

<b>DELEGATIONS TO OFFICERS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
<b>1. GENERAL</b>	
1.1 To enter land and premises for the purpose of inspections, surveys, testing and examinations as required pursuant to any powers or functions of the Council under any enactment	Any Group Head, the Medical Advisor, the Property Inspector for Council Tax and Business Rates or such other officer who maybe authorised in writing by the above named
1.2 To serve notices to obtain particulars of a person's interest in land	Group Head of Corporate Governance, Senior Environmental Health Manager or Planning Development Manager or other such officer who may be authorised in writing by the above named
1.3 To serve notice under any enactment (not separately authorised under this scheme of delegations) and to take follow up action	Group Head of Corporate Governance Strategic Planning Manager, Planning Development Manager or Senior Environmental Health Manager
1.4 To authorise officers to conduct directed surveillance or the use of covert human intelligence sources in accordance with the Regulation of Investigation Powers Act 2000	Strategic Planning Manager, Planning Development Manager and Senior Environmental Health Manager
1.5 To administer cautions	Strategic Planning Manager, Planning Development Manager or Senior Environmental Health Manager
1.6 To respond to routine and technical consultations from the Local Government Association, the DCLG, GOSE, other Government bodies or departments and any other bodies	Chief Executive, Deputy Chief Executive, Strategic Planning Manager, Planning Development Manager or Senior Environmental Health Manager or such officer who may be authorised in writing by the above named
1.7 Under the provisions of the Children Act 1989 and the Council's Safeguarding Children and Vulnerable Adults Policy and Procedures, to undertake responsibility for	Deputy Chief Executive Terry Collier

**Part 3 section (d)**

making contact with Social Services and for making decisions and referrals, including making Disclosure and Barring Service (DBS) checks on officers or other persons seeking employment with children, young people or vulnerable adults	
1.8 To undertake the function of Company Secretary for Knowle Green Estates Limited and any subsidiary companies	Group Head of Corporate Governance
1.9 To invite members: a) of the Licensing Committee to participate in meetings of Licensing Sub-Committees convened to determine various applications within the responsibility of the Licensing Committee; and b) of the Members' Code of Conduct Committee to participate in meetings of Assessment Panels.	Group Head of Corporate Governance
1.10 To amend the membership of a political group's seats on any particular committee, at the request of the Group Leader.	Chief Executive
<b>2 LEGAL AND LEGAL PROCEEDINGS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
2.1 To instigate, conduct and settle proceedings or disputes (administrative, criminal or civil) on the Council's behalf in any Court, Tribunal or other body and/or in relation to any matters associated thereto, but in respect of settlements this is limited to £50,000 and anything above this level be referred to the Cabinet.	Group Head of Corporate Governance
2.2 To instigate and conduct legal proceedings for any offence or any matter arising under: a. legislation which gives the Council a right or duty to prosecute b. any order notice or licence issued in pursuance to any legislation under	Group Head of Corporate Governance

**Part 3 section (d)**

<p>which the Council has powers or duties c. any other order or regulation under which the Council has powers or duties</p>	
<p>2.3 To accept service of proceedings on behalf of the Council</p>	<p>Group Head of Corporate Governance (or Chief Finance Officer in respect of insurance claims)</p>
<p>2.4 To instruct Counsel, Solicitors or relevant agents to represent or advise the Council</p>	<p>Group Head of Corporate Governance (or any Chartered Town Planner in respect of planning matters)</p>
<p>2.5 To take necessary action, including legal proceedings, for the recovery of possession of the Council's land and premises or for protecting the interests of the Council in any land or common land</p>	<p>Group Head of Corporate Governance</p>
<p>2.6 Authority to make a formal complaint at the Magistrates Court and to appear in the Magistrates and County Courts on behalf of the Council for the recovery of Council Tax, non domestic rates, other revenues and penalties, including formal proof of debt in bankruptcy cases, liquidations and debt proceedings</p>	<p>Revenues and Customer Services Manager, Senior Recovery Officer, Recovery Officer or Technical and System Support Officer</p>
<p>2.7 To represent the Council at the Local Valuation Tribunal</p>	<p>Revenues and Customer Services Manager or Technical and System Support Officer</p>
<p>2.8 To appear on behalf of the Council in all proceedings before any Court or Tribunal</p>	<p>All employees of the Council who are qualified Barristers, Solicitors or Legal Executives and any other member of staff authorised in writing by the Group Head of Corporate Governance</p>
<p>2.9 To appear on behalf of the Council in proceedings in the Magistrates Court in respect of offences in the Council's car parks</p>	<p>All employees of the Council who are qualified Barristers, Solicitors or Legal Executives and any other member of staff authorised in writing by the Group Head of Corporate Governance, the Group Head Neighbourhood Services and any member of the Car Parks staff authorised in writing by the</p>

