

Meeting of Council

Monday 22 July 2019

Members of Cherwell District Council,

A meeting of Council will be held at Bodicote House, Bodicote, Banbury, OX15 4AA on Monday 22 July 2019 at 6.30 pm, and you are hereby summoned to attend.



Yvonne Rees
Chief Executive

Friday 12 July 2019

AGENDA

1 Apologies for Absence

2 Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3 Communications (Pages 1 - 2)

To receive communications from the Chairman and/or the Leader of the Council.

4 Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

5 Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

6 Minutes of Council (Pages 3 - 16)

To confirm as a correct record the Minutes of Council held on 14 May 2019.

7 Minutes

- a) Minutes of Executive, Lead Member Decisions and Executive Decisions not included in the 28 day notice

The Leader of the Council to formally propose that the minutes of the meetings of the Executive and Lead Member Decisions as set out in the Minute Book (circulated separately) be received and to report that since the last meeting of Council at which this was reported held on 25 February 2019, 2 decisions have been taken which were not included in the 28 day notice relating to Castle Quay Tenant Update and the OVO Ladies Cycling Tour.

- b) Minutes of Committees

The Leader of the Council to formally propose that the minutes of committees as set out in the Minute Book (circulated separately) be received.

8 Questions (Pages 17 - 18)

- a) Written Questions

To receive any written questions and answers which have been submitted with advance notice in accordance with the Constitution.

At the time of agenda publication (12 July 2019), two written questions have been submitted.

A written reply to each the questions will be circulated at the meeting. The Member who has received the written reply will be able to ask a supplementary question providing it is relevant to the reply and does not introduce new information. The Member to whom the question was addressed may reply to such supplementary question or may undertake to reply in writing.

- b) Questions to the Leader of the Council

The Chairman to invite questions to the Leader of the Council (including any matters arising from the minutes).

Following a response to their question being provided Members will be entitled to a follow up or supplementary question.

c) Questions to Committee Chairmen on the Minutes

The Chairman to invite questions to Chairmen of Committees on any matter arising from the minutes of their committee (if any).

9 Motions

To debate the following motions which have been submitted with advance notice, in accordance with the constitution:

Climate Change

The Intergovernmental Panel on Climate Change (IPCC) in their October report stated that if the planet wants to avert dangerous climate breakdown, we need to cut emissions in half by 2030, and hit zero by the middle of the century.

Oxfordshire is already doing its bit: we are committed to reducing emissions from our own estate and activities by 3% a year. Unfortunately, our current plans are not enough. The IPCC's report suggests that the world has just a dozen years left to restrict global warming to 1.5° above pre-industrial levels. Should they increase by 2°, humanity's capacity to prevent catastrophic food shortages, floods, droughts, extreme heat and poverty will be severely impaired. Limiting Global Warming to 1.5° may still be possible, but only with ambitious action from national and sub-national authorities, civil society, the private sector, indigenous peoples and local communities. Furthermore, bold climate action can deliver economic benefits in terms of new jobs, economic savings and market opportunities.

Cherwell District Council calls on the Leader to:

1. Declare a 'Climate Emergency';
2. Pledge to make Cherwell District Council carbon neutral by 2030, taking into account both production and consumption emissions;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Continue to work with partners across the Cherwell and region to deliver this new goal through all relevant strategies;
5. Report to Council within six months with the actions the Council will take to address this emergency.

Proposer: Councillor Mark Cherry

Seconder: To be advised

Cherwell Local Plan

This council notes:

1. That when he approved the Cherwell Local Plan 2011 – 2031, the planning inspector stated that a review of the plan should be carried out ***“once the specific level of help required by the city of Oxford to meet its needs that cannot reasonably be met within its present confines, is fully and accurately defined”***
2. That questions and comments raised recently by Jonathan Bore and Nick Fagan, the inspectors reviewing the Oxford Local Plan 2036, along with other recent studies, have cast doubt on the assumptions underlying Oxford's

housing need, suggesting that it has not been “**fully and accurately defined**” and may have been over-estimated and based on outdated data.

3. That recent announcements from the University of Oxford as to their plans for development as part of the partial review raises concerns that removal of substantial amounts of the green belt will not in fact deal with unmet housing need in Oxford.
4. That as a result of the above, the Cherwell Local Plan 2011 – 2031 (Part1) Partial Review – Oxford’s Unmet Housing Need could be premature, based on potentially inaccurate information, and could lead to outcomes which differ significantly from expectations.

This council therefore agrees:

1. The ‘working assumption’ of Oxford’s housing need can no longer be relied on as an accurate figure and should be urgently reviewed.
2. That the planning inspector’s report into the Cherwell partial review should only be considered alongside the Oxford City local plan once it has been examined and published, and Oxford’s need is “fully and accurately defined”.
3. That in the meantime, the Cherwell Local Plan 2011 – 2031 (Part1) Partial Review should be suspended, and no land under consideration as part of the review should be removed from green belt protection.
4. That expansion of the Begbroke Science Park and the building of reserved housing for the university on green belt land has no bearing on Oxford’s unmet housing need and should be subject to a separate and specific planning policy review and inquiry.

Proposer: Councillor Ian Middleton

Seconder: Councillor Conrad Copeland

Council Business Reports

10 Cherwell District Council / Oxfordshire County Council Signage Agency Agreement (Pages 19 - 22)

Report of Assistant Director: Environmental Services

Purpose of report

To agree to enter into agency agreements with Oxfordshire County Council regarding unauthorised signs, sponsorship of roundabouts and maintenance of the roundabouts outside Bicester Village.

Recommendations

The Council is recommended:

- 1.1 To note the progress on partnership working with Oxfordshire County Council;
- 1.2 To approve entering into Section 101 agreements with Oxfordshire County Council for the purpose of transferring to the district council the following responsibilities:

- i. Removal of unauthorised signs
- ii. the landscape maintenance of roundabouts outside Bicester Village and
- iii. the sponsorship of roundabouts

1.3 To delegate negotiation and final agreement of the Section 101 agreements to the Assistant Director: Environmental Services in consultation with the Lead Member for Clean and Green, the Director: Law and Governance and the Executive Director: Finance.

11 Police and Crime Panel Annual Report (Pages 23 - 42)

Report of Chief Operating Officer (Deputy Chief Executive)

Purpose of report

This report presents to members the Thames Valley Police and Crime Panel Annual Report for 2018/2019 and provides members with background to the role of the Police and Crime Panel.

Recommendations

The meeting is recommended:

- 1.1 To note the Annual Report of the Police and Crime Panel and the manner in which this panel provides oversight and scrutiny of Thames Valley Police by holding the office of the Police and Crime Commissioner to account.
- 1.2 To appoint a named substitute member to the Police and Crime Panel.

12 Revised Scheme of Officer Delegations (Pages 43 - 98)

Report of Director of Law & Governance

Purpose of report

To enable the Council to adopt a revised scheme of officer delegations that reflects the recent revision to various Senior Officer responsibilities.

Recommendations

The meeting is recommended:

- 1.1 To adopt the revised scheme of officer delegations at Appendix 1 with immediate effect.
- 1.2 To delegate authority to the Director of Law & Governance, in consultation with the Chief Executive, to make any amendments that are consequential on the current allocation of service responsibilities being revised, new service responsibilities being introduced or post titles changing.

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01295 221589 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

CHAIRMAN'S ENGAGEMENTS¹

14 May – 21 July 2019

Date	Event
12 June	The Chairman chaired the Parish Liaison Meeting at Bodicote House which was attended by more than 70 representatives from Parish Councils.
17 June	Due to work commitments neither the Chairman nor the Vice Chairman were available to accept an invitation from the Chairman of Oxfordshire County Council to a British Empire Medal Presentation by the Lord Lieutenant of Oxfordshire which was held at Oxford Register Office. However, Councillor Ilott kindly stepped in to represent Cherwell at this event as one of the recipients, Mrs Barbara Bartlett, resides in Banbury.
18 June	The Chairman and his wife attended the Oxfordshire and Buckinghamshire Armed Forces' Briefing at Aylesbury Army Reserve Centre. The aim of the briefing was to provide an update on developments within Defence by providing the only tri-Service briefing in the County and to build and nurture relationships between Defence and the wider community.
24 June	The Chairman, together with the Leader and members of staff attended a small ceremony at Bodicote House to celebrate the beginning of Armed Forces week. Members of some local British Legion branches also attended.
25 June	The Chairman and his wife attended an Evening at Dorchester Abbey to celebrate the start of the new Local Government Year in Oxfordshire. This was at the invitation of the Lord lieutenant of Oxfordshire and the Bishop of Dorchester.
7 July	The Chairman and his wife attended a Freedom of Entry ceremony for the DEMS Training Regiment. This was held at St. Edburg's Church in Bicester and was followed by a parade and presentation in the Market Square before a reception at Garth Park.
12 July	At the invitation of the Chairman of Oxfordshire County Council, the Chairman and his wife attended the Oxfordshire County Music Service Gala Concert featuring Oxfordshire Youth Wind Orchestra, Oxfordshire County Youth Choir and Oxfordshire Schools' Symphony Orchestra. The event took place at Dorchester Abbey.
13 July	The Chairman and his wife attended the AGM of the Oxfordshire County Scout Council and open forum on Oxfordshire Scouting which was held on Saturday 13 July at the Wander Kitchen at Queenford Lakes Water Sports Centre in Berinsfield.
14 July	At the invitation of Banbury Town Council, the Vice Chairman attended the People's Park Centenary Procession to celebrate the opening of the park 100 years ago to commemorate peace after WW1. The procession, led by a fine lady on a white horse, left the Town Hall and proceeded to the park for a day of family entertainment.

¹ Correct at time of agenda publication, 12 July 2019

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Cherwell District Council

Annual Council

Minutes of a meeting of the Council held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 14 May 2019 at 6.30 pm

Present: Councillor David Hughes (Chairman)
Councillor Hannah Banfield (Vice-Chairman)

Councillor Andrew Beere
Councillor Nathan Bignell
Councillor Maurice Billington
Councillor Mike Bishop
Councillor John Broad
Councillor Hugo Brown
Councillor Phil Chapman
Councillor Mark Cherry
Councillor Colin Clarke
Councillor Conrad Copeland
Councillor Ian Corkin
Councillor Nick Cotter
Councillor Surinder Dhesi
Councillor John Donaldson
Councillor Sean Gaul
Councillor Timothy Hallchurch MBE
Councillor Chris Heath
Councillor Shaida Hussain
Councillor Tony Illott
Councillor Mike Kerford-Byrnes
Councillor James Macnamara
Councillor Kieron Mallon
Councillor Nicholas Mawer
Councillor Tony Mepham
Councillor Ian Middleton
Councillor Perran Moon
Councillor Richard Mould
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor G A Reynolds
Councillor Barry Richards
Councillor Dan Sames
Councillor Les Sibley
Councillor Jason Slaymaker
Councillor Katherine Tyson
Councillor Tom Wallis
Councillor Douglas Webb
Councillor Fraser Webster
Councillor Bryn Williams
Councillor Lucinda Wing
Councillor Barry Wood
Councillor Sean Woodcock

Apologies for absence: Councillor Carmen Griffiths
Councillor Simon Holland
Councillor Andrew McHugh
Councillor Sandra Rhodes

Officers: Yvonne Rees, Chief Executive
Paul Feehily, Executive Director: Place and Growth (Interim)
Adele Taylor, Executive Director: Finance (Interim) & Section 151 Officer
Nick Graham, Director of Law and Governance / Monitoring Officer
Claire Taylor, Director: Customers and Service Development
Natasha Clark, Governance and Elections Manager

1 **Welcome**

The Chairman welcomed all Members and guests to the meeting.

The Chairman welcomed Councillors Nathan Bignell, Conrad Copeland, Nick Cotter, Ian Middleton, Perran Moon, Katherine Tyson and Fraser Webster to the Council and congratulated them and all other councillors who were returned at the recent election. The newly elected councillors each introduced themselves to Council.

2 **Declarations of Interest**

There were no declarations of interest.

3 **Communications**

The Chairman made the following announcements:

Former Councillors

On behalf of all Members, the Chairman extended the council's gratitude for their service to the council, their wards and the district, to those councillors who stood down or who were not re-elected at the district elections held on 2 May 2019.

Annual Council

On behalf of the Chairman, the Chief Executive advised Members that by convention the minutes of Committees, questions, petitions and motions were not taken at Annual Council and these would be considered at the next meeting.

Chairman's Engagements

A copy of the events attended by the Chairman or the Vice-Chairman had been included in the agenda pack.

Cherwell Lottery

The Chairman referred to the information on Members' desks about the Cherwell lottery which would go live tomorrow.

The lottery was a Cherwell District Council initiative to help community organisations raise funds. Good causes (not for profit organisations) within the district were invited to put their details on the Cherwell lottery website and encourage supporters to promote their cause. Lottery tickets cost £1 and the Good Cause chosen by the player keeps 50p of every ticket sold.

All members were invited to attend the launch on 15 May 2019 at Banbury Town Hall, between 5pm – 7pm.

Members' Workshop, Tuesday 11 June, 6-9pm

The Chairman advised that all members were invited to attend a workshop on the Cherwell Industrial Strategy. This was a very important workshop as it would provide Members with an opportunity to influence and shape the emerging ten year strategy for Cherwell's economic future.

Post

The Chairman reminded Members to collect any post from pigeon holes.

Refreshments

The Chairman invited Members and guests to join him in the reception area after the meeting for some light refreshments

Councillor Sandra Rhodes

The Chairman invited the Leader, Councillor Wood, to address Council. Councillor Wood reported that Councillor Rhodes had requested Council agree a dispensation for six months due to ill health. Members indicated agreement and sent their best wishes to Councillor Rhodes.

Resolved

- (1) That Councillor Sandra Rhodes be granted a six month dispensation, to 14 November 2019.

4 Urgent Business

There were no items of urgent business.

5 Minutes of Council

The minutes of the meeting held on 25 February 2019 were agreed as a correct record and signed by the Chairman, subject to the following amendment:

Add Councillor Kieron Mallon to Apologies for Absence

6 **Election of Chairman for the Municipal Year 2019/2020**

(The outgoing Chairman, Councillor Maurice Billington, presided for the consideration of this matter and those preceding)

It was moved by Councillor Wood and seconded by Councillor Reynolds, that Councillor David Hughes be elected as Chairman for the municipal year 2019/2020. There were no other nominations.

Resolved

- (1) That Councillor David Hughes be appointed Chairman of Cherwell District Council for the Municipal Year 2019/2020.

7 **Investiture of Chairman**

Councillor David Hughes, having made and signed the required Declaration of Acceptance of Office took the Chair.

Councillor Hughes thanked members for his appointment and addressed Council.

The Chairman reported that he would be supporting the following charities during his term of office: Rosie, a charity for terminally ill children; Arch, a children's literacy charity; and Katharine House Hospice.

The Chairman advised Council his consort for the year would be his wife, Gina Hughes.

8 **Vote of Thanks to Immediate Past Chairman**

The Chairman of the Council presented Councillor Billington with a gift and his past Chairman's badge as a token of his term of office.

Members paid tribute to Councillor Billington commending him for the money he had raised for his charities and thanked him for the dedication and commitment he had shown representing the Council, the services he had rendered to the District and the amiable and fair way he had presided over the deliberations of Council during his two years of office.

9 **Past Chairman's Response**

Councillor Maurice Billington addressed Council to report on his 2018/19 term of office.

Councillor Billington reported that he felt privileged to have been appointed for a second term of office. During his 2018 to 2019 term, he had hosted a series of fundraising events for his chosen charities, including his chairman's dinner and raffle, a street fair, bingo and supper nights.

Councillor Billington advised Council that in his second term of office he had beaten the £19,000 he had raised the previous year, meaning across his two terms of office he had raised almost £40,000. Councillor Billington presented cheques to representatives of each of the charities he had supported during his 2019/20 term of office, St John's Children's Centre and three youth football clubs: Kidlington Youth FC, Garden City FC and Yarnton Blues FC.

Councillor Billington paid particular thanks to his consorts for the year, Councillor Chris Heath, and Liz Matthews, the Chairman's PA and presented them with a token of his appreciation.

10 **Election of Vice-Chairman for the Municipal Year 2019/2020**

It was moved by Councillor Woodcock and seconded by Councillor Perry, that Councillor Hannah Banfield be elected as Vice-Chairman for the Municipal Year 2019/2020. There were no other nominations.

Resolved

- (1) That Councillor Hannah Banfield be elected Vice-Chairman of the Council for the municipal year 2019/2020.

11 **Investiture of Vice-Chairman**

Councillor Hannah Banfield, having made and signed the required Declaration of Acceptance of Office was invested with the Vice-Chairman's Chain.

12 **Annual Business Report**

The Chief Executive submitted a report for Council to note the results of the 2 May 2019 district elections, note the constitution of Political Groups, note the appointment of the Deputy Leader and Executive for the Municipal Year 2019/20, and consider and agree the disbanding of the joint committees with South Northamptonshire Council and the suggested constitution of Committees for the Municipal year 2019/2020 and appoint representatives to the Oxfordshire County Council Health Overview and Scrutiny Committee, the Police and Crime Commissioner Scrutiny Panel, the Oxfordshire Growth Board and the Growth Board Scrutiny Panel.

Resolved

- (1) That the results of the District elections held on 2 May 2019 be noted:

Ward	Elected
Adderbury, Bloxham and Bodicote	Councillor Mike Bishop - Conservative
Banbury Calthorpe and	Councillor Colin Clarke - Conservative

Easington	
Banbury Cross and Neithrop	Councillor Hannah Banfield - Labour
Banbury Grimsbury and Hightown	Councillor Perran Moon - Labour
Banbury Hardwick	Councillor Nathan Bignell - Conservative
Banbury Ruscote	Councillor Sean Woodcock - Labour
Bicester East	Councillor Richard Mould - Conservative
Bicester North and Caversfield	Councillor Jason Slaymaker - Conservative
Bicester South and Ambrosden	Councillor Nick Cotter - Independent
Bicester West	Councillor Fraser Webster - Independent
Cropredy, Sibfords and Wroxton	Councillor Doug Webb - Conservative
Deddington	Councillor Hugo Brown - Conservative
Fringford and Heyfords	Councillor Ian Corkin - Conservative
Kidlington East	Councillor Ian Middleton - Green
Kidlington West	Councillor Katharine Tyson – Liberal Democrat (elected for a 4 year term) Councillor Conrad Copeland – Liberal Democrat (elected for a 3 year term)
Launton and Otmoor	Councillor Tim Hallchurch - Conservative

- (2) That the current constitution of the Council (32 Conservative (67%); 9 Labour (19%); 4 Independent (8%); 2 Liberal Democrat (4%); and 1 Green (2%)) be noted; the constitution of Political Groups (32 Conservative, 9 Labour, Independent Group, and Progressive Oxfordshire comprising 2 Liberal Democrat and 1 Green councillors) and notification of Group Leaders: Councillor Barry Wood, Leader of the Conservative Group and Leader of the Council, Councillor Sean Woodcock, Leader of the Labour Group and Leader of the Opposition; Councillor Les Sibley, Leader of the Independent Group; and, Councillor Katherine Tyson, Progressive Oxfordshire, be noted.
- (3) That the appointment of the Deputy Leader of the Council, the membership of the Executive and the Executive Portfolios for 2019/2020 be noted:

Lead Member Portfolio	Councillor
Leader of the Council	Councillor Barry Wood
Deputy Leader of the Council and Lead Member for Leisure and Sport	Councillor George Reynolds
Lead Member for Planning	Councillor Colin Clarke
Lead Member for Customers and Transformation	Councillor Ian Corkin
Lead Member for Housing	Councillor John Donaldson
Lead Member for Financial Management and Governance	Councillor Tony Illott
Lead Member for Health and Wellbeing	Councillor Andrew McHugh
Lead Member for Performance	Councillor Richard Mould
Lead Member for Clean and Green	Councillor Dan Sames
Lead Member for Economy, Regeneration and Property	Councillor Lynn Pratt

- (4) That agreement be given to disband the existing joint committees with South Northamptonshire Council: Joint Commissioning Committee; Joint Appeals Committee; Joint Scrutiny Committee and the Director Law and Governance be requested to amend the Constitution accordingly.
- (5) That the allocation of seats on committees that are subject to the political balance requirements be agreed:

Political Balance	TOTAL	CON	LAB	IND	PROG OXF
Accounts, Audit & Risk Committee	8	5	2	1	0
Appeals Panel	10	7	2	0 (-1)	1 (+1)
Budget Planning Committee	12	8	2	1	1
Joint Appeals Committee	3	2	1	0	0
Joint Shared Services & Personnel Committee	5	3	1	1	0
Licensing Committee	12	8	2	1	1
Overview & Scrutiny	12	8	2	1	1
Personnel Committee	12	8	2	1	1
Planning Committee	18	12	3	2	1
Standards Committee	8	6 (+1)	2	0 (-1)	0
Proportional Total by Committee	100	67	19	8	6

Aggregate Entitlement	100	67	19	8	6
Adjustment Required	N/A	Plus 1	Ok	Minus 2	Plus 1

- (6) That the allocation of seats on committees not subject to political balance requirements be agreed:

Not subject to Political Balance	TOTAL	CON	LAB	IND	PROG OXF
Joint Arrangements Steering Group	5	3	1	1	0
Partnership Working Group	5	3	1	1	0

- (7) That members (and where appropriate, substitute members) be appointed to serve on each of the committees and other bodies set out below in accordance with the nominations to be made by political groups:

Proportional Committees 2019/20

Accounts, Audit and Risk Committee

Membership (8 members with unnamed substitutes)

Conservative (5)	Labour (2)	Ind (1)	Progressive Oxfordshire (0)
Cllr Nathan Bignell	Cllr Hannah Banfield	Cllr Les Sibley	
Cllr Hugo Brown	Cllr Sean Woodcock		
Cllr Mike Kerford-Byrnes			
Cllr Nick Mawer			
Cllr Tom Wallis			

Appeals Panel

Membership (10 members with no substitutes)

Conservative (7)	Labour (2)	Ind (0)	Progressive Oxfordshire (1)
Cllr Ian Corkin	Cllr Surinder Dhesi		Cllr Ian Middleton
Cllr Sean Gaul	Cllr Sean Woodcock		
Cllr Carmen Griffiths			
Cllr Tim Hallchurch			
Cllr Simon Holland			
Cllr James Macnamara			
Cllr Richard Mould			

