



STANDARDS AND CONSTITUTION COMMITTEE

Wednesday 16 April 2025 at 7.30 pm

Place: Council Chamber, Epsom Town Hall

Online access to this meeting is available on YouTube: [Link to online broadcast](#)

The members listed below are summoned to attend the Standards and Constitution Committee meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Councillor Hannah Dalton (Chair)
Councillor Rachel King (Vice-Chair)
Councillor Chris Ames

Councillor John Beckett
Councillor James Lawrence
Councillor Robert Leach

Yours sincerely

Chief Executive

For further information, please contact democraticservices@epsom-ewell.gov.uk or tel: 01372 732000

EMERGENCY EVACUATION PROCEDURE

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- You should proceed calmly; do not run and do not use the lifts;
- Do not stop to collect personal belongings;
- Once you are outside, please do not wait immediately next to the building, but move to the assembly point at Dullshot Green and await further instructions; and
- Do not re-enter the building until told that it is safe to do so.

Public information

Please note that this meeting will be held at the Town Hall, Epsom and will be available to observe live using free YouTube software.

A link to the online address for this meeting is provided on the first page of this agenda. A limited number of seats will be available on a first-come first-served basis in the public gallery at the Town Hall. If you wish to observe the meeting from the public gallery, please arrive at the Town Hall reception before the start of the meeting. A member of staff will show you to the seating area. For further information please contact Democratic Services, email: democraticservices@epsom-ewell.gov.uk, telephone: 01372 732000.

Information about the terms of reference and membership of this Committee are available on the [Council's website](#). The website also provides copies of agendas, reports and minutes.

Agendas, reports and minutes for this Committee are also available on the free Modern.Gov app for iPad, Android and Windows devices. For further information on how to access information regarding this Committee, please email us at democraticservices@epsom-ewell.gov.uk.

Exclusion of the Press and the Public

There are no matters scheduled to be discussed at this meeting that would appear to disclose confidential or exempt information under the provisions Schedule 12A of the Local Government Act 1972 (as amended). Should any such matters arise during the course of discussion of the below items or should the Chair agree to discuss any other such matters on the grounds of urgency, the Committee may wish to resolve to exclude the press and public by virtue of the private nature of the business to be transacted.

Questions and statements from the Public

Up to 30 minutes will be set aside for questions and statements from members of the public at meetings of this Committee. Any member of the public who lives, works, attends an educational establishment or owns or leases land in the Borough may ask a question or make a statement on matters within the Terms of Reference of the Committee.

All questions must consist of one question only and cannot consist of multiple parts. Questions and statements cannot relate to planning or licensing committees matters, the personal affairs of an individual, or a matter which is exempt from disclosure or confidential under the Local Government Act 1972. Questions which in the view of the Chair are defamatory, offensive, vexatious or frivolous will not be accepted. Each question or statement will be limited to 3 minutes in length.

If you wish to ask a question or make a statement at a meeting of this Committee, please contact Democratic Services at: democraticservices@epsom-ewell.gov.uk

Questions must be received in writing by Democratic Services by noon on the third working day before the day of the meeting. For this meeting this is **Noon, 11 April 2025**.

A written copy of statements must be received by Democratic Services by noon on the working day before the day of the meeting. For this meeting this is **Noon, 15 April 2025**.

For more information on public speaking protocol at Committees, please see [Annex 4.2](#) of the Epsom & Ewell Borough Council Operating Framework.

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AGENDA

1. QUESTIONS AND STATEMENTS FROM THE PUBLIC

To take any questions or statements from members of the Public.

2. DECLARATIONS OF INTEREST

To receive declarations of any Disclosable Pecuniary Interests or other registrable or non-registrable interests from Members in respect of any item to be considered at the meeting.

3. MINUTES OF THE PREVIOUS MEETING (Pages 5 - 8)

The Committee is asked to confirm as a true record the Minutes of the Meeting of the Committee held on 4 June 2024 (attached) and to authorise the Chair to sign them.

4. NUMBER OF COMMITTEE SEATS - STRATEGY & RESOURCES COMMITTEE (Pages 9 - 14)

Further to a request received in accordance with CPR 3.4, this Committee is invited to consider the request from the Liberal Democrat Political Group to increase the Strategy & Resources Committee from a membership of 8 places to a membership of 10 places.

5. 2024-25 CONSTITUTIONAL WORK PROGRAMME (Pages 15 - 112)

The following report proposes a number of constitutional updates that flow from discussions held at the Council's Constitutional Member Working Group, recommendations from the Chair of this Committee and recommendations from the Council's Monitoring Officer.

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**Minutes of the Meeting of the STANDARDS AND CONSTITUTION COMMITTEE
held at the Council Chamber, Epsom Town Hall on 4 June 2024**

PRESENT -

Councillor Hannah Dalton (Chair); Councillor Rachel King (Vice-Chair); Councillors Chris Ames, James Lawrence, Robert Leach and Phil Neale (as nominated substitute for Councillor John Beckett)

In Attendance: Councillor Kate Chinn

Absent: Councillor John Beckett

Officers present: Andrew Bircher (Interim Director of Corporate Services), Piero Ionta (Head of Legal Services and Monitoring Officer) and Tim Richardson (Democratic Services Manager)

1 QUESTIONS AND STATEMENTS FROM THE PUBLIC

No questions or statements were received from members of the public.

2 DECLARATIONS OF INTEREST

No declarations of interest were made in relation to items of business to be discussed at the meeting.

3 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the Standards and Constitution Committee held on 5 December 2023 were agreed as a true record and signed by the Chair.

4 SUMMARY OF CWG'S WORK IN 2023-24 & DRAFT CWG WORK PROGRAMME IN 2024-25

The Committee received a report providing a summary of the work of the Constitutional Working Group (CWG) in 2023-24 and seeking to reconstitute CWG for the 2024-25 municipal year. The report also set out the draft work programme for CWG in 2024-25

The following matters were considered:

- a) **Thanks to former Chair.** The Chair and Members of the Committee expressed their thanks to the former Chair of the CWG, Councillor Liz Frost, for her work on behalf of the Group.
- b) **Officer support.** In response to a question, the Chair informed the Committee that the Monitoring Officer and administrative support would be in attendance at meetings of the CWG.
- c) **Paragraph 2.4.1.3 - Public questions.** The Committee debated the proposal in paragraph 2.4.1.3 of the report and noted that the recommendations of the CWG would be presented to the Committee for consideration.

The Chair proposed that the wording of paragraph 2.4.1.3 of the report be amended to read “Review Annexe 4.2 to explore delegating authority to the Head of Paid Service and Monitoring Officer in consultation with the Chair and Vice Chair of each Committee or the Mayor and Deputy Mayor (where it concerns full council), the power to triage public questions.”

The Committee unanimously agreed this amendment.

- d) **Paragraph 2.4.1.5 – Proper Officers list.** In response to a question from a member, the Head of Legal and Monitoring Officer informed the Committee that there are a number of Statutes which require a proper officer of the Council to take action. It was proposed that a list of all relevant legislation be produced to detail the relevant officer post for each task required of a proper officer.
- e) **Paragraph 2.4.1.7 – Protocol for Managing Councillor / Officer relations.** In response to a question from a member, the Chair and Head of Legal and Monitoring Officer informed the Committee that the Protocol for Managing Councillor / Officer Relations had been agreed by Council and was in place, but that that the CWG would be asked to consider amendments to its wording. The CWG’s recommendations would be considered by the Committee.
- f) **Paragraph 2.4.1.7 – LGA Corporate Peer Challenge recommendations.** In response to a question from a member, the Chair informed the Committee that work was underway to explore actions in response to the recommendations of the LGA Corporate Peer Challenge report. The Chair informed the Committee that this work would include considering whether or not the Council wishes to implement changes in response to the recommendations.
- g) **Wording of recommendation 1.** In response to a question from a member regarding the wording of recommendation 1 of the report, the Head of Legal and Monitoring Officer informed the Committee that the recommendation did not delegate any authority for decision making to the CWG.

Following consideration, the Committee unanimously resolved to:

- (1) Establish a Constitutional Working Group for this municipal year as set out in paragraph 2.4 of the report to take forward the work of the Standards and Constitution Committee.**

the Committee resolved with 5 votes for and 1 abstention to:

- (2) Approve the draft work programme for CWG to progress in this new municipal year as set out in paragraph 2.4.1 of the report, subject to the amendment detailed in the Minutes above.**

the Committee unanimously resolved to:

- (3) Agree to reschedule the next meeting of the Standards and Constitution Committee from 5 November 2024 to 30 January 2025.**

The meeting began at 7.30 pm and ended at 7.59 pm

COUNCILLOR HANNAH DALTON (CHAIR)

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NUMBER OF COMMITTEE PLACES - STRATEGY & RESOURCES COMMITTEE

Head of Service:	Piero Ionta, Head of Legal and Monitoring Officer
Report Author	Tim Richardson
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	None

Summary

Further to a request received in accordance with CPR 3.4, this Committee is invited to consider the request from the Liberal Democrat Political Group to increase the Strategy & Resources Committee from a membership of 8 places to a membership of 10 places.

Recommendation (s)

The Committee is asked to:

- (1) **Consider the request to increase the Strategy & Resources Committee from a membership of 8 places to 10 places and agree what action, if any, to recommend to Full Council.**

1 Reason for Recommendation

- 1.1 CPR 3.4 of Appendix 5 of the Constitution provides that any councillor may request that a particular item of business be included on the agenda of a meeting of a committee if written notice is given to the Head of Legal and Monitoring Officer by the required deadline. CPR 3.5 sets out that an item shall not be submitted if, in the opinion of the Head of Legal and Monitoring Officer it does not comply with legal or policy requirements.
- 1.2 This report invites the Committee to consider a matter which has been submitted to the Head of Legal and Monitoring Officer in accordance with both CPR 3.4 and CPR 3.5.

2 Background - Allocation of committee places

- 2.1 Responsibility for the composition and appointment of members to committees is contained within the Terms of Reference of the Full Council (Appendix 3 of the Constitution). This function is undertaken at the Annual Meeting of the Full Council held each May, and as is required at other times.
- 2.2 Section 15 of the Local Government & Housing Act 1989 requires the allocation of seats on committees, advisory panels and certain other bodies to reflect the political make-up of the Council. To facilitate this a proportionality calculation is produced which enables the allocation of committee places in accordance with the requirements of the Act.
- 2.3 For the purposes of Regulations made under the Local Government and Housing Act 1989, Members of the Council have currently formed themselves into Political Groups as follows: Residents Association (25 seats), Liberal Democrats (3 Seats), Labour (3 seats), Conservative (2 seats) and Independents (2 seats).
- 2.4 If the Council approves the proposal to increase the number of places on the Strategy & Resources Committee to 10, and the number of Members in political groups remains as detailed in paragraph 4.3 above, it is anticipated that that the allocation of seats on the committee would change as follows:
- +1 place on the Strategy & Resources Committee for the Residents' Associations Group
- and
- +1 place on the Strategy & Resources Committee for either the Conservative Group or the Independents Group
- 2.5 This follows the same allocation of places as Licensing & Planning Policy Committee and Planning Committee, both of which have 10 members.
- 2.6 A comparison with the current arrangements for the committee is as follows:

Size of Strategy & Resources Committee	Residents Association Group	Liberal Democrats Group	Labour	Conservative	Independents
8 places (current)	6	1	1	0	0
10 places (proposed)	7	1	1	1 place for either Conservative or Independents Group	

- 2.7 If it were proposed to increase the size of Strategy & Resources Committee so as to entitle each Opposition Group to have at least one seat on it, in order for this to be compliant with the provisions of Section 15 of the Local Government & Housing Act 1989 and its statutory requirements when applying the principle of proportionality to the allocation of places, the size of Strategy & Resources Committee would need to increase to 13 – whereupon 9 places would be allocated to the RA Group and 1 seat to each of the four opposition groups.
- 2.8 An increase in the number of places on the Strategy & Resources Committee (be it 8 to 10, or 8 to 13) may instigate changes to the allocation of places on other committees due to its impact on proportionality calculations.

3 Background – Committee sizes

- 3.1 The number of places on the Council's committees and advisory panels is currently as follows:

Licensing and Planning Policy	10 members* (<i>*statutory requirement of 10-15 members</i>)
Planning Committee	10 members
Audit & Scrutiny	8 Members
Community & Wellbeing	8 Members
Environment	8 Members
Strategy & Resources	8 Members
Crime and Disorder	5 Members* (<i>*proposed to increase to 6 for the 2025/26 municipal year</i>)
Standards and Constitution	6 Members
Financial Strategy Advisory	6 Members
Health Liaison	6 Members
HR Panel	6 Members

- 3.2 It is proposed to increase the number of places on the Crime & Disorder Committee from 5 to 6 from the 2025/26 municipal year. This will bring the number of places on the committee in line with the Council's other committees and will facilitate the requirements of the Local Government & Housing Act 1989 for political proportionality following recent changes to the political groups on the Council.

4 Proposal

- 4.1 The Head of Legal and Monitoring Officer has received a request from Councillor James Lawrence on behalf of the Liberal Democrat Group for the inclusion of the following proposal as an item on the agenda for the meeting of the Standards & Constitution Committee on 16 April 2025:

Proposal

To increase Strategy and Resources Committee from a membership of 8 places to 10.

All other committee sizes would be to remain the same as the current civic year.

- 4.2 In light of the information provided above, this Committee is invited to consider this proposal and decide what further action, if any, to take.

5 Risk Assessment

Legal or other duties

- 5.1 Equality Impact Assessment

5.1.1 None.

- 5.2 Crime & Disorder

5.2.1 None.

- 5.3 Safeguarding

5.3.1 None.

- 5.4 Dependencies

5.4.1 None.

- 5.5 Other

5.5.1 Allocation of seats on the Council's ordinary committees must be undertaken in a politically proportionate manner in accordance with the Local Government and Housing Act 1989 and Local Government Committee and Political Group Regulations 1990 (as amended).

