

Appendix 2 – Scheme of Delegation to Officers

1. Introduction

1.1. This scheme of delegation authorises the Chief Executive, the Director of Corporate Services and the Director of Environment, Housing and Regeneration, along with all Heads of Service to exercise the functions of the council as set out in this document. It repeals and replaces all previous schemes of delegation.

1.2. This scheme is without prejudice to the exercise of the council's functions by the Full Council and the council's committees, sub-committees and panels.

1.3. The statutory officers' responsibilities are set out in the Framework (Annex 3.1) where a chart of the senior management structure is available. "Head of Service" means the Heads of Service reporting to the Chief Executive and / or a Director. All powers with the scheme of delegation are exercised within approved budgets.

~~1.3.~~1.4. "Service area" means each and any specific area or department responsible for delivering services and functions to residents, and those necessary for the functioning of the council.

2. General delegation to officers

2.1. The Chief Executive, ~~and~~ Directors, and Heads of Service are empowered to make decisions on behalf of the council in accordance with the following general principles:

- i. If a function, power or responsibility has not been specifically reserved to the Full Council or a committee, or the council acquires a new function where a decision is required before delegations have been agreed, the Chief Executive, ~~or~~ Directors, or Heads of Service within whose ~~remit~~ service area the matter falls, is authorised to act.
- ii. ~~The Full Council and other council committees will make decisions on matters of significant policy.~~ The Chief Executive, ~~and the~~ Directors, and Heads of Service have express authority to take all necessary actions to implement Full Council and committee decisions that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate.
- iii. The Chief Executive, ~~and the~~ Directors, and Heads of Service are empowered to take all operational decisions, within agreed policies, in relation to the services for which they are responsible.
- iv. The Chief Executive, ~~and the~~ Directors, and Heads of Service are empowered to take all necessary decisions in cases of emergency or urgency.

~~v. — The Chief Executive, Directors, and Heads of Service to whom a power has been delegated may nominate or authorise another officer to exercise that power provided that officer is in the service area of the authorising Chief Executive, Director, or Head of Service. ¹In relation to all delegated authority conferred on the Chief Executive and Directors by this scheme, the Chief Executive may allocate or~~

~~v. The Chief Executive, Directors, and Head of Service are empowered to update the Live Register of Delegations.~~

~~re-allocate responsibility for exercising particular powers to any officer of the council in the interests of effective corporate management as they t~~

~~vi.~~

~~vii. Where there is doubt over the responsibility for the exercise of a delegated power, the Chief Executive, and Directors, are or their nominee, is authorised to act.~~

~~viii. Anything delegated to the Head of Legal Services is also delegated to the Chief Executive.~~

~~ix. These delegations should be interpreted widely to aid the smooth running of the organisation, the effective deployment of resources and the efficient delivery of services.~~

2.2. For the purposes of this scheme, emergency and urgency have the ordinary dictionary meaning of the words and may imply considerations of health and safety, legal and financial risk, or that the interests of the council may be compromised. In the absence of the Chief Executive, a Director will exercise emergency or urgency powers in the same way.

~~2.3. — In deciding whether or not to exercise delegated powers, the Chief Executive and the Directors should consider whether to consult the appropriate Group Leader / Chair, or Committee Chair, and have regard to their views. Officers shall always be entitled to refer matters for decision to the appropriate member body where they consider it expedient to do so.~~

~~2.4.2.3. — The Chief Executive and the Directors, to whom a power has been delegated, may authorise-nominate officers in their service areas to exercise that power. ~~, on their behalf, powers delegated under this scheme, and there~~ There will be a presumption that all operational and budgetary responsibility for services shall be exercised by the Head of Service for the appropriate services, unless the Chief Executive directs otherwise.~~

~~2.5.2.4. — All delegations conferred under this scheme must be formally recorded in writing by the Chief Executive, and the Directors as the case may be~~

~~(including for the avoidance of doubt any delegation under paragraph 2.1 (v) and 2.4 above). Any decision taken under such authority shall remain their responsibility, and must be taken in their name. The Head of Place Development and the Development Management Manager shall exercise, in their own names, any powers delegated to them in connection with the determination of planning applications or any other planning function and such decisions shall remain their responsibility.~~

~~2.6.2.5. _____ The Chief Executive will make such arrangements as they consider appropriate to maintain a~~ All delegations conferred under this scheme must be formally recorded in writing by the Chief Executive the Directors, and the Heads of Service as the case may be (including for the avoidance of doubt any delegation under paragraph 2.1 (v) and 2.3 above). A Live Register of Delegations, which is a central record of all delegations under this scheme, must be maintained. The Live Register of Delegations must be updated to reflect any changes within a reasonable time. The record will be available for public inspection. Subject to any specific restriction in writing:

- i. A reference to any other officer will include a person who is deputising (whether in full or part time or on an absence basis) for that post. Such deputising arrangements should be made in

accordance with any scheme of delegation and should be authorised in writing.

- ii. Any function or power which may be discharged to any officer under a scheme of delegation may also be discharged by a person holding a post which is a successor post to that of the original post following any reorganisation, restructure, or similar process.

iii. In exercising these delegated powers the officers concerned shall have broad discretion, subject to complying with all relevant legislation, the council's Constitution, including its contract and financial procedures and regulations, and overall council policy, to use the most efficient and effective means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary, whether within or outside the council.

