

# Scheme of Delegations and Designations of Proper Officers

MILTON KEYNES COUNCIL

## KEY

Chief Executive	-	CE
Corporate Director – Resources	-	CD-R
• Service Director: Legal & Democratic Services	-	SD:LDS
o Assistant Director, Democratic Services	-	AD:DS
• Service Director: Finance and Resources	-	SD:FR
• Head of Revenue and Benefits*	-	HoRB
• Assistant Director: Audit and Risk Management*	-	AD:ARM
• Service Delivery Manager: ICT*	-	SDM:ICT
• Capital Programme Director	-	CPD
• Head of HR*	-	HoHR
• Head of Customer Service, Digital and Transformation	-	HoCSDT
Corporate Director – People	-	CD-P
• Director of Public Health**	-	DoPH
• Service Director: Children Services	-	SD:CS
• Service Director: Adult Services	-	SD:AS
• Assistant Director: Joint Commissioning	-	AD:JC
Corporate Director – Place	-	CD-P
• Service Director: Housing and Regeneration	-	SD:HR
• Service Director: Public Realm Services	-	SD:PRS
• Service Director: Growth, Economy and Culture	-	SD:GEC
Director of Strategy and Futures	-	DoSF
Service Director: Policy, Insight and Communications	-	SD:PIC
Head of Communications	-	HoC

\* Part of Local Government Shared Services

\*\* Shared with Bedford and Central Bedfordshire Councils

## **Index**

Extracted from:

**Cheshire East Council**

Swindon Borough Council

## 1. **General**

- 1.1. This Scheme of Delegations is part of the Council's Constitution and sets out the powers/functions delegated to specific officers. It shows the ways in which the officers of the Council can make decisions and which decisions they have the power to make.
- 1.2. "Officers" is the term used to refer to the people employed, retained or appointed by the Council to advise and support Councillors and implement their decisions. The term "officers" in this Constitution includes all the people who operate in this capacity including contractors, consultants, agency staff and volunteers.
- 1.3. In order to ensure the smooth functioning of the Council and the efficient delivery of services, Full Council and the Cabinet have delegated to officers all of the powers that they need to perform their roles.
- 1.4. Certain officers have specific legal duties to ensure that the Council acts within the law, uses its resources wisely and exercises its powers properly. These officers are known as "Statutory" or "Proper" Officers and some have specific legal titles in addition to their job titles.
- 1.5. The way the Council structures its services and its officer arrangements changes from time to time to reflect changes in service delivery and best practice. Currently these arrangements include a Chief Executive (most senior officer of the Council) supported by six other senior roles which are set out below and which together are referred to as the "Chief Officers":
  - 1.5.1. Corporate Director - People
  - 1.5.2. Corporate Director - Resources
  - 1.5.3. Corporate Director - Place
  - 1.5.4. Corporate Core
- 1.6. There are also a number of formal functions which the Council has to allocate to named officers called "Proper Officers". There is a Proper Officer Register which sets out these details.
- 1.7. See the current organisational structure of the Council, showing more detail about the roles and responsibilities of the Chief Officers and the officers supporting them to deliver all the Council's services.
- 1.8. All Local Schemes of Delegation (and any changes to them) must be agreed by the Chief Operating Officer and the Monitoring Officer. Where a function has been delegated to an officer, the person or body making the delegation may at any time take back responsibility for the

function and may therefore exercise the function (make the decision) despite the delegation

- 1.9. The powers of this Scheme are delegated to the officers referred to by title within this Scheme of Delegation. So the delegations apply to whoever holds that post title at any time - not to the individual person. The powers are automatically transferred to any successor officer, to whom the functions are allocated following any reorganisation of the Council's management arrangements, irrespective of a change in the title/name of the officer post.
- 1.10. Whenever legislation is amended or replaced by new provisions, then the relevant delegated authority in this scheme applies to those new provisions. Whenever new legislation relevant or related to the functions exercised by the Chief Officer is introduced, that Officer will have the delegated authority to exercise powers or otherwise take action under that legislation until such time as the Council, Cabinet, a committee or the Chief Executive decides to whom to allocate responsibility for the new legislation.