Budget Planning Committee
Membership (12 members with unnamed substitutes)

Conservative (8)	Labour (2)	Ind (1)	Progressive Oxfordshire (1)
Cllr Nathan Bignell	Cllr Barry Richards	Cllr Fraser Webster	Cllr Conrad Copeland
Cllr Phil Chapman	Cllr Sean Woodcock		
Cllr Carmen Griffiths			
Cllr David Hughes			
Cllr Nicholas Mawer			
Cllr Andrew McHugh			
Cllr Douglas Webb			
Cllr Lucinda Wing			

Joint Appeals Panel
Membership (3 seats, named substitutes)

Conservative (2)	Labour (1)	Ind (0)	Progressive Oxfordshire (0)
Cllr Colin Clarke	Cllr Barry Richards		
Cllr James Macnamara			
Substitutes			
Conservative (2)	Labour (1)	Ind (0)	
Vacant	Vacant		

Joint Shared Services and Personnel Committee
Membership (5 members, named substitutes)

Conservative (3)	Labour (1)	Ind (1)	Progressive Oxfordshire (0)
Councillor Ian Corkin	Cllr Sean Woodcock	Cllr Les Sibley	
Councillor Mike Kerford-Byrnes			
Councillor Barry Wood			
Substitutes			
Conservative (3)	Labour (1)	Ind (1)	Progressive Oxfordshire (0)
Cllr Tony Ilott	Cllr Barry Richards	Cllr John Broad	
Cllr George Reynolds			
Cllr Bryn Williams			

Licensing Committee
Membership (12 seats, unnamed substitutes)

Conservative (8)	Labour (2)	Ind (1)	Progressive Oxfordshire (1)
Cllr Mike Bishop	Cllr Hannah Banfield	Cllr Nick Cotter	Cllr Conrad Copeland
Cllr Colin Clarke	Cllr Surinder Dhesi		
Cllr Richard Mould			
Cllr George Reynolds			
Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Bryn Williams			
Cllr Lucinda Wing			

Overview and Scrutiny Committee
Membership (12 members with unnamed substitutes who shall not be members of Executive)

Conservative (8)	Labour (2)	Ind (1)	Progressive Oxfordshire (1)
Cllr Mike Bishop	Cllr Shaida Hussain	Cllr Les Sibley	Cllr Ian Middleton
Cllr Phil Chapman	Cllr Perran Moon		
Cllr Chris Heath			
Cllr Tony Mephram			
Cllr Sandra Rhodes			
Cllr Tom Wallis			
Cllr Bryn Williams			
Cllr Lucinda Wing			

Personnel Committee
Membership (12 members, unnamed substitutes who shall not be members of the Appeals Panel)

Conservative (8)	Labour (2)	Ind (1)	Progressive Oxfordshire (1)
Cllr Mike Bishop	Cllr Andy Beere	Cllr Les Sibley	Cllr Katherine Tyson
Cllr Sean Gaul	Cllr Barry Richards		
Cllr Lynn Pratt			
Cllr George Reynolds			
Cllr Sandra Rhodes			

Cllr Jason Slaymaker			
Cllr Douglas Webb			
Cllr Barry Wood			

Planning Committee

Membership (18 members, 12 named substitutes)

Conservative (12)	Labour (3)	Ind (2)	Progressive Oxfordshire (1)
Cllr Maurice Billington	Cllr Andy Beere	Cllr John Broad	Cllr Katherine Tyson
Cllr Hugo Brown	Cllr Cassi Perry	Cllr Les Sibley	
Cllr Phil Chapman	Cllr Barry Richards		
Cllr Colin Clarke			
Cllr Ian Corkin			
Cllr Chris Heath			
Cllr Simon Holland			
Cllr David Hughes			
Cllr Mike Kerford- Byrnes			
Cllr James Macnamara			
Cllr Lynn Pratt			
Cllr George Reynolds			

Substitutes

Conservative (8)	Labour (2)	Ind (1)	Progressive Oxfordshire (1)
Cllr Mike Bishop	Cllr Surinder Dhesi	Cllr Fraser Webster	Cllr Ian Middleton
Cllr John Donaldson	Cllr Sean Woodcock		
Cllr Tim Hallchurch			
Cllr Tony Ilott			
Cllr Tony Mepham			
Cllr Douglas Webb			
Cllr Bryn Williams			
Cllr Barry Wood			

Standards Committee

Membership (8 members, unnamed substitutes)

Conservative (6)	Labour (2)	Ind (0)	Progressive Oxfordshire (0)
Cllr Tim Hallchurch	Cllr Andy Beere		

Cllr Chris Heath	Cllr Mark Cherry		
Cllr Simon Holland			
Cllr James Macnamara			
Cllr George Reynolds			
Cllr Bryn Williams			

Non-Proportional Committees

Joint Arrangements Steering Group Membership (5 seats, named substitutes)

Conservative (3)	Labour (1)	Ind (1)	Progressive Oxfordshire (0)
Councillor Ian Corkin	Cllr Sean Woodcock	Cllr John Broad	
Councillor Tony Ilott			
Councillor Barry Wood			
Substitutes			
Conservative (3)	Labour (1)	Ind (1)	Progressive Oxfordshire (0)
Cllr George Reynolds	Cllr Barry Richards	Cllr Les Sibley	
Cllr Bryn Williams			
Vacant			

Partnership Working Group Membership (5 seats, named substitutes)

Conservative (3)	Labour (1)	Ind (1)	Progressive Oxfordshire (0)
Councillor Ian Corkin	Cllr Sean Woodcock	Cllr Les Sibley	
Councillor Mike Kerford-Byrnes			
Councillor Barry Wood			
Substitutes			
Conservative (3)	Labour (1)	Ind (1)	Progressive Oxfordshire (0)
Cllr Tony Ilott	Cllr Barry Richards	Cllr John Broad	
Cllr George Reynolds			
Cllr Bryn Williams			

- (8) That Councillor Sean Gaul be appointed as Cherwell District Council's representative to the Oxfordshire County Council Health Overview and Scrutiny Committee for the municipal year 2019/20.
- (9) That Councillor Andrew McHugh be appointed Cherwell District Council's representative to the Police and Crime Commissioner Scrutiny Panel for the municipal year 2019/20.
- (10) That Councillor Barry Wood be appointed as Cherwell District Council's representative and Councillor George Reynolds be appointed as Cherwell District Council's substitute to the Oxfordshire Growth Board for the municipal year 2019/20.
- (11) That Councillors Tom Wallis, Lucinda Wing and Sean Woodcock be appointed as Cherwell District Council's representatives to the Oxfordshire Growth Board Scrutiny Panel for the municipal year 2019/20.

13 **'Making' (Adoption) of the Mid-Cherwell Neighbourhood Plan**

The Interim Executive Director - Place & Growth submitted a report to seek the 'making' of the Mid-Cherwell Neighbourhood Plan following the successful referendum and the recommendation of the Executive at its meeting on 1 April 2019.

In considering the report, local ward members, Councillors Corkin and Macnamara, commended Martin Lipsom, Chairman of the Cherwell Neighbourhood Forum, for his hard work leading the development of the plan, and the Dorchester Group for their support to the process.

Resolved

- (1) That the referendum result of 21 March 2019 where 90.2% of those who voted were in favour of the Mid-Cherwell Neighbourhood Plan which is above the required 50% be noted.
- (2) That it be agreed to formally 'make' the Mid-Cherwell Neighbourhood Plan (annex to the Minutes as set out in the Minute Book) so that it continues to have effect as part of the statutory Development Plan for the District.
- (3) That the Interim Executive Director - Place and Growth, in consultation with the Lead Member for Planning, be authorised to issue and publicise a Decision Statement.

14 **Overview and Scrutiny Annual Report 2018/19**

The Director – Law and Governance submitted a report which presented report the Overview and Scrutiny Annual Report for 2018/19.

Resolved

- (1) That the contents of the Overview and Scrutiny Annual Report 2018/19 be noted.

The meeting ended at 7.30 pm

Chairman:

Date:

Council

Monday 22 July 2019

Agenda Item 8 (a), Written Questions

Question From: Councillor Mark Cherry

Question To: Leader of the Council, Councillor Barry Wood

Topic: Parking Enforcement

Question

Currently, our district's parking enforcements are carried out by Thames Valley Police at some expense to the council. Using our newly created partnership with Oxfordshire County Council, is the leader going to push for decriminalisation of parking across the district and the county as advised by the former Thames Valley Chief Constable?

Question From: Councillor Hugo Brown

Question To: Leader of the Council, Councillor Barry Wood

Topic: Local Plan

Question

On 29th May, the Joint Planning Inspectors examining the Oxford Local Plan 2036 published their "Initial Questions and Comments". These suggest that Oxford is over-stating its need for houses (1,400 dpa vs 1,004 dpa as found by the Inspectors citing GL Hearn, 2018) and simultaneously under-stating its own capacity to accommodate them (8,620 to 2036 vs 10,000 to 2031 as found by the Oxon Housing and Growth Deal). The Joint Inspectors clearly have significant concerns about the "soundness" of Oxford's Local Plan especially as it is based on the 2014 SHMA figures which they themselves state "are now quite a few years old". They further make the point that the over-statement of housing need and the under-statement of the City's own ability to accommodate it "could have a bearing on the level of unmet need which would have to be accommodated by neighbouring local authorities". In light of these observations, should CDC not, at the very least, halt the Partial Review process until Oxford City's Local Plan has been adopted and in addition revisit the housing numbers for CDC as contained in Local Plan Part 1?

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Cherwell District Council

Council

22 July 2019

<p>Cherwell District Council / Oxfordshire County Council Signage Agency Agreement</p>

Report of Assistant Director: Environmental Services

This report is public

Purpose of report

To agree to enter into agency agreements with Oxfordshire County Council regarding unauthorised signs, sponsorship of roundabouts and maintenance of the roundabouts outside Bicester Village.

1.0 Recommendations

The Council is recommended:

- 1.1 To note the progress on partnership working with Oxfordshire County Council;
- 1.2 To approve entering into Section 101 agreements with Oxfordshire County Council for the purpose of transferring to the district council the following responsibilities:
 - i. Removal of unauthorised signs
 - ii. the landscape maintenance of roundabouts outside Bicester Village and
 - iii. the sponsorship of roundabouts
- 1.3 To delegate negotiation and final agreement of the Section 101 agreements to the Assistant Director: Environmental Services in consultation with the Lead Member for Clean and Green, the Director: Law and Governance and the Executive Director: Finance.

2.0 Introduction

- 2.1 Officers at Cherwell District Council and Oxfordshire County Council have been jointly exploring opportunities for working more closely together and undertake formal partnership arrangements.
- 2.2 Following a joint workshop in December 2018, a programme of initial, low-risk projects was established across several service areas. This is now being progressed with the aim of delivering some tangible benefits for both authorities and customers.

- 2.3 One of the initiatives identified is temporary signage within this Council's area. This is an area that has caused some local frustration especially relating to the number of illegal signs and is being addressed with an informal joined-up approach at the moment. The proposed Agency Agreement would pass this activity onto this Council to manage. It will ensure that any non-approved signage is dealt with quickly and efficiently and would take effect as soon as the agreement is signed.
- 2.4 Another initiative being pursued is delivering landscape maintenance to the roundabouts outside Bicester Village. A further agency agreement for these roundabouts has been prepared. Under this agreement the Council will receive a commuted sum of £204k to carry out maintenance for the long term on the new roundabout. This commuted sum covers in excess of 15 years of maintenance work.
- 2.5 Oxfordshire County Council Cabinet approved the proposed agency agreements on 18 June 2019

3.0 Report Details

- 3.1 The two authorities already have an existing successful Agency Agreement with a lifetime of 5 years which covers grass cutting that has been in place since February 2016. The proposal is to extend this agreement to include the Council to approve and manage the removal of temporary signs e.g. for housing developers, local events
- 3.2 The Council already offers sponsorship on many key roundabouts. This isn't formally incorporated into an agency agreement so the opportunity will be taken to incorporate this into an agency agreement. Income generation from sponsorship will be monitored with this Council providing all the necessary information to Oxfordshire County Council (OCC). All income will be used to offset the costs of managing the temporary signs and maintaining the landscapes on roundabouts. Any surplus income will be shared between the two authorities.
- 3.3 The agreement will require that OCC policies, specifications and best practice will be adhered to. This will include ensuring required information is uploaded to the county council's asset management systems.
- 3.4 The Agency Agreements will detail the escalation process should the need arise through poor performance or other reasons. This will include clauses for termination of the agreement by either party
- 3.5 The exact process for the removal of signs will be agreed with the Lead Member for Clean & Green and will be clear & transparent.

4.0 Conclusion and Reasons for Recommendations

- 4.1 Entering into Section 101 agreements with Oxfordshire County Council will transfer the responsibility for the removal of unauthorised signs and the landscape maintenance of the roundabouts outside Bicester Village to this Council. In addition the existing sponsorship of roundabouts will be incorporated into an agency agreement.

4.2 These are low risk agreements which will improve service levels.

5.0 Consultation

Oxfordshire County Council

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified

Option 1: To support the adoption of the Section 101 agreements.

Option 2: To reject the Section 101 agreements and ask officers to reconsider the strategy.

7.0 Implications

Financial and Resource Implications

7.1 There are no immediate significant financial implications with adopting these agreements. The costs associated with these Section 101 agreements are small and will be met by income streams from unauthorised signage. The roundabouts at Bicester Village costs will be covered by the commuted sum transferred from Oxfordshire County Council.

Comments to be checked by
Kelly Wheeler Principal Accountant, 01327 32230,
kelly.wheeler@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 Local authorities have, in the Local Government Act 1972 (LGA 1972), section 101 specific statutory power to arrange for the discharge of their functions to a committee, sub-committee or an officer of the authority or to any other local authority. This power is subject to any express provision within LGA 1972 or any subsequent Act.

The transfer of the statutory function the subject of this report from Oxfordshire County Council to the district council shall be recorded in formal agreement(s) to be negotiated and concluded between the parties.

Comments checked by:
Richard Hawtin, Team Leader: Non-contentious, Email:
richard.hawtin@cherwellandsouthnorthants.gov.uk, Telephone: 01295 221695

Risk Implications

7.3 The report sets out the risk implications for the Council. The Section 101 agreements are low risk for the Council with a clear escalation process to deal with

any issues or poor performance and the opportunity to terminate the agreement by either party.

Comments checked by
Hedd Vaughan-Evans, Assistant Director Performance & Transformation, 0300 003 0111, hedd.vaughanEvans@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Cherwell: Safe, Clean and Green

Lead Councillor

Councillor Dan Sames, Lead Member for Clean and Green

Document Information

Appendix No	Title
None	
Background Papers	
None	
Report Author	Ed Potter, Assistant Director: Environmental Services
Contact Information	0300 003 0105 ed.potter@cherwellandsouthnorthants.gov.uk

Cherwell District Council

Council

22 July 2019

Police and Crime Panel Annual Report

Report of Chief Operating Officer (Deputy Chief Executive)

This report is public

Purpose of report

This report presents to members the Thames Valley Police and Crime Panel Annual Report for 2018/2019 and provides members with background to the role of the Police and Crime Panel.

1.0 Recommendations

The meeting is recommended:

- 1.1 To note the Annual Report of the Police and Crime Panel and the manner in which this panel provides oversight and scrutiny of Thames Valley Police by holding the office of the Police and Crime Commissioner to account.
- 1.2 To appoint a named substitute member to the Police and Crime Panel.

2.0 Introduction

- 2.1 The Police Reform and Social Responsibility Act 2011 introduced the role of Police and Crime Commissioners (PCCs) in strategic police decision-making. This Act also created a statutory scrutiny framework for the PCCs through Police and Crime Panels.
- 2.2 Since November 2012, police and crime panels have had a role in challenging, scrutinising and supporting each PCC, by scrutinising police and crime commissioners' precepts and police and crime plans, conducting confirmation hearings and dealing with complaints against the PCC.
- 2.3 The Thames Valley Police and Crime Panel produces an annual report. This paper introduces the Panel's 2018/2019 annual report for members information.
- 2.4 The report also seeks the appointment of a named Cherwell District Council representative to be the named substitute member on the Panel.

3.0 Report Details

- 3.1 The Thames Valley Police & Crime Panel is hosted by South Bucks District Council. It is a joint committee of all 18 local authorities, consisting of a representative from each and two independent co-opted members. Minutes of the Panel meetings can be viewed via the Panel's website- <https://www.thamesvalley-pcc.gov.uk/about-us/police-and-crime-panel/>
- 3.2 Cherwell District Council is represented on the Panel by Lead Member for Health and Wellbeing, Councillor Andrew McHugh. At the June meeting of the Panel it was agreed that the membership rules of the Panel be changed to enable all authorities to appoint a named substitute member.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The Annual Report of the Police and Crime Panel is submitted to Council for information and demonstrates the manner in which this panel provides oversight and scrutiny of Thames Valley Police by holding the office of the Police and Crime Commissioner to account.
- 4.2 The Panel amended its membership rules to enable partner councils on the Panel to nominate a named substitute member for the Panel in support of the Lead Member for Health and Wellbeing.

5.0 Consultation

- 5.1 None

6.0 Alternative Options and Reasons for Rejection

- 6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To not appoint a named substitute member to the Police and Crime Panel. This has been rejected since the Panel rules allow for a named substitute and nominating a named substitute would ensure that Cherwell is represented at Panel meetings in the event that the Lead Member for Health and Wellbeing was unable to attend.

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial or resource implications arising directly from this report.

Comments checked by:

Kelly Wheeler, Principal Accountant, kelly.wheeler@cherwell-dc.gov.uk

Legal Implications

7.2 There are no legal implications arising directly from this report.

Comments checked by:

Nick Graham, Director: Law and Governance, nick.graham@cherwell-dc.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Clean, Safe and Green; Thriving Communities and Wellbeing

Lead Councillor

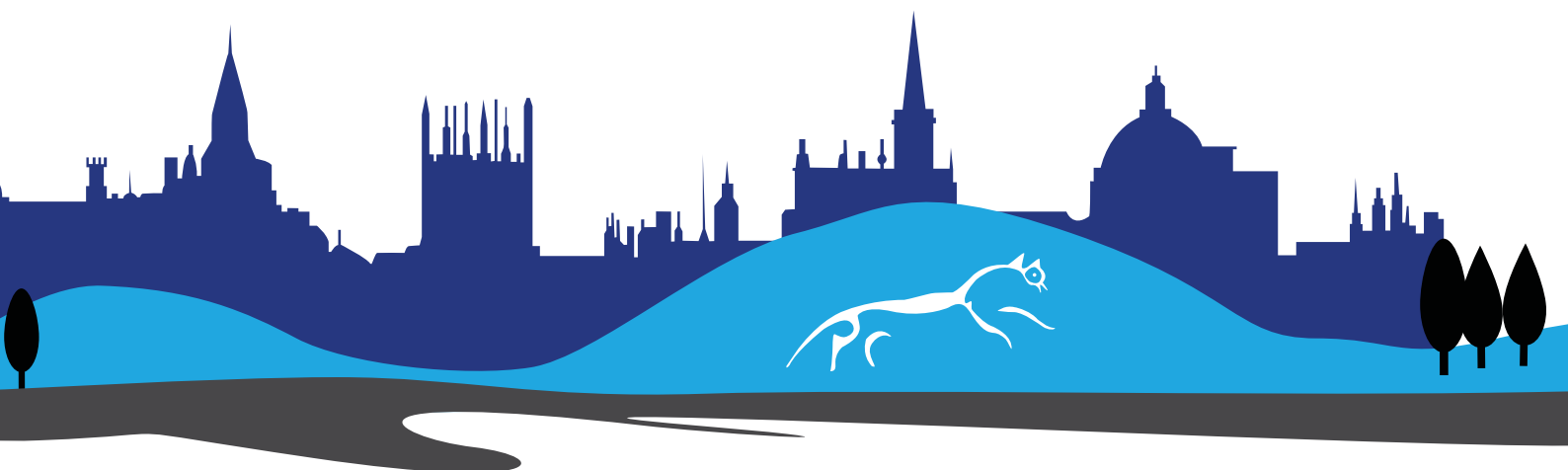
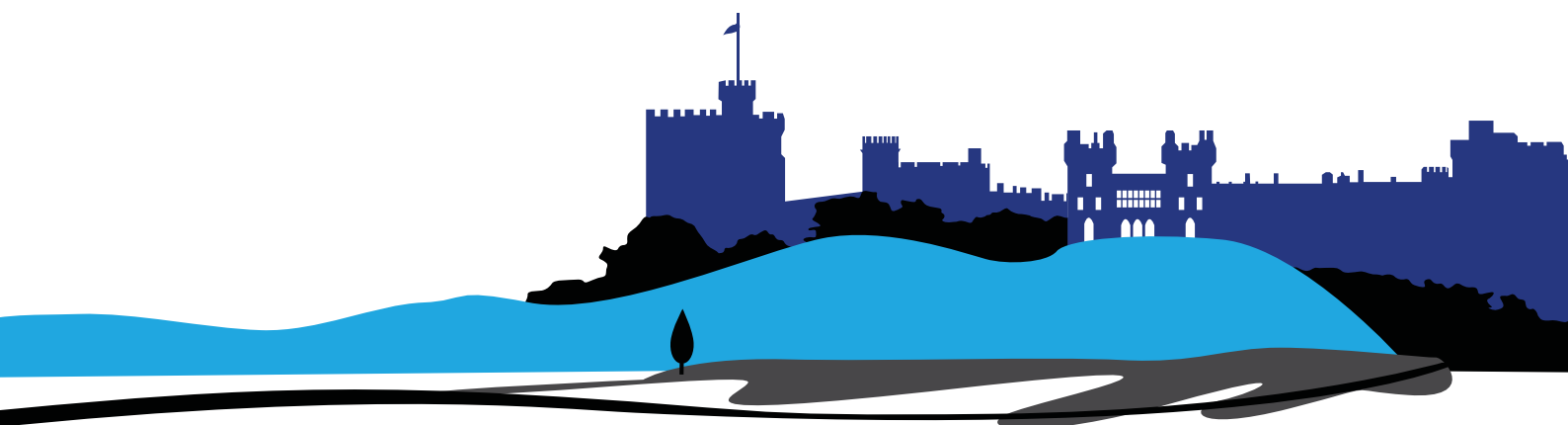
Councillor Andrew McHugh, Lead Member for Health and Wellbeing

Document Information

Appendix No	Title
1	Police and Crime Panel Annual Report 2018/2019
Background Papers	
None	
Report Author	Richard Webb, Assistant Director of Regulatory Services and Community Safety
Contact Information	01865 815791 Richard.webb@cherwellandsouthnorthants.gov.uk

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Berkshire,
Buckinghamshire
and Oxfordshire



ANNUAL REPORT 2018/19

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1. Introduction

Welcome to my 2018-19 Annual Report as Police and Crime Commissioner for Thames Valley (PCC). This 2018-19 report provides an update on overall progress against delivery of my four year Police and Crime Plan strategic priorities for the period 2017-2021.

My Plan was informed by a broad range of information that is reflected in five key priority areas:

- Vulnerability
- Prevention and early intervention
- Reducing re-offending
- Serious organised crime and terrorism
- Police judgment and reform

While I give equal weight to all five strategic priorities, the key threads of 'Vulnerability', 'Prevention' and 'Re-offending', are particularly highlighted throughout this report.

2018/19 has been a particularly notable year for Thames Valley Police (TVP) as it represented the very best of British policing in the eyes of the world. In addition to a challenging year in terms of business as usual, TVP ran the largest operations in its history: the Royal Wedding in Windsor in May 2018 and the visit by the US President to four locations within Thames Valley in July 2018. Throughout these operations the officers and staff of TVP were exceptional ambassadors for the force and British policing.

In July 2018, TVP (along with Hampshire Constabulary) launched its new website and now share the same platform as the Metropolitan Police. This is to be the 'single on-line home' for all police forces and by July 2019 there will be an increasing number of forces sharing the platform. The ambition is to provide the communities we serve with the channels to contact the police for the service they require in the most timely and appropriate way.

In previous years I have reported back on how the Force have performed in their 'police efficiency, effectiveness and legitimacy' (PEEL) inspections. Last year Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) changed to an integrated style of assessment and while it is yet to publish its graded judgements for Thames Valley, I am confident that the Inspectorate will continue to find areas of good police performance across the Force.

I am pleased that the Government has recognised the need for additional resources to equip police in tackling serious violence and knife crime. While the Thames Valley has not seen the large spike in knife crime as witnessed in some areas of the country, we are seeing an increase in violent crime which is a concern for us and for many of our communities. We are already working proactively and in partnership to tackle the problem and this additional funding will provide a significant boost.

In 2018-19, Thames Valley saw offences involving more serious violence decrease significantly, with 35% fewer GBH (section 18) offences than the same time last year. The Force also saw positive reductions in theft from person (down 23%) and house burglaries (down 2%). I am particularly pleased that domestic burglary has reduced by 21% over the past 7 years, and that rural crime has been given much greater priority over the same period. Overall crime levels in the Thames Valley are also lower compared to ten and fifteen years ago. As one of the less well funded police forces, this is a great credit to all who work for Force. The challenge of removing at least another £15 million from the budget over the next four years (2019 – 2023) and its wider effect on police performance will need close monitoring.

My office has effectively managed our Ministry of Justice grant funding to provide a range of victim and witness support services. My office introduced 'Victims First' - a new service which offers support through a single point of contact for victims and witnesses of crime, including affected family members. I would like to congratulate Victims First on its one year anniversary. Since launching, Victims First has dealt with over 5,194 referrals and 2,000 have gone on to receive specialist support from other services that I fund.

During 2018/19 I have provided community safety grants totalling £2.7m to county and unitary councils in the Thames Valley area to help them to support me in delivering my Police and Crime Plan strategic priorities. A summary of the benefits delivered from all grants and funding - including the Home Office's Early Intervention Youth Fund - is provided later in the report.

In April 2018 we celebrated 50 years of Thames Valley Police. There have been a number of events and key messages delivered over the past year which have celebrated some extraordinary changes and demonstrated a breadth of policing over the years, none more so than those seen at last August's Force Open Day at Sulhamstead.

The forthcoming year (2019/20) will be my final full term of office before I step down in May 2020. My achievements to date are set out in this report, but this is in no small part due to the outstanding support from Francis Habgood who recently retired as outgoing Chief Constable. Francis' leadership has steered the Force through some challenging landscape in recent years, and I am confident that his successor, John Campbell, will continue to deliver an excellent policing service across Thames Valley.

Last year saw the full time appointment of my Deputy PCC, Matthew Barber. Matthew has played an essential role in supporting me, and our office, across a number of key areas

both nationally and locally – this has enabled us to maintain a focus on delivering our strategic priorities.

Both the Deputy PCC and I are rightly proud of the hard work and dedication of police, support staff and volunteers, whose tireless commitment ensures our communities remain safe across the Thames Valley.



Anthony Stansfeld
Police and Crime
Commissioner for
Thames Valley

2. Progress in meeting my Police and Crime Plan 2017-2021

STRATEGIC PRIORITIES: APRIL 2018 – MARCH 2019

THIS SECTION HIGHLIGHTS PROGRESS IN 2018-19 TOWARDS DELIVERING MY POLICE AND CRIME PLAN 2017-2021

Summary of overall progress in 2018/19

This is year two of a four year strategic Police and Crime Plan

• Are my strategic priorities going in the right direction?

Yes, I believe the overall direction of travel is positive and remains on course to deliver my 5 key strategic priorities.

I have highlighted evidence within this 2018/19 annual report which demonstrates what has been (or will continue to be) delivered by the Force, my own office and other key partners. To ensure transparency and good governance, my office now publishes regular public-facing performance updates on my website.

2019/20 is my final full-term in office (I step down in May 2020) and I will continue to closely scrutinise progress in delivering against my strategic priorities. While I do not anticipate refreshing my Police and Crime Plan in this period, my office will be closely monitoring the policing landscape to ensure it is well placed to provide a full and effective handover to my successor.

• Are we where we want to be?

Having considered the delivery plans of both the Force and those of my own office, I am reassured that there continues to be an absolute focus in delivering a wide range of positive outcomes during 2019/20 and beyond.

Last year HMICFRS changed to an Integrated PEEL Assessment and Thames Valley has been subject to a staggered inspection process during 2018 and 2019 - this is scheduled to conclude by mid-July 2019. While HMICFRS has yet to publish its graded PEEL judgements for Thames Valley, I am confident that the Inspectorate will find improvements, such as the way the Force manages demand through technology, or identifies vulnerability.

I am only too aware of the current operational and financial context in which Thames Valley Police finds itself in but, despite this, the Force continues to maintain good performance levels. While we have a committed and capable police service, I am aware of the ever-more complex and high risk demand challenges it faces. PCCs and Chief Constables need a continuing dialogue with government and their own local communities on the widening gap between what the police service can do, and what the public expect of them.

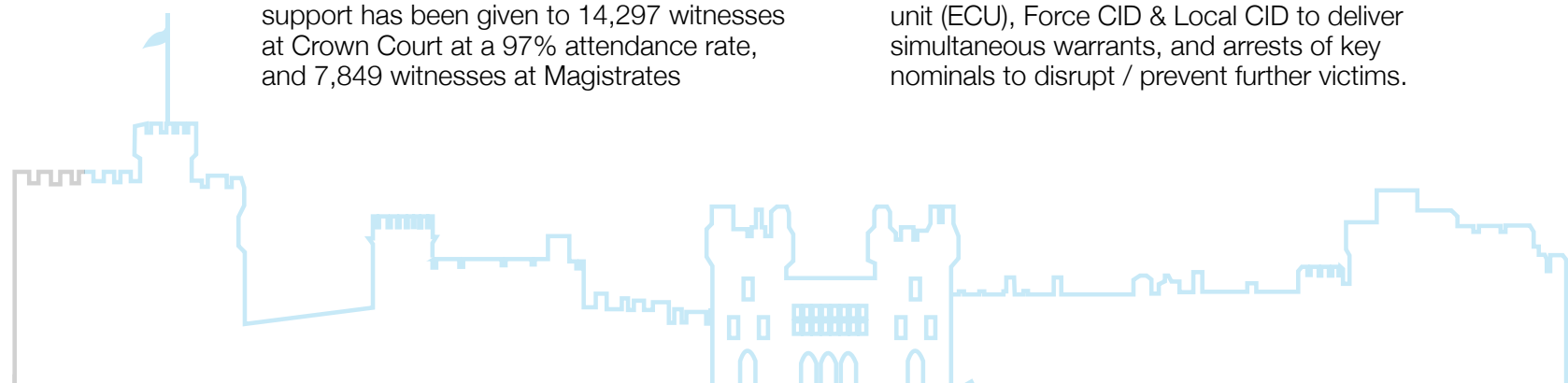
Strategic Priority 1 -

VULNERABILITY:

Managing demand on services through working together

PROGRESS IN 2018/19:

- My office has worked closely with Thames Valley Police to create new guidance and put a technical solution in place which allows officers and staff in contact with victims to check on their welfare, and where support is required refer them directly to Victims First.
- Changes to detention in the Mental Health Act, which gives the police power to remove someone from a public place to a place of safety, has led to a reduction in the number of unlawful detentions in police custody. Staff have been trained to align with new mental health guidance.
- Mental health training and guidance has been delivered to Inspectors and Sergeants involved in the detention and treatment of detainees with mental health issues in custody. This includes escalation processes and guidance on procedure when requiring Mental Health Act Assessments in police custody.
- The Thames Valley Independent Sexual Violence Advisory Service is funded by the OPCC and works closely with Thames Valley Police Specially Trained Officers to provide support to victims of sexual violence throughout the criminal justice process and beyond.
- The Witness Care Unit has worked with the Crown Prosecution Service (CPS) to improve victim attendance at court for domestic abuse cases and therefore increase positive court outcomes. As at December 2018, support has been given to 14,297 witnesses at Crown Court at a 97% attendance rate, and 7,849 witnesses at Magistrates Court, with 91% attending. This work has been recognised with an award by the Local Criminal Justice Board, and TVP's Criminal Justice Department is participating in national working groups to further improve witness care provision.
- My office launched our awareness campaign 'Know This Isn't Love' in February 2019 to raise awareness of coercive and controlling behaviours and signpost victims to support through Victims First.
- Phase 3 of the TVP 'Hidden Harm' campaign raised awareness of Honour Based Abuse and Forced Marriage to communities in the Thames Valley and internally to officers and staff. The campaign had an estimated reach of over 2 million people.
- Local Police Areas (LPAs) are working with Force Intelligence Hubs to identify modern day slavery victims and those in brothels. Victims are to be treated appropriately with support, diversion from offending and protection from criminals.
- Age UK Oxfordshire were awarded £55,000 by my office for a two year project to work with organisations who engage with the elderly community and train them on elder abuse, vulnerability issues and safeguarding procedures.
- Reading and Bracknell & Wokingham LPA have delivered operations targeting courier fraud on vulnerable and elderly residents, working jointly with the Economic Crime unit (ECU), Force CID & Local CID to deliver simultaneous warrants, and arrests of key nominals to disrupt / prevent further victims.



Strategic Priority 2

- PREVENTION AND EARLY INTERVENTION:

Improving safeguarding in physical and virtual space

PROGRESS IN 2018/19:

- My office provided over £213,000 of funding to organisations across the Thames Valley to raise awareness and provide training on cybercrime. This included £50,000 to develop a play to be delivered to primary school students. The cybercrime play has been shown to 3,000 students aged 9 - 11 years old across 60 schools.
- A national initiative, Operation Signature, was launched in November 2018 within the Force to safeguard victims of financial abuse. This includes preventing people becoming victims of fraud and helping to stop victims being repeatedly targeted.
- The South East Regional Organised Crime Unit has engaged with more than 6,500 people from over 2,000 organisations, providing Cyber Protect & Prevent advice. A national social media campaign reached more than 2 million people with cyber protect and prevent messages.
- My office commissioned SAFE! to provide our Young Victims Service across Thames Valley which includes supporting victims of 'peer on peer' abuse.
- My office provided nearly £120,000 funding to seven organisations across the Thames Valley to deliver this key aim. Oxford Against Cutting received funding to deliver a two year programme. It has prioritised its training to schools based on the highest number of girls who speak languages from communities which may be affected by female genital mutilation (FGM).
- An Advice Hub is being developed, as part of the Rose Centre in Reading, where professionals can access FGM advice online or by phone.
- A campaign to raise awareness of hate crime and encourage those who are a victim or a witness to report it has been developed and continues to be promoted by my office.
- Phase 4 of the TVP 'Hidden Harm' campaign is now complete. Phase 4 reached more than 835,000 people on social media, and was supported by campaigners such as the National Black Police Association and the disability charity United Response. 44 community events were held by neighbourhood teams, and activities were further supported by schools, local authorities and other emergency service partners.
- TVP's Protecting Vulnerable People department has updated the Force's crime recording system with registered sex offender details so they are visible to neighbourhood police teams. Tasked visits are being undertaken by neighbourhood teams to specific offenders who are displaying chaotic behaviours, using local knowledge to monitor potential offenders and maximise local intelligence.
- The #SlowDown social media campaign which aimed to highlight the risk of driving at illegal/ inappropriate speeds was delivered and gained over 28,000 views.
- Inspector Simon Hills, of TVP's Roads Policing department, won the Police Federation's 2019 Outstanding Contribution to Roads Policing Award for his work on a ground-breaking approach to dramatically reduce uninsured driving. The approach has now been adopted nationally, resulting in an 80 per cent drop in uninsured drivers.

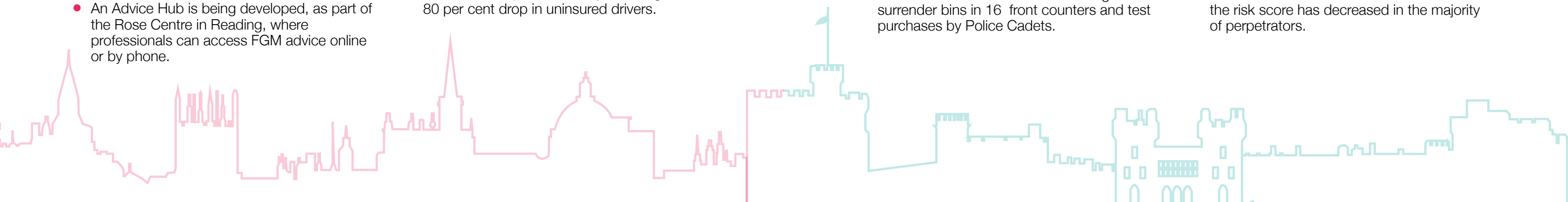
Strategic Priority 3

- REDUCING RE-OFFENDING:

Targeting and managing harm and risk

PROGRESS IN 2018/19:

- Over £46,000 was provided by my office to develop a conditional caution scheme for alcohol related violence which will result in access to a substance misuse scheme.
- Key Criminal Justice partners are being engaged in order to establish complementary approaches to diversion and offender aftercare referrals, for example probation services and custody partnerships including Liaison and Diversion. The timing of the rollout is linked to the delivery of effective rehabilitative treatments including Victim Awareness Course and drug and alcohol treatment.
- The out of court disposals framework is being rolled out across the force area. This provides a two tier disposal strategy of conditional cautions or community resolutions. Currently being trialled in Reading under Operation Pathway, this streamlined process is quicker and ensures appropriate disposals are made.
- The Home Office has awarded me £822,000 from its Early Intervention Youth Fund to help tackle youth violence, vulnerability and exploitation. My office has allocated the funding to 14 organisations across the Thames Valley to deliver a programme of activities.
- Thames Valley Police supported the Home Office week of action against knife crime (September 2018) and delivered a range of activities across the force including knife surrender bins in 16 front counters and test purchases by Police Cadets.
- Oxford LPA and TVP's Serious Organised Crime Unit (SOCU) worked on drug dealing investigations, greatly assisted by intelligence and community engagement. Warrants were successfully executed and children at risk safeguarded. Local Neighbourhood Officers used the opportunity to engage with the community and provide reassurance, building long term relations and better reporting.
- My office has awarded over £72,000 to Aspire Oxford to deliver a project which aims to work with offenders 'through the gates' to help get them into employment. Similarly, over £52,000 was provided to Circles South East to work towards rehabilitation of high risk sexual offenders.
- Around 40% of Integrated Offender Management (IOM) nominals are National Probation Service cases. Previously this was circa 10% (these cases are of higher threat, harm and risk than Community Rehabilitation Company cases), demonstrating that the IOM programme has successfully evolved into priority areas.
- LPAs are actively engaged in Operation Vocal (with a focus on the high risk offenders being managed within the Domestic Abuse Investigation Unit (DAIU) with emphasis on arrest and prevention.
- The use of the Multi-Agency Tasking and Co-ordination (MATAC) forum has helped reduce demand linked to domestic abuse as the risk score has decreased in the majority of perpetrators.



Strategic Priority 4

- SERIOUS ORGANISED CRIME AND TERRORISM

Improving the local response

PROGRESS IN 2018/19:

- Serious Organised Crime Drug Exploitation meetings are now linked up with Protecting Vulnerable People teams, sharing the common theme of exploitation. LPA representatives in attendance feedback outcomes from this to local multi-agency panels, allowing for a well-informed, localised approach.
- During the national County Drugs Lines week in January 2019, Thames Valley Police arrested 106 people connected to County Lines drugs gangs, 27 warrants were executed, 156 stop and searches were carried out, and officers took over 2,800 wraps of cocaine, heroin and cannabis off the streets of the Thames Valley. £133,000 was seized from criminals along with 147 phones and a number of weapons including machetes and flick knives. As a result of our activity 43 children and 69 vulnerable adults were safeguarded.
- The Protecting Vulnerable People Unit are leading on a pilot scheme in Aylesbury to develop links between LPA teams and Public Protection Teams. This will utilise local knowledge on Registered Sex Offenders to help prevent offending behaviour and appropriately increase local officer knowledge on dangerous offenders living in their area.
- At South Oxfordshire & Vale of White Horse LPA, strong cooperation with the Willow Project, supporting victims of modern slavery, has led to involvement of the project on recent investigations, providing TVP with a better understanding of the issues.
- Bracknell Forest & Wokingham LPA has been effective in using closure orders to tackle County Drugs Line (CDL) organised crime gangs. This has allowed a number of successful National Referral Mechanism referrals preventing vulnerable people from being exploited.
- A member of my staff delivers Prevent training to relevant organisations and also produces a Prevent newsletter to share latest information and news.
- In collaboration with the Slough Prevent Advisory Group, Q&A sessions with members of the public on prevention and radicalisation were held. A similar session was undertaken with the Slough Faith Partnership.
- In LPAs such as Bracknell & Wokingham and Wycombe, enhanced problem-solving and re-structuring of neighbourhood policing is ensuring effective intelligence-gathering to protect communities from organised crime activity and recognise risks of radicalisation.
- Elpis, a database to share details about missing persons with partner agencies, with an aim to reduce harm and frequency of episodes, continues to be developed with Milton Keynes and Oxford LPAs. In Berkshire, a Missing Persons & Exploitation Hub is being developed by police and partners.
- A safety hub has been set up in Windsor town centre to support the night time economy and reduce demand on police, and a case worker has been funded to focus on the homeless community, working with local agencies and charities.

Strategic Priority 5

- POLICE ETHICS AND REFORM:

Increasing the pace of change

PROGRESS IN 2018/19:

- Key criminal justice partners are being engaged in order to establish complementary approaches to diversion and offender aftercare referrals, for example probation services and custody partnerships including Liaison and Diversion. The timing of the rollout is linked to the delivery of effective rehabilitative treatments, including Victim Awareness Course and drug and alcohol treatment.
- In the Slough PA, work has taken place to raise the profile of the Youth Liaison & Diversion (L&D) team, expanding their reach from the custody environment only into the community. L&D workers attend multi-agency meetings such as the Serious Youth Violence and Child Drug Exploitation meetings to help tackle child exploitation issues and assess vulnerable children in home visits with officers.
- The TVP Local Policing department are working with the Force's Corporate Communications department to promote the benefits of Independent Advisory Groups (IAG) as a way of improving engagement with under 18 year olds.
- A schools' engagement officer has been re-introduced in most LPAs. This will support early intervention and building resilience amongst young people.
- A number of LPAs have provided targeted police activity to engage and build relationships and positive activities for the local young persons, such as the Cadets, Community Court and Mini police.
- Evidence is now being shared with the Crown Prosecution Service using its evidence exchange system, Egress, reducing the amount of paper and the number of disks being posted.
- Thames Valley Police launched its new website in 2018, and has seen a significant take-up rate in the number of people choosing to report crime on-line, with 29,000 reports submitted since July 2018. This equates to 13.3% of all crime being reported to TVP. Over 600 feedback reports state that they would not have contacted the Police if they could not have done so online.
- My office launched the Victims First service in April 2018 which allows for a centralised referral pathway for any victim, witness or family member of victim who requires additional support.
- Victims First has also been promoted to the public and other partners to ensure that people that need support, regardless of whether they have reported the crime to the police, are aware of Victims First and know how to access it. This includes the creation of Victims First Connect, which involves the provision of access points in local communities that people can use to obtain information about support and be referred to Victims First.
- There has been continued Force-wide internal communications to promote the national Victims Code to staff and officers.

TVP Performance headlines for 2018/19

Overall crime levels reported to TVP increased by 10.3% in 2018/19 compared to the previous year (2017/18). There were 164,153 crimes reported across the Thames Valley during the period April 2018 to March 2019. Based on the latest available published figures, this compares to a national increase of 7%.

The Thames Valley increase is reflected by trends seen at a wider national level. While the latest published figures from the Office for National Statistics (ONS) show that there has been no significant change over the last year, certain crime types present a mixed picture. Robbery and vehicle offences have increased whereas burglary has decreased. Lower-volume 'high-harm' violence involving knives has risen, whereas offences involving firearms have decreased.

Overall crime levels in the Thames Valley remain low compared with ten and fifteen years ago. There were 31,509 fewer crimes recorded in this timeframe compared with ten years ago (195,662), and 45,762 fewer recorded offences compared with fifteen years ago (209,915).

Force Priority Outcome 1: A reduction in residential burglary through effective investigation, offender management and prevention activity.

Across the Thames Valley volumes of residential burglary (excluding garages and sheds) have reduced compared with the 2017/18 level by 2%. This represents 95 fewer offences and halts the recent trend of rising yearly burglary volumes.