~~iii-iv.~~ Where an Officer is empowered by this Scheme of Delegation, the Financial Regulations, and the Contract Standing Orders to make procurement decisions within their budget, they shall have all the necessary authority and powers to make such procurement decisions without the need to obtain approval from Full Council or Committee.

v. Where an Officer requires Council or Committee approval to make procurement decisions which are not within their budget, they shall have all the necessary authority and powers to make such procurement decisions upon receipt of approval from Full Council or Committee.

~~iv-vi.~~ Officers shall act, so as to achieve for their service, the policies and objectives including the requirements of any service delivery plans for their service area; always having regard to the overall corporate plans and interests of the council.

~~v.~~ Where an officer referred to in paragraph 2.4 above is absent from the workplace for a period of time, which requires others to exercise delegated authority in that officer's absence, another officer should be nominated by the Chief Executive. This nomination should be formally recorded in writing.

~~vi-vii.~~ Notwithstanding anything contained in this scheme of delegation, officers shall not have the power to make decisions upon any matter that has been reserved to Full Council or a committee except in cases of emergency.

2.5.1. Where a power has been delegated to persons nominated by the Chief Executive the Directors, and Heads of Service, any decision taken under such authority shall remain the responsibility of the Chief Executive the Directors, and Heads of Service as the case may be, and must be taken in their name. The Head of Place Development and the Development

Management Manager shall exercise, in their own names, any powers delegated to them in connection with the determination of planning applications or any other planning function and such decisions shall remain their responsibility.

2.6.1.2.5.2. Without prejudice to the generality of the foregoing, the Chief Executive and the Directors shall have the power:

- i. To take all lawful action consistent with overall council policy to deliver agreed strategies, plans and policy within their area of responsibility and within approved budgets. This shall include, but not exhaustively:
 - a. Invitation and acceptance of tenders in accordance with Contract Standing Orders.
 - b. Submission of bids for funding.
 - c. Write-off of irrecoverable debts.
 - d. Virement (within the budget framework).

- e. Disposal and acquisition of assets.
 - f. Service and placing of any necessary statutory or other notices (other than those expressly reserved to the Full Council or a committee).
 - g. In consultation and with the consent of the Head of Legal Services authorising the institution, defence or appearance in criminal or civil proceedings in relation to any legislation that they are responsible for monitoring, enforcing or otherwise implementing on behalf of the council.
- ii. To put in place management arrangements, which define the area of responsibility of all officers under their area of responsibility.
 - iii. In the case of any overspend to notify the Chief Finance Officer in the role of Section 151 Officer in accordance with the financial procedure rules and regulations.
 - iv. To determine staffing arrangements within approved budgets, subject to agreement on grading with the Head of People and Organisational Development and conformance with council policies.
 - v. To take all action to recruit, appoint, develop, manage and reward employees within approved council policies and procedures (including operation of policies for voluntary severance, early retirement, redundancy and redeployment), and relevant conditions of service: subject to paragraph 2.6.2 below.

2.5.3. For the avoidance of doubt, the Contract Standing Orders and the Financial Regulations must be operated in accordance with this Scheme of Delegation.

~~2.6.2.~~ 2.5.4. For the avoidance of doubt the appointment of the Chief Executive and Directors and other statutory officers shall be made by Full Council (see the [Framework](#), Annex 3.2).

3. Taking decisions, including urgent non-delegated decisions

3.1. The Chief Executive and Directors are authorised to take decisions on grounds of urgency regarding matters which would otherwise be reserved for determination by a Committee or Council. A matter can be deemed urgent if, in the reasonable opinion of the officer concerned, a delay would seriously prejudice the interest of the Council or of the public and it is not practicable to convene a quorate meeting of the relevant decision-making body in sufficient time to take the decision. The officer concerned shall also

- i. Advise and seek the views of the Chair and/or Vice Chair of the appropriate Committee at the earliest opportunity.**
- ii. Report the matter to the next scheduled meeting of the appropriate**

Committee; and

- iii. Ensure all members are advised at the earliest opportunity (via MemberNews currently).

3.2. In taking any decision, the officer concerned must be satisfied that the following issues have been considered and actions taken where appropriate. All of these issues should be considered at the earliest possible stage:

- i. The views of the relevant committee Chair following the application of the consultation criteria set out in paragraph (iii) below.
- ii. The implication of any council policy, initiative, strategy or procedure. Officers need to be aware of any potential impact of a delegated decision in other areas. In such cases, consultation with officers, relevant committee Chairs and local councillors, where the issue relates to a specific area, should take place.
- iii. Consultation and the views emanating from that process.
- iv. The range of available options.
- v. The staffing, financial and legal implications.
- vi. The assessment of any associated risks in accordance with the council's Risk Management Strategy.
- vii. The involvement of appropriate statutory officers.
- viii. The relevance of any regional or national guidance from other relevant bodies.
- ix. The council's Constitution, its contract and financial procedures and regulations, all relevant guidance, legislation and codes of practice.
- x. The need to secure Best Value.

3.3. In order to assist with the above, arrangements should be made by relevant officers to deal with times of absence, such as holidays. This could, for example, be through a named alternative.