## 2. **General Delegations to all the Chief Officers**

- 2.1. This Scheme gives the power for the Chief Officers and Statutory Officers to take decisions in relation to all the functions in their areas of responsibility except where:
  - 2.1.1. a matter is prohibited by law from being delegated to an officer, and
  - 2.1.2. a matter has been specifically excluded from delegation by this scheme, by a decision of the Council, the Cabinet/Executive or a Committee or Sub-Committee.
- 2.2. This Scheme of Delegation is by exception, so all powers are vested in the Head of Service with the management responsibility for the functions who may delegate further, in writing (and in line with any relevant scheme of training and qualification).
- 2.3. Any power delegated under this Scheme can be exercised by the relevant Chief Officer or Statutory Officer and in all cases by the Chief Executive personally.
- 2.4. Chief Officers may appoint another officer as their deputy and such deputy shall have all the powers of a Chief Officer as set out in this Constitution. A deputy may be appointed in relation to all the areas of service delegated to the Chief Officer under this Constitution or in relation to a particular area of service only. A deputy may be appointed for a specific period of time (for example to cover the absence of a Chief Officer) or without time limitation. The appointment of a deputy shall not prevent the exercise by the Chief Officer of any delegation set out in this Constitution.

- 2.5. If there is any dispute or lack of clarity as to which Chief Officer has power to make decisions on specific areas of service, the Chief Executive shall have power to determine where the delegation should be exercised.
- 2.6. The following delegations shall apply to all Chief Officers (and to any appointed deputies):

### **Urgent Action**

- 2.7. To act on behalf of the Council in cases of urgency in the discharge of any function of the Council for which his/her Directorate or Service has responsibility, other than those functions which by law can be discharged only by the Council or a specific Committee. This delegation is subject to the conditions that any urgent action:
- 2.7.1. Shall be reported to the Cabinet, the appropriate Cabinet Member or the appropriate Committee
- 2.7.2. Shall take account of the advice of the Monitoring Officer and the Section 151 Officer
- 2.8. Shall be exercised in consultation with the appropriate Cabinet Member or the Chairman of the appropriate Committee.

### **Implementation of decisions**

- 2.9. To take all necessary actions (including the letting of contracts, undertaking statutory processes and incurring expenditure) to implement decisions of Cabinet and Council.

### **General operational**

- 2.10. To have overall responsibility for the operational management of the relevant area of service and for bringing forward such strategic plans and policies, and implementing all decisions, including the allocation of resources within approved estimates, as are necessary to exercise the functions for which the service is responsible.

### **Consultation**

- 2.11. To undertake and consider the outcome of statutory and non-statutory consultations on service provision.
- 2.12. To respond to Government Consultations and consultations from other bodies, in consultation with the relevant Portfolio Holder(s) or committee chairman.
- 2.13. To undertake all steps required to complete Government Statistical Returns.

### **Finance**

- 2.14. To manage the finance of their departments to ensure value for money and the development of budget policy options with a detailed assessment of financial implications.
- 2.15. To enter into contracts and incur expenditure.
- 2.16. To determine the level of fees or charges payable in respect of any goods or services supplied, work undertaken or the loan or use of plant equipment or machinery.

### **Staffing**

- 2.17. To deal with the full range of employment and staff management issues, below Chief Officer level including but not limited to appointments, terms and conditions (other than those negotiated nationally) training, discipline, dismissal, performance, progression, promotion, shifts and working hours, grievance, grading, emoluments, expenses, allowances, sick pay, leave, equal opportunities and health and safety in accordance with approved policies and the Staff Employment Procedure Rules.
- 2.18. To implement changes to staffing structures subject to prior consultation with all appropriate parties affected by the decision, including any Trades Union, except where the restructure:
  - 2.18.1. involves the loss of one or more posts not currently vacant
  - 2.18.2. involves re-grading of posts or the grading of new posts
  - 2.18.3. involves changes to existing National or Local Agreements and policies
  - 2.18.4. cannot be achieved within the delegated powers in respect of budgets.
- 2.19. To enter into reciprocal arrangements for the authorisation and appointment of officers to facilitate cross-border co-operation in the discharge of delegated functions with any other council.

### **Land and Assets**

- 2.20. To manage land, premises, vehicles, plant, equipment, machinery, stock, stores, supplies, materials, furniture appliances and uniforms necessary for the provision of services.
- 2.21. To administer the supply of goods and services to other public authorities and bodies under the Local Authorities (Goods and Services) Act 1970 and all other enabling legislation.
- 2.22. To make application for planning permission and any other necessary applications for other consents required for the development of land.

