

C. FUNCTIONS DELEGATED TO OFFICERS

GENERAL

1. All delegated powers are exercised in accordance with Council policies, within any financial limits imposed and within any guidelines prescribed by the Cabinet or appropriate committee.
2. Where the exercise of a function delegated to officers is marