

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

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|--|------------------------------------|--|-----------------------|-------------|
| 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 | Head of Community, Capacity & Resilience Assistant Director Operations & Sustainability | Sussex Police WSCC | |
| N/A | <p>To proceed with the following recommendations from Agenda Item 8 of the 6th October 2020 JSC Report on behalf of the Director for Communities:</p> <p>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</p> <p>vii. Delegate authority to the Director for Communities, following a tender process, to award the building contracts and all associated contracts to enable delivery of the sites.</p> | Chief Executive | Assistant Director Regenerative Development | | |

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|------------|--|---|--|--|--------------------------------|
| 2.4 | DIRECTOR FOR SUSTAINABILITY & RESOURCES | | | | |
| 2.4.5 | To authorise payments or the provision of other benefits under s.92, Local Government Act, 2000 (payments in cases of maladministration) or by way of local settlement in relation to Local Government Ombudsman complaints. | Director for Sustainability & Resources | Systems and Applications Officer, Housing Services Neighbourhood Services Manager | Appropriate Assistant Director, Monitoring Officer and, if over £1000, Assistant Director, Finance | |
| 2.4.6 | To convene meetings of Full Council, Executive, Executive Members, Committees and other bodies | Director for Sustainability & Resources | Democratic Services Manager Senior Democratic Services Officer | Mayor, Leader, Executive Member or Chairman as appropriate | As set out in the Constitution |
| 2.4.7 | To cancel meetings of Full Council, Executive, Executive Members, Committees and other bodies | Director for Sustainability & Resources | Democratic Services Manager Senior Democratic Services Officer | Mayor, Leader, Executive Member or Chairman as appropriate | |
| 2.5 | DIRECTOR FOR PLACE | | | | |
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| 2.6 | CHIEF EXECUTIVE, ALL DIRECTORS, ASSISTANT DIRECTORS AND HEADS OF SERVICE | | | | |
| 2.6.1 | To manage the functions for which they are responsible. | Assistant Director Housing, | Neighbourhood Services Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|-----------|---------------------------|---|------------------------|-------------|
| | | Homelessness & Prevention | Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader | | |
| | | | Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) | Housing Assets Manager | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|-----------|--------------|--|--------------------------------|-------------|
| | | | Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator | Housing Needs Manager | |
| | | | Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations) | Neighbourhood Services Manager | |

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

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

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

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

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

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

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

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------|---|--|--|---|---|
| | | | Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations) | | |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Assistant Director Operations & Sustainability | Bereavement Services Manager | Where specified in Contract Standing Orders, Assistant Director Finance and | In accordance with Contract Standing Orders |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------|---|--|--|--|--|
| | | | Assistant Bereavement Service Manager | Assistant Director Legal & Democratic Services | |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Assistant Director Operations & Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services | In accordance with Contract Standing Orders |
| 2.6.8 | To do all matters in relation to procurement and the letting of contracts | Director for Place | Business Development Manager Parks and Foreshore Manager Assistant Parks and Foreshore Manager | Where specified in Contract Standing Orders, Assistant Director Finance and Assistant Director Legal & Democratic Services | In accordance with Contract Standing Orders |
| 2.6.8 | To do all matters in relation to procurement and letting of contracts | Assistant Director Regenerative Development | Principal Building Surveyor | Where specified in Contract Standing Orders, Assistant Director Finance and 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 | In accordance with Contract Standing Orders |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------|--|---|--|-------------------------------|--|
| | | | | Legal and Democratic Services | |
| 2.6.9 | To take any action authorised by Financial Standing Orders | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) | | In accordance with Financial Procedure Rules and individual financial authority limits |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|---|-----------------------------|--|-----------------------|---------------------------------------|
| | | | Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) Acquisitions and Landlord Support Coordinator Accommodation Team Leader Rough Sleeper Coordinator Senior Housing Officer Leasehold and Right to Buy Manager Community Alarm Manager Senior Environmental Health Officer (Assistance and Adaptations) | | |
| 2.6.10 | To manage budgets allocated to the functions for which they are responsible, including authority to incur | Assistant Director Housing, | Neighbourhood Services Manager | | In accordance with Financial Standing |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|---|---------------------------|---|-----------------------|--|
| | expenditure on items included in the approved Revenue Estimates of Capital Programme except where the Council has placed a reservation on any such item | Homelessness & Prevention | Housing Needs Manager Housing Assets Manager Strategy and Performance Manager Housing Transformation Programme Manager Private Sector Housing Manager Housing Business Support Team Leader Repairs Services Manager Fire Safety Manager Compliance Manager (Contracts) Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) | | Orders and individual financial authority limits |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|---|--|---|-----------------------|--|
| | | | <p>Acquisitions and Landlord Support Coordinator</p> <p>Accommodation Team Leader</p> <p>Rough Sleeper Coordinator</p> <p>Senior Housing Officer</p> <p>Leasehold and Right to Buy Manager</p> <p>Community Alarm Manager</p> <p>Senior Environmental Health Officer (Assistance and Adaptations)</p> | | |
| 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 |

