

7. Public Protection Scheme of Delegation

No	Title of Post Holder	Legislation	Function Delegated	Date
PPS185	Director of Environment, Housing and Regeneration; Head of Housing & Community; Public Protection Manager; Enforcement Operations Supervisor; Environmental Enforcement Officer; Principal Environmental Health Officer; Environmental Health Officer; Environmental Health Enforcement Officer; Regulatory Services Officer	The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018	Nominate and authorise the list of Officer roles in appendix one of this report to issue fixed penalty notices under regulation 4 of The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018 and any subsequent or successor provisions.	14 October 2025 EC
PPS186	Director of Environment, Housing and Regeneration; Head of Housing & Community; Public Protection Manager; Enforcement Operations Supervisor; Environmental Enforcement Officer; Principal Environmental Health Officer; Environmental Health Officer;	The Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018	To issue fixed penalty notices under Regulation 4 of the Littering from Vehicles Outside London (Keepers: Civic Penalties) Regulations 2018 and any subsequent or successor provisions	9 December 2025 FC

	Environmental Health Enforcement Officer; Regulatory Services Officer			
PPS187	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 114	Power to require information from a relevant person	9 December 2025 FC
PPS188	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 115	Power to require information from any person	9 December 2025 FC
PPS189	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 118	Entry without warrant to business premises	9 December 2025 FC
PPS190	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 121	Authority to execute a warrant issued under section 120	9 December 2025 FC
PPS191	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory	Renters' Rights Act 2025 section 122	Power to require production of documents following entry to premises under s.118 or s.120	9 December 2025 FC

	Services Officer			
PPS192	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 123	Power to seize documents following entry to premises under s.118 or s.120	9 December 2025 FC
PPS193	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 126	Special authority to enter premises subject to a residential tenancy without warrant	9 December 2025 FC
PPS194	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Renters' Rights Act 2025 section 129	Authority to execute a warrant issued under section 128	9 December 2025 FC
PPS195	Public Protection Manager; Principal Environmental Health Officer, Environmental Health Officer, Regulatory Services Officer	Criminal Justice and Police Act 2001 Part 1 Schedule 1 73W	Powers of seizure conferred by section 122(1)(b) and section 123 of the Renters Rights Act 2025	9 December 2025 FC

11. Corporate Services Scheme of Delegation

No	Title of Post Holder	Function Delegated	Date
CS30	Director Corporate Services, Revenues Manager	<p>All such functions and powers in connection with:-</p> <ul style="list-style-type: none"> The demand, collection, administration, refund and recovery of Council Tax, National Non-domestic rates and Business Improvement District Levy. Including the award of all Council Tax exemptions, discounts and National Non-domestic rate exemptions and reliefs. 	9 December 2025 FC
CS31	Director Corporate Services, Revenues Manager, Systems and Benefits Manager, System Officer, Revenues Team Leader, Senior Recovery Officer, Rating Officer, Revenues Officers, Recovery Officers, Revenue Inspector and Revenues Assistant	<ol style="list-style-type: none"> To issue all necessary notices and statements and sign any documents on behalf of the Council as the billing and collecting authority. To institute or defend proceedings on behalf of the Council before any court in relation to Council Tax, National Non-Domestic Rates and Business Improvement Levy using authorised named officers to represent the council in proceedings. To take all actions and make relevant decisions relating to the write off of Council Tax, National Non-Domestic Rates and Housing Benefit debt and to authorise write off of debts not in excess of £2,500. To take all actions and make relevant decisions relating to the recovery of unpaid Council Tax, National Non-domestic Rates, Business Improvement District Levy and Housing Benefit Overpayments in line with the relevant governing legislation. Authorise the complaint and IT list for court for Council Tax, 	9 December 2025 FC

		<p>Business Improvement Levy and National Non-Domestic rates.</p> <ol style="list-style-type: none"> 6. Determine applications for discretionary reliefs for Non-Domestic Rates. 7. Determine applications for discretionary reliefs and s13a Applications for Council Tax. 8. Represent the Council at Valuation Tribunals. 9. All actions and decisions in relation to the valuation of properties, including valuation and banding list alterations, and connected matters. 10. Completion of all legally required Government returns 	
CS32	Director Corporate Services, Systems and Benefit Manager	<p>All such functions and powers in connection with:-</p> <ul style="list-style-type: none"> • All actions and decisions in relation to the administration and payment of Housing Benefit, Council Tax Support, Council Tax Income Discount, Discretionary Housing Payments and the Discretionary Hardship Fund, and other Benefits including making decisions regarding recovery of overpayments and investigations of fraud. • All actions and decisions in relation to the administration and upkeep of all specialist software used within the Revenues and Benefits Department to fulfil their statutory duty for the authority. 	9 December 2025 FC
CS33	Director Corporate Services, Systems and Benefit Manager, Revenues Manager, Benefits Team	<ol style="list-style-type: none"> 1. To assess and award Housing Benefit, Council tax Support, Council Tax Income Discount, Discretionary Housing Payments and Discretionary Hardship Fund payment 	9 December 2025 FC

	Leader, Systems Officer, Benefit Officers, Benefit Assistant and Technical Assistant	<p>decisions based in line with the governing legislation.</p> <ol style="list-style-type: none"> 2. To institute or defend proceedings on behalf of the Council before any court in relation to Council Tax Support / Council Tax Benefit (for cases relating to periods prior to 1 April 2013) and related Social Security Benefits. 3. Determine appeals against Housing Benefit, Council Tax Support, Council Tax Income Discount Discretionary Housing Payment and Discretionary Hardship Fund payment decisions. 4. Determine the course of action to be taken against fraudulent benefit claimants. 5. Determine non-recoverable overpayments in accordance with Housing Benefit regulations. 6. To take all actions and make relevant decisions relating to the recovery of unpaid Housing Benefit overpayments in line with the relevant governing legislation and to authorise write off of debts not in excess of £2,500. 7. Completion of all legally required Government returns 	
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