Westmorland and Furness Council Directors Local Scheme of Authorisation of Officers

1. Cross Directorate Matters

In the Constitution, the Leader and Full Council delegate certain powers and functions to the Chief Executive, Strategic Directors and other Chief Officers. This is set out in the **Officer Scheme of Delegation** at Part 2, Section 6 of the Constitution.

The responsibility for the exercise of non-executive functions rests with Council and is delegated to its Committees and to officers of the Council.

Likewise, responsibility for the exercise of executive functions rests with the Leader and these powers are delegated in accordance with the Leader's scheme of delegation.

Except for those matters that are delegated to a specific officer due to their statutory role or designation, the approach of the Officer Scheme of Delegation is to delegate all matters that have not been reserved to Council, Leader and Cabinet or a Committee to the appropriate Chief Officer. Each Chief Officer must then develop and maintain their own Local Scheme of Authorisation to Officers which will be published on the Council's website. This Local Scheme of Authorisation sets out how officers are authorised at the appropriate level.

This is the Directors Local Scheme of Authorisation to Officers. It describes how each Chief Officer has authorised officers in their Directorate to exercise powers and functions on their behalf.

The purpose of this scheme is to provide a streamlined, clear and simple decision-making process. Directors should therefore avoid detail and assign authorisations to posts/levels rather than individual officers.

This scheme is subject to restrictions and requirements in the Council's Constitution, including the Contract Procedure Rules, the Financial Procedure Rules and other Procedure Rules, and any specific reservations or delegations determined by the Council, Committee or Leader and Cabinet. It should be read in conjunction with the **Officer Scheme of Delegation** (see Part 2 Section 6 of the Council's Constitution).

General Notes

Except for matters that are authorised to an officer due to their Statutory Role or where a specified professional qualification is required, the authority assigned to an officer within a team for any matter is automatically assigned to any officer within the team at a more senior level. Proper Officer functions may be discharged by other officers duly authorised by Directors and/or Chief Officer(s) to act in the name of the Proper Officer concerned.

In the event of the Strategic Director (or their designated deputy) not being available for whatever reason then the next most senior officer of the Directorate will be authorised to

implement these powers. Where an authorisation is to be exercised by an officer threshold which does not exist within that directorate, the authorisation is automatically assigned to the next lower threshold of officer. For example, if a decision were to be taken by a Director and a directorate did not have a Director, the authorisation would automatically be assigned to a Senior Manager within that directorate. Where any new duty is given to the Council which does not fall within this Local Scheme of Authorisation, the exercise of that duty shall be undertaken by the relevant Strategic Director until such time as the Council or Leader & Cabinet has allocated responsibility.

Where a function is delegated to an officer, they may authorise the carrying out of that function in their name by other officers within their department, directorate, team, unit or section (or such other officers as report to them directly or indirectly) either fully or under the general supervision and control of the authorising officer.

It is impossible and impractical to capture all decisions which are taken by an officer; this scheme focuses on high level decisions and does not cover many of the day-to-day decisions individual officers take which are essential to business continuity. When contemplating making a decision under authorised powers, therefore, the officer should consider whether the proposed decision:

- Is sufficiently important and/ or sensitive so that it is reasonable for a member of the public to expect it to be taken by an elected, decision-making body (in which case the officer should arrange for it to be taken by that body)
- Is purely administrative and is only remotely connected with the Executive function/relevant committee (in which case an officer decision notice is unlikely to be required)
- Is so minor or routine that it is reasonable to consider it to be of no interest to a member of the public.

If in doubt, officers should seek advice from the Director of Law and Governance who will also advise on the appropriate template for the decision.

These cross-directorate matters have been authorised as follows:

Authorised by	**Date last updated**
Miranda Cannon, Chief Executive and relevant Strategic Directors	**01/07/2026**

(a) Management of staff

Refer to the relevant HR policy for matters not authorised below

Decision	**Officer Level**
Approval of HR policies	Chief Executive in consultation with the Corporate Management Team

Decision	Officer Level
Approval of Special Severance Payments (excluding maintained schools) in accordance with the Local Government Act 1999 and associated legislation under £20,000	Director of Resources in consultation with Director of HR/OD, relevant Strategic Director and Director of Law and Governance
Approval of Special Severance Payments (excluding maintained schools) in accordance with the Local Government Act 1999 and associated legislation between £20,000 and £99,999.99	Chief Executive with the evidenced approval of the Leader of the Council, and in consultation with Director of Resources / Director of HR/OD and relevant Service Director and Director of Law and Governance
Approval of Special Severance Payments (excluding maintained schools) in accordance with the Local Government Act 1999 and associated legislation of £100,000 or more	Full Council
Recruitment to any role above the budgeted establishment with the exception of maternity leave and long-term sickness cover	Chief Officer in consultation with Chief Executive
Appointment of any non-permanent workers outside the managed service provider contract	Chief Officer in consultation with Director HR/OD
Initial escalation of employment policy matter	Director of HR/OD
Second escalation of employment policy matter	Strategic Director of Resources
Authority and power to take disciplinary action against and for the dismissal of employees within their area of responsibility	Director and where appropriate to authorise relevant Senior Manager responsible for the service
Authorising recruitment of non-permanent workers through managed service provider contract - up to the value of £99,999.99 within a 12-month period	Director of HR/OD

Decision	Officer Level
Authorising recruitment of non-permanent workers through the managed service provider contract £100,000 and above and for workers with tenure of more than 12 months	Chief Officer in consultation with service Director. Director of HR/OD and Director of Finance
Authorising the extension of any non-permanent workers either within or outside of the managed service provider contract	Director in consultation with Director of HR/OD and Director of Procurement and Commissioning
Authorising recruitment of permanent/fixed term staff within budget	Chief Officer
Authorising payment for additional hours (overtime) for Grade 9 (or equivalent employees) in exceptional circumstances	Chief Officer in consultation with Director of HR/OD and Pay and Reward
Authorising of expenses payments up to £2000.	Service Director
Authorising Acting–up and Additional Responsibility payments	Director of HR/OD in consultation with relevant Chief Officer
Authorising one off Honoraria payments	Director of HR/OD in consultation with Chief Officer
Authorising of Market Supplement payments	Director of HR/OD in consultation with Chief Officer
Approval of special leave and unpaid leave	Director of HR/OD in consultation with Chief Officer
Approval of extension of sick pay	Director of HR/OD in consultation with Chief Officer
Approval of carry over buy-out of annual leave	Director
Approval of career break applications	Relevant Director
Approval of applications for additional employment	Director
Establishment and/or Service Structure	Strategic Director in consultation with Chief Executive
Approval of changed and new job descriptions	Director in consultation with Director of HR/OD

Decision	Officer Level
Authorisation for retirement	Director in consultation with Director of HR/OD, Strategic Director and Strategic Director of Resources
Authorisation for pension transfers	Director in consultation with Director of HR/OD, Strategic Director and Strategic Director of Resources
Declaration of posts to be redundant and service of any notices or taking any steps as necessary to implement such redundancies	Chief Officer in consultation with Strategic Director of Resources, Director of Law and Governance and Assistant Director for HR/OD
Any special conditions of service whether for potential or existing officers	Strategic Director of Resources
Attendance by officers at training courses in accordance with the Council's officer training schemes or at conferences and external meetings	Senior Manager responsible for the Service
Authorisation of Relocation Assistance	Director

(b) Finance

(i) Contracts

The Council's **Contract Procedure Rules** are set out in the Constitution at Part 3 Section 7 and detail the thresholds below which officers may commence procurement and award contracts.

For advice on procurement processes, officers should contact the Procurement team. For advice on the exercising of financial powers, officers should contact the Finance team. For advice on contractual issues, officers should contact the Legal team.

Decision	Officer Level
Placing such emergency contracts/orders as necessary by means that are reasonable under the circumstances in the case of an extreme emergency where there is immediate danger to the safety of persons or serious risk of immediate loss or damage to the Council's assets or interests, or the interests of another party.	Any Chief Officer and Director of Procurement and Commissioning NB The Portfolio Holder, Strategic Director of Resources and the Director of Law and Governance must be consulted.

(ii) Budget Management

The Council's **Finance Procedure Rules** are set out in the constitution at Part 3 Section 6 and detail the requirements which officers must follow when conducting financial affairs.

For advice on financial management, officers should contact the Finance team.

For decisions over £500,000 the key decision rules apply

(iii) Insurance

Decision	Officer Level
To notify the Director of Finance of variations to the extent or nature of risks to be insured to ensure the council complies with the Duty of Fair Presentation of the Insurance Act 2015 and associated legislation. *Examples of such variations include: change in type of work undertaken, significant acquisitions, substantial work to property or change in its use, and other matters that materially increase the risk of loss, damage or injury that may give rise to a claim under the insurance policy*	Senior Manager responsible for the Service
To notify the Director of Finance (and also the Police where appropriate) any incident or loss, which could give rise to an insurance claim	Senior Manager responsible for the Service

(c) Governance

i) Authorisation of reports

The following authorisation thresholds apply to reports produced by the authority. However, when the Strategic Director considers it to be appropriate, or when an officer within their directorate holds a statutory role, another officer may authorise a report.

Decision	Officer Level
Reports to Corporate Management Team	Chief Officer or Statutory Officer
Reports to Committees /Cabinet	Chief Officer or Statutory Officer
Reports to Locality Boards	Chief Officer or Statutory Officer

Decision	Officer Level
Reports to Regulatory Committees	Chief Officer or Director
Financial implications in reports	Strategic Director of Resources / S151 Officer or Director of Finance per report-writing guidance
Legal implications in reports	Group Lawyer per report-writing guidance
HR implications in the reports	HR officer per report writing guidance
Equalities Impact Assessment accompanying a report (when applicable)	Director
Climate Change impacts	Waste, Environment, Climate and Ecology Officer per report writing guidance
Socio and economic impacts	Planning and Regeneration Officer per report writing guidance

ii) Authorisation of Decision Notices

The following authorisation thresholds apply to records of decisions taken by officers of the authority. These matters are formally set out in the Council's constitution and the legislation but are outlined here for ease of reference.

Decision	Officer Level
Delegated Officer Decision Notices	Chief Officer with Legal and Finance sign off
Key Decisions	Chief Officer with Legal and Finance sign off
Urgent Key Decisions	Chief Officer in consultation with Director of Law and Governance, Strategic Director of Resources and either Leader, Chair of Council or Chair of Overview and Scrutiny Committee as appropriate

Decision	Officer Level
Urgent Decision Notices	Chief Officer in consultation with the Director of Law and Governance, Strategic Director of Resources and either Leader, Chair of Council or Chair of Overview and Scrutiny Committee as appropriate
Shareholder Decision Notices	Strategic Director of Resources or appointed nominee
Financial implications in decision notices	Finance officer per report-writing guidance
Legal implications in decision notices	Legal officer per report-writing guidance
Equalities Impact Assessment accompanying a decision notice (when applicable)	Director

(d) Communications

Decision	Officer Level
Responses to Members' enquiries	Any officer with sufficient knowledge and expertise
Responses to formal requests for information, e.g.: • Freedom of Information Act 2000 • Environmental Information Regulations 2004 • Subject Access Requests	Refer to relevant procedures. In the absence of such a procedure, the officer level of authorisation is Senior Officer responsible for the service
Responses to corporate complaints	Refer to Complaints Procedure. In the absence of such a procedure, the officer level of authorisation is Senior Officer responsible for the service

Decision	Officer Level
Press releases – with potential for political or reputational impact	Service Manager responsible for Communications
Press releases – without potential for political or reputational impact	Director in consultation with Service Manager for Communications
Authorisation of social media posts on council channels	Senior Manager or any member of the council's Communications team as authorised by the Senior Manager for Communications

(e) Legal

Decision	Officer Level
To arrange legal representation, as may be considered appropriate	Director of Law and Governance
Authorisation of statutory notices	Director of Law and Governance
Commencement of legal proceedings	Director of Law and Governance
Recommendations to prosecute offenders	Director
To consult with the Director of Law and Governance and Strategic Director of Resources where the Council is requested to give an indemnity	Director
Responsibility for Contract Register	Director of Procurement and Commissioning

(f) IAA Agreements

Decision	Officer Level
All Strategic Directors authorise those officers within hosted services to carry out those functions as set out in the Inter Authority Agreement and Waste Inter-Authority Agreement	Relevant officer within the service

2. Strategic Director of Adult Social Care

Authorised by	Cath Whalley, Strategic Director of Adult Social Care
Date last updated	10/09/25

Delegated Matter – appointment of Deputy Statutory Officer:	**Officer**
To exercise the functions of the Strategic Director of Adult Social Care Services under Section 6 of the Local Authority Services act 1970(as amended) in the absence of, incapacity of or vacancy in the post of Director of Adult Social Care	Director of Care Services Director of Operations Director of Quality, Resources, Transformation and Integration

The following functions and powers are reserved to the Strategic Director of Adult Social Care (or in their absence the relevant Director)	**Director**
The management including the power to terminate contracts funded from the budget of the Director for the provision by third parties of services for adults including individual and group care packages	ASC Directors in consultation with Director of Procurement and Commissioning

The following functions and powers are made exclusively to the roles identified:	**Officer/s**
Nominated Individual for the purposes of Regulation 6 of the Health and Social Care Act 2008 (Regulated Activity) Regulations 2014 .	Director of Care Services

Delegated Matter – Operations Managers in Adult Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer Level**
Exercise all social services functions as specified in Schedule 1 of the Local Authority Social Services Act	Director of Care Services

Delegated Matter – Operations Managers in Adult Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer Level**
1970 (as amended) which relate to adults over the age of 18. Take any lawful action that they deem appropriate about the services to be provided to an individual or action to be taken in respect of an individual (including the use of any discretion provided for in national or local schemes of charges to service users and assistance with legal costs of a third party)) and all the powers and duties of the Council under the Mental Health Act 1983 (as amended), the Mental Capacity Act 2005, the Care Act 2014 and other legislation relating to health, welfare, capacity or the care of adults	Director of Care Services

Delegated Matter – Senior Managers Service Managers & Team Managers in Adults Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer Level**
a) To deal with Complaints about the discharge of the Council's adults social services functions in accordance with procedures established by the Council from time to time and the relevant regulations	a) Senior Managers Service Managers Team Managers Urgent Care Team
b) To commence, defend, settle or involve the Council in any potential or actual civil or criminal proceedings	b) Director of Law and Governance

Delegated Matter	**Officer/Body**
The powers to incur expenditure at the Director level as set out above. This will be during times of operation where an Adult Social Care Emergency Duty Team function is applicable (Out of office hours)	Urgent Care Team (UCT)

Delegated Matter	Officer/Body
Make applications to the Court of Protection and to undertake the role of Deputy for property and financial affairs in accordance with the Mental Capacity Act 2005 on appointment by the Court of Protection	Client Affairs Officers Urgent Care Team Mental Health Team
Apply for and undertake the role of appointeeship with the Department for Work and Pensions under the Social Security (Claims and Payments) Regulations 1987, the Universal Credit, Personal Independence Payment, Jobseeker's Allowance and Employment and Support Allowance (Claims and Payments) Regulations 2013 and associated legislation To sign documents relevant to undertaking the roles as Deputy and appointee Approval of paperwork to secure solicitors in relation to deputyship matters	Client Affairs Officers
To undertake the Council's role as supervisory body in respect of deprivation of liberty in accordance with Schedule A1 of the Mental Capacity Act 2005 or any amending legislation	DOLS Managers, Directors, Service Managers, Senior Managers and Team Managers with necessary DOLS Training
Authorisation of a Deprivation of Liberty order	DOLS Manager Senior Managers with necessary DOLS training