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

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|---|---|--|--|-------------------------|
| 2.6.12 | To determine grant applications in relation to the functions for which they are responsible, other than award of grants to voluntary sector organisations | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager | Assistant Director Legal & Democratic Services | |
| | | | Housing Needs Manager | | |
| | | | Housing Assets Manager | | |
| | | | Private Sector Housing Manager | | |
| | | | Senior Environmental Health Officer (Assistance and Adaptations) | | |
| 2.6.13 | To vary, in exceptional circumstances, fixed fees and charges | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager | Relevant Executive Member | |
| | | | Housing Needs Manager | | |
| | | | Housing Assets Manager | | |
| | | | Private Sector Housing Manager | | |
| 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 |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|---|---|--|---|-------------|
| 2.6.14 | To determine charges for the use of relevant services and events not covered by the annual review of fees and charges | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager Fire Safety Manager Compliance Manager (Contracts) | Relevant Executive Member | |
| 2.6.15 | To submit bids to outside bodies for grant funding | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager Housing Assets Manager Private Sector Housing Manager Strategy and Performance Manager Fire Safety Manager | Assistant Director Legal & Democratic Services and Assistant Director Finance | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|--|---|---|
| 2.6.17 | To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible | Assistant Director Operations & Sustainability | Bereavement Services Manager Crematorium & Burial Ground Operations Manager | | |
| 2.6.17 | To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible | Director for Place | Senior Parks and Foreshore Manager Parks and Foreshore Manager | | |
| 2.6.17 | To manage land, property (including rent reviews) and other assets allocated to the functions for which they are responsible | Assistant Director Regenerative Development | Asset Portfolio Manager Principal Estates Surveyor | | |
| 2.6.18 | To vary the terms and conditions of leases and licences or negotiate the surrender of leases and licences | Assistant Director Regenerative Development | Asset Portfolio Manager Principal Estates Surveyor | | |
| 2.6.18 | To vary the terms and conditions of leases and licences or negotiate the surrender of leases and licences | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Needs Manager | Assistant Director Housing, Homelessness & Prevention | Limited to their area of responsibility |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|--|--|---|
| | | | Housing Assets Manager Private Sector Housing Manager | | |
| 2.6.19 | To give landlord's consent for uses, subject to planning permission | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Asset Manager Fire Safety Manager Compliance Manager (Contracts) | 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 | | |
| 2.6.20 | To make application for warrants of entry to land or property under the provisions of any legislation, other than warrants for possession of land or property, in relation to functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Senior Housing Officer Private Sector Housing Manager Senior Environmental Health Officers Compliance Manager (Contracts) | Where practicable, with the Assistant Director Legal & Democratic Services | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|--------------------------------------|--|-------------|
| 2.6.21 | To sign, issue and serve all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager | | |
| | | | Housing Assets Manager | | |
| | | | Housing Needs Manager | | |
| | | | Private Sector Housing Manager | | |
| | | | Senior Environmental Health Officers | | |
| | | | Compliance Manager (Contracts) | | |
| | | | Leasehold and Right to Buy Manager | Assistant Director Legal & Democratic Services or their representative (save for notices served in respect of Right to Buy applications) | |
| 2.6.21 | To sign, issue and serve all notices required by statute or otherwise to be given by the Council and all necessary advertisements, in relation to functions for which they are responsible | Assistant Director Legal & Democratic Services | Senior Lawyer | | |
| 2.6.22 | To issue fixed penalty notices and community penalty notices where permitted by statute in relation to the functions for which they are responsible | Assistant Director Housing, Homelessness & Prevention | Private Sector Housing Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|--|---|---|
| | | | 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 | Neighbourhood Services Manager | Assistant Director Housing, Homelessness & Prevention | |
| | | | Housing Assets Manager | | |
| | | | Private Sector Housing Manager | | |
| | | | Compliance Manager (Contracts) | | |
| | | | Senior Environmental Health Officers | Private Sector Housing Manager | |
| | | | Leasehold and Right to Buy Manager | Neighbourhood Services Manager | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|------------------------------------|--|-------------|
| | | | Fire Safety Manager | Assistant Director Housing, Homelessness & Prevention | |
| 2.6.26 | The management of any internal appeal, challenge or objection process against or in support of any of the Council's decisions, other than before a court or tribunal | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Housing Assets Manager | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Private Sector Housing Manager | Assistant Director Housing, Homelessness & Prevention | |
| | | | Leasehold and Right to Buy Manager | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Compliance Manager (Contracts) | Assistant Director Housing, Homelessness & Prevention and Assistant Director Legal & Democratic Services | |
| | | | Fire Safety Manager | Assistant Director Housing, Homelessness & Prevention | |

