

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

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

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

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
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2.5	DIRECTOR FOR ECONOMY, REGENERATION & CLIMATE				
2.5.4	To act on behalf of Worthing Borough Council as Trustee of Highdown Gardens Trust and Chalk Pit Charity Trust	Chief Executive	Assistant Director, Place & Economy		Limited to being exercised in respect of day to day management activities and administrative matters only
2.5.5	To act on behalf of Adur District Council as Trustee of Adur Recreation Ground and The Green	Chief Executive	Assistant Director, Place & Economy		Limited to being exercised in respect of day to day management activities and administrative matters only
2.6	CHIEF EXECUTIVE, ALL DIRECTORS, ASSISTANT DIRECTORS AND HEADS OF SERVICE				
2.6.1	To manage the functions for which they are responsible.	Director for Housing and Communities	Tenancy & Leasehold Services Manager Housing Needs Manager Performance, Policy and Strategy Lead Compliance Manager Asset Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Private Sector Housing Manager Repairs Services Manager Health and Wellbeing Lead		
2.6.1	To manage the functions for which they are responsible.	Head of Resident Services	Revenues & Benefits Operations Manager Customer Service Manager		
2.6.2	To make minor amendments to any Policy, Strategy, Consultation or similar document and sign notices, other than legal notices, arising from any decision of the Council	Director for Housing and Communities	Tenancy & Leasehold Services Manager Housing Needs Manager Housing Assets Manager Performance, Policy and Strategy Lead Head of Property Services Private Sector Housing Manager	Assistant Director Housing, Homelessness & Prevention	

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Compliance & Fire Safety Officer Compliance Manager Asset Manager		
2.6.3	To respond to consultations	Head of Resident Services	Revenues & Benefits Operations Manager Customer Service Manager Income Manager Complaints Manager	Assistant Director Housing, Homelessness & Prevention or, where determined by them, relevant Executive Member	To exclude consultations that cross departmental boundaries or service areas
2.6.4	To dispose of lost or uncollected property	Assistant Director Housing, Homelessness & Prevention	Tenancy & Leasehold Services Manager	Assistant Director Legal & Democratic Services	Authority to sub-delegate this, limited to only in circumstances where the

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Housing Needs Manager Head of Property Services		Tenancy & Leasehold Services Manager is absent, and only with agreement by the relevant Assistant Director
2.6.4	To dispose of lost or uncollected property	Head of Resident Services	Revenues and Benefits Operations Manager Customer Service & Business Support Manager	Assistant Director Legal & Democratic Services	In respect of the functions for which they are responsible
2.6.4	To dispose of lost or uncollected property	Assistant Director Operations & Sustainability	Bereavement Services Manager	Assistant Director Legal & Democratic Services	In respect of the functions for which they are responsible
2.6.4	To dispose of lost or uncollected property	Assistant Director Place & Economy	Neighbourhood Strategic Lead - Coastal Parks & Foreshore Services Manager Parks Manager	Assistant Director Legal & Democratic Services	
2.6.4	To dispose of lost or uncollected property	Assistant Director Place & Economy	Assistant Operations Manager Waste Cleansing and Fleet Manager	Assistant Director Legal & Democratic Services	In respect of the functions for which they are responsible

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Parks and Foreshore Services Manager		
2.6.5	To procure goods and services	Director for Housing and Communities	<p>Tenancy & Leasehold Services Manager</p> <p>Housing Needs Manager</p> <p>Housing Assets Manager</p> <p>Performance, Policy and Strategy Lead</p> <p>Head of Property Services</p> <p>Private Sector Housing Manager</p> <p>Compliance & Fire Safety Officer</p> <p>Compliance Manager</p> <p>Asset Manager</p> <p>Repairs Service Manager</p>	<p>Assistant Director Finance and Assistant Director Housing, Homelessness & Prevention</p>	

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Community Alarm Manager	Assistant Director Finance, Assistant Director Housing, Homelessness & Prevention and Tenancy & Leasehold Services Manager	
			Senior Environmental Health Officer (Assistance and Adaptations)	Assistant Director Finance and Assistant Director Housing, Homelessness & Prevention	
2.6.5	To procure goods and services	Head of Resident Services	Customer Service Manager Revenues & Benefits Operations Manager	Assistant Director Finance and Assistant Director Housing, Homelessness & Prevention	
2.6.5	To procure goods and services	Assistant Director Operations & Sustainability	Bereavement Services Manager Assistant Bereavement Manager	Assistant Director Regenerative Development	In respect of the functions for which they are responsible
2.6.5	To procure goods and services	Assistant Director Operations & Sustainability	Waste Cleansing and Fleet Manager Assistant Operations Manager (Waste and Cleansing)	Assistant Director Regenerative Development	In respect of the functions for which they are responsible