6 Financial Implications

- 6.1 There are no financial or manpower implications in relation to the matters contained within this report.
- 6.2 **Section 151 Officer's comments:** There are no financial or manpower implications in relation to the matters contained within this report.

7 Legal Implications

- 7.1 The Council is required to allocate places on committees and other bodies in accordance with statutory provisions set out in the body of this report.
- 7.2 **Legal Officer's comments:** Reference to the relevant legislative provisions are noted within the body of this report.

8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged:
- Not relevant to this matter.
- 8.2 **Service Plans:** The matter is not included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:** None.
- 8.4 **Sustainability Policy & Community Safety Implications:** None.
- 8.5 **Partnerships:** None.

9 Background papers

- 9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- [Appendix 3 of the Constitution](#)
- [Appendix 5 of the Constitution](#)

Other papers:

- None

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2024-25 CONSTITUTIONAL WORK PROGRAMME

Head of Service:	Jackie King, Chief Executive
Report Author	Piero Ionta
Wards affected:	(All Wards);
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
Appendices (attached):	

Summary

The following report proposes a number of constitutional updates that flow from discussions held at the Council's Constitutional Member Working Group, recommendations from the Chair of this Committee and recommendations from the Council's Monitoring Officer.

Recommendation (s)

The Committee is asked to recommend to Full Council:

- (1) To adopt the updates to the Council's Constitution, as set out within:**
- (2) Appendices 1, 2 and 3 to this report, and**
- (3) Sections 3 (para 3.1.3 and 3.14) and 4 (para 4.18, 4.19, 4.22, 4.23, 4.24, 4.257, 4.258, 4.26 and 4.27) of this report.**

1 Reason for Recommendation

- 1.1 Following work carried out further to this Committee's agreed Work Programme, this report seek to update members as to the outcome of that work and the recommended changes to be proposed to full council at its meeting rescheduled for 6 May 2025.

2 Background

- 2.1 This Committee met at the start of the current municipal year (4 June 2024) and resolved to:

- 2.1.1 Establish a Constitutional Working Group (CWG) for this municipal year as set out in paragraph 2.4 of the report to take forward the work of the Standards and Constitution Committee.
- 2.1.2 Approve the draft work programme for CWG to progress in this new municipal year as set out in paragraph 2.4.1 of the report, subject to the amendment detailed in the Minutes, and
- 2.1.3 Agree to reschedule the next meeting of the Standards and Constitution Committee from 5 November 2024 to 30 January 2025.
- 2.2 CWG met on 19 September 2024 and discussed the following issues within its work programme as agreed for this municipal year:
 - 2.2.1 Explore whether to create a Constitutional Panel to take on the work of CWG from 2025-26 onward rather than needing to reconstitute a working group each new municipal year
 - 2.2.2 Explore updates to the current qualifications permitting motions to be brought to full Council
 - 2.2.3 Update Annex 4-2 to include delegating authority to the Head of Paid Service and Monitoring Officer in consultation with the Chair and Vice Chair of each Committee or the Mayor and Deputy Mayor (where it concerns full Council), the power to triage public questions
- 2.3 A further meeting of CWG was scheduled to take place on 17 December 2024 but was cancelled following the publication of the White Paper regarding Local Government Reorganisation (LGR) on 16 December 2024 and the time needed to reflect upon the detailed content of the White Paper and its impact upon this Council..
- 2.4 Members of CWG were provided a briefing prior to the cancelled December meeting on the remaining issues contained within its annual work programme:
 - 2.4.1 Introduction of new Standing Orders setting out the disciplinary process against statutory officers
 - 2.4.2 To explore changes to the Protocol for Managing Councillor / Officer Relations Annex 2-4 of the Operating Framework
- 2.5 A number of other issues contained within the work programme were paused in order to consider the impact of LGR upon this Council:
 - 2.5.1 Establishing a 'proper officer's' list
 - 2.5.2 Exploring changes to Audit and Scrutiny Committee as a result of the recommendations from the recent LGA Corporate Peer Challenge (CPC)

- 2.6 In addition to those items with the Work Programme that were paused in order to consider the impact of LGR upon this Council, a number of items that were considered by CWG are also proposed to be paused in order to free up the capacity of the council's Monitoring Officer and his Team to focus their limited time and resource on those matters pertinent to the Council's response to LGR and matters that flow from that; these include:

2.6.1 An options paper as to the proposed creation of a Constitutional Panel from 2025-26 onward (see 3.1.1 below);

2.6.2 An options paper to reconsider proposed changes to the criteria from bringing Motions to Full Council (see 3.1.2 below)

3 Issues considered by CWG along with their recommendations

- 3.1 The following matters were considered by CWG on 19 September with the following recommendations to this Committee; the actions noted that follow were discussed by the Chair of this Committee and the Council's Monitoring Officer, in advance of this meeting:

3.1.1 Constitutional Panel from 2025-26 onward – Officers to write up a proposal of options for S&C Committee meetings in and around the CWG work programme and meetings. This is to be shared with CWG members with the papers for the next meeting. **Action** – To be paused – see 2.6 above

3.1.2 Changes to the criteria from bringing Motions to Full Council - CWG Members agreed to review this again in 6 months – i.e. first meeting of CWG in the new municipal year (25/26) **Action** – To be paused - see 2.6 above

3.1.3 Annex 4-2 – CWG unanimously agreed to recommend:

- (i) Increasing the deadline for receipt of questions from 3 working days to 5 working days; the additional 2 working days will afford a Chair and Officers supporting the Chair to prepare an answer additional time to do so when time and resources are limited, which in turn may aid a great proportion of questions being answered in advance of the meeting and not requiring written answers to follow the meeting change from 3 to 5 days for question deadlines.
- (ii) Including a right that the Monitoring & Deputy Monitoring Officers may, having consulted the local resident, reword any question or statement received to bring it into proper form and to secure reasonable clarity and/or brevity.
- (iii) Include an optional provision that any first and second question may be read out by either the Chair or Vice Chair of a Committee along with the answer provided to the questioner – thus removing the need to invite the questioner to the front of the Council chamber to read out their question; a questioner would retain the right to step forward and ask a supplementary

question themselves as set out in Annex 4-2, para 2.9 to either of their questions if so required.

3.1.4 Annex 4-2 – CWG agreed to discuss with their Groups and report back on the following proposed changes to Annex 4-2:

1. Including additional wording within Annex 4-2, para 1.3 to exclude the topic of a question or statement that relates to:
2. An ongoing or historic complaint against the Council or one that amounts to a complaint that ought to be dealt with via the Council's Complaints Process or an Ombudsmen rather than as a public question or statement;
3. Any ongoing, historic or proposed legal action against the Council;
4. Any matter of detail that is not a question or statement regarding any general Council Policy

3.2 In the absence of any submission by any of the Political Groups in response to the proposed changes set out in 3.1.4 above, this update is proposed to be proceed with and recommended to full council for adoption in addition to the other recommendations contained within the section of this report.

4 Issues to be considered by this Committee beyond those considered by CWG:

Introduction of new Standing Orders to establish the legal requirements when conducting disciplinary action against the Council's Statutory Officers:

4.1 The Council is required by law to have three Statutory Officers, each of whom has personal responsibility for reporting matters to the attention of Full Council in certain circumstances.

4.2 These Statutory Officers are:

- the Head of Paid Service – Chief Executive
- the Section 151 Officer – the role is currently discharged by the Director or Corporate Services, and
- the Monitoring Officer – Head of Legal Services

4.3 As a result of their personal duties, the Statutory Officers have a degree of statutory protection pursuant to the Local Authority (Standing Orders) (England) Regulations 2001 (amended by the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015). The 2001 Regulations (as amended) require the Council to make standing orders to reflect the dismissal process applicable to its statutory Officers as specifically outlined in the 2001 Regulations.

- 4.4 Further to the 2001 Regulations, every local authority was required to take a report to its first Council meeting after its Annual Meeting in May 2015, to amend its Standing Orders to make changes to the procedure for disciplining and dismissing senior officers.
- 4.5 In short, the final decision to dismiss a Statutory Officer must be by resolution of full Council, having first considered amongst other matters, the advice, views or recommendations of an 'independent panel'.
- 4.6 The Council can choose the size of its 'independent' panel, but as an advisory body appointed under the Local Government Act 1972, the membership of the 'independent' panel is required, by the Local Government and Housing Act 1989, to be politically balanced. When dealing with matters which may result in dismissal, the advisory panel must include at least two Independent Persons.
- 4.7 The Council has current HR Policies adopted since 2019 that set out how it will address disciplinary action against statutory Officers; its current disciplinary policy (in force from 2019 (updated in 2020)) states:

Para 14.1 - Disciplinary – Statutory Officer

The Council seeks to ensure that lawful, fair and effective arrangements exist for dealing with Statutory Officer conduct and disciplinary issues.

14.1.1 Where an allegation is made regarding the conduct of the Head of Paid Service, Monitoring Officer or Section 151 Officer, – HR in consultation with the Chair of the Council's HR Panel and with the Monitoring Officer (or Deputy Monitoring Officer where applicable) will decide whether the issue falls within the definition of staff discipline.

14.1.2 Records will be kept by the Monitoring Officer (or Deputy Monitoring Officer where applicable) of any allegations against the Head of Paid Service, Monitoring Officer or Section 151 Officer and any decision reached.

14.1.3. The records will reflect whether or not the decision was to invoke the Disciplinary Procedure and if not, whether any other action was recommended.

14.1.4. Suspension process will be applicable if required.

14.1.5. The decision to suspend or to proceed to a disciplinary hearing will be on the recommendation of an Independent Person as outlined in the Council's constitution.

14.1.6. The Council's Disciplinary procedure will apply to Statutory Officers.

14.1.7. However, regard must be had to a report prepared by the Independent Person and only full Council may dismiss a Statutory Officer.

- 4.8 It is therefore important that the council introduce the necessary Standing Orders at its earliest opportunity so as to comply with the 2001 Regulations (as amended). With this in mind, the following draft Standing Order is proposed for adoption – its wording is taken from a recommended example that applies with the Constitution of [Newark and Sherwood DC](#) – as set out within Appendix 1.
- 4.9 As the draft Standing Order is modelled upon the 2001 Regulations (as amended) the scope of this Committee is limited to agreeing and recommending to full Council that it best to establish a Statutory Officer Advisory Panel on an ‘ad hoc’ basis (as and when required – noting that the 2001 Regulations require the appointment of the Panel at least 20 working days before it convenes)

Explore proposed changes to Annex 2-4 - Managing relations between Officers and Members:

- 4.10 The Nolan Committee recommended that every local authority should have a written code or protocol that would govern the relationship between members and officers. This approach was repeated in the Local Government Act 2000: Guidance to English Local Authorities issued by the Secretary of State, which stated that local authorities should develop appropriate conventions setting out the roles, responsibilities and rights of officers and members and establishing the key principles governing officer/member relationships.
- 4.11 A model Protocol on Member/Officer relations issued by the Association of Council Secretaries and Solicitors (since rebranded Lawyers in Local Government – LLG) was adopted by a number of authorities in the early 2000’s and many authorities continue to base theirs upon this model Protocol.
- 4.12 The Protocol aims to provide guidance and principles that support effective working relations between Members and Officers and clarify that officers should be responsible for day-to-day managerial and operational decisions within the local authority mindful of political neutrality. In turn, the Protocol seeks to recognise the role of Members in setting the strategic aims and policies of the Council.
- 4.13 Following the debate at Standards and Constitution committee last year, a new paragraph 3.4 was proposed for adoption but was not adopted as proposed, Senior Leadership Team (SLT) were of the view that it is important to revisit this issue and look to clarify this further. It is still SLT’s view that this should be addressed at this meeting.
- 4.14 The proposed wording for paragraph 3.4 last year was:
A Councillor should not require an Officer to do something they are not authorised to do or which is against their professional judgement. A Councillor should also not require an Officer to do something which is

outside their normal duties or working hours. Given that Officers are responsible to their line Managers and ultimately the Chief Executive, it follows that a Member cannot instruct an Officer in any matter (e.g. A Councillor should not approach officers directly to instruct that they work upon an issue that is not already included in an agreed workplan)

- 4.15 Following a debate at Committee, the following wording was recommended for adoption by full Council, which they did in December 2023:

A Councillor should not approach officers directly to instruct that they work upon an issue that is not already included in an agreed workplan.

- 4.16 Adopting the approach used at earlier CWG meetings, a review of our current paragraph 3.4 was made with reference to Surrey County Council (SCC) [Member/Officer Protocol](#). SCC's Protocol states:

Officers can expect Members to:

- *Fully consider professional advice as part of decision making*
- *Avoid becoming involved in routine management and staff issues (including recruitment below Deputy Chief Officer level)*
- *Carry out their role as the public face of the organisation and represent residents' best interests*
- *Not criticise individual officers in the public domain*
- *Show consideration by avoiding requests that include unreasonable deadlines or excessive demands*

- 4.17 This identifies that the current wording requires some additional consideration to better reflect the boundaries required to support an effective working relationship between members and officers that acknowledges the resourcing pressures faced by the Council's officers.

- 4.18 With this in mind, the following revisions (additional text in red) to paragraph 3.4 are suggested:

*A Councillor should not approach officers directly to instruct that they work upon an issue that is not already included in an agreed workplan. **Officers can expect that a Councillor shall:***

- (a) Respect and consider any professional advice offered;***
- (b) Avoid becoming involved in routine management and staff issues***
- (b) Not criticise individual officers in the public domain;***
- (c) Show consideration by avoiding requests that include unreasonable deadlines or excessive demands***

- 4.19 In addition to this, two other proposed changes to Annex 2-4 are submitted for consideration and discussion:

4.19.1 A new paragraph to be added to section 5 of the existing Protocol adopting some of the wording used in the SCC Protocol (Para 23 - 25):

Members have an important role in contributing to the development of policies and strategies. However, this is distinctly different from developing operational plans and the management of service delivery, which is the domain of Officers. Members can foster positive relationships by remaining mindful of this role boundary.