### **Legal authorisation and enforcement**

- 2.23. To authorise officers possessing such qualifications as may be required by law and where Chief Officers are satisfied that appropriate training has been undertaken, to:
- 2.23.1. take samples, carry out inspections or surveys, enter land and premises and generally perform the functions of and/or act as a duly authorised, officer of the Council (howsoever described)
  - 2.23.2. issue certificates of authority or certify copies of documents
  - 2.23.3. enforce the requirements of legislation
  - 2.23.4. instruct the Monitoring Officer to consider whether or not legal proceedings to enforce the requirements of legislation are appropriate.
- 2.24. With the approval of the Monitoring Officer, to:
- 2.24.1. authorise the issue and service of requisitions for information, any notice, order or direction
  - 2.24.2. approve or issue any licence which may be required or authorised by or under any legislation or byelaws (not otherwise mentioned in this scheme of delegation)
  - 2.24.3. authorise the institution of legal and quasi-legal proceedings and/or other action (including debt recovery) as is considered necessary to protect the interests of the Council
  - 2.24.4. sign certificates for contracts.
- 2.25. To exercise the role of authorising officer and designated person under the Regulation of Investigatory Powers Act 2000.

### **Safeguarding children and vulnerable adults**

- 2.26. To ensure that arrangements are in place to discharge the responsibilities of the Council within their functional responsibilities in respect of the need to safeguard and promote the welfare of children and of vulnerable adults.



## **CHIEF EXECUTIVE**

The Chief Executive is the most senior officer in the Council. It is his/her role to support the Councillors and to provide leadership for the Council. The Chief Executive is empowered to operate all the services of the Council and except where powers, duties and functions are delegated to a Councillor decision-making body or Cabinet Member, to exercise all powers, duties and functions of the Council, including those delegated to other officers.

	<b>Subject/Enabling Statute</b>	<b>Authority</b>	
	<b>Inspections</b>		<b>CE</b>
1	<i>Local Government Changes for England Regulations 1994 Paragraph 26(2)</i>	<i>With the Director of Law and Democratic Services, together with such other officers as they shall determine, to be authorised to inspect and take copies of any books, documents, papers or records of whatever description, wherever held and in whatever form.</i>	
	<b>Indemnities</b>		<b>CE</b>
2	<i>Local Authorities (Indemnities for Members and Officers) Order 2004</i>	<i>To approve the granting of an indemnity in accordance with the Council's Indemnity Policy.</i>	
	<b>Council's Management Structure</b>		<b>CE</b>
3	<i>Changes in the job title of an officer in the Council's Management Structure</i>	<i>To approve changes in the job title of an officer in the Council's Management Structure in consultation with the Group Leaders. (The Service Director of Legal and Democratic Services is authorised to make consequent changes to the Management Structure chart in the Constitution.)</i>	
	<b>General</b>		
	<i>Constitution</i>	<i>Overall corporate management and Operational responsibility (including overall management responsibility for all officers).</i>	

		<p><i>Provision of professional advice to all parties in the decision making process.</i></p> <p><i>'Together with the Service Director, Democratic Services, responsible for a System of record keeping for all the Council's decisions</i></p> <p><i>Together with the Monitoring Officer, responsibility or promoting and Maintaining probity in all of the Council's activities.</i></p> <p><i>Representing the Council on partnerships and external bodies (as required by statute or the Council).</i></p> <p><i>Borough Co-ordinator in Emergencies</i></p>	
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**CORPORATE DIRECTOR: RESOURCES (CHIEF FINANCE OFFICER/SECTION 151 OFFICER)**

The Section 151 officer is the financial adviser to the Council, the Cabinet and Officers, the Authority's 'responsible financial officer' under all relevant legislation, and responsible for the proper administration of the Council's financial affairs as specified in, and undertakes the duties required by, Section 151 of the Local Government Act 1972, Section 114 of the Local Government Finance Act 1988, the Local Government and Housing Act 1989, the Local Government Act 2003, and all other relevant legislation.

These delegations should be read in conjunction with the Council's Contract Procedure Rules and the Financial Procedure Rules, the Council's procurement guidance along with the Procurement and Financial Scheme of Delegation (Link to Scheme of Delegation).

