>
			<p>Jo Hooper, Highdown Gardens Head Gardener</p>	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of Human Resources.</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>
			<p>Philippa Reece, Parks and Foreshore Manager</p>	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures, Solicitor to the Council, Head of</p>	<p>In accordance with Officer Employment Procedure Rules and all Council Policies and Procedures. To exclude the determination of</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				Human Resources.	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	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathias, Senior Lawyer and Deputy Monitoring Officer	Where specified in the Officer Procedure Rules, Solicitor to the Council and Head of Human Resources	Only to be exercised in the absence of the Solicitor to the Council.  To be exercised in accordance with Council Procedure Rules and to exclude determinations of redundancy and termination of contracts of employment on the grounds of efficiency of service
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Where specified in the Officer Procedure Rules, Solicitor to the Council and Head of Human Resources	Only to be exercised in the absence of the Solicitor to the Council.  To be exercised in accordance with Council Procedure Rules and to exclude determinations of redundancy and termination of contracts of employment on the grounds of efficiency of service

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
<b>3</b>	<b>DELEGATIONS: SPECIFIC FUNCTIONS – HEADS OF SERVICE</b>				
<b>3.1</b>	<b>HEAD OF HOUSING</b>				
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.	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager		
			Jane Sheppard, Tenancy Services Manager		
			Chris Barber, Maintenance Manager		
			Paul Turner, Systems and Performance Manager		In respect of the function for which they are responsible.
3.1.2	To exercise the Council's functions relating to homeless persons	Akin Akinyebo, Head of Housing	Amanda Eremie, Housing Needs Manager		With the exception of requests for reviews under s202 Housing Act 1996
			Catriona Donnelly, Singles Homelessness Team Leader		With the exception of requests for reviews under s202 Housing Act 1996
			Charmain Dore, Families Homelessness Team Leader		With the exception of requests for reviews 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.	Akin Akinyebo, Head of Housing	Bruce Reynolds, Private Sector Housing Manager		In accordance with financial authority limits
			Steve Dommett, Senior Environmental Health Officer		In accordance with financial authority limits

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			James Elliott, Senior Environmental Health Officer		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.	Akin Akinyebo, Head of Housing	Amanda Eremie, 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	Akin Akinyebo, Head of Housing	Amanda Eremie, 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	Akin Akinyebo, Head of Housing	Bruce Reynolds, Private Sector Housing Manager		
			Steve Dommett, Senior Environmental Health Officer		
			James Elliott, Senior Environmental Health Officer		
3.1.7	To determine and where appropriate give consent for alterations or extensions to former Council houses and flats	Akin Akinyebo, Head of Housing	Anthony Alexander, Adur Homes Operations Manager	In consultation with Contracts Manager, (Compliance).	
			Nigel Freeman, Leasehold Manager	In consultation with Contracts Manager, (Compliance).	
<b>3.2</b>	<b>HEAD OF WELLBEING</b>				
3.2.1	To implement the Council's policies regarding Community Safety and the reduction of crime and disorder.	Tina Favier, Head of Wellbeing	Sophie Whitehouse, Community & Wellbeing Manager		
			Jacqui Cooke,		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Community & Wellbeing Manager		
3.2.2	To take any action to combat anti-social behaviour including the issue of fixed penalty notices and community protection notices.	Tina Favier, Head of Wellbeing	Sophie Whitehouse, Community & Wellbeing Manager		The issue of fixed penalty notices is limited to in respect of PSPO's relating to public drinking and begging in WBC and to breach of community protection notices
			Jacqui Cooke, Community & Wellbeing Manager		The issue of fixed penalty notices is limited to in respect of PSPO's relating to public drinking and begging in WBC
			Rachel Cave, Anti-Social Behaviour Caseworker		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Kathryn Adderson, Public Health & Regulations Manager		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.
			David Currie, Public Health & Regulation Team Leader		Limited to in relation to Public Space Protection Orders relating to unauthorised camping and the control of dogs on

