

4 DELEGATIONS TO THE CHIEF EXECUTIVE

4.1 Head of Paid Service

- 4.1.1 To act as Head of the Paid Service under Section 4 of the Local Government and Housing Act 1989 and in this role:
- a) to exercise overall responsibility for corporate management and operational issues (including overall management responsibility for all staff);
 - b) to give professional advice to all parties in the decision making process (the Cabinet, Scrutiny Bodies, the Council, Boards and Committees);
 - c) to ensure that the Authority has a system of record keeping for all key and executive decisions (a key decision is defined at page 26);
 - d) to ensure that the Authority achieves and delivers its objectives; and
 - e) to represent the Authority on partnerships and external bodies (as required by statute or by the Authority).
- 4.1.2 To co-ordinate, direct and monitor the Authority's initiatives to achieve Best Value in the delivery of its functions.
- 4.1.3 To be responsible for performance review issues.
- 4.1.4 After consultation with the Leader of the Council, to authorise action and incur expenditure, where urgent action is needed to enable the Authority to fulfil its functions.
- 4.1.5 To suspend the Director of Services, Interim Director of Housing, Interim Director of Resources and Heads of Service where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct; the members of the Cabinet to be notified as soon as possible after the action is taken in accordance with the Employment Procedure Rules contained in the Constitution.
- 4.1.6 To make interim appointments to fill vacancies, and to make interim designations as Chief Finance Officer and Monitoring Officer where a vacancy arises in such position, the term of each such appointment or designation not to extend beyond 18 months without the confirmation of the Appointments Panel.
- 4.1.7 All activities in connection with the Council's Human Resources function including:
- (a) To determine all staffing matters in accordance with the Officer Employment Procedure Rules. This includes determining matters relating to structure (additions, reductions and other changes to the establishment) as she considers appropriate following consultation with the Leader and Deputy Leader.

- (b) The appointment, dismissal or discipline of staff, except in relation to those posts listed in paragraph 1.2 of the said Rules.
 - (c) Where the decision of the Head of Paid Service taken under (a) above requires consideration of the financial/budgetary implications and a decision in that respect only, then the matter will be referred to the Cabinet, provided that the remit of the Cabinet shall be limited to decisions on financial matters only.
 - (d) The Head of Paid Service may delegate the discharge of this function to another officer.
- 4.1.8 To make agreements with other local authorities and external agencies in compliance with the Council's CPRs for the placing of staff and joint working arrangements (including committing expenditure within authorised budgets).
- 4.1.9 To authorise the use of juveniles and vulnerable adults as covert human intelligence sources under the Regulation of Investigatory Powers Act 2000.

4.2 Elections

- 4.2.1 To act as Returning Officer, Local, Acting or Deputy Returning Officer in:
- a) Local Elections
 - b) Parliamentary Elections
 - c) European Elections
 - d) Police and Crime Commissioners' Elections
 - e) Referenda
- 4.2.2 To undertake the duties of Electoral Registration Officer.

4.3 Corporate Leadership

- 4.3.1 To lead the Corporate Leadership Team.
- 4.3.2 After consultation with the Leader of the Council, to authorise action and incur expenditure, where urgent action is needed to enable the Authority to fulfil its functions.
- 4.3.3 To consider and co-ordinate any investigation by the Local Government Ombudsman.
- 4.3.4 To consider and report on any report of the Local Government Ombudsman and to decide on and implement the action to be taken.
- 4.3.5 To take urgent action necessary to protect the interests of the Authority, some or all of the Authority's area or some or all of the inhabitants of the Authority's area.

4.4 Civic Functions

- 4.4.1 All activities in connection with the Council's civic/ceremonial function.

4.5 Service Functions

- 4.5.1 Key strategic partnerships including LLEP

5. DELEGATIONS TO THE INTERIM DIRECTOR OF RESOURCES

- 5.1 The officer is authorised by the Council to discharge the following functions and determine directly or in consultation with the Chief Executive all matters except those reserved by or referred to Council, the Cabinet or Committees.

5.2 Service Functions

- 5.2.1 Performance management.
- 5.2.2 Project management.
- 5.2.3 Local strategic partnerships/LEPs.
- 5.2.4 Health and safety (internal).
- 5.2.5 Risk management.
- 5.2.6 Communications and consultations.
- 5.2.7 Media management, public relations and marketing.
- 5.2.8 Corporate overview on diversity issues.
- 5.2.9 Accountancy services.
- 5.2.10 Information management including Data Protection and Freedom Of Information.
- 5.2.11 Elections and electoral registration.
- 5.2.12 National Land and Property Gazetteer.
- 5.2.13 Legal services (without prejudice to the statutory role and function of the Monitoring Officer)
- 5.2.14 Members' services and members' development (xv) Strategic asset management including land sales.
- 5.2.15 Finance, financial planning and procurement.
- 5.2.16 Revenues and benefits.
- 5.2.17 Administration of meetings of the Council, Boards, Committees and Sub-committees and typing and clerical services.
- 5.2.18 Internal Audit.

5.3 Property Development.

- 5.3.1 Property/facilities management and maintenance (non-housing).
- 5.3.2 ICT.
- 5.3.3 Street naming and numbering and replacement of street nameplates.
- 5.3.4 All activities relating to the discharge of the function as a Licensing Authority under all relevant legislation.
- 5.3.5 All activities in relation to the discharge of the environmental health function of the Council, including environmental protection/enforcement, occupational health and safety, food safety, animal welfare, environmental strategy, pest control and the appointment of Port Medical Officer(s) and/or Consultants for Communicable Disease Control.
- 5.3.6 Corporate complaints procedure.

SPECIFIC FUNCTIONS

5.4 Executive Functions

- 5.4.1 To administer all aspects of housing benefit and Council Tax benefit.
- 5.4.2 To discharge the Authority's responsibilities for billing, collection and enforcement of Council Tax, non-domestic rates and all valuation matters.
- 5.4.3 To deal with demands and notices, liabilities, reliefs and exemptions, and for non-domestic rates to recommend to the Cabinet guidelines for the granting of discretionary rate relief, partially occupied properties and hardship relief and administer the scheme in accordance with the approved guidelines.
- 5.4.4 In addition to the Head of Legal and Support Services to represent the Authority and appear as an advocate on the Authority's behalf in any legal proceedings involving the executive functions referred to clauses (i) and (iii) above.
- 5.4.5 To grant and determine temporary lettings and licences of Council owned land and buildings.
- 5.4.6 To enter into deeds of dedication on such terms as the Director of resources sees fit.
- 5.4.7 To agree perpetual and fixed term easements and wayleaves on such terms as the Director of Resources sees fit.
- 5.4.8 To determine rent reviews and to instigate and participate in arbitrations.
- 5.4.9 To agree terms for the surrender of leases.
- 5.4.10 To authorise action to determine a lease in the event of rent arrears or other breach of covenant.

- 5.4.11 To agree terms for waiving covenants, whether freehold or leasehold.
- 5.4.12 To approve and issue consents for assignments, sub-lettings, alterations, additions and changes of use.
- 5.4.13 To make and settle claims for dilapidation.
- 5.4.14 To appropriate land belonging to the Authority at proper value.
- 5.4.15 To agree the grant and renewal of leases of land and buildings where the annual rental does not exceed £40,000.
- 5.4.16 To dispose of freehold land where the market value does not exceed £30,000.
- 5.4.17 Following consultation with Asset Management Group, to approve the Asset Management Policy.

- 5.4.18 Notwithstanding the above, to undertake acquisitions and disposals of land up to a value of £10,000 per site in accordance with and to give effect to the Council's policies and programmes (subject to provision of a monthly list of such acquisitions and disposals to the appropriate Cabinet member and the Policy Development Group).

- 5.4.19 To determine applications for discretionary non-domestic rural rate relief following consultation with the with the ward member(s) for the settlement concerned and the portfolio holder.

- 5.4.20 Subject to those matters reserved for decision by the Licensing Committee, the Licensing Sub-committee and the Taxi and Private Hire Sub-committee, to exercise all those functions for which the Council is responsible concerning licensing and registration and the grant of consents and refusals set out in Regulation 2 and Schedule 1 of the Regulations including the determination of applications for licences, permits and registrations.

- 5.4.21 To issue a closing order on a takeaway food shop.