4. Scrutiny

4.1. For the purposes of Audit and Scrutiny Committee:

- i. A report should be presented annually to the Audit & Scrutiny Committee setting out significant delegated decisions taken by officers under delegated powers in the previous year.
- ii. Any councillor may request that (with the exception of decisions made by the Planning Committee and licensing hearings) decisions taken by officers under delegated powers are scrutinised by the Audit and Scrutiny Committee.
- iii. Any such scrutiny will not make any action taken as a result of the

decision invalid. However, the scrutiny body will be able to recommend improvements to the process or a different course of action in future.

4.2. For further information on the council's overview and scrutiny procedures see the [Framework](#) (Annex 4.6).

5. Legal and procedural

5.1. The Head of Legal Services is authorised:

- i. To take any action to implement any decision taken by or on behalf of the council, including the signature and service of statutory and other notices and any document.
- ii. To institute, defend, settle or participate in any legal proceedings in any case where such action is necessary to give effect to decisions

of the council, or in any case where the Head of Legal Services considers that such action is necessary to protect the council's interests.

iii. To instruct counsel, solicitors and other experts ~~for legal proceedings, public inquiries, and other matters involving the council.~~

iv. To enter objections to any proposal affecting the Borough, the council, or the inhabitants of the Borough.

v. To update the central record of all delegations in the Live Register of Delegations.

~~iv-vi.~~ To exercise any powers identified as belonging to the Head of Legal Services within the Operating Framework, Standing Orders, Financial Regulations, and Contract Standing Orders.

5.2. For the avoidance of doubt anything which is not covered by this scheme, including the appointment of a Proper Officer for the purpose of any statutory function, will be determined by the Chief Executive.

6. Financial and procedural

6.1. The Chief Finance Officer and Head of Finance are both authorised to take any action that:

6.1.1. Is required for them to comply with their duties as set out in the Council's Financial Regulations (see Annex 5.1),

6.1.2. is necessary to give effect to decisions of the council, or

6.1.3. in any case where the Chief Finance Officer considers that such action is necessary to protect the council's interests.

7. General indemnity

7.1. The council has given a general indemnity to any officer acting in the purported discharge of any authority delegated to them for any action, costs, claim or liability incurred by them (see the Framework, Annex 2.5).

8. Proper Officer functions

8.1. A list of Proper Officer functions will be maintained by the Head of Legal Services.

9. Maintenance, review and change to schemes of delegations

~~9.1. The Chief Executive and the Directors will establish and maintain a scheme of delegation for their directorates or budget areas, which specifies the function; names the post which may carry out the delegated decision and the limits, if any, on the delegation. The limits on the delegation will include the obligation to consult, record and/or refer back to the Chief Executive or a Director in certain circumstances.~~

~~9.2.9.1.~~ The Chief Executive and the Head of Legal Services are authorised to approve any minor or incidental changes to any scheme of delegation.

~~10. Planning Scheme of Delegation~~

~~10.1. Introduction~~

~~10.1.1. The terms of reference of the Planning Committee include responsibility to determine the level of delegation to officers. It is important that there is clarity as to which decisions officers can determine and which the Planning Committee must determine.~~

~~10.2. Scheme of Delegation~~

~~10.2.1. The Head of Place Development, Development Management Manager and Planning Policy Manager may determine all matters arising from all legislation relating to the use and development of land, except for those matters set out~~

~~in paragraph 9.2.2, which shall be determined by the Planning Committee. In the event any of these officers think it necessary or appropriate, they may at their discretion, refer any matter for consideration and / or determination by the Planning Committee, and shall inform the Chair of Planning Committee accordingly.~~

~~10.2.2. The matters which shall be determined by the Planning Committee are included in its terms of reference (see Appendix 3).~~

~~10.2.3. A Planning Committee member or any councillor may call in a matter for determination by the Planning Committee in accordance with the procedure outlined in the Framework (Annex 4.8, Section 8).~~

~~10.2.4. The request to “call in” an application must be on relevant planning grounds and merit intervention to have the application placed before the Planning Committee. Where the “call in” is not made on material planning grounds the “call in” will be invalid. The decision as to whether the grounds are justifiable will be at the discretion of the Head of Place Development in consultation with the Chair of Planning Committee and the councillors concerned.~~

~~10.3. Section 106 agreements~~

~~10.3.1. The Head of Place Development is authorised to:~~

- ~~i. Agree the terms of, and variations to, Section 106 agreements under the Town and Country Planning Act 1990 in connection with the grant of planning permission granted under appeal.~~
- ~~ii.i. Refuse to enter into a Section 106 agreement if the same has not been completed within 6 months of the Planning Committee having granted planning permission, subject to a Section 106 agreement, without the need to return the matter to the Planning Committee.~~

Appendix 2.1 – Live Register of Delegations

1. Introduction

- 1.1. This is the Live Register of Delegations maintained in accordance with Appendix 2. The Chief Executive, the Directors, and the Heads of Service are responsible for maintaining the Live Register of Delegations. The Live Register of Delegations must be updated to reflect any changes within a reasonable time.
- 1.2. The specific functions of the Council set out in column 3 below are delegated to the corresponding officers listed in column 2 (or any temporary replacement post holder nominated in accordance with paragraph 2.3 of the Scheme) subject to the requirements and limits of this Scheme of Delegation.