Delegated Matter	Officer Level
Approval of paperwork for court protection orders	Client Affairs Team Manager
Signatory for paperwork on: • Applying for access to bank accounts • Applying for access to stocks and shares • Writing and confirming changes in details	Client Affairs Officers

Delegated Matter	Officer Level
• Applying for access to private pensions • Reports to the Office of the Public Guardian	
Approval of paperwork for selling of property	Client Affairs Team Manager
Approval of paperwork for house clearances	Client Affairs Team Manager
Arrange Care Packages, weekly Value up to £980	Team Manager
Arrange Care Packages, weekly Value £980 to £1,900	Service Manager
Arrange Care Packages, weekly Value above £1,900	Senior Manager

Delegated Matter to Directors	Officer Level
To accept a guardianship application and to make an order for discharge of patients subject to guardianship under the Mental Health Act 1983	Director of Operations
Caldicott Guardian	Director of Operations Director of Care Services Director of Quality, Resources, Transformation and Integration

3. Chief Innovation, Technology and Digital Officer

Authorised by	VACANT - Chief Innovation, Technology and Digital Officer
Date last updated	06/10/2026

Delegated Matter to Director of Technology, Cyber Security and Data Services	Officer Level
To make any urgent decisions relating to cyber security, business continuity, protection of the Councils assets, hardware, software, data centres and infrastructure	Director of Technology, Cyber Security and Data Services
All duties and responsibilities relating to the role and responsibility as the Senior Information Risk Owner	Director of Law and Governance

Delegated Matter to Director of Customer & Digital	Officer Level
Administration of Freedom of Information related matters	Director of Customer and Digital
To discharge all functions relating to Libraries	Director of Customer and Digital

Delegated Matter	Officer Level
Registrars To provide the functions, facilities and arrangements for providing citizenship ceremonies, and the registrar to conduct them, under Section 3 and Schedule 1 of the Nationality, Immigration and Asylum Act 2002; and	Superintendent Registrar
To exercise the council's functions under the Registration Service Act 1953, Marriage Act 1949 and the Civil Partnership Act 2004 regarding the registration of births, deaths and marriages, along with conducting marriages, civil registration and other ceremonies.	Superintendent Registrar

4. Director of Law and Governance (Monitoring Officer)

Authorised by	Linda Jones – Director of Law and Governance
Date last updated	06/10/2026

Delegated Matter	Officer
Deputy Monitoring Officer (authorised to act in the absence of, incapacity of or vacancy in the post of Director of Law and Governance	Deputy Monitoring Officer
Deputy Monitoring Officer as authorised by the Monitoring Officer from time to time for specific purposes	Deputy Monitoring Officer In absence of Deputy Monitoring Officer, the Senior Manager Legal. In the absence of Senior Manager Legal, the Group Lawyers.

The following functions and powers are reserved to the Director of Law and Governance (or the relevant Officer):	**Officer**
To authorise any officer of the authority to prosecute or defend or otherwise appear in proceedings before a Magistrates Court under section 223 of the Local Government Act 1972	Deputy Monitoring Officer Senior Manager - Legal
To authorise officers to represent the council in the magistrates court for all matters relating to the recovery of council tax and non-domestic rates. including; • Institute or defend proceedings for the recovery of council tax, or in connection with liability for the application of discounts and exemptions, • Requests for statutory information for distraint, attachment of earnings orders, attachment of benefit orders, committal to prison, application and issue of charging orders, issue proceedings for winding up or bankruptcy	Deputy Monitoring Officer Senior Manager - Legal
To authorise the settlement on behalf of the Council of actual or potential civil claims, borehole claims or Local	As below.

The following functions and powers are reserved to the Director of Law and Governance (or the relevant Officer):	**Officer**
Government and Social Care Ombudsman cases across all functions of the Council as below:	

Settlement amount	**Minimum Officer Level**
£0 – £15,000	Group Lawyer – Employment and Litigation
£15,001 - £25,000	Senior Manager – Legal Group Lawyer – Employment and Litigation
£25,001 - £50,000	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer – Employment and Litigation
£50,001 - £100,000	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer – Employment and Litigation
£100,001 – £250,000	Deputy Monitoring Officer
£250,001 - £749,999	Deputy Monitoring Officer

Delegated Matter	**Officer Level**
To Institute and defend legal proceedings on behalf of the Council under s222 Local Government Act 1972	Deputy Monitoring Officer Senior Manager – Legal

Delegated Matter	Officer Level
	Group Lawyer
To authorise and instruct Counsel (other than Kings Counsel), subject to agreeing the budget with the Director of Law and Governance	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer
To instruct external solicitors, subject to a written quote (using North West Legal Consortium rates wherever possible) and agreeing the budget with the Director of Law and Governance.	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer
To attest and witness the affixing of the Council Seal to documents	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer Senior Lawyer
To prepare and execute any contract, agreement, conveyance or other document necessary to give effect to a decision of the Council, a Committee, Sub-Committee or officer acting under delegated functions	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer Senior Lawyer
To monitor and review the Council's Constitution	Deputy Monitoring Officer Group Lawyer - Corporate and Governance
To authenticate and serve statutory notices and to place public notices and advertisements, as may be necessary or expedient for the discharge of functions	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer Senior Lawyer Lead Lawyer

Delegated Matter	Officer Level
To grant dispensations to Councillors or Co-opted members under Section 33 of the Localism Act 2011 where it is considered appropriate to do so and as set out in the Constitution under the delegations to the MO	Deputy Monitoring Officer Group Lawyer – Corporate and Governance
Senior Responsible Officer for codes of practice and guidance related to the Regulation of Investigatory Powers Act 2000	N/A
To authorise officers in writing to represent the Council in proceedings before the Court for the grant and renewal of authorisations relating to: • directed surveillance; • use of covert human intelligence sources; and • acquisition of communications data Pursuant to S23A, S23B, S32A, and S32B of the Regulation of Investigatory Powers Act 2000	N/A
To take strategic responsibility for the development of services to support delivery of the council's obligations in relation to Data Assurance, Data Rights, Corporate Records Management and CCTV and Surveillance.	Statutory Data Protection Officer (DPO)
Responses to the Local Government Ombudsman	Deputy Monitoring Officer Group Lawyer – Corporate and Governance
S36 Reviews	Deputy Monitoring Officer & Principal Solicitors
In accordance with Chapter 3 of the Localism Act 2011 and relevant regulations, to advise on the power to review, consider and determine decisions to list land or property as Assets of Community Value	Deputy Monitoring Officer & Principal Solicitors
To act as consultee for decision making, as appropriate, on behalf of the Director of Law and Governance where the requirement for consultation has been delegated by Council, Cabinet, any other Committee or by the Constitution.	Deputy Monitoring Officer Senior Manager – Legal Group Lawyer

5. Strategic Director of Children's Services

Authorised by	Milorad Vasic, Strategic Director of Children's Services

Date last updated	29/04/26

Delegated Matter – appointment of Deputy Statutory Officer:	**Officer**
Exercise the functions of the Strategic Director of Children's Services in the absence of, incapacity of or vacancy in the post	A Director of Children's Services
Exercise the functions of the Strategic Director of Children's Services under Section 18 Children Act 2004 in the absence of, incapacity of or vacancy in the post of Strategic Director of Children's Services	A Director of Children's Services
Exercise the functions of the Strategic Director of Children's Services as the nominated officer under section 22 and 23ZZA of the Children Act 1989 in the absence of, incapacity of or vacancy in the post of Strategic Director of Children's Services	Director of Education and Inclusion

The following functions and powers are reserved to the Strategic Director of Children's Services (or in their absence the relevant Director):	**Director**
Approval to place a child or young person at a distance in accordance with the Care Planning, Placement and Case Review (England) Regulations 2010	Director of Children and Families
Approval for a child looked after to join the Armed Forces	Director of Children and Families
Deciding to cease looking after a 16- or 17-year-old young person who is looked after by virtue of a Care Order	Director of Children and Families
Notification to Ofsted following the death of a child looked after/serious harm to a child in a children's home or foster care	Director of Children and Families
Notification to the Secretary of State and all with parental responsibility following a death of a child/serious harm in a children's home or foster care	Director of Children and Families
Notification to Ofsted of a serious case review	Director of Children and Families

The following functions and powers are reserved to the Strategic Director of Children's Services (or in their absence the relevant Director):	**Director**
Decision to place a child subject to a care order or an interim care order with parents or persons with parental responsibility	Director of Children and Families
Agree any stay with parent for more than 24 hours	Director of Children and Families
Authorising a child or young person in care to be removed from/travel outside the United Kingdom for a period of less than one month	Director of Children and Families
Approval/External Residential Placement (short term)	Director of Children and Families
Approval for external residential or IFA placement (long term)	Director of Children & Families
Approval and sign-off of unregulated provision	Director of Children and Families
Agreement to authorise absence from education (CLA child)	Director of Children and Families
Agreement for young person over 18 years old to remain in residential placement	Director of Children and Families
Convene a secure accommodation panel	Director of Children and Families
Placement of a child in secure accommodation for up to 72 hours without an order	Director of Children and Families
Application for a secure accommodation order	Director of Children and Families
Continuation of secure accommodation on the recommendation of the secure accommodation panel	Director of Children and Families

Delegated Matter	Officer
Consent for medical treatment for a child subject to a care order	Foster carer or registered manager of a registered children's home if the consent is in accordance with a delegated authority, otherwise senior manager. If a treatment requires a general anaesthetic or an overnight stay in hospital, Director of Children and Families.

Delegated Matter	Officer
To authorise the suspension of a schools delegated budget	Strategic Director of Children's Services in consultation with the Strategic Director of Resources (s151 Officer)

Delegated Matter – Emergency and out of hours approvals	Officer
Emergency and/or out of hours approval to place a child or young person at a distance / out of area	Senior Manager in Children & Families Service Manager in Emergency Duty Team
Emergency and/or out of hours approval for use of unregulated provision	Senior Manager in Children & Families Service Manager in Emergency Duty Team
Emergency and/or approval for local authority foster placement	Senior Manager in Children & Families Service Manager in consultation with duty Senior Manager
To bring a child or young person into emergency or immediate care via an emergency protection order or	Senior Manager in Children & Families

Delegated Matter – Emergency and out of hours approvals	**Officer**
where the child or young person meets Section 20 criteria	
Apply for an emergency protection order or to make other urgent application where the decision must be made before the next legal and placement panel.	Senior Manager in Children & Families Service Manager in consultation with duty Senior Manager
Refuse reasonable contact with a child in care or refuse contact ordered under section 34 of the Children Act (refusal must be for no more than seven days)	Senior Manager in Children & Families Service Manager in consultation with duty Senior Manager

The following functions and powers are made exclusively to the roles identified:	**Officer/s**
Responsible Individual in accordance with Regulation 26 of the Children's Homes (England) Regulations 2015	Named Responsible Individual
Registered Manager of Council's Children's Homes in accordance with Regulation 27 of the Children's Homes (England) Regulations 2015	Registered Manager as registered with Ofsted
Virtual School	Virtual School Headteacher

Functions that must be exercised by a nominated officer (Care Planning, Placement and Case Review (England) Regulations 2011)

The following functions and powers are made exclusively to the nominated officer identified:	**Officer/s**
Decision to make any change to C's placement that would have the effect of disrupting the arrangements for C's education at Key Stage Four except where the placement is terminated in accordance with regulation 14(3) of the Regulations or it is necessary for some other reason to change C's placement in an emergency (reg 10)	Director of Children and Families. Service Manager in consultation Senior Manager on call
Decision to place C outside the area of the local authority (unless the placement is also at a distance) (reg 11)	Director of Children and Families
Decision to place C with P (reg 18)	Director of Children and Families
Decision to place C with P before the assessment of P has been completed (reg 19)	Director of Children and Families
Decision to place C with a local authority foster parent who is also an approved prospective adopter (reg 22A)	Fostering Agency Decision Maker
Decision to extend temporary foster carer approval granted in accordance with reg 24 (reg 25)	Fostering Agency Decision Maker
Decision to cease to look after C where C has been a looked after child for at least 20 working days (reg 39)	Director of Children and Families

Children and Families

Delegated Matter – Team Managers in Children's Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer/s**
Assessment/Care Planning – Child in Need of Support Make section 47 enquiries Approve a child & family assessment Appoint or change the allocated social worker	Team Manager

Delegated Matter – Team Managers in Children's Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer/s**
Risk Management/Care Planning – Child in Need of Protection Convene a Strategy Meeting Convene an initial Child Protection Conference Step down from child in need	Team Manager
Legal Gateway Court Proceedings – Child in Need of Care Authorise initial statement Authorise final statement Quality assurance of final care plan Approve supervision order plan Authorise section 7 report Authorise section 37 report	Team Manager Team Manager
Child/Young Person Looked After Agree overnight stays with parents for less than 24 hours Approve passport applications Signature of a change of name deed	Team Manager
Care Leavers Approve Pathway Assessment Approve Staying Put or Homestay arrangements Approve Pathway Plans	Team Manager

Delegated Matter – Service Managers in Children's Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer/s**
Risk Management/Care Planning – Child in Need of Protection Approve a viability assessment Approve temporary foster carer approval (reg 24) Approve a recommendation within a special guardianship/connected person assessment	Senior Manager
Care Leavers Approve a financial packages to provide accommodation for a care leaver in higher education	Service Managers

Delegated Matter – Access to Provision and Financial Decision Making	
Approve Section 17 expenditure below £100 or cumulative spend of £250	Team Manager
Approve section 17 expenditure between £100 and £1,000 or cumulative spend of £1,500, including transport arrangements within their budget	Service Manager
Approve section 17 expenditure above £1,000 and below £3,000, including transport arrangements within their budget	Senior Manager
Approval of payment of fees to another adoption agency	Senior Manager
Approval of Adoption Allowance	Senior Manager
Approval of post adoption financial support arrangements	Service Manager as part of hosted service covered by IAA

Delegated Matter – Access to Provision and Financial Decision Making	
Approve direct payments	Senior Manager

Delegated Matter – Senior Managers in Children's Social Care within their areas of responsibility & in the ordinary course of their duties:	**Officer/s**
Risk Management/Care Planning – Child in Need of Protection Approve an assessment under Regulation 24 of the Care Planning Placement and Review Regulations 2010	Senior Manager
Access to Provision and Financial Decision Making Approve Section 17 expenditure above £1,000 and below £3,000	Senior Manager
Approve payment for an expert witness during legal proceedings	Senior Manager
Approve transport arrangements within their budget	Senior Manager
Approve Special Guardianship Order Allowance	Senior Manager
Approval of financial contributions to the cost of court order assessments	Senior Manager
Agreement of any additional services commissioned by an IFA or residential	Senior Manager

Delegated Matter	**Officer/ Body**
Approve the issuing of a letter before proceedings and entering pre-proceedings (PLO)	Chair of Legal and Placement Panel following legal advice

Delegated Matter	Officer/ Body
Approval to instruct expert witnesses during pre-proceedings	Chair of Legal and Placement Panel following legal advice
Approval to end pre-proceedings (PLO)	Chair of Legal and Placement Panel following legal advice
Authorise proceedings under s31 of the Children Act 1989	Chair of Legal and Placement Panel following legal advice
Approve a Local Authority CLA placement under section 20 of the Children Act 1989.	Chair of Legal and Placement Panel following legal advice
Take such other action as the Strategic Director of Children's Services may delegate to the Panel from time to time.	Chair of Legal and Placement Panel
Approve the plan of permanence for a child looked after.	Chair of Permanence Panel
Permission to carry out an assessment of need for special guardianship support services if the person requesting the assessment is not a person at whose request an assessment must be carried out.	Chair of Permanence Panel
Approve a support plan for Special Guardianship Order applications	Chair of Permanence Panel
Confirm foster placement as permanent in accordance with the Council's policy on permanence	Chair of Permanence Panel
Approve significant changes to permanent placements or special guardianship arrangements;	Chair of Permanence Panel
To take such other decisions as the Strategic Director of Children's Services may delegate to the Panel from time to time	Chair of Permanence Panel