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

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

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

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

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|--|--|--|
| | | | Operations Supervisor- Waste Services | Assistant Director Legal & Democratic Services, Assistant Director People & Change To be exercised only in consultation with line manager. | 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 | Only to be exercised in the absence of the Assistant Director Legal & Democratic Services. 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 |
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| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|---|---|---|-----------------------|---|
| 3 | DELEGATIONS: SPECIFIC FUNCTIONS – ASSISTANT DIRECTORS AND HEADS OF SERVICE | | | | |
| 3.1 | ASSISTANT DIRECTOR HOUSING, HOMELESSNESS & PREVENTION | | | | |
| 3.1.1 | To determine and take all action in relation to the management and maintenance of the Council's housing accommodation including the letting, transfer, exchange and repossession of dwellings, garages, open spaces and parking spaces. | Assistant Director Housing, Homelessness & Prevention | Neighbourhood Services Manager Housing Assets Manager Housing Business Support Team Leader Fire Safety Manager Compliance Manager (Contracts) | | Where the exercise of the delegation is in the scope of their job description |
| 3.1.2 | To exercise the Council's functions relating to homeless persons | Assistant Director Housing, Homelessness & Prevention | Housing Needs Manager Homelessness Prevention Team Leader (Singles) Homelessness Prevention Team Leader (Families) | | With the exception of requests for reviews under s202 Housing Act 1996 |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------|--|--|--|---|---|
| 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 Leasehold and Right to Buy Manager | In consultation with Contracts Manager, (Compliance). | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|---|--|---|-----------------------|---|
| 3.2 | HEAD OF COMMUNITY, CAPACITY & RESILIENCE | | | | |
| 3.2.1 | To implement the Council's policies regarding Community Safety and the reduction of crime and disorder. | Head of Community, Capacity & Resilience | Early Help and Wellbeing Lead | | |
| 3.2.2 | To take any action to combat anti-social behaviour including the issue of fixed penalty notices and community protection notices. | Head of Community, Capacity & Resilience | Early Help and Wellbeing Lead Anti-Social Behaviour Caseworker | | The issue of fixed penalty notices is limited to in respect of PSPO's relating to public drinking and begging in WBC and to breach of community protection notices |
| | | | Partnership Delivery Officer Coastal Warden Senior Coastal Warden Compliance Officer | | The issue of fixed penalty notices is limited to in respect of PSPOs relating to camping, alcohol and begging in the Borough of Worthing and to breach of community protection notices. |
| | | | Neighbourhood Housing Officer Neighbourhood Manager Cleansing Team Leader | | Authority to exercise the delegation is limited to: being in respect of the issue of warnings associated with Community Protection Notices and the issue of |
| | | | | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|-----------|--------------|-------------------------------|-----------------------|--|
| | | | Cleansing Driver Operative | | <p>Community Protection Notices;</p> <p>having sought the written agreement to take such action, in advance, of Adur and Worthing Councils' Head of Community, Capacity & Resilience, or Communities and Wellbeing Manager or Lead for Early Help and Wellbeing;</p> <p>being in respect of behaviour taking place within the geographical boundary of Worthing Borough Council and/or Adur District Council;</p> <p>being in compliance with the provisions of the Anti-social Behaviour, Crime and Policing Act 2014 and any amendments in force to that legislation;</p> <p>being exercised only after the delegatee has attended training with</p> |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|--|--|---|---|---|
| | | | | | Adur and Worthing Council's Legal Officers; being exercised in accordance with the relevant Protocol agreed between Adur and Worthing Councils and Worthing Homes Ltd. |
| 3.3 | HEAD OF RESIDENT SERVICES | | | | |
| 3.3.3 | To take all necessary actions relating to the demand, collection and the recovery of Council Tax, National Non-Domestic Rates and any other local levy or collected taxes. | Head of Resident Services | Revenues & Benefits Operations Manager Revenues & Recovery Team Leader | | Limited to signing Attachment of Earnings Orders in respect of the recovery of unpaid Council Tax |
| 3.4 | ASSISTANT DIRECTOR OPERATIONS AND SUSTAINABILITY | | | | |
| 3.4.3 | To manage (including the authority to agree usage) and maintain burial grounds and crematoria within the Council's control | Assistant Director Operations and Sustainability | Bereavement Services Manager | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------|---|--|--|---|-------------|