2. Standards and Constitution Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
SC1	Hearing Panels	Determination of complaints referred by an Investigating Officer regarding alleged breaches of the councillors' Code of Conduct	
SC2	Monitoring Officer in consultation with Chair of the Standards and Constitution Committee	To grant dispensations in situations where so many councillors of the decision-making body have Disclosable Pecuniary Interests in a matter that it would otherwise impede the transaction of the business	
SC3	Monitoring Officer	Determination of matters in respect of the councillors' Code of Conduct and arrangements for dealing with allegations of breach (following consultation with the Independent Person where required) except for those which are identified as reserved for determination by the Full Council, other committees, or Hearings Panels.	

3. Planning Scheme of Delegation

- 3.1. The terms of reference of the Planning Committee include responsibility to determine the level of delegation to officers. It is important that there is clarity as to which decisions officers can determine and which the Planning Committee must determine.

No	Title of Post Holder	Function Delegated	Date
P1	Head of Place Development, Development Management Manager, Planning Policy Manager	<p>Determination of all matters arising from all legislation relating to the use and development of land.</p> <p>Should any of these officers think it necessary or appropriate, they may at their discretion, refer any matter for consideration and / or determination by the Planning Committee, and shall inform the Chair of Planning Committee accordingly. A Planning Committee member or any councillor may call in a matter for determination by the Planning Committee in accordance with the procedure outlined in the Framework (Annex 4.8, Section 8).</p> <p>The request to “call-in” an application must be on relevant planning grounds and merit intervention to have the application placed before the Planning Committee. Where the “call in” is not made on material planning grounds the “call-in” will be invalid. The decision as to whether the grounds are justifiable will be at the discretion of the Head of Place Development in consultation with the Chair of Planning Committee and the councillors concerned.</p>	
P2	Chief Executive, Directors, Heads of Service	To authorise, in writing, Officers to enter on to land or to apply for a warrant and thereafter enter land pursuant to sections 196A-196C and 214B-214D of the Town and Country Planning Act 1990 as amended	
P3	Head of Place Development	Agree the terms of, and variations to, Section 106 agreements under the Town and Country Planning Act 1990 in connection with the grant of planning permission granted under appeal.	
P4	Head of Place Development	To refuse to enter into a Section 106 agreement if the same has not been completed within 6 months of the Planning Committee having granted planning permission, subject to a Section 106 agreement, without the need to return the	

		matter to the Planning Committee.	
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4. Parking & Environmental Enforcement Scheme of Delegation

4.1. For this scheme of delegation, the relevant legislation has been added for further clarity.

No	Title of Post Holder	Legislation	Function Delegated	Date
PEE1	Parking & Enforcement Manager	Traffic Management Act 2004	To make decisions regarding the issuing of Penalty Charge Notices, cancellations and write offs. To instruct Enforcement Agents (bailiffs) to remove a vehicle, act upon a warrant or stand down	
PEE2	Parking & Enforcement Manager	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	
PEE3	Parking & Enforcement Manager	Refuse Disposal Amenity Act 1978	To investigate abandoned vehicle cases including the power to remove a vehicle from a location in the open air and to instruct for a vehicle to be destroyed if all efforts to reunite with its owner have been exhausted	
PEE4	Parking & Enforcement Manager	Environmental Protection Act 1990 (Sections 87 & 88)	To issue Fixed Penalty Notices for offences such as littering and fly tipping	
PEE5	Parking & Enforcement Manager	Anti-Social Behaviour, Crime and Policing Act 2014 (Sections 59 & 66)	Miscellaneous powers to disperse groups, challenge and move on suspected perpetrators of ASB, alcohol or substance abuse.	
PEE6	Parking & Enforcement Manager	Anti-Social Behaviour Act 2003 (Section 43)	To take action against graffiti and flyposting	
PEE7	Parking & Enforcement Manager	Road Traffic (Vehicle Emissions) (Fixed Penalty)(England) Regulations 2002	To warn and if necessary issue a Fixed Penalty Notice to drivers who are idling their vehicle engine	
<i>Parking Team</i>				

PEE8	Parking Operations Supervisor	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	
PEE9	Parking Operations Supervisor	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	
PEE10	Civil Enforcement Officer	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	
PEE11	Civil Enforcement Officer	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	
<i>Environmental Team</i>				
PEE12	Enforcement Operations Supervisor	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	
PEE13	Enforcement Operations Supervisor	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	
PEE14	Enforcement Operations Supervisor	Refuse Disposal Amenity Act 1978	To investigate abandoned vehicle cases including the power to remove a vehicle from a location in the open air and to instruct for a vehicle to be destroyed if all efforts to reunite with its owner have been exhausted	
PEE15	Enforcement Operations Supervisor	Environmental Protection Act 1990 (Sections 87 & 88)	To issue Fixed Penalty Notices for offences such as littering and fly tipping	
PEE16	Enforcement Operations Supervisor	Anti-Social Behaviour, Crime and Policing Act 2014 (Sections 59 & 66)	Miscellaneous powers to disperse groups, challenge and move on suspected perpetrators of ASB, alcohol or substance abuse.	
PEE17	Enforcement Operations Supervisor	Anti-Social Behaviour Act 2003 (Section 43)	To take action against graffiti and flyposting	
PEE18	Enforcement Operations Supervisor	Road Traffic (Vehicle Emissions) (Fixed	To warn and if necessary issue a Fixed Penalty Notice	