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
2.6.5	To procure goods and services	Assistant Director Place & Economy	Parks and Foreshore Services Manager Parks and Foreshore Managers Business Development Manager, Economy Directorate	Assistant Director Regenerative Development	In respect of the functions for which they are responsible
2.6.5	To procure goods and services	Assistant Director Legal & Democratic Services	Senior Lawyer	Assistant Director Regenerative Development	
2.6.6	To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which they are responsible	Director for Housing and Communities	Tenancy & Leasehold Services Manager Housing Needs Manager Housing Assets Manager Performance, Policy and Strategy Lead Private Sector Housing Manager Compliance Manager Asset Manager	Assistant Director Legal & Democratic Services and Assistant Director Finance	In accordance with Financial Procedure Rules and individual financial authority limits

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Repairs Service Manager		
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	Head of Resident Services	Revenues and Benefits Operations Manager Customer Service Manager Income Manager	Assistant Director Legal & Democratic Services and Assistant Director Finance	In accordance with Financial Procedure Rules and individual financial authority limits
2.6.6	To exercise powers and determine all matters relating to the supply of goods and services to other local authorities and public bodies in respect of the functions for which they are responsible	Assistant Director Legal & Demographic Services	Senior Lawyer	Assistant Director Legal & Demographic Services and Assistant Director Finance	
2.6.7	To carry out minor development for which planning permission is not required	Assistant Director Housing, Homelessness & Prevention	Housing Needs Manager Asset Manager Tenancy & Leasehold Services Manager Compliance & Fire Safety Officer	Head of Planning or Assistant Director Regenerative Development as appropriate	
2.6.8	To do all matters in relation to procurement and the letting of contracts	Assistant Director Housing, Homelessness & Prevention	Tenancy & Leasehold Services Manager Housing Needs Manager	Where specified in Contract Standing Orders, Assistant Director Finance	In accordance with Contract Standing Orders. In accordance with Financial Procedure Rules

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			<p>Performance, Policy and Strategy Lead Officer</p> <p>Private Sector Housing Manager</p> <p>Compliance & Fire Safety Officer</p> <p>Compliance Manager</p> <p>Homelessness Prevention Team Leader</p> <p>Acquisitions and Landlord Support Coordinator</p> <p>Accommodation Team Leader</p> <p>Rough Sleeper Coordinator</p> <p>Tenancy Services Team Leader</p> <p>Leasehold and Right to Buy Manager</p>	Assistant Director Legal & Democratic Services	and individual financial authority limits

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations)		
2.6.8	To do all matters in relation to procurement and the letting of contracts	Head of Resident Services	Customer Service Manager Revenues & Benefits Operations Manager	Where specified in Contract Standing Orders, Assistant Director Finance Assistant Director Legal & Democratic Services	In accordance with Contract Standing Orders. In accordance with Financial Procedure Rules and individual financial authority limits
2.6.8	To do all matters in relation to procurement and the letting of contracts	Assistant Director Operations & Sustainability	Bereavement Services Manager Assistant Bereavement Service Manager	Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services	In accordance with Contract Standing Orders
2.6.8	To do all matters in relation to procurement and the letting of contracts	Assistant Director Operations & Sustainability	Waste & Cleansing Operations Manager Assistant Operations Manager	Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services	In accordance with Contract Standing Orders

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
2.6.8	To do all matters in relation to procurement and the letting of contracts	Assistant Director Place & Economy	Commercial Development Manager Parks and Foreshore Services Manager	Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services	In accordance with Contract Standing Orders
2.6.8	To do all matters in relation to procurement and letting of contracts	Assistant Director Regenerative Development	Principal Building Surveyor	Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services	Subject to a maximum spend of £50,000 In accordance with Contract Standing Orders
2.6.8	To do all matters in relation to procurement and the letting of contracts	Assistant Director Legal & Democratic Services	Senior Lawyer	Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal and Democratic Services	In accordance with Contract Standing Orders
2.6.9	To take any action authorised by Financial Standing Orders	Director for Housing and Communities	Tenancy & Leasehold Services Manager Housing Needs Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Performance, Policy and Strategy Lead Officer Private Sector Housing Manager Compliance & Fire Safety Officer Compliance Manager Homelessness Prevention Team Leader Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Tenancy Services Team Leader Leasehold and Right to Buy Manager		

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Leasehold and Right to Buy Manager Community Alarm Manager		
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	Head of Resident Services	Revenues and Benefits Operation Manager Customer Service Manager		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	Assistant Director Operations & Sustainability	Bereavement Services Manager		In accordance with Financial Standing Orders
2.6.10	To manage budgets allocated to the functions for which they are responsible, including authority to incur expenditure on items included in the approved Revenue Estimates of Capital Programme except where the Council has placed a reservation on any such item	Assistant Director Operations & Sustainability	Waste & Cleansing Operations Manager		In accordance with Financial Standing Orders
2.6.10	To manage budgets allocated to the functions for which they are	Assistant Director Place & Economy	Commercial Development Manager		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
	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		Parks and Foreshore Services Manager		
2.6.11	To write off amounts as irrecoverable	Assistant Director Operations & Sustainability	Bereavement Services Manager	Where specified in Financial Standing Orders, Chief Financial Officer, Executive Member for Resources	In accordance with Financial Standing Orders
2.6.11	To write off amounts as irrecoverable	Assistant Director Place & Economy	Commercial Development Manager (Place and Economy) Parks and Foreshore Services 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	Director for Housing and Communities	Housing Needs Manager Private Sector Housing Manager Senior Environmental Health Officer (Aids and Adaptations)	Assistant Director Legal & Democratic Services	

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

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

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
2.6.20	To make application for warrants of entry to land or property under the provisions of any legislation, other than warrants for possession of land or property, in relation to functions for which they are responsible	Assistant Director Housing, Homelessness & Prevention	Tenancy & Leasehold Services Manager Senior Housing Officer Private Sector Housing Manager Senior Environmental Health Officers Compliance Manager	Where practicable, with the Assistant Director Legal & Democratic Services	
2.6.21	To sign, issue and serve all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible	Assistant Director Housing, Homelessness & Prevention	Tenancy & Leasehold Services Manager Housing Assets Manager Housing Needs Manager Private Sector Housing Manager Senior Environmental Health Officers Compliance Manager		
			Leasehold and Right to Buy Manager	Assistant Director Legal & Democratic Services or	

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Private Sector Housing Manager		
			Compliance Manager		
			Senior Environmental Health Officers	Private Sector Housing Manager	
			Leasehold and Right to Buy Manager	Tenancy & Leasehold Services Manager	
2.6.26	The management of any internal appeal, challenge or objection process against or in support of any of the Council's decisions, other than before a court or tribunal	Assistant Director Housing, Homelessness & Prevention	Tenancy & Leasehold Services Manager	Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services	
			Private Sector Housing Manager	Assistant Director Housing, Homelessness & Prevention	
			Leasehold and Right to Buy Manager	Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services	
			Compliance Manager	Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services	

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
2.6.30	To determine and take action in relation to all staff matters in accordance with the Officer Employment Procedure Rules	Assistant Director Housing, Homelessness & Prevention	<p>Tenancy & Leasehold Services Manager</p> <p>Housing Needs Manager</p> <p>Performance Policy & Strategy Lead</p> <p>Private Sector Housing Manager</p> <p>Repairs Services Manager</p> <p>Compliance Manager</p> <p>Asset Manager</p> <p>Homelessness Prevention Team Leader</p> <p>Senior Housing Officer</p>	Where specified in the Officer Procedure Rules, Assistant Director Legal & Democratic Services, Assistant Director People & Change	<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>

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

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

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

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
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3	DELEGATIONS: SPECIFIC FUNCTIONS – ASSISTANT DIRECTORS AND HEADS OF SERVICE				
3.1	ASSISTANT DIRECTOR HOUSING, HOMELESSNESS & PREVENTION				
3.1.1	To determine and take all action in relation to the management and maintenance of the Council’s housing accommodation including the letting, transfer, exchange and repossession of dwellings, garages, open spaces and parking spaces.	Assistant Director Housing, Homelessness & Prevention	Tenancy & Leasehold Services Manager Housing Assets Manager Housing Business Support Team Leader Compliance & Fire Safety Manager Compliance Manager		Where the exercise of the delegation is in the scope of their job description
3.1.2	To exercise the Council’s functions relating to homeless persons	Assistant Director Housing, Homelessness & Prevention	Housing Needs Manager Homelessness Prevention Team Leader (Singles)		With the exception of requests for reviews under s202 Housing Act 1996

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Leasehold and Right to Buy Manager		
3.2	HEAD OF PLACE				
3.2.1	To implement the Council's policies regarding Community Safety and the reduction of crime and disorder.	Head of Place	Neighbourhood Strategic Lead - Safer Communities		
3.2.2	To take any action to combat anti-social behaviour including the issue of fixed penalty notices and community protection notices.	Head of Place	Neighbourhood Strategic Lead - Safer Communities Neighbourhood Anti-Social Behaviour Caseworker		The issue of fixed penalty notices is limited to in respect of PSPO's relating to public drinking in WBC and to breach of community protection notices
			Partnership Delivery Officer Neighbourhood Coastal Warden Neighbourhood Strategic Lead - Coastal		The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping and alcohol in the Borough of Worthing and to breach of community protection notices.

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Neighbourhood Housing Officer Neighbourhood Manager Cleansing Team Leader		<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 Councils' Head of Place 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</p>

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
					<p>Anti-social Behaviour, Crime and Policing Act 2014 and any amendments in force to that legislation;</p> <p>being exercised only after the delegatee has attended training with Adur and Worthing Council's Legal Officers;</p> <p>being exercised in accordance with the relevant Protocol agreed between Adur and Worthing Councils and Worthing Homes Ltd.</p>
3.3	HEAD OF RESIDENT SERVICES				
3.3.3	To take all necessary actions relating to the demand, collection and the recovery of Housing Benefit, Council Tax, National Non-Domestic Rates and any other local levy or collected taxes.	Head of Resident Services	<p>Revenues & Benefits Operations Manager</p> <p>Revenues & Recovery Team Leader</p> <p>Senior Benefits Adjudication Officer</p>		Limited to signing Attachment of Earnings Orders in respect of the recovery of unpaid Council Tax

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.4	ASSISTANT DIRECTOR OPERATIONS AND SUSTAINABILITY				
3.4.3	To manage (including the authority to agree usage) and maintain burial grounds and crematoria within the Council's control	Assistant Director Operations and Sustainability	Bereavement Operations and Business Manager	For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage.	
			Crematorium & Burial Ground Operations Manager	For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. Line manager	
3.4.4	To charge fees for medical referees	Assistant Director Operations and Sustainability	Bereavement Operations and Business Manager Crematorium & Burial Ground Operations Manager		
3.4.5	To collect, remove, recycle and dispose of waste	Assistant Director Operations and Sustainability	Waste & Cleansing Operations Manager Assistant Operations Manager		

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Neighbourhood Park Ranger Environment Maintenance Officer Environment Maintenance Team Leader Waste & Cleansing Operations Manager Assistant Operations Manager Education and Compliance Officer Public Health & Regulations Manager Team Leader – Food and H&S Team Leader – Environmental Protection Dog Warden		

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

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

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
					2003, public safety, street collections, street trading (WBC only)
3.4.16	All matters relating to the investigation of matters under the Health & Safety at Work legislation	Assistant Director Operations and Sustainability	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S	Assistant Director Legal & Democratic Services	Duly appointed inspectors
3.4.17	To exercise the Council's regulatory functions relating to Animal Welfare	Assistant Director Operations and Sustainability	Public Health & Regulation Manager Team Leader (Environmental Protection)		Limited to the functions for which they are responsible

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Dog Warden Environmental Health Technician - Food and H&S		
3.4.18	To exercise the Council's regulatory functions in respect of street trading	Assistant Director Operations and Sustainability	Public Health & Regulation Manager		In respect of the functions for which they are responsible.
3.5	HEAD OF PLANNING				
3.5.1	All matters relating to the naming and numbering of streets (which includes creating new addresses and	Head of Planning	Building Control Manager	Relevant Planning Committee Adur DC - relevant Cabinet Member, Ward member and where	

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.5.3	To decide all Building Regulations applications in accordance with Building Regulations current at time of deposit.	Head of Planning	Building Control Manager		
3.5.3	To decide all Building Regulations applications in accordance with Building Regulations current at time of deposit.	Building Control Manager	Principal Building Control Inspector Senior Building Control Inspector		
3.5.4	To determine all relevant charges in accordance with the Building (Prescribed Fees) Regulations 2010 as amended	Head of Planning	Building Control Manager		
3.5.4	To determine all relevant charges in accordance with the Building (Prescribed Fees) Regulations 2010 as amended	Building Control Manager	Principal Building Control Inspector Senior Building Control Inspector		
3.5.5	To determine applications for Planning permission, listed building consent, conservation area consent, express consent to display advertisements, hazardous substances consent pursuant to the Planning Acts, including: a. development specified in the GPDO where expressed planning permission	Head of Planning	Planning Services Manager Building Control Manager		The delegation shall not be exercised in relation to: a. applications requiring the Secretary of State to be notified under the Town and Country (Development Plans and Consultations)

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

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

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

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
					<p>a parish Council, West Sussex County Council any other local authority;</p> <p>g. where the application has been made by a Member of Adur District Council or Worthing Borough Council, or by an Officer of either Council who is either the Chief Executive, a Chief Officer, Deputy Chief Officer, Planning Services Manager or Planning Policy Manager, or who works within the Planning and Development Section</p> <p>h. where a member of the Council not more than 28 days after validation of an application requests otherwise, subject to providing valid planning reasons.</p>
3.5.5	To determine applications for Planning permission, listed building consent, conservation area consent, express	Building Control Manager	Principal Building Control Inspector		The delegation shall not be exercised in relation to:

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
	<p>consent to display advertisements, hazardous substances consent pursuant to the Planning Acts, including:</p> <p>a. development specified in the GPDO where expressed planning permission is required by reason of limitations or conditions by that order; and</p> <p>b. determinations in connection with prior notification procedure under T&CP (General Permitted Development) Order.</p>		Senior Building Control Inspector		<p>a. applications requiring the Secretary of State to be notified under the Town and Country (Development Plans and Consultations) (Departures) Direction 2009;</p> <p>b. applications for development requiring an environmental impact assessment but excluding applications for a screening or scoping opinion in connection with an environmental impact assessment;</p> <p>c. applications comprising 'major' development within the meaning of the T&CP (General Permitted Development) Order, other than applications for amendments to major developments where those amendments are either minor or non-material. Members</p>