Applications for Court Orders

Delegated Matter	**Officer/s**
Apply for a contact order for a child in care	Senior Manager following legal advice
Apply to refuse contact with a child in care	Senior Manager following legal advice
Apply for a placement order	Agency Decision Maker following legal advice
Apply for a child assessment order	Senior Manager following legal advice
Apply for a recovery order	Senior Manager following legal advice
Apply to discharge a care or supervision order	Senior Manager following legal advice
Apply for deprivation of liberty order or other order under the inherent jurisdiction of the High Court	Senior Manager following legal advice
Apply to the Court of Protection	Senior Manager following legal advice
Appeal a court order	Director of Children and Families following legal advice
Application to extend proceedings or re-timetable evidence	Service manager following legal advice

Education and Inclusion

The following decisions are delegated to the roles identified:	**Officer/s**
Apply to Department for Education for consent to establish an Interim Executive Board	Director of Education and Inclusion

The following decisions are delegated to the roles identified:	**Officer/s**
Nominate local authority governors to local authority maintained schools and to academies Appoint governors to Pupil Referral Units	Director of Education and Inclusion
License the employment of children (under part 2 of The Children's and Young Person's Act 1933 by-laws made under that part, and part 2 of the Children's and Young Person's Act 1963)	Director Education and Inclusion
Authorise exceptional funding for transport for school	Director following recommendation from the Exceptional Home to School Transport Panel

Inclusion/SEND

The following decisions are delegated to the roles identified:	**Officer/s**
Decision to undertake a statutory EHC needs assessment	SEND Service Manager
Decision to issue an Education Health and Care Plan ('EHCP')	SEND Service Manager
Decision to commission places within maintained special schools, specialist academies, resourced provision within mainstream schools and High Needs places within FE Colleges – up to £10,000.00 per placement per academic year	SEND Service Manager
Decision to commission places within maintained special schools, specialist academies, resourced provision within mainstream schools and High Needs places within FE Colleges – over £10,000.00 per placement per academic year	Senior Manager SEND
Decision to place a child or young person in an independent specialist placement – up to £25,000.00	Senior Manager SEND

The following decisions are delegated to the roles identified:	Officer/s
per placement per academic year for education only placement	
Decision to place a child or young person in an independent specialist placement – up to £100,000.00 per placement per academic year for education only placement	Director of Education and Inclusion
Any funding decisions above £100,000.00 per academic year relating to education placement/provision for a child/young person with an EHCP	Director Education and Inclusion
Decision to allocate element 3 funding (top up funding from the High Needs Block of the Dedicated Schools Grant) to an EHCP – up to £10,000.00 per child/young person per academic year	SEND Service Manager
Decision to increase provision following Annual Review up to £5,000.00 per child/young person per academic year	SEND Service Manager
Decision to increase provision following Annual Review up to £10,000.00 per child/young person per academic year	SEND Service Manager
Decision to fund an Alternative Provision provider or an Education Otherwise than at School Package as part of an EHCP up to £10,000.00 per academic year	SEND Service Manager
Decision to fund an Alternative Provision provider or an Education Otherwise than at School Package as part of an EHCP over £10,000.00 per academic year	Senior Manager SEND
Decision to fund an Alternative Provision provider or an Education Otherwise than at School Package as part of an EHCP over £20,000.00 per academic year	Director of Education and Inclusion

Access to Education

The following decisions are delegated to the roles identified:	**Officer/s**
Issue of notice to parents under section 437(1) of the Education Act 1996	Senior Manager of the Learning Improvement Service
Issue of school attendance order	Senior Manager of the Learning Improvement Service
Issue of penalty notice in respect of failure to secure regular attendance at school of registered pupil	Senior Manager of the Learning Improvement Service
Issue of penalty notice in respect of presence of excluded pupil in public place	Senior Manager of the Learning Improvement Service
Application for an Education Supervision Order	Senior Manager of the Learning Improvement Service
Recommendation to prosecute: failure to comply with a school attendance order; failure to secure regular attendance at school of a registered pupil; following non-payment of penalty notice	Director of Education and Inclusion
Recommendation to prosecute in relation to child employment breaches	Director of Education and Inclusion
Decision to prosecute	Director of Law and Governance
Agree to funding of section 19 provision up to £10,000.00 per academic year	Service Manager Access to Education
Agree to funding of section 19 provision over £10,000.00 per academic year	Senior Manager of the Learning Improvement Service
Agree to funding of section 19 provision over £20,000.00 per academic year	Director of Education and Inclusion

Learning Improvement Service

The following decisions are delegated to the roles identified:	**Officer/s**
Issue of Early Years Funding Warning Notices	Director of Education and Inclusion
Issue of Warning Notices to schools causing concern	Director of Education and Inclusion

Virtual School

The following decisions are delegated to the roles identified:	**Officer/s**
Allocation of pupil premium (PP+) grant and other grants received by the LA in relation to the education of children looked after ('CLA')	Virtual School Headteacher

Delegated Matter – appointment of providers to Framework Agreements	**Officer**
Approve the appointment of future providers who are eligible to gain access to the Early Education and Childcare Provider Framework - 01 April 2023 to 31 August 2027 (or 31 August 2028 if extended)	Commissioning Manager with responsibility for this area
Approve the appointment of future providers who are eligible to gain access to the Alternative Provision Framework	Director of Education and Inclusion
Approve appointment of eligible providers to the Targeted Short Break Activities Open Framework (01/02/22 to 31/01/27)	Director of Procurement and Commissioning
Award all services called off the Targeted Short Break Activities Open Framework (01/02/22 to 31/01/27)* * all awards to be made in accordance with the rules and procedures set out in the Constitution	Service Manager, Commissioning

6. Strategic Director of Communities, Place and Economy

Authorised by	Angela Jones, Strategic Director of Communities, Place and Economy
Date last updated	06/10/2026

Delegated Matter – appointment of Deputy	**Officer**
To exercise the functions of the Strategic Director of Communities, Place and Economy in the absence of, incapacity of or vacancy in the post.	• Director of Waste, Environment, Climate and Ecology • Director of Planning and Regeneration • Director of Highways, Transport and Infrastructure • Director of Housing • Director of Safer and Stronger Communities

Delegated Matter in respect of Joint Emergency Management & Resilience Team (JEMR)	**Officer Level**
Emergency Planning and civil protection preparedness and action	Manager with responsibility for this area

Delegated Matter	**Officer Level**
Economic Development To exercise all the powers and duties and discharge all Executive functions under any relevant legislation or otherwise in relation to economic development matters including business support and grant awards	Director of Planning and Regeneration
Planning & Building Control To exercise all the powers and duties and discharge all functions under any relevant legislation or otherwise in relation to those powers and duties of the Council as local planning authority and in respect of building control matters which are Executive functions	In respect of planning and Development Control to the Head of Development Management

Delegated Matter	Officer Level
(other than those reserved to the Strategic Area or Local Area Planning Committees) and except those otherwise delegated to the Director of Law and Governance (Monitoring Officer). Without prejudice to the generality of the foregoing, this includes the following legislation and any regulations orders or byelaws made thereunder: i. Town and Country Planning and Development Control as set out in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 ii. Town and Country Planning Act 1990 iii. Planning (Listed Buildings and Conservation Areas) Act 1990 iv. Planning (Hazardous Substances) Act 1990 v. Planning (Consequential Provisions) Act 1990 vi. Planning and Compensation Act 1991 vii. Environment Act 1995 viii. Countryside and Rights of Way Act 2000 ix. Planning and Compulsory Purchase Act 2004 x. Planning Act 2008 xi. Local Democracy, Economic Development and Construction Act 2009 xii. Localism Act 2011 xiii. Growth and Infrastructure Act 2013 xiv. Enterprise and Regulatory Reform Act 2013 xv. Infrastructure Act 2015 xvi. Deregulation Act 2015 xvii. Housing and Planning Act 2016 xviii. Neighbourhood Planning Act 2017 xix. Business and Planning Act 2020 xx. Environment Act 2021 xxi. Town and Country Planning (Control of Advertisements) (England) Regulations 2007 xxii. Anti-social Behaviour Crime & Policing Act 2014 xxiii. Local Government (Miscellaneous Provisions) Act 1976 xxiv. The Hedgerow Regulations 1997 xxv. Party Wall etc. Act 1996 xxvi. Building Act 1984 and Building Regulations made under that Act	In respect of Building Control the Director of Planning and Regeneration or Senior Manager with responsibility for this area or Head of Building Control In respect of planning and Development Control to the Head of Development Management In respect of Building Control the Director of Planning and Regeneration or Senior Manager with responsibility for this area or Head of Building Control

Delegated Matter	Officer Level
Building Regulation To deal with all Building Regulation applications and related matters (including the service of notices and requesting the institution of legal proceedings by the Director of Law and Governance	The Building Control Managers and Head of Building Control
Conservation Grants To approve within budget provision those conservation grant applications and amendments which fall within the Planning Function	Director of Planning and Regeneration or Senior Manager with responsibility for this area
Climate and Natural Environment Grants (a) To approve, within budget provision, grant awards, amendments and variations* up to the value of: (i) £749,999 (ii) £99,999 (iii) £50,000 (iv) £25,000 *Key Decision threshold will still apply where a variation takes the total grant award over the threshold. (b) To authorise the submission of an application for grant funding (provided this aligns with the budget and policy framework) up to the value of: (i) £749,999 (ii) £99,999 (iii) £50,000 (iv) £25,000	(a)(i) Director of Waste, Environment, Climate and Ecology in consultation with Legal & Finance Business Partners (a)(ii) Senior Manager (a)(iii) Senior Lead Officer (a)(iv) Lead Officer (b)(i) Director of Waste, Environment, Climate and Ecology in consultation with the Section 151 Officer and Director of Law and Governance (b)(ii) Senior Manager in consultation with Legal & Finance Business Partners (b)(iii) Senior Lead Officer in consultation with Legal & Finance Business Partners (b)(iv) Lead Officer in consultation with Legal & Finance Business Partners

Delegated Matter	Officer Level
Safer and Stronger Communities Grants To approve, within budget provision, grant awards, amendments and variations* up to the value of: (i) £749,999 (ii) £500,000 (iii) £100,000 *Key Decision threshold will still apply where a variation takes the total grant award over the threshold.	(i) Director of Safer and Stronger Communities (ii) Senior Manager (iii) Senior Lead Officer All of the above in consultation with Legal & Finance Business Partners.
Biodiversity Duty Report Approval of the Biodiversity duty report.	Director of Waste, Environment, Climate and Ecology, in consultation with the Portfolio Holder for Climate, Biodiversity and Environmental Services
Land Drainage Act 1991 (as amended) **Section 23 – Prohibition on obstructions etc. in watercourses** Issue ordinary watercourse consents	Senior Manager, Senior Lead Officer, or Lead Officer
Flood and Water Management Act 2010 **Section 9 – Local Flood Risk Management Strategy** Preparation, maintenance and implementation (i) Decisions involving more than one ward, or decisions above £100,000 in value; (ii) Decisions involving one ward and under £100k in value; (iii) Provide input, data and evidence as required, as well as carrying out measures identified in the Strategy	(i) Senior Manager (ii) Senior Lead Officer, or Lead Officer (iii) Officer
Flood and Water Management Act 2010 **Section 19 – Flood Investigations**	(i) Senior Manager or Senior Lead Officer

Delegated Matter	Officer Level
(i) Technical lead on investigations affecting more than one ward or with anticipated cost greater than £100k. May authorise investigation and publication of findings; (ii) Technical lead on investigations affecting one ward or with anticipated cost greater than £100k. May authorise investigation and publication of findings; (iii) Initiating investigations, liaising with relevant RMAs, drafting reports, and preparing for sign-off.	(ii) Lead Officer; (iii) Officer
Flood and Water Asset Management Act 2010 **Section 21 – Asset Register Maintenance** (i) Technical leadership on asset identification policy, risk thresholds, and multi-ward infrastructure. Responsible for quality assurance and risk escalation. (ii) Maintaining and updating register for structures/features within designated ward(s), assist in data entry, inspection record keeping, GIS mapping, and coordination of asset review as appropriate.	(i) Senior Manager (ii) All Officers
Town and Country Planning Act 1990 **Statutory Consultee Role (Paragraph 7 of Schedule 5 to the DMPO 2015)** (i) Sign off of LLFA response to strategic or complex major applications (e.g. cross-ward, major infrastructure, or high public interest) (ii) Formal consultation responses on applications affecting more than one ward or with significant flood risk/mitigation costs (iii) Preparation of documentation on Strategic applications and preparation and submission of major applications.	(i) Senior Manager or, Senior Lead Officer or, Lead Officer (ii) Lead Officers (iii) All Officers
Habitats Regulations Assessment (HRA) **Conservation of Habitats and Species Regulations 2017 – Reg. 63**	All Officers

Delegated Matter	Officer Level
Support preparation of screening or appropriate assessment (HRA) for schemes or consenting affecting European protected sites	
Coast Protection Act 1949 **Section 4 – Carrying out Coast Protection Works** (i) Technical lead for the delivery of coast protection works across multiple wards or with cost implications ≥£100k (ii) Support delivery of coastal Protection works	(i) Senior Manager or, Senior Lead Officer or, Lead Officer (ii) All Officers
Coast Protection Act 1949 **Emergency Coastal Works – Common Law Duty of Care** Undertake emergency works where there is imminent risk to life, property, or critical infrastructure. This function is not expressly provided for in statute but is exercised under common law powers and the general power of competence (Localism Act 2011, s.1), supported by a duty of care in emergencies. Authorise emergency coastal works where there is an imminent threat to life or critical infrastructure Requires retrospective reporting via ODR/OKDR	Senior Manager or, Senior Lead Officer or, Lead Officer

Delegated Matter	Officer Level
Enforcement Powers **Land Drainage Act 1991** <u>Section 24 – Enforcement of contraventions under Section 23 (unauthorised works):</u> "The drainage board concerned may by notice require the person who erected or altered the obstruction— (a) to remove it, or (b) to modify it…" Section 25 – Require works where watercourse is obstructed or not maintained: "… may… require that person to carry out such reasonable and practicable works as will remedy the condition of the watercourse." **<u>Coast Protection Act 1949</u>** Section 10 – Power to enforce rights over land to carry out coast protection works: "…may enter upon any land and take such persons, vehicles, plant and materials as may be necessary for carrying out coast protection works." (i) Approve and issue enforcement notices under LDA (s.24 or s.25) or CPA (s.10) (ii) Instigate court action under LDA (s.24 or s.25 or CPA (s.10)	(i) Senior Manager or, Senior Lead Officer or, Lead Officer (ii) Director of Law and Governance
Historic Building Grants To approve within budget provision Local Government (Historic Buildings) Act 1962 and Planning (Listed Buildings and Conservation Areas) Act 1990 grant applications and amendments which fall within the Planning Function	Head of Development Management or Senior Manager with responsibility for this area
Building Control Fees	The Building Control Managers and Head of Building Control

Delegated Matter	Officer Level
To negotiate individually assessed charges for Building Control fees as per the Building (Local Authority Charges) Regulations 2010	
Local Plans The preparation of Local Plans and amendments thereto and supplementary planning documents for submission to the Cabinet and approval by the Cabinet or Council and for submission to the Secretary of State for examination The authorisation of application(s) to proceed with the development of a neighbourhood plan	Director of Planning and Regeneration or Senior Manager with responsibility for this area
Planning Matters Authority to carry out on behalf of the Strategic Director all matters necessary for the proper processing, administration, gathering of information, consultation, notification and determination of any application made pursuant to any enactment relating to Town and Country planning save for those specific determinations reserved to the Strategic Planning or Local Area Planning or other committee To determine applications for approval of details submitted pursuant to a condition attached to a planning permission or other planning consent, including reserved matters, save for when the Director of Planning and Regeneration considers the application should be referred to the Strategic Planning Committee or the Local Area Planning Committee	Head of Development Management or Senior Manager with responsibility for this area
Section 106/ Section 106A Agreements To approve the Council entering into planning agreements such as agreements under section 106 of the Town and Country Planning Act 1990 and variation under section 106A [save where such a variation is contrary to Council Policy and/ or where it is a matter upon which the Director of Planning and Regeneration in consultation with the relevant Chair of Local Area Planning Committee / Strategic	Head of Development Management or Senior Manager with responsibility for this area

Delegated Matter	Officer Level
Planning Committee (as appropriate) considers the views of Members to be desirable or essential]	
To exercise duties and powers in connection with the issuing of liability notices under s.65 Community Infrastructure Levy Regulations 2010	Head of Development Management or Senior Manager with responsibility for this area
Duties and powers in connection with the issuing of Demand Notices in connection with obligations under section 106 of the Town and Country Planning Act 1990	Head of Development Management or Senior Manager with responsibility for this area
Dangerous Places or Structures The enclosure of dangerous places, regulation of demolition work and other actions in respect of dangerous and or dilapidated buildings and other structures, neglected sites and injurious weeds and fire prevention and safety precaution matters	The Building Control Managers and Head of Building Control
High Hedges To exercise the Council's functions and powers relating to high hedges set out in Part 8 of the Anti-Social Behaviour Act 2003 or any statutory amendment or re-enactment thereof as far as these relate to Planning Functions and save for those specific determinations reserved to the Local Area Planning or other committee	Head of Development Management or Senior Manager with responsibility for this area
Hedgerow Regulations To take any action which may be required to be taken by or on behalf of the Council pursuant to its duties and responsibilities under the Hedgerow Regulations 1997 made under the Environment Act 1995 save for those specific determinations reserved to the Local Area Planning or other committee	Head of Development Management or Senior Manager with responsibility for this area
Name and Number Streets To exercise the Council's powers in connection with the naming and numbering of streets	Head of Development Management or Senior Manager with responsibility for this area

Delegated Matter	Officer Level
Certificate of lawfulness of existing use or development and proposed use or development To determine applications submitted under Section 191 and Section 192 of the Town and Country Planning Act 1990	Head of Development Management or Senior Manager with responsibility for this area
Environmental Impact Assessment To exercise the Council's functions and powers set out in the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2017	Head of Development Management or Senior Manager with responsibility for this area
Tree Preservation Orders – Permissions To approve or refuse works to trees including felling, pruning and requirements to replant in respect of trees subject to Tree Preservation Orders save for those specific determinations reserved to the Strategic Planning or Local Area Planning or other committee	Head of Development Management or Senior Manager with responsibility for this area
Tree Preservation Orders – Making In consultation with the Director of Law and Governance to make and, in the absence of any objections, to confirm Tree Preservation Orders To exercise any and all the statutory powers and duties in the Town and Country Planning Act 1990 – sections 197 to 214d and the Town and Country Planning (Tree Preservation) (England) Regulations 2012	Head of Development Management or Senior Manager with responsibility for this area
Local Land Charges To keep the local land charges register and sign all certificates and documents in connection therewith on behalf of the Council	Director of Planning and Regeneration
Highways including rights of way – General	Director of Highways, Transport and Infrastructure

Delegated Matter	Officer Level
To exercise the functions delegated to the Strategic Director in respect of highways including rights of way, in accordance with relevant legislation including the Highways Act 1980, Road Traffic Regulation Act 1984, Road Traffic Act 1988, New Roads and Street Works Act 1991, Traffic Management Act 2004, Wildlife and Countryside Act 1981, any regulations made thereunder, save for those specific determinations reserved to the Strategic Planning or Local Area Planning or other committee	Senior Manager with responsibility for this area Highways Asset Manager Traffic Manager
Footpaths bridleways and restricted byways affected by development To exercise the powers under s. 257 of the Town and County Planning Act 1990 to stop up or divert a footpath save where the application is reserved to the Strategic Planning or Local Area Planning or other committee	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area Highways Asset Manager
Footpath bridleways or restricted byways To exercise the powers in sections 25 and 26, Highways Act 1980 and to exercise the powers under Part VIII Highway Act 1980 for the stopping up and diversion of highways save where those matters are reserved to the Strategic Planning or Local Area planning or other committee	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area Highways Asset Manager
Stopping Up and Diversion of Highways To authorise applications to the Magistrates Court for stopping up or diversion of highways	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area
Cycle Tracks To exercise powers under the Cycle Tracks Act 1984	Director of Highways, Transport and Infrastructure
Road Traffic Regulation Orders To authorise the making of orders under section 14(1) Road Traffic Regulation Act 1984 in circumstances where, in the opinion of the officer in consultation with	Senior Manager with responsibility for this area Traffic Manager

Delegated Matter	Officer Level
the Director of Law and Governance it is expedient to make the order: (a) For avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising, or (b) For preventing damage to the road or to any building on or near the road, or (c) For facilitating the passage on the road or any other road of any class of traffic (including pedestrians), or (d) For preventing the use of the road by vehicular traffic of a kind which, or its use by vehicular traffic in a manner which, is unsuitable having regard to the existing character of the road or adjoining property, or (e) Without prejudice to the generality of paragraph (d) above, for preserving the character of the road in a case where it is especially suitable for use by persons on horseback or on foot, or (f) For preserving or improving the amenities of the area through which the road runs, or (g) For any of the purposes specified in section 87(1) (a) to (c) Environment Act 1995 (air quality)	Traffic Management Manager Traffic Management Team Leader Asset Manager Senior Countryside Access Officer for Public Rights of Way only Countryside Access Officer for Public Rights of Way only Assistant Traffic Management Technicians
Relevant Event Orders To authorise the making of an order under section 16A Road Traffic Regulation Act 1984 in circumstances where, in the officer's opinion in consultation with the Director of Law and Governance it is expedient to make the order for a 'relevant event' meaning any sporting event, social event or entertainment which is held on a road, if the traffic authority for a road is satisfied that traffic on the road should be restricted or prohibited for the purpose of: (a) Facilitating the holding of a relevant event, (b) Enabling members of the public to watch a relevant event, or (c) Reducing the disruption to traffic likely to be caused by a relevant event	Senior Manager with responsibility for this area Traffic Manager Traffic Management Manager Traffic Management Team Leader Asset Manager Senior Countryside Access Officer for Public Rights of Way only Countryside Access Officer for Public Rights of Way only

Delegated Matter	Officer Level
	Assistant Traffic Management Technicians
Town Police Clauses Act road closures To authorise the making of an order under section 21 of the Town Police Clauses Act 1847 for the purpose of preventing the obstruction of streets	Director of Highways, Transport and Infrastructure Senior Manager Highways Traffic Manager Traffic Management Manager
Motor Racing To authorise the making of orders under section 12D of the Road Traffic Act 1988 in circumstances where, in the officer's opinion in consultation with the Director of Law and Governance it is expedient to make the order for the purpose of motor racing on the public highway	Director of Highways, Transport and Infrastructure Senior Manager Highways Traffic Manager
Urgent Restrictions/Prohibitions To authorise the issue of notices under sections 14(2)(a) and (b) of the Road Traffic Regulation Act 1984 in circumstances where, in the opinion of the officer, it is necessary for the restrictions or prohibitions sought to come into force without delay	Director of Highways, Transport and Infrastructure Senior Manager Highways Traffic Manager, Traffic Management Manager Asset Manager & Senior Countryside Access Officer for Public Rights of Way only
Highway Agreements – s38 & 278 To enter into agreements under sections 38 and 278 of the Highways Act 1980 together with any variations, memoranda, deeds of release or supplements to such agreements, together with power to enter into Advance Payments Code Bonds under section 220(1) Highways Act 1980	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager

Delegated Matter	Officer Level
	Commercial and Adoption Manager Lead Network Manager Highway Network Manager
Highway Agreements – s4,6,8 &59 To enter into agreements under sections 4, 6, 8 and 59 of the Highways Act 1980	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager Commercial and Adoption Manager Lead Network Manager
Adoption of Roads – s37 To approve the adoption of roads under Section 37 of the Highways Act 1980	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager Commercial and Adoption Manager Lead Network Manager Highway Network Manager Highways Asset Manager
Highways – Small Structures To approve the placing of roadside seats, milk stands, bus shelters, telephone kiosks and other small structures within highways limits	Director of Highways, Transport and Infrastructure Senior Manager Highways

Delegated Matter	Officer Level
	Highways Programme Manager Commercial and Adoption Manager Lead Network Manager Highway Network Manager Highways Asset Manager
Vehicle Crossings To approve the construction of vehicle crossings over footways and verges.	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager Commercial and Adoption Manager Lead Network Manager Highway Network Manager Highways Asset Manager
Roundabout Sponsorship To enter into agreements in relation to roundabout sponsorship	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager Commercial and Adoption Manager Lead Network Manager Highway Network Manager Highways Asset Manager Traffic Manager Traffic Management Manager

Delegated Matter	Officer Level
Highway Applications To determine applications under the Highways Act 1980 and the New Roads and Street Works Act 1991, or other relevant legislation, including, but not limited to, the following and save for those matters reserved to the Strategic Area or Local Area Planning Committees: (a) the placing and removal of builders skips (b) the placing and removal of apparatus in or under the highway, or the breaking open of the highway (c) the planting of trees or shrubs on the highway (d) the erection of scaffolding and hoardings on the highway (e) temporary deposits and excavations in the highway (f) services and amenities on in or under the highway (g) buildings and structures over the highway (h) wires, cables, rails and beams or other similar apparatus under, along, across and over the highway (i) laying of pipes under or in the highway (j) construction of bridges over the highway (k) erection of fences and boundary posts on the highway. (l) the approval of retaining walls (m) the installation of refuse or storage bins in Council roads	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager Commercial and Adoption Manager Lead Network Manager Highway Network Manager Highways Asset Manager Traffic Management Manager Traffic Manager

Delegated Matter	Officer Level
Works On or Near Highway To grant consents and impose requirements in connection with works in highways or on adjacent premises and to require hoardings to be set up during building operations abutting on Council roads	Director of Highways, Transport and Infrastructure Senior Manager Highways Highways Programme Manager Commercial and Adoption Manager Lead Network Manager Highway Network Manager Highways Asset Manager
Private Streets To carry out the Council's functions under section 230 of the Highways Act 1980 (relating to private streets)	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area
Building Lines To approve development within prescribed building lines, subject to suitable undertakings being obtained from the developer	Senior Manager with responsibility for this area Highways Programme Manager Commercial & Adoptions Manager
Footpaths To make orders and grant extensions of time under sections 134 and 135 of the Highways Act 1980 (disturbing the surface of footpaths)	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area Highways Asset Manager
List of Streets To maintain and update, by the addition or adopted or previously unlisted public highways, the List of Streets under Section 36 of the Highways Act 1980	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area

Delegated Matter	Officer Level
	Highways Asset Manager
Entry on Land – Highways To approve the entry on land of employees, contractors or agents of the Council pursuant to the Council's functions relating to highways and adjacent land under the Highways Act 1980, and the Environmental Protection Act 1990 or any other relevant legislation	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area
Powers of entry To exercise the powers of entry set out in Sections 196A, 196B, 196C, 214B, 214C, 214D, 324 and 325 of the Town and Country Planning Act 1990 (as amended) and Sections 88, 88A and 88B of the Planning (Listed Building and Conservation Areas) Act 1990 (as amended) and section 74 of the Anti-Social Behaviour Act 2003 and Regulation 12 of the Hedgerow Regulations 1997 and to authorise all other officers whose duties require such powers	Senior Manager with responsibility for this area
Enforcement of Regulatory Powers and Duties a) To approve the taking of any enforcement action in relation to any Act, Statutory Instrument, Direction, contractual or regulatory provision for which the Strategic Director is responsible on behalf of the Council, including the recovery of costs, carrying out of interviews under formal caution, the service and placing of notices under any Act, statutory instrument, Direction or regulatory provision including the service of notice upon third parties requiring information, the issue of any civil penalty, the exercise of powers of entry onto land by employees contractors or agents, the surveying of land pursuant to any Act, statutory instrument, Direction, contractual or regulatory provision within their respective areas of responsibility, and instruction to the Director of Law and Governance in relation to part b)	a) All Directors for the Directorate and Senior Manager with responsibility for this area b) Director of Law and Governance

Delegated Matter	Officer Level
b) to commence, defend, settle or involve the Council in any potential or actual civil or criminal proceedings arising in relation to the above	
Windermere Ferry To carry out the functions of the Council delegated to the Strategic Director in respect of the Windermere Ferry	Director of Waste, Environment, Climate and Ecology Senior Manager Highways Lead Operations Manager Operations Manager Assistant Operations Manager
Windermere Lake Administration (a) To allocate existing moorings on the bed of Lake Windermere (b) To settle suitable charges with prospective users of holiday moorings for longer period lettings on Windermere (c) To authorise the Lake Wardens or any other appropriate officer to be duly authorised officers of the Council under the Lake Windermere Byelaws 1986, or any statutory modification thereof (d) To make minor amendments to Lake fees and charges during the year, as required, in consultation with the Chairman and Vice-Chairman of the Committee	Senior Manager with responsibility for this area
Parking To exercise the Director's functions in relation to parking management and parking enforcement including exercising any and all the statutory powers and duties (including powers of entry and the issue of any civil penalty) contained in the Traffic Management Act 2004, Sections 66 to 82 of the Road Traffic Act 1991 (as amended), and any Regulations, Orders, Byelaws or other instruments made thereunder	Director of Highways, Transport and Infrastructure Senior Manager with responsibility for this area Parking Manager Parking Appeals Team Leader

Delegated Matter	Officer Level
To exercise the functions of the Council under any Regulations Orders Byelaws or other instruments from time to time made in relation to On and Off Street Parking within the Council's area including enforcement and service of the requisite notices	
Parking Appeals To hear and determine appeals in relation to disabled parking and other road traffic matters which are the responsibility of the Director	Senior Manager with responsibility for this area
Flood and Development Management To exercise the Director's functions in relation to flood & Water Management; including responding as a statutory consultee to any planning application	Senior Manager with responsibility for this area
To exercise the Council's powers and duties including authorising officers under the following legislation (including the execution of works in default of compliance with statutory notices) Environmental Protection Act 1990 – Part 2 (Waste) including Section 33, 33ZA (Depositing of Waste on Land), 46 to 46D (Receptacles) and Part IV (Litter etc.)	Senior Manager with responsibility for this area

Delegated Matter	Officer Level
Licensing and Gambling Functions in respect of all licensing and gambling matters, to the extent that they are functions of the Cabinet and the Council under the Constitution except to the extent that they are reserved to the Licensing Committee and the Regulatory Committee	Director of Safer and Stronger Communities or Senior Manager or Service Manager or duly authorised officer
Scrap Metal Powers and responsibilities pursuant to the Scrap Metal Dealers Act 2013 as follows:	

