

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	Determination of all matters arising from all legislation relating to the use and development of land. Should any of these officers think it necessary or appropriate, they may at their discretion, refer any matter for consideration and / or determination by the Planning Committee, and shall inform the Chair of Planning Committee accordingly. A Planning Committee member or any councillor may call in a matter for determination by the Planning Committee in accordance with the procedure outlined in the Framework (Annex 4.8, Section 8). 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.	12 December 2023 FC 1 April 2025 MO

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

		<u>determining compliance with conditions to existing permissions.</u> <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>	
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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>PEE33</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>PEE34</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>PEE35</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>PEE36</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 <u>Interim Assistant</u> Head of Service (Streetcare), Assistant <u>Interim Assistant</u> Head of Service (Venues & Community Commercial Services), Street Care Manager & Deputy Street Care Manager, <u>Business Adviser Operational Services</u>	Agree rents with market traders within the fees and parameters as approved by committee and 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>
OS2	<u>Head of Operational Services,</u> Assistant <u>Interim Assistant</u> Head of Service (Streetcare), Street Care Manager & Deputy Street Care Manager, <u>Business Adviser Operational Services, Interim Assistant Head of Service & Transport and Waste Manager, Interim Assistant Head of Service, (Venues & Community Commercial Services)</u>	Signing of market traders' annual contracts, in 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>
OS3	<u>Head of Operational Services,</u> Assistant <u>Interim Assistant</u> Head of Service (Streetcare), Street Care Manager, <u>Assistant<u>Interim Assistant</u> <u>Head of Service (Venues & Community Commercial</u></u>	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	<u>12 December 2023 FC</u> 1 October <u>December</u> 2024 MO <u>1 April 2025 MO</u>

	<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)</u> , <u>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) & 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 <u>OctoberDecember 2024 MO</u> <u>1 April 2025 MO</u>
OS8	Head of Operational Services, <u>Interim Assistant Head of Service (Venues & Community Commercial Services)</u> , <u>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)</u> , <u>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 <u>OctoberDecember 2024 MO</u> <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>AssistantInterim</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>AssistantInterim</u> <u>Assistant</u> Head of Service (Streetcare), <u>AssistantInterim</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>ManagerTransport 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>OctoberDecember</u> 2024 MO <u>1 April 2025 MO</u>
OS14	Head of Operational Services, <u>AssistantInterim</u> <u>Assistant</u> Head of Service (Venues & <u>Community Commercial</u> <u>Services),</u> <u>AssistantInterim</u> <u>Assistant</u> Head of Service (Streetcare), <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>AssistantInterim</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>OS2018</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>		
OS2119	<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

		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	replacing legislation or adopted Council policy relating to the Council's housing and homelessness functions.	
HS2	Strategic Housing 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	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

		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

		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	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.	
HS5	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	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	12 December 2023 FC

		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	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	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	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	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

		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	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.	
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>HS1926</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
HS218	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> 2025 MO
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> 2025 MO
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> 2025 MO
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> 2025 MO
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> 2025 MO
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> 2025 MO

	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 -
PPS1512	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
PPS1610	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>PPS1710</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 Officer, 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>
<u>PR43</u>	<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>
<u>PR5- 4</u>	<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>
<u>PR6- 5</u>	<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>
<u>PR7- 6</u>	<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	Responsible for and authorised to determine and process all Freedom of Information (FOI), Environmental Information Regulations (EIR) and Data Protection (DP) Requests. 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. 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.	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

<u>CS 4</u>	<u>Head of People & Organisational Development</u>	<u>Authorising appointment of agency staff and/or consultants</u>	<u>6 May 2025 FC</u>
<u>CS 5</u>	<u>Head of People & Organisational Development</u>	<u>Authorising overtime and expenses payments</u>	<u>6 May 2025 FC</u>
<u>CS 6</u>	<u>Head of People & Organisational Development</u>	<u>Authorising loan payments (car, season ticket)</u>	<u>6 May 2025 FC</u>
<u>CS 7</u>	<u>Head of People & Organisational Development</u>	<u>Authorising acting-up payments and honoraria</u>	<u>6 May 2025 FC</u>
<u>CS 8</u>	<u>Head of People & Organisational Development</u>	<u>Approval of special leave and unpaid leave</u>	<u>6 May 2025 FC</u>
<u>CS 9</u>	<u>Head of People & Organisational Development</u>	<u>Approval of extension of sick pay</u>	<u>6 May 2025 FC</u>
<u>CS 10</u>	<u>Head of People & Organisational Development</u>	<u>Approval of career break applications</u>	<u>6 May 2025 FC</u>
<u>CS 11</u>	<u>Head of People & Organisational Development</u>	<u>Issue notices of termination – redundancy and retirement</u>	<u>6 May 2025 FC</u>
<u>CS 12</u>	<u>Head of People & Organisational Development</u>	<u>Authorisation for retirement, redundancy and pension transfer</u>	<u>6 May 2025 FC</u>
<u>CS 13</u>	<u>Head of People & Organisational Development</u>	<u>Approval of changed and new job descriptions</u>	<u>6 May 2025 FC</u>
<u>CS 14</u>	<u>Head of People & Organisational Development – n consultation with Chief Executive, Directors and any relevant Head of Service</u>	<u>Service structure changes</u>	<u>6 May 2025 FC</u>
<u>CS 15</u>	<u>Head of People & Organisational Development</u>	<u>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</u>	<u>6 May 2025 FC</u>

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 Community 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 21</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> <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>

		<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> <u>vi. Allocate budget as required to best meet the needs of the service, in accordance with Financial Regulations;</u> <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> <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> <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> <u>x. To make operational decisions in respect of the community development team.</u>	
<u>CD34</u>	<u>Refugee Coordinator</u>	<u>Authority under the Council's Homes for Ukraine Scheme:</u> <u>i. To make decisions pertaining to:</u> <u>a. the allocation of host/sponsorship</u> <u>b. thank you payments in line with central government guidance</u> <u>ii. To under-take welfare visits (announced and unannounced) to sponsors and guests;</u> <u>iii. To fail, and report sponsorship arrangements under the scheme.</u>	<u>6 May 2025 FC</u>

CD45	Arts and Culture Officer	Authority to: i. Commission training as required, in accordance with Financial Regulations and Contract Standing Orders ii. Act on behalf of the Council when negotiating contracts with third parties in accordance with Financial Regulations and Contract Standing Orders iii. Allocate budget as required to best meet the needs of the service, in accordance with Financial Regulations.	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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