		Penalty)(England) Regulations 2002	to drivers who are idling their vehicle engine	
PEE19	Environmental Enforcement Officer	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	
PEE20	Environmental Enforcement Officer	Refuse Disposal Amenity Act 1978	To investigate abandoned vehicle cases	
PEE21	Environmental Enforcement Officer	Environmental Protection Act 1990 (Sections 87 & 88)	To issue Fixed Penalty Notices for offences such as littering and fly tipping	
PEE22	Environmental Enforcement Officer	Anti-Social Behaviour, Crime and Policing Act 2014 (Sections 59 & 66)	Miscellaneous powers to disperse groups, challenge and move on suspected perpetrators of ASB, alcohol or substance abuse.	
PEE23	Environmental Enforcement Officer	Anti-Social Behaviour Act 2003 (Section 43)	To take action against graffiti and flyposting	
PEE24	Environmental Enforcement Officer	Road Traffic (Vehicle Emissions) (Fixed Penalty)(England) Regulations 2002	To warn and if necessary issue a Fixed Penalty Notice to drivers who are idling their vehicle engine	
<i>Business Support Team</i>				
PEE25	Business Support Manager	Traffic Management Act 2004	To make decisions regarding the issuing of Penalty Charge Notices, cancellations and write offs. To instruct Enforcement Agents (bailiffs) to remove a vehicle, act upon a warrant or stand down	
PEE26	Business Support Manager	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	
PEE27	Business Support Supervisor	Traffic Management Act 2004	To make decisions regarding the issuing of Penalty Charge Notices, cancellations and write offs. To instruct Enforcement Agents (bailiffs) to remove a vehicle, act upon a warrant or stand down	
PEE28	Business Support Supervisor	Epsom & Ewell Borough Council Off Street Parking	To charge a lost token fee or make a discretionary	

		Places Order March 2022 variation 1	decision about a parking charge within our car parks	
PEE29	Business Support Officer	Traffic Management Act 2004	To accept or reject a Penalty Charge Notice appeal or representation	
PEE30	Business Support Officer	Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1	To charge a lost token fee or make a discretionary decision about a parking charge within our car parks	

5. Operational Services Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
OS1	Head of Operational Services, Street Care Manager & Street Care Assistant Manager	Agree rents with market traders within the fees and parameters as approved by committee and in accordance with Financial Regulations and Contract Standing Orders	
OS2	Head of Operational Services	Signing of market traders' annual contracts, in accordance with Financial Regulations and Contract Standing Orders	
OS3	Head of Operational Services	Negotiation and entering into annual home ground agreements for football, cricket and bowling in accordance with Financial Regulations and Contract Standing Orders with fees as set in fees and charges	
OS4	Head of Operational Services, Street Care Manager & Assistant Street Care Manager	Entering into Agreements for the use of Hook Road Area, Parks and Open Spaces in accordance with Financial Regulations and Contract Standing Orders	
OS5	Head of Operational Services, Street Care Manager & Assistant Street Care Manager	Negotiation and entering into Agreements for filming rights, with fees to be charged as agreed by Committee	
OS6	Head of Operational Services	Signing of allotment agreements	
OS7	Head of Operational Services, Community Services Manager, Theatre Manager	Negotiation of rentals and discounts to gain business opportunities within all council owned venues (e.g. Playhouse, Bourne Hall, etc..) in accordance with Financial Regulations and Contract Standing Orders	
OS8	Head of Operational Services & Transport	Negotiation of waste collection charges for large contracts, in accordance with	

	and Waste Services Manager	Financial Regulations and Contract Standing Orders	
OS9	Head of Operational Services	Signing and negotiation of service level agreements with Surrey County Council, Community Transport, Meals at Home, Home from Hospital, Community Alarm; in accordance with Financial Regulations and Contract Standing Orders	
OS10	Head of Operational Services	Signing and negotiation of rental agreements for the use of a room or area with the portfolio of venues or parks pavilions excluding leases, which are property services; in accordance with Financial Regulations and Contract Standing Orders	
OS11	Head of Operational Services	Determining and Issuing Refunds on services requests agreement; in accordance with Financial Regulations and Contract Standing Orders	
OS12	Head of Operational Services	Negotiating and entering into advertising agreements concerning all council owned venues, in accordance with Financial Regulations and Contract Standing Orders	
OS13	Head of Operational Services	Decisions to issue Non-cultivation orders on allotment sites	
OS14	Head of Operational Services	Determining and Issuing - Tables and Chairs Licences and Scaffolding & Hoarding Licences	
OS15	Head of Operational Services, Street Care Manager & Assistant Street Care Manager	Decisions regarding Unauthorised Encampments	

6. Housing Services Scheme of Delegation

6.1. For this scheme of delegation, the relevant legislation has been added for further clarity.

No	Title of Post Holder	Legislation	Function Delegated	Date
HS1	Head of Housing & Community	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List	