The Force continues to compare favourably in terms of burglary rates with other forces in its Most Similar Group (2nd position out of 8 Forces) and nationally the position of Thames Valley has improved to 13th (out of 43) for residential burglary (including sheds and garages).

There has been a small increase in the number of positive outcomes achieved by the Force (positive outcome rate is currently 10.9%). This outcome rate compares healthily with national figures where Thames Valley lies 9th out of the 43 Forces and achieved the highest rate in its most similar group.

An in depth analysis of burglary performance was carried out early in 2018/19 and has led to the creation of a Service Improvement plan focussing on investigations, contact management, data quality, pro-activity, repeat offenders, roll of the neighbourhood and crime-series management.

Force Priority Outcome 2: A reduction in serious violence through a pro-active and partnership approach and an effective and proportionate investigation of all violent crimes.

At the end of the year, the Thames Valley area has seen an increase in violence against the person (excluding domestic offences) of 33%. However this increase is likely to be linked with campaigns carried out by the Force, such as the Hidden Harm campaign, the purpose of which is to encourage more people to report crimes.

The most significant increases are in offences where there was no injury. This is a wide-ranging category of offences including Harassment, Threats to kill, and Dangerous Dog offences. An increase in harassment offences can be attributed in part to a change in the crime counting rules in April 2018. Offences involving more serious violence

have decreased significantly with 35% fewer GBH (section 18) offences than the same time last year. Offences which are classified as knife crimes (this includes robbery, violence and sexual offences) increased by 12.1%; however, this may be partly attributed to better flagging of offences on the Force's crime recording system.

For violence against the person offences, Thames Valley compared favourably to its Most Similar Group (2nd out of 8). In the sub-category of violence without injury, the Force has the lowest rate of crimes per 1,000 residents compared with other Forces in its most similar group.

HIDDEN HARM



Force Priority Outcome 3: An improvement in victim satisfaction through application of the Victims Code and timely investigations that maximise the chances of achieving a successful prosecution.

The Force undertakes a small telephone survey of victims of domestic burglary, violent crime and hate crime to measure satisfaction levels. Victim Satisfaction data from the survey conducted in November 2018 shows that the overall victim satisfaction rate for last 12 rolling months remains at 79%. This is one percentage point higher than the level recorded a year ago.

The Force has noted a slight increase in the satisfaction rate in hate crime and burglary but a reduction in satisfaction

levels from victims of violence. Victims' perception of feedback continues to be the area of concern.

The Force has focussed on improving the completion by officers of Victim Contact Contracts with the aim of better managing the expectations of victims on how much feedback that they will receive. Over 80% of crimes have a victim contact contract in place (it won't always be appropriate to have a contract); however, the benefits of this are yet to feed into the satisfaction levels.



Force Priority Outcome 4: A continued improvement in our response to domestic abuse victimisation through effective safeguarding and problem solving activity aimed at reducing repeat victimisation.

Domestic abuse related crime has risen substantially this year, observing a 53% increase against 2017/18. This was an area of concern in the HMICFRS Inspection of Crime Data Integrity, so the increase was anticipated and reflects an improvement in crime recording. Internal audits show that compliance with the National Crime Recording Standard have improved; however, there remains potential for further improvement.

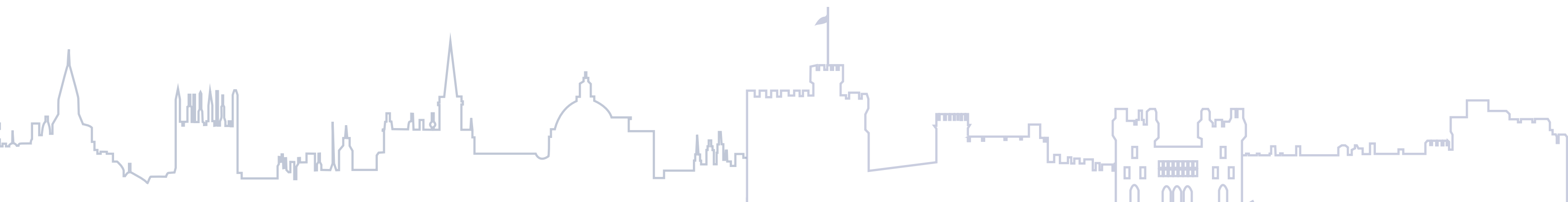
Since January 2018, the Force has introduced a daily check of domestic incident occurrences on its crime recording system to ensure crimes have been correctly recorded.

Whilst the positive outcome rate has fallen to 12% from 21% last year, this is partly as a result of the improved recording of offences. The satisfaction level for victims of domestic abuse remains high at over 80%.

Force Priority Outcome 5: An increase in the confidence of victims of hidden harm to report incidents and crimes.

Hate Crime occurrences overall have gone up slightly by 4% year-on-year (from 4,176 to 4,353). The impact of the process change of recording crimes at the time of the initial call is evident with recorded hate crimes increasing by 49% and incidents conversely decreasing. The positive outcome rate has fallen from 19% to 14% although the actual volume of outcomes has increased from 459 to 507.

Recorded levels of Honour Based Abuse offences remain low and have decreased slightly, year on year, from 121 last year to 105 in the period between April and March. In contrast, recorded levels of modern slavery offences have increased from 156 to 219 in that time period.



Force Priority Outcome 6: A continued improvement in the identification and safeguarding of children.

The number of Missing Person occurrences continues to decrease (down 10% from the previous year) and has been driven by the number of Missing Person occurrences involving children decreasing by 12% year-on-year.

This decrease in missing children has led to a slight shift in the proportion of adults and children that make up those going missing in Thames Valley. Children now account for 56% of missing occurrences, down from 59% the previous year.

Children that have gone missing 3 times within 90 days has also seen a decrease, by 5% year-on-year.

There has been a decrease in the volume of Child Sexual Exploitation (CSE) non-crime incidents of 28%. This has been offset by an increase in recorded CSE crime, which has risen by 13% year-on-year. Some of this change may be attributable to the change in guidance to contact management staff, encouraging recording of crime at the point of call.

Force Priority Outcome 7: A continued increase in the confidence of rural communities to report crime through an effective response to reported offences.

The number of rural flagged crimes has fallen in the first 9 months of 2017/18 by 2.2% from the previous year. However, this decrease can be mainly attributed to large reductions in 3 key rural police areas LPAs (Bracknell Forest & Wokingham, West Berkshire

and Cherwell & West Oxfordshire).

The decline in rural crime is linked to reductions in criminal damage and burglary (both residential and business & community burglary) offences.



Force Priority Outcome 8: A continued improvement in our response to fraud (including cyber-fraud) through effective investigations, activity to protect vulnerable victims and intelligence led action against offenders.

Reports to Action Fraud from victims residing within the Thames Valley have increased year on year; additionally, the volume of occurrences disseminated to the Force from the National Fraud Intelligence Bureau for investigation has increased. Of those reports disseminated to the Force, the highest proportion are banking or corporate fraud cases. Calls for service (those reports that the Force is required to attend rather than

refer to Action Fraud) have increased 69% this year.

As part of the Force's ongoing Service Improvement framework, an end to end review of Fraud and Cyber-fraud was recently conducted. Key findings highlighted areas for development across the Force including officer awareness, training and investigation quality.



Force Priority Outcome 9: An increase in the volume of rape and other sexual offences that lead to a charge.

The Force has recorded a 2% increase in the volume of rape offences recorded in 2018/19, which is believed to reflect continuing improved confidence to report.

The volume of positive outcomes obtained for rape offences was consistent with the level seen last year. Thames Valley has obtained 83 charges this year compared with 85 during the same period last year. Nationally, there has been a significant fall in the proportion of recorded rape offences resulting in a positive outcome. Despite slightly fewer charges this year the Force

compares favourably in its most similar group, in the second highest position. The volume of other sexual offences recorded has increased by 23% for the Force in this year. Conversely there has been a reduction year on year in the volume of positive outcomes obtained for other sexual offences, from 401 to 326.

Identifying opportunities to improve the volumes of rape offences resulting in a positive outcome have been focused through a variety of forums, such as an end to end review of rape offences completed this year.

Force Priority Outcome 10: A reduction in avoidable demand on our service through the prevention of crime (including a reduction in re-offending), problem-solving, and signposting the public to the right service.

There has been a 13% increase in the volume of 999 calls received by Thames Valley Police in 2018/19 against the previous year. In contrast, Thames Valley Police has seen a 16% decrease in the number of 101 calls received over the same period. The significant increase in 999 demand over this period and the prioritisation of these calls has affected the capacity to answer 101 calls.

This has resulted in a significant number

of 101 calls being abandoned and increased waiting times for callers. However, there are signs of improvement in this area with the percentage of 101 calls answered improving in the last few months of 2018/19.

The availability of the on-line reporting functionality continues to be publicised and submissions from members of the public via this method continue to increase.

Other TVP policing highlights over 2018/19 include:

- Answered 554,316 '101' calls and 341,233 '999' calls
- Arrested 31,691 people and charged 11,492 people
- Policed 128 major operations including 2 Royal Weddings and a presidential visit
- During County Lines Intensification week, we investigated 115 suspected 'cuckooing' addresses
- Serious Organised Crime Teams conducted 226 warrants and seized 60kg of drugs - this year offenders have been sentenced to 725 years, including eight life sentences
- Of the 11 murders in Thames Valley this year, eight people have been found guilty and jailed for a total of 122 years. The remaining cases are going through the courts.
- The Imaging Unit has provided specialised digital support to major investigations, including the UK's first manslaughter conviction directly linked to an acid attack
- Operation Silk resulted in the conviction of 11 men for a total of 137 years, including four life sentences for Child Sexual Exploitation in Oxford
- During the Force's Hidden Harm campaign, we worked with partners and local communities to raise awareness of abuse happening in Thames Valley - Hidden Harm reached 2 million people on social media
- Investigated 7,283 missing people and worked closely with our communities to find them
- This year the Force dealt with 103,326 road-related incidents, including stopping a drink-driver going the wrong way on the M4, and 20,407 driving offences.

HMICFRS Inspection Reports

Last year Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) changed to an Integrated PEEL Assessment ('policing efficiency, effectiveness and legitimacy') and TVP has been subject to a staggered inspection process during 2018 and 2019. HMICFRS have yet to issue its graded PEEL judgements for Thames Valley, although further details of these will be published on its [website](#) later this year.

I have considered and/or responded to a number of thematic HMI reports presented by the Force to my Level 1 public meetings during the course of the year – these include:

- Unannounced Inspection of TVP Custody Suites
- Growing up neglected: a multi-agency response to older children
- Understanding the difference – the initial response to hate crime
- Joint Inspection of the Handling of Cases involving Disability Hate Crime
- Policing and Mental Health – Picking up the Pieces
- The police response to domestic abuse; an update report

Further details these reports can be found on my [website](#).

PCC Commissioned services – grants and funding 2018/19

COMMUNITY SAFETY

I managed a community safety budget of £3.0 million in 2018/19, of which £2.7 million was given in grants to county and unitary councils in the Thames Valley area, and I retained £0.3 million to fund Thames Valley-wide and other priority service initiatives.

The local authorities have used their grant allocations to invest in the following services and initiatives:

- Youth offending including youth restorative justice, intervention work with young offenders and participation in youth crime prevention projects: £922,222
- Substance misuse including Drug Alcohol Action Team services, treatment for offenders (including rehab), staff training in early intervention, prison link workers: £608,562
- Domestic abuse (DA) including outreach support, Independent Domestic Violence Advocates, DA champions, school productions to inform them about DA at home: £427,394
- Young people, including crime prevention, safeguarding and diversionary activities: £222,300
- Anti-social behaviour, including ASB officers, dealing with complaints and an ASB diversionary programme in schools and community groups: £175,644

- Hidden harm activities including modern slavery, human exploitation and safeguarding intervention: £106,498
- Integrated offender management: £68,670
- Miscellaneous activities covering a raft of different initiatives and activities: £200,821

The £0.3 million fund which I retained has been used to fund:

- Domestic violence (DV) perpetrator programmes: £112,318
- Reducing re-offending projects: £75,584
- Youth, gangs and exploitation projects: £34,437
- An elders abuse project: £25,212
- A contribution to GPS tagging project: £25,000
- Night vision equipment and 'Automatic Number Plate Recognition' (ANPR) cameras for Thames Valley Police: £33,269
- Other miscellaneous initiatives, including contributions to Crimestoppers, evaluation of Judge Sheridan's proposal for DA courts and Modus software (£44,552).

VICTIMS AND WITNESSES SUPPORT SERVICES

I receive an annual grant from the Ministry of Justice (MoJ) to commission services for victims and witnesses of crime. During 2018/19 I spent my full grant allocation of £2.765m to deliver the following services and benefits:

- Our new Victims First hub opened on 1st April 2018 to act as a single point of contact for triage and referral to appropriate services for all victims across Thames Valley. This service cost £200,063 and received 5,194 valid referrals where successful contact was made with victims.



Care | Empower | Recover

- Thames Valley Partnership received £275,000 to provide an emotional support and advocacy service to 493 victims of crime.
- Thames Valley Partnership received £199,508 to provide an exploitation and complex needs service to 232 vulnerable and exploited people.
- Thames Valley Partnership received £145,280 for Restorative Justice, which has led to 111 potential case conferences between victims and perpetrators.
- Refuge received £334,818 to provide an Independent Sexual Violence Advisory (ISVA) service and have received 496 referrals between 1 April 2018 and 31 Mar 2019.

- SAFE received £436,384 to provide a service to support young victims of crime. During the last year they have received 565 referrals into the service and supported 758 young victims.
- Our new network of specialist counsellors cost £180,859 and resulted in 570 adults and young people receiving counselling.
- Our domestic violence medium risk safety planning service was commissioned through local authorities. Oxfordshire county Council received £13,000 and managed 346 referrals, Buckinghamshire received £11,700 and managed 1,756 occurrences, MK Act received £13,700 and managed 1,638, Slough Borough Council received £15,600 and managed 1,363 occurrences and West Berkshire Council received £1,300 and managed 91 occurrences.
- We commissioned a Domestic Violence complex need service from a range of providers across the Thames Valley. Berkshire Womens Aid received £16,271 and received 99 referrals, Reducing the Risk received £16,325 and received 49 referrals, Oxfordshire County Council received £73,828 and received 38 referrals, SMART received £44,655 and received 37 referrals, Slough Council received £36,382 and received 42 referrals and West Berkshire Council received £48,799 and received 13 referrals.
- £392,000 of local authority community safety spend was funded by the MoJ grant. This provided additional domestic violence services across the Thames Valley area.
- We funded a modern slavery co-ordinator which cost £42,165.

The balance of my MoJ grant fund (£0.268 million) has been spent on supporting other services for victims, including commissioning costs.



POLICE PROPERTY ACT FUND

The Chief Constable and I ran two public bidding rounds for grants from the Police Property Act Fund. In October 2018, £97,950 was awarded to 20 charities and community groups across the Thames Valley who each made a significant contribution to support my strategic priorities to 'reduce reoffending' and/or 'improve the local response to serious organised crime and terrorism'. In February 2019 a further £100,700 was awarded to 32 separate charities and/or community groups regarding their work on supporting my strategic priorities concerning 'vulnerability' and 'prevention and early intervention'.

In addition, the three county High Sheriffs identified a further 9 organisations who have received £75,000, in total, from the Police Property Act Fund.

In April 2017 the Chief Constable and I gave the four Community Foundations £105,000 and tasked them with obtaining additional matched funding in order to increase the total grant pot to at least £150,000. Not all this money was spent during 2017/18. During the last 12 months (2018/19) the Chief Constable and I have approved 12 individual grant awards using £38,462 of PPAF money. The Community Foundations have added £34,120 of partnership funding supporting total project costs of £169,906.

Through a mix of regular public and private meetings, I held the Chief Constable to account for his leadership of TVP and the delivery of an efficient and effective police service. This involved close scrutiny of Force performance and progress against the Force's Annual Delivery Plan 2018/19, and was achieved through regular updates from TVP as well as engagement of my staff in key force performance meetings and delivery groups.

A joint PCC and Chief Constable Corporate Governance Framework is in place to ensure intended outcomes for stakeholders are achieved whilst acting in the public interest at all times. The governance framework comprises the culture, value, systems and processes by which the PCC and Chief Constable discharge their responsibilities and through which the police service is accountable to, and engages with, the communities they serve.

The Joint Independent Audit Committee provides independent assurance to the Chief Constable and myself regarding the adequacy of the risk management framework and the associated control environment within TVP and the OPCC.

It considers the internal and external audit reports concerning the business of both the PCC and Chief Constable and advise both parties according to good governance principles. It has oversight of general governance matters and provides comment on any new or amended PCC and Force policies and strategies with regard to financial risk and probity.

STATUTORY RESPONSIBILITIES AND CORPORATE GOVERNANCE

During 2018/19 I continued to successfully meet my statutory duties and commitments as set out in the Police and Crime Plan 2017-2021. In discharging my personal duties, responsibilities and functions, I was supported by a relatively small team of staff within the Office of the PCC (OPCC). An overview of the roles, responsibilities and functions of the OPCC is presented at Appendix A, and the OPCC organisational staffing structure is presented at Appendix B. My performance, decisions and actions during the year were regularly scrutinised by the independent Thames Valley Police and Crime Panel.



Thames Valley PCC Anthony Stansfeld talking with Police Cadets at the Thames Valley Police Open Day in August 2018.

3. Summary financial performance: 2018/19 financial year

A) PCC CONTROLLED EXPENDITURE 2018/19

A high level analysis of my directly controlled budget and expenditure is provided below.

	Annual Budget £000	Annual Outturn £000	Variance £000
Office of the PCC	1,021	1,065	44
Democratic Representation	226	233	7
Other Costs	194	127	- 67
Commissioning Services			
- Community safety fund	3,150	2,694	- 456
- Victims & witnesses	2,769	2,794	25
PCC Controlled Budgets	7,360	6,913	- 447

B) GROUP LEVEL EXPENDITURE (PCC AND TVP) 2018/19

The following table provides a high level comparison between the approved budget for 2018/19 and actual expenditure at the Group level (i.e. PCC and Chief Constable). The annual revenue 'Cost of Services' variance, or deficit, of £0.307 million has been appropriated (or transferred) from general balances. This level of deficit represents less than 0.1% of the Net Cost of Services annual budget which demonstrates strong and effective financial management.

	Annual Budget £000	Annual Outturn £000	Variance £000
PCC controlled budgets	7,360	6,913	- 447
TVP Operational budgets – direction and control of the Chief Constable			
PAY AND EMPLOYMENT COSTS			
Police officer pay and allowances	251,722	250,085	- 1,638
Police officer overtime	8,820	10,307	1,487
PCSO pay and allowances	13,020	12,385	- 635
Police staff pay and allowances	97,447	97,015	- 433
Temporary or agency staff	6,676	6,676	0
Police officer injury / ill health / death benefits	4,058	4,122	65
Other employee expenses	3,237	3,358	121
Restructure, training & conference costs	1,353	1,665	312
	386,334	385,612	- 721

B) GROUP LEVEL EXPENDITURE (PCC AND TVP) (CONTINUED)

	Annual Budget £000	Annual Outturn £000	Variance £000
OVERHEADS			
Premises	16,136	15,376	- 759
Transport	8,513	10,388	1,875
Supplies & services	54,789	54,303	- 486
Third party payments	12,534	12,446	- 88
Specific grants	- 72,978	- 72,435	543
Force income	- 32,916	- 32,850	66
	- 13,922	- 12,771	1,152
OTHER			
Capital financing	13,887	13,747	- 140
Interest on balances	- 950	- 1,031	- 81
Statutory accounting adjustments	0	136	136
Appropriation from balances	- 1,237	- 829	408
	11,700	12,023	323
REGIONAL COLLABORATION SERVICES			
South East Regional Organised Crime Unit	16,712	16,712	0
Counter Terrorist Police South East	21,833	21,833	0
Chiltern Transport Consortium	17,702	17,702	0
Regional CT firearms specialist officers	4,625	4,625	0
Government grants and partnership income	- 60,872	- 60,872	0
	0	0	0
Cost of Services	391,471	391,777	307
Funded by:			
General grant income	- 227,382	- 227,382	0
Council tax	- 164,089	- 164,089	0
Net Revenue position	0	307	307

Value for money

Over £100 million has been cut from Thames Valley Police's annual budget over the last 8 years, since 2010/11. Plans are in place to remove at least another £15 million over the next four years (2019/20 to 2022/23), including £4.8 million in 2019/20, with demand on services expected to continue to increase through increased reporting of complex crime and the growing challenge from serious organised crime networks.

The financial and operational demands facing the Force mean that it is more important than ever that we continue to review, challenge and improve our services to ensure we focus our resources on priority areas.

Looking to 2019/20, identified savings include:

- Rationalisation of the Joint Operations Unit with Hampshire Constabulary
- Review of the Force Intelligence and Specialist Operations Unit

- Review of the Joint ICT Unit with Hampshire

Whilst the Force continues to prioritise its work and make efficiency savings, there was significant concern that any further budget pressures would lead to unacceptable reductions in resources which would impact on frontline policing and result in a service less able to respond to increases in demand.

However, Thames Valley Police has a long history of delivering productivity savings and using these to balance annual budgets or reinvesting them in frontline policing, a strategy that has been widely scrutinised and praised by Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services (HMICFRS) during various inspections and reports. I am therefore confident that my 2019/20 budget protects our communities today and plans for the future.

Further details of all productivity savings can be found in the Budget Book for 2019/20 which is posted on the [website](#).



Thames Valley PCC Anthony Stansfeld welcomes new Chief Constable John Campbell

4. Looking ahead to 2019/20

I am delighted that the Police and Crime Panel supported my choice of John Campbell to be the next Chief Constable of Thames Valley Police following the retirement of Francis Habgood. He has done an excellent job as Deputy Chief Constable and I believe is the right person to lead Thames Valley Police through what is a turbulent period for policing.

John shaped the Force's Strategic Plan for delivering policing services in 2018/19, and is committed to ensure that Thames Valley Police will deliver an excellent service and be regarded as an outstanding force in the future.