**Part 3 section (d)**

	Group Head Neighbourhood Services.
2.10 To instigate legal proceedings under Section 1 of the Crime and Disorder Act 1998 in respect of anti social behaviour orders.	Group Head of Corporate Governance
<b>3 AUTHORITY TO SIGN AND SEAL DOCUMENTS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
3.1 Authority to sign all legal documents relating to recovery of monies due to the Council	Chief Executive, Chief Finance Officer, Group Head of Corporate Governance, Group Head Community Wellbeing or Group Head Finance and Customer Relations
3.2 Authority to sign all legal documents for the acquisition or disposal of land (unless under seal)	Chief Executive, Chief Finance Officer or Group Head of Corporate Governance
3.3 Authority to sign all contracts and agreements (unless under seal) for expenditure within their service budget or for no value within their service area PROVIDED that Contract Standing Orders have been followed including legal advice being obtained for contracts over £20,000	Chief Officers, Group Head of Corporate Governance, Planning Development Manager, Strategic Planning Manager or Senior Environmental Health Manager
3.4 To affix the Council's common seal	Chief Executive, Chief Finance Officer or Group Head of Corporate Governance
<b>4 LAND ISSUES</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
4.1 In respect of properties leased/licensed to or by the Council: a. to refuse or consent to assignments or sub-lettings, subject to satisfactory references; b. to negotiate, approve and document rent reviews; c. to agree low level less than best value rents/licence fees for community groups	Group Head – Regeneration and Growth

**Part 3 section (d)**

<p>where proper justification has been acquired and documented;</p> <p>d. to agree to variations to any of the terms or covenants; subject to valuation advice where appropriate;</p> <p>e. to renew leases which have security of tenure under the Landlord and Tenant Act 1954;</p> <p>f. to serve notices for renewals or terminations of leases under the Landlord and Tenant Act 1954;</p> <p>g. to accept or agree a surrender where the property is no longer required by the Council or the landlord or the tenant as appropriate;</p> <p>h. to settle terms of management arrangements and any variations to them.</p>	
<p>4.2 To approve freehold or leasehold disposals or acquisitions of land or interests in land not exceeding an estimated value of £50,000 per transaction</p>	<p>Group Head Regeneration and Growth in consultation with the Chief Finance Officer</p>
<p>4.3 To grant or take miscellaneous licences, wayleaves, easements and other agreements as required</p>	<p>Group Head – Regeneration and Growth</p>
<p>4.4 To enter into a Tenancy at Will</p>	<p>Group Head – Regeneration and Growth</p>
<p>4.5 To determine applications for rights of way or other easements over land</p>	<p>Chief Finance Officer after consultation with Group Head – Regeneration and Growth</p>
<p>4.6 To approve the release of covenants subject to obtaining appropriate legal and valuation advice</p>	<p>Group Head – Regeneration and Growth</p>
<p><b>5 FINANCIAL MATTERS</b></p>	
<p><b>Column 1 – Function</b></p>	<p><b>Column 2 – Authorised Officer</b></p>
<p>5.1 To make a formal demand for payment of monies expended in carrying out works in default under statutory powers, including interest payable thereon</p>	<p>Relevant Deputy Chief Executive</p>

**Part 3 section (d)**

5.2	To raise in line with inflation any financial limits specified in these delegations to officers, contract standing orders or financial regulations	Chief Finance Officer
5.3	In connection with the provision of services under their control: a. Expenditure of any type within approved budgets (subject to delegation 3.4 - as to signature of contracts); b. Day to day running and operation of services, including maintenance and repairs of all buildings, land and equipment within the responsibility of the service area, in accordance with the policies set down by the Council or the Cabinet; and c. Control, purchase and disposal of stores or surplus materials d. To enter into any arrangement with a creditor for payment to be made by way of instalment	Relevant budget holders
5.4	To implement all the Council's borrowing and investment strategies, in accordance with the Treasury Policy Statement	Chief Finance Officer
5.5	To determine the tax base, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, as amended	Chief Finance Officer
5.6	To deal with applications for local council tax discounts in very exceptional cases. Such cases to include flooding and where committal action through the courts is not deemed appropriate. The latter will need to be supported by third party reports generally from a social worker or doctor	Chief Finance Officer or Group Head Finance and Customer Relations
5.7	To take all necessary steps relating to the demand, collection and recovery of council tax and non-domestic rates and to issue all necessary notices and statements and to sign all relevant documentation	Revenues and Customer Services Manager
5.8	To sign certificates issued under Section 116 of the Social Security Administration	Group Head Finance and Customer Relations

**Part 3 section (d)**

Act 1992	
5.9 To exercise the Council's responsibilities under Regulation 6 of the Accounts and Audit (England) Regulations 2011, to maintain an adequate and effective system of internal audit of the accounting records and control systems	Chief Finance Officer
5.10 To take decisions in applications under section 44A of the Local Government Finance Act 1988 and subsequent regulations	Chief Finance Officer or Group Head Finance and Customer Relations
5.11 To grant applications for mandatory rate relief under in accordance with section 43 of the Local Government Finance Act 1988	Chief Finance Officer or Group Head Finance and Customer Relations
5.12 To grant application for discretionary rate relief for properties in accordance with Council policies provided that element of the relief recoverable from local taxpayers does not exceed £9000 in any one case.	Chief Finance Officer or Group Head Finance and Customer Relations
5.13 To grant disabled relief under the Local Government Finance Act 1992 and subsequent regulations	Chief Finance Officer or Group Head Finance and Customer Relations
5.14 To serve the Valuation Officer with notice of objection to any proposals for alteration of the valuation banding lists.	Chief Finance Officer or Group Head Finance and Customer Relations
5.15 To make proposals for the alteration of the valuation list for the inclusion of particular properties in the valuation list. To sign valuation agreements and to serve on the Valuation Officer proposals to alter the council tax banding list	Chief Finance Officer or Group Head Finance and Customer Relations
5.16 To pay sums due from the Council	Chief Finance Officer
5.17 To write off debts for non domestic rates not exceeding £9000 and for Council tax not exceeding £5000.	Group Head Finance and Customer Relations
5.18 To write off debts for Housing Benefits not exceeding £5000	Head of Housing and Independent Living
5.19 To write off debts not exceeding £5000 and to write off all debts without limit	Group Head Finance and Customer Relations

**Part 3 section (d)**

where bankruptcy, liquidation proceedings, administration or receiverships proceedings have been instigated	
5.20 To fix interest rates for housing loans in accordance with legislation and Council policy	Chief Finance Officer
5.21 To determine the local average interest rates for local authority mortgages, in accordance with section 438 and schedule 16 of the Housing Act 1985 and Council policy	Chief Finance Officer
5.22 To provide all necessary insurance cover and to settle insurance claims	Chief Finance Officer
5.23 To make determinations under sections 42,50, 56,60 and 63(1) of the Local Government and Housing Act 1989	Chief Finance Officer
5.24 To serve completion notices for Council Tax and Business Rate proposals	Chief Finance Officer or Group Head Finance and Customer Relations
5.25 To set fees for Local Land Charges services	Chief Finance Officer
5.26 Approval of grants from any funds remaining from the Council's former local lottery	Chief Finance Officer
5.27 To make appropriate staged payments for grants for development	Chief Finance Officer
<b>6 PERSONNEL MATTERS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
6.1 To give approval to services to advertise or to fill a staffing vacancy	Chief Executive, Deputy Chief Executive or Group Heads
6.2 Within staffing budgets and overall management structure to approve all matters relating to the organisation, appointment (other than appointments above grade Group Head) and management (including disciplinary action) of staff in accordance with the Council's	Chief Executive, Deputy Chief Executive or Group Heads



**Part 3 section (d)**

staff policies and procedures	
6.3 To implement national awards affecting wages, salaries and conditions of service	Chief Executive, Relevant Deputy Chief Executive or Group Head Neighbourhood Services for local rate overtime
6.4 To administer the Council's car loan scheme and car lease scheme	Chief Finance Officer
6.5 To agree redundancy payments under the Local Government (Early Termination of Employment) (Discretionary Compensation)(England and Wales) Regulations 2006 in cases approved by Management Team	Chief Executive in consultation with the Leader of the Council