		<p>Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021</p>	<p>1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.</p>	
HS2	Strategic Housing Manager	<p>Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012</p>	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.</p>	

		Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021		
HS3	Housing Options Manager	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	
HS4	Housing Options Officer	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness	

		<p>Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021</p>	<p>functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.</p>	
HS5	Housing Support Assistant	<p>Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012</p>	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.</p>	

		<p>Suitability of Accommodation Order 2012</p> <p>Care Act 2014</p> <p>Homelessness Reduction Act 2017</p> <p>The Homelessness (Review Procedure etc) Regulations 2018</p> <p>Domestic Abuse Act 2021</p>		
HS6	Housing Options Single Persons Officer	<p>Protection from Eviction Act 1977</p> <p>Criminal Law Act 1977</p> <p>Housing Act 1985</p> <p>Children Act 1989</p> <p>Housing Act 1996</p> <p>Human Rights Act 1998</p> <p>Children Leaving Care Act 2000</p> <p>Housing Act 2002</p> <p>Homelessness (Priority Need for Accommodation) (England) Order 2002</p> <p>Housing Act 2004</p> <p>Fraud Act 2006</p> <p>Equality Act 2010</p> <p>Localism Act 2011</p> <p>Welfare Reform Act 2012</p> <p>Suitability of Accommodation Order 2012</p> <p>Care Act 2014</p> <p>Homelessness Reduction Act 2017</p> <p>The Homelessness (Review Procedure etc) Regulations 2018</p> <p>Domestic Abuse Act 2021</p>	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	
HS7	Housing Solutions Manager	<p>Protection from Eviction Act 1977</p> <p>Criminal Law Act 1977</p>	To make all decisions, take all actions and exercise all powers in	

		<p>Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021</p>	<p>respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.</p>	
HS8	Housing Needs Move On Officer	<p>Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010</p>	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and</p>	

		<p>Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021</p>	<p>homelessness functions.</p>	
HS9	Rent Deposit Officer	<p>Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021</p>	<p>To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.</p>	

HS10	Temporary accommodation Assistant	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	
HS11	Private Sector Leasing and Temporary accommodation Officer	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 HS 12Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation)	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation	

		(England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021	or adopted Council policy relating to the Council's housing and homelessness functions.	
HS12	Housing Support Assistant	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	

		(Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021		
HS13	Housing Needs and Development Officer	Protection from Eviction Act 1977 Criminal Law Act 1977 Housing Act 1985 Children Act 1989 Housing Act 1996 Human Rights Act 1998 Children Leaving Care Act 2000 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002 Housing Act 2004 Fraud Act 2006 Equality Act 2010 Localism Act 2011 Welfare Reform Act 2012 Suitability of Accommodation Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021	To make all decisions, take all actions and exercise all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in List 1 and/or any adopted policy(ies) of the Council and/or any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	

7. Public Protection Scheme of Delegation

7.1. For this scheme of delegation, the relevant legislation has been added for further clarity.

No	Title of Post Holder	Legislation	Function Delegated	Date
PPS1	Public Protection Manager, Principal Environmental Health Officer, Environmental	Housing Act 2004 s.11	Service of Improvement notice (category 1 hazards)	

	Health Officer, Environmental Health Assistant			
PPS2	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.12	Service of Improvement notice (category 2 hazards)	
PPS3	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.20	Service of prohibition orders (category 1 hazards)	
PPS4	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.21	Service of prohibition orders (category 2 hazards)	
PPS5	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.28	Service of Hazard Awareness Notice (category 1 hazards)	
PPS6	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.29	Service of Hazard Awareness notice (category 2 hazards)	
PPS7	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.31	Carrying out works in default	

PPS8	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.40	Emergency Remedial Action	
PPS9	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.62	Grant or refuse HMO licence	
PPS10	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.64	Grant HMO licence temporary exemption	
PPS11	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.70	Revoke HMO licence	
PPS12	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.239	Housing Act Powers of Entry	
PPS13	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Housing Act 2004 s.235	Powers to require documentation	
PPS14	Public Protection Manager, Principal Environmental Health	Food Safety and Hygiene (England)	Food Hygiene Improvement Notice	

	Officer, Environmental Health Officer	Regulations 2013 regulation 6		
PPS15	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 8	Hygiene Emergency Prohibition Notices	
PPS16	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 9	Remedial Action Notices	
PPS17	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 10	Detention notices	
PPS18	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 14	Procurement of samples	
PPS19	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Assistant	Food Safety and Hygiene (England) Regulations 2013 regulation 16	Powers of entry	
PPS20	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 29	Certification of food	
PPS21	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Food Safety Act 1990	General Provisions (s.5(6))	

PPS22	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Environmental Protection Act 1990 s.33ZA	Flytip Fixed Penalty	
PPS23	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Environmental Protection Act 1990 s.34ZA	Failure of waste duty of care fixed penalty	
PPS24	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Environmental Protection Act 1990 s.34A	Failure to furnish documents fixed penalty	
PPS25	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Environmental Protection Act 1990 s.34B	Power to search and seize vehicles	
PPS26	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Contaminated Land Officer	Environmental Protection Act 1990 s.78B	Identification of contaminated land	
PPS27	Public Protection Manager, Principal	Environmental Protection Act	Service of contaminated land	