The Chief Constable and I share the same desire to maintain neighbourhood policing and ensure we have as many officers on patrol as we can. Our priorities are around reducing crime and disorder, and when crime and disorder does happen, to get justice for the victims. Protecting vulnerable people will be at the heart of policing, but to do this we need to continue working with partners to reduce reoffending. Thames Valley has not seen the steep rise in violent crime as elsewhere, but any knife offence is one too many. Recent Home Office funding of £1.94 million will ensure the Force continues to work with partners across Thames Valley, to disrupt knife crime and reduce its impact on our communities.

The Force's new 'Contact Management Platform' will be launched in the summer of 2019 and I am confident that if people call the police at their time of greatest need, their call be handled effectively, and where crimes have occurred offenders will be brought to justice swiftly.

I am pleased with the decision to bring all of TVP's custodial services back in-house from April 2019. Doing so will ensure that the Force standardises its systems and procedures across its custody suites to enable it to respond to national and local change.

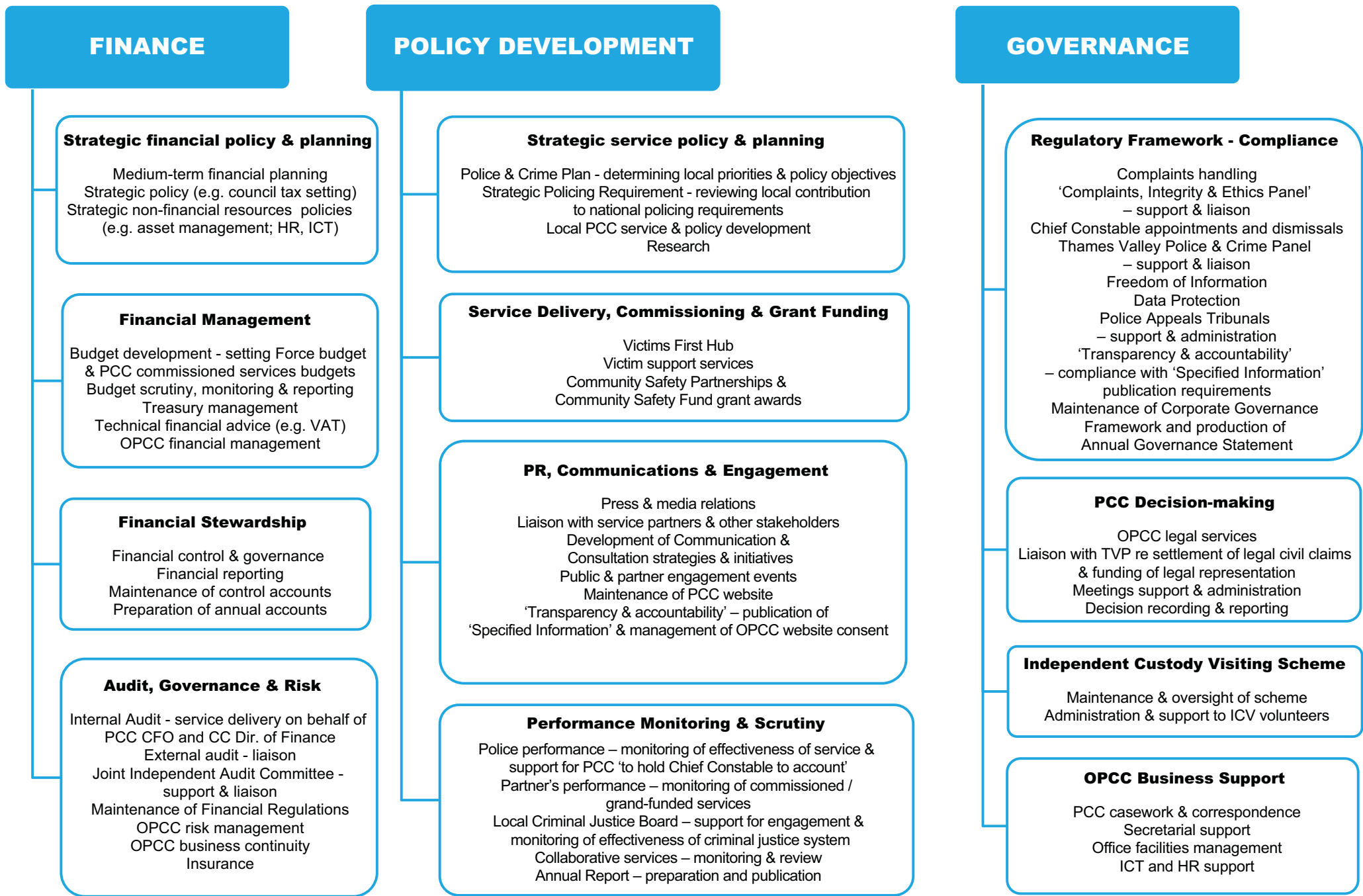
Over £100 million has been cut from Thames Valley Police's annual budget over the last 8 years, since 2010/11. Last December I received the Government's funding settlement for 2019/20 which increased funding and recognised the demand placed on policing nationally. However, more than half of the additional funding available nationally to Police and Crime Commissioners in the Government's settlement was subject to agreement from local taxpayers to increase the police portion of the Council Tax. Following a survey of Thames Valley residents, 69.7% (8,031) agreed to an increase in their local council tax to fund policing. This public support has enabled me to agree a budget which avoids damaging cuts and allows investment in operational policing to help protect our communities.

Nevertheless, plans are in place to remove at least another £15 million over the next four years (2019/20 to 2022/23), including £4.8 million in 2019/20, with demand on services expected to continue to increase through increased reporting of complex crime and the growing challenge from serious organised crime networks. However, Thames Valley Police has a long history of delivering productivity savings and using these to balance annual budgets or reinvesting them in frontline policing. I am therefore confident that my 2019/20 budget protects our communities today and plans for the future,

Both my Deputy PCC and I look forward to working with the Chief Constable and other officers and staff of TVP, as well as with my other service partners, over the next 12 months. 2019/20 is my final full-term year in office, and my office will be closely monitoring the policing landscape to ensure it is well placed to provide a full and effective handover to my successor in May 2020.

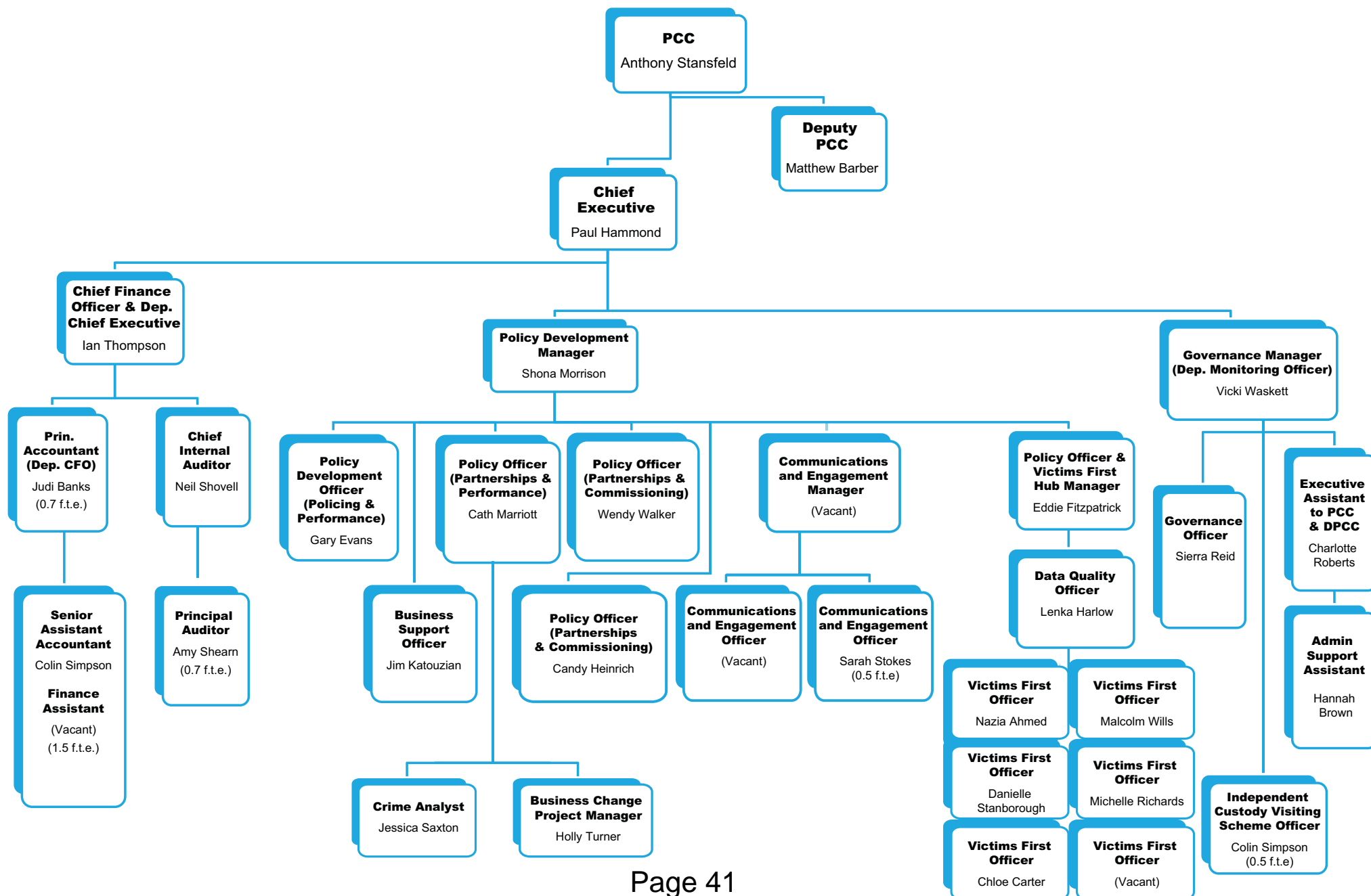
6. Appendices

ROLES AND RESPONSIBILITIES OF THE OFFICE OF THE POLICE AND CRIME COMMISSIONER (OPCC) FOR THAMES VALLEY



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OFFICE OF THE POLICE & CRIME COMMISSIONER FOR THAMES VALLEY – STAFFING STRUCTURE (May 2019)



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For further information about the PCC, his plan, the budget or how you can get involved, get in touch with us using the contact details provided below or visit www.thamesvalley-pcc.gov.uk

Office of the Police and Crime Commissioner
The Farmhouse, Force Headquarters
Oxford Road, Kidlington, Oxon, OX5 2NX.

Tel: 01865 541957

Email: pcc@thamesvalley.pnn.police.uk

Twitter: @TV_PCC

If you would like this publication in any other format please email: pcc@thamesvalley.pnn.police.uk

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Cherwell District Council

Council

22 July 2019

Revised Scheme of Officer Delegations

Report of Director of Law & Governance

This report is public

Purpose of report

To enable the Council to adopt a revised scheme of officer delegations that reflects the recent revision to various Senior Officer responsibilities.

1.0 Recommendations

The meeting is recommended:

- 1.1 To adopt the revised scheme of officer delegations at Appendix 1 with immediate effect.
- 1.2 To delegate authority to the Director of Law & Governance, in consultation with the Chief Executive, to make any amendments that are consequential on the current allocation of service responsibilities being revised, new service responsibilities being introduced or post titles changing.

2.0 Introduction

- 2.1 With the separation of the partnership between Cherwell District Council and South Northamptonshire Council it is necessary to amend the scheme of officer delegations so that relevant powers are aligned with appropriate staff.

3.0 Report Details

- 3.1 Pursuant to section 101 of the Local Government Act 1972 the Council has an adopted scheme of officer delegations to ensure that it is clear that identified senior officers have the power to take decisions that are not reserved to elected members.

3.2 Following the agreement reached in relation to the separation of the two Councils the current scheme is out of date.

3.3 A revised scheme that achieves this is at Appendix 1.

4.0 Conclusion and Reasons for Recommendations

4.1 It is appropriate to adopt a revised scheme of officer delegations to reflect the recent reallocation of service areas amongst staff.

5.0 Consultation

Chief Executive, Executive
Directors and Directors and
Assistant Directors

Confirmation received that the allocation of
delegated powers set out in the appended
scheme is correct.

6.0 Alternative Options and Reasons for Rejection

6.1 The following alternative options have been identified and rejected for the reasons as set out below.

Option 1: To accept the recommendations

Option 2: To reject the recommendations – this is not recommended as it promotes certainty and clarity to align the scheme with service area responsibilities.

Option 3: to amend the recommendations – this is not recommended as the appended scheme accurately reflects the allocation of service area responsibilities and otherwise makes no changes to the extent of delegated powers previously approved.

7.0 Implications

Financial and Resource Implications

7.1 There are no financial implications arising directly from this report.

Comments checked by:

Adele Taylor, Executive Director of Finance (Interim), 0300 003 0103

adele.taylor@cherwell-dc.gov.uk

Legal Implications

- 7.2 Section 101 of the Local Government Act 1972 provides that the Council can delegate specified functions to an officer. As a consequence of updating the scheme of officer delegation it will also be necessary for each Executive Director, Director and Assistant Director to revisit their respective sub-delegations to ensure that the revised scheme of officer delegation is properly delegated to all relevant officers across the Council as necessary.

Comments checked by:
Chris Mace, Solicitor, 01327 322125,
Christopher.mace@cherwellandsouthnorthants.gov.uk

Risk

- 7.3 Without an accurate scheme of officer delegation there is a risk of individual officers tasking decisions that are not within the lawful powers of the Council.

Comments checked by:
Hedd Vaughan-Evans, Assistant Director: Performance and Transformation, 0300 003 0111 hedd.vaughan-evans@cherwell-dc.gov.uk

8.0 Decision Information

Wards Affected

All

Links to Corporate Plan and Policy Framework

Accessible, value for money, Council

Lead Councillor

Councillor Tony Ilott, Lead Member for Financial Management and Governance

Document Information

Appendix No	Title
1	Officer Scheme of Delegation
Background Papers	
None	
Report Author	Nick Graham, Director: Law and Governance
Contact Information	Nick.graham@cherwell-dc.gov.uk , 01865 323910

1.5 Officer Scheme of Delegation

Scheme of Delegation to Officers

Introduction

This scheme has been adopted by Cherwell District Council and sets out the extent to which the powers and duties of the Councils are delegated to officers under the Local Government Act 1972, the Local Government Act 2000 and all other powers enabling delegation to officers. It is adopted with the intention of giving a streamlined, clear and simple decision-making process. It should be interpreted widely.

Under this scheme officers must keep Members properly informed of action arising within the scope of these delegations. Officers must liaise closely with the Executive on executive functions and the relevant Chairman of the regulatory committee when the matter falls within the remit of that committee.

All references to legislation shall be deemed to include any subsequent amendments to such legislation

Officers shall inform the local Ward Member(s) when they exercise any delegated powers specifically affecting their ward and when the matter is likely to be politically sensitive or contentious unless legal reasons prevent this

Under section 101 of the Local Government Act 1972 the Council may authorise an officer of the authority to commission and monitor work for and on behalf of the Council by people who are not officers of the authority and such people will be bound by this scheme, and the obligations contained in it, at all times when engaged on Council business

References to powers of 'the Council' include functions of the executive.

The delegations are intended to be cumulative. Each delegation may be read on its own unless it is specifically expressed to be subject to another.

All delegations to officers are subject to:

- Statutory requirements
- Contract and Financial Procedure Rules
- Consideration of the policies and plans of the relevant Council
- The Code of Conduct and adopted protocols
- The requirements of Executive Directors, Directors and Assistant Directors in relation to the overall management and co-ordination of the Council's affairs
- Adequate financial provision within approved revenue and capital budgets having been made for the likely financial consequences of any decision (subject to any discretion permitted by the Financial Procedure Rules).
- Any acceptance of quotations and tenders must be in accordance with the Council's Contract Procedure Rules

- Having regard to any report by the Head of Paid Service, the Monitoring Officer or the Officer designated under section 151 of the Local Government Act 1972

Where an officer has delegated powers, the Council or the Executive or a Committee (as appropriate) can still exercise that power in a particular case if it considers it appropriate to do so. Equally it is always open to an Officer not to exercise delegated powers but to refer the matter up as appropriate

Exclusions

This Scheme does not delegate:

- Any matter which by law may not be delegated to an officer
- Any matter which is specifically excluded from delegation by this scheme, by a decision of the Council, the Executive or a Committee or Sub-Committee.

Authorisations to other Officers

Officers with delegated powers may in writing authorise another officer or officers to exercise those powers. Such authorisations may be subject to limitations and conditions. The officer with the delegated powers must keep a register of all authorisations granted. Copies must also be sent:

- to the Director Law and Governance: every authorisation
- to the Executive Director Finance: authorisations to order, purchase or settle invoices

Reserve Delegations

The delegated powers held by a post may be exercised by the line manager of that post (or by his/her line manager) if:

- that post is vacant
- the post-holder is not at work for any reason.

Consultation

Officers shall consult as appropriate and have due regard to the advice given. If for any reason it is not practical to consult a person required to be consulted in the exercise of a delegation then the person with the delegated power must consult someone else whom he/she considers to be an appropriate substitute. In particular consultation must take place with legal, finance and human resources as appropriate

Restriction on delegations to Assistant Directors

Each delegation to an Assistant Director is subject to a limitation that it shall not be exercised if the Head of Paid Service, Chief Operating Officer or an Executive Director, Director, or the Monitoring Officer, or Section 151 Officer, has given a direction to that effect.

The Head of Paid Service, Chief Operating Officer or an Executive Director or Director, may exercise any delegated power possessed by an Assistant Director whilst a direction is in force with respect to that delegation.

The Chief Operating Officer, an Executive Director or Director, or in the absence of the Chief Operating Officer or, Executive Director or Director, an Assistant Director may exercise any delegated power possessed by the Chief Executive if that post is vacant or the post holder is absent.

Transfer of Functions

Where the name of a post is changed, or its relevant functions become vested in a different post, any delegated powers possessed by the post shall be retained by the renamed post or transferred to the different post as the case may be. This includes any delegated powers vested in a post by resolution of the Council, the Executive or a Committee/Sub Committee.

Where a Division is restructured, the Chief Executive shall have authority to re-allocate the delegated powers to other posts and shall give notice of this to the Director Law and Governance. Any use of this delegated power must be reported to the Full Council and/or to the Executive as soon as practicable.

General Delegations to Chief Executive, Chief Operating Officer, Executive Directors, Directors and Assistant Directors

The Chief Executive, Directors and Assistant Directors have the following delegated authority unless explicitly limited to certain Assistant Directors.

Equipment

- Purchase of vehicles, plant and equipment for which expenditure has been approved subject to any policy for standardisation (but if the purchase involves a leasing arrangement this must be made by the Section 151 Officer).
- Hire of plant subject to inclusion of cost of hire within approved estimates
- Disposal of surplus plant, equipment and materials

Legal

- To take any steps to implement a decision of the Council, any Committee or the Executive

- Service of requisitions for information as to ownership of, or other interests in, any land or property under statutory powers
- Service of requisitions for information under the Crime and Disorder Act 1998
- The release of Council held information under the Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 subject to any consultation with the Director Law and Governance on any application of exemptions.
- To sign Statements of Truth under the Civil Procedure Rules 1998 on behalf of the Council
- Authority to apply for planning permission in respect of small projects and minor modifications to projects
- To sign licences and notices relevant to their service areas subject to consultation with the Director Law and Governance where necessary
- Authority to appear, institute proceedings, prosecute, defend, negotiate a settlement and take any steps necessary in any proceedings on behalf of the Council where the matter falls within the remit of the relevant service unit. Such authority to be exercised subject to the Director Law and Governance being satisfied as to the evidence and the process being followed.
- To make decisions on any objection submitted which relates to a proposal, application or other matter within their service area.
- Service of any statutory notices affecting their service area subject to consultation with the Director Law and Governance where appropriate
- To exercise the Council's powers to enter land (and to authorise others to enter land) for the purposes of any of the Council's functions which the officer has responsibility for enforcing or investigating.
- To instruct the Council's Legal Service with respect to any legal matter concerning their department or division.
- To exercise the Council's power to publish information about its services including deciding the content of any publication.
- To exercise the Council's powers to take any action with respect to the Local Government Ombudsman after consulting the Director Law and Governance on legal implications. Where settlement by ex gratia payment or other action is proposed such action is to be authorised by the section 151 officer
- To decide the terms upon which services will be provided to the public (which may include providing services on different terms to different individuals or classes of individuals).
- To exclude people from Council premises where they consider this to be warranted in the interests of health and safety or for the maintenance of order. The Chief Executive must be informed of any decision to exclude under this paragraph
- To assist any outside body concerned with the manager's area of responsibility and to make representations to them.

- To exercise the Council's powers of competence to promote or improve the well-being of Cherwell provided that this is connected with their Area of responsibility.
- To exercise the Council's powers in connection with any lost, abandoned or uncollected property. NB. the Assistant Director Environmental Services has responsibility for dealing with abandoned vehicles
- To respond to consultation papers relevant to the officer's department or division in consultation with the relevant lead member where appropriate.

Financial

- To authorise expenditure relating to their approved capital and revenue budgets in accordance with the Financial Procedure Rules.
- To exercise the virement powers permitted by the Financial Procedure Rules.