Delegated Matter	Officer Level
i. power to determine (including the imposition of conditions) all types of applications regarding Site Licences and Collectors' Licences (where no objection is made); ii. power to determine (including the imposition of conditions) all types of applications regarding Site Licences and Collector's Licences (where an objection is made); iii. power to otherwise refuse or revoke Site Licences and Collectors' Licences; iv. power to institute, defend or participate in any action or legal proceedings in respect of any matter relating to the 2013 Act (including but not limited to the service of any notice or order, the exercise of any power of entry or inspection; the commencement of a prosecution for any offence under the 2013 Act or the defence of any appeal against a decision of the Council made under the 2013 Act) in any case where the Chief Legal Officer considers that such action is necessary to protect or progress the Council's interests	i. - iii. Director of Safer and Stronger Communities or Senior Manager or Service Manager iv. Director of Law and Governance
Environmental Health The provision of environmental and public health services to and the protection of the health, safety and environment of the residents of Westmorland and Furness other than those which are designated as Council functions under the Constitution and reserved to the Licensing Committee or the Regulatory Panel	Director of Safer and Stronger Communities, or Director of Waste, Environment, Climate and Biodiversity or Senior/Service Manager
Environmental Health – ASB general To deal with all the Council's powers and duties including authorising officers under the following legislation (including the execution of works in default of compliance with statutory notices): i. Environment Act 1995 – Section 108 in respect of Part 2 of the Environmental Protection Act 1990 ii. Clean Neighbourhoods and Environment Act 2005 – Part 2 (Vehicles); Part 3 (Litter	Director of Safer and Stronger Communities or Senior Manager or Service Manager or Director of Housing or Senior Manager or Service Manager

Delegated Matter	Officer Level
and Refuse) and Part 4 (Graffiti and other Defacement) iii. Environmental Protection Act 1990 – Section 33, 33ZA (Depositing of Waste on Land), 46 to 46D (Receptacles); Part IV (Litter etc.) and Part 5 (Waste) iv. Dog Control Orders (Prescribed Offences and Penalties etc.) Regulations 2006 v. Anti-Social Behaviour, Crime & Policing Act 2014 – Part 4 (Community Protection) and Sections 63, 68 (Public Space Protection Orders) vi. The Microchipping of Cats and Dogs (England) Regulations 2023 vii. Anti-Social Behaviour Act 2003 – Part 6 (The Environment) viii. Littering from Vehicles Outside London (Keepers: Civil Penalties) Regulations 2018	Director of Safer and Stronger Communities or Senior Manager or Service Manager or Director of Housing or Senior Manager or Service Manager
Graffiti and Fly Posting To exercise the Council's functions and powers relating to penalty notices for graffiti and fly posting and the removal of graffiti set out in sections 43 to 52 Antisocial Behaviour Act 2003	Senior Manager with responsibility for this area
Anti-Social Behaviour To exercise the Council's functions and powers (in consultation with Legal Services) relating to the issue of orders, warnings and notices under the Antisocial Behaviour Crime and Policing Act 2014	Senior Manager with responsibility for this area
Environmental Health Legislation All functions where the Council has a statutory responsibility or duty or power under public health, environmental or related legislation of whatever nature, including authorising officers under the following legislation (including the execution of works in default of compliance with statutory notices), other than those functions reserved to the Council or some other body under the Constitution. Without prejudice	Director of Safer and Stronger Communities, or Director of Waste, Environment, Climate and Ecology, or Senior/Service Manager

Delegated Matter	Officer Level
to the generality of the foregoing authorisation, this includes the following legislation and any Regulations Orders or Byelaws made thereunder: a) The provision and maintenance of public conveniences b) Pest Control c) Ensuring the safety and wholesomeness of food and drink intended for human consumption, including the inspection of meat and other food; the inspection, and control of premises and/or stalls used for the storage and sale of food; and the control of food safety and hygiene for which the Council has responsibility d) The promotion and development of recycling facilities including where appropriate joint schemes with the voluntary organisations or private sector e) The cleansing of verminous persons and premises including powers and regulations made under the Public Health (Control of Disease) Act 1984. f) The cleaning of highways and footways g) The prevention and control of the spread of infectious disease h) To take all action within the Council's authority to ensure animal welfare i) Securing the cleaning, repair and maintenance of drains and private sewers and cesspools, and the inspection and control of drainage systems to premises. j) The maintenance of a private water supply k) Contaminated land l) Control of pollution and management of air quality. m) Control of caravan sites in accordance with the Caravan Sites and Control of Development Act 1960, the Caravan Sites Act 1968, and the Mobile Homes Acts 1983 and 2013 n) Statutory nuisance	Director of Safer and Stronger Communities, or Director of Waste, Environment, Climate and Ecology, or Senior/Service Manager

Delegated Matter	Officer Level
o) To deal with all the Council's powers and duties under the following legislation or any statutory amendment or re-enactment thereof (including the execution of works in default of compliance with statutory notices): i. Section 17, 34, 37 and 74 of the Public Health Act 1961; ii. Sections 45, 50, 83, 84 and 85 of the Public Health Act 1936; iii. Public Health (Control of Disease) Act 1984 iv. Section 15 of the Clean Air Act 1993 - chimney height approvals in consultation with the Chief Building Control Officer; v. Section 4 of the Prevention of Damage by Pests Act 1949; vi. The Food Safety Act 1990; vii. Control of Pollution Act 1974 - Sections 60, 61, 66, 69 and 93 and the Control of Pollution (Amendment) Act 1989 (as amended); viii. Local Government (Miscellaneous Provisions) Acts 1976 and 1982; ix. Refuse Disposal (Amenity) Act 1978 - Sections 3 and 6; x. Building Act 1984 - Sections 59, 64, 72, 76 and 84; xi. Section 77 of the Criminal Justice and Public Order Act 1994; xii. The Environmental Protection Act 1990 (as amended) including: a) Sections 13 and 14 - Service of Enforcement and Prohibition Notices. b) Section 59 and 59A - Service of Notice to remove Controlled Waste c) Section 79 and 80 – Abatement Notices d) Section 149 - Officer responsible for dealing with stray dogs. xiii. Clean Neighbourhoods and Environment Act 2005 xiv. Pollution Prevention and Control Act 1999 and any Regulations Orders or Byelaws made thereunder xv. Refuse Disposal Amenity Act 1978 and any Regulations Orders or Byelaws made thereunder xvi. Dangerous Dogs Act 1991	Director of Safer and Stronger Communities, or Director of Waste, Environment, Climate and Ecology, or Senior/Service Manager

Delegated Matter	Officer Level
xvii. Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 xviii. Dangerous Wild Animals Act 1976 xix. Zoo Licensing Act 1981 xx. Water Industry Act 1991 xxi. Cumbria Act 1982 xxii. Sunday Trading Act 1994 xxiii. The Noise Act 1996 (as amended by Section 42 of the Anti-Social Behaviour Act 2003) xxiv. Sections 43 to 52 of the Anti-Social Behaviour Act 2003 xxv. Caravan Sites and Development Act 1960 xxvi. Caravan Sites Act 1968 xxvii. Mobile Homes Act 2013 xxviii. To authorise persons to enter premises under any enactment or power for which the Director of Public Health is responsible xxix. Following consultation with the Chief Legal Officer, to institute proceedings under any of enactment or power for which the Director is responsible xxx. European Union Regulations 178/2002; 852/2004; 853/2004; 854/2004 and 882/2004 xxxi. The Food Hygiene (England) Regulations 2013 xxxii. The Official Feed and Food Controls (England) Regulations 2006, and declarations made thereunder xxxiii. Any Orders or Regulations made under or relating to the Food Safety Act 1990, as amended or having effect by virtue of the European Communities Act 1972. xxxiv. Sunbeds (Regulation) Act 2010 xxxv. The Health Protection (Local Authority Powers) Regulations 2010 xxxvi. The Anti-social Behaviour, Crime and Policing Act 2014 including: a) Community Protection Notices, sections 43 to 58 (for the avoidance of doubt this includes the power to authorise employees of the Council and to designate a person pursuant to section 53(1)(c) of the Act. (This includes the power to institute legal proceedings, in consultation with the	Director of Safer and Stronger Communities, or Director of Waste, Environment, Climate and Ecology, or Senior/Service Manager

Delegated Matter	Officer Level
Director of Law and Governance, for non-compliance with such Notices). b) Closure Notices, sections 76 to 93 xxxvii. The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 xxxviii. Business and Planning Act 2020 xxxix. Clean Air Acts 1993 xl. Criminal Procedures and Investigation Act 1996 xli. Coronavirus Act 2020 and any Regulations Orders or Byelaws made thereunder xlii. The Environmental Protection (Miscellaneous Amendments) (England and Wales) Regulations 2018 xliii. Investigatory Powers Act 2016 xliv. Regulation of Investigatory Powers Act 2000 xlv. Criminal Justice and Public Order Act 1994 xlvi. Town and Police Clauses Act 1847 xlvii. Removal and Disposal of Vehicles Regulations 1986 xlviii. Road Traffic Regulation Act 1984 xlix. Waste (Household Waste Duty of Care) (England and Wales) Regulations 2005 l. The Waste Enforcement (England and Wales) Regulations 2018 li. Town and Country Planning Act 1990 lii. Hedgerow Regulations 1997 liii. The Private Water Supplies Regulations 2016 liv. Unauthorised deposit of waste (fixed penalties) Regulations 2016 lv. Police and Criminal Evidence Act 1984 lvi. Environment Act 1995 and any Regulations Orders or Byelaws made thereunder lvii. Health Protection (Notification) Regulations 2010, Regulations 2 (Duty to notify suspected disease, infection of contamination in patients) and 3 (Duty to notify suspected disease, infection or contamination in dead bodies) lviii. Public Health (Ships) (Amendment) (England) Regulations 2007	

Delegated Matter	Officer Level
lix. Animal Welfare Act 2006 lx. Health & Safety at Work Act 1974 and associated Regulations lxi. The Trade in Animals and Related Products Regulations 2001 lxii. Animal By-product (Enforcement) (England) Regulations 2013 lxiii. Natural Mineral Water, Spring Water and Bottled Drinking Water (England) Regulations 2007 (as amended)	
Smoke Free Functions relating to smoke free premises, places and vehicles for which the Regulatory Committee is responsible, without prejudice to the generality of the foregoing, the power to enforce offences relating to the display of no smoking signs; offences relating to smoking in smoke free places; offence of failing to prevent smoking in smoke free places; and, power to transfer enforcement functions to another enforcement authority all such functions being pursuant to the Health Act 2006, and the Smoke-free (premises and enforcement) Regulations 2006 and any other ancillary Regulations.	Director of Safer and Stronger Communities or Senior Manager or Service Manager
Public And Private Sector Housing Standards a) To administer the Council's statutory functions in relation to the enforcement of all public health, housing and other legislation relating to securing proper standards and conditions in private and public sector housing b) To serve any statutory and other notices; make any Order; instruct the Director of Law and Governance to instigate any prosecutions and take whatever other steps are necessary in connection with the functions mentioned in a) and c) c) (i) To approve and make payment of individual Private Sector Renovation Grants, Disabled Facilities Grants, Housing Retrofit Grants and Home Repair Grants (ii) To exercise (in consultation with the relevant Portfolio Holder) the powers available to the	Director of Housing or Director of Safer and Stronger Communities or Senior Manager with responsibility for this area *b) instigation of proceedings decision of Director of Law and Governance Director of Housing or Director of Safer and

Delegated Matter	Officer Level
Council under the Housing Grants, Construction and Regeneration Act 1996, the Disabled Facilities Grant (Conditions relating to approval or payment of Grant) General Consent 2008 and any other relevant powers available to the authority to reclaim any money paid in respect of Disabled Facilities Grant	Stronger Communities or Senior Manager with responsibility for this area
d) To approve reinstatement grants in respect of work to Airey type houses	
e) To grant requests for extension of the time limits for improvement grants	
f) Taking all steps to ensure the fulfilment of the Council's statutory duties as housing authority	
g) Authorising expenditure on the use and allocation of all financial resources relating to housing functions within approved budget provision	
h) The control of caravan sites including powers under the Caravan Sites Act 1968, the Caravan Sites and Control of Development Act 1960 and the Mobile Homes Act 1983	
i) The cleansing of verminous persons and premises including powers under the Public Health (Control of Disease) Act 1984	
j) The prevention and control of the spread of infectious disease	
k) Statutory Nuisance	
l) To deal with the Council's powers and duties under the following legislation or any statutory amendment or re-enactment thereof (including the execution of works in default in compliance with statutory notices): 1. Sections 17, 34 and 74 of the Public Health Act 1961 2. Sections 45, 50, 83, 84 and 85 of the Public Health Act 193 3. Section 4 of the Prevention of Damage by Pests Act 1949 4. Local Government (Miscellaneous Provisions Acts 1976 and 1982. 5. Sections 59, 64, 72, 76 and 84 of the Building Act 1984 6. Section 77 of the Criminal Justice and Public Order Act 1994 7. The Environmental Protection Act 1990 (as amended) including:	Director Housing or Director of Safer and Stronger Communities or Senior Manager with responsibility for this area

Delegated Matter	Officer Level
(i) Sections 13 and 14 – service of Enforcement and Prohibition Notice (ii) Sections 59 and 59a – service of Notice to remove controlled waste 8. The Housing Acts 1985 and 2004 and the Local Government and Housing Act 1989 9. Clean Neighbourhoods and Environment Act 200 10. Control of Pollution Act 1974 11. Environment Act 1995 and any Regulations Orders or Byelaws made thereunder 12. Health & Safety at Work Act 1974 13. Noise and Statutory Nuisances Act 1993 14. Police and Criminal Evidence Act 1984 15. Anti-social Behaviour, Crime and Policing Act 2014 including: (i) Community Protection Notices, sections 43 to 58; 16. The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.)(England) Order 2014 17. Criminal Procedures and Investigation Act 1996 18. Energy Act 2011 19. Energy Act 2013 20. Enterprise and Regulatory Reform Act 2013 21. Equality Act 2010 22. Home Energy Conservation Act 1995 23. Housing Act 1996 24. Housing and Planning Act 2016 25. Protection from Eviction Act 1977 26. Regulation of Investigatory Powers Act 2000 27. Regulatory Reform (Housing Assistance) (England and Wales) Order 2002 28. Renters' Rights Act 2025 29. Town and Country Planning Act 1990 (section 215 only) 30. Water Industry Act 1991 and any Regulations Orders or Byelaws made thereunder 31. To authorise persons to enter premises under any enactment or power for which the Director of Public Health is responsible	

Delegated Matter	Officer Level
Housing The preparation of plans, strategies, policies and budgets in respect of the Council's strategic housing functions for consideration and approval by the Cabinet and/or by the Council and monitoring the subsequent implementation of those policies	Director of Housing, Director of Planning and Regeneration and Senior Manager
External funding bids – Housing Submission of bids for external funding up to the value of £99,999.	Senior Manager, in consultation with Business Partners from Finance and Legal. Where there is match funding and/or staffing implications the Director of Resources and the Director of Law and Governance MUST be consulted.
Acceptance and allocation of external funding – Housing Decision to accept and allocate external grant funding from any source below £100k.	Senior Manager, in consultation with Business Partners from Finance and Legal. Where there is match funding and/or staffing implications the Director of Resources and the Director of Law and Governance MUST be consulted.
Affordable Housing Grants To approve, within budget provision, grant awards, amendments and variations* up to the value of: (i) £99,999 (ii) £50,000 ***Key Decision threshold will still apply where a variation takes the total grant award over the threshold.	(iv) Director of Housing (v) Senior Manager, Housing Standards