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
					<p>Officer, Planning Services Manager or Planning Policy Manager, or who works within the Planning and Development Section</p> <p>h. where a member of the Council not more than 28 days after validation of an application requests otherwise, subject to providing valid planning reasons.</p>
3.5.6	To determine applications for consent pursuant to the conditions and limitations under the Planning Acts.	Head of Planning	Planning Services Manager		
3.5.6	To determine applications for consent pursuant to the conditions and limitations under the Planning Acts.	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer		
3.5.7	To determine the Council's stance in respect of and respond to consultation opinions concerning matters including, but not limited to, Neighbourhood Plans and WSCC planning	Head of Planning	Planning Services Manager	In respect of Neighbourhood Plans, in consultation with Relevant Cabinet Member.	

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
	applications, unless they are for 'major' development within the meaning of the T&CP (General Development Procedure) Order (other than those where the proposed amendment is minor or non-material).			Members will be notified when minor amendments to 'major' applications have been approved.	
			Interim Joint Policy Manager	In respect of Neighbourhood Plans, in consultation with Relevant Cabinet Member. Members will be notified when minor amendments to 'major' applications have been approved.	
3.5.7	To determine the Council's stance in respect of and respond to consultation opinions concerning matters including, but not limited to, Neighbourhood Plans and WSCC planning applications, unless they are for 'major' development within the meaning of the T&CP (General Development Procedure) Order (other than those where the proposed amendment is minor or non-material).	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer	In respect of Neighbourhood Plans, in consultation with Relevant Cabinet Member. Members will be notified when minor amendments to 'major' applications have been approved.	
3.5.8	To determine applications for lawful development certificates (Town and Country Planning Acts Sections 191 and 192).	Head of Planning	Planning Services Manager	Assistant Director Legal & Democratic Services where necessary.	

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.5.8	To determine applications for lawful development certificates (Town and Country Planning Acts Sections 191 and 192).	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer	Assistant Director Legal & Democratic Services where necessary.	
3.5.9	To give, make and confirm any Order or Direction under the Planning Acts	Head of Planning	Planning Services Manager		
3.5.9	To give, make and confirm any Order or Direction under the Planning Acts	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer		
3.5.10	To issue, serve, modify and withdraw any Notice under the Planning Acts and to carry out works in default including ruins and dilapidated buildings and neglected sites (Building Act 1984, Section 79).	Head of Planning	Planning Services Manager		
3.5.10	To issue, serve, modify and withdraw any Notice under the Planning Acts and to carry out works in default including ruins and dilapidated buildings and neglected sites (Building Act 1984, Section 79).	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.5.11	To determine applications and to take any action under Anti-Social Behaviour Act (2003) Part 8 (High Hedges).	Head of Planning	Planning Services Manager		
3.5.11	To determine applications and to take any action under Anti-Social Behaviour Act (2003) Part 8 (High Hedges).	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer		
3.5.12	Subject to the limitations imposed above to determine the Council's stance in respect of and respond to consultations and opinions concerning matters referred to above.	Head of Planning	Planning Services Manager		
3.5.12	Subject to the limitations imposed above to determine the Council's stance in respect of and respond to consultations and opinions concerning matters referred to above.	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer		
3.5.13	All matters relating to the Planning (Hazardous Substances) Act, 1990	Head of Planning	Planning Services Manager		
3.5.13	All matters relating to the Planning (Hazardous Substances) Act, 1990	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing)		

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.5.16	To make minor amendments in planning or other agreements regulating or controlling the use or development of land where the determining body for any associated planning application is a committee.	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer	Assistant Director Legal & Democratic Services	
3.5.17	To issue, serve, modify or withdraw any enforcement action or notices under the Planning Acts, etc.	Head of Planning	Planning Services Manager	Assistant Director Legal & Democratic Services	
3.5.17	To issue, serve, modify or withdraw any enforcement action or notices under the Planning Acts, etc.	Planning Services Manager	Principal Planning Officers (covering Adur and Worthing) Senior Enforcement Officer	Assistant Director Legal & Democratic Services	
3.6	ASSISTANT DIRECTOR FINANCE [No existing sub-delegations]				
3.7	ASSISTANT DIRECTOR PEOPLE & CHANGE [No existing sub-delegations]				
3.8	ASSISTANT DIRECTOR LEGAL & DEMOCRATIC SERVICES AND MONITORING OFFICER				
3.8.1(a)	Legal proceedings:	Assistant Director Legal & Democratic Services	Senior Lawyer		To be exercised only in relation to functions for