<b>7. ENVIRONMENTAL HEALTH MATTERS</b>		
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>	
<p>7.1 To exercise the Council’s functions in respect of environmental health matters, including, but not limited to the following functions:</p> <ul style="list-style-type: none"> <li>a. Statutory and Public Nuisances;</li> <li>b. Control of Noise;</li> <li>c. Light nuisance;</li> <li>d. Control of Air Pollution;</li> <li>e. Contaminated Land;</li> <li>f. Control of rats and mice;</li> <li>g. Insects;</li> <li>h. Prevention of Damage by Pests;</li> <li>i. The provision, management and control of Cemeteries, Mortuaries and Crematoria and the discharge of the Council’s functions relating to burials and cremation generally;</li> <li>j. Safety of buildings;</li> <li>k. Food, Drinking Water, Food Hygiene and associated matters;</li> <li>l. Functions in connection with the Welfare and Control of Animals;</li> <li>m. Control of Diseases, infectious diseases and General Public Health matters;</li> <li>n. Filthy or verminous premises, articles or persons;</li> <li>o. Accumulations;</li> <li>p. Drains and private sewers and any other environmental health functions in relation to sewerage or, water (by arrangement with the service operators if appropriate);</li> </ul>	<p>Senior Environmental Health Manager; or:</p> <p>In relation to 7.1(i) the Group Head of Neighbourhood Services</p> <p>In relation to 7.1(j) the Building Control Manager</p>	

**Part 3 section (d)**

<ul style="list-style-type: none"> <li>q. Health and Safety at Work;</li> <li>r. Provisions relating to shops including Sunday trading;</li> <li>s. Hazardous Substances;</li> <li>t. Slaughterhouses, Knackers Yards and Cutting Premises;</li> <li>u. Tattooing, acupuncture, body piercing, semi-permanent skin colouring and electrolysis</li> </ul>	
<p>7.2 To issue any notices, permits or certificates in respect of environmental health matters, including, but not limited to:</p> <ul style="list-style-type: none"> <li>a. Local Government (Miscellaneous Provisions) Act 1976 Local Government (Miscellaneous Provisions) Act 1982;</li> <li>b. Public Health Act 1936 ss. 45, 48, 49, 83, 84 and 275;</li> <li>c. Public Health Act 1961 ss. 17, 22 and 34;</li> <li>d. Building Act 1984 ss. 59, 64, 66, 67, 70, 72, 76, 84 and 97;</li> <li>e. Environmental Protection Act 1990 Parts III and IX;</li> <li>f. Food Safety Act 1990;</li> <li>g. Prevention of Damage by Pests Act 1949 s.4</li> <li>h. Health and Safety at Work etc. Act 1974;</li> <li>i. Noise Act 1996;</li> <li>j. Anti-Social Behaviour Act 2003;</li> <li>k. Clean Neighbourhoods and Environment Act 2005;</li> <li>l. Animal Welfare Act 2006;</li> <li>m. Health Act 2006;</li> <li>n. House to House Collections Act 1939;</li> <li>o. Pet Animals Act 1951;</li> <li>p. Riding Establishments Act 1964;</li> </ul>	<p>Senior Environmental Health Manager; or</p> <p>In relation to 7.2 (mm) and (nn) the Building Control Manager</p>

**Part 3 section (d)**

- q. Riding Establishments Act 1970;
- r. Animal Boarding Establishments Act 1963;
- s. Breeding of Dogs Act 1973;
- t. Breeding of Dogs Act 1991;
- u. Dangerous Wild Animals Act 1976;
- v. Hypnotism Act 1952;
- w. Smoke-free (Premises and Enforcement) Regulations 2006;
- x. Smoke-free (Signs) Regulations 2012
- y. Smoke-free (Exemptions and Vehicles) Regulations 2007
- z. Smoke-free (Penalties and Discounted Amounts) Regulations 2007;
- aa. Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007;
- bb. Pollution Prevention and Control Act 1999;
- cc. Control of Pollution Act 1974;
- dd. Public Health (Control of Disease) Act 1984;
- ee. Private Security Industry Act 2001;
- ff. Meat (Sterilisation and Staining) Regulations 1982;
- gg. Clean Air Act 1993;
- hh. Land Compensation Act 1973 s.37;
- ii. Sunday Trading Act 1994;
- jj. Criminal Justice and Public Order Act 1994 ss.77 and 78;
- kk. Working Time Regulations 1998;
- ll. Building Regulations 2010;
- mm. Building (Approved Inspectors etc.) Regulations 2010;
- nn. Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002;
- oo. Land Drainage Act 1991;
- pp. Scrap Metal Dealers Act 2013;