Delegated Matter	Officer Level
Hostels and Homelessness a) In respect of hostel and associated accommodation: (i) Collecting rents, service charges and other monies due to the Council (ii) Enforcing tenancy conditions and preventing illegal occupation (iii) Authorising the service of any statutory, legal or other notice and any other statutory or legal action in connection with the same (iv) Authorising proceedings for possession and for the eviction of any persons b) Making all necessary determinations and taking any other action which is required to be taken by the Council in order to fulfil its duties and responsibilities relating to homelessness under Part VII of the Housing Act 1996 and any other relevant legislation c) Authorising any action to be taken to enforce legislation relating to the protection of tenants from unlawful eviction or harassment by private landlords d) In respect of hostel and associated accommodation, accepting rent guarantees from Social Services and direct payment of rent from the Department of Work and Pensions e) Increasing rents at hostels automatically when Department of Work and Pensions allowances are increased f) Dealing with matters relating to the management and letting of the Council's hostel and associated accommodation including granting tenancies and licences for its use g) Exercising any nomination rights which the Council may have in connection with Housing Association or similar properties	Senior Manager with responsibility for this area
Housing Stock Management of all housing stock within the HRA to be exercised in accordance with all relevant legislation and the Council's agreed policy	Director of Housing or Senior Manager with responsibility for this area

Delegated Matter	Officer Level
Conservation Grants To approve within budget provision those conservation grant applications and amendments other than any which fall within the Planning Function	Senior Manager with responsibility for this area
Historic Building Grants To approve within budget provision Local Government (Historic Buildings) Act 1962 grant applications and amendments other than any which fall within the Planning Function	Senior Manager with responsibility for this area
Safety of Sports Grounds To be the Council's representative and to take decisions on behalf of the Council under the Safety of Sports Grounds Act 1975, and the Sporting Events (Control of Alcohol) Act 1985 other than in respect of those matters which are reserved to the Regulatory Committees under the Constitution	Director of Safer and Stronger Communities or Senior / Service Manager
High Hedges To exercise the Council's functions and powers relating to high hedges set out in Part 8 of the Anti-Social Behaviour Act 2003 or any statutory amendment or re-enactment thereof other than any which fall within the Planning Function	Senior Manager with responsibility for this area
Common Land To sign all Notices of Application to amend the register of commons. To determine the following applications to amend the registers of common land or town or village greens when no objection has been received save where those matters are reserved to the Strategic Planning or Local Area planning or other committee: i. Declarations of entitlement to exercise a right in common ii. Apportionment of a right of common iii. Attachment of a right in common iv. Re-allocation of attached rights	Director of Planning and Regeneration, Senior Manager with responsibility for this area Manager Development Control and Sustainable Development Lead Officer Historic Environment Commons Registration Officer

Delegated Matter	Officer Level
v. Transfer of a right in gross vi. Creation of a right of common over existing common land vii. Variation of a right of common where the amendment would not result in the registration of the new common land viii. Surrender and extinguishment of a right of common ix. Voluntary registration of a new town or village green by the owner x. Severance authorised by order xi. Historic severance of a right of common xii. Historic creation of a right of common over existing common land xiii. Historic transfer of a right in gross xiv. Historic apportionment of a right of common xv. Historic variation of a right of common where the amendment would not result in the registration of the new common land. xvi. Historic surrender or extinguishment of a right of common xvii. Correction for a purpose described in section 19(2)(b)(c)(d) or (e) of the Commons Act 2006 xviii. Correction for a purpose described in section 19(2)(a) of the Commons Act 2006 where the amendment would not affect the extent of any land registered as common land or as a town or village green	Director of Planning and Regeneration, Senior Manager with responsibility for this area Manager Development Control and Sustainable Development Lead Officer Historic Environment Commons Registration Officer
Learning and skills To exercise the Council's functions regarding learning and skills in respect of adults and young people	Director of Safer and Stronger Communities or Senior Manager
Assets of Community Value To exercise the Council's functions and powers relating to assets of community value as set out in the Localism Act 2011	Senior Manager with responsibility for this area
Community Protection Notices To exercise the Councils powers in connection with Community Protection Notices pursuant to sections 43 to 58 Antisocial Behaviour Act 2014 other than any which fall within the Planning Function	Director of Safer and Stronger Communities or Senior Manager with responsibility for this area

Delegated Matter	Officer Level
Enforcement of Regulatory Powers and Duties a) To approve the taking of any enforcement action in relation to any Act, Statutory Instrument, Direction, contractual or regulatory provision for which the Strategic Director is responsible on behalf of the Council, including the recovery of costs, carrying out of interviews under formal caution, the service and placing of notices under any Act, statutory instrument, Direction or regulatory provision including the service of notice upon third parties requiring information, the issue of any civil penalty, the exercise of powers of entry onto land by employees contractors or agents, the surveying of land pursuant to any Act, statutory instrument, Direction, contractual or regulatory provision, within their respective areas of responsibility, and instruction to the Director of Law and Governance in relation to part b) b) To commence, defend, settle or involve the Council in any potential or actual civil or criminal proceedings	a) All Directors within the Directorate b) Director of Law and Governance
Weights and Measures Act 1985, Section 75 To act as the Council's appointed chief inspectors of weights and measures	Trading Standards Manager
Trading Standards To exercise all functions in relation to Trading Standards including authorising officers to fulfil all such functions under all the relevant legislation including that outlined at Appendix 1 to this Local Scheme **Trading Standards prosecutions and enforcement** To review Trading Standards Investigation reports to be considered for prosecution or other enforcement, to consider evidence, apply relevant tests and make a recommendation	Director of Safer and Stronger Communities or Senior Manager or Trading Standards Manager Director of Safer and Stronger Communities following consultation with Trading Standards Manager

Delegated Matter	Officer Level
Health and Safety To deal with all functions relating to health and safety under any statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as employer.	Director of Safer and Stronger Communities or Service Manager
To issue consents and/or permission notices to event organisers for events being held on Local Authority owned land	Director of Planning and Regeneration or Senior Manager Outdoor and Leisure.
To discharge all functions relating to archives	Director of Planning and Regeneration or Senior Manager

(a) Highways, Transport and Infrastructure Capital Programme

Delegated Matter	Minimum Officer Level
Approval to commence procurement for a call off contract from an approved framework agreement or contracts for which the budget has been wholly included in the Capital programme with value £0-£499,000	Director of Highways, Transport and Infrastructure
Approval of Quotes/ Tenders/ entering into Contracts/ Invoices/eProc/ *Signature/execution of contracts must be in accordance with CPR 14.1 "Contract Formalities"*	Please see table below

Level	ePro c	Value	Minimum Officer Level
2	3	£0 - £25,000	Highways Engineer Traffic Team Leader Senior Bridge Engineer

Level	ePro c	Value	Minimum Officer Level
2	3	£0 - £25,000	Assistant Operations Manager Assistant Network Manager Programme Lead – Infrastructure Planning Programme Lead – Cycling & Walking Community Rail Manager Senior Countryside Access Officer Bridge Programme Manager Bridge Engineer Bridge Project Manager Highways Condition Inspector Supervisor
3	4	£0 - £50,000	Highways Network Manager Bridges Programme Manager Senior Bridge Engineer Bridge Project Lead Assets Lead Street Lighting Manager Commercial & Adoptions Manager

Level	ePro c	Value	Minimum Officer Level
			Highways Engagement Manager Streetworks Manager Traffic Management Manager Operations Manager
4	5	£0 - £100,000	Lead Operations Manager Lead Network Manager
4	5	£0 - £100,000	Highways Programme Manager Bridge & Structures Manager Bridges Programme Manager Traffic Manager Assets Manager Public Transport Manager Senior Programme Manager Cycling and Walking Infrastructure Planning Manager Senior Programme Manager Major & Strategic Developments

Level	ePro c	Value	Minimum Officer Level
			Parking Manager
5	5	£0- £200,000	Lead Operations Manager Lead Network Manager Highways Programme Manager Bridge & Structures Manager Traffic Manager Assets Manager Public Transport Manager
5	5	£0- £200,000	Senior Programme Manager Cycling and Walking Infrastructure Planning Manager Senior Programme Manager Major & Strategic Developments Parking Manager

Level	ePro c	Value	Minimum Officer Level
6	6	£0 - £250,000	Senior Manager responsible for the Service Senior Manager Highways, Senior Manager Sustainable Transport (See note 1)
7	6	£0 - £499,999	Director of Highways, Transport and Infrastructure Senior Manager responsible for the Service (See note1)

Note 1: Sealing of contract (strategically or politically important contracts or those requiring a 12-year limitation period) by an Officer authorised by the Director of Law and Governance.

(b) Waste, Environment, Climate and Ecology Contract Procurement and Awards

Delegated Matter	Minimum Officer Level
Approval to commence procurement	See table below.
Decision to award contract	See table below.

Level	Value	Minimum Officer Level
1	£0 - £25,000	Lead Officer
2	£0 - £50,000	Senior Lead Officer
3	£0 - £100,000	Senior Manager

Level	Value	Minimum Officer Level
4	£0 - £749,999	Director (See note 1)

Note 1: Sealing of contract (strategically or politically important contracts or those requiring a 12-year limitation period) by an Officer authorised by the Director of Law and Governance.

(c) Housing Contract Procurement

Delegated Matter	Minimum Officer Level
Approval to commence procurements up to the value of £100,000.	Senior Manager

(d) Safer and Stronger Communities Contract Awards

Approval of Quotes / Tenders / entering into Contracts *Signature/execution of contracts must be in accordance with CPR 14.1 "Contract Formalities"*	As below.

Level	Value	Minimum Officer Level
1	£0 - £99,999	Senior Lead Officer
2	£0 - £249,999	Senior Manager
3	£0 - £499,000	Director of Safer and Stronger Communities

Appendix 1 to Local Scheme for Communities, Place and Economy: Trading Standards

Section A – Authorisation for Officers enforcing legislation generally

- Agriculture (Miscellaneous Provisions) Act 1968
- Air Quality (Domestic Solid Fuels Standards)(England) Regulations 2020
- Animal Health Act 1981
- Animal Welfare Act 2006
- Animals Act 1971
- Animals (Low-Welfare Activities Abroad) Act 2023
- Anti-social Behaviour Act 2003
- Botulinum Toxin and Cosmetic Fillers (Children) Act 2021
- Brucellosis (England) Order 2015
- Cancer Act 1939
- Children and Families Act 2014
- Children and Young Persons (Protection from Tobacco) Act 1991
- Children and Young Persons Act 1933
- Clean Air Act 1993 – Motor Fuel (Composition and Content), and Biofuel Labelling Regulations.
- Companies Act 2006
- Consumer Credit Act 1974
- Consumer Protection Act 1987
- Consumer Rights Act 2015
- Copyright, Designs and Patents Act 1988
- Criminal Justice Act 1988
- Criminal Justice and Police Act 2001
- Deposit Scheme for Drinks Containers (England and Northern Ireland) Regulations 2025 Education Reform Act 1988
- Digital Markets, Competition and Consumers Act 2024
- Energy Efficiency (Private Rented Property)(England and Wales) Regulations 2015 Enterprise Act 2002
- Environmental Protection (Microbeads)(England) Regulations 2017
- Environmental Protection (Plastic Straws, Cotton Buds and Stirrers) (England) Regulations 2020 Environmental Protection (Plastic Plates etc. and Polystyrene Containers etc.) (England) Regulations 2023
- The Environmental Protection (Single-use Vapes) (England) Regulations 2024
- Equipment Theft (Prevention) Act 2023
- Estate Agents Act 1979

and any other relevant consumer protection legislation.

European Union (Withdrawal) Act 2018 as it continues to give effect to the following Regulations or Orders under which this local authority has an enforcement duty:

- Advanced Television Services Regulations 2003
- African Horse Sickness (England) Regulations 2012
- Animal By-Products(Enforcement)(England) Regulations 2013
- Avian influenza (Preventative Measures)(England) Regulations 2006
- Avian Influenza (Vaccination)(England) Regulations 2006
- Beef and Veal Labelling Regulations 2010
- Biofuel Labelling Regulations 2004
- Bluetongue Regulations 2008
- Business Protection from Misleading Marketing Regulations 2008
- Cat and Dog Fur (Control of Import, Export and Placing on the Market) Regulations 2008
- Cattle Identification Regulations 2007
- Construction Products Regulations 2013
- Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013
- Consumer Protection from Unfair Trading Regulations 2008
- Consumer Rights (Payment Surcharges) Regulations 2012
- Cosmetic Products Enforcement Regulations 2013 and the EU Cosmetic Products Regulation 1223/2009 Crystal Glass (Descriptions) Regulations 1973
- Detergents Regulations 2010
- Diseases of Swine Regulations 2014
- EC Fertilisers (England and Wales) Regulations 2006
- Eggs and Chicks (England) Regulations 2009
- Electrical Equipment (Safety) Regulations 2016
- Electromagnetic Compatibility Regulations 2016
- Energy Information Regulations 2011
- Energy Performance of Buildings (England and Wales) Regulations 2012
- Equine Identification (England) Regulations 2018
- Financial Services (Distance Marketing) Regulations 2004
- Fluorinated Greenhouse Gases Regulations 2015
- Foot-and-Mouth Disease (Control of Vaccination)(England) Regulations 2006
- Footwear (Indication of Composition) Labelling Regulations 1995
- Gas Appliances (Enforcement) and Miscellaneous Amendments Regulations 2018
- General Product Safety Regulations 2005
- Package Travel and Linked Travel Arrangements Regulations 2018
- Packaging (Essential Requirements) Regulations 2015
- Passenger Car (Fuel Consumption and CO2 Emissions Information) Regulations 2001
- Personal Protective Equipment (Enforcement) Regulations 2018
- Pressure Equipment (Safety) Regulations 2016
- Products of Animal Origin (Disease Control)(England) Regulations 2008
- Pyrotechnic Articles (Safety) Regulations 2015
- Quality Schemes (Agricultural Products and Foodstuffs) Regulations 2018

- Radio Equipment Regulations 2017
- REACH Enforcement Regulations 2008
- Recreational Craft Regulations 2017
- Registration of Establishments (Laying Hens)(England) Regulations 2003
- Rights of Passengers in Bus and Coach Transport (Exemptions and Enforcement) Regulations 2013
- Simple Pressure Vessels (Safety) Regulations 2016
- Supply of Machinery (Safety) Regulations 2008
- Textile Products (Labelling and Fibre Composition) Regulations 2012
- Timeshare, Holiday Products, Resale and Exchange Contracts Regulations 2010
- Tobacco and Related Products Regulations 2016
- Toys (Safety) Regulations 2011
- Trade in Animals and Related Products Regulations 2011
- Transmissible Spongiform Encephalopathies (England) Regulations 2018
- Veterinary Medicines Regulations 2013
- Volatile Organic Compounds in Paints, Varnishes and Vehicle Refinishing Products Regulations 2012
- Welfare of Animals at Time of Killing (England) Regulations 2015
- Zoonoses (Monitoring) (England) Regulations 2007
- Fireworks Act 2003
- Food (Promotion and Placement) (England) Regulations 2021
- Fraud Act 2006
- Hallmarking Act 1973
- Health Act 2006
- Knives Act 1997
- Leasehold Reform (Ground Rent) Act 2022
- Legal Services Act 2007
- Licensing Act 2003
- Medicines and Medical Devices Act 2021
- Motor Cycle Noise Act 1987
- Offensive Weapons Act 2019
- Olympic Symbol etc. (Protection) Act 1995
- Prices Act 1974
- Protection of Animals Act 1911
- Psychoactive Substances Act 2016
- Registered Designs Act 1949
- Road Traffic Acts 1988 and 1991
- Road Traffic (Foreign Vehicles) Act 1972
- Road Traffic Regulation Act 1984
- Single Use Carrier Bags Charges (England) Order 2015
- Tenant Fees Act 2019
- and the Housing and Planning Act 2016 as it relates to Client Money Protection Schemes Theft Act 1968