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					behalf of WBC and limited to in respect of PSPOs relating to the control of dogs on behalf of ADC.
			Nadeem Shad, Public Health & regulation Team Leader		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.
			Michael Barnard, 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.
			Russell Akehurst, 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.
			Caroline Pusey, Partnership Delivery Officer		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					Worthing and to breach of community protection notices.
			Tim Winter, Foreshore Inspector		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Tommy Broad, Foreshore Inspector		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Rob Dove, Foreshore Inspector		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Graham Cherrett, Senior Foreshore Inspector		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Barry Leighton,		The issue of fixed penalty

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Compliance Officer		notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Cliff Simm, Compliance Officer		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices.
			Ian Cooke, Neighbourhood Housing Officer		<p>Authority to exercise the delegation is limited to:</p> <p>being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Council's Head of Wellbeing, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p>



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>being in respect of behaviour taking place within the geographical boundary of Worthing 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>
			<p>Angela Walker, Neighbourhood Housing Officer</p>		<p>Authority to exercise the delegation is limited to:</p> <p>being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Council's Head of Wellbeing, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p> <p>being in respect of behaviour taking place within the geographical boundary of Worthing 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</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					Worthing Councils and Worthing Homes Ltd.
			Richard Vandermark, Neighbourhood Housing Officer		<p>Authority to exercise the delegation is limited to:</p> <p>being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Council's Head of Wellbeing, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p> <p>being in respect of behaviour taking place within the geographical boundary of Worthing 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</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>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>
			Gina Di Marino, Neighbourhood Housing Officer		<p>Authority to exercise the delegation is limited to:</p> <p>being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Council's Head of Wellbeing, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>being in respect of behaviour taking place within the geographical boundary of Worthing 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>
			<p>Jenny Bojczuk, Neighbourhood Manager</p>		<p>Authority to exercise the delegation is limited to:</p> <p>being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Council's Head of Wellbeing, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p> <p>being in respect of behaviour taking place within the geographical boundary of Worthing 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</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					Worthing Councils and Worthing Homes Ltd.
			Carolyn Silverthorne, Neighbourhood Manager		<p>Authority to exercise the delegation is limited to:</p> <p>being in respect of the issue of warnings associated with Community Protection Notices and the issue of Community Protection Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Council's Head of Wellbeing, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p> <p>being in respect of behaviour taking place within the geographical boundary of Worthing 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</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>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>
			Andy Knock, Cleansing Team Leader		
			Kirk Aldridge, Cleansing Driver Operative		
			Carl Cross, Cleansing Driver Operative		
			Mick Wilkins, Cleansing Driver Operative		
			Phill Hook, Cleansing Driver Operative		
			Robin George, Cleansing Team Leader		
			Nick Bainbridge, Cleansing Driver Operative		



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Ray Fisher, Cleansing Driver Operative		
			Ian Power, Cleansing Driver Operative		
			Glen Lumley, Cleansing Team Leader		
			Dave Mills, Cleansing Driver Operative		
			Adam Samual, Cleansing Driver Operative		
			Chris Herbert, Cleansing Driver Operative		
3.2.3	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 Private Hire Vehicles drivers and operators Public Health (including airports and port	Tina Favier, Head of Wellbeing	Kathryn Adderson, Public Health & Regulations Manager	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, public health (including airports and port health), public safety, registration plates, scrap metal



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					drainage, water and sewerage.
			Jo Lewis, Environmental Health Technician		Limited to environmental protection, food safety and hygiene, public health (including airports and port health), public safety and drainage, water and sewerage.
			Ray Grant, Environmental Health Technician	Drainage, water and sewerage only to be exercised in consultation with line manager	Limited to food safety and hygiene, public health (including airports and port health), public safety and drainage, water and sewerage.
			Theresa Cuerva, Environmental Health Technician	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, gambling, gaming permits, hackney carriages and drivers, house to house collections, licensable activities under the Licensing Act 2003, lotteries, leisure boats, 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 (WBC only), drainage, water and sewerage,