| | | | Crematorium & Burial Ground Operations Manager | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. Line manager | |
| 3.4.4 | To charge fees for medical referees | Assistant Director Operations and Sustainability | Bereavement Services Manager Crematorium & Burial Ground Operations Manager | | |
| 3.4.5 | To collect, remove, recycle and dispose of waste | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.6 | To collect, remove, recycle and dispose of litter | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.7 | To collect, remove, recycle and dispose of abandoned or unauthorised vehicles | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.8 | To determine and communicate the Council's position relating to Goods Vehicle Operations licences | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Transport Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|---|--|--|-----------------------|---|
| 3.4.9 | To authorise the waiving or reduction of charges for special refuse collections, commercial waste collections, green waste collections and clinical waste collections | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Business Development Manager | | |
| 3.4.10 | To undertake vehicle testing and issue Ministry of Transport Certificates and to make appropriate charges, and to waive and reduce such charges | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Transport Manager | | |
| 3.4.11 | To take any action to combat anti-social behaviour including the issue of fixed penalty notices or community penalty notices for littering, fly tipping, breach of public space protection orders, unlawful camping and dog fouling | Assistant Director Operations and Sustainability | Senior Coastal Warden Coastal Warden Community Park Ranger Environment Maintenance Officer Environment Maintenance Team Leader Waste & Cleansing Operations Manager Assistant Operations Manager Compliance & Education Officer | | In respect of the functions for which they are responsible. |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|--|---|---|---|
| | | | Public Health & Regulations Manager Team Leader – Food and H&S Team Leader – Environmental Protection Dog Warden | | Limited to in relation to Public Space Protection Orders relating to unauthorised camping and the control of dogs on behalf of WBC and limited to in respect of PSPOs relating to the control of dogs on behalf of ADC. |
| 3.4.12 | To issue fixed penalty notices upon commercial traders for unlawful management of commercial waste | Assistant Director Operations and Sustainability | Waste & Cleansing Operations Manager Assistant Operations Manager Compliance & Education Officer | | |
| 3.4.14 | To exercise the Council's regulatory functions relating to Pest Control | Assistant Director Operations and Sustainability | Waste and Cleansing Operations Manager Assistant Operations Manager | | |
| 3.4.15 | To exercise the Council's regulatory functions relating to: Amenities on the highway Environmental Protection Food safety and Hygiene Gambling | Assistant Director Operations and Sustainability | Public Health & Regulation Manager Team Leader (Environmental Protection) | * ADC in relation to Highways Maintenance – the relevant Executive Member and the Street Scene Working Group or | Limited to amenities on the highway, environmental protection, food safety and hygiene, gambling, gaming permits, hackney |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|--|--------------|--|--|--|
| | Gaming permits Hackney Carriages and Drivers Health and Safety at Work House to house collections Highway management * Licensable activities under the Licensing Act 2003 Lotteries Leisure Boats Private Hire Vehicles drivers and operators Public Health (including airports and port 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 | | Team Leader (Food and H&S) Team Leader (Licensing) Team Leader (Technical Support) | 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 | carriages and drivers, health and safety at work, house to house collections, licensable activities under the Licensing Act 2003, lotteries, leisure boats, private hire vehicles drivers and operators, public health (including airports and port health), public safety, registration plates, scrap metal dealers, shops and Sunday trading, street collections, street trading (WBC only), drainage, water and sewerage, animal welfare, sex establishments, hypnosis Limited to environmental protection, public health (including airports and port health), public safety and drainage, water and sewerage Limited to food safety and hygiene, public health (including airports and port health), animal welfare, acupuncture, semi-permanent skin colouring, tattooing, |
| | | | Environmental Health Technician - Environmental Protection | | |
| | | | Environmental Health Technician - Food and H&S | Drainage, water and sewerage only to be exercised in consultation with line manager | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|-----------|--------------|--|--|---|
| | | | | | 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, 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 |