Companies

- To exercise powers relating to community interest companies and similar vehicles including participation and running of such companies

Contracts (exercise of these powers is subject to compliance with the Financial & Contract Procedure Rules)

- To tender or quote for and, if successful, to carry out any work which is put out to tender by the Council.
- To tender for and enter into contracts to provide goods and services to anybody to which the Council has express statutory authority to provide goods and services and to fix charges where those charges are not prescribed by legislation.
- To use spare capacity of goods, plant or manpower by entering into contracts (or to carry out work for another person or body).
- Authority to commence a procurement process leading to the award of a contract for works, goods or services up to £150,000
- Authority to waive the requirement to seek tenders or quotations in relation to contracts for works, goods or services below £10,000
- Authority to approve negotiations with a tenderer submitting the most financially advantageous tender to obtain improvements in price, delivery or content in relation to contracts for works, goods or services below £150,000
- Authority to approve the award of any contract for the procurement of works, goods or services up to £150,000
- Signing on the Council's behalf any contract for works, goods or services below £150,000

Human resources

- Appointment of agency staff provided costs are contained within service budgets
- Advertisement of vacancies within establishment in accordance with adopted HR policies
- Appointment of staff below Assistant Director level
- To sign job offers and/or contracts of employment for Executive Directors, Directors (by Chief Executive), for Assistant Directors (by Chief Executive, relevant Executive Director, Director or other officer delegated by one of these)
- To agree flexible contracts and working patterns including job share, home working and term time working (in consultation with the Assistant Director HR and Payroll)
- To confirm appointments on completion of probationary period
- To approve car loans where these are permitted as part of Council policy
- To implement the relevant Council's employment procedures in line with the agreed relevant Council policy (the power to dismiss in accordance with Council policy rests with the Head of Paid Service or the Executive Directors or Directors)
- To authorise officers to attend professional or educational meetings, conferences and courses, and on-going training and qualification training in consultation with the Assistant Director HR and Payroll
- To agree unpaid leave of absence and compassionate leave in consultation with the Assistant Director HR and Payroll
- Granting of contractual salary progression within career graded posts in line with the relevant Council policy (if any)
- To approve revised job descriptions and job titles where no grading increase is involved subject to the approval of the Assistant Director HR and Payroll
- The general organisation of services within the policies laid down by the relevant Council including capability and disciplinary
- To appoint employees to existing posts at the minimum level within the salary band with discretion to appoint to any other point of the band provided this is within approved budgets
- To decide whether or not to allow employees to undertake additional employment in consultation with the Assistant Director HR and Payroll
- To authorise recruitment to any post on temporary employment to address operational needs
- To grant extension of sick pay to employees
- To grant unpaid leave of absence
- The dismissal of employees below Executive Director/Director/ Assistant Director level in accordance with the Joint Disciplinary Policy and Procedure

- To manage the performance of officers including the performance appraisal process and authorising incremental progression.

Subject to consultation with the Assistant Director HR and Payroll, the Executive Director Finance and the Director Law and Governance

- to determine new organisation structures below Assistant Director provided that changes do not affect more than ten posts in any one restructuring, there are no resultant compulsory redundancies, change is with the agreement of existing staff and the change can be contained within service budgets.

List of Management Team posts with specific delegated powers

1. Chief Executive and Returning Officer
2. Head of Paid Service
3. Chief Operating Officer
4. Section 151 Officer
5. Monitoring Officer
6. Executive Director Finance
7. Assistant Director Property and Investment
8. Director Customers and Service Development
9. Assistant Director HR and Payroll
10. Assistant Director Performance and Transformation
11. Executive Director Place and Growth
12. Assistant Director Planning and Economy
13. Assistant Director Environmental Services
14. Assistant Director Housing and Social Care Commissioning
15. Assistant Director Wellbeing
16. Assistant Director Regulatory Services and Community Safety
17. Director Law and Governance

Delegation to Chief Executive

This post is Head of Paid Service and has responsibility for the overall management of the staff who work for Cherwell District Council under section 4 of the Local Government Act 1989 (full details of the responsibilities are set out in the introduction to this constitution).

This post is responsible for ensuring the proper use of evaluation systems for determining what staff are paid and reporting as and when required on the number and grade of staff required.

Emergencies

If Cherwell District Council needs to act urgently in any matter (including without limitation, complying with the Emergency Plan, the Business Recovery or Business Continuity Plan or taking any action under new legislation) the Chief Executive may authorise any action taken or expenditure incurred as necessary.

If the Chief Executive is unwell, unobtainable, has an inability to act or where there is no Chief Executive in post, an Executive Director or Director may act in their absence. In the absence of any Executive Director or Director, any Assistant Director may act.

The Chief Executive, Executive Director, Director or Assistant Director may delegate responsibility to another nominated officer where appropriate.

All such action shall be reported to the relevant committee, Executive or Council as may be appropriate.

Release of Information

Determination of appeals/review requests from people dissatisfied with a decision not to release Council held information.

Suspension or Dismissal

The suspension or dismissal of an Executive Director, Director or Assistant Director, subject to consultation with the Assistant Director HR, and Payroll, the Section 151 Officer and the Monitoring Officer and subject to external professional advice being sought. No dismissal of the Monitoring Officer or the Section 151 Officer can take place other than via a decision of full Council in compliance with the Officer Employment Procedure Rules.

A statutory officer (i.e. the Head of Paid Service, Section 151 Officer and Monitoring Officer) can only be suspended by the Head of Paid Service, the Monitoring Officer or the Executive. The Head of Paid Service and the Monitoring Officer shall each have authority to agree settlement agreements on the termination of employment of a statutory officer employed by the Council in consultation with the Leader of the Council.

Anti-Social Behaviour

Taking action under the Anti-Social Behaviour Act 2003, including the making of statutory orders, where the Chief Executive is specifically named as the relevant Council Officer within the Act.

Specific Delegated Powers for Returning Officer

Authority to take action, and make decisions, as necessary as Electoral Registration Officer and Local Returning Officer

Assigning officers in relation to requisitions of the Electoral Registration Officer

Providing assistance at European Parliamentary elections

Power to fill vacancies in the event of insufficient nominations and make temporary appointments to Parish Councils

Declaring vacancies in office in certain cases and giving notice of casual vacancies

Consulting on proposed changes to the scheme of elections

Duties relating to providing notice to the Electoral Commission and relating to publicity

To amend the Council's Polling Districts and Polling Places Order as necessary

To amend the adopted election fees and charges schedule to reflect operational requirements

Chief Operating Officer, Executive Directors and Directors

To take any decision, or exercise any power, which the Council has if the postholder considers that a decision is urgently necessary in the interests of the Council and the postholder consults the Leader of the Council, or in his/her absence the Deputy Leader of the Council (or in the absence of either or both such other Executive members as are considered most appropriate to the postholder) and the exercise of this power is reported to the Executive for information (for executive decisions) or consults the Chairman of the Council or appropriate Committee, or in his/her absence the Vice Chairmen of the Council or appropriate Committee (or in the absence of either or both such other Council or Committee members as are considered most appropriate to the postholder) and the exercise of this power is reported to full Council or the Committee for information (in the case of non-executive decisions).

To take any decisions or exercise any power delegated to an Assistant Director from their directorate.

Allocation of grants is delegated to the Assistant Director Wellbeing and the Assistant Director Housing and Social Care Commissioning up to a value of £20 000 and in the case of Disabled Facilities Grants to the Assistant Director Housing and Social Care Commissioning up to a value of £30,000.

To grant, renew, refuse or cancel any authorisation that may be required under the Regulation of Investigatory Powers Act 2000 so far as it affects their service area. This power may only be exercised by Executive Directors, Directors, or by the Monitoring Officer, or the Chief Executive

To respond to licensing applications in the Council's role as responsible authority.

Section 151 Officer

To exercise any of the powers of the Executive Director Finance (if not Section 151 Officer)

To exercise the powers vested under section 151 of the Local Government Act 1972 to ensure the financial probity of the Council. This includes the power to override the determination of the Executive Director Finance, when exercising their delegated powers, if the Section 151 Officer considers it appropriate

Power under section 92 of the Local Government Act 2000 to direct the appropriate Executive Director, Director or Assistant Director in consultation with the appropriate lead member to make an ex gratia payment up to £5000 or to provide other benefits to remedy complaints within the framework of the Local Government Ombudsman Good Practice Remedies (February 2005) document where necessary in consultation with the Monitoring Officer.

Executive Director Place and Growth

- Submission of representations to the Highway Authority on traffic management proposals affecting the district
- Making any non-substantive updates and corrections necessary to facilitate final publication of any policy documents following Executive approval
- To lead Local Plan making and the preparation of the Local Development Framework.
- Oversee the development and 'adoption' of Supplementary Planning Documents (SPDs).
- To maintain an up to date Local Plan and other development plan documents, Brownfield site register, Self-build register.
- To maintain Community Infrastructure Levy and Developer Contributions policies.
- Ensure the provision of policy advice on land use planning.
- Undertake the annual monitoring of plan delivery (AMRs).
- Undertake Infrastructure planning and preparation of associated funding bids.
- Oversee maintenance of Cherwell District's 5 year land supply for housing.

- Preparation of the policy content of planning appeals.
- Oversee implementation of 'Duty to Cooperate' with neighbouring Councils.
- Oversee the development and 'making' of Neighbourhood plans.

Assistant Director Wellbeing

- Implementation of powers under the Crime and Disorder Act 1998
- To apply for funding from any third party for the purposes of the development or improvement of Cherwell for the management of the countryside
- To provide, maintain and develop a wide range of sporting, play and cultural activities for the benefit of the community.
- Taking action under the Anti-Social Behaviour Act 2003 and any subsequent legislation falling within the service area, where necessary in consultation with the Director Law and Governance
- All functions under Part 8 of the Anti-Social Behaviour Act 2003 (relating to high hedges) NB see also powers under development management
- To carry out and determine reviews of Assets of Community Value as required.
- To determine and list Assets of Community Value (ACV).
- To appoint inspectors and authorised officers (including for the issue of fixed penalty notices) as required by legislation for the purposes of public protection and protecting public space.
- To determine applications for Council grants up to a value of £20,000
- Responsibility for running the Cherwell Community Lottery
- To promote, manage (in accordance with the provisions of any management contract) maintain and develop the Council's sports centres, community centres, swimming pools and other leisure facilities
- Where not already provided for by, or under, contract to fix the terms and conditions upon which any Council leisure facility may be used by any particular class or group of persons and to run pre-payment and advance booking schemes
- To allow events and exhibitions to take place in any facility
- To provide public catering services in facilities or at events provided by this service area
- To provide, maintain and develop a wide range of play, sporting and cultural activities for the benefit of the community

Assistant Director Planning and Economy

- To exercise the Council's powers to take steps to encourage visitors to the area in support of the local economy including the provision of tourist information where appropriate.

- To provide business and employment services, including apprenticeships, job clubs and business advice.
- To serve notices seeking possession of residential Council tenancies (of any tenure) in consultation with the Assistant Director: Housing and Social Care Commissioning.
- To acquire and manage properties for the purpose of residential housing accommodation subject to the Assistant Director: Property and Investment, Assistant Director Housing and Social Care Commissioning being satisfied as to the consideration payable for such acquisition

Assistant Director Regulatory Services and Community Safety

- To exercise all the Council's powers with regard to Primary Authority Status
- To exercise the Council's powers with respect to securing the safety of food throughout the food chain, including imported food, and the condition of food premises (including, but not limited to, powers of licensing and registration)
- To exercise the Council's powers with respect to the control of infectious and notifiable diseases
- To exercise the Council's powers to take steps to prevent or remedy any statutory or public nuisance (including noise nuisance)
- To exercise the Council's powers with respect to regulation of processes, and the control of emissions, with a potential impact on the environment (including the issue and revocation of any consent, licence, or permit and taking any action to enforce the provisions of this)
- To exercise the Council's powers with respect to Sunday trading
- To appoint inspectors and authorised officers (including for the issue of fixed penalty notices) under any legislation for any purpose which he/she believes relates to the Public Protection and Development Management service area
- To exercise the Council's powers and duties with respect to:
 - scrap metal dealers and motor salvage operators
 - to control distribution of free literature
 - tattooing, ear and body piercing and electrolysis
 - pleasure boats
 - loudspeakers in streets
 - the burning of crop residues
 - noise from certain premises at night
 - alarm notification areas
 - sex establishments

- To exercise the Council's powers for the prevention of smoking in designated places and vehicles
- To exercise the Council's powers with respect to persons on land without the owners' consent. This power may also be exercised by the Assistant Director Property and Investment where appropriate
- To exercise the Council's powers:
 - concerning the condition of any drain or private sewer
 - to secure that any building has adequate or improved drainage and/or sanitary conveniences
 - concerning the condition of any cesspool
 - concerning the use and ventilation of soil pipes
 - concerning the remedial work including the service of notices in relation to rainwater pipes, soil pipes and ventilating shafts and the apportionment and recovery of costs
 - concerning the alteration of a drainage system of premises
 - concerning the drainage and condition of yards and passages
 - with respect to the provision of washing and sanitary facilities
 - to loan temporary sanitary conveniences where necessary
- To exercise the Council's powers with respect to the licensing of caravan sites, camping sites and moveable dwellings
- To exercise the Council's powers with respect to filthy or verminous premises, articles or persons. NB this power is also exercisable by the Assistant Director Housing and Social Care Commissioning
- To exercise the Council's powers with respect to water supplies, including private water supplies
- To exercise the Council's powers relating to controlled waste, graffiti, litter, rubbish or anything on land in the open air. This power may also be exercised by the Assistant Director Environmental Services, who also has responsibility for abandoned vehicles
- To exercise powers under the Environmental Protection Act 1990 to issue fixed penalties for littering and dog fouling. This power may also be exercised by the Assistant Director Environmental Services
- To exercise the Council's powers with respect to the control of noise levels on construction or demolition sites
- To exercise the Council's powers with respect to the enforcement of the law about health and safety at work etc.
- To exercise the Council's powers with respect to smoke emissions from chimneys and premises

- To exercise the Council's powers with respect to the control of emissions from furnaces
- To exercise the Council's powers to determine chimney heights
- To exercise the Council's powers with respect to obtaining information about air pollution or other information to protect the environment
- To exercise the Council's powers with respect to ruinous and dilapidated buildings, dangerous buildings and the demolition of buildings
- To exercise the Council's powers to prevent pollution of land, water or air or harm to human health
- To exercise the Council's powers with respect to the review and assessment of air quality
- To exercise the Council's powers in respect of registration of users of radioactive material
- To exercise the Council's powers with respect to the identification and remediation of contaminated land
- To exercise the Council's powers in respect of exhumation, burial of the dead and burial grants to assist with cost of burials where there are no relatives who will fund the cost
- To deal with all matters, and exercise the Council's powers, including enforcement, under the Gambling Act 2005
- To deal with all matters, and exercise every function, and power, including enforcement, relating to hackney carriage, private hire drivers, proprietors and vehicles, and private hire operators
- To deal with all matters, and exercise the Council's powers, including enforcement, in respect of animal welfare, the licensing of animals and animal associated activities
- To deal with all matters, and exercise the Council's powers, including enforcement, under the Licensing Act 2003
- To deal with all matters, and exercise the Council's powers, including enforcement, under street trading legislation
- To deal with all matters, and exercise the Council's powers, including enforcement, under the legislation relating to street and house to house collections
- Authorising the siting of market stall spaces and the letting of such spaces subject to the necessary planning and highways consents

- To exercise powers to permit third parties to place objects over or on the public highway, under section 115 of the Highways Act 1980
- To exercise the Council's functions with respect to watercourses and land drainage, including the power to serve statutory notices
- In accordance with the Civil Contingencies Act 2004 to develop plans to help prevent emergencies or control or mitigate their effects.
- Taking action under the Anti-Social Behaviour Act 2003 and any subsequent legislation falling within the service area, where necessary in consultation with the Director Law and Governance.

Assistant Director Environmental Services

- To exercise the Council's power with respect to nuisance parking.
- Authorising the temporary use of off-street parking areas for uses other than parking
- The issuing of parking permits and season tickets for off street parking and for residents parking schemes and Exemption Certificates for pedestrianized areas
- The enforcement of parking and other stationary traffic offences
- To make minor amendments to the Council's Off-Street Parking Orders subject to consultation with the lead member
- To exercise the Council's powers with respect to abandoned shopping and luggage trolleys.
- To exercise the Council's powers with respect to the regulation of waste carriers.
- To exercise powers under the Environmental Protection Act 1990 to issue fixed penalties for littering and dog fouling
- To exercise the Council's powers to issue Fixed Penalty Notices for offences under Section 34 and Section 34(2A) of the Environmental Protection 1990 and pursuant to The Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016.
- To exercise the Council's powers under the Refuse Disposal (Amenity) Act 1978
- To exercise the Council's powers under the Local Government (Miscellaneous Provisions) Act 1976
- All matters relating to:
 - Abandoned vehicles
 - Cleansing of streets
 - Statutory notices on provision of dustbins
 - Removal of obnoxious matter
 - Discharge of agency powers under sections 132 and 149 of the Highways Act 1980, for the removal of unauthorised signs or marks on the highway
 - Acquisition, management and hire of vehicles, plant and equipment, subject to the Council's Financial and Contract Rules of Procedure

- Taking action under the Clean Neighbourhoods Act and Environment Act 2005 where necessary in consultation with the Director Law and Governance who must be satisfied as to the evidence
- To exercise the Council's powers relating to controlled waste, graffiti, litter, rubbish or anything on land in the open air including abandoned vehicles. This power may also be exercised by the Assistant Director Planning and Economy (with the exception of dealing with abandoned vehicles)
- Investigating and prosecuting offences under the Environmental Protection Act 1990 subject to the Director Law and Governance being satisfied as to the evidence
- The use of parks, open spaces and recreation areas for special functions
- The planting and maintenance of trees on Council-owned land or Council-controlled land
- The provision of advice relating to trees and recommending to the Assistant Director Planning and Economy the making of Tree Preservation Orders in an emergency
- Dealing with applications for works to trees in Conservation Areas
- Approving the standards for adoption of open space land in planning agreements
- Managing the maintenance of monuments and public clocks in the Council's ownership
- The provision of street furniture on land other than recreational land
- The making of temporary traffic orders under section 21 of the Town Police Clauses Act 1847 relating to special events on the highway and the power to waive charges for the making of such orders in exceptional circumstances
- To take action under the Control of Pollution (Amendment) Act 1989 to deal with waste licence offences.
- To exercise the Council's powers for the control of pest and vermin, the prevention of damage by pests and the control of pigeons and birds in built up areas
- To exercise the Council's powers with respect to seizure of stray dogs, and dog control orders
- To exercise the Council's powers in respect of dogs considered to be dangerous or dangerously out of control under all relevant legislation including but not limited to the Dogs Act 1871 and Dangerous Dogs Act 1991 and Dogs (Fouling of Land) Act 1996. Authority to institute legal proceedings to be exercised subject to the Director Law and Governance being satisfied as to the evidence and the process being followed
- To authorise officers to act for the purpose of enforcing the Microchipping of Dogs (England) Regulations 2015.

- Taking action under the Anti-Social Behaviour Act 2003 and any subsequent legislation falling within the service area, where necessary in consultation with the Director Law and Governance

Executive Director Finance

- The power to opt to tax properties for VAT purposes
- Raising of loans to meet the capital requirements of the Council for such amounts and on such terms as are considered necessary, subject to the Council's Capital Programme decision on financing and whether the Council is, or wishes to continue to be, debt free
- Borrowing in sterling from banks up to a prescribed limit by way of overdraft, subject to not breaching any debt free status
- Raising and repayment of temporary loans in sterling
- To accept terms and conditions attached to any government grants
- To amend the constitution as required consequent on changes to the thresholds in European procurement regulations
- To enter into lease agreements
- The arrangement of all necessary insurances
- Refunds of rates for a maximum period of six years on commercial industrial premises where clerical or arithmetical error has been made on rateable value subject to consultation with the Section 151 Officer
- Investment of all surplus Council funds in accordance with the Council's annual Treasury Management Policy and to exercise the Council's powers generally with respect to the investment of money
- To exercise all the Council's powers and duties to bill, administer and collect the Council Tax, the National Non-Domestic Rates and outstanding community charge liability including the power to enforce collection and exercise the Council's discretion
- To exercise the Council's powers to authorise officers and agents to represent the Council in any court or tribunal or at any hearing on local taxation or benefit matters, and to serve warrants in respect of these matters
- To exercise all the Council's powers with respect to the administration of Housing and Council Tax benefits
- Award of discretionary housing payments up to £5000
- To make arrangements for the control of the Council's financial affairs generally
- To exercise the virement powers permitted by the Financial Procedure Rules
- Authority to write off up to £10,000 on business rates
- The writing off of any bad debts up to a maximum of £5,000
- The writing off of bad debts where debtor is bankrupt, insolvent or has ceased to trade

- The writing off of balances over the £5,000 limit for bad debts and the £10, 000 limit for business rates where this cannot be collected because of the committal of the debtor for non-payment of Council Tax or business rates
- To make amendments to the Council's discretionary rate relief criteria and policies in consultation with the Executive Lead Member

Assistant Director Housing and Social Care Commissioning

- To nominate persons for tenancies or long leases granted by registered social landlords in accordance with the priority given by the allocation scheme adopted by the Council.
- To determine all applications for persons presenting themselves to the Council as homeless and to determine how any duty which the Council may have to such persons is performed and to keep the policy on homelessness under review
- To decide housing register and homelessness appeals where the relevant housing manager has been personally involved with making the decision which is the subject of the appeal
- To exercise all the Council's powers with respect to the statutory housing register
- To manage the hostels for the homeless, including granting and terminating tenancies and licences and evicting occupiers
- To provide housing advice services to the public
- To exercise the Council's powers with respect to the provision of affordable housing by registered social landlords
- To respond to consultations by Homes England/relevant government agency concerning its development programme
- To exercise powers with respect to persons on land owned by Cherwell without permission
- To exercise powers with respect to bringing private sector empty dwellings back into use
- To exercise powers with respect to the provision of advice about facilities/services for the disabled
- To exercise powers to provide works of maintenance and improvement to properties owned by, or rented to, the elderly or disabled
- To exercise powers with respect to the overcrowding of housing accommodation
- To exercise powers with respect to houses in multiple occupation

- To exercise powers to secure the repair, maintenance, demolition, closure and improvement of sanitary conditions of dwellings
- To exercise powers with respect to private sector housing accommodation
- Service of statutory notices under housing legislation where required in cases of urgency
- To exercise all powers under the Housing Act 2004
- To provide housing accommodation during private improvement works
- To authorise those officers or agents or consultants acting on behalf of the Council who may exercise statutory powers of entry or statutory powers to require the production of documents under the Housing Acts
- To exercise the Council's powers with respect to filthy or verminous premises, articles or persons. NB this power is also exercisable by the Assistant Director Regulatory Services and Community Safety
- To exercise the Council's powers for the control of pest and vermin, the prevention of damage by pests in respect of residential properties NB. This power is also exercised by the Assistant Director Regulatory Services and Community Safety and the Assistant Director Environmental Services.
- To exercise the Council's powers to take steps to prevent or remedy any statutory or public nuisance in relation to residential premises.
- To exercise the Council's powers in respect of the condition and occupation of canal boats in its area, including powers of entry and inspection.
- Granting of housing advances in accordance with the approved scheme and ancillary matters and the granting in exceptional cases, of housing advances not in accordance with approved schemes subject to consultation with the lead member
- To promote group repair and area renewal schemes
- To exercise powers with respect to grants including disabled facility grants, for improvement and maintenance of housing. This includes the amendment or minor revision of grant policy in consultation with the lead member subject to there being no budgetary impact arising and where the grant is for a parish council the determination shall be in consultation with the Assistant Director Wellbeing
- To exercise powers for making loans including, but not limited to, the Flexible Home Improvement Loans Limited
- Authorisation of legal proceedings for offences under the Rent Act, the Landlord and Tenant Act, the Protection from Eviction Act and the Housing Acts subject to the Director Law and Governance being satisfied as to the evidence

- Service of Notices relating to additional shared ownership shares
- To amend the Council's Housing Allocations Policy in consultation with the Executive Lead Member and associated documents as necessary and which do not trigger the statutory obligation to consult the persons affected by the changes pursuant to section 168(3) of the Housing Act 1996
- To enter into leases of private sector housing accommodation to provide accommodation for homeless persons

Assistant Director HR and Payroll

- To submit any post for re-grading and, after considering a job evaluation report, alter the grade of any post or refuse application for re-grading
- To authorise career graded posts and the progression of staff through those career grades
- Agreement to changes to establishment posts provided such changes are contained within existing budgets
- To produce, implement and review the Council's recruitment and retention policies
- Administration of car loans in consultation with the Executive Director Finance
- Recovery of all sums due to the Council at the end of employment with exception of those subject to credit agreement
- To implement a corporate skills and development training programme and to approve applications for post entry training and to enter into agreements with employees requiring them to pay the cost assistance in certain cases
- To authorise payment of relocation and disturbance allowances and to enter into agreements with employees requiring them to pay the cost assistance in certain cases
- The implementation of national and local agreements with trade unions in consultation with the Executive Director Finance in relation to wages and salaries
- To amend job titles (other than for Executive Directors, Directors and Assistant Directors)
- To grant early retirement on medical grounds to employees in accordance with the Council's HR policies
- Approval of extensions to sick pay at full or half pay as provided for in the National Conditions of Service
- Issue of pensions protection certificates under Regulation 23 of the Local Government Pensions Scheme Regulations 1997 in consultation with the Executive Director Finance (not available from 1/4/2008 but updates on previously issued certificates may be requested)
- Setting aside the policy on recruitment of qualified staff where appropriate professional qualification is not readily accessible

- Application and monitoring of the corporate equalities policies
- Authority to conclude settlement agreements with employees on matters of dispute relating to their employment in consultation with the Director Law and Governance and in consultation with the Executive Director Finance on the amount of the settlement
- To take any necessary steps to secure the health and safety of employees, contractors, members and visitors when on the Council's premises or otherwise conducting the business of the Council.