	Environmental Health Officer, Environmental Health Officer, Contaminated Land Officer	1990 s.78E	remediation notices	
PPS28	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Community Safety and Enforcement Officer	Control of Pollution (Amendment) Act 1989 s.5	Power to require authority to transport waste	
PPS29	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Community Safety and Enforcement Officer	Control of Pollution (Amendment) Act 1989 s.5B	Fixed penalty notice - failure to provide authority	
PPS30	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Environmental Protection Act 1990 s.80	Service of abatement notice	
PPS31	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	The Environmental Permitting (England and Wales) Regulations 2016 reg 13	Issue of permit	

PPS32	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Contaminated Land Officer, Environmental Health Assistant	Environment Act 1995 s.108	General powers of enforcing authorities, entry, demand for information etc	
PPS33	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Prevention of Damage by Pests Act 1949 s.4	Power to require treatment of land to destroy rats and mice	
PPS34	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health Protection (Local Authority Powers) Regulations 2010 reg 8	Notice requesting cooperation	
PPS35	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health Protection (Local Authority Powers) Regulations 2010 reg 2	Notice requiring to keep a child away from school	
PPS36	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health Protection (Local Authority Powers) Regulations 2010 reg 11	Relocation of dead bodies	
PPS37	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health Protection (Local Authority Powers) Regulations 2010 reg 9	Restriction of contact with dead bodies	
PPS38	Public Protection Manager, Principal	Health Protection	Restriction of access to dead bodies	

	Environmental Health Officer, Environmental Health Officer	(Local Authority Powers) Regulations 2010 reg 10		
PPS39	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health and Safety at Work Etc Act 1974 s.19	Be appointed as Inspectors	
PPS40	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health and Safety at Work Etc Act 1974 s.26	That the Council indemnify its appointed inspectors	
PPS41	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health and Safety at Work Etc Act 1974	Be delegated the power as set out in: section 20(2) (a) to (m) inclusive section 21 section 22 section 25 section 39 (power to prosecute before magistrates in England & Wales)	
PPS42	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Health and Safety at Work Etc Act 1974 s.53(1)	Be delegated any powers derived from health and safety regulations and/or powers under existing relevant statutory provisions (defined in Section 53(1) of HSWA), and regulations, orders or other legislation made under them.	
PPS43	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Community Safety and	Anti-social Behaviour, Crime and Policing Act 2014 s.53	Power to issue Community Protection Notice / Fixed Penalty Notice	

	Enforcement Officer			
PPS44	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer	Dangerous Dogs Act 1991 s.5	Seizure of dangerous dogs	
PPS45	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Contaminated Land Officer, Environmental Health Assistant, Licensing Officer, Community Safety and Enforcement Officer	Local Government (Miscellaneous Provisions) Act 1976 s.16	Power to obtain particulars of persons interested in land	
PPS46	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer	Public Health Act 1936 s.83	Cleansing of filthy or verminous premises	
PPS47	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer	Public Health Act 1936 s.79	Power to require removal of noxious matter by occupier of premises in urban district	
PPS48	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer	Public Health Act 1961 s.17	Power to require unblocking and repair of drains	
PPS49	Public Protection Manager, Principal Environmental Health	The Energy Efficiency (Private Rented	Require thermal improvements to dwellings	

	Officer, Environmental Health Officer	Property) (England and Wales) Regulations 2015 regulation 35		
PPS50	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 reg 4	Service of remedial notice	
PPS51	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 reg 6	Power to require remedial action	
PPS52	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 reg 5	Service of remedial notice	
PPS53	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 reg 6	Power to require remedial action	
PPS54	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Animal Welfare Act 2006 s.61	Appointment of inspector	
PPS55	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer	Local Government (Miscellaneous Provisions) Act 1982 s.17	Power to enter premises (acupuncture etc.)	
PPS56	Public Protection	Town Police	Issue Hackney	

	Manager, Principal Environmental Health Officer, Environmental Health Officer	Clauses Act 1837 s.37	Carriage Licence	
PPS57	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 120	Grant of Application for personal licence If no objection made	
PPS58	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s132A	Notice inviting representation following personal licence holder being convicted of a relevant offence	
PPS59	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 Act s 178	Notice to freeholder etc. to be notified of licensing matters	
PPS60	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 186	Institution of proceedings for offences	
PPS61	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 23	Grant of Application for premises licence If no relevant representation made	
PPS62	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 72	Grant of Application for club premises certificate If no relevant representation	
PPS63	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 35	Grant of Application to vary premises licence If no relevant representation received	
PPS64	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 85	Grant of Application to vary club premises certificate If no relevant representation received	
PPS65	Public Protection	Licensing Act	Determination of	

	Manager, Principal Licensing Officer, Licensing Officer	2003 s 86A	Minor Variation to club premises certificate	
PPS66	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 39	Grant of Application to vary designated premises supervisor if no objection received	
PPS67	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 41	Request to be removed as designated premises supervisor	
PPS68	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 41B	Determination of Minor Variation to premises licence	
PPS69	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 44	Application for transfer of premises licence if no objection received	
PPS70	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 47	Applications for interim authorities if no objection	
PPS71	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Licensing Act 2003 s 18, 35	Decision on whether a complaint is irrelevant frivolous vexatious etc	
PPS72	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 102	Acknowledgement of temporary event notice	
PPS73	Public Protection Manager, Principal Licensing Officer,	Licensing Act 2003 s104A	Issue Counter notice following objection to late temporary event	