When seeking to deal with constituent matters, on some occasions it may not be possible to satisfy a Member's request due to operational time, capacity and resource pressures. Having a conversation about mutually appropriate timescales is reasonable as is avoiding support requests based on personal preferences that create additional pressure, process or cost.

4.19.2 The existing paragraph 5.12 of the existing Protocol needs to be amended to avoid an operational issue – namely the inability of senior officers making the Council's statutory officers aware of issues that require their consideration.

4.19.3 The proposed changes are in red text below:

As a rule, councillors and officers must not 'copy to' or forward their correspondence to any other councillor, officers or external third parties. Nor should such correspondence be disclosed to any third parties be they members of the public, stakeholders, or partners.

This shall not apply to any of the Council's Statutory Officers or Directors as there may be service reasons where this may be necessary. **For all other officers and councillors,** ~~therefore~~ before doing so, either the original author must have specifically requested it, or has expressly consented to their correspondence being sent on to a named person. If there is any concern as to what steps should be taken, in the case of officers, advice should be sought from their line manager; councillors should seek advice from the Monitoring Officer. The council's policies on data protection and information governance should also be given due consideration.

Update to Appendix 2.1 proposed by Officers:

4.20 Further to recent training provided to officers on the Scheme of Delegation, Corporate Leadership Team (CLT) have provided a list of proposed updated to the Live Register of Delegations contained within Appendix 2.1 so as to ensure that their officers are empowered to conduct their daily work with any necessary delegated authority which in turn should reduce the number of reports and urgent decisions brought to various Committees for operational decision making.

4.21 An updated version of Appendix 2.1 is attached to this report – Appendix 2 - any changes or new provisions are included in red text.

Update to Appendix 3

- 4.22 During the course of this municipal year, legislation was introduced that changed the process of pavement licenses. To reflect this, changes are proposed to the Terms of Reference for Licensing and Planning Policy Committee as follows:
- 4.22.1 To move the responsibility for Fee setting for pavement licenses to LPPC from 25-26 onward;
- 4.22.2 To expand the Terms of Reference for LPPC to include broader licensing responsibilities to cover matters relating to, but not limited to, pavement licensing, hyponitism, zoo licensing, dog breeding/boarding, scrap metal dealing, charity street collection, accupuncture/tatooing/piercings;
- 4.22.3 To expand the Terms of Reference for Licensing (General) Sub-Cttee, to have delegated to it by LPPC the power to determine applications and licences with respect to the matters listed above;
- 4.23 Further to this, a proposed update to the Terms of Reference for Planning Committee is also proposed:
- 4.23.1 To receive and review the summary of Planning Performance on a quarterly basis.
- 4.23.2 This was requested by the Chair of Planning Committee and the Council's Planning & Development Manager has advised that he is able to accommodate this request.
- 4.24 Finally, a proposed update to the Terms of Reference for Crime and Disorder Committee is also suggested:
- 4.24.1 *Areas of responsibility* – New para *g*. To take decisions on the making, amending and revocation of PSPOs
- 4.24.2 This is suggested to ensure that it is clear that this task regarding Public space Protection Orders is delegated by full Council to C&D to determine.

Update to Appendix 4 & 5

- 4.25 Appendices 4 and 5 contain the Standing Order for Full council and all Committees; a few procedural issues are proposed for resolution:
- 4.25.1 Introduction of the role of Leader of the Council in relation to Standing Orders –

- 4.25.2 It is generally the practice, apart from the statutory provisions providing for political balance in the membership of committees, etc., for authorities to acknowledge the existence and the role of party politics in the provision made in standing orders.
- 4.25.3 An example of this, is that the Chief Executive will:
- 4.25.3.1 ordinarily turn to the Leader of the Council (i.e. the leader of the majority political group on the council rather than - as in the past - to the chairman of the council or the mayor) in circumstances of urgency to take the Council's collective view of a matter; and,
- 4.25.3.2 as circumstances may dictate, consult also the leader of the largest opposition group.
- 4.25.4 These roles are not currently acknowledged within the Council's Constitution so it is proposed to do so.
- 4.25.5 The acknowledgement of new roles for members would normally lead to a requirement to review whether a Special Responsibility Allowance should be paid; it is proposed not to do so for the following reasons:
- 4.25.5.1 The duties, responsibilities and expectation of both roles remains unchanged from those carried out by both respective members
- 4.25.5.2 It is not considered that recognising either roles will notably create additional work for either member
- 4.25.5.3 A formal review would require convening the IRP throughout 2025 – and mindful of LGR –
- 4.25.5.4 it is not felt that this would be an effective use of officer and member time.
- 4.25.6 Having duly reviewed Constitutions from a number of councils operating a committee system (Bristol City Council; Brighton & Hove City Council, Cambridge City Council, Sheffield City Council and Runnymede Borough Council) which recognise the role of Leader; the following changes are proposed – as set out within Appendix 3 to this Report.
- 4.25.7 Update to CPR 12.2 – There is no right to suspend Standing Orders at Committee but there is at Full Council; this may cause confusion where a Committee Chair is minded to suspend Standing Orders to allow for a meeting to overrun the guillotine. To avoid this risk, wording to the effect of “No motion to suspend rules of procedure shall be permitted” as a new CPR 12.2.6 is proposed.
- 4.25.8 Update to CPR 12.3 – Two issues:
- 4.25.8.1 The formatting of CPR 12.3 has given cause for confusion recently when dealing with motions received by full council and then referred to committees. The issue concerned

whether CPR 12.3.4 applied to those motions or not; it is the view of the Council's Monitoring Officer that they do not (i.e. that it is not appropriate procedurally to allow for a motion voted upon at full council to be amended as that would nullify the intent of full council, which has greater standing than the Committee). It is proposed to move CPR 12.3.4 so that it is renumbered to become CPR 12.4 and make it clearer that this provision does not apply to motions from full council; wording will be added to CPR 12.3 to reaffirm this. Additional wording may also be required to make it clear that having received a motion from Full Council, that the receiving Committee is then entitled to approve or amend the recommendation contained within the officer's covering report.

- 4.25.8.2 Additional wording will also be added to CPR 12.3 to make it clearer that where the proposer of a motion at full council that is then voted upon to be debated by a relevant Committee is also a member of that same Committee, that they are not restricted to the provisions within CPR 12.3 that are intended to apply where a motion is referred to a committee which the maker of the motion is not a member of – words to the effect of, "If the proposer of the motion is a Member of the Committee, they shall be able to take part in the Committee's debate on the matter as normal" shall be added to CPR 12.3

Annex 4-8

- 4.26 It is proposed to remove Section 6.1, which currently states that "if a Member, who is not on the Planning Cttee, wishes to support a particular viewpoint then that Member has a right to appear at the Planning Cttee and seek permission to address the meeting". This suggests that ANY Member can speak at Committee if given permission, when later in Annex 4-8 it states that the only non-Members able to speak at Planning Cttee are Ward Cllrs or Cllrs who call-in planning applications; removal will avoid the risk of conflicting provisions.
- 4.27 Likewise, section 11.1, lists the categories of people able to speak at Planning Committee but it currently does not include 'Call-in Members', even though such Members are included on the list later at 11.9.ii, where speaker order is set out.

5 Risk Assessment

Legal or other duties

5.1 Equality Impact Assessment

5.1.1 None of the proposed changes are believed to trigger the requirement for an Equality Impact Assessment; for the reasons noted within each proposal, any impacts are believed to be minimal and positive in nature.

5.2 Crime & Disorder

5.2.1 Not applicable.

5.3 Safeguarding

5.3.1 Not applicable.

5.4 Dependencies

5.4.1 The council's constitution is its primary governance document. Therefore, much of the council's business and operations depends on its contents

5.5 Other

5.5.1 None

6 Financial Implications

6.1 None arising from the contents of this report.

6.2 **Section 151 Officer's comments:** None arising from the contents of this report.

7 Legal Implications

7.1 **Legal Officer's comments:** Any relevant comments are contained within the body of this report.

8 Policies, Plans & Partnerships

8.1 **Council's Key Priorities:** The following Key Priorities are engaged:

- Effective Council

8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.

8.3 **Climate & Environmental Impact of recommendations:** Not applicable

8.4 **Sustainability Policy & Community Safety Implications:** Not applicable

8.5 **Partnerships:** Not applicable

9 Background papers

9.1 The documents referred to in compiling this report are as follows:

Previous reports:

- Standard and Constitution Committee – 4 June 2024

Other papers:

- None

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Appendix 1 –

**Draft Standing Order to be added to the Constitution under Annex 4-:
*Disciplinary Action Against Head of Paid Service, Monitoring Officer or
Chief
Finance Officer***

1. In the following paragraphs:

- (a) 'the 2011 Act' means the Localism Act 2011;
- (b) 'chief finance officer', 'disciplinary action', 'head of the authority's paid service' and 'monitoring officer' have the same meaning as in regulation 2 of the Local Authorities (Standing Orders) (England) Regulations 2001;
- (c) 'independent person' means a person appointed under section 28(7) of the 2011 Act;
- (d) 'local government elector' means a person registered as a local government elector in the register of electors in the authority's area in accordance with the Representation of the People Acts;
- (e) 'the Panel' means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority;
- (f) 'relevant meeting' means a meeting of the authority to consider whether or not to approve a proposal to dismiss a relevant officer; and
- (g) 'relevant officer' means the chief finance officer, head of the authority's paid service or monitoring officer, as the case may be.

2. A relevant officer may not be dismissed by an authority unless the procedure set out in the following paragraphs is complied with.

3. The authority must invite relevant independent persons to be considered for appointment to the Panel, with a view to appointing at least two such persons to the Panel.

4. In paragraph 3, 'relevant independent person' means any independent person who has been appointed by the authority or, where there are fewer than two such persons, such independent persons as have been appointed by another authority or authorities as the authority considers appropriate.

5. Subject to paragraph 6, the authority must appoint to the Panel such relevant independent persons who have accepted an invitation issued in accordance with paragraph 3 in accordance with the following priority order:

- (a) a relevant independent person who has been appointed by the authority and who is a local government elector;
- (b) any other relevant independent person who has been appointed by the authority;
- (c) a relevant independent person who has been appointed by another authority or authorities.

6. An authority is not required to appoint more than two relevant independent

person in accordance with paragraph 5, but may do so.

7. The authority must appoint any Panel at least 20 working days before the relevant meeting.

8. Before the taking of a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular:

- (a) any advice, views or recommendations of the Panel;
- (b) the conclusion of any investigation into the proposed dismissal; and
- (c) any representations from the relevant officer.

9. Any remuneration, allowances or fees paid by the authority to an independent person appointed to the Panel must not exceed the level of remuneration, allowances or fees payable to that independent person in respect of that person's role as independent person under the 2011 Act.

10. Disciplinary Action:

(a) Suspension. The Head of Paid Service, Monitoring Officer, Chief Finance Officer and other Chief Officer(s) may be suspended while an investigation takes place into alleged misconduct. That suspension will be on full pay and last no longer than three months (with all reasonable endeavours to be taken to ensure that this is no longer than absolutely necessary).

(b) Councillors will not be involved in the disciplinary action against any officer other than a Statutory Officer except where such involvement is necessary for any investigation or inquiry into alleged misconduct, although the Council's disciplinary, capability and related procedures, as adopted from time to time, may allow a right of appeal to members in respect of disciplinary action resulting in dismissal only.

(c) Deputy Statutory Officers will be subject to the same disciplinary procedures as apply to other members of staff.

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.
- 1.3. The initials **UD** are used within the Date column to record where a delegation or nomination has been decided further to the use of an Urgent Decision in accordance with Paragraph 3 of Appendix 2 of the Constitution.
- 1.4. The initials **FC, S&R, C&W, ENV, LLP, PLA, C&D, A&S, and S&C and NJMC** are used within the Date column to record where a delegation or nomination has been decided by a Full Council or a relevant Committee in accordance with Appendix 3 of the Constitution.
- 1.5. The initials **MO** are used within the Date column to record where a change of Post Holder has been decided in accordance with Paragraph 9.1 of Appendix 2 of the Constitution.