	<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
4	<i>Constitution</i>	<p><b><u>General</u></b></p> <p><i>Ensuring Lawfulness and Financial Prudence of Decision-Making</i></p> <p><i>Administration of Financial Affairs</i></p> <p><i>Contributing to Corporate Management through the provision of professional financial advice.</i></p> <p><i>Providing financial information to the media, members of the public and the community</i></p>	<b>CD:R</b>

To carry out the functions and responsibilities which are detailed in the Financial Procedure Rules

To secure effective treasury management, including taking all action necessary in relation to all debts, payment of accounts, loans (including guarantees and indemnities) ,grants ,advances, investments, financing and banking generally

To take all action necessary to ensure the safeguarding of assets by maintaining and administering appropriate insurance and approving requests to postpone legal charges

To make recommendations to the Council on Council Tax requirements, on the Council tax base and to administer and manage generally all matters relating to Council Tax, Non-Domestic Rates, Community Charge and General Rates including the awarding of discounts, relief, and exemptions and the levying, collection, recovery, and disbursement of all sums due to the Council in respect of the same in accordance with all governing Regulations, and

To negotiate, enter into arrangements and act generally on behalf of the Council in respect of continuing financial matters arising from arrangements and obligations that may arise from time to time.

**Service Director: Legal & Democratic Services**

The Monitoring Officer is appointed in accordance with Section 5 of the Local Government and Housing Act 1989 and is responsible for supporting and advising the Council in relation to the lawfulness and fairness of the decision making of the Council, the Council's compliance with its legal responsibilities and requirements, and matters relating to the conduct of elected Councillors.

	<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
		<b><u>General</u></b>	<b>SD:LDS</b>
	<i>Constitution</i>	<i>Ensuring Lawfulness and Fairness of Decision-Making</i>  <i>Receiving Reports</i>  <i>Supporting the Standards Committee</i>  <i>Conducting Investigations</i>  <i>Advising whether Cabinet Decisions are within the Budget</i>	

		<p><i>and Policy Framework</i></p> <p><i>Providing Legal Advice</i></p> <p><i>to up-date the titles of officers and the management structure to ensure that they remain current and other consequential amendments to reflect Council decisions to ensure that the Constitution remains a contemporary document, provided that no changes undertaken by the Service Director will take effect until they have been agreed by the Council</i></p>	
<b>Elections</b>			<b>SD:LDS</b>
4	Constitution	<i>Council's Returning Officer and Electoral Registration Officer</i>	
<b>Legal Proceedings</b>			<b>SD:LDS</b>
5	<i>Constitution (Para 15.3) Local Government Act 1972, S.222</i>	<p><i>For the promotion or protection of the interests of the inhabitants of the borough—</i></p> <p><i>(a) to prosecute or defend or appear in any legal proceedings and, in the case of civil proceedings, to institute them in the Council's name, and</i></p> <p><i>(b) to, on behalf of the local authority, make representations in the interests of the inhabitants at any public inquiry held by or on behalf of any Minister or public body</i></p>	
6	<b>Legal Proceedings - County Court, High Court and any other Tribunal</b>	<b>To institute and carry on, or defend, civil proceedings in the County Court or High Court or any other Tribunal (including proceedings for an Injunction) on behalf of and in the name of the Council and to take such enforcement action in the Court proceedings as may be considered appropriate.</b>	

7	Legal Proceedings - Parking Offences Section 112 of the Road Traffic Regulation Act 1984, Section 35(4) of the Road Traffic Regulation Act 1984 Section 112(4) of the Road Traffic Regulation Act 1984	(i) To require information from any person as to the identity and address of the driver of the vehicle who is alleged to have committed an offence under Section 35(4) of the Road Traffic Regulation Act 1984, (Failure to comply with or contravention of Off-Street Parking Places Order); and (ii) To institute legal proceedings against any person who fails to give information requested under paragraph (i) above.	<b>SD:LDS</b>
<b>Standards Committee</b>			
	<i>Constitution</i>	<i>To, after consultation with the Independent Person, determine whether or not a complaint merits a formal investigation or other action</i>	
	<i>The Localism Act 2011</i>	<i>Promote and maintain high standards of conduct.</i>	
	<i>The Localism Act 2011 and the Constitution</i>	<i>Appoint an Investigating Officer in relation to Member Complaints.</i>	
	<i>The Localism Act 2011 and the Constitution</i>	<i>Advise the Standards Hearings Sub Committee in relation to allegations of breaches of the Code of Conduct and advise when matters are determined following an Investigation</i>	