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
	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)		Lawyer (Advanced) Lawyer Assistant Lawyer Senior Legal Officer Legal Officer		which they are responsible
3.8.1(b)	Legal Proceedings: To institute, prosecute or terminate any proceedings which the Council is empowered to undertake in or before any Court, Tribunal, Inquiry or by way of Fixed Penalty Notice or Community Penalty Notice (except in relation to Health & Safety at Work)	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer Assistant Lawyer Senior Legal Officer Legal Officer		To be exercised only in relation to functions for which they are responsible
3.8.1(c)	Legal Proceedings: To defend or settle any proceedings brought by or against the Council (except in relation to Health & Safety at Work)	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer Assistant Lawyer Senior Legal Officer		To be exercised only in relation to functions for which they are responsible. In respect of settling legal proceedings a confidentiality clause may not be included unless the prior written

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Legal Officer		agreement has been obtained from the Leader of the Council (or Deputy in their absence) and the Leader of the Main Opposition (or Deputy in their absence)
3.8.1(d)	Legal Proceedings: To take any action incidental or inclusive to or which would facilitate any action under this paragraph	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer Assistant Lawyer Senior Legal Officer Legal Officer		To be exercised only in relation to functions for which they are responsible
3.8.1(e)	Legal Proceedings: To administer simple cautions	Assistant Director Legal & Democratic Services	Senior Lawyer		To be exercised only in relation to functions for which they are responsible
3.8.2	To appoint and instruct legal service providers including external Solicitors and Barristers	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer Assistant Lawyer Senior Legal Officer	Assistant Director Legal & Democratic Services or Senior Lawyer in their absence	

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

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

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

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.8.17	To execute any legal document on behalf of the Council	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer Assistant Lawyer		
3.8.20	To issue, serve, suspend or withdraw any notices in respect of any matter for which the Council has power to act	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer Assistant Lawyer Senior Legal Office Legal Officer		To be exercised only in relation to functions for which they are responsible
3.8.21	To respond to requests for review under Data Protection and Freedom of Information legislation	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer		
3.8.22	All matters relating to the investigation of matters under the Health & Safety at Work legislation	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
N/A	To accept and discharge undertakings	Assistant Director Legal & Democratic Services	Senior Lawyer Lawyer (Advanced) Lawyer		In accordance with provisions made in the Legal Services Practice Manual at paragraph 5.5
3.9	ASSISTANT DIRECTOR PLACE AND ECONOMY				
3.9.1	To approve and grant Seasonal Concession Licence Agreements on behalf of the Councils	Assistant Director Place & Economy	Commercial Development Manager Head of Place	The relevant Executive Member, the Assistant Director, Legal & Democratic Services and the Head of Planning	
3.9.2	To approve non animal related Circuses	Assistant Director Place & Economy	Commercial Development Manager Events Manager Head of Place	Assistant Director Operations & Sustainability and the relevant Cabinet Member	To be limited to a maximum of 3 per year in Adur District Council. To be limited to a maximum of 3 per year in Worthing Borough Council
3.9.3	To exercise the Councils' regulatory functions relating to Markets	Assistant Director Place & Economy	Commercial Development Manager Events Manager Head of Place	Assistant Director Legal & Democratic Services	
3.9.4	To manage the function of Events Management	Assistant Director Place & Economy	Commercial Development Manager	The Council's Assistant Director People & Change	

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Events Manager Head of Place	and Emergency Planning Officer, and where the event is expected to be attended by 500 people or more, the Leader of the relevant Council.	
3.9.7	To exercise the Council's functions relating to the provision and management of recreational facilities	Assistant Director Place & Economy	Parks and Foreshore Services Manager		
			Neighbourhood Strategic Lead - Coastal Highdown Gardens Head Gardener Head of Place	Line Manager	
3.9.8	To manage (including the authority to agree usage) and maintain all the parks, pleasure grounds, gardens, open spaces, commons, recreational facilities, and nature reserves within the Council's control.	Assistant Director Place & Economy	Parks and Foreshore Services Manager Parks Manager	For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage.	
			Neighbourhood Strategic Lead - Coastal Highdown Gardens Head Gardener	For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. Line manager	

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Head of Place		
3.9.9	All matters related to the Council's powers and duties in relation to the coast, rivers and harbours	Assistant Director Place & Economy	Neighbourhood Strategic Lead - Coastal Parks and Foreshore Services Manager Head of Place		
3.9.10	All matters relating to pleasure boats, boatman's licences and fisherman's agreements	Assistant Director Place & Economy	Neighbourhood Strategic Lead - Coastal		
			Neighbourhood Coastal Warden	Line Manager	
			Parks and Foreshore Services Manager Head of Place		
3.9.12	To determine as landowner or landlord applications for licences, consents and permissions in respect of the Councils' parks and foreshore buildings or land	Assistant Director Place & Economy	Parks and Foreshore Services Manager Head of Place	Executive Members for Resources and Executive Members for Environment	
3.9.13	To undertake all matters related to the inspection and maintenance of Council owned trees	Assistant Director Place & Economy	Arboriculture Inspector Parks and Foreshore Services Manager	Where a tree preservation order exists, the Head of Planning	