- Tobacco Advertising and Promotion Act 2002
- Tobacco Products (Traceability and Security Features) Regulations 2019
- Trade Descriptions Act 1968
- Trade Marks Act 1994
- Unsolicited Goods and Services Acts 1971 and 1975
- Video Recordings Act 1984
- Vehicles (Crime) Act 2001

Section B – Additional legislation for Officers with qualification/competency in: Food Law

Food Safety Act 1990; and any Orders, Regulations or other Instruments: made under the Act, or relating to food safety,
The following Regulations, as amended, and Regulations or Orders or other Instruments made thereunder:

European Union (Withdrawal) Act 2018 as it continues to give effect to the following Regulations or Orders under which this local authority has an enforcement duty:

- Animals and Animal Products (Examination for Residues and Maximum Residue Limits)(England and Scotland) Regulations 2015
- Country of Origin of Certain Meats (England) Regulations 2015
- Food for Specific Groups (Food for Special Medical Purposes for Infants, Infant Formula and Follow-on
- Formula) (Information and Compositional Requirements) (Amendment etc.) (England) Regulations 2020
- Food for Specific Groups (Information and Compositional Requirements)(England) Regulations 2016
- Food Information Regulations 2014
- Food Safety and Hygiene (England) Regulations 2013
- Genetically Modified Organisms (Traceability and Labelling)(England) Regulations 2004
- Materials and Articles in Contact with Food (England) Regulations 2012
- Novel Foods (England) Regulations 2018
- Official Controls (Animals, Feed and Food, Plant Health Fees etc.) Regulations 2019 *in so far as it relates to food law*
- Official Feed and Food Controls (England) Regulations 2009 *in so far as it relates to food law*
- Olive Oil (Marketing Standards) Regulations 2014
- Organic Products Regulations 2009
- Poultrymeat (England) Regulations 2011
- Quick-frozen Foodstuffs (England) Regulations 2007
- Scotch Whisky Regulations 2009
- Specified Products from China (Restrictions on First Placing on the Market)

- (England) Regulations 2008
- Spirit Drinks Regulations 2008
- Wine Regulations 2011
- Food Act 1984
- Food (Promotion and Placement) (England) Regulations 2021
- Food and Environment Protection Act 1985 [Note: Authorisation must be issued directly to the officer by the FSA.]
- Food Safety Act 1990

Section C – Additional legislation for Officers with qualification/competency in: Feed Law

The following Acts or Regulations, Orders or other Instruments made under them:

- Agriculture Act 1970
- Animal Feed (Composition, Marketing and Use)(England) Regulations 2015
- Animal Feed (Hygiene, Sampling etc and Enforcement)(England) Regulations 2015

European Union (Withdrawal) Act 2018 as it continues to give effect to the following Regulations or Orders under which this local authority has an enforcement duty:

- Animal Feed (Basic Safety Standards) (England) Regulations 2019
- Genetically Modified Organisms (Traceability and Labelling)(England) Regulations 2004
- Official Controls (Animals, Feed and Food, Plant Health Fees etc.) Regulations 2019 *in so far as it relates to feed law*
- Official Feed and Food Controls (England) Regulations 2009 *in so far as it relates to feed law*

Section D – Additional legislation for Officers with qualification in: Weights and Measures Law

The following Acts or Regulations, Orders or other Instruments made under them:

- Measuring Container Bottles (EEC Requirements) Regulations 1977
- Measuring Instruments Regulations 2016
- Non-automatic Weighing Instruments Regulations 2016
- Weights & Measures (Packaged Goods) Regulations 2006

Section E – Health and Safety at Work etc Act 1974

The following Acts or Regulations, Orders or other Instruments made under them:

I further authorise the officers under:

(i) Sections 20, 21, 22 and 25 of the 1974 Act;
(ii) The following Regulations made under the 1974 Act:

- The Ammonium Nitrate Materials (High Nitrogen Content) Safety Regulations 2003
- The Biocidal Products and Chemicals (Appointment of Authorities and Enforcement) Regulations 2013
- The Chemicals (Hazard Information and Packaging for Supply) Regulations 2009
- The Dangerous Substances and Explosive Atmospheres Regulations 2002,
- The Explosives Regulations 2014,
- The Petroleum (Consolidation) Regulations 2014, and

(iii) The provisions of the following Acts mentioned in Schedule 1 to the 1974 Act;

- Explosives Act 1875
- Public Health Acts 1936 and 1961

Section F

(A) – List of legislation falling to be enforced by Unitary Authorities and NOT County Councils

- Redress Schemes for Letting Agencies Work and Property Management Work (Requirement to Belong to a Scheme etc)(England) Order 2014

(B) – List of legislation falling to be enforced by London Borough Councils, District Councils and County Councils (where there is no District Council)

- Sunbeds (Regulation) Act 2010

Section G – Legislation appropriate to specialist Animal Health and Welfare Officers ONLY

The following Acts or Regulations, Orders or other Instruments made under them:

- Agriculture (Miscellaneous Provisions) Act 1968
- Agriculture Act 1970
- Animal Health Act 1981
- Animal Welfare Act 2006
- Animal Welfare (Livestock Exports) Act 2024
- The Animal Welfare (Livestock Exports) Enforcement Regulations 2024
- Animals Act 1971
- Animals (Low-Welfare Activities Abroad) Act 2023
- Brucellosis (England) Order 2015

- Companies Act 2006

European Union (Withdrawal) Act 2018 as it continues to give effect to the following Regulations or Orders under which this local authority has an enforcement duty:

- African Horse Sickness (England) Regulations 2012
- Animal By-Products (Enforcement)(England) Regulations 2013
- Animals and Animal Products (Examination for Residues and Maximum Residue Limits)(England and Scotland) Regulations 2015
- Avian influenza (Preventative Measures)(England) Regulations 2006
- Avian Influenza (Vaccination)(England) Regulations 2006
- Bluetongue Regulations 2008
- Business Protection from Misleading Marketing Regulations 2008
- Cattle Identification Regulations 2007
- Consumer Protection from Unfair Trading Regulations 2008
- Diseases of Swine Regulations 2014
- EC Fertilisers (England and Wales) Regulations 2006
- Eggs and Chicks (England) Regulations 2009
- Equine Identification (England) Regulations 2018
- Food Safety and Hygiene (England) Regulations 2013
- Foot-and-Mouth Disease (Control of Vaccination)(England) Regulations 2006
- Genetically Modified Organisms (Traceability and Labelling)(England) Regulations 2004
- Official Controls (Animals, Feed and Food, Plant Health Fees etc.) Regulations 2019
- Official Feed and Food Controls (England) Regulations 2009
- Products of Animal Origin (Disease Control)(England) Regulations 2008
- Registration of Establishments (Laying Hens)(England) Regulations 2003
- Trade in Animals and Related Products Regulations 2011
- Transmissible Spongiform Encephalopathies (England) Regulations 2018
- Veterinary Medicines Regulations 2013
- Welfare of Animals at Time of Killing (England) Regulations 2015
- Zoonoses (Monitoring) (England) Regulations 2007
- Food and Environmental Protection Act 1985
- Food Safety Act 1990
- Protection of Animals Act 1911
- Trade Descriptions Act 1968

Note: In this scheme references to legislation includes statutes, regulations, statutory instruments, orders, ministerial directions and any legislative modification or re-enactment of the same.

7. Director of Public Health, Strategy and Community Wellbeing

Authorised by	Katrina Stephens - Director of Public Health, Strategy and Community Wellbeing
Date last updated	01/07/2026

Delegated Matter	**Officer**
Deputy Director (to act in absence of, incapacity of or vacancy in the post of Director of Public Health, Strategy and Community Wellbeing)	Public Health Consultants

Authorisations in respect of Framework Agreements and Dynamic Purchasing Systems

Authorisation	**Officer Level**
To approve the appointment of all future providers who are eligible to gain access to the **General Practice Public Health Services** Dynamic Purchasing System 01 April 2024 to 31 March 2027 (or 31 March 2029 if extended)	Service Managers (Commissioning & Procurement)
To approve the appointment of all future providers who are eligible to gain access to the **Community Pharmacy Public Health Services** Dynamic Purchasing System 01 April 2024 to 31 March 2027 (or 31 March 2029 if extended)	Service Managers (Commissioning & Procurement)

8. Strategic Director of Resources

Authorised by	David Hodgkinson – Strategic Director of Resources
Date last updated	06/10/2026

Delegated Matter - appointment of Deputy Section 151 Officer	**Officer**
To act as the Deputy s151 Officer (to act in absence of, incapacity of or vacancy in the post of Section 151/ Chief Finance Officer) a). To exercise all functions of the section 151 Officer and financial responsibilities of the Strategic Director of Resources and S151 Officer excluding Pension matters b) To exercise those functions of the Section 151 Officer which relate to the Cumbria Local Government Pension Fund excluding the conduct and settlement of any legal proceedings	Director of Finance Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)

Delegated Matter - appointment of Deputy for Strategic Director of Resources	**Officer**
a) As nominated, to exercise the functions of the Strategic Director of Resources in the absence of, incapacity of or vacancy in the post (excluding the statutory role of Deputy Section 151 Officer which has been separately delegated) excluding Pension matters b) To exercise those functions of the Strategic Director of Resources which relate to the Cumbria Local Government Pension fund excluding the conduct and settlement of any legal proceedings, in the absence of, incapacity of or vacancy in the post (excluding the statutory role of Deputy Section 151 Officer which has been separately delegated)	a) Director of Finance Director of Capital Delivery and Assets Director of Procurement & Commissioning Director of HR/OD b) Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)

Delegated Matter - appointment of Deputy Shareholder Representative	Officer
To act as the Deputy Shareholders Representative for all companies where the Director of Resources acts as the Shareholder Representative in the absence of, incapacity of or vacancy in the post of Director of Resources a). To act as the Deputy Shareholders representative in respect of Cumbria County Holdings Ltd or any other company in which the Council has an interest b). To act as the Deputy Shareholders representative in respect of Borders to Coast Pensions Partnership (BCPP)	Director of Finance Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
To act as the Shareholder Representative for Courts Nominees Limited	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)

(a) Finance

Insurance

Delegated Matter	Officer Level
To assess the insurable risks of the council and ensure the council has adequate insurance cover	Director of Finance
To enter into new insurance service arrangements subject to the satisfactory outcome of a due diligence process	Director of Finance

General Financial Matters

Delegated Matter	Officer Level
The general regulation and control of the Council's financial affairs, including ensuring that appropriate risk management procedures are in place	Director of Finance
To approve, maintain and develop financial information systems and frameworks	Director of Finance
To ensure sound banking and payment arrangements in accordance with FPR6 of the Council's Finance Procedure Rules	Director of Finance

Delegated Matter	Officer Level
To sign cheques and other instruments of payment on behalf of the Council, other than on behalf of the Administering Authority for the Pension Fund	Director of Finance
To regulate and control the Internal Audit appraisal function of the Council & its officers as set out in FPR4 of the Councils Finance Procedure Rules	Senior Manager responsible for Internal Audit
To write off irrecoverable debts in accordance with FPR5 of the Councils Finance Procedure Rules a). Up to £250k b) Debts greater than £250k for any one item	 Director of Finance in consultation with the Director of Law and Governance
To authorise monitoring returns in relation to external grant funding	Director of Finance
To arrange the local Authority's borrowings and loan repayments (including the issue of any loan instruments) as and when required, having regard to the Prudential Code for Capital Finance in Local Authorities or to any other relevant Codes of Practice and the provisions of FPR12	Director of Finance
To make safe and efficient arrangements to secure the receipt and collection of all monies paid or due to the Council	Director of Finance
To sign any documents on behalf of the Council in respect Council Tax and National Non-Domestic Rates as the Billing Authority	Director of Finance
To estimate any surplus or deficit on the Collection Fund and to notify the Police & Crime Commissioner, Fire Authority and MHCLG of their relevant share of any surplus or deficit	Director of Finance
To set the Collection Fund precept/business rate retention scheme (BRRS) payment dates	Director of Finance
To co-ordinate the preparation of estimates and budgets by Directorates to enable the Cabinet to make appropriate budget recommendations to the Council	Director of Finance

Revenues and Benefits

Delegated Matter	Officer Level
To administer the law relating to the administration, collection and recovery of Housing Benefit, Council Tax and National Non-Domestic Rate (NNDR), including the award of any benefits, reliefs or discounts, and application of premiums	Director of Finance Senior Manager – Revenues and Benefits Principal Specialist Welfare and Income Maximisation Interim Strategic Lead – Revenues Interim Strategic Lead – Benefits Revenues Manager Benefits Manager
To discharge all payments on behalf of the Council subject to compliance with the relevant Financial and Contracts Procedure Rules	Director of Finance Senior Manager – Revenues and Benefits Principal Specialist Welfare and Income Maximisation Interim Strategic Lead – Revenues Interim Strategic Lead – Benefits Benefits Manager

Delegated Matter	Officer Level
Where authorised by the Director of Law and Governance, to initiate and (where appropriate) conduct proceedings in the appropriate Courts for the recovery of National Non-Domestic Rates, Council Tax and any indebtedness to the Council and also to take any necessary action under Social Security Administration (Fraud) Act Regulations	Director of Finance Senior Manager – Revenues and Benefits Principal Specialist Welfare and Income Maximisation Senior Specialist - Revenues Interim Strategic Lead – Revenues Interim Strategic Lead – Benefits Revenues Manager
To make awards under the Discretionary Housing Payments Scheme where: • There is a shortfall between the amount of Housing Benefit awarded and eligible rent or Universal Credit award; and • The claimant or a member of their family will suffer exceptional hardship if a discretionary payment is not made	Director of Finance Senior Manager – Revenues and Benefits Principal Specialist Welfare and Income Maximisation Senior Specialist - Benefits Interim Strategic Lead – Revenues Interim Strategic Lead - Benefits Benefits Manager
To authorise Housing Benefits subsidy claims, Discretionary Housing Payment grant and any related submissions from the Department of Works and Pensions	Director of Finance
To authorise (NNDR) Business Rate Retention Scheme returns and any related submissions from the Ministry of Housing, Communities, and Local Government (MHCLG)	Director of Finance

Delegated Matter	Officer Level
To authorise the Council Tax Base and Council Tax Requirement returns and any related submissions from the Ministry of Housing, Communities, and Local Government (MHCLG)	Director of Finance
To authorise internal Memorandum of Understanding in relation to external grant funding assigned to projects (this control is a requirement of the Local Regeneration Fund)	Director of Finance
To authorise Grant Funding Agreements and subsequent variations in relation to accountable body arrangements (this control is a requirement of the Local Regeneration Fund)	Director of Finance
To administer, bill, collect and enforce levies arising under a Business Improvement District (BID) Scheme. Payment of the levy collected to the BID	Director of Finance
To sign the Memorandum of Understanding (MOU) between the Council and the DWP to enable the use of the Searchlight system (which grants access to DWP benefit and HMRC information)	Service Manager – Revenues and Benefits

Community Finance

Delegated Matter	Officer Level
The signing of Deferred Payment Agreements and to lift/ cancel agreements once payment has been made	Service Manager – Community Finance
Undertake Corporate Body Appointeeships	Service Manager – Community Finance
To sign the Memorandum of Understanding (MOU) between the Council and the DWP to enable the use of the Searchlight system (which grants access to DWP benefit and HMRC information)	Service Manager – Community Finance