## **CORPORATE DIRECTOR: PEOPLE**

### **Service Director: Children's Services**

	<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
	<b><u>General</u></b>		<b>SD:LDS</b>
	<i>Constitution</i>	<i>Professional responsibility and accountability for the effectiveness, availability and</i>	

		<p><i>value for money of the Council's Children's Services;</i></p> <p><i>leadership both within the local authority to secure and sustain necessary changes to culture and practice, and beyond it so that services improve outcomes for all and are organised around Children and Young People's Needs; and</i></p> <p><i>building and sustaining effective partnerships with and between those local and out-of-area bodies, including the private, voluntary and community sectors, who also provide Children's Services, in order to focus financial, human, physical and any other resources jointly on improving outcomes for children and young people, particularly in safeguarding and promoting the welfare of children.</i></p>	

**Service Director: Adult's Services**

	<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
	<b><u>General</u></b>		<b>SD:LDS</b>
	<i>Constitution</i>	<p><i>accountability for assessing local needs and ensuring availability and delivery of a full range of adult social services;</i></p> <p><i>professional leadership, including workforce planning;</i></p> <p><i>leading the implementation of standards</i></p> <p><i>managing cultural change;</i></p>	



		<p><i>promoting local access and ownership and driving partnership working;</i></p> <p><i>delivering an integrated whole systems approach to supporting communities; and</i></p> <p><i>promoting social inclusion and wellbeing.</i></p>	

**Full Council**

Takes some of the most important decisions on the Council's major policies, such as the budget and Council Tax levels

<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
<p><b><u>Local Choice Functions*</u></b>  <i>*Local Choice Functions delegated to the Regulatory Committee are not included</i></p>		
<p><i>The making of arrangements pursuant to Section 67(1) and Schedule 18(2) of the 1998 Act (Appeals Against Exclusion of a Pupil)</i></p>	<p><i>The Assistant Director (Education, Effectiveness and Participation) shall act as Clerk to Appeals Panels, and shall arrange for the appointment and training of Panel members.</i></p>	
<p><i>The making of arrangements pursuant to Section 94(1) and (4) and Schedule 24(2) of the 1998 Act (Admission Appeals)</i></p>	<p><i>The Assistant Director Democratic Services shall act as Clerk to Appeals Panels, and shall arrange for the appointment and training of Panel members.</i></p>	
<p><i>The making of arrangements pursuant to Section 95(2) and Schedule 25(2) of the 1998 Act (Children to Whom Section 87 Applies: Appeals by Governing Bodies)</i></p>	<p><i>The Assistant Director Democratic Services shall act as Clerk to Appeals Panels, and shall arrange for the appointment and training of Panel members.</i></p>	
<p><i>The appointment of any individual:</i></p> <ul style="list-style-type: none"> <li>a) <i>to any office other than an office in which he/she is employed by the Authority;</i></li> <li>b) <i>to any body other than:</i> <ul style="list-style-type: none"> <li>(i) <i>the Authority;</i></li> <li>(ii) <i>a Joint Committee of two more Authorities; or</i></li> </ul> </li> <li>c) <i>to any Committee or Sub-Committee of such a body,</i></li> </ul> <p><i>and the revocation of any such appointment</i></p>	<p><i>The Council may delegate the appointment of Members to the Cabinet, in accordance with a scheme for appointments to be agreed.</i></p> <p><i>The Council, or the Cabinet may, in turn, delegate to one or more appropriate officers, authority to appoint officers to represent the Council on one or more of the bodies stated</i></p>	

## Development Control Committee

### Subject/Enabling Statute/Source

### Authority

#### Planning and Development Control

8	<i>Planning and Conservation - functions relating to Town and Country planning and development control as specified in Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (The Functions Regulations)</i>	<i>Officers of the Council are authorised to take decisions in accordance with a scheme of delegation approved by the Council on 21 June 2017 and attached as an Annex to this section of the Scheme of Delegation</i>
9	<i>Approval of the Council's formal response to consultations by Milton Keynes Partnership Committee.</i>	
10	<i>Power to create footpath or bridleway by agreement.</i>	
11	<i>Power to create footpaths and bridleways.</i>	
12	<i>Duty to keep register of information with respect to maps, statements and declarations.</i>	
13	<i>Power to stop up footpaths and bridleways.</i>	
14	<i>Power to determine application for public path extinguishment order.</i>	
15	<i>Power to make a rail crossing extinguishment order.</i>	
16	<i>Power to make a special extinguishment order.</i>	
17	<i>Power to divert footpaths and bridleways.</i>	
18	<i>Power to make a public path diversion order.</i>	
19	<i>Power to make a rail crossing diversion order.</i>	
20	<i>Power to make a special diversion order.</i>	
21	<i>Power to require applicant for order to enter into agreement.</i>	

2 Power to make an SSSI diversion  
2 order.  
2 Duty to keep register with respect  
3 to applications under Sections  
118ZA, 118C, 119ZA and 119C of  
the Highways Act 1980.  
2 Power to decline to determine  
4 certain applications.  
2 Duty to assert and protect the  
5 rights of the public to use and  
enjoyment of highways.  
2 Duty to serve notice of proposed  
6 action in relation to obstruction.  
2 Power to apply for variation of  
7 order under  
Section 130B of the Highways Act  
1980.  
2 Power to authorise temporary  
8 disturbance of surface of footpath  
or bridleway.  
2 Power temporarily to divert  
9 footpath or bridleway.  
3 Functions relating to the making  
0 good of damage and the removal of  
obstructions.  
3 Powers relating to the removal of  
1 things so deposited on highways as  
to be a nuisance.  
3 Power to extinguish certain  
2 public rights of way.  
3 Duty to keep definitive map and  
3 statement under review.  
3 Power to include modifications in  
4 other orders.  
3 Duty to keep register of prescribed  
5 information with respect to  
applications under Section 53(5) of  
the Wildlife and Countryside Act  
1981.  
3 Duty to reclassify roads used as  
6 public paths.  
3 Power to prepare map and  
7 statement by way of consolidation  
of definitive map and statement.  
3 Power to designate footpath as  
8 cycle track.  
3 Power to extinguish public right of  
9 way over land acquired for  
clearance.

- 4 Power to authorise stopping-up or
- 0 diversion of footpath or bridleway.
- 4 Power to extinguish public rights of
- 1 way over land for planning
- purposes.
- 4 Power to enter into agreements
- 2 with respect to means of access.
- 4 Power to provide access in absence
- 3 of agreement.
- 4 Power to make limestone
- 4 pavement order.
- 4 Powers relating to the protection of
- 5 important hedgerows.
- 4 Powers relating to the preservation
- 6 of trees.
- 4 To receive, consider and make
- 7 recommendations to the Council,
- Cabinet or
- other appropriate body on
- consultation papers relating to any
- aspects of development control.

### **Licensing Committee**

Receives its powers from the Constitution, those powers are all powers under the (Functions and Responsibilities) Regulations 2000. The Scheme of Delegation is by exception, so all powers are vested in the "Head of Service" with the management responsibility for the functions.

<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
<b><u>Licensing Committee</u></b>		
<i>Application for Personal Licence (Where police have right of objection)</i>	<i>Officers if no objection made or objection made and withdrawn with agreement to no hearing. All other cases to be delegated to the Licensing sub-committee.</i>	
<i>Personal licence with relevant unspent convictions or relevant convictions arising during tenure of licence</i>	<i>Officers in all cases unless referred for revocation or suspension in which case referred to Licensing sub-committee.</i>	
<i>Application for premises licence/club premises certificate</i>	<i>Officers if no relevant representation made or representations all withdrawn and agreement to no hearing. In</i>	