**Part 3 section (d)**

<p>qq. Sunbeds (Regulation) Act 2010;  rr. Mobile Homes Act 2013;  ss. Water Industry Act 1991;  tt. Environmental Protection (Control on Ozone-Depleting Substances) Regulations 2011;  uu. Waste (England and Wales) Regulations 2011  vv. Tattooing of Minors Act 1969</p>	
<p>7.3 To exercise the Council's functions under the Acts listed in 7.2 to this Scheme of Delegations and any other acts subsequently enacted.</p>	<p>Senior Environmental Health Manager</p>
<p>7.4 Subject to the Terms of Reference of the Licensing Committee to exercise all functions relating to the Licensing Act 2003.</p>	<p>Senior Environmental Health Manager</p>
<p>7.5 Subject to the Terms of Reference of the Licensing Committee to exercise all functions relating to the Gambling Act 2005</p>	<p>Senior Environmental Health Manager</p>
<p>7.6 Under the Licensing Act 2003 and the Gambling Act 2005 to make a decision on whether a representation is irrelevant, frivolous or vexatious</p>	<p>Group Head of Corporate Governance</p>
<p>7.7 To exercise all powers of the Council under sections 19-22 of the Criminal Justice and Police Act 2001 concerning closure of unlicensed premises</p>	<p>Senior Environmental Health Manager (in consultation with the Chair of Licensing Committee)</p>
<p>7.8 Authority under the Food Safety Acts, EU Directives and any associated Regulations to make application for Emergency Prohibition Orders for appropriate premises and to issue certificates that the measures specified by the Prohibition Orders have been carried out.</p>	<p>Senior Environmental Health Manager or authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations governing imported foods within the Borough's Remote Transit Sheds</p>
<p>7.9 To exercise the Council's powers under the Food Safety and Hygiene (England)</p>	<p>All Environmental Health Staff identified for this purpose by the</p>

**Part 3 section (d)**

	Regulations 2013 and relevant EU Directives and any associated regulations to serve/apply for (as appropriate) hygiene improvement notices, hygiene prohibition orders, hygiene emergency prohibition notices and orders, remedial action notices and detention notices	Senior Environmental Health Manager or authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations governing imported foods within the Borough's Remote Transit Sheds
7.10	To exercise the Councils powers under the Official Feed and Food Control (England) Regulations 2009, including (but not limited to) detention, destruction, special treatment and the re-dispatch of feed and food, the service of notices, the procurement of samples of food and to take other appropriate measures'	Senior Environmental Health Manager or authorised officers from the London Borough of Hillingdon, in relation to Emergency Control Regulations governing imported foods within the Borough's Remote Transit Sheds
7.11	Authority in relation to Waste Disposal to pass on to commercial customers the full increased costs of all future Landfill Taxes imposed by Central Government.	Senior Environmental Health Manager, Group Head Neighbourhood Services
7.12	To make minor changes to the Building Control Charges Scheme No. 1.	Senior Environmental Health Manager or Building Control Manager
7.13	To issue fixed penalty notices under section 33(1)(a) of the Environmental Protection Act 1990, to persons whom the officer has reason to believe have committed a small scale fly tipping offence	Group Head of Neighbourhood Services

<b>8. MARKETS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
8.1 To operate a market in Staines under the terms of the Staines Town Hall and Market Act 1872	Group Head Neighbourhood Services
8.2 To set and enforce regulations for any markets within the Borough	Group Head Neighbourhood Services

**Part 3 section (d)**

<b>9. FREEDOM OF INFORMATION, ENVIRONMENTAL INFORMATION REGULATIONS AND DATA PROTECTION</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
9.1 To add documents to the Council’s publication scheme	Freedom of Information Officer
9.2 To determine whether a request under the above acts are repeated or vexatious	Freedom of Information Officer
9.3 To determine whether any exemptions apply under the above Acts and Regulations	Freedom of Information Officer
9.4 To review decisions made to place items in Part II of agendas and to authorise the disclosure of such items where the reasons for confidentiality no longer apply or where it would be in the public interest to disclose of such items.	Group Head of Corporate Governance in consultation with the Leader of the Council
<b>10. HOUSING AND COMMUNITY CARE MATTERS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
10.1 To approve mandatory/discretionary grants under the Housing Grants, Construction and Regeneration Act 1996 in accordance with the policies approved from time to time by the Council.	Group Head(s) Community Wellbeing
10.2 To exercise the powers and the functions of the Council under the Housing Grants and Regeneration Act 1996 and any regulations made thereunder.	Group Head(s) Community Wellbeing
10.3 Authority to require repayment of mandatory/discretionary grants in accordance with Government guidelines and within the timescales laid down in the Council’s approved policies.	Group Head(s) Community Wellbeing
10.4 Under the Local Government and Housing Act 1989 repayment of grant provisions, authority to waive the	Group Head(s) Community Wellbeing

**Part 3 section (d)**

<p>requirement to repay grant in any case where the owner disposes of their property, in order to go to live in sheltered housing or a residential care home, as his/her only or main residence.</p>	
<p>10.5 Pursuant to the Housing Acts and all relevant Orders and Regulations thereunder:-</p> <ul style="list-style-type: none"> <li>a. to serve notices requiring the abatement of overcrowding;</li> <li>b. to serve notices requiring the demolition of houses, subject to Demolition Orders, carry out demolition in default and recover the cost;</li> <li>c. to revoke Closing or Demolition Orders on the satisfactory completion of works to render the house fit for habitation;</li> <li>d. to serve statutory notices requiring the execution of repairs, carry out work in default and recover the costs;</li> <li>e. to exercise the Council's powers under the Housing Act 2004 for the issue of/application for (as appropriate) Improvement Notices, Prohibition Orders, Hazard Awareness Notices, Emergency Remedial Action Notice, Emergency Prohibition Orders; and</li> </ul> <p>in respect of houses in multiple occupation, to:</p> <ul style="list-style-type: none"> <li>i. make orders applying management regulations;</li> <li>ii. serve notices requiring compliance with management regulations, the execution of works, including the provision of facilities and fire escapes;</li> <li>iii. make directions to prevent or reduce overcrowding;</li> <li>iv. carry out works in default of compliance with (e)(i), (ii) and (iii) above and to recover the costs.</li> <li>v. To determine and issue licences under the Housing Act 2004</li> </ul>	<p>Senior Environmental Health Manager</p>
<p>10.6 To discharge the duties or exercise the powers of the Council under the Housing Act 1996 Parts VI and VII with regard to</p>	<p>Group Head(s) Community Wellbeing</p>



**Part 3 section (d)**

	the allocation of housing accommodation, operation of the housing register, provision of housing advice, and matters relating to homelessness and the arrangement of accommodation for households where necessary under the legislation.	
10.7	The placing of homeless persons in bed and breakfast or other temporary accommodation and the fixing, collection and recovering of contributions therefore	Group Head(s) Community Wellbeing
10.8	To make nominations to housing association accommodation of applicants on the Housing Register, in accordance with the Council's bands scheme.	Group Head(s) Community Wellbeing
10.9	To make nomination to housing association accommodation outside the bands scheme to applicants considered as special cases.	Group Head(s) Community Wellbeing
10.10	To make nominations to housing association accommodation of persons nominated by other local authorities/housing associations under any mobility scheme in which the Council agrees to participate.	Group Head(s) Community Wellbeing
10.11	To agree terms for the lease from private landlords of premises to be used for the provision of temporary accommodation for the homeless.	Group Head(s) Community Wellbeing
10.12	Administration of the Spelthorne Personal Alarm Network Scheme ("SPAN") and the negotiation of service charges with other public bodies.	Deputy Chief Executive responsible for Community Services
10.13	To take any necessary action to deal with illegal encampments on Council owned land and on privately owned land, with the owner's permission.	Group Head of Corporate Governance
10.14	To exercise the Council's power and functions in relation to determination and payment of Housing Benefit, rent allowances and Council Tax benefit and recovery of housing benefit	Group Head(s) Community Wellbeing