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

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

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|---|------------------|--|-----------------------|--|
| 3.5 | HEAD OF PLANNING | | | | |
| 3.5.2 | To issue and serve notices pursuant to the Building Act 1984 and Building Regulations and to carry out works in default | Head of Planning | Head of Community, Capacity & Resilience Environmental Health Practitioner Public Health and Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Environmental Protection) | | Acting on behalf of Adur District Council only |
| 3.6 | ASSISTANT DIRECTOR FINANCE [No existing sub-delegations] | | | | |
| 3.7 | ASSISTANT DIRECTOR PEOPLE & CHANGE [No existing sub-delegations] | | | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|--|--|--|-----------------------|--|
| 3.8 | ASSISTANT DIRECTOR LEGAL & DEMOCRATIC SERVICES AND MONITORING OFFICER | | | | |
| 3.8.1(a) | Legal proceedings: to determine what, if any legal action should be taken following any investigation into a criminal matter (except in relation to Health & Safety at Work) | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.1(b) | Legal Proceedings: To institute, prosecute or terminate any proceedings which the Council is empowered to undertake in or before any Court, Tribunal, Inquiry or by way of Fixed Penalty Notice or Community Penalty Notice (except in relation to Health & Safety at Work) | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.1(c) | Legal Proceedings: To defend or settle any proceedings brought against the Council (except in relation to Health & Safety at Work) | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible. In respect of settling legal proceedings a confidentiality clause may not be included |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|----------|---|--|--|--|---|
| | | | | | unless the prior written agreement has been obtained from the Leader of the Council (or Deputy in their absence) and the Leader of the Main Opposition (or Deputy in their absence) |
| 3.8.1(d) | Legal Proceedings: To take any action incidental or inclusive to or which would facilitate any action under this paragraph | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.1(e) | Legal Proceedings: To administer simple cautions | Assistant Director Legal & Democratic Services | Senior Lawyer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.2 | To appoint and instruct legal service providers including external Solicitors and Barristers | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer | Assistant Director Legal & Democratic Services or Senior Lawyer in their absence | |
| 3.8.3 | To determine whether or not a simple caution or other alternative to prosecution should be administered | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|--|--|-----------------------|---|
| | following an investigation into an alleged criminal offence | | | | |
| 3.8.5 | To negotiate and enter into planning or other agreements regulating or controlling the use of development of land | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | Head of Planning | Not to be exercised where the determining body for any associated planning application is a committee |
| 3.8.6 | To make minor amendments to planning or other agreements regulating or controlling the use of development of land where the determining body for any associated planning application is a committee | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | Head of Planning | |
| 3.8.7 | To issue, serve, modify or withdraw any enforcement action or notices under the Planning Acts etc. | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | Head of Planning | |
| 3.8.10 | To give, make and confirm any Order or Direction under the Planning Acts including Tree Preservation Orders (and associated applications for consent for works) and notification of works to trees in conservation areas | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | Head of Planning | Limited to not confirming TPOs if there are any objections |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|---|--|-----------------------|--|
| 3.8.11 | To exercise the Council's powers relating to temporary road closures | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Officer Legal Officer | | |
| 3.8.12 | To seal any document on behalf of the Council | Assistant Director, Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | |
| 3.8.13 | To negotiate and agree the terms of any contract | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | In accordance with Contract Procedure Rules |
| 3.8.14 | To sign any contract on behalf of the Council | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | In accordance with Contract Procedure Rules |
| 3.8.15 | To authorise the attendance of Officers at Court under any statutory provision | Assistant Director Legal & Democratic Services | Senior Revenues & Recovery Officer | | To appear in any Magistrates' Court and prosecute or defend proceedings in relation to |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|--|--|---|-----------------------|---|
| | | | Revenues & Recovery Court Officer Revenues & Recovery Team Leader Revenues & Benefits Operations Manager | | the recovery of arrears of Council Tax, National Non-Domestic Rates and Business Improvement District Levies, including proceedings for Liability Orders and committals, on behalf of Adur District Council and Worthing Borough Council. |
| 3.8.17 | To execute any legal document on behalf of the Council | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer | | |
| 3.8.20 | To issue, serve, suspend or withdraw any notices in respect of any matter for which the Council has power to act | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer Assistant Lawyer Senior Legal Office Legal Officer | | To be exercised only in relation to functions for which they are responsible |