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	12 December 2023 FC
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	12 December 2023 FC
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	12 December 2023 FC

		Independent Person where required) except for those which are identified as reserved for determination by the Full Council, other committees, or Hearings Panels.	
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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, Planning Development and Enforcement Manager 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.</p> <p>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>	<p>12 December 2023 FC</p> <p>1 April 2025 MO</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	12 December 2023 FC
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.	12 December 2023 FC
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.	12 December 2023 FC
P5	Head of Place Development, Planning Development and Enforcement Manager, Planning Policy Manager, Team Leader, Principal Planning Officer	Determination of all 'non-major and other' matters arising from all legislation relating to the use and development of land. The definition of 'non-major' and other' applications, shall include the following specific matters as defined within Regulation 3 of the Town and Country Planning (Section 62A Applications) (Amendment) Regulations 2016 – (a) applications for planning permission for the development of land in England which is non-major development other than excluded applications; (b) applications for approval of a matter that, as defined by section 92 of the 1990 Act, is a reserved matter in the case of an outline planning permission for the development of land in England which is non-major development. The definition of 'other' applications, shall include - tree works applications,	6 May 2025 FC

		<p><u>determining compliance with conditions to existing permissions.</u></p> <p><u>Should any of these officers think it necessary or appropriate, they may at their discretion, refer any such matter for consideration and / or determination by the Planning Committee, and shall inform the Chair of Planning Committee accordingly.</u></p>	
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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	12 December 2023 FC
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	12 December 2023 FC
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	12 December 2023 FC
PEE4	Parking & Enforcement Manager	Environmental Protection Act 1990 (Sections 87 & 88)	To issue Fixed Penalty Notices for offences such as littering and fly tipping	12 December 2023 FC

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.	12 December 2023 FC
PEE6	Parking & Enforcement Manager	Anti-Social Behaviour Act 2003 (Section 43)	To take action against graffiti and flyposting	12 December 2023 FC
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	12 December 2023 FC
<i>Parking Team</i>				
PEE8	Parking Operations Supervisor	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	12 December 2023 FC
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	12 December 2023 FC
PEE10	Civil Enforcement Officer	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	12 December 2023 FC
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	12 December 2023 FC
<i>Environmental Team</i>				
PEE12	Enforcement Operations Supervisor	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	12 December 2023 FC
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	12 December 2023 FC
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	12 December 2023 FC

			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	12 December 2023 FC
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.	12 December 2023 FC
PEE17	Enforcement Operations Supervisor	Anti-Social Behaviour Act 2003 (Section 43)	To take action against graffiti and flyposting	12 December 2023 FC
PEE18	Enforcement Operations Supervisor	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	12 December 2023 FC
PEE19	Environmental Enforcement Officer	Traffic Management Act 2004	Issuing Penalty Charge Notices in Borough Council car parks	12 December 2023 FC
PEE20	Environmental Enforcement Officer	Refuse Disposal Amenity Act 1978	To investigate abandoned vehicle cases	12 December 2023 FC
PEE21	Environmental Enforcement Officer	Environmental Protection Act 1990 (Sections 87 & 88)	To issue Fixed Penalty Notices for offences such as littering and fly tipping	12 December 2023 FC
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.	12 December 2023 FC
PEE23	Environmental Enforcement Officer	Anti-Social Behaviour Act 2003 (Section 43)	To take action against graffiti and flyposting	12 December 2023 FC
PEE24	Environmental Enforcement Officer	Road Traffic (Vehicle Emissions) (Fixed Penalty)(England)	To warn and if necessary issue a Fixed Penalty Notice to drivers who are idling their vehicle engine	12 December 2023 FC

		d) Regulations 2002		
<i>Business Support Team</i>				
PEE25	Business Support Customer Services 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	12 December 2023 FC 1 December 2024 MO
PEE26	Business Support Customer Services 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	12 December 2023 FC 1 December 2024 MO
PEE27	Business Support Supervisor Assistant 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	12 December 2023 FC 1 December 2024 MO
PEE28	Business Support Supervisor Assistant 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	12 December 2023 FC 1 December 2024 MO
PEE29	Business Support Officer	Traffic Management Act 2004	To accept or reject a Penalty Charge Notice appeal or representation	12 December 2023 FC
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	12 December 2023 FC
PEE31	Head of Housing & Community		To give such notice(s) and/or make such order as is considered necessary in order to give effect to the recommendations in respect of item 10 (Car Park Fees and Charges 2025/26) of the agenda of	21/01/2025 ENV

			<u>the 21/01/2025 meeting of the Environment Committee</u>	
<u>Effective from 2025 onward</u>				
<u>PEE32</u>	<u>Customer Services Manager, Business Support Assistant Manager and Business Support Officers</u>	<u>Section 21 of the Town Police Clauses Act 1847</u>	<u>To make decisions whether to grant or refuse Traffic Orders to facilitate Temporary Road Closures and any ancillary operational decision required to process applications.</u>	<u>6 May 2025 FC</u>
<u>PEE3 3</u>	<u>Parking & Enforcement Manager, Customer Services Manager, Parking Operations Supervisor, Civil Enforcement Officer, Enforcement Operations Supervisor</u>	<u>Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1</u>	<u>To refuse entry to a vehicle into a Borough Council car park in situations such as if it is deemed to be in breach of a height or weight restriction or suspected of seeking unlawful encampment.</u>	<u>6 May 2025 FC</u>
<u>PEE3 4</u>	<u>Parking & Enforcement Manager, Customer Services Manager, Parking Operations Supervisor</u>	<u>Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1</u>	<u>To negotiate and agree a discounted rate of parking for an individual or a group within any of the Borough Council Car Parks.</u>	<u>6 May 2025 FC</u>
<u>PEE3 5</u>	<u>Parking & Enforcement Manager, Customer Services Manager, Parking Operations Supervisor</u>	<u>Epsom & Ewell Borough Council Off Street Parking Places Order March 2022 variation 1</u>	<u>To negotiate and agree on a discounted rate or change of location for a parking permit within any of the Borough Council Car Parks.</u>	<u>6 May 2025 FC</u>
<u>PEE3 6</u>	<u>Parking & Enforcement Manager</u>		<u>To negotiate and agree on a retail campaign or promotional parking offer within Borough Council Car Parks (in consultation with the relevant Committee Chair and Head of Service)</u>	<u>6 May 2025 FC</u>

PEE3 7	Parking & Enforcement Manager	Environmental Protection Act 1990 Anti-social Behaviour, Crime and Policing Act 2014	Authority to investigate including gathering of evidence of anti-social behaviour, waste offences, licensing offences and alleged nuisances, in support of other Council services	6 May 2025 FC
PEE3 8	Parking & Enforcement Manager, Enforcement Operations Supervisor	Environmental Protection Act 1990	To make decisions regarding the issuing of Fixed Penalty Notices, such as payment plans, cancellations and write offs. To instruct Legal officers to issue court summons in cases of evasion or non-payment.	6 May 2025 FC
PEE3 9	Parking & Enforcement Manager, Enforcement Operations Supervisor	Antisocial Crime and Policing Act 2014 (s43)	To issue and make decisions regarding the issuing of CPW/CPNs such as payment plans, cancellations and write offs. To instruct Legal officers to issue court summons in cases of evasion or non-payment.	6 May 2025 FC
PEE4 0	Parking & Enforcement Manager, Enforcement Operations Supervisor, Environmental Enforcement Officer	EEBC Byelaws	To investigate and take enforcement action under the Epsom & Ewell byelaws on Epsom Common or Horton Country Park	6 May 2025 FC
PEE4 1	Parking & Enforcement Manager, Enforcement Operations Supervisor, Environmental Enforcement Officer	Criminal Justice and Public Order Act 1994	To remove unlawful encampments on EEBC land. i.e. an individual tent or structure	6 May 2025 FC
PEE4 2	Parking & Enforcement Manager, Enforcement	Epsom Downs Byelaw	To enforce Epsom Downs byelaws regarding dogs off leads	6 May 2025 FC

	Operations Supervisor, Environmental Enforcement Officer			
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5. Operational Services Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
OS1	Head of Operational Services, Assistant Interim Assistant Head of Service (Streetcare), Assistant Interim Assistant Head of Service (Venues & Community Commercial Services), Street Care Manager & Deputy Street Care Manager, Business Adviser Operational Services	Agree rents with market traders within the fees and parameters as approved by committee and in accordance with Financial Regulations and Contract Standing Orders	12 December 2023 FC 1 October December 2024 MO 1 April 2025 MO
OS2	Head of Operational Services , Assistant Interim Assistant Head of Service (Streetcare), Street Care Manager & Deputy Street Care Manager, Business Adviser Operational Services , Interim Assistant Head of Service & Transport and Waste Manager , Interim Assistant Head of Service, (Venues & Community Commercial Services)	Signing of market traders' annual contracts, in in accordance with Financial Regulations and Contract Standing Orders	12 December 2023 FC 1 October December 2024 MO 1 April 2025 MO
OS3	Head of Operational Services , Assistant Interim Assistant Head of Service (Streetcare), Street Care Manager, Assistant Interim Assistant Head of Service (Venues & Community Commercial	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	12 December 2023 FC 1 October December 2024 MO 1 April 2025 MO

	<u>Services), Interim Assistant Head of Service & Transport and Waste Manager, & Deputy Street Care Manager</u>		
OS4	Head of Operational Services, <u>Assistant Interim Assistant Head of Service (Street Care) Manager & Assistant Deputy Street Care Manager, Customer Services Manager, Business Support Assistant Manager and Business Support Officers, Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager, Business Adviser Operational Services</u>	Entering into Agreements for the use of Hook Road Area, Parks and Open Spaces in accordance with Financial Regulations and Contract Standing Orders	12 December 2023 FC <u>1 December 2024 MO</u> <u>1 April 2025 MO</u>
OS5	Head of Operational Services, <u>Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager, Business Adviser Operational Services Assistant Head of Service (Streetcare), Assistant Head of Service (Venues Street Care Manager & Assistant Street Care Manager</u>	Negotiation and entering into Agreements for filming rights, with fees to be charged as agreed by Committee	12 December 2023 FC <u>1 December 2024 MO</u> <u>1 April 2025 MO</u>
OS6	<u>Head of Operational Services, Assistant Interim Assistant Head of Service (Streetcare), Street Care Manager &</u>	Signing of allotment agreements	<u>12 December 2023 FC</u> 1 <u>October December 2024 MO</u>

	Deputy Street Care Manager, <u>Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager</u>		<u>1 April 2025 MO</u>
OS7	Head of Operational Services, Assistant <u>Interim Assistant</u> Head of Service (Venues & Community Commercial Services), Assistant <u>Interim Assistant Head of Service (Streetcare) & Interim Assistant Head of Service & Transport and Waste Manager,</u> 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	<u>12 December 2023 FC</u> 1 October <u>December</u> 2024 MO <u>1 April 2025 MO</u>
OS8	Head of Operational Services, <u>Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager</u> Assistant Head of Service (Venues), Assistant <u>Interim Assistant Head of Service (Streetcare) & Transport and Waste Services Manager</u>	Negotiation of waste collection charges for large <u>all</u> contracts, in accordance with Financial Regulations and Contract Standing Orders	12 December 2023 FC <u>1 December 2024 MO</u> <u>1 April 2025 MO</u>
OS9	Head of Operational Services, Assistant <u>Interim Assistant</u> Head of Service (Venues & Community Commercial Services), <u>Interim Assistant Head of Service (Streetcare), Interim Assistant Head of Service & Transport and Waste Manager</u> & Assistant Manager	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	<u>12 December 2023 FC</u> 1 October <u>December</u> 2024 MO <u>1 April 2025 MO</u>

	(Venues & Community, Commercial Services)		
OS10	Head of Operational Services, Assistant <u>Interim Assistant</u> Head of Service (Venues & Community Commercial Services), Assistant <u>Interim Assistant</u> Head of Service (Streetcare), Interim Assistant Head of Service & Transport and Waste Manager & Transport and Waste Services Manager, <u>Customer Services Manager, Business Support Assistant Manager and Business Support Officers</u>	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	<u>12 December 2023</u> <u>FC</u> 1 October <u>December</u> 2024 MO <u>1 April 2025 MO</u>
OS11	Head of Operational Services, Assistant <u>Interim Assistant</u> Head of Service (Venues & Community Commercial Services), Assistant <u>Interim Assistant</u> Head of Service (Streetcare), Interim Assistant Head of Service & Transport and Waste Manager <u>Deputy Street Care Manager, Transport and Waste Services Manager & Assistant Manager (Venues & Community, Commercial Services), Customer Services Manager, Business Support Assistant Manager.</u>	Determining and Issuing Refunds on services requests agreement; in accordance with Financial Regulations and Contract Standing Orders	<u>12 December 2023</u> <u>FC</u> 1 October <u>December</u> 2024 MO <u>1 April 2025 MO</u>
OS12	Head of Operational Services, Assistant <u>Interim Assistant</u> Head of Service (Venues & Community Commercial Services)	Negotiating and entering into advertising agreements concerning all council owned venues, in accordance with Financial	<u>12 December 2023</u> <u>FC</u> 1 October <u>December</u> 2024 MO

	<u>Services),</u> <u>Assistant Interim</u> <u>Assistant Head of</u> <u>Service (Streetcare),</u> <u>Interim Assistant Head</u> <u>of Service & Transport</u> <u>and Waste Manager &</u> <u>Transport and Waste</u> <u>Services Manager</u>	Regulations and Contract Standing Orders	<u>1 April 2025 MO</u>
OS13	<u>Head of Operational</u> <u>Services,</u> <u>Assistant Interim</u> <u>Assistant Head of</u> <u>Service (Streetcare),</u> <u>Assistant Interim</u> <u>Assistant Head of</u> <u>Service (Venues &</u> <u>Community Commercial</u> <u>Services), Street Care</u> <u>Manager & Deputy</u> <u>Street Care Manager &</u> <u>Interim Assistant Head</u> <u>of Service & Transport</u> <u>and Waste</u> <u>Manager Transport and</u> <u>Waste Services</u> <u>Manager</u>	Decisions to issue Non- cultivation orders on allotment sites	<u>12 December 2023</u> <u>FC</u> 1 <u>October December</u> 2024 MO <u>1 April 2025 MO</u>
OS14	Head of Operational Services, <u>Assistant Interim</u> <u>Assistant Head of</u> <u>Service (Venues &</u> <u>Community Commercial</u> <u>Services),</u> <u>Assistant Interim</u> <u>Assistant Head of</u> <u>Service (Streetcare),</u> <u>Interim Assistant Head</u> <u>of Service & Transport</u> <u>and Waste Manager</u>	Determining and Issuing - Tables and Chairs Licences and Scaffolding & Hoarding Licences	<u>12 December 2023</u> <u>FC</u> 1 October 2024 MO <u>1 April 2025 MO</u>
OS15	Head of Operational Services, <u>Street Care</u> <u>Manager</u> <u>Assistant Interim</u> <u>Assistant Head of</u> <u>Service (Streetcare),</u> <u>Head of Service</u> <u>(Venues & Community</u> <u>Commercial Services),</u> <u>Interim Assistant Head</u> <u>of Service & Transport</u> <u>and Waste Manager &</u>	Decisions regarding Unauthorised Encampments	12 December 2023 FC <u>1 December 2024</u> <u>MO</u> <u>1 April 2025 MO</u>