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					animal boarding licenses, pet shops, the breeding of dogs, sex establishments, hypnosis.
			Nadeen Shad, Public Health & Regulation Team Leader		Limited to amenities on the highway, environmental protection, food safety and hygiene, gambling, gaming permits, health and safety at work, house to house collections, licensable activities under the Licensing Act 2003, lotteries, leisure boats, public health (including airports and port health), public safety, scrap metal dealers, shops and Sunday trading, street collections, street trading (WBC only), drainage, water and sewerage, animal boarding licenses, pet shops, the breeding of dogs, sex establishments, hypnosis.
			Fleur Willard, Environmental Health Practitioner	Environmental protection and drainage, water and sewerage only to be exercised in consultation with line manager.	Limited to environmental protection, food safety and hygiene, health and safety at work, public health (including airports and port health), public safety, drainage, water and sewerage.
			Amanda	Drainage, water and	Limited to food safety and

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Strommingers, Environmental Health Technician	sewerage only to be exercised in consultation with line manager.	hygiene, health and safety at work, public health (including airports and port health), public safety, drainage, water and sewerage.
			Joe Ashford, Environmental Health Technician	Drainage, water and sewerage and food safety and hygiene only to be exercised in consultation with line manager.	Limited to food safety and hygiene, health and safety at work, public health (including airports and port health), public safety, drainage, water and sewerage.
			Amy Bowyer, Technical Support Lead Officer		Limited to house to house collections, licensable activities under the Licensing Act 2003, public safety, street collections, street trading (WBC only).
			Simon Jones, Public Health & Regulation Team Leader		Limited to amenities on the highway, 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, public health (including airports and port health), public safety, registration plates, scrap metal dealers, shops and Sunday trading, street collections, street trading

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					(WBC only), animal boarding licenses, pet shops, the breeding of dogs, sex establishments, hypnosis.
			Wendy Anderson, Environmental Health Practitioner	Environmental protection, drainage, water and sewerage to be exercised only in consultation with line manager	Limited to environmental protection, food safety and hygiene, health and safety at work, public health (including airports and port health), public safety, drainage, water and sewerage.
			Cheryl Mainstone, Environmental Health Practitioner	Environmental protection, drainage, water and sewerage to be exercised only in consultation with line manager	Limited to environmental protection, food safety and hygiene, health and safety at work, public health (including airports and port health), public safety, drainage, water and sewerage.
			Darren Gooch, Environmental Health Technician		To be limited to environmental protection, public health (including airports and port health), public safety and drainage, water and sewerage.
			Teresa Bowley, Taxi Supervisor		To be limited to gambling, gaming permits, hackney carriages and drivers, house to house collections, licensable activities under the licensing act 2003, lotteries, private hire

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					vehicles drivers and operators, registration plates, scrap metal dealers, shops and Sunday trading, street collections, street trading (WBC only), sex establishments, hypnosis.
			Hannah Powell, Environmental Health Technician		To be limited to environmental protection, public health (including airports and port health), public safety, drainage, water and sewerage.
			Michael Barnard, Dog Warden		To be limited to animal boarding licenses, pet shops and the breeding of dogs.
			Russell Akehurst, Dog Warden		To be limited to animal boarding licenses, pet shops and the breeding of dogs.
			Taiyan Gritt, Taxi Licensing Enforcement Officer		To be limited to hackney carriages and drivers, private hire vehicles drivers and operators and registration plates.
3.2.5	All matters relating to the investigation of matters under the Health & Safety at Work legislation	Tina Favier, Head of Wellbeing	Kathryn Adderson, Public Health & Regulations Manager	In consultation with Solicitor to the Council	Duly appointed inspectors
			David Currie, Public Health & Regulation Team Leader	In consultation with Solicitor to the Council	Duly appointed inspectors
			Ray Grant, Environmental Health Technician	In consultation with Solicitor to the Council	Duly appointed inspectors