| 3.8.21 | To respond to requests for review under Data Protection and Freedom of Information legislation | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | |
| 3.8.22 | All matters relating to the investigation of matters under the Health & Safety at Work legislation | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------|---|--|-------------------------|--|--|
| N/A | To accept and discharge undertakings | Assistant Director Legal & Democratic Services | Senior Lawyer Lawyer | | In accordance with provisions made in the Legal Services Practice Manual at paragraph 5.5 |
| 3.9 | ASSISTANT DIRECTOR PLACE AND ECONOMY | | | | |
| 3.9.1 | To approve and grant Seasonal Concession Licence Agreements on behalf of the Councils | Assistant Director Place & Economy | Place & Economy Manager | The relevant Executive Member, the Assistant Director, Legal & Democratic Services and the Head of Planning | |
| 3.9.2 | To approve non animal related Circuses | Assistant Director Place & Economy | Place & Economy Manager | Assistant Director Operations & Sustainability and the relevant Cabinet Member | To be limited to a maximum of 3 per year in Adur District Council. To be limited to a maximum of 3 per year in Worthing Borough Council |
| 3.9.3 | To exercise the Councils' regulatory functions relating to Markets | Assistant Director Place & Economy | Place & Economy Manager | Assistant Director Legal & Democratic Services | |
| 3.9.4 | To manage the function of Events Management | Assistant Director Place & Economy | Place & Economy Manager | The Council's Assistant Director People & Change and Emergency Planning Officer, and where the event is expected to be attended by 500 people or | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------|--|------------------------------------|--|---|-------------|
| | | | | more, the Leader of the relevant Council. | |
| 3.9.7 | To exercise the Council's functions relating to the provision and management of recreational facilities | Assistant Director Place & Economy | Parks and Foreshore Manager | | |
| | | | Assistant Parks and Open Spaces Manager Senior Coastal Warden Highdown Gardens Head Gardener | Line Manager | |
| 3.9.8 | To manage (including the authority to agree usage) and maintain all the parks, pleasure grounds, gardens, open spaces, commons, recreational facilities, and nature reserves within the Council's control. | Assistant Director Place & Economy | Parks and Foreshore Manager | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. | |
| | | | Assistant Parks and Open Spaces Manager Senior Coastal Warden Highdown Gardens Head Gardener | For ADC matters, the relevant ADC Executive Member in cases where the authority is required to agree usage. Line manager | |
| 3.9.9 | All matters related to the Council's powers and duties in relation to the coast, rivers and harbours | Assistant Director Place & Economy | Senior Coastal Warden Parks and Foreshore Manager | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--------|---|------------------------------------|---|---|-------------|
| 3.9.10 | All matters relating to pleasure boats, boatman's licences and fisherman's agreements | Assistant Director Place & Economy | Senior Coastal Warden | | |
| | | | Coastal Warden | Line Manager | |
| | | | Parks and Foreshore Manager | | |
| 3.9.12 | To determine as landowner or landlord applications for licences, consents and permissions in respect of the Councils' parks and foreshore buildings or land | Assistant Director Place & Economy | Parks and Foreshore Manager | Executive Members for Resources and Executive Members for Environment | |
| 3.9.13 | To undertake all matters related to the inspection and maintenance of Council owned trees | Assistant Director Place & Economy | Arboriculture Inspector Assistant Parks and Open Spaces Manager Parks and Foreshore Manager | Where a tree preservation order exists, the Head of Planning | |
| 3.9.14 | To undertake all matters relating to the design, installation, inspection and maintenance of all Council owned play areas | Assistant Director Place & Economy | Community Park Ranger | In respect of design and installation to be exercised only in consultation with the Engineering section | |
| | | | Environment Maintenance Officer Assistant Parks and Open Spaces Manager | In respect of design and installation to be exercised only in consultation with the Engineering section | |
| | | | Environment Maintenance Team Leader | | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------------|---|---|---------------------------------|--|-------------|
| | | | Parks and Foreshore Manager | | |
| 3.10 | ASSISTANT DIRECTOR REGENERATIVE DEVELOPMENT | | | | |
| 3.10.2 | To acquire land in connection with the Council's functions and to take leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions | Assistant Director Regenerative Development | Property and Investment Manager | In consultation with the Leader and Executive Member for Resources and the Chief Financial Officer | |
| 3.10.3 | To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions | Assistant Director Regenerative Development | Property and Investment Manager | | |
| 3.10.3 | To dispose of land in connection with the Council's functions and to grant leases, easements, licences and wayleaves of, in, or over buildings or land in connection with the Council's functions | Assistant Director Regenerative Development | Investment Manager | | |
| | | | Principal Estates Surveyor | | |
| 3.10.4 | To determine as landowner or landlord applications for licences, consents and permissions in respect of the Council's land or buildings | Assistant Director Regenerative Development | Property and Investment Manager | Executive Member for Resources | |
| | | | Principal Estates Surveyor | Executive Member for Resources | |