	<u>Assistant Deputy Street Care Manager</u>		
<u>OS16</u>	<u>Head of Operational Services, Assistant Head of Service (Streetcare)</u>	<u>To negotiate and enter into Tennis Coaching Contracts on behalf of Epsom & Ewell Borough Council</u>	<u>15/10/2024 ENV</u>
<u>OS17</u>	<u>Head of Operational Services, Assistant Head of Service (Venues)</u>	<u>To issue discounts on the new Epsom Playhouse facility fee for group bookings of over 25.</u>	<u>16/01/2025 C&W</u>
<u>OS168</u>	<u>Head of Operational Services, Assistant Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager, Head of Service (Venues), Assistant Interim Assistant Head of Service (Streetcare) & Transport and Waste Services Manager</u>	<u>Authority to apply for external funding opportunities</u>	<u>6 May 2025 FC</u>
<u>OS197</u>	<u>Head of Operational Services, Assistant Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager, Interim Assistant Head of Service (Streetcare) Head of Service (Venues), Assistant Head of Service (Streetcare) & Transport and Waste Services Manager</u>	<u>Authority to sign off staff related paperwork concerning recruitment and training</u>	<u>6 May 2025 FC</u>
<u>OS2048</u>	<u>Head of Operational Services, Assistant Interim Assistant Head of Service (Streetcare) & Deputy Street Care Manager, Interim</u>	<u>Negotiate and enter into Tennis Coaching Contracts on behalf of Epsom & Ewell Borough Council</u>	<u>6 May 2025 FC</u>

	<u>Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager</u>		
OS2149	<u>Head of Operational Services, Assistant Interim Assistant Head of Service (Venues & Community Commercial Services), Interim Assistant Head of Service & Transport and Waste Manager, Interim Assistant Head of Service (Streetcare) Head of Service (Venues), Assistant Head of Service (Streetcare) & Transport and Waste Services Manager</u>	Authority to write off unrecoverable contract debts for Streetcare, Venues & Community Commercial Services and Transport & Waste, in accordance with Financial Regulations and Contract Standing Orders	<u>6 May 2025 FC</u>

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 Housing Act 2002 Homelessness (Priority Need for Accommodation) (England) Order 2002	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 As listed and/or any adopted policy(ies) of the Council and/or any other subsequent, new or	12 December 2023 FC

		<p>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>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 Care Act 2014</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 As listed 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>12 December 2023 FC</p>

		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 As listed 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.	12 December 2023 FC
HS4	Housing Options Officer	Protection from Eviction Act 1977 Criminal Law Act	To make all decisions, take all actions and exercise	12 December 2023 FC

		<p>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>all powers in respect of the Council's housing and homelessness functions in accordance with any one or number of the legislation in As listed 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</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 As listed and/or any adopted policy(ies) of the Council and/or</p>	<p>12 December 2023 FC</p>

		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	any other subsequent, new or replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	
HS6	Housing Options Single Persons 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	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 As listed 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.	12 December 2023 FC

		Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021		
HS7	Housing Solutions 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 As listed 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.	12 December 2023 FC
HS8	Housing Needs Move On	Protection from Eviction Act 1977	To make all decisions, take all	12 December

	Officer	<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>	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 As listed 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.	2023 FC
HS9	Rent Deposit 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</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 As listed and/or any adopted policy(ies)	12 December 2023 FC

		(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	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.	
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	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 As listed 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.	12 December 2023 FC

		Order 2012 Care Act 2014 Homelessness Reduction Act 2017 The Homelessness (Review Procedure etc) Regulations 2018 Domestic Abuse Act 2021		
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) (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 As listed 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.	12 December 2023 FC

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 (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 As listed 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.	12 December 2023 FC
HS13	Housing Needs and Development Officer, Housing Adviser	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 As	12 December 2023 FC 1 December 2024 MO

		<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>listed 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>	
HS14	Head of Housing and Communities in consultation with Chief Finance Officer and Chief Legal Officer	Not applicable,	To take all necessary actions to implement the decisions set out in Urgent Decision 133 that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate.	31 July 2024 UD
HS15	Housing Services Manager at Mole Valley District Council	Section 101 (1)(b) Local Government Act 1972 Housing Act 1996	To conduct a statutory Housing Act 1996 s202 Decision on behalf of Epsom and Ewell Borough Council as set out in Urgent Decision 134	21 August 2024 UD
HS16	Head of Housing and Communities in	Not applicable	To take all necessary actions to implement the decisions set out	5 September 2024 UD

	consultation with Chief Finance Officer and Chief Legal Officer		in Urgent Decision 135 that commit resources, within agreed budgets in the case of financial resources, as necessary and appropriate.	
HS17	Director of Environment, Housing & Regeneration in consultation with the Chair of the Strategy & Resources Committee	Not applicable	To take all necessary actions to implement the Strategy and Resources Committee's decision as is necessary and relevant in relation to the Town & Country Housing Temporary Accommodation Agreement.	17 September 2024 S&R
<u>HS18</u>	<u>Director of Environment, Housing and Regeneration</u>		<u>To purchase six properties at a cost of no more than £2,243,250, in consultation with the Council's Chief Finance and Chief Legal Officers. Those properties are to meet the criteria identified within the Memo of Understanding entered into with the Ministry of Housing Communities and Local Government (MHCLG)</u>	<u>12/11/2024 S&R</u>
<u>HS19</u>	<u>Director of Environment, Housing and Regeneration</u>		<u>To transfer a payment of up to £375,000 for the purchase of the ACRS unit to Town & Country Housing (TCH) on the terms set out in paragraph</u>	<u>12/11/2024 S&R</u>

			<u>3.2 of the report presented to Strategy & Resources Committee on 12/11/2024.</u>	
<u>HS20</u>	<u>Director of Environment, Housing and Regeneration</u>		<u>To negotiate and sign the Grant Agreement (either as attached as Appendix 2 to the report Strategy & Resources Committee on 12/11/2024 or as amended) further to consultation with the Council's Chief Finance and Chief Legal Officers.</u>	<u>12/11/2024</u> <u>S&R</u>
<u>HS21</u>	<u>Head of Housing and Community</u>		<u>To enter into individual Private Sector Leases for residential property for use as temporary accommodation, in consultation with the Head of Property & Regeneration, for a period of not more than 5 years from the date when the lease is entered into.</u>	<u>12/11/2024</u> <u>S&R</u>
<u>HS22</u>	<u>Head of Housing and Community in consultation with the Housing Solutions Manager and finance</u>		<u>To (i) approve the extent of works required and (ii) authorise the use of the Residential Property Repair and Maintenance Reserve to fund such works.</u>	<u>12/11/2024</u> <u>S&R</u>
<u>HS23</u>	<u>Head of Property & Regeneration in consultation with the Chief Finance Officer and Chief Legal</u>		<u>To take all necessary actions further to the decision of the Strategy and Resources Committee at its meeting of 12/11/2024 in</u>	<u>12/11/2024</u> <u>S&R</u>

	<u>Officer</u>		<u>relation to item 14 of the agenda (Commercial Tenant - Town Hall) being made that commit resources, as is necessary and appropriate, to progress the lease renewal to completion.</u>	
<u>HS24</u>	<u>Strategic Housing Manager</u>		<u>The Council's statutory functions pursuant to the provisions of s166A(9) and s202 of the Housing Act 1996 to perform reviews of decisions made either regarding the suitability of accommodation offered s166A(9) or as the result of a decision upon a request for assistance as homeless s202.</u>	<u>16/01/2025</u> <u>C&W</u>
<u>HS2518</u>	<u>Head of Housing and Communities in consultation with Chief Finance Officer and Head of Property and Regeneration.</u>	<u>Housing Act 1985, Housing Act 1996 (as amended), the Homelessness Act 2002 and the Homelessness Reduction Act 2017</u>	<u>Authority to enter into leases of no more than 7 years in length with owners of residential properties for the provision of temporary accommodation, in accordance with Council's Financial Regulations and Contract Standing Orders</u>	<u>6 May 2025 FC</u>
<u>HS4926</u>	<u>Head of Housing and Communities in consultation with Chief Finance Officer and Head of</u>	<u>Housing Act 1985, Housing Act 1996 (as amended), the Homelessness Act 2002 and the Homelessness Reduction Act 2017</u>	<u>Authority to identify, negotiate and purchase properties for use as temporary accommodation, in accordance with Council's Financial Regulations and</u>	<u>6 May 2025 FC</u>

	Property and Regeneration,		Contract Standing Orders	
HS2027	Head of Housing and Communities, Strategic Housing Manager, Housing Solution Manager		Authority to Negotiate and enter into Nomination Agreements with providers of housing	6 May 2025 FC
HS248	Head of Housing and Communities, Strategic Housing Manager, Housing Options Manager, Housing Solution Manager	Section 101 (1)(b) Local Government Act 1972 Housing Act 1996	Authority to procure and enter into agreements with suitable third parties to complete statutory reviews of decisions made under Housing legislation	6 May 2025 FC
HS229	Private Sector Leasing and Temporary accommodation Officer in consultation with either Head of Property and Regeneration or Building Services and Facilities Manager	Schedule 1, paragraph 6 of the Housing Act 1985	Authority to identify, negotiate, procure and enter into short-term agreements for Private Sector Leased properties for use as Temporary Accommodation	6 May 2025 FC

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	Date
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			Delegated	
PPS1	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer. Environmental Health Enforcement Officer, Environmental Health Assistant	Housing Act 2004 s.11	Service of Improvement notice (category 1 hazards)	12 December 2023 FC 1 December 2024 MO
PPS2	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer. Environmental Health Enforcement Officer, Environmental Health Assistant	Housing Act 2004 s.12	Service of Improvement notice (category 2 hazards)	12 December 2023 FC 1 December 2024 MO
PPS3	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer. Environmental Health Enforcement Officer, Environmental Health Assistant	Housing Act 2004 s.20	Service of prohibition orders (category 1 hazards)	12 December 2023 FC 1 December 2024 MO
PPS4	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health	Housing Act 2004 s.21	Service of prohibition orders (category 2 hazards)	12 December 2023 FC 1 December 2024 MO

	Enforcement Officer, Environmental Health Assistant			
PPS5	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer, Environmental Health Assistant	Housing Act 2004 s.28	Service of Hazard Awareness Notice (category 1 hazards)	12 December 2023 FC 1 December 2024 MO
PPS6	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Regulatory- Services- Officer Environmental Health Enforcement Officer, Environmental Health Assistant	Housing Act 2004 s.29	Service of Hazard Awareness notice (category 2 hazards)	12 December 2023 FC 1 December 2024 MO
PPS7	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer, Environmental Health Enforcement Officer, Environmental Health Assistant	Housing Act 2004 s.31	Carrying out works in default	12 December 2023 FC 1 December 2024 MO
PPS8	Public Protection Manager, Principal Environmental Health Officer,	Housing Act 2004 s.40	Emergency Remedial Action	12 December 2023 FC

	Environmental Health Officer, Regulatory Services Officer. Environmental Health Enforcement Officer, Environmental Health Assistant			1 December 2024 MO
PPS9	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant Regulatory Services Officer	Housing Act 2004 s.62	Grant or refuse HMO licence	12 December 2023 FC 1 December 2024 MO
PPS10	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Housing Act 2004 s.64	Grant HMO licence temporary exemption	12 December 2023 FC 1 December 2024 MO
PPS11	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Housing Act 2004 s.70	Revoke HMO licence	12 December 2023 FC 1 December 2024 MO
PPS12	Public Protection	Housing Act	Housing Act	12

	Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer, Assistant Environmental Health Officer Environmental Health Assistant	2004 s.239	Powers of Entry	December 2023 FC 1 December 2024 MO
PPS13	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Housing Act 2004 s.235	Powers to require documentation	12 December 2023 FC 1 December 2024 MO
PPS14	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 6	Food Hygiene Improvement Notice	12 December 2023 FC 1 December 2024 MO
PPS15	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 8	Hygiene Emergency Prohibition Notices	12 December 2023 FC 1 December 2024 MO
PPS16	Public Protection Manager, Principal Environmental Health Officer,	Food Safety and Hygiene (England) Regulations	Remedial Action Notices	12 December 2023 FC

	Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	2013 regulation 9		1 December 2024 MO
PPS17	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 10	Detention notices	12 December 2023 FC 1 December 2024 MO
PPS18	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Food Safety and Hygiene (England) Regulations 2013 regulation 14	Procurement of samples	12 December 2023 FC 1 December 2024 MO
PPS19	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer, Environmental Health Assistant	Food Safety and Hygiene (England) Regulations 2013 regulation 16	Powers of entry	12 December 2023 FC 1 December 2024 MO
PPS20	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer,	Food Safety and Hygiene (England) Regulations 2013 regulation 29	Certification of food	12 December 2023 FC 1 December 2024 MO
PPS21	Public Protection Manager, Principal	Food Safety Act 1990	General Provisions (s.5(6))	12 December

	Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer,			2023 FC 1 December 2024 MO
PPS22	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Regulatory Services Officer	Environmental Protection Act 1990 s.33ZA	Flytip Fixed Penalty	12 December 2023 FC 1 December 2024 MO
PPS23	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Environmental Protection Act 1990 s.34ZA	Failure of waste duty of care fixed penalty	12 December 2023 FC 1 December 2024 MO
PPS24	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Environmental Protection Act 1990 s.34A	Failure to furnish documents fixed penalty	12 December 2023 FC 1 December 2024 MO
PPS25	Public Protection Manager, Principal Environmental Health Officer, Environmental Health	Environmental Protection Act 1990 s.34B	Power to search and seize vehicles	12 December 2023 FC 1 December

	Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant			2024 MO
PPS26	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Contaminated Land Officer, Environmental Health Enforcement Officer,	Environmental Protection Act 1990 s.78B	Identification of contaminated land	12- December 2023 FC
PPS27	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Contaminated Land Officer, Environmental Health Enforcement Officer,	Environmental Protection Act 1990 s.78E	Service of contaminated land remediation notices	12- December 2023 FC
PPS28	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer, Environmental Health Assistant, Community Safety and Enforcement Officer	Control of Pollution (Amendment) Act 1989 s.5	Power to require authority to transport waste	12 December 2023 FC 1 December 2024 MO
PPS29	Public Protection Manager, Principal Environmental Health Officer,	Control of Pollution (Amendment) Act 1989 s.5B	Fixed penalty notice - failure to provide authority	12 December 2023 FC

	Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant , Community Safety and Enforcement Officer			1 December 2024 MO
PPS30	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Environmental Protection Act 1990 s.80	Service of abatement notice	12 December 2023 FC 1 December 2024 MO
PPS31	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	The Environmental Permitting (England and Wales) Regulations 2016 reg 13	Issue of permit	12 December 2023 FC 1 December 2024 MO
PPS32	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Contaminated Land Officer, Regulatory Services Officer , Assistant Environmental Health	Environment Act 1995 s.108	General powers of enforcing authorities, entry, demand for information etc	12 December 2023 FC 1 December 2024 MO

	Officer Environmental Health Assistant			
PPS33	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Environmental Health Assistant	Prevention of Damage by Pests Act 1949 s.4	Power to require treatment of land to destroy rats and mice	12 December 2023 FC 1 December 2024 MO
PPS34	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Health Protection (Local Authority Powers) Regulations 2010 reg 8	Notice requesting cooperation	12 December 2023 FC 1 December 2024 MO
PPS35	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer,	Health Protection (Local Authority Powers) Regulations 2010 reg 2	Notice requiring to keep a child away from school	12 December 2023 FC
PPS36	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Health Protection (Local Authority Powers) Regulations 2010 reg 11	Relocation of dead bodies	12 December 2023 FC 1 December 2024 MO
PPS37	Public Protection Manager, Principal Environmental Health Officer,	Health Protection (Local Authority Powers)	Restriction of contact with dead bodies	12 December 2023 FC

	Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer,	Regulations 2010 reg 9		1 December 2024 MO
PPS38	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer,	Health Protection (Local Authority Powers) Regulations 2010 reg 10	Restriction of access to dead bodies	12 December 2023 FC 1 December 2024 MO
PPS39	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Health and Safety at Work Etc Act 1974 s.19	Be appointed as Inspectors	12 December 2023 FC 1 December 2024 MO
PPS40	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Health and Safety at Work Etc Act 1974 s.26	That the Council indemnify its appointed inspectors	12 December 2023 FC 1 December 2024 MO
PPS41	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Health and Safety at Work Etc Act 1974 Sections 20-22, 25 & 39	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	12 December 2023 FC 1 December 2024 MO

			magistrates in England & Wales)	
PPS42	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services 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.	12 December 2023 FC 1 December 2024 MO
PPS43	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer Community Safety and Enforcement Officer	Anti-social Behaviour, Crime and Policing Act 2014 s.53	Power to issue Community Protection Notice / Fixed Penalty Notice	12 December 2023 FC 1 December 2024 MO
PPS44	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer, Community Safety and Enforcement Officer	Dangerous Dogs Act 1991 s.5	Seizure of dangerous dogs	12 December 2023 FC 1 December 2024 MO
PPS45	Public Protection Manager, Principal Environmental Health Officer,	Local Government (Miscellaneous Provisions) Act	Power to obtain particulars of persons interested in land	12 December 2023 FC

	Principal Licensing Officer, <u>Senior Licensing Officer</u> , Environmental Health Officer, Environmental Health Enforcement Officer, Contaminated Land Officer, Environmental Health Assistant, Licensing Officer, Community Safety and Enforcement Officer, <u>Regulatory Services Officer</u>	1976 s.16		<u>1 December 2024 MO</u> <u>1 April 2025 MO</u>
PPS46	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, <u>Regulatory Services Officer</u>	Public Health Act 1936 s.83	Cleansing of filthy or verminous premises	12 December 2023 FC <u>1 December 2024 MO</u>
PPS47	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, <u>Regulatory Services Officer</u>	Public Health Act 1936 s.79	Power to require removal of noxious matter by occupier of premises in urban district	12 December 2023 FC <u>1 December 2024 MO</u>
PPS48	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, <u>Regulatory Services Officer</u>	Public Health Act 1961 s.17	Power to require unblocking and repair of drains	12 December 2023 FC <u>1 December 2024 MO</u>

	Officer			
PPS49	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer	The Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015 regulation 35	Require thermal improvements to dwellings	12 December 2023 FC 1 December 2024 MO
PPS50	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 reg 4	Service of remedial notice	12 December 2023 FC 1 December 2024 MO
PPS51	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020 reg 6	Power to require remedial action	12 December 2023 FC 1 December 2024 MO
PPS52	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer Environmental Health Enforcement Officer	The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 reg 5	Service of remedial notice	12 December 2023 FC 1 December 2024 MO
PPS53	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory	The Smoke and Carbon Monoxide Alarm (England) Regulations	Power to require remedial action	12 December 2023 FC 1 December 2024 MO

	Services Officer Environmental Health Enforcement Officer	2015 reg 6		
PPS54	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, Senior Licensing Officer , Environmental Health Officer, Environmental Health Enforcement Officer, Licensing Officer, Regulatory Services Officer	Local Government (Miscellaneous Provisions) Act 1982 s.17	Power to enter premises (acupuncture etc.)	12 December 2023 FC 1 December 2024 MO 1 April 2025 MO
PPS55	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Licensing Act 2003 s 120	Grant of Application for personal licence If no objection made	12 December 2023 FC 1 April 2025 MO
PPS56	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Licensing Act 2003 s132A	Notice inviting representation following personal licence holder being convicted of a relevant offence	12 December 2023 FC 1 April 2025 MO
PPS57	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Licensing Act 2003 Act s 178	Notice to freeholder etc. to be notified of licensing matters	12 December 2023 FC 1 April 2025 MO
PPS58	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Licensing Act 2003 s 186	Institution of proceedings for offences	12 December 2023 FC 1 April 2025 MO
PPS59	Public Protection Manager, Principal Licensing Officer, Senior Licensing	Licensing Act 2003 s 23	Grant of Application for premises licence If no relevant	12 December 2023 FC 1 April

	<u>Officer</u> , Licensing Officer		representation made	<u>2025 MO</u>
PPS60	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Licensing Act 2003 72	Grant of Application for club premises certificate If no relevant representation	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS61	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Licensing Act 2003 s 35	Grant of Application to vary premises licence If no relevant representation received	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS62	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Licensing Act 2003 s 85	Grant of Application to vary club premises certificate If no relevant representation received	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS63	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Licensing Act 2003 s 86A	Determination of Minor Variation to club premises certificate	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS64	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Licensing Act 2003 s 39	Grant of Application to vary designated premises supervisor if no objection received	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS65	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Licensing Act 2003 s 41	Request to be removed as designated premises supervisor	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS66	Public Protection Manager, Principal	Licensing Act 2003 s 41B	Determination of Minor Variation to	12 December

	Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>		premises licence	2023 FC <u>1 April</u> <u>2025 MO</u>
PPS67	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Licensing Act 2003 s 44	Application for transfer of premises licence if no objection received	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS68	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Licensing Act 2003 s 47	Applications for interim authorities if no objection	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS69	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Licensing Act 2003 s 18, 35	Decision on whether a complaint is irrelevant frivolous vexatious etc	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS70	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Licensing Act 2003 s 102	Acknowledgement of temporary event notice	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS71	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing	Licensing Act 2003 s104A	Issue Counter notice following objection to late temporary event notice	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>

	Officer, Public Protection Technical Officer <u>Support Supervisor</u>			
PPS72	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Licensing Act 2003 s 105	Issue Counter notice following objection to temporary event notice	12 December 2023 FC <u>1 April 2025 MO</u>
PPS73	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Licensing Act 2003 s 107	issue counter notice to temporary event notice where permitted limits exceeded	12 December 2023 FC <u>1 April 2025 MO</u>
PPS74	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Licensing Officer, <u>Assistant Environmental Health Officer</u>	Licensing Act 2003 s 108	Right of entry where temporary event notice given	12 December 2023 FC <u>1 December 2024 MO</u> <u>1 April 2025 MO</u>
PPS75	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Environmental Health	Licensing Act 2003 s 179	Rights of entry to investigate licensable activities	12 December 2023 FC <u>1 December 2024 MO</u> <u>1 April 2025 MO</u>

	Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Licensing Officer, Assistant Environmental Health Officer			
PPS76	Public Protection Manager, Principal Environmental Health Officer, Principal Licensing Officer, Senior Licensing Officer , Environmental Health Officer, Environmental Health Enforcement Officer, Environmental Health Assistant, Licensing Officer, Assistant Environmental Health Officer	Licensing Act 2003 s 180	Right of entry to investigate offences	12 December 2023 FC 1 December 2024 MO 1 April 2025 MO
PPS77	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer, Public Protection Technical- Officer Support Supervisor	Town Police Clauses Act 1847 s.37	Grant Hackney Carriage Licence	12 December 2023 FC 1 April 2025 MO
PPS78	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer, Public Protection Technical- Officer Support Supervisor	Local Government (Miscellaneous Provisions) Act 1976 s 48	Grant of Private Hire Vehicle Licence	12 December 2023 FC 1 April 2025 MO
PPS79	Public Protection Manager, Principal Licensing Officer, Senior Licensing	Local Government (Miscellaneous Provisions) Act	Grant of Private Hire Vehicle Drivers licence	12 December 2023 FC 1 April

	<u>Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	1976 s 51		<u>2025 MO</u>
PPS80	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s57	Grant of private hire operators licence	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS81	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 56	Power to require applicants to submit information.	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS82	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 58	Notice requiring return of identification plate or disc on revocation or expiry of licence etc.	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS83	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 60	Suspension and revocation of vehicle licences.	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS84	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing</u>	Local Government (Miscellaneous Provisions) Act	Suspension and revocation of drivers' licences.	12 December 2023 FC <u>1 April</u>

	<u>Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	1976 s 61		<u>2025 MO</u>
PPS85	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 62	Suspension and revocation of operators' licences.	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS86	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 65	Fixing of fares for hackney carriages.	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS87	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 68	Immediate Suspension of vehicle licence	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS88	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical-Officer <u>Support Supervisor</u>	Local Government (Miscellaneous Provisions) Act 1976 s 75	Notice exempting holder from displaying vehicle plate and driver ID badge	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS89	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing</u>	Hackney Carriage and Private Hire Licensing Policy	Attach Penalty Points to Drivers, Operators and Vehicle Licences	12 December 2023 FC <u>1 April</u>

	<u>Officer</u> , Licensing Officer	as adopted December 2022		<u>2025 MO</u>
PPS90	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 s 163	Determination of premises licence application	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS91	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 s 187	Determination of variation premises licence	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS92	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 s 188	Grant following transfer of premises licence	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS93	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 s 220	Acknowledgment of temporary use notice	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS94	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 Schedule 10	Issue of Family Entertainment Centre Gaming Machine Permits	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS95	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 Schedule 11	Registration of small society lottery	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS96	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Gambling Act 2005 Schedule 12	Issue of Club Gaming Permits and Club Machine Permits	12 December 2023 FC <u>1 April</u> <u>2025 MO</u>
PPS97	Public Protection	Gambling Act	issue of Licensed	12

	Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	2005 Schedule 13	Premises Gaming Machine Permits	December 2023 FC 1 April 2025 MO
PPS98	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Gambling Act 2005 Schedule 14	Licensed Prize Gaming Permits	12 December 2023 FC 1 April 2025 MO
PPS99	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Gambling Act 2005 s 317	Powers to inspect premises etc.	12 December 2023 FC 1 April 2025 MO
PPS100	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Gambling Act 2005 s 304	Authorised person	12 December 2023 FC 1 April 2025 MO
PPS101	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 s 14	Registration for Acupuncture	12 December 2023 FC 1 April 2025 MO
PPS102	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer , Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 s 15	Registration of Tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis.	12 December 2023 FC 1 April 2025 MO
PPS103	Public Protection Manager, Principal Licensing Officer, Senior 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 where no objection received	12 December 2023 FC 1 April 2025 MO
PPS104	Public Protection Manager, Principal Licensing Officer,	Local Government (Miscellaneous	Powers of local authority officers	12 December 2023 FC

	<u>Senior Licensing Officer</u> , Licensing Officer	Provisions) Act 1982 Schedule 3 para 24		<u>1 April 2025 MO</u>
PPS105	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 paras 3 and 7	determination of applications street trading consents and licences	12 December 2023 FC <u>1 April 2025 MO</u>
PPS106	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Animal Welfare Act 2006 s 51	Appointment of inspector and vet to exercise enforcement powers	12 December 2023 FC <u>1 April 2025 MO</u>
PPS107	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , 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	12 December 2023 FC <u>1 April 2025 MO</u>
PPS108	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 regulation 4(4)	Appointment of vet in relation to breeding of dogs licence	12 December 2023 FC <u>1 April 2025 MO</u>
PPS109	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , 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	12 December 2023 FC <u>1 April 2025 MO</u>
PPS110	Public Protection Manager, Principal Licensing Officer,	Animal Welfare (Licensing of Activities	Determination of grant or renewal of a licence	12 December 2023 FC

	<u>Senior Licensing Officer</u> , Licensing Officer	Involving Animals) (England) Regulations 2018 regulation 15		<u>1 April 2025 MO</u>
PPS111	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , 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	12 December 2023 FC <u>1 April 2025 MO</u>
PPS112	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Zoo Licensing Act 1982 s 4	Determination of grant or refusal of licence	12 December 2023 FC <u>1 April 2025 MO</u>
PPS113	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Zoo Licensing Act 1982 s 17	Power of Entry	12 December 2023 FC <u>1 April 2025 MO</u>
PPS114	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Zoo Licensing Act 1982 s 16G	Power to revoke licence	12 December 2023 FC <u>1 April 2025 MO</u>
PPS115	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Scrap Metal Dealers Act 2013 s 3	Determination of application	12 December 2023 FC <u>1 April 2025 MO</u>
PPS116	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Scrap Metal Dealers Act 2013 s 4	Power to revoke licence or imposition of conditions	12 December 2023 FC <u>1 April 2025 MO</u>