	Licensing Officer, Public Protection Technical Officer		notice	
PPS74	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 105	Issue Counter notice following objection to temporary event notice	
PPS75	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Licensing Act 2003 s 107	issue counter notice to temporary event notice where permitted limits exceeded	
PPS76	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Licensing Officer	Licensing Act 2003 s 108	Right of entry where temporary event notice given	
PPS77	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Licensing Officer	Licensing Act 2003 s 179	Rights of entry to investigate licensable activities	
PPS78	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, Environmental Health Officer, Environmental Health Enforcement	Licensing Act 2003 s 180	Right of entry to investigate offences	

	Officer, Environmental Health Assistant, Licensing Officer			
PPS79	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Town Police Clauses Act 1837 s.37	Grant Hackney Carriage Licence	
PPS80	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 48	Grant of Private Hire Vehicle Licence	
PPS81	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 51	Grant of Private Hire Vehicle Drivers licence	
PPS82	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s57	Grant of private hire operators licence	
PPS83	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 56	Power to require applicants to submit information.	
PPS84	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 58	Notice requiring return of identification plate or disc on revocation or expiry of licence etc.	
PPS85	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 60	Suspension and revocation of vehicle licences.	

PPS86	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 61	Suspension and revocation of drivers' licences.	
PPS87	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 62	Suspension and revocation of operators' licences.	
PPS88	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 65	Fixing of fares for hackney carriages.	
PPS89	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 68	Immediate Suspension of vehicle licence	
PPS90	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Local Government (Miscellaneous Provisions) Act 1976 s 75	Notice exempting holder from displaying vehicle plate and driver ID badge	
PPS91	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Hackney Carriage and Private Hire Licensing Policy as adopted December 2022	Attach Penalty Points to Drivers, Operators and Vehicle Licences	
PPS92	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 s 163	Determination of premises licence application	
PPS93	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 s 187	Determination of variation premises licence	
PPS94	Public Protection	Gambling Act	Grant following	

	Manager, Principal Licensing Officer, Licensing Officer	2005 s 188	transfer of premises licence	
PPS95	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 s 220	Acknowledgment of temporary use notice	
PPS96	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 Schedule 10	Issue of Family Entertainment Centre Gaming Machine Permits	
PPS97	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 Schedule 11	Registration of small society lottery	
PPS98	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 Schedule 12	Issue of Club Gaming Permits and Club Machine Permits	
PPS99	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 Schedule 13	issue of Licensed Premises Gaming Machine Permits	
PPS100	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 Schedule 14	Licensed Prize Gaming Permits	
PPS101	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 s 317	Powers to inspect premises etc.	
PPS102	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Gambling Act 2005 s 304	Authorised person	
PPS103	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 s 14	Registration for Acupuncture	
PPS104	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 s 15	Registration of Tattooing, semi-permanent skin-colouring, cosmetic piercing and	

			electrolysis.	
PPS105	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 s.17	Power to enter premises (acupuncture etc.)	
PPS106	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 Schedule 3 paras 8 to 11	Grant, renewal, variation and transfer of licences for sex establishments were no objection received	
PPS107	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 Schedule 3 para 24	Powers of local authority officers	
PPS108	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 paras 3 and 7	determination of applications street trading consents and licences	
PPS109	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Animal Welfare Act 2006 s 51	Appointment of inspector and vet to exercise enforcement powers	
PPS110	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 regulation 4(2)(a)	Appointment of inspector to carry out inspections of premises upon application or renewal of a licence	
PPS111	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations	Appointment of vet in relation to breeding of dogs licence	

		2018 regulation 4(4)		
PPS112	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 regulation 4(5)	Appointment of vet in relation to hiring out of horse licence	
PPS113	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 regulation 15	Determination of grant or renewal of a licence	
PPS114	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 regulation 4(2)(a)	Powers with respect to suspension, variation without consent or revocation of a licence	
PPS115	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Zoo Licensing Act 1982 s 4	Determination of grant or refusal of licence	
PPS116	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Zoo Licensing Act 1982 s 17	Power of Entry	
PPS117	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Zoo Licensing Act 1982 s 16G	Power to revoke licence	
PPS118	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Scrap Metal Dealers Act 2013 s 3	Determination of application	

PPS119	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Scrap Metal Dealers Act 2013 s 4	Power to revoke licence or imposition of conditions	
PPS120	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Scrap Metal Dealers Act 2013 s 16	Right to enter and inspect	
PPS121	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Police Factories etc. (Miscellaneous Provisions) Act 1916 s 5	Grant of permit for charity street collection	
PPS122	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	House to House Collections Act 1939 2	Determination of licence	
PPS123	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Charities Act 2006 s59	Grant of permit for charity street collection	
PPS124	Public Protection Manager, Principal Licensing Officer, Licensing Officer, Public Protection Technical Officer	Charities Act 2006 s60	Refusal of permits for charity street collection	
PPS125	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Business and Planning act 2020 s 3	Determination of Pavement Licence	