**Part 3 section (d)**

overpayments in accordance with the regulations.	
10.15 The carrying out of such duties necessary for the prosecution, administrative penalties and formal cautioning in cases where housing benefit fraud is detected.	Group Head(s) Community Wellbeing
10.16 The initial decision to decide Discretionary Housing Payments	Principal Housing Benefit Officer
10.17 Review of a Discretionary Housing Payments decision	Group Head(s) Community Wellbeing
10.18 The requisition of the supply of water, gas, electricity, telephones and other services necessary for properties provided or to be provided for housing purposes.	Deputy Chief Executive with responsibility for Community Services
10.19 To exercise the Council's powers and functions in relation to Community Care and related issues.	Deputy Chief Executive responsible for Community Services
10.20 To undertake day to day management of Day/Community Centres and the Meals on Wheels Service.	Group Head(s) Community Wellbeing
<b>11. LEISURE AND ASSOCIATED MATTERS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
<p>11.1 The management and letting of all sports, recreational and community facilities provided by the Council, including:-</p> <p>a. the fixing of charges for special events not covered by the annual review of fees and charges;</p> <p>b. Negotiation of variations in charges for use of sports, recreational and community facilities within established policy;</p> <p>c. The power to waive fees and charges; and</p> <p>d. The setting of opening hours for</p>	Group Heads Neighbourhood Services and Community Wellbeing

**Part 3 section (d)**

facilities and the duration of sports seasons.	
11.2 The promotion of musical, artistic, cultural, sporting and community activities, including negotiation of sponsorship arrangements.	Group Head(s) Community Wellbeing
11.3 The management of allotments, including entering into management agreements for sites, lettings, mal-cultivation notices, notices to quit and decisions on applications for permission to erect structures by tenants or allotment associations.	Group Head Neighbourhood Services
11.4 The management of cemeteries, including the allocation, re-allocation and grant of grave spaces, including the repurchase of grave spaces and other associated matters.	Group Head Neighbourhood Services
11.5 The administration of Leisure Development Grants to be made to Voluntary Organisations, in accordance with the policy guidelines approved from time to time by the Cabinet.	Group Head(s) Community Wellbeing
<b>12. ENVIRONMENT AND PUBLIC AMENITIES MATTERS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
<p>12.1 To determine applications made in respect of land under the control of the Council for the following:-</p> <ul style="list-style-type: none"> <li>a. Placing of structures.</li> <li>b. Erection of directional signs.</li> <li>c. Erection of banners.</li> <li>d. Street trading consent under Section 3 and Schedule 4 of the Local Government (Miscellaneous Provisions) Act, 1982.</li> <li>e. Fun runs, marathons, filming and other similar activities.</li> </ul>	Senior Environmental Health manager or Group Head Neighbourhood Services
12.2 In relation to the Council's Car Parks:-	Deputy Chief Executive

**Part 3 section (d)**

<p>a. to authorise proceedings in respect of offences against any car park regulations; and</p> <p>b. to determine applications by outside bodies or persons for use of the car parks, subject to any consent not prejudicing the normal use of the car park.</p>	
<p>12.3 To authorise and determine payment of an appropriate commuted sum when taking over private lighting schemes under Section 161 of the Public Health Act 1875.</p>	<p>Relevant Deputy Chief Executive</p>
<p>12.4 The siting of bus shelters, bus stops, seats and other street furniture.</p>	<p>Relevant Deputy Chief Executive</p>
<p>12.5 The numbering and renumbering of premises in streets.</p>	<p>Deputy Chief Executive with responsibility for Environmental Health &amp; Building Control</p>
<p>12.6 All necessary steps in connection with the removal and disposal of abandoned vehicles under the Refuse Disposal (Amenity) Act 1978.</p>	<p>Group Head Neighbourhood Services</p>
<p>12.7 To make representations to Surrey County Council regarding the provision of tendered bus services under the Transport Act, 1985.</p>	<p>Relevant Deputy Chief Executive</p>
<p>12.8 To administer any Concessionary Fares Scheme adopted by the Council and to control and issue permits hereunder.</p>	<p>Chief Finance Officer</p>
<p>12.9 To exercise the Council's powers under the following provisions of the Local Government (Miscellaneous Provisions) Act, 1976:-</p> <p>a. Section 23 (in relation to dangerous trees);</p> <p>b. Section 25 (in relation to dangerous excavations).</p>	<p>Deputy Chief Executive with responsibility for Environmental Health &amp; Building Control</p>
<p>12.10 To institute proceedings in the County Court or High Court to gain possession of highway land occupied by caravans, tents or other residential structures.</p>	<p>Group Head of Corporate Governance</p>
<p>12.11 To make objections on amenity grounds to applications submitted to the Traffic</p>	<p>Relevant Deputy Chief Executive or Group Head Neighbourhood</p>