PPS117	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Scrap Metal Dealers Act 2013 s 16	Right to enter and inspect	12 December 2023 FC <u>1 April 2025 MO</u>
PPS118	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Police Factories etc. (Miscellaneous Provisions) Act 1916 s 5	Grant of permit for charity street collection	12 December 2023 FC <u>1 April 2025 MO</u>
PPS119	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	House to House Collections Act 1939 2	Determination of licence	12 December 2023 FC <u>1 April 2025 MO</u>
PPS120	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Charities Act 2006 s59	Grant of permit for charity street collection	12 December 2023 FC <u>1 April 2025 MO</u>
PPS121	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer, Public Protection Technical Officer <u>Support Supervisor</u>	Charities Act 2006 s60	Refusal of permits for charity street collection	12 December 2023 FC <u>1 April 2025 MO</u>
PPS122	Public Protection Manager, Principal Licensing Officer, <u>Senior Licensing Officer</u> , Licensing Officer	Business and Planning act 2020 s 3	Determination of Pavement Licence	12 December 2023 FC <u>1 April 2025 MO</u>

PPS123	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer .	Anti-Social Behaviour, Crime and Policing Act 2014 s.43	Community Protection Notices – Power to Issue Notice	12 December 2023 FC 1 December 2024 MO
PPS124	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer .	Anti-Social Behaviour, Crime and Policing Act 2014 s.47	Remedial Action by Local Authority	12 December 2023 FC 1 December 2024 MO
PPS125	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer .	Anti-Social Behaviour, Crime and Policing Act 2014 s.52	Determination and Service of Fixed Penalty Notices	12 December 2023 FC 1 December 2024 MO
PPS126	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer .	Environmental Protection Act 1990 s.87	Litter Offences	12 December 2023 FC 1 December 2024 MO
PPS127	Public Protection Manager, Principal Environmental Health Officer, Environmental Health	Environmental Protection Act 1990 s.88	Determination and Service of Fixed Penalty Notices	12 December 2023 FC 1 December

	Officer, Environmental Health Enforcement Officer, Regulatory Services Officer.			2024 MO
PPS128	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer.	Public Health Act 1936 s.287	Power to enter premises	12 December 2023 FC 1 December 2024 MO
PPS129	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer.	Public Health Control of Diseases Act 19 84 ³⁶ s.46	Decisions on behalf of the Council regarding Burial and Cremation.	12 December 2023 FC 1 December 2024 MO
PPS130	Public Protection Manager, Principal Licensing Officer. Senior Licensing Officer. Licensing Officer	Hypnotism Act 1952	Issue of consent to the exhibition, demonstration or performance of hypnotism	4 March 2024 UD 1 December 2024 MO 1 April 2025 MO
PPS131	Head of Housing and Community in consultation with the Chair of the Environment Committee	Not Applicable	To commence work on independent noise investigation and subsequent potential enforcement in relation to the Chalk Pit site only when in when in their professional opinion the level	26 March 2024 S&R

			of noise and complaints warrant such action following completion and commissioning of the required buildings with current or amended planning permission.	
PPS132	Head of Housing and Community	Not Applicable	To carry out a consultation based on the draft, make any consequential amendments and bring the matter back to the committee for final adoption	28 January 2025 S&R
PPS133	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.16	Revocation and variation of improvement notices	6 May 2025 FC
PPS134	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.25	Revocation and variation of prohibition orders	6 May 2025 FC
PPS135	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.41	Notice of Remedial Action	6 May 2025 FC
PPS136	Public Protection Manager, Principal	Housing Act 2004 s.43	Emergency Prohibition Orders	6 May 2025 FC

	Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer			
PPS1367	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.49	Power to charge for certain enforcement action	6 May 2025 FC
PPS1378	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.69	Variation of housing licences	6 May 2025 FC
PPS1389	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.102	Making of interim management orders	6 May 2025 FC
PPS14039	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.111	Variation of interim management orders	6 May 2025 FC
PPS1401	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.112	Revocation of interim management orders	6 May 2025 FC
PPS1412	Public Protection Manager, Principal Environmental Health Officer, Environmental Health	Housing Act 2004 s.113	Making of final management orders	6 May 2025 FC

	Officer, Regulatory Services Officer			
PPS1423	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.121	Variation of final management orders	6 May 2025 FC
PPS1434	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.122	Revocation of final management orders	6 May 2025 FC-
PPS1445	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.127	Management orders - power to supply furniture	6 May 2025 FC
PPS1456	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.139	Service of overcrowding notices	6 May 2025 FC
PPS1467	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.144	Revocation and variation of overcrowding notices	6 May 2025 FC
PPS1478	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Housing Act 2004 s.255	HMO declarations	6 May 2025 FC
PPS1489	Public Protection	Housing Act	Revocation of	6 May

	Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	2004 s.256	HMO declarations	2025 FC
PPS15049	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Noise Act 1996 s.8	Issuing Fixed Penalty Notice	6 May 2025 FC
PPS1510	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Noise Act 1996 s.8b	Fixed Penalty Notices - power to require name and address	6 May 2025 FC -
PPS1542	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer, Assistant Environmental Health Officer	Noise Act 1996 s.10	Powers of Entry	6 May 2025 FC
PPS1523	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health	Environmental Permitting Regulations 2016 regulation 18	Consolidate permits	6 May 2025 FC

	Enforcement Officer, Regulatory Services Officer			
PPS1534	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Environmental Permitting Regulations 2016 regulation 20	Vary an environmental permit	6 May 2025 FC
PPS1545	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Environmental Permitting Regulations 2016 regulation 21	Transfer an environmental permit	6 May 2025 FC
PPS1556	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Environmental Permitting Regulations 2016 regulation 22	Power to revoke an environmental permit	6 May 2025 FC
PPS1567	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Environmental Permitting Regulations 2016 regulation 37	Power to serve a suspension notice	6 May 2025 FC
PPS1578	Public Protection Manager, Principal	Environmental Permitting	Power to prevent or remedy	6 May 2025 FC

	Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Regulations 2016 regulation 57	pollution	
PPS1589	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Environmental Permitting Regulations 2016 regulation 61	Power to require the provision of information	6 May 2025 FC
PPS15960	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Prevention of Damage by Pests Act 1949 s.5	Remedies for failure to comply with notice under section 4	6 May 2025 FC
PPS1640	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Prevention of Damage by Pests Act 1949 s.6	Additional powers of local authorities in relation to groups of premises	6 May 2025 FC
PPS1621	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health	Prevention of Damage by Pests Act 1949 s.22	Powers of entry	-6 May 2025 FC

	Enforcement Officer, Regulatory Services Officer, Assistant Environmental Health Officer			
PPS1632	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Public Health Act 1936 s.45	Power to reinstate defective closets capable of repair	6 May 2025 FC
PPS1643	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Public Health Act 1936 s.50	Issuing of a Notice requiring remedy of overflowing and leaking cesspools	6 May 2025 FC
PPS1654	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Public Health Act 1936 s.84	Require the cleansing or destruction of filthy or verminous articles	6 May 2025 FC
PPS1665	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Public Health Act 1936 s.85	Require the cleansing of verminous persons and their clothing	6 May 2025 FC

<u>PPS1676</u>	<u>Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer</u>	<u>Public Health Act 1936 s.140</u>	<u>Power to close, or restrict use of water from, polluted source of supply</u>	<u>6 May 2025 FC</u>
<u>PPS1687</u>	<u>Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer</u>	<u>Public Health Act 1961 s.22</u>	<u>Power to cleanse or repair drains</u>	<u>6 May 2025 FC</u> -
<u>PPS1698</u>	<u>Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer</u>	<u>Public Health Act 1961 s.34</u>	<u>Removal of accumulations of rubbish</u>	<u>6 May 2025 FC</u>
<u>PPS17069</u>	<u>Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer</u>	<u>Public Health Act 1961 s.35</u>	<u>Filthy or verminous premises</u>	<u>6 May 2025 FC</u>
<u>PPS1740</u>	<u>Public Protection Manager, Principal Environmental Health Officer, Environmental Health</u>	<u>Public Health Act 1961 s.36</u>	<u>Power to require vacation of premises during fumigation</u>	<u>6 May 2025 FC</u>

	Officer, Environmental Health Enforcement Officer, Regulatory Services Officer			
PPS1721	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Sunbeds Act 2010 s.7(2)	Appointment as an authorised officer	6 May 2025 FC
PPS1732	Public Protection Manager, Principal Licensing Officer, Licensing Officer	Sections 1 and 2 Hypnotism Act 1952	Approval of performances of hypnotism	6 May 2025 FC
PPS1743	Public Protection Manager, Community Safety and Enforcement Officer	Anti Social Behaviour Crime and Policing Act 2014 s.76	Premises Closure Notices	6 May 2025 FC
PPS1754	Public Protection Manager, Community Safety and Enforcement Officer	Anti Social Behaviour Crime and Policing Act 2014 s.78	Cancellation/ variation of closure notices	6 May 2025 FC
PPS1765	Public Protection Manager, Community Safety and Enforcement Officer	Anti Social Behaviour Crime and Policing Act 2014 s.82	Extension of closure orders	6 May 2025 FC
PPS1776	Public Protection Manager, Community Safety and Enforcement Officer	Anti Social Behaviour Crime and Policing Act 2014 s.83	Discharge of closure orders	6 May 2025 FC
PPS177	Public Protection Manager, Community Safety and Enforcement Officer, Environmental Enforcement Operations Supervisor	Anti-Social Behaviour, Crime and Policing Act 2014 s.68	Determination and Service of Fixed Penalty Notices – public space protection orders	6 May 2025 FC

PPS178	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Public Health (Control of Diseases) Act 1984 s.74(A)	Appointment as "authorised officer"	6 May 2025 FC
PPS179	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer, Principal Licensing Officer, Senior Licensing Officer, Licensing Officer	Sunday Trading Act 1994	Appointment as an Inspector	6 May 2025 FC
PPS180	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Environmental Health Enforcement Officer, Regulatory Services Officer	Health Act 2006 s.10	Appointment as authorised officer for Part 1 functions.	6 May 2025 FC
PPS181	Public Protection Manager, Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Regulation 35(1) and 35(3) Trade in Animals and Related Products Regulations 2011	Investigatory and enforcement decisions related to imported animals or products suspected of consisting serious risk to human or animal health or welfare	6 May 2025 FC
PPS182	Public Protection Manager		Authority to enter into agreements with third parties	6 May 2025 FC

			to support the delivery of services under the remit of the role, in accordance with Financial Regulations and Contract Standing Orders	
PPS183	Public Protection Manager, Principal Licensing Officer, Senior Licensing Officer, Licensing Officer	Dangerous Wild Animals Act 1976	S 1: Grant, refuse, or renew a licence S 1: Specify conditions of the licence S 3: Inspection of premises S 3: Authorisation of veterinary surgeon or practitioner or such other person as it may deem competent to do so to inspect any premises S 4: Seize, retain or destroy/dispose of animal S 6: Institution of proceedings for offences	6 May 2025 FC

8. Returning Officer Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
RO1	Chief Executive	Determination of any ongoing review or change of polling places for a five-year period from 1st March 2024, or until superceded by any review of any polling place or district.	13 February 2024 FC

9. Property and Regeneration Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
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PR1	Chief Executive, Director of Environment, Housing and Regeneration in consultation with the S151 Officer	To approve all necessary project/procurement expenditure and release of funds from budgets/reserves (up to the approved limit) through to completion and delivery of the Council's Civic Offices at 70 East Street, Epsom.	12 December 2023 FC
PR-2	Director of Environment, Housing and Regeneration, Head of Legal	To progress the community licence for Stoneleigh Railway Station to completion and take all actions and decisions as are necessary and appropriate to ensure that it is not the Council who is responsible for maintaining the community garden.	23 July 2024 S&R
PR3	<u>Head of Property and Regeneration</u>	<u>To make changes within the 2025-26 planned maintenance programme to cover unforeseen matters (such as tender price variances) of up to, but not exceeding £20,000 per change, in accordance with Financial Regulations and Contract Standing Orders.</u>	<u>28 January 2025 S&R</u>
PR43	<u>Head of Property and Regeneration – in consultation with the Chief Finance Officer, Chief Legal Officer</u>	<u>Acquisitions or disposals of property where the market value is below £10,000, in accordance with Council's Strategic Asset Management Plan 2020- 30, Financial Regulations and Contract Standing Orders</u>	<u>6 May 2025 FC</u>
PR5- 4	<u>Head of Property and Regeneration – in consultation with the Chief Finance Officer, Chief Legal Officer</u>	<u>Granting new leases or licences of less than 15 years or where the initial annual rental / licence fee is below £50,000 per annum, in accordance with Council's Strategic Asset Management Plan 2020- 30, Financial Regulations and Contract Standing Orders</u>	<u>6 May 2025 FC</u>
PR6- 5	<u>Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager</u>	<u>Authority to carry out and agree rent / licence fee reviews where the proposed rent / licence fee is not in accordance with the review provisions, in accordance with Council's Strategic Asset Management Plan 2020-30, Financial Regulations and Contract Standing Orders</u>	<u>6 May 2025 FC</u>
PR7- 6	<u>Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager</u>	<u>Authority to sell or grant rights over property where the total capital premium received is below £25,000 or the term of the agreement is less than 25 years, in accordance with Council's Strategic</u>	<u>6 May 2025 FC</u>

		Asset Management Plan 2020-30 , Financial Regulations and Contract Standing Orders	
PR8- 7	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to carry out all functions not listed or transactions whose value falls below the levels specified within the terms of reference for Strategy & Resources Committee, all delegated functions must be exercised in compliance with the Council's Strategic Asset Management Plan 2020-30 and in accordance with Financial Regulations and Contract Standing Orders	6 May 2025 FC
PR9- 8	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to seek suitable external advice for entering into and granting leases (both new and extensions), in accordance with Council's Strategic Asset Management Plan 2020-30 , Financial Regulations and Contract Standing Orders	6 May 2025 FC
PR 10	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to manage and take operational decisions affecting all Council owned or managed properties (including property occupied by the Council as a tenant / licensee), in accordance with Council's Strategic Asset Management Plan 2020-30 , Financial Regulations and Contract Standing Orders	6 May 2025 FC
PR 11	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to grant any variation, permission or licence under an existing lease or agreement where consent of the Council is required by any clauses contained in those documents which does not require a fine or cash payment as a consideration to or by the Council and is not envisaged to have a negative impact on the value of the asset, in accordance with Council's Strategic Asset Management Plan 2020-30 , Financial Regulations and Contract Standing Orders	6 May 2025 FC
PR 12	Head of Property & Regeneration, Estates Manager and Building	Authority to negotiate any miscellaneous licences, wayleaves, easements and other agreements where the total capital	6 May 2025 FC