Director Law and Governance

- To institute, defend, prosecute or appear in any legal or other proceedings on behalf of the Council (including proceedings to seek warrants and all steps necessary to pursue or defend such legal proceedings)
- To settle by compromise any legal proceedings which have been started
- After consultation with the Executive Director Finance and the appropriate instructing officer of the Council's instructing service area to settle claims brought by or against the Council.
- To authorise officers to appear in legal proceedings on behalf of the Council.
- To instruct Counsel or external Solicitors on any matters likely to affect the interests of the Council and generally to administer the budget for the Legal Service.
- To sign and serve all notices prior to, or in the course of proceedings, in accordance with any statutory powers or any functions of the Council
- To nominate representatives to outside bodies where any vacancy arises after the annual Council meeting or before the first Thursday in May in any year, but only after consultation with the Chief Executive and the Leader of Council
- To approve reasons for the absence of Councillors from any meetings and the declaration of vacancies of any seats of the Council.
- To make changes in the membership of Committees and Sub-Committees occurring during the municipal year.
- Determination of ad hoc and permanent amendment to the list of "approved" duties as set out in the Members' Allowances Scheme
- To authorise attendance by a Councillor at a national conference or seminar
- After a subcommittee hearing to accept or reject any proposals from the applicant in consultation with the Chairman of the relevant subcommittee
- Setting and reviewing charges for the supply of Council held information under the Freedom of Information Act 2000
- The setting of fees for the supply of background papers pursuant to the Local Government (Access to Information) Act 1985 as an exemption to the standard fee prescribed from time to time
- To take any action necessary to ensure compliance with legislation regarding data protection, freedom of information law or environmental information

- To administer the register of local land charges, carry out official searches and to respond to enquiries of local authorities and determine the fee charged for responding to these
- To exercise all of the Council's relevant powers and discretions, and to perform all of the Council's relevant duties, in relation to the law relating to the sale, mortgage and re-purchase of former Council houses
- To give or withhold consent which the Council has the right to give or withhold under a term in a contract
- The signing of certificates under the Local Government (Contracts) Act 1999
- To take all actions under the Town and Country Planning (Tree Preservation) (England) Regulations 2012
- Authorising amendments to the constitution where required by statutory changes or administrative error
- Where there is any confusion or doubt to determine which committee a matter shall be determined by
- In consultation with the Assistant Director Planning and Economy to determine whether the charge for payment of all or part of the Council's legal costs for the preparation of planning agreements should be waived
- Making orders granting parish meetings specific parish council powers
- Making of temporary appointments to parish councils
- Making of orders under section 39(4) of the Representation of the Peoples Act 1983 removing difficulties arising in respect of the election of Parish Councillors or the holding of a first meeting after an ordinary election or where a parish council is not properly constituted
- To approve street closure applications where there is no objection from any statutory consultee
- To administer the Council's arrangements for dealing with complaints of Member misconduct
- To authorise the Assistant Director Environmental Services to enter into a Traffic Penalty Tribunal (TPT) s.101 Joint Committee Agreement under the Local Government Act 1972
- To exercise the Council's powers with respect to rights of way.
- To determine Public Path Order applications. To make Public Path Orders and to confirm them where no objections or representations have been made within the statutory period, or where all objections and representations so made are withdrawn
- Submission of representations on public rights of way proposals affecting the district

Assistant Director Planning and Economy

Planning

A. To determine applications for:

- Planning permission (outline and full)
- Reserved matters approval
- Extensions of time
- Listed building consent
- Conservation area consent
- Advertisement consent
- Variations/removal of conditions
- Discharge of conditions
- Minor material amendments
- Non material amendments
- Certificates of lawfulness for an existing use or development
- Certificates of lawfulness for a proposed use or development
- Certificates of appropriate alternative development
- Applications under the Hedgerow Regulations
- Works to trees protected by a Tree Preservation Order
- All forms of deemed applications (arising from enforcement action)
- Applications pursuant to Schedule 17 of the High Speed Rail (London - West Midlands) Act 2017

Apart from the following:

1. All Major applications (full, outline) except for minor material amendments and the variations and removal of conditions.

Major applications are defined as;

- Applications for 10 or more dwellings
 - Applications for new buildings where the floor space to be created is over 1000sqm
 - Applications for commercial (non-householder) renewable energy schemes, including single wind turbines.
2. All recommendations to approve a significant departure from the adopted development plan or other Council approved policies and/or strategies

Whether an application is considered to be a 'significant' departure will be determined by the Assistant Director Planning and Economy (or the line manager that is responsible for Development Management and reports to the Assistant Director Planning and Economy in consultation with the Chairman of the Planning Committee (or Vice Chairman in the Chairman's absence).

When deciding if any departure is 'significant' the criteria that will be considered will include, but not be limited to, the following;

- All relevant policies in the development plan and whether the policies are up to date
 - Other policies, guidance and strategies
 - Government policy
 - Scale and type of development
 - Site history
 - Whether conditions or a legal agreement could address any potential conflict
3. Applications called in by a member of the Council within 21 days of the registration of an application subject to the following:
- The call-in request must be for material planning reasons
 - The request must be made within 21 calendar days of the registration of the application as valid (the day after registration to count as day one)
 - The request must be made in writing or via an e-mail; the request must be sent to the Assistant Director Planning and Economy (or the line manager that is responsible for Development Management and reports to the Assistant Director Planning and Economy) and the Chairman of the Planning Committee
 - The request MUST contain all the relevant information

On receipt of the call-in request the Assistant Director Planning and Economy (or the line manager that reports to the Assistant Director Planning and Economy and is responsible for Development Management) will either agree, or refuse, the request in consultation with the Chairman of the Planning Committee (Vice Chairman in the Chairman's absence). The criteria for deciding whether to allow a call-in request will include, but not be limited to,

- whether material planning reasons have been supplied,
- views of parish or town council,
- level of public interest,
- scale and type of development,
- site history,
- statutory time frame for decision,
- relevant development plan policies, council guidance and strategies
- whether the committee could legitimately reach another conclusion than the one reached by officers and/or the extent to which they are considered to have the potential to "add value" to the final scheme.

The Councillor who called in the application is encouraged to attend, or send another nominated member to speak

4. Applications submitted by;
- Any Officers with management responsibility in a personal capacity

- Officers employed in the Development Management Service
 - Councillors (other than applications relating to works to trees)
 - A member of staff or Councillor acting as agent or advisor or consultant.
5. Applications affecting the Council's own land or where the Council is the applicant (other than applications for works to trees advertisements or for public information purposes)
6. Any application which the Assistant Director Planning and Economy considers should be referred to the Planning Committee (in consultation with the Planning Committee Chairman (Vice Chairman in the Chairman's absence)) because of its controversy or significance.

When deciding if an application is controversial or significant, the criteria that will be considered will include, but not be limited to, the following;

- Consultation responses
- Representations
- Level of public interest
- Relevant development plan and other Council policies, guidance and strategies
- Government policy
- Scale and type of development
- Site history
- Whether the Planning Committee could realistically and legitimately take a different view from the officer's recommendation and/or the extent to which they are considered to have the potential to 'add value' to the final scheme.

B. To determine the following;

- All notifications, determinations and prior approval applications (which include those proposals relating to agricultural developments, telecommunications, demolition of buildings, electricity board works and the removal of public pay phones)
- All requests for screening opinions
- All requests for scoping opinions
- All requests and applications for revisions to s.106 agreements
- Responses to all consultations from the County Council and neighbouring local authorities that ARE NOT Major applications
- Responses to all consultations from neighbouring local authorities (including County Councils) that ARE major applications SUBJECT to the relevant case officer consulting with the Chairman of the Planning Committee (or the Vice-Chairman in his absence) and relevant Ward Councillor(s) (including adjoining Wards as considered necessary) in advance of a response being issued. The case officer will notify the Chairman of the Planning Committee and relevant

Ward Councillor or the date of the Committee meeting at which the adjoining authority/County Council will be considering the application.

- Works to trees in conservation area
- Applications for Hazardous Substances Consent

Information about applications

The power to decide what information is needed before a decision can be taken on any application

Acceptance of Land

To exercise the Council's powers to accept the transfer of land, where the land is, or is to be, transferred to the Council under planning obligation or for another planning purpose

Notifications of Development and applications under Permitted Development Rights including Article 4 Directions

To take any action in response to notifications of proposed development required to be given before exercising permitted development rights, and to deal with any subsequent application for consent

To issue Article 4 Directions, in consultation with the lead member

Planning Enforcement

To take any enforcement action including the issue and service of any statutory notice which includes, but is not limited to,

- enforcement notices (of any kind)
- stop notices
- temporary stop notices
- breach of condition notices
- listed building enforcement notices
- planning contravention notices
- hazardous substances contravention notices
- advertisement discontinuance notices.
- untidy site notices
- repairs notices

To exercise any statutory power to withdraw any such notice, to waive or relax any of their contents, or extend a period for compliance.

Building Preservation Notices

To serve, and withdraw, building preservation notices on unlisted buildings. The reasons for the notice, and any question of potential compensation, must be reported to the earliest available meeting of the Planning Committee.

Urgent Works Notices

To serve urgent works notices where the Assistant Director Planning and Economy is satisfied that it is necessary to serve such a notice without delay to avoid damage or the risk of damage to an unoccupied listed building. The reasons for the notice and any question of potential compensation must be reported to the earliest available meeting of the Planning Committee.

Trees

- To instruct the Director Law and Governance to take all actions necessary under the Town and Country Planning (Tree Preservation) (England) Regulations 2012
- To take any action which the Council has power to take to require the planting of any tree.
- To serve compensation directions concerning applications for works under a tree preservation order.
- To revoke or vary a tree preservation order.
- To determine all applications for felling, topping, lopping or uprooting trees subject to a Tree Preservation Order

Hedgerows and High Hedges

To exercise the Council's powers with respect to hedgerows and high hedges including registration, administration and determination of notifications under the Hedgerow Regulations

All functions under Part 8 of the Anti-Social Behaviour Act 2003 relating to high hedges

Planning Agreements

To authorise the Council to enter into a planning agreement relating to an application which can be decided by the Assistant Director Planning and Economy.

Conservation

- To designate and review Conservation Areas in consultation with the relevant lead member and approval of Conservation Area Appraisals and associated management plans in consultation with the lead member
- To undertake listed buildings surveys
- Listed Buildings and Conservation Areas - to make any grant (of no more than £2,000) that the Council has power to make in connection with a listed building or another building of architectural or historic interest or conservation areas
- Provision of revisions to the Local List of Buildings of Architectural or Historic Interest and public consultation on such revisions subject to consultation with the lead member

Building Control

Street naming and numbering

- Naming and numbering of streets, renaming of streets, the renumbering of streets, and the renumbering of properties, subject in all cases to consultation

with the appropriate Ward Member(s) and, in the case of renaming where an objection has been received in response to the statutory notice, to consideration of the objection and final determination by the lead member

- Numbering of properties
- Provision of nameplates

Building Regulation Matters

- Issuing of approvals or consents to plans submitted in accordance with the Building Regulations, rejection of those not in accordance with those Regulations and approval of applications for relaxation or dispensation from those Regulations
- Collection of charges payable under the Building Regulations and the repayment of charges where refunds are due
- Agreeing or challenging estimates submitted for calculating Building Regulation fees and charges
- Revision of Building Regulation fees and charges to ensure full cost recovery of the service subject to consultation with the Section 151 Officer
- Variation of individual charges from the prescribed scale of fees and charges, if required, subject to consultation with the Section 151 Officer
- To carry out the necessary statutory duties in respect of Initial Notices issued by the Approved Inspectors supervising work instead of the Council
- To deal with any consultation concerning the safety of any sports ground
- To exercise the Council's powers to require sufficient sanitary facilities to be provided in buildings
- To exercise the Council's powers to require taller chimneys to be erected following the erection of a building
- To exercise the Council's powers with respect to consents for cellars below subsoil water level
- To exercise the Council's powers to require the provision of entrances and/or exits or means of escape from premises
- To exercise the Council's powers to require the provision of food storage places in houses
- To exercise the Council's powers in relation to the use and ventilation of soil pipes
- Taking action in respect of dangerous structures
- Approval of temporary structures under the Public Health Acts and the Building Regulations and the renewal of such consents
- Service of all statutory notices and taking action when Building Regulations are contravened in consultation with the Monitoring Officer where this involves legal proceedings to ensure that they are satisfied as to the evidence
- Service of notice under the Building Act 1984, authorising works of demolition and to exercise the Council's powers with respect to demolition of buildings

- To serve notices under the Building Act 1984 in respect of breaches of building regulations and in respect of making safe dangerous structures
- To exercise the Council's powers with respect to ruinous, dilapidated or dangerous buildings or structures, or sites which are dangerous or detrimental to the amenity of the area
- To carry out the necessary statutory duties, in respect of Initial Notices issued by Approved Inspectors supervising work instead of the Council.
- To exercise the Council's powers to take enforcement action against people erecting unsafe structures used on public occasions.
- To maintain a register of Buildings at Risk

Highways

- To consent to the stopping up of small areas of highway in consultation with the Ward Member where authorised to do so by legislation

Other

- To sign Completion Certificates and Occupation Certificates
- To issue community protection notices
- To agree statements of common ground that may be necessary with developers and statutory bodies as part of the 'development consent' process
- To arrange planning site visits as required in consultation with the Chairman of Planning Committee.

Assistant Director Property, Investment and Contract Management

- Day to day estates management of the Council's investment portfolio of land and buildings including lease renewals, surrenders, assignments and rent reviews and any role in community land trust developments
- Agreements to the grant or acquisition of easements and wayleaves (to an unlimited value) subject to consultation with the portfolio holder/ lead member
- Agreements to the grant or acquisition of leases and licences up to a value of £100,000 per annum.
- Agreements to purchases and sales of land up to a consideration of £250,000 subject to consultation with the lead member
- Variation or release of restrictive covenants up to a value of £250,000 subject to consultation with the lead member
- Settlement of compensation claims submitted on behalf of or received by the Council relating to the use of statutory powers to acquire an interest in land
- Submitting and settling appeals on rating assessments

- Agreement to waive right of pre-emption reserved in the sale of Council property in consultation with the lead member
- To take any necessary steps to secure the health and safety of employees, contractors, members and visitors when on the Council's premises or otherwise conducting the business of the Council

Schedule of Proper Officer Appointments

Head of Paid Service

This post has responsibility for the overall management of the staff who work for the authority under section 4 of the Local Government and Housing Act 1989 (full details of the responsibilities are set out in the introduction to this Constitution).

This post is responsible for ensuring the proper use of evaluation systems for determining what staff are paid and reporting as and when required on the number and grade of staff required.

Section 151 Officer

This post has day to day responsibility for the Council's financial affairs under Section 151 of the Local Government 1972 and Section 114 of the Local Government Finance Act 1988 and provides strategic financial advice to the Council. Full details of the responsibilities are set out in the introduction to this Constitution.

Monitoring Officer

This post is responsible for the Council's Code of Conduct and advising the Council's Standards Committee on any potential breaches. Full details of the responsibilities are set out in the introduction to this constitution.

Electoral Registration Officer and Returning Officer

Authority to take such action and make such decisions as are necessary as Electoral Registration Officer and Returning Officer / Acting Returning Officer (for Parliamentary and European elections) / Deputy Returning Officer (for County Council elections) / Counting Officer (for referenda).

Assigning Officers in relation to requisitions of the Electoral Registration Officer

Providing assistance to the Returning Officer at Parliamentary, European and County Council elections and to the Chief / Regional Counting Officer for referenda.

Power to fill vacancies in the event of insufficient nominations and make temporary appointments to Parish Councils.

Declaring vacancies in office in certain cases and giving notice of casual vacancies.

Consulting on proposed changes to the scheme of elections

Duties relating to providing notice to the Electoral Commission and relating to publicity.

Proper Officers and Authorised Officer Appointments

The relevant postholders listed below have been appointed as Proper Officers for the purposes of the adjacent legislative provisions.

An officer with line management responsibility for an officer listed in the list of Proper Officer and Authorised Officer appointments may exercise the power in the absence of the Proper Officer/Authorised Officer.

The Proper Officer (Medical) shall be such officer as the Health Protection Agency may wish to appoint.

The Section 151 Officer shall act as the Proper Officer in respect of any other statute where specific arrangements for financial matters have not been made under this scheme.

The Director Law and Governance shall act as the Proper Officer for any other legislative provisions where specific arrangements have not been made under this scheme.

Except for documents to be executed under seal, any officer of the Council to whom powers have been delegated shall be the Proper Officer for the purpose of authenticating any notice, order or document which he/she is authorised or required by any enactment to give, make or issue.

Legislation in these tables includes any amendments, re-enactments and subordinate legislation. Legislation is listed in date order.