| Ref. | Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------|--|--------------|--------------|-----------------------|-------------|
| 3.11 | HEAD OF TECHNOLOGY & DESIGN [No existing sub-delegations] | | | | |
| | | | | | |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-----------|--------------|--------------|-----------------------|-------------|
|-----------|--------------|--------------|-----------------------|-------------|

PROPER OFFICER AND AUTHORISED OFFICER FUNCTIONS

Functions in relation to Public Health

| | | | | |
|--|---|--|--|--|
| s.79 Public Health Act 1936 & Schedule 29 Part 1 Local Government Act 1972 - Removal of Noxious Matter | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| (In addition to the general officer powers under s83 Public Health Act 1936 relating to filthy or verminous premises)) s.84 | Director for Sustainability & Resources | Public Health & Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|---|---|-----------------------|---|
| Public Health Act 1936 & Schedule 29 Part 1 Local Government Act 1972 - Verminous Articles | | <p>Team Leader (Environmental Protection)</p> <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> <p>Private Sector Housing Manager</p> <p>Senior Environmental Housing Officer</p> | | carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| s.85 Public Health Act 1936 & Part 1 Local Government Act 1972 - Verminous People | Director for Sustainability & Resources | <p>Public Health & Regulation Manager</p> <p>Team Leader (Environmental Protection)</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|---|---|-----------------------|--|
| | | <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> <p>Environmental Health Practitioner - Food and H&S</p> <p>Environmental Health Technician - Environmental Protection</p> | | Officer on behalf of the Councils. |
| Part XI Local Government Miscellaneous Provisions Act 1982 re Public Health | Director for Sustainability & Resources | <p>Public Health & Regulation Manager</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> <p>Environmental Health Practitioner - Food and H&S</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|--|--|-----------------------|--|
| | | Environmental Health Technician - Environmental Protection | | |
| Part 1, Section 48 Care Act 2014 – Removal of people in need | Director for Housing & Communities and Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| s.37 Public Health Act 1961 - Verminous Articles | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|---|---|-----------------------|--|
| | | <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> <p>Environmental Health Practitioner - Food and H&S</p> <p>Environmental Health Technician - Environmental Protection</p> | | Officer on behalf of the Councils. |
| Public Health (Control of Disease) Act 1984 Infectious Diseases and Dead Bodies | Director for Sustainability & Resources | <p>Public Health & Regulation Manager</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Environmental Health Practitioner - Environmental Protection</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|---|--|-----------------------|--|
| | | Environmental Health Practitioner - Food and H&S Environmental Health Technician - 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 Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Environmental Protection | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|---|--|-----------------------|--|
| Food Safety Act 1990 (as amended) - Food Safety | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| European Communities Act 1972 - Food Safety | Director for Sustainability & | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

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

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|---|--|-----------------------|--|
| Animal Boarding Establishments Act 1963 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Riding Establishments Act 1964 and 1970 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Environmental Health Practitioner - | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|------------------------------|---|---|-----------------------|--|
| | | Environmental Protection Environmental Health Practitioner - Food and H&S Environmental Health Technician - Food and H&S | | |
| Scrap Metal Dealers Act 2013 | Director for Sustainability & Resources | Public Health & Regulation Manager Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner - Environmental Protection Environmental Health Practitioner - Food and H&S | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

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

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

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

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

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|---|---|-----------------------|--|
| | | Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) | | |
| Public Health (Control of Disease) Act 1984 and all Regulations made under said Act | Director for Sustainability & Resources | Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner (Food and H&S) Environmental Health Technician (Food and H&S) Public Health and Regulation Manager Private Sector Housing Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Control of Pollution (Amendment) Act 1989 | Director for Sustainability & Resources | Team Leader (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|--|--|-----------------------|---|
| | | <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Public Health and Regulation Manager</p> <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> | | <p>carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils.</p> |
| <p>Clean Neighbourhoods and Environment Act 2005</p> | <p>Director for Sustainability & Resources</p> | <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Environmental Health Practitioner (Environmental Protection)</p> | | <p>Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils.</p> |