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Nadeen Shad, Public Health & Regulation Team Leader	In consultation with Solicitor to the Council	Duly appointed inspectors
			Fleur Willard, Environmental Health Practitioner	In consultation with Solicitor to the Council	Duly appointed inspectors
			Amanda Strommingers, Environmental Health Technician	In consultation with Solicitor to the Council	Duly appointed inspectors
			Joe Ashford, Environmental Health Technician	In consultation with Solicitor to the Council	Duly appointed inspectors
			Wendy Anderson, Environmental Health Practitioner	In consultation with Solicitor to the Council	Duly appointed inspectors
			Cheryl Mainstone, Environmental Health Practitioner	In consultation with Solicitor to the Council	Duly appointed inspectors
3.2.6	To convene meetings of full Council, Executive, Executive Members, Committees and other bodies	Tina Favier, Head of Wellbeing	Neil Terry, Senior Democratic Services Officer	In consultation with Mayor, Leader, Executive Member or Chairman as appropriate	
			Chris Cadman-Dando, Democratic Services Officer	In consultation with Mayor, Leader, Executive Member or Chairman as appropriate	
			Heather Kingston, Democratic Services Officer	In consultation with Mayor, Leader, Executive Member or Chairman as appropriate	
3.2.7	To cancel meetings of full Council, Executive, Executive Members, Committees and other bodies	Tina Favier, Head of Wellbeing	Neil Terry, Senior Democratic Services Officer	In consultation with Mayor, Leader, Executive Member or Chairman as appropriate	
			Chris Cadman-	In consultation with Mayor,	



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Dando, Democratic Services Officer	Leader, Executive Member or Chairman as appropriate	
			Heather Kingston, Democratic Services Officer	In consultation with Mayor, Leader, Executive Member or Chairman as appropriate	
3.2.8	To exercise the Council's regulatory functions relating to Animal Welfare	Tina Favier, Head of Wellbeing	Theresa Cuerva, Environmental Health Technician		Limited to the functions for which they are responsible.
			Michael Barnard, Dog Warden		Limited to the functions for which they are responsible.
			Russell Akehurst, Dog Warden		Limited to the functions for which they are responsible.
<b>3.3</b>	<b>HEAD OF ENVIRONMENTAL SERVICES</b>				
3.3.1	To exercise the Council's functions relating to the provision and management of recreational facilities	Andy Edwards, Head of Environmental Services	Phillipa Reece, Parks and Foreshore Manager		
			Gary Prescod, Assistant Parks and Open Spaces Manager	In consultation with line manager	
			Graham Cherrett, Senior Foreshore Inspector	In consultation with line manager	
			Jo Hooper, Highdown Gardens Head Gardener	In consultation with line manager	
			Peter Whish, Highdown Gardens Head Gardener	In consultation with line manager	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
3.3.2	To manage (including the authority to agree usage) and maintain all the parks, pleasure grounds, gardens, open spaces, commons, recreational facilities, burial grounds, crematorium and nature reserves within the Council's control.	Andy Edwards, Head of Environmental Services	Phillipa Reece, Parks and Foreshore Manager	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.	
			Gary Prescod, Assistant Parks and Open Spaces Manager	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.  In consultation with line manager	
			Graham Cherrett, Senior Foreshore Inspector	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.  In consultation with line manager.	
			Jo Hooper, Highdown Gardens Head Gardener	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.  In consultation with line manager	
			Peter Whish, Highdown Gardens Head Gardener	For ADC matters, in consultation with the relevant ADC Executive	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				<p>Member in cases where the authority is required to agree usage.</p> <p>In consultation with line manager</p>	
			Kate Greening, Bereavement Services Manager	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.	
			Samuel Gritt, Assistant Bereavement Services Manager	<p>For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.</p> <p>In consultation with line manager</p>	
			Peter Whish, Highdown Gardens Head Gardener	<p>For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.</p> <p>In consultation with line manager</p>	
			Gary Prescod, Assistant Parks and Open Spaces Manager	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				In consultation with line manager	
			Jo Hooper, Highdown Gardens Head Gardener	For ADC matters, in consultation with the relevant ADC Executive Member in cases where the authority is required to agree usage.  In consultation with line manager	
3.3.3	To charge fees for medical referees	Andy Edwards, Head of Environmental Services	Kate Greening, Bereavement Services Manager		
3.3.4	To exercise the Council's regulatory functions relating to Pest Control	Andy Edwards, Head of Environmental Services	Tony Patching, Waste and Cleansing Operations Manager		
			Mark Quartly, Assistant Operations Manager		
3.3.5	All matters related to the Council's powers and duties in relation to the coast, rivers and harbours	Andy Edwards, Head of Environmental Services	Graham Cherrett, Senior Foreshore Inspector		
			Philippa Reece, Parks and Foreshore Manager		
3.3.6	All matters relating to pleasure boats, boatman's licences and fisherman's agreements	Andy Edwards, Head of Environmental Services	Graham Cherrett, Senior Foreshore Inspector		
			Rob Dove, Foreshore Inspector	In consultation with line manager	
			Philippa Reece, Parks and Foreshore Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
3.3.7	To determine as landowner or landlord applications for licences, consents and permissions in respect of the Councils' parks and foreshore buildings or land	Andy Edwards, Head of Environmental Services	Philippa Reece, Parks and Foreshore Manager	Executive Members for Resources and Executive Members for Environment	
3.3.8	To collect, remove, recycle and dispose of waste	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		
			Mark Quartly, Assistant Operations Manager		
3.3.9	To collect, remove, recycle and dispose of litter	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		
			Mary Quartly, Assistant Operations Manager		
3.3.10	To collect, remove, recycle and dispose of abandoned or unauthorised vehicles	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		
			Mark Quartly, Assistant Operations Manager		
3.3.11	To determine and communicate the Council's position relating to Goods Vehicle Operations licences	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		
			Andy Northeast, Transport Manager		
3.3.12	To authorise the waiving or reduction of charges for special refuse collections, commercial waste collections, green waste collections and clinical waste collections	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		
			Matt Marchant, Business Development Manager		
3.3.13	To undertake vehicle testing and issue	Andy Edwards,	Tony Patching,		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
	Ministry of Transport Certificates and to make appropriate charges, and to waive and reduce such charges	Head of Environmental Services	Waste & Cleansing Operations Manager Andy Northeast, Transport Manager		
3.3.14	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 protection orders, unlawful camping and dog fouling	Andy Edwards, Head of Environmental Services	Graham Cherrett, Senior Foreshore Inspector		In respect of the functions for which they are responsible.
			Tony Patching, Waste & Cleansing Operations Manager		In respect of the functions for which they are responsible.
			Mark Quartly, Assistant Operations Manager		In respect of the functions for which they are responsible.
			Rob Dove, Foreshore Inspector		In respect of the functions for which they are responsible.
			Cliff Sim, Compliance & Education Officer		In respect of the functions for which they are responsible.
			Barry Leighton, Compliance & Education Officer		In respect of the functions for which they are responsible
			Tim Winter, Foreshore Inspector		In respect of the functions for which they are responsible
			Anthony Read, Community Park Ranger		In respect of the functions for which they are responsible
			Tommy Broad, Foreshore Inspector		In respect of the functions for which they are responsible
			Adam Scott, Environment Maintenance Officer		In respect of the functions for which they are responsible
			Graham Gunn, Environment		In respect of the functions for which they are

