

General Delegations to Chief Executive, Directors and Assistant Directors

Human resources

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

Delegations to specific officers

Executive Director Place and Growth

- 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.

Executive Director Wellbeing

- To carry out and determine reviews of Assets of Community Value as required.

Assistant Director Communities

- 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.

Assistant Director Economic Development and Regeneration

- To serve notices seeking possession of residential Council tenancies in consultation with the Assistant Director: Housing. **[CDC only]**
- To provide business and employment services, including apprenticeships, job clubs and business advice.
- To acquire and manage properties for the purpose of residential housing accommodation subject to the Assistant Director: Property, Investment and Contract Management being satisfied as to the consideration payable for such acquisition **[CDC only]**

Assistant Director Environmental Health and Licensing

- 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 Assistant Director Law and Governance.

Assistant Director Environmental Services

- To exercise the Council's powers with respect to seizure of stray dogs and dog control orders.
- To take action under the Control of Pollution (Amendment) Act 1989 to deal with waste licence offences.
- 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. Authority to institute legal proceedings to be exercised subject to the Assistant 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 Assistant Director Law and Governance.

Assistant Director Finance and Procurement

- To make amendments to the Councils discretionary rate relief criteria and policies in consultation with the Cabinet/Executive Portfolio Holder/Lead Member.

Assistant Director Housing

- To amend the Council's Housing Allocations Policy in consultation with the Cabinet/ Executive Portfolio Holder/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 Leisure and Sport

- To provide, maintain and develop a wide range of play, sporting and cultural activities for the benefit of the community.

Assistant Director Planning Policy and Development

- To serve notices under the Building Act 1984 in respect of breaches of building regulations and in respect of making safe dangerous structures.
- To sign Completion Certificates and Occupation Certificates
- To undertake street naming and numbering

- To make revisions to the Local List of Buildings of Architectural or Historic Interest and undertake public consultation on such revisions.
- To maintain a register of Buildings at Risk
- To undertake listed building surveys
- 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.
- All functions under Part 8 of the Anti-social Behaviour Act 2003 relating to high hedges.

Assistant Director Property, Investment and Contract Management

- 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.

Proper Officer and Authorised Officer Appointments

Legislation Act	Section	Purpose of Appointment	Proper Officer/ Authorised Officer
Environment Act 1995	Section 108	To carry out registered keeper detail checks	Assistant Director Environment