**Part 3 section (d)**

Commissioners for Goods Vehicle Operators Licences.	Services
12.12 To issue Private Hire Vehicle and Hackney Carriage licences where applicants comply with the criteria agreed from time to time by the Council or relevant Committee.	Senior Environmental Health Manager
12.13 To suspend Hackney Carriage and Private Hire Licences in accordance with the Council's adopted procedure.	Senior Environmental Health Manager in consultation with the Chairman of Licensing Committee
12.14 To administer the hackney carriage and private hire licensing Penalty Points Scheme and issue penalty points in accordance with the Scheme	Senior Environmental Health Manager
12.15 To determine appeals against penalty points under the Council's Penalty Points Scheme	Senior Environmental Health Manager in conjunction with the Deputy Chief Executive
12.16 To exercise the Council's powers under clause 21 of the Town Police Clauses Act 1847	Deputy Chief Executive
12.17 To arrange for the discharge of the Council's statutory functions relating to burials and cremations	Senior Environmental Health Manager or Group Head Neighbourhood Services
12.18 To exercise the Council's functions in respect of investigations and enforcement under the Clean Neighbourhoods and Environment Act 2005 (CNEA 2005)	Joint Enforcement Team and Senior Environmental Health Manager
12.19 To exercise the Council's functions and to serve Notices under the Anti-Social Behaviour Act 2014.	Deputy Chief Executive
<b>13. BYELAWS</b>	
<b>Column 1 – Function</b>	<b>Column 2 – Authorised Officer</b>
13.1 To grant authority in writing to any named person (not being a council officer or police constable) to enforce the Byelaws made by the Council	Chief Executive

<p><b>14. PLANNING AND DEVELOPMENT MANAGEMENT</b></p>	
<p>14.1 Subject to the Terms of Reference of the Planning Committee, to exercise all functions relating to town and country planning and development control as specified in regulation 2 and section A of schedule 1 to the Local Authority (Functions and Responsibilities) (England) Regulations 2000 (the “Functions Regulations”) and the following:</p> <p>14.2 Agreement for any variation and to determine any application under section 106A of the Town and Country Planning Act 1990 (the “1990 Act”).</p> <p>14.3 To withdraw or vary any enforcement notice issued under section 173 A of the 1990 Act.</p> <p>14.4 Requisitions for information under section 330 of the 1990 Act.</p> <p>14.5 Power to authorise the stopping-up or diversion of a footpath, bridleway or restricted byway under section 257 of the 1990 Act.</p> <p>14.6 Power to extinguish public rights of way over land held for planning purposes under section 258 of the 1990 Act.</p> <p>14.7 Powers relating to the preservation of trees under sections 197 to 214D of the 1990 Act and the Town and Country Planning (Tree Preservation) (England) Regulations 2012.</p> <p>14.8 To issue screening and scoping opinions under the Environmental Impact Assessment Legislation.</p> <p>14.9 To issue a decision on the need for an Appropriate Assessment under the Habitats Directive.</p>	<p>Planning Development Manager</p>

**Part 3 section (d)**

14.10 Powers relating to the protection of important hedgerows under the Hedgerows Regulations 1997 (S.I. 1997/1160).	
14.11 Powers relating to high hedges under Part 8 of the Anti-Social Behaviour Act 2003	
14.12 To grant relief and exemptions under the Community Infrastructure Levy Regulations 2010 (as amended).	Planning Development Manager
14.13 To issue all notices, orders and apply surcharges and/or interest under the Community Infrastructure Levy Regulations 2010 (as amended).	Planning Development Manager or Group Head of Corporate Governance
14.14 To determine reviews of the calculation of a chargeable amount under the Community Infrastructure Levy Regulations 2010 (as amended).	Planning Development Manager
14.15 To require any owner or relevant person to provide the Council with such further information, documents or materials as considered relevant under regulation 108A of the Community Infrastructure Levy Regulations 2010 (as amended).	Planning Development Manager
14.16 Agreement of any amendments to the Local List of Requirements for the validation of planning applications.	