Legislation Act	Section	Purpose of appointment	Proper Officer / Authorised Officer
Landlord and Tenant Act 1927	S.23	To serve and receive notice on behalf of the Council	Assistant Director Housing and Social Care Commissioning
Public Health Act 1936 (as amended)	S.45	To serve notice on owners of buildings with defective sanitary conveniences capable of repair	Assistant Director Housing and Social Care Commissioning
	S.50	To serve notice on owners of overflowing or leaking	Assistant Director Housing and Social

Legislation Act	Section	Purpose of appointment	Proper Officer / Authorised Officer
NB prospectively removed by Control of Pollution Act 1974 s.109(2) but not yet in force		cesspools	Care Commissioning
	S.79	To serve notice to require removal of noxious matter	Assistant Director Regulatory Services and Community Safety
	S.83	Service of any Notices for the taking of any other action for the cleansing of filthy or verminous premises.	Assistant Director Housing and Social Care Commissioning, Assistant Director Regulatory Services and Community Safety
	S.84	To serve notice requiring remedial action where there are filthy and verminous premises, persons or articles	Assistant Director Housing and Social Care Commissioning, Assistant Director Regulatory Services and Community Safety
	S.85 (see also s.35 Public Health Act 1961)	Remedial action where there are filthy and verminous premises, persons or articles	Assistant Director Housing and Social Care Commissioning, Assistant Director Regulatory Services and Community Safety
	s.275	By agreement to carry out works in default on sewers or drains	Assistant Director Regulatory Services and Community Safety
	S.287	Power to enter premises	Assistant Director Housing and Social Care Commissioning, Assistant Director Regulatory Services and Community Safety
Prevention of Damage by Pests Act 1949	S.2 – S.7	Duty to control rats and mice in district	Assistant Director Environmental Services, Assistant Director Regulatory Services and Community Safety, Assistant Director

Legislation Act	Section	Purpose of appointment	Proper Officer / Authorised Officer
	S.22	Powers of entry	Housing and Social Care Commissioning Assistant Director Environmental Services, Assistant Director Regulatory Services and Community Safety, Assistant Director Housing and Social Care Commissioning
National Assistance (Amendment) Act 1951	S.1(1)	Certification of the need for a person in need of care and protection to be removed to suitable premises without delay	Medical Officer/Community Physician
	S.1(3)	The person who may make application to court of summary jurisdiction or to a single justice to obtain an order authorising the removal of a person in need of care and protection	Medical Officer/Community Physician
Landlord and Tenant Act 1954	S.66	To serve and receive notices on behalf of the Council	Assistant Director Housing and Social Care Commissioning
Milk and Dairies (General) Regulations 1959 (as amended)	Reg.20	Milk treatment orders	Medical Officer/Community Physician
Public Health Act 1961	S.34	Accumulation of rubbish	Assistant Director Regulatory Services and Community Safety, Assistant Director Environmental Services
	S.36, SS.83, 84 and 85 (2) Public Health	Service of any Notices for the taking of any other action for the cleansing of filthy or verminous premises including power to require vacation of premises during	Assistant Director Housing and Social Care Commissioning, Assistant Director Regulatory Services and Community Safety

Legislation Act	Section	Purpose of appointment	Proper Officer / Authorised Officer
		fumigation.	
Local Government Act 1972	S.37	Prohibition of sale of verminous articles	Assistant Director Housing and Social Care Commissioning
	S.13 (3)	Appointment as a Parish Trustee	Director Law and Governance
	S.83 (1) to (4)	Witness and receipt of declaration of acceptance of office	Chief Executive
	S.84 (1)	Receipt of notice of resignation of Councillor	Chief Executive
	S.88 (2) and Schedule 12	Convening a meeting of Council to fill casual vacancy in the office of Chairman	Chief Executive
	S.89 (1) (b)	Notice and filling of casual vacancy	Returning Officer
	Local Elections (Parishes and Communities) Rules 1986	Request for an election to fill a casual vacancy in respect of parish councils	Returning Officer
	S.96 (1) and (2)	Receipt of notices and recordings of disclosures of interests	Director Law and Governance
	S.99	Convening of meetings	Chief Executive
	S.100 and Schedule 12A	Access to information	Director Law and Governance
S.100 (except 100D)	Admission of public (including press) to meetings	Chief Executive	
S.100D	Listing background papers for reports and making	Director Law and Governance	

Legislation Act	Section	Purpose of appointment	Proper Officer / Authorised Officer
		copies available for the public to look at	
	S.100D (1)A	Compilation of lists of background papers	Each Director and Assistant Director for their service area reports
	Section 100D (5)A	Identification of background papers	Each Director and Assistant Director for their service area reports
Local Government Act 1972	S.115 (2)	Receiving money due from officers	Section 151 Officer
	S.146(1)(a) and (b)	Declarations and certificates with regard to transfer of securities	Section 151 Officer
	S.151	Financial administration	Section 151 Officer
	S.173 - S178	Keeping of records of Members' Allowances	Section 151 Officer
	S.191	To receive applications to undertake OS work under the Ordnance Survey Act, 1841	Assistant Director Planning and Economy
	S.204	Receipt of Licensing applications and make the appropriate representations in respect of the same	Assistant Director Planning and Economy
	S.210	To exercise powers in respect of charities	Director Law and Governance
	S.214(3) and Article 9 of the Local Authorities' Cemeteries Order 1974	To grant exclusive rights of burial and sign the necessary certificate.	Director Law and Governance
	S.223	Authorisation (appearance by persons other than solicitors in legal proceedings)	Director Law and Governance

Legislation Act	Section	Purpose of appointment	Proper Officer / Authorised Officer
	S.225	Deposit of documents	Chief Executive
	S.228	Inspection of documents	Director Law and Governance
Local Government Act 1972	S.228(3)	Accounts for inspection by any member of the Council	Section 151 Officer
	S.229(5)	Certification of photographic copies of documents	Director Law and Governance
	S.234	Authentication of documents	Director Law and Governance
	S.236(9) and (10)	Sending of copies of byelaws to parish councils, parish meetings and county council	Director Law and Governance
	S.238	Certification of byelaws	Chief Executive
	S.251 and Schedule 29	Exercise all functions of any enactment passed before or during the same session of Parliament as the passing of the LGA 1972	Director Law and Governance
	S.270	Except in the case of financial powers or matters, to act as the Proper Officer in respect of any other statute where specific arrangements have not been made in the Scheme	Director Law and Governance
	Various Sections	Any requirement in relation to parish authorities specified in the Act (or other legislation).	Director Law and Governance
Local Government Act 1972	Schedule 12 para 4 (2) (b)	Signing of summons to Council meeting	Chief Executive
	Schedule 12 Para 4 (3)	Receipt of notice regarding address to which summons	Chief Executive

		to meeting is to be sent	
	Schedule 14Para 25	Certification of resolution passed under this paragraph	Director Law and Governance
	Schedule 16Para 28	Deposit of lists of buildings of special architectural or historic interest	Assistant Director Planning and Economy
	Schedule 16S.191(2)	Applications under Section 1 of the Ordnance Survey Act 1841	Assistant Director Planning and Economy
		The purposes of issuing planning decision notices and for all building regulation purposes	Assistant Director Planning and Economy
	Schedule 16	Receipt of deposit lists of protected buildings	Assistant Director Planning and Economy
	Schedule 29	Adaptations, modifications and amendments of enactments.	Director Law and Governance
	Part VA	Access to information	Director Law and Governance
Health and Safety at Work Act 1974	S.19 – S.25 / 39	Appointment of and termination of appointment of Inspectors and various enforcement powers	Assistant Director Regulatory Services and Community Safety
Local Government Act 1974	S.30 (5)	To give notice that copies of a Local Commissioner's (Ombudsman) report are available	Monitoring Officer
Control of Pollution Act 1974	S.60 – S.61	Construction site noise	Assistant Director Regulatory Services and Community Safety
Local Land Charges Act 1975	S.9	To act as local registrar for the registration of local land charges and the issue of official search certificates	Director Law and Governance
Local Government (Miscellaneous Provisions) Act 1976	S.16	Requests to obtain particulars of persons interests in land	Assistant Directors

	S33	Restoration of supply of water, gas or electricity	Assistant Director Housing and Social Care Commissioning
	S.41 (1)	To certify copy resolutions, orders, reports and minutes and copy instruments appointing officers to perform certain functions	Director Law and Governance
Local Authorities Cemeteries Order 1977 (as amended)	Article 10	To sign exclusive rights of burial	Director Law and Governance
Refuse Disposal (Amenity) Act 1978 (as amended)	S.2A	Fixed penalty notice in respect of abandoned vehicles	Assistant Director Environmental Services
Local Government (Miscellaneous Provisions) Act 1982	S.13 – S.17	Skin piercing	Assistant Director Regulatory Services and Community Safety
	S29	Protection of buildings	Assistant Director Housing and Social Care Commissioning, Assistant Director Planning and Economy (depending on type of premises)
	S.27	Repair of drains, private sewers etc.	Assistant Director Regulatory Services and Community Safety
	S.35	Blocked private sewers	Assistant Director Regulatory Services and Community Safety
Local Government (Miscellaneous Provisions) Act 1982		Control of sex establishments	Assistant Director Regulatory Services and Community Safety
Representation of the People Act 1983	S.28	Acting Returning Officer at Parliamentary Elections	Returning Officer

	S.67(1)	Receipt of appointment of election agents	Returning Officer
	S.67(6)	Publication of names and addresses of agents	Returning Officer
	S67(7)(b)	Appropriate officer for local election purposes	Returning Officer
	S.81(1)	Receipt of return of election expenses	Returning Officer
	S.82(1)	Receipt of declaration of election expenses	Returning Officer
	S.87A(2)	Delivery of copy of returns to Electoral Commission	Returning Officer
	S89(3)	Copy and inspections of returns and declarations.	Returning Officer
	S.131	Providing accommodation for holding election count	Returning Officer
Building Act 1984	S.59 – S.61	Authorisation of repair, reconstruction or alteration of drains	Assistant Director Regulatory Services and Community Safety, Assistant Director Housing and Social Care Commissioning
	S.64 – S.65	Replacement of sanitary conveniences	Assistant Director Regulatory Services and Community Safety, Assistant Director Housing and Social Care Commissioning
	S76	Defective premises (expedited procedure relating to s80 EPA 1990)	Assistant Director Planning and Economy, Assistant Director Housing and Social Care Commissioning
	S.78	To act as “the surveyor” empowered to take and authorise emergency action in respect of damaged and dangerous buildings.	Assistant Director Planning and Economy

	S.84	Paved yards	Assistant Director Planning and Economy
	S.93	Authentication of documents	Assistant Director Planning and Economy, Assistant Director Housing and Social Care Commissioning
	S.95	Power to enter premises	Assistant Director Planning and Economy, Assistant Director Housing and Social Care Commissioning
	S.97	Power to execute work	Assistant Director Planning and Economy, Assistant Director Housing and Social Care Commissioning
Public Health (Control of Disease) Act 1984	S.11	Cases of notifiable disease and food poisoning to be reported	Medical Officer/Community Physician
(as amended by the Health and Social Care Act 2008)	S.11	To receive certificates from medical practitioners concerning patients suffering from notifiable diseases and to take all other action necessary relating to those certificates	Assistant Director Regulatory Services and Community Safety
	S.18	Obtaining information from any occupier of premises concerning any person suffering from a notifiable disease or food poisoning	Assistant Director Regulatory Services and Community Safety
	S.20	Stopping of work to prevent spread of disease	Medical Officer/Community Physician
	S.21	Exclusion from school of child liable to convey notifiable disease (as amended by s.45 of 2008 Act)	Medical Officer/Community Physician

S.22	List of pupils at schools having case of notifiable disease (as amended by s.45 of 2008 Act)	Medical Officer/Community Physician
S.23	Exclusion from places of entertainment	Medical officer/community physician
S.24	Control of infected articles intended to be washed at laundry or wash houses	Assistant Director Regulatory Services and Community Safety
S.25	Library books to be disinfected or disposed of	Assistant Director Regulatory Services and Community Safety
S.26	Infectious matter not to be placed in dustbins	Assistant Director Regulatory Services and Community Safety
S.29	To issue certificates in respect of houses or rooms to be let after being properly disinfected following a case of a notifiable disease	Medical Officer/Community Physician
S.31	Certification by officer of need for disinfection of premises	Assistant Director Regulatory Services and Community Safety, Medical Officer
S.32	Certification by officer of need to remove person from infected house	Assistant Director Regulatory Services and Community Safety, Medical officer
S.34	Duty of owner etc. of public convenience	Assistant Director Environmental Services
S.35	To obtain a Justice's Order requiring a person to be medically examined	Medical Officer/Community Physician
S.36	Medical examination of group of persons believed to comprise carrier of notifiable disease	Medical Officer / Community Physician
S.37	To obtain a Justice's Order requiring a person with notifiable disease to be	Medical Officer / Community Physician

	removed to hospital	
S.38	To obtain a Justice's Order requiring detention in hospital of a person with a notifiable disease	Medical Officer / Community Physician
S.39 – S.40	Getting a warrant to examine residents of a common lodging house	Medical Officer / Community Physician
S.42	Closure of common lodging house on account of notifiable disease and certifying a common lodging house to be free from infection	Medical Officer / Community Physician
S.43	Certifying that the body of someone who dies in hospital from a notifiable disease must not be moved except taken to a mortuary or immediately buried or cremated	Medical Officer / Community Physician
s.45	Power to require children are kept from school, require contact lists of pupils and to decontaminate premises or articles. Power to seek Justice's Order in respect of quarantine, isolation or destruction etc (a Part 2A Order)	Assistant Director Regulatory Services and Community Safety
S.48	Removal of body to mortuary or for immediate burial and certifying that it would be a health risk to keep a body in a building	Medical Officer / Community Physician
S.49 – S.52	Regulations concerning canal boats	Assistant Director Housing and Social Care Commissioning, Medical Officer / Community Physician
S.59	Authentication of documents relating to matters within their province	Assistant Director Housing and Social Care Commissioning,

			Medical Officer/Community Physician
	S.61	Power of entry	Assistant Director Housing and Social Care Commissioning, Medical Officer / Community Physician
Food Act 1984	S.8	Enforcement of provision relating to working conditions	Assistant Director Regulatory Services and Community Safety
	S.28	Service of notice to prevent spread of disease by ice-cream	Assistant Director Regulatory Services and Community Safety
	S.31	Service of notice requiring food not to be used for human consumption where it appears to be infected	Assistant Director Regulatory Services and Community Safety
Housing Act 1985	S.265	Demolition Order	Assistant Director Housing and Social Care Commissioning
	S.289	Clearance Area Declaration	Assistant Director Housing and Social Care Commissioning
	S.300	Determination to Purchase	Assistant Director Housing and Social Care Commissioning
	S.319	Power of entry	Assistant Director Housing and Social Care Commissioning
	S.606	Submitting reports on particular houses or areas	Assistant Director Housing and Social Care Commissioning
Local Elections (Principal Area) Rules 1986	All	All functions	Returning officer
Local Elections (Parishes and Communities) Rules 1986	Rules 46, 47 and 48	Keeping documents after an election and making them available for the public to look at	Returning Officer
Public Health (Infectious	Reg.6	Special reporting of	Medical Officer /

Diseases) Regulations 1988		infectious diseases	Community Physician
	Reg.8	Statistical returns	Medical Officer / Community Physician
	Reg.9	Prevention of spread of disease	Medical Officer / Community Physician
	Reg.10	Immunisations and vaccination	Medical Officer / Community Physician
	Reg.11	Measures against rats	Medical Officer / Community Physician
	Schedule 3	Typhus and relapsing fever	Medical Officer / Community Physician
	Schedule 4	Food poisoning and food borne infections	Medical Officer / Community Physician
Local Government and Finance Act 1988	S.112 – S.115, S.115A	Responsible officer for the purposes of the financial administration of the Council's affairs	Section 151 Officer
	S.116	Responsibility for notifying the external auditor of arrangements for a meeting to consider a report from the Chief Finance Officer under this Act	Section 151 Officer
Local Government and Housing Act 1989	S.2(4)	Maintenance and review of the Council's List of Politically Restricted Posts	Assistant Director HR, OD and Payroll
	S.4	Functions as Head of Paid Service.	Head of Paid Service
	S.5	Functions of Monitoring Officer within the meaning of this section of the Act	Monitoring Officer
	S.15 - 17	Allocating seats on Committees	Director Law and Governance
	S.18	Arrangements in respect of the Scheme of Members' Allowances	Section 151 Officer / Director Law and Governance
	S.19	Arrangements in respect of the Register of Members' interests	Director Law and Governance

	Part 7	Declaration of Renewal Areas	Assistant Director Housing and Social Care Commissioning
Environmental Protection Act 1990 (as amended)	S.6 – S.15	Prescribed processes	Assistant Director Environmental Services, Assistant Director Regulatory Services and Community Safety
	S.78	Contaminated land	Assistant Director Regulatory Services and Community Safety
	S.79 – S.82	Statutory nuisance	Assistant Director Regulatory Services and Community Safety, Assistant Director Housing and Social Care Commissioning, Assistant Director Environmental Services
	S.88	Fixed penalty notices for leaving litter	Assistant Director Environmental Services, Assistant Director Regulatory Services and Community Safety
	S.149 – S.150	Officer responsible for dealing with stray dogs in the area and maintaining a register of dogs seized	Assistant Director Environmental Services
	Schedule 3	Powers of entry	Assistant Director Environmental Services, Assistant Director Regulatory Services and Community Safety and Assistant Director Housing and Social Care Commissioning
Food Safety Act 1990	S.9	Seizure of food	Assistant Director Regulatory Services and Community Safety

	S.29 – S.30	Sampling food	Assistant Director Regulatory Services and Community Safety
	S.11, S37 – S.39	Improvement / prohibition notices	Assistant Director Regulatory Services and Community Safety
	S.49(3)	To sign documents on behalf of the authority	Assistant Director Regulatory Services and Community Safety
Town and Country Planning Act 1990	S.215	Waste land	Assistant Director Planning and Economy
Local Government (Committees and Political Groups) Regulations 1990	Regs.8, 9, 10, 13 and 14	Dealing with political balance on committees and nominations to political groups	Director Law and Governance
Water Industry Act 1991	S.80 – S.83	Private water supply	Assistant Director Regulatory Services and Community Safety
Clean Air Act 1993	S.1 – S.2	Prohibition of dark smoke	Assistant Director Regulatory Services and Community Safety
	S.51 and S.56	To exercise all functions conferred by these sections	Assistant Director Regulatory Services and Community Safety
Criminal Justice and Public Order Act 1994	S.77 – S.80	Removal of unauthorised encampments	Assistant Director Property, Investment and Contract Management
Environment Act 1995	S.80	Local air quality management	Assistant Director Regulatory Services and Community Safety
	S.84	Air quality management areas	Assistant Director Regulatory Services and Community Safety
	S.108	To carry out registered keeper detail checks	Assistant Director Environment
Dogs (Fouling of	S.4	To issue fixed penalty	Assistant Director

Land) Act 1996		notices	Environmental Services, Assistant Director Regulatory Services and Community Safety
Housing Grants, Construction & Regeneration Act 1996	Part 1	Disabled Facilities Grants	Assistant Director Housing and Social Care Commissioning
Noise Act 1996 (as amended)	S.8	Fixed penalty notices in respect of noise nuisance	Assistant Director Regulatory Services and Community Safety
Party Wall Act 1996	S.10(8)	To act as the 'appointing officer' as required by of the Party Wall Act 1996	Assistant Director Planning and Economy
	S.10	To select a third surveyor, if required, during a neighbour dispute about building projects	Assistant Director Planning and Economy
Local Government (Contracts) Act 1997	S.3	Signing certificates in respect of Certified Contracts	Director Law and Governance
	S.4	To maintain a register of certificates in respect of Certified Contracts to be open to public inspection	Director Law and Governance
Data Protection Act 1998	All	Ensuring compliance with the statutory provisions and principles of the Act	Director Law and Governance
Crime and Disorder Act 1998	S.5	To work in partnership with the police and other responsible bodies to reduce crime	Assistant Director Regulatory Services and Community Safety
	S.17	To consider crime and disorder implications of any decisions	Assistant Director Regulatory Services and Community Safety
	S.115	Power to disclose information in the interest of community safety and other purposes of the Act	Assistant Director Regulatory Services and Community Safety
Local Government Act	S.34	Determine whether a	Electoral Registration

2000		petition is valid	Officer
	S.81	Establishment and maintenance of the Register of Members' Interests including voting co-opted members	Monitoring Officer
	S.99 and S.100	Regarding Members' allowances and pensions and having regard to all relevant regulations, including The Local Authorities (Members' Allowances) (England) Regulations 2003, and The Local Government Pension Scheme and The Discretionary Compensation (Local Authority Members in England) Regulations 2003	Director Law and Governance
	Various	Dealing with the holding of referenda	Returning Officer / Electoral Registration Officer
		All other responsibilities in the Act and any subordinate legislation	Director Law and Governance
Freedom of Information Act 2000	S.36	Application from exemption disclosure	Monitoring Officer
	All others	All responsibilities associated with the act	Director Law and Governance
Regulation of Investigatory Powers Act 2000 (RIPA)	S.27 – S.29	Designation of officer empowered to grant authorisations for the carrying out of directed surveillance and authorize the use of covert human intelligence sources under the Act	Directors, Monitoring Officer, Chief Executive in accordance with Council's RIPA policy Chief Executive to authorise operations against children and vulnerable adults
Local Authorities (Standing Orders) (England) Regulations 2001	Schedule 1Part II	Giving notice of appointments and dismissal of officers to the Executive in accordance with the Regulations	Director Law and Governance

Private Security Industry Authority Act 2001		Enforcement of actions by licensed door supervisors	Assistant Director Regulatory Services and Community Safety
Criminal Justice and Police Act 2001	S.19(2)	Power of closure where the sale of alcohol is not in accordance with any authorisation	Assistant Director Regulatory Services and Community Safety
The Representation of the People (England and Wales) (Amendment) Regulations 2002	Reg.107	Decisions on whether or not any particular proposed use of the electoral register meets the legislative requirements	Director Law and Governance
Money Laundering Regulations 2003	Reg 7	Nominated officer to receive disclosures about suspected money laundering	Section 151 Officer
Anti-Social Behaviour Act 2003 (as amended)	S.30	Approval for dispersal orders	Assistant Director Regulatory Services and Community Safety
	S.40	Immediate closure if there is a public nuisance caused by noise and closure is necessary to prevent it	Assistant Director Regulatory Services and Community Safety
	S.43	To issue penalty notices for graffiti and flyposting	Assistant Director Planning and Economy, Assistant Director Environmental Services
Accounts and Audit Regulations 2003	All Regs	All responsibilities	Section 151 Officer or person nominated by him/her under Section 114 of the Local Government Finance Act 1988 where the Chief Finance Officer is unable to act
Housing Act 2004	S.239	Determining if a survey or examination is necessary	Assistant Director Housing and Social

			Care Commissioning
	Part 1	Enforcement of Housing Standards	Assistant Director Housing and Social Care Commissioning
	Part 2	Licensing of HMOs	Assistant Director Housing and Social Care Commissioning
	Part 3	Selective Licensing of Residential Accommodation	Assistant Director Housing and Social Care Commissioning
	Part 4	Additional controls in relation to residential accommodation	Assistant Director Housing and Social Care Commissioning
	Part 6	Other provisions about housing	Assistant Director Housing and Social Care Commissioning
	Part 7	Supplementary and final provisions	Assistant Director Housing and Social Care Commissioning
The Clean Neighbourhoods and Environment Act 2005	Part 2	Nuisance parking	Assistant Director Communities, Assistant Director Environmental Services
	Part 3	Litter	Assistant Director Environmental Services
	Part 4	Fly posting	Assistant Director Environmental Services
	S.59	Dog control fixed penalty notices	Assistant Director Environmental Services
Food Hygiene Regulations 2006	Reg.6	Hygiene improvement notice	Assistant Director Regulatory Services and Community Safety
	Reg.7	Hygiene prohibition orders	Assistant Director Regulatory Services

			and Community Safety
	Reg.8	Hygiene emergency prohibition orders	Assistant Director Regulatory Services and Community Safety
	Reg.9	Remedial action/detention notice	Assistant Director Regulatory Services and Community Safety
	Reg.12	Food sampling	Assistant Director Regulatory Services and Community Safety
	Reg.14	Powers of entry	Assistant Director Regulatory Services and Community Safety
	Reg.17	Food premises registration	Assistant Director Regulatory Services and Community Safety
Smokefree (Premises and Enforcement) Regulations 2006		Enforcing smokefree legislation in premises and vehicles	Assistant Director Regulatory Services and Community Safety
Criminal Justice and Police Act 2006	S.14	Broader definition of S.17 of the Crime and Disorder Act 1998, to consider crime and disorder implications of any decisions, to include anti-social behavior	Assistant Director Communities
Health Protection (Notification) Regulations 2010	S.22	To share depersonalised data	Assistant Director Regulatory Services and Community Safety
		All local authority responsibilities under these regulations	Assistant Director Regulatory Services and Community Safety
Local Authorities (Executive Arrangements) (Meetings and Access to information		All local authority responsibilities under these regulations	Director Law and Governance

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