	Services and Facilities Manager	premium received is less than £25,000 or the term of the agreement is 25 years or less, in accordance with Council's Strategic Asset Management Plan 2020-30, Financial Regulations and Contract Standing Orders	
PR 13	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to make and settle proposals in respect of the rateable value of any Council owned property in accordance with Council's Strategic Asset Management Plan 2020-30, Financial Regulations and Contract Standing Orders	6 May 2025 FC
PR 14	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to consider and determine applications for the release, variation or modification of covenants attached to former Council housing stock, in accordance with Council's Strategic Asset Management Plan 2020-30, Financial Regulations and Contract Standing Orders	6 May 2025 FC
PR 15	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to submit applications for planning permission, building regulations and listed building consents on properties owned by the Council	6 May 2025 FC
PR 16	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Exercise any power or duty of the Council to take action for the safety, health or protection of Council owned property and staff operating within	6 May 2025 FC
PR 17	Head of Property & Regeneration, Estates Manager and Building Services and Facilities Manager	Authority to respond or serve counter notice to any formal notice served on the Council (in relation to formal property / land notices only, in consultation with Legal Services)	6 May 2025 FC

10. Corporate Governance Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
CG1	Chief Finance Officer	To make any required amendments to	25 July

	in consultation with the Chair and Vice-Chair of the Audit and Scrutiny Committee.	the Annual Governance Statement prior to its submission with the Statement of Accounts.	2024 A&S
CG2	Chief Executive, Directors, Heads of Service	Authority to Respond on behalf of the Council to all Consultations from Central Government, Surrey County Council and any professional body, after consultation with the Chair of any relevant Committee.	6 May 2025 FC

11. Corporate Services Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
CS1	Assistant (Acting) Director Corporate Services consultation with the Chair of the Strategy & Resources Committee.	To decide upon and make payments to applicants to the Chuter Ede Trusts in this and subsequent years.	17 September 2024 S&R
CS 2	Customer Services Manager, Business Support Assistant Manager and Business Support Officers	<p>Responsible for and authorised to determine and process all Freedom of Information (FOI), Environmental Information Regulations (EIR) and Data Protection (DP) Requests.</p> <p>To ensure requests are dealt with under the relevant legislation, the correct exemptions and exceptions are applied, and all are dealt with within the statutory timeframes.</p> <p>To support the Council's Data Protection Officer on all aspects of the General Data Protection Regulation (UK GDPR) including preparing submissions and liaising with the ICO (Information Commissioner's Office) where necessary.</p>	6 May 2025 FC
CS3	Data Protection Officer	Responsible for all aspects of the General Data Protection Regulation (UK GDPR) including reporting to the ICO (Information Commissioner's Office) where necessary.	6 May 2025 FC

CS 4	Head of People & Organisational Development	Authorising appointment of agency staff and/or consultants	6 May 2025 FC
CS 5	Head of People & Organisational Development	Authorising overtime and expenses payments	6 May 2025 FC
CS 6	Head of People & Organisational Development	Authorising loan payments (car, season ticket)	6 May 2025 FC
CS 7	Head of People & Organisational Development	Authorising acting-up payments and honoraria	6 May 2025 FC
CS 8	Head of People & Organisational Development	Approval of special leave and unpaid leave	6 May 2025 FC
CS 9	Head of People & Organisational Development	Approval of extension of sick pay	6 May 2025 FC
CS 10	Head of People & Organisational Development	Approval of career break applications	6 May 2025 FC
CS 11	Head of People & Organisational Development	Issue notices of termination – redundancy and retirement	6 May 2025 FC
CS 12	Head of People & Organisational Development	Authorisation for retirement, redundancy and pension transfer	6 May 2025 FC
CS 13	Head of People & Organisational Development	Approval of changed and new job descriptions	6 May 2025 FC
CS 14	Head of People & Organisational Development – n consultation with Chief Executive, Directors and any relevant Head of Service	Service structure changes	6 May 2025 FC
CS 15	Head of People & Organisational Development	Authority to carry out all functions specified within all of the Council's HR Policies and its People Framework, all delegated functions must be exercised in accordance with Financial Regulations and Contract Standing Orders	6 May 2025 FC

CS 16	Head of People & Organisational Development	Authority to engage training providers and apprenticeship providers, in accordance with Financial Regulations and Contract Standing Orders	6 May 2025 FC
CS 17	Head of People & Organisational Development	Authority to enter into and sign agreements with benefits providers, in accordance with Financial Regulations and Contract Standing Orders	6 May 2025 FC
CS 18	Head of People & Organisational Development	Authority to make all decisions relating to the Council's duties to inform and consult workers under any statute or Council policy or procedure.	6 May 2025 FC
CS 19	Head of People & Organisational Development	To act as the Council's principal advisor on all human resources and employment issues. Develop, implement, monitor and continuously review HR policies and practices which reflect corporate strategy, HR practise, changing requirements and promote a consistent approach	6 May 2025 FC
CS20	Corporate Governance & Strategy Manager Business Assurance Manager	Authority to take decisions related to managing the Council's response to an emergency at the tactical level	6 May 2025 FC
CS21	Corporate Health & Safety Officer	Investigate and report health and safety accidents and incidents, including to the Health & Safety Executive.	6 May 2025 FC
CS22	Corporate Health & Safety Officer	Provide information for Health & Safety related Freedom of Information requests.	6 May 2025 FC
CS23	Corporate Health & Safety Officer	To provide support, data and advice related to Health & Safety Executive audits and investigations.	6 May 2025 FC
CS24	Business Assurance Manager Corporate Governance & Strategy Manager	Authority to take decisions related to managing the Council's corporate counter-fraud function, including providing data to the national fraud initiative, and triaging reports of potential fraud.	6 May 2025 FC
CS25	Assistant Director Corporate Services Head of Policy & Corporate Resources	Authority to take decisions related to the Council's corporate insurance related to claims, in consultation with the council's insurers.	6 May 2025 FC

	<u>Corporate Governance & Strategy Manager</u> <u>Business Assurance Manager</u>		
<u>CS26</u>	<u>Head of Policy & Corporate Resources</u> <u>Assistant Director Corporate Services, Corporate Governance & Strategy Manager</u> <u>Business Assurance Manager</u>	<u>Authority to conduct corporate fraud investigations.</u>	<u>6 May 2025 FC</u>

12. Community Development Scheme of Delegation

<u>CD1</u>	<u>Head of Housing & Community, in consultation with the Chair of Strategy & Resources and Wellbeing Committees</u>	<u>Express authority to take all necessary actions to implement the decision of the Strategy and Resources Committee on 28/01/2025 in relation to Item 15 (UKSPF Update), within the agreed budget, as necessary and appropriate.</u>	<u>28 January 2025 S&R</u>
<u>CD 24</u>	<u>Head of Housing and Community</u>	<u>Authority to enter into and sign agreements with third party providers of community services, in accordance with Financial Regulations and Contract Standing Orders</u>	<u>6 May 2025 FC</u>
<u>CD23</u>	<u>Community Development Manager</u>	<u>Authority to:</u> <ul style="list-style-type: none"> <u>i. Negotiate contracts with third parties, in accordance with Financial Regulations and Contract Standing Orders</u> <u>ii. Provide instructions to Legal Services on matters regarding contract compliance and outcome reporting;</u> <u>iii. Make operational decisions pertaining to contracts, in accordance with Financial Regulations and Contract Standing Orders</u> <u>iv. Request improvement plans;</u> 	<u>6 May 2025 FC</u>

		<p><u>v. To serve notice or stop service provision (where required) in the event of unsafe practices (including the instruction of Legal Service to assist with this);</u></p> <p><u>vi. Allocate budget as required to best meet the needs of the service, in accordance with Financial Regulations;</u></p> <p><u>vii. Make operational and budgetary decisions in respect of of central government funding schemes relating to refugee/asylum programmes where funds are ring-fenced for spend, in accordance with Financial Regulations and Contract Standing Orders</u></p> <p><u>viii. Make decisions as to the suitability of hosts/sponsors on the Homes for Ukraine Scheme and to withdraw sponsorship payments where concerns arise.</u></p> <p><u>ix. Apply for and make the necessary spend allocations against bid funding for projects that support the work of the community development team.</u></p> <p><u>x. To make operational decisions in respect of the community development team.</u></p>	
<u>CD34</u>	<u>Refugee Coordinator</u>	<p><u>Authority under the Council's Homes for Ukraine Scheme:</u></p> <p><u>i. To make decisions pertaining to:</u></p> <p><u>a. the allocation of host/sponsorship</u></p> <p><u>b. thank you payments in line with central government guidance</u></p> <p><u>ii. To under-take welfare visits (announced and unannounced) to sponsors and guests;</u></p> <p><u>iii. To fail, and report sponsorship arrangements under the scheme.</u></p>	<u>6 May 2025 FC</u>

CD45	Arts and Culture Officer	<p><u>Authority to:</u></p> <ul style="list-style-type: none"> i. <u>Commission training as required, in accordance with Financial Regulations and Contract Standing Orders</u> ii. <u>Act on behalf of the Council when negotiating contracts with third parties in accordance with Financial Regulations and Contract Standing Orders</u> iii. <u>Allocate budget as required to best meet the needs of the service, in accordance with Financial Regulations.</u> 	6 May 2025 FC
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13. Nonsuch Park Joint Management Committee Scheme of Delegation

NS1	Interim Assistant Head of Service (Streetcare)	To determine applications for, and to suspend/revoke, licenses for Commercial Dog Walking in Nonsuch Park, in accordance with the Commercial Dog Walking Policy - Nonsuch Park.	20/01/2025 NJMC
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Appendix 3 –

Introduction of the role of Leader of the Council in relation to Standing Orders – List of Changes required to the constitution (new or amended text in red):

Appendix 4 to the Constitution:

- **New – FCR 2.1 (iii) – Appointment of a Leader (in conjunction with Annex 4-10)**
- **Updated FCR 2.2 (ix) – Leader and Chairs' statements.**
- **New – FCR 5.6 - The Leader of the Council shall be proposed for appointment as the Vice Chair of Strategy and Resources Committee until the next Annual Council meeting.**
- **Updated FCR 11 – Leader and Chairs' statement to Full Council**
- **Updated FCR 11.1 – 11.2.4 –**

11.1 The **Leader and** Chair of each of the policy committees is able to submit a **Leader's or** Chairs' statement to be included as a standard item on the agenda for each Full Council meeting (excluding the Annual Meeting and Budget Meeting). This will be a short statement briefing councillors on the current events and issues, **and where it is a Chair's statement**, relating to the relevant committee's area of work.

11.2 At the conclusion of all **of Chairs'** statements, 30 minutes will be set aside for councillors to ask questions on the statement of **the Leader and** any Chair in accordance with the following:

11.2.1 The Mayor is to manage questions, taking them in the order councillors indicated their wish to ask by raising their hands.

11.2.2 Questions must relate to the content of the **Chairs'** statement only.

11.2.3 Each councillor is limited to a maximum of two questions in respect of each **Chairs'** statement. Any second question may only be asked once all other councillors with a first question have already asked theirs.

11.2.4 There is no requirement for prior notice to be given to the **Leader or** Chair before asking a question.

- **NEW – FCR 21 – Role of the Leader:**

21.1 A protocol on the role of the Leader is available in the Framework (Annex 4-10).

Appendix 5 to the Constitution:

No changes proposed

Annexes to to the Constitution:

- **UPDATE - Annex 1.2 – Glossary of Terms**

- Administration
- Leader

- **UPDATE – Annex 2-3**

Majority Group Leader of the Council	1	100% of Basic Allowance
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- **NEW – ANNEX 4-10 - Role of the Leader**

1. Appointment and Terms of Office:

1.1 The council shall appoint a Leader from among its elected members at its annual Council Meeting, or at such other times as may be required, in accordance with FCR 2 – Appendix 4.

1.2 The Leader shall hold office until the Annual Council meeting that follows their appointment unless:

1.2.1 They resign from the office of Leader;

1.2.2 They cease to be a councillor, or

1.2.3 They are removed from office by resolution of full Council.

1.3 Should the Leader wish to resign from their role, further to provisions 1.2.1 above, their resignation must be in writing (including email) and be sent to both the Head of Paid Service and the Monitoring Officer.

2. Functions and responsibilities:

2.1 The Leader shall act as the principal political spokesperson for the Council, providing leadership, direction and strategic vision in collaboration with each chair of all committees.

2.2 The Leader shall work with all Political Group Leaders, the Head of Paid Service, Directors and all Heads of Service to promote the effective governance of the Council, ensuring that decisions are taken in a manner that reflects the Council's Strategic Priorities and Policies.

2.3 The Leader may represent the Council in discussions with external bodies, including central government, regional organisations, and other national and local stakeholders, where such representation is in the best interests of the Council and its local residents.

2.4 The Council operates on the basis of collective decision-making through committees, and the Leader shall not hold themselves out as having any decision making authority but may:

2.4.1 Provide guidance on cross-cutting strategic issues affecting local residents

2.4.2 Chair relevant working or task and finish groups as determined by full Council

2.4.3 Facilitate communication between committees to ensure a coherent approach to decision making

3. Civic and External Representation:

3.1 The Leader shall, where appropriate, attend civic functions and act as an ambassador for the Council, noting the specific role for the Mayor and Deputy Mayor set out within Annex 2-2.

3.2 The Leader may be nominated further to their office to serve on national or regional bodies, subject to full Council approval.

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