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

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|---|--|-----------------------|--|
| Part 4 Anti-social Behaviour, Crime and Policing Act 2014 | Director for Housing & Communities | <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> <p>Public Health and Regulation Manager</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Parts 1, 2, 2A and 3 Environmental Protection Act 1990 | Director for Sustainability & Resources | <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Environmental Health Practitioner</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-----------------------------|---|--|-----------------------|--|
| | | (Environmental Protection) Environmental Health Technician (Environmental Protection) Public Health and Regulation Manager Private Sector Housing Manager (Part 3 only) Environmental Health Officers (Part 3 only) Dog Wardens (Part 3 only) Compliance Manager (Part 3 only) | | |
| Part 4 Environment Act 1995 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|----------------------------|---|--|-----------------------|--|
| | | <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Environmental Health Practitioner</p> <p>Public Health and Regulation Manager</p> | | |
| s.108 Environment Act 1995 | Director for Sustainability & Resources | <p>Environmental Health Practitioner (Environmental Protection)</p> <p>Environmental Health Technician (Environmental Protection)</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

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

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---------------------------------|---|--|-----------------------|--|
| | | Private Sector Housing Manager | | |
| Control of Pollution Act 1974 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Environmental Health Practitioner Public Health and Regulation Manager | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Dangerous Wild Animals Act 1976 | Director for Sustainability & Resources | Team Leader (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to |

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

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

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

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

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|---|--|-----------------------|--|
| | | Environmental Health Practitioner | | |
| Environmental Damage (Prevention and Remediation) Regulations 2015 | Director for Sustainability & Resources | Environmental Health Practitioner (Environmental Protection) Environmental Health Technician (Environmental Protection) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Environmental Health Practitioner | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Health and Safety at Work Act 1974 | Director for Sustainability & Resources | Team Leader (Environmental Protection) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|-------------------------|---|--|-----------------------|---|
| | | <p>Team Leader (Food and H&S) Environmental Health Practitioner (Food and H&S)</p> <p>Environmental Health Technician (Food and H&S)</p> <p>Public Health and Regulation Manager</p> | | <p>carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils.</p> |
| Animal Welfare Act 2006 | Director for Sustainability & Resources | <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> <p>Environmental Health Technician (Food and H&S)</p> | | <p>Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils.</p> |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|---|--|-----------------------|--|
| House to House Collections Act 1939 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Police, Factories, etc. (Miscellaneous Provisions) Act 1916 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|--|---|---|-----------------------|--|
| | | Public Health and Regulation Manager Technical Support Lead Officer Taxi Licensing Enforcement Officer | | |
| Hypnotism Act 1952 | Director for Sustainability & Resources | Environmental Health Technician (Licensing) Team Leader (Environmental Protection) Team Leader (Food and H&S) Team Leader (Licensing) Public Health and Regulation Manager Technical Support Lead Officer Environmental Health Technician | | Appointment of the role of Deputy Proper / Authorised Officer to be authorised to carry out the functions of Deputy Proper / Authorised Officer on behalf of the Councils. |
| Functions in relation to Entry of Land/Premises | | | | |

| Functions | Delegated By | Delegated To | Consultation Required | Limitations |
|---|--|--|-----------------------|-------------|
| <p>Authority to enter land or premises for or in connection with their duties and pursuant to the functions below, subject to any statutory constraints:</p> <ul style="list-style-type: none"> Animal Welfare Caravan Sites Environmental Protection Food Safety and Hygiene Health and Safety at Work Housing Licensing Act 2003 Pest Control Public Health Public Safety Scrap Metal Dealers Shop Acts Street Trading Sunday Trading Gambling Act 2005 Animal Boarding Licences Pet Shops The Breeding of Dogs Zoo Licensing Sex Establishments Hypnosis Dangerous Wild Animals Act 1976 Riding Establishments Act 1964 and 1970 Drainage including s.59 Building Act 1984 | <p>Director for Sustainability & Resources</p> | <p>Environmental Health Technician (Licensing)</p> <p>Environmental Health Practitioner (All)</p> <p>Environmental Health Technician (All)</p> <p>Team Leader (Environmental Protection)</p> <p>Team Leader (Food and H&S)</p> <p>Team Leader (Licensing)</p> <p>Public Health and Regulation Manager</p> <p>Taxi Licensing Enforcement Officer</p> <p>Private Sector Housing Manager</p> <p>Dog Wardens</p> | | |