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Maintenance Team Leader		responsible
			Keith Walder, Community Park Ranger		In respect of the functions for which they are responsible
3.3.15	To issue fixed penalty notices upon commercial traders for unlawful management of commercial waste	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		
			Mark Quartly, Assistant Operations Manager		
			Cliff Sim, Compliance & Education Officer		
			Barry Leighton, Compliance & Education Officer		
3.3.16	To exercise the Council's regulatory functions in respect of street trading	Andy Edwards, Head of Environmental Services	Tony Patching, Waste & Cleansing Operations Manager		In respect of the functions for which they are responsible.
			Mark Quartly, Assistant Operations Manager		In respect of the functions for which they are responsible.
			Cliff Sim, Compliance & Education Officer		In respect of the functions for which they are responsible.
			Barry Leighton, Compliance & Education Officer		In respect of the functions for which they are responsible.
3.3.17	To undertake all matters related to the inspection and maintenance of Council owned trees	Andy Edwards, Head of Environmental Services	Liam Lord, Arboriculture Inspector	Where a tree preservation order exists, only to be exercised in consultation with the Head of Planning & Development	
			Gary Prescod, Assistant Parks and	Where a tree preservation order exists, only to be	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Open Spaces Manager	exercised in consultation with the Head of Planning & Development	
			Philippa Reece, Parks and Foreshore Manager	Where a tree preservation order exists, only to be exercised in consultation with the Head of Planning & Development	
3.3.18	To undertake all matters relating to the design, installation, inspection and maintenance of all Council owned play areas	Andy Edwards, Head of Environmental Services	Anthony Read, Community Park Ranger	In respect of design and installation to be exercised only in consultation with the Head of Business and Technical Services	
			Adam Scott, Environment Maintenance Officer	In respect of design and installation to be exercised only in consultation with the Head of Business and Technical Services	
			Gary Prescod, Assistant Parks and Open Spaces Manager	In respect of design and installation to be exercised only in consultation with the Head of Business and Technical Services	
			Phil Stevens, Community Park Ranger	In respect of design and installation to be exercised only in consultation with the Head of Business and Technical Services	
			Graham Gunn, Environment Maintenance Team Leader	In respect of design and installation to be exercised only in consultation with the Head of Business and Technical Services	
			Keith Walder, Community Park Ranger	In respect of design and installation to be exercised only in consultation with	