		<i>all other cases function is delegated to Licensing sub-committee.</i>	
	<i>Application for Provisional Statement</i>	<i>Officers if no relevant representation made or representations all withdrawn and agreement to no hearing. In all other cases function is delegated to Licensing sub-committee.</i>	
	<i>Application for full variation premises licence/club premises certificate</i>	<i>Officers if no relevant representation made or representations all withdrawn and agreement to no hearing. In all other cases function is delegated to Licensing sub-committee.</i>	
	<i>Application for minor variation premises licence/club premises certificate including consultee selection</i>	<i>Officers</i>	
	<i>Application to vary designated premises supervisor</i>	<i>Officers unless there is a police objection and not withdrawn with agreement to no hearing in which case delegated to Licensing sub-committee</i>	
	<i>Request to be removed as designated premises supervisor</i>	<i>Officers</i>	
	<i>Application for transfer of premises licence</i>	<i>Officers unless there is a police objection and not withdrawn with agreement to no hearing in which case delegated to Licensing sub-committee</i>	
	<i>Applications for interim authorities</i>	<i>Officers unless there is a police objection and not withdrawn with agreement to no hearing in which case delegated to Licensing sub-committee</i>	
	<i>Application to review premises licence/club premises certificate</i>	<i>Officers</i>	
	<i>Decision on whether a complaint is irrelevant, frivolous, or vexatious</i>	<i>Officers unless referred to sub-committee</i>	
	<i>Decision to object when local authority is a responsible authority but not the relevant authority considering the application.</i>	<i>Licensing sub-committee</i>	
	<i>Acknowledgement of Temporary Event Notice where no valid objections received or permitted</i>	<i>Officers, unless referred to sub-committee</i>	

	<i>limits exceeded.</i>		
	<i>Determination to a standard temporary event notice where a valid objection received and then withdrawn and/or parties agree no hearing required</i>		
	<i>Determination of a temporary event notice to which an objection notice was made and not withdrawn</i>	<i>All Late TEN's delegated to officers. Standard TEN's referred to</i>	
	<i>Service of Counter Notice where permitted limits are exceeded</i>	<i>Officers</i>	
	<i>Issue and service of counter notice where objection considered by sub-committee</i>	<i>Officers</i>	
	<i>Stipulation of age category on unclassified film</i>	<i>Officers unless referred to sub-committee</i>	
	<i>Determination of application to vary premises licence at a community premises to include alternative</i>	<i>Officers</i>	

### **Regulatory Committee**

Received its powers from the Constitution, those powers are all powers under the (Functions and Responsibilities) Regulations 2000 plus some additional "local choice" functions.

	<b><u>Subject/Enabling Statute/Source</u></b>	<b><u>Authority</u></b>	
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<b>Taxi Licensing</b>		
<i>Application for Private Hire Drivers Licence</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Application for Hackney Carriage Drivers Licence</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Application for Private hire operator licence</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Application for hackney carriage vehicle licence</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Application for private hire vehicle licence</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Application for transfer vehicle licence</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Suspension, revocation or refusal of vehicle licences</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Suspension; revocation or refusal of driver licences</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<i>Suspension; revocation or refusal of operator licences</i>	<i>Officers unless referred to Regulatory sub-committee by officers</i>	
<b>Anti-Social Behaviour Act 2003 (High Hedges)</b>		
<i>The exercise of functions under part 8 of the Anti-Social Behaviour Act 2003 (High Pledges) with the exception of fee setting.</i>	<i>The Assistant Director Environmental Services to undertake investigations into any complaint relating to high hedges</i>  <i>The Development Control Manager to issue remedial Notices and take enforcement action.</i>	
<b>Local Choice Functions delegated to the Regulatory Committee</b>		
<i>Any function relating to contaminated land.</i>	<i>The Committee may delegate functions to one or more appropriate officers</i>	
<i>The discharge of any function</i>	<i>The Committee may delegate</i>	



	<i>relating to the control of pollution or the management of air quality.</i>	<i>functions to one or more appropriate officers</i>	
	<i>The service of an abatement notice in respect of a statutory nuisance.</i>	<i>The Committee may delegate functions to one or more appropriate officers</i>	
	<i>The inspection of the authority's area to detect any statutory nuisance.</i>	<i>The Committee may delegate functions to one or more appropriate officers</i>	
	<i>The investigation of any complaint as to the existence of a statutory nuisance.</i>	<i>The Committee may delegate functions to one or more appropriate officers</i>	
	<i>The obtaining of information under Section 330 of the Town and Country Planning Act 1990 as to interests in land.</i>	<i>The Cabinet, or the Regulatory Committee, as the case may be, may delegate some or all of the function to one or more appropriate officers</i>	
	<i>The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976</i>	<i>The Cabinet, or the Regulatory Committee, as the case may be, may delegate some or all of the function to one or more appropriate officers</i>	