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
			Parks Manager		
3.9.14	To undertake all matters relating to the design, installation, inspection and maintenance of all Council owned play areas	Assistant Director Place & Economy	Neighbourhood Park Ranger	In respect of design and installation to be exercised only in consultation with the Engineering section	
			Senior Engineer / Engineer	In respect of design and installation to be exercised only in consultation with the Engineering section	
			Head of Place		
			Parks and Foreshore Services Manager		
3.10	ASSISTANT DIRECTOR REGENERATIVE DEVELOPMENT (Absent Post - Therefore delegator is currently the Director)				
3.10.1	To manage the improvement, refurbishment, maintenance and new build provision of the Council's non-housing property portfolio not specifically the responsibility of other officers.	Director for Economy, Regeneration & Climate	Assistant Director Place & Economy		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.10.2	To acquire land in connection with the Council's functions and to take leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions	Director for Economy, Regeneration & Climate	Assistant Director Place & Economy	Where acquisition of land is purchased through the Strategic Investment Fund, the delegation is to be exercised in consultation with the Leader, Cabinet Member for Resources and the Chief Financial Officer	
3.10.2	To acquire land in connection with the Council's functions and to take leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions	Assistant Director Regenerative Development	Property and Investment Manager	Where acquisition of land is purchased through the Strategic Investment Fund, the delegation is to be exercised in consultation with the Leader, Cabinet Member for Resources and the Chief Financial Officer In consultation with the Leader and Executive Member for Resources and the Chief Financial Officer	
3.10.3	To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions	Director for Economy, Regeneration & Climate	Assistant Director Place & Economy		Disposal of land is only authorised where the value is £750,000 or less in consultation with the relevant Leader and Cabinet Members for Resources
3.10.3	To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or	Assistant Director Regenerative Development	Property and Investment Manager		Disposal of land is only authorised where the value is £750,000 or less in consultation with the

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
	land in connection with the Council's functions				relevant Leader and Cabinet Members for Resources
3.10.3	To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions	Assistant Director Regenerative Development	Investment Manager		Disposal of land is only authorised where the value is £750,000 or less in consultation with the relevant Leader and Cabinet Members for Resources
			Principal Estates Surveyor		Disposal of land is only authorised where the value is £750,000 or less in consultation with the relevant Leader and Cabinet Members for Resources
3.10.4	To determine as landowner or landlord applications for licences, consents and permissions in respect of the Council's land or buildings	Director for Economy, Regeneration & Climate	Assistant Director Place & Economy	Executive Member for Resources	
3.10.4	To determine as landowner or landlord applications for licences, consents and permissions in respect of the Council's land or buildings	Assistant Director Regenerative Development	Property and Investment Manager	Executive Member for Resources	
			Principal Estates Surveyor	Executive Member for Resources	
3.10.6	To exercise the Council's powers affecting the design or maintenance of highways	Director for Economy, Regeneration & Climate	Assistant Director Place & Economy		

Ref.	Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
3.11	HEAD OF TECHNOLOGY & DESIGN [No existing sub-delegations]				

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
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PROPER OFFICER AND AUTHORISED OFFICER FUNCTIONS

Functions in relation to Public Health

s.79 Public Health Act 1936 & Schedule 29 Part 1 Local Government Act 1972 - Removal of Noxious Matter	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
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Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
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(In addition to the general officer powers under s83 Public Health Act 1936 relating to filthy or verminous premises)) s.84 Public Health Act 1936 & Schedule 29 Part 1 Local Government Act 1972 - Verminous Articles	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection Private Sector Housing Manager Senior Environmental Housing Officer		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
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Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
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s.85 Public Health Act 1936 & Part 1 Local Government Act 1972 - Verminous People	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Part XI Local Government Miscellaneous Provisions Act 1982 re Public Health	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution..