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
				the Head of Business and Technical Services	
			Philippa Reece, Parks and Foreshore Manager	In respect of design and installation to be exercised only in consultation with the Head of Business and Technical Services	
<b>3.4</b>	<b>HEAD OF REVENUES AND BENEFITS</b>				
3.4.3	To take all necessary actions relating to the demand, collection and the recovery of Council Tax, National Non-Domestic Rates and any other local levy or collected taxes.	Paul Tonking, Head of Revenues and Benefits	Sue Jones, Revenues and Recovery Team Leader		Limited to signing Attachment of Earnings Orders in respect of the recovery of unpaid Council Tax
<b>3.6</b>	<b>HEAD OF PLANNING AND DEVELOPMENT</b>				
3.6.2	To issue and serve notices pursuant to the Building Act 1984 and Building Regulations and to carry out works in default	James Appleton, Head of Planning and Development	Tina Favier, Head of Wellbeing		Acting on behalf of Adur District Council only
			Michael Lavender, Environmental Health Practitioner		Acting on behalf of Adur District Council only
			Kathryn Adderson, Public Health and Regulation Manager		Acting on behalf of Adur District Council only
			Nadeem Shad, Public Health and Regulation Team Leader		Acting on behalf of Adur District Council only

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
<b>3.9</b>	<b>HEAD OF LEGAL SERVICES AND MONITORING OFFICER</b>				
3.9.1(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)	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
			Mustafa Khan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Michaela Wood, Senior Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sally Millis, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
3.9.1(b)	Legal Proceedings: To institute, prosecute or terminate and 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)	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in respect of lease renewals
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
			Joanne Lee, Lawyer (Property and Contracts)		To be exercised only in respect of lease renewals
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Mustafa Khan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Helen Williams, Assistant Lawyer (Property and Contracts)		To be exercised only in respect of lease renewals
			Jonathan Morren, Lawyer (Property and Contracts)		To be exercised only in respect of lease renewals
		Michaela Wood,		To be exercised only in	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Senior Legal Officer (Governance and Regulatory)		relation to functions for which they are responsible
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sally Millis, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
3.9.1(c)	Legal Proceedings: To defend or settle any proceedings brought against the Council (except in relation to Health & Safety at Work)	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring 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)
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		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

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					<p>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)</p>
			<p>Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)</p>		<p>To be exercised only in relation to functions for which they are responsible.</p> <p>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)</p>
			<p>Sarita Arthur-Crow, Lawyer (Governance and Regulatory)</p>		<p>To be exercised only in relation to functions for which they are responsible.</p> <p>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</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					absence) and the Leader of the Main Opposition (or Deputy in their absence)
			Mustafa Khan, Lawyer (Governance and Regulatory)		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)
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		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)
			Michaela Wood,		To be exercised only in

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Senior Legal Officer (Governance and Regulatory)		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)
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		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)
			Sally Millis, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible.