Pensions

Delegated Matter	Officer Level
LGPS Death Grants To determine the award of LGPS Death Grants of a value of up to £50,000 (or as increased to a higher value by the Pensions Committee) N.B. where the case is over £50k (or exceeds any higher figure approved by the Pensions Committee) the decision will be made by the Director of Resources (or Deputy s151 - Pensions in their absence)	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions) Strategic Director of Resources
Internal Dispute Resolution Procedure (IDRP) (1) To determine IDRP cases on behalf of the Administering Authority: • at Stage 1 where the IDRP relates to a decision taken by the Cumbria Pension Fund; • at Stage 2 where the case relates to a Scheme employer (2) To agree and make payment of an award of compensation up to £2,000 in relation to IDRPs. N.B. Any award of compensation above £2,000 must be agreed by the Director of Resources (or Deputy s151 - Pensions in their absence)	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions) Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Pensions Ombudsman (1) To determine the response on behalf of Westmorland & Furness Council as Administering Authority to investigations by the Pensions Ombudsman (2) To agree and make payment of an award of compensation up to £2,000 in relation to cases referred to the Pensions Ombudsman (including, for the avoidance of doubt, the payment of compensation amounts as instructed by the Pensions Ombudsman) N.B. Any award of compensation above £2,000 must be agreed by the Director of Resources (or Deputy s151 - Pensions in their absence)	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions) Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions) up to the value of £2000

Delegated Matter	Officer Level
LGPS Exit Credits To authorise the payment of exit credits to employers exiting Cumbria Pension Fund where the exit credit has been calculated and certified by the Scheme Actuary in accordance with the Cumbria Pension Fund's Admission & Termination Policy	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Pension Fund cash management The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009, state that the Administering Authority must hold in a separate bank account all monies held on behalf of the Pension Fund and formulate an investment policy to govern how the authority invests any Pension Fund cash. As such, management of the Cumbria Pension Fund cash balances is authorised to the Senior Manager – Pensions & Financial Services in conjunction with the Finance Manager – Pensions & Treasury and the Principal Finance Officer – Treasury	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions) in conjunction with the Finance Manager – Pensions & Treasury and the Principal Finance Officer – Treasury
To sign cheques and other instruments of payment on behalf of the Administering Authority for the Pension Fund	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Pension Debts Recovery To request the institution and conduct of legal proceedings by the Director of Law and Governance for the recovery of Pension debts including class actions.	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)

Delegated Matter	Officer Level
Outward Transfer of Pensions Authorisation for pension transfers to avoid the risk of fraud	Strategic Director of Resources
Inward Transfer of Pension – Extension of time To approve to extend the normal time limit for acceptance of an inward transfer value beyond 12 months of becoming an active member of the LGPS where there are exceptional circumstances for doing so and the Scheme employer also agrees to the extension of the normal time limit <u>Inward transfer of Pension in so far as the Chief Financial Officer has to exercise discretion.</u>	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Pension Fund Admission Agreements To approve and sign Pension Fund Admission Agreements	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)

Pensions Internal Dispute Resolution Procedure (IDRP) Complaints

Who Appeal is against	Stage 1 Allocation	Stage 2 Allocation
Westmorland and Furness Council as employer (centrally employed WF employees)	Senior Manager – People Management	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Westmorland and Furness Council (school based LGPS staff) for employer issues	Sent to the appropriate employer/HR nominated person at the School	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Other Fund Employers/Academies	Sent to the appropriate employer/Academy	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)
Westmorland and Furness Council as Administering Authority	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)	Senior Manager – Legal & Democratic Services
Westmorland and Furness Council (school based LGPS staff) for Administering Authority issues	Senior Manager – Cumbria Pension Fund (Deputy S151 Officer - Pensions)	Senior Manager – Legal & Democratic Services

(b) Management of Property and Assets

Delegated Matter	Officer Level
To act as the Council's corporate property officer and commissioner of all property and related facilities management services	Director of Capital Delivery and Assets
To be responsible, in accordance with any Council policies, for all land and property asset management matters in respect of all land and property asset management matters in respect of all land, buildings and property held by the Council	Director of Capital Delivery and Assets
To ensure all land and property is disposed of in accordance with section 123 of the Local Government Act 1972	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager
To authorise the freehold acquisition and disposal of land where value is less than £1,000,000 (save that where any prescribed legal procedure has been followed no objections have been received) and in accordance with the approved Disposal Programme or approved Capital Programme	Director of Capital Delivery and Assets
To report to Cabinet in relation to the authorisation of any disposal at an undervalue and to ensure report sent to Chair of Overview & Scrutiny (see Annex to Contract Procedure Rules)	Director of Capital Delivery and Assets
Agreeing licences or short term rental or membership of workspace (i.e. where a lease will not be created and there is no security of tenure)	Senior Manager responsible for the Service /Estates Manager
To report to Cabinet in relation to the authorisation and granting of leases of over 125 years	Director of Capital Delivery and Assets
To authorise terms for new leases of between seven years and 125 years	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager
To authorise terms for new leases of less than seven years	Senior Manager responsible for the Service + Estates Manager

Delegated Matter	Officer Level
To authorise rent reviews and lease negotiations in respect of property under the council's management	Senior Manager responsible for the Service + Estates Manager
To authorise terms of licences, wayleaves, easements and rights of way and to grant permission for the waiver of restrictive covenants	Senior Manager responsible for the Service + Estates Manager
To approve routine requests for assignment or consents under the terms of an existing lease where normal tests for financial standing have been met	Senior Manager responsible for the Service + Estates Manager
To negotiate and agree terms for occupation of buildings not owned by the council	Senior Manager responsible for the Service + Estates Manager
To authorise the termination of leases or other interests in council land and property where desirable in delivery of approved projects or Asset Strategy	Director of Capital Delivery and Assets Senior Manager responsible for the Service or Estates Manager
To countersign property valuations and assessments	Senior Manager responsible for the Service + Estates Manager
To deal with lettings of any Council accommodation to outside bodies and organisations within criteria for charging determined by the Cabinet from time to time and to approve applications for the use of space within Council buildings.	Senior Manager responsible for the Service + Estates Manager or Corporate Landlord Manager (or equivalent)
To take all operational decisions in respect of the management and maintenance of the Council's buildings and facilities including integrated commercial and technical services functions relating to building cleaning, building maintenance and projects and professional consultancy purchasing and transport services	Senior Manager responsible for the Service + Estates Manager or Corporate Landlord Manager or Hard Facilities Manager (or equivalent)
Maintaining up to date records of all land and buildings, including values and plans, for inclusion in the corporate fixed asset register in the format prescribed by the s151/Chief Finance Officer and at least on an annual basis	Senior Manager responsible for the Service + Estates Manager or Corporate Landlord Manager or Hard Facilities Manager (or equivalent)

Delegated Matter	Officer Level
Ensuring that all land and buildings are maintained so as to best protect and safeguard the Council's interests	Senior Manager responsible for the Service + Estates Manager or Corporate Landlord Manager or Hard Facilities Manager (or equivalent)
To be responsible for developing and delivering an asset management plan that details short, medium and long term use of assets, and establishes arrangements for monitoring and reporting asset performance	Director of Capital Delivery and Assets + Senior Manager responsible for the Service + Estates Manager or Corporate Landlord Manager or Hard Facilities Manager (or equivalent)
Arranging for the regular valuation of assets for accounting purposes to meet the requirements specified by the s151/Chief Finance Officer	Senior Manager responsible for the Service + Estates Manager
Arranging the disposal of surplus assets in compliance with any approved asset management strategy/plan(s) that apply and subject to the necessary approvals. The acquisition of land and buildings on behalf of the Council in accordance with any asset management strategy/plan(s) that apply, Capital Programme and medium term financial plan, and subject to the necessary approvals	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager
Notifying the s151/Chief Finance Officer of acquisitions and disposals so that the accounting records can be updated	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager
Ensuring all rents, charges or fees due in respect of investment land and buildings are raised and all income is collected and accounted for in the Council's accounting systems	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager
Ensuring all lessees and other prospective occupiers of Council land or buildings are not allowed to occupy the property until a lease or agreement in a form approved by the Director of Law and Governance has been completed	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager

Delegated Matter	Officer Level
Ensuring all title deeds are passed to Legal Services who act as custodian for all title deeds for Council properties and land	Director of Capital Delivery and Assets + Senior Manager responsible for the Service or Estates Manager
Solar Renewables Authority to carry out all matters necessary for the entering into and management of solar Power Purchase Agreements (value up to £750,000).	Director Capital Delivery and Assets
Windermere Lake Administration To carry out the following functions of the Council relating to Windermere Lake subject to delegation by the Lake Administration Committee: (a) To decide on the appropriate category of encroachment in the event of a change of ownership and to prepare all necessary encroachment agreements (b) In consultation with the Chairman and Vice-Chairman of the Committee, to approve an extension of a jetty, by not more than 3.0 metres, on an otherwise straightforward "like for like" replacement; and report such approvals to the next meeting of the Committee (c) To determine all encroachment, mooring and dredging applications which are not retrospective and within the Council's existing policy, those decisions to be reported to next meeting of the Committee (d) To review (in conjunction with the Director of Law and Governance and Strategic Director of Resources all encroachment applications and to consider them against the Council's Policy to determine which applications can be taken to Lake Administration Committee for consideration and in cases considered not to meet the policy requirements to reject them. Where applicants seek to replace an encroachment on a like for like basis and where there may be a dispute with the calculation of the encroachment fees, a report will be brought forward to the Lake Administration Committee for consideration. A like for	Senior Manager with responsibility for this area Senior Manager with responsibility for this area

Delegated Matter	Officer Level
like basis is deemed to be an encroachment which replaces an existing encroachment, therefore one encroachment remains following completion of the new jetty or structure. Applicants will be allowed to increase the length of the jetty/ structure but the old encroachment must fall within the footprint of the new encroachment (e) To determine and agree the length of encroachment lease terms of between 10 and 25 years, based upon the professional advice of the Council's Director of Corporate Assets, Fleet and Capital Programme and the Director of Law and Governance and those decisions to be reported to the earliest possible meeting of the Committee	

(c) Management of Fleet and Transport

Delegated Matter	Officer Level
Ensure compliance with the Council's Heavy Goods Vehicles and Public Service Vehicles Operator's Licences	Director of Capital Delivery and Assets + Senior Manager responsible for the Service + Transport Managers
Maintenance of the Council's vehicle fleet in accordance with legal requirements and industry standards	Director of Capital Delivery and Assets + Senior Manager responsible for the Service
Fleet management functions including bulk fuel and fuel cards procurement and administration, the vehicle telematics systems, the Safer Driving Programme and vocational driver reports	Director of Capital Delivery and Assets + Senior Manager responsible for the Service
Management of the Council's pool cars fleet and Business Travel Needs function	Director of Capital Delivery and Assets + Senior Manager responsible for the Service
Driving and vehicle maintenance education and training for the Council workforce	Director of Capital Delivery and Assets + Senior Manager responsible for the Service
Ownership and implementation of the Management of Occupational Road Risk requirements	Director of Capital Delivery and Assets + Senior

Delegated Matter	Officer Level
	Manager responsible for the Service
Fleet procurement and disposal support	Director of Capital Delivery and Assets + Senior Manager responsible for the Service
Delivery of the in-house transport service	Director of Capital Delivery and Assets + Senior Manager responsible for the Service

(d) Capital Programme

Approval to commence procurements of the following values	As below.
Value	**Minimum Officer Level**
£0 - £99,999	Programme Manager
£100k - £499,999	Senior Manager / Capital Portfolio Manager / Capital Programme Control Manager

Approval of task orders, Quotes, Tenders, entering into contracts*, appointing suppliers onto approved lists and DPS', Invoices, eProc *Signature/execution of contracts must be in accordance with CPR 14.1 "Contract Formalities"*			As below.
Level	**eProc**	**Value**	**Minimum Officer Level**
1	L3	£0 - £10,000	Project or Programme Assistant
2	L4	£0 - £25,000	Programme Control Officer
3	L5	£0 - £50,000	Project Lead, or Project Manager, or Programme Manager, or Capital Control Programme

			Manager or Capital Portfolio Manager or Senior Manager
4	L5	£0 - £100,000	Two of any role: Project Lead, or Project Manager, or Programme Manager, or Capital Control Programme Manager or Capital Portfolio Manager or Senior Manager
5	L6	£0 - £250,000	Two of any role: Capital Control Programme Manager, or Capital Portfolio Manager or Senior Manager (see note 1 re signature of agreement
6	L6	£0 - £499,999	Senior Manager and Director of Capital Delivery & Assets

***Note 1: Any contract with a total contract value of £250,000 (inc VAT) or any strategically or politically important contracts or those requiring a 12-year limitation period must be sealed by an Officer authorised by the Director of Law and Governance**

(e) Commissioning and Procurement

Delegated Matter	**Officer Level**
Approving Contract Modifications	Director of Procurement and Commissioning
Approving Contract Exemptions	Director of Procurement and Commissioning in consultation with the Director of Law and Governance
In conjunction with the recruiting Strategic Director/ Director authorising contract spend associated with	Director of Procurement and Commissioning

Delegated Matter	Officer Level
the recruitment of non-permanent workers through the managed service provider contract - £100,000 and above and for workers with tenure of more than 12 months	

(f) Human Resources / Organisational Development

The following functions and powers are reserved to the Strategic Director of Resources (or in their absence the relevant specified Director):	**Director**
To approve in consultation with the Director of Law and Governance and Strategic Director of Resources (s151 Officer) any redundancies and Settlement Agreements involving the Termination of Employment and mutually agreed severance (and not to settle potential or actual legal proceedings) up to a value of £100,000.	Strategic Director of Resources, or Director HR/OD
To approve, in consultation with the relevant portfolio holder, all establishment changes proposed by the relevant director, in respect of posts below the level of deputy chief officer	Director HR/OD
Approval of sponsorship of all migrant workers in accordance with Government guidance Deciding how many staff need access SMS and what level of permission they can have	Director HR/OD

Delegated Matter to Director of HR/OD	**Officer Level**
To approve requests for the extension of contractual sick pay entitlement	Director HR/OD
To approve requests for temporary Additional Responsibility Pay	Director HR/OD
To approve requests for payment of honoraria for all posts which exceeds £2000, as a one-off payment, or	Director HR/OD

Delegated Matter to Director of HR/OD	Officer Level
more than two honoraria payments within a 24-month period	
To approve in consultation with the Director of Law and Governance requests for approval of outside interests or employment made by employees	Director HR/OD
In special circumstances, to approve travelling and subsistence expenses for employees in excess of those generally approved by the Council where expenses in excess of allowances are unavoidable	Director HR/OD
To authorise, in consultation with the Strategic Director of Resources (s151 Officer), recruitment and retention incentives	Director HR/OD
In relation to the Council's relocation expenses scheme to have discretion to approve other arrangements to allow for flexibility in the recruitment process, for example, extend timescales, enhance allowances etc. subject to satisfying Inland Revenue requirements where Tax and NI deductions are concerned	Director HR/OD
To exercise the discretions under the Council's Statement of Policy on Discretions under the Local Government Pension Scheme Regulations for current and former employees below Deputy Chief Officer level in consultation with the Chief Officer responsible for that service area, the Strategic Director of Resources (s151 Officer) and the Director of Law and Governance.	Director HR/OD
To prepare reports for Staffing Committee in respect of the employment of Chief Officers and preparation of the annual Pay Policy Statement for recommendation to Council. To prepare reports for Staffing Committee and the Independent Persons Panel in respect of the dismissal of Chief Officers	Director HR/OD

In relation to award of low value contracts to Learning and Development providers:

Value	Minimum Officer Level
£0 - £20,000	ODWT Service Manager

Value	Minimum Officer Level
£20,001 - £99,999	Director HR/OD

Decisions to award to be made in accordance with the Contract Procedure Rules and Access to Information Procedure Rules in the Constitution.

Linda Jones

Director of Law and Governance

September 2026