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		<p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> <p>Environmental Health Practitioner - Food and H&S</p> <p>Environmental Health Technician - Environmental Protection</p>		
Part 1, Section 48 Care Act 2014 – Removal of people in need	Director for Housing & Communities and Director for Economy, Regeneration & Climate	<p>Assistant Director Housing Homelessness & Prevention</p> <p>Public Health & Regulation Manager</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p>		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection		
s.37 Public Health Act 1961 - Verminous Articles	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection		
Public Health (Control of Disease) Act 1984 Infectious Diseases and Dead Bodies	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician -		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Protection Private Sector Housing Manager		
Sch.14 Paragraph 25(7) Local Government Act 1972 - To certify copies of Resolutions applying or disapplying provisions of the Public Health Act 1875 to 1925	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
Food Safety Act 1990 (as amended) - Food Safety	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
European Communities Act 1972 - Food Safety	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S		
Pet Animals Act 1951 (as amended)	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S		
Animal Boarding Establishments Act 1963	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
Riding Establishments Act 1964 and 1970	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Scrap Metal Dealers Act 2013	Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician (Licensing)		
Part 1 Local Government (Miscellaneous Provisions) Act 1976	Director for Housing & Communities and Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician (Licensing) Environmental Health Technician (Environmental Protection)		
Part 2 Local Government (Miscellaneous Provisions) Act 1976	Director for Housing & Communities and Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing) Taxi Licensing Enforcement Officer Public Health & Regulation Manager		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Technician (Licensing)		
Part 1 and Part 2 Local Government (Miscellaneous Provisions) Act 1976	Director for Housing & Communities and Director for Economy, Regeneration & Climate	Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Technician (Licensing)		
Zoo Licensing Act 1981	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Technician (Licensing) Environmental Health Technician (Food and H&S) Dog Warden		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
Part 2 and 3 Local Government (Miscellaneous Provisions) Act 1982	Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Taxi Licensing Enforcement Officer		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Part viii Local Government (Miscellaneous Provisions) Act 1982	Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Licensing) Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S)		
Public Health (Control of Disease) Act 1984 and all Regulations made under said Act	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) Public Health and Regulation Manager		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Private Sector Housing Manager		
Control of Pollution (Amendment) Act 1989	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Clean Neighbourhoods and Environment Act 2005	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Public Health and Regulation Manager		
Health Act 2006 Chapter 1	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner - Food and H&S		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Public Health and Regulation Manager Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S)		
Part 4 Anti-social Behaviour, Crime and Policing Act 2014	Director for Housing & Communities and Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Public Health and Regulation Manager Dog Warden		
Parts 1, 2, 2A and 3 Environmental Protection Act 1990	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Public Health and Regulation Manager		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Private Sector Housing Manager (Part 3 only) Environmental Health Officers (Part 3 only) Dog Wardens (Part 3 only) Compliance Manager (Part 3 only) Tenancy & Leasehold Services Manager Repairs Services Manager Multi Trade Operative Supervisor Technical Officer (Compliance)		
Part 4 Environment Act 1995	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager		Officer Functions at Part 4 of the Constitution.
s.108 Environment Act 1995	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager		
Part 1 and Part 3 Prevention of Damage by Pests Act 1949	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager Environmental Health Officer Private Sector Housing Manager		
Control of Pollution Act 1974	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager		
Dangerous Wild Animals Act 1976	Director for Economy, Regeneration & Climate	Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Technician (Food and H&S) Dog Warden		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution..

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
Refuse Disposal (Amenity) Act 1978	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Town Police Clauses Act 1847	Director for Core Services	Environmental Health Technician (Licensing)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Taxi Licensing Enforcement Officer		
Housing Act 1985, 1988, 2004	Director for Housing & Communities	Environmental Health Technician Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		(Environmental Protection) Environmental Health Technician (Environmental Protection) Public Health and Regulation Manager Private Sector Housing Manager		
Clean Air Act 1993	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager		
Pollution Prevention and Control Act 1999	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
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		Environmental Health Practitioner		
Environmental Damage (Prevention and Remediation) Regulations 2015	Director for Economy, Regeneration & Climate	Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Practitioner		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
Health and Safety at Work Act 1974	Director for Economy, Regeneration & Climate	<p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner (Food and H&S)</p> <p>Environmental Health Technician (Food and H&S)</p> <p>Public Health and Regulation Manager</p>		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Animal Welfare Act 2006	Director for Economy, Regeneration & Climate	<p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Public Health and Regulation Manager</p> <p>Dog Warden</p>		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Environmental Health Technician (Food and H&S)		
House to House Collections Act 1939	Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.
Police, Factories, etc. (Miscellaneous Provisions) Act 1916	Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer Taxi Licensing Enforcement Officer		
Hypnotism Act 1952	Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

Functions	Delegated By	Delegated To	Consultation Required (See also Scheme of Delegations within the Constitutions)	Limitations (See also Scheme of Delegations within the Constitutions)
		Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer Environmental Health Technician		
Functions in relation to Entry of Land/Premises				
Authority to enter land or premises for or in connection with their duties and pursuant to the functions below, subject to any statutory constraints: Animal Welfare Caravan Sites Environmental Protection Food Safety and Hygiene Health and Safety at Work Housing Licensing Act 2003 Pest Control Public Health	Director for Economy, Regeneration & Climate	Environmental Health Technician (Licensing) Environmental Health Practitioner (All) Environmental Health Technician (All)		To be delegated by the Proper Officer or Deputy Proper Officer as set out in the Proper Officer Functions at Part 4 of the Constitution.

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