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
					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)
3.9.1(d)	Legal Proceedings: To take any action incidental or inclusive to or which would facilitate any action under this paragraph	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Mustafa Khan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Michaela Wood, Senior Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sally Millis, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
3.9.1(e)	Legal Proceedings: To administer simple cautions	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
3.9.1(f)	Legal Proceedings: To determine whether or not any legal proceedings should be taken in any particular case or set of circumstances	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Mustafa Khan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Michaela Wood, Senior Legal Officer (Governance and		To be exercised only in relation to functions for which they are responsible

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Regulatory)		
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sally Millis, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
3.9.2	To appoint and instruct legal service providers including external Solicitors and Barristers	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Joanne Lee, Lawyer (Property and Contracts)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Sally Drury-Smith, Lawyer (Governance and Regulatory)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Mustafa Khan, Lawyer (Governance and Regulatory)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Beverley Rayner, Assistant Lawyer (Governance and	Consultation with Solicitor to the Council or Senior Lawyer in her absence	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Regulatory)		
			Helen Williams, Assistant Lawyer (Property and Contracts)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Jonathan Morren, Lawyer (Property and Contracts)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
			Maria Grispino, Senior Legal Officer (Property and Contracts)	Consultation with Solicitor to the Council or Senior Lawyer in her absence	
3.9.3	To determine whether or not a simple caution or other alternative to prosecution should be administered following an investigation into an alleged criminal offence	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		
			Mustafa Khan, Lawyer (Governance and Regulatory)		
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		
3.9.5	To negotiate and enter into planning or other agreements regulating or controlling the use of development of land	Susan Sale, Head of Legal Services and	Louise Mathie, Senior Lawyer and Deputy Monitoring	Head of Planning & Development	Not to be exercised where the determining body for any associated planning

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
		Monitoring Officer	Officer		application is a committee
			Sally Drury-Smith, Lawyer (Governance and Regulatory)	Head of Planning & Development	Not to be exercised where the determining body for any associated planning application is a committee
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)	Head of Planning & Development	Not to be exercised where the determining body for any associated planning application is a committee
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)	Head of Planning & Development	Not to be exercised where the determining body for any associated planning application is a committee
			Mustafa Khan, Lawyer (Governance and Regulatory)	Head of Planning & Development	Not to be exercised where the determining body for any associated planning application is a committee
3.9.6	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	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Head of Planning & Development	
			Sally Drury-Smith, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Mustafa Khan, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)	Head of Planning & Development	
3.9.7	To issue, serve, modify or withdraw any enforcement action or notices under the	Susan Sale, Head of Legal	Louise Mathie, Senior Lawyer and	Head of Planning & Development	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
	Planning Acts etc.	Services and Monitoring Officer	Deputy Monitoring Officer		
			Sally Drury-Smith, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Mustafa Khan, Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)	Head of Planning & Development	
			Michaela Wood, Senior Legal Officer (Governance and Regulatory)	Head of Planning & Development	
			Debbie Del Greco, Legal Officer (Governance and Regulatory)	Head of Planning & Development	
3.9.10	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	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
			Sally Drury-Smith, Lawyer (Governance and Regulatory)	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
			Shelley-Ann Flanagan,	Head of Planning & Development	Limited to not confirming TPOs if there are any

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Lawyer (Governance and Regulatory)		objections
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
			Mustafa Khan, Lawyer (Governance and Regulatory)	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
			Michaela Wood, Senior Legal Officer (Governance and Regulatory)	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
			Debbie Del Greco, Legal Officer (Governance and Regulatory)	Head of Planning & Development	Limited to not confirming TPOs if there are any objections
3.9.11	To exercise the Council's powers relating to temporary road closures	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		
			Mustafa Khan, Lawyer (Governance		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			and Regulatory)		
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		
			Michaela Wood, Senior Legal Officer (Governance and Regulatory)		
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		
3.9.12	To seal any document on behalf of the Council	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer		
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
			Jo Lee, Lawyer (Property and Contracts)		
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		
			Mustafa Khan, Lawyer (Governance and Regulatory)		
			Sarita Arthur-Crow, Lawyer (Governance		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
3.9.13	To negotiate and agree the terms of any contract	Susan Sale, Head of Legal Services and Monitoring Officer	and Regulatory)		
			Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer		In accordance with Contract Procedure Rules
			Jo Lee, Lawyer (Property and Contracts)		In accordance with Contract Procedure Rules
			Helen Williams, Assistant Lawyer (Property and Contracts)		In accordance with Contract Procedure Rules
3.9.14	To sign any contract on behalf of the Council	Susan Sale, Head of Legal Services and Monitoring Officer	Jonathan Morren, Lawyer (Property and Contracts)		In accordance with Contract Procedure Rules
			Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer		In accordance with Contract Procedure Rules
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		In accordance with Contract Procedure Rules
			Jo Lee, Lawyer (Property and Contracts)		In accordance with Contract Procedure Rules
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		In accordance with Contract Procedure Rules
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		In accordance with Contract Procedure Rules
Mustafa Khan, Lawyer (Governance and Regulatory)					



Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		In accordance with Contract Procedure Rules
3.9.17	To execute any legal document on behalf of the Council	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer		
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
3.9.20	To issue, serve, suspend or withdraw any notices in respect of any matter for which the Council has power to act	Susan Sale, Head of Legal Services and Monitoring Officer	Andrew Mathis, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
			Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		To be exercised only in relation to functions for which they are responsible
			Jo Lee, Lawyer (Property and Contracts)		To be exercised only in relation to functions for which they are responsible
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Mustafa Khan, Lawyer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Beverley Rayner,		To be exercised only in

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Assistant Lawyer (Governance and Regulatory)		relation to functions for which they are responsible
			Helen Williams, Assistant Lawyer (Property and Contracts)		To be exercised only in relation to functions for which they are responsible
			Jonathan Morren, Lawyer (Property and Contracts)		To be exercised only in relation to functions for which they are responsible
			Maria Grispino, Senior Legal Officer (Property and Contracts)		To be exercised only in relation to functions for which they are responsible
			Michaela Wood, Senior Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
			Debbie Del Greco, Legal Officer (Governance and Regulatory)		To be exercised only in relation to functions for which they are responsible
3.9.21	To respond to requests for review under Data Protection and Freedom of Information legislation	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
			Mustafa Khan, Lawyer (Governance and Regulatory)		
			Beverley Rayner, Assistant Lawyer (Governance and Regulatory)		
3.9.22	All matters relating to the investigation of matters under the Health & Safety at Work legislation	Susan Sale, Head of Legal Services and Monitoring Officer	Louise Mathie, Senior Lawyer and Deputy Monitoring Officer		
			Sally Drury-Smith, Lawyer (Governance and Regulatory)		
			Shelley-Ann Flanagan, Lawyer (Governance and Regulatory)		
			Sarita Arthur-Crow, Lawyer (Governance and Regulatory)		
			Mustafa Khan, Lawyer (Governance and Regulatory)		
<b>3.12</b>	<b>HEAD OF PLACE AND ECONOMY</b>				
3.12.1	To approve and grant Seasonal Concession Licence Agreements on behalf of the Councils	Andy Willems, Head of Place & Economy	Joanna Malandain, Regeneration Officer	In consultation with the relevant Executive Member, the Solicitor to the Council and the Head of Planning & Development	

Ref.	Functions	Delegated By	Delegated To	Consultation Required	Limitations
<b>3.13</b>	<b>HEAD OF MAJOR PROJECTS AND INVESTMENT</b>				
3.13.2	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	Lynda Dine, Head of Place & Investment	Martin Randall, Director for the Economy	In consultation with the Leader and Executive Member for Resources and the Chief Financial Officer	
3.13.3	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	Lynda Dine, Head of Place & Investment	Martin Randall, Director for the Economy		
3.13.3	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	Cian Cronin, Head of Major Projects and Investment	Robert Crossan, Property and Investment Manager		
			Clare Hills, Principle Estates Surveyor		
3.13.4	To determine as landowner or landlord applications for licences, consents and permissions in respect of the Council's land or buildings	Cian Cronin, Had of Major Projects and Investment	Robert Crossan Property and Investment Manager	Executive Member for Resources	
			Clare Hills, Principle Estates Surveyor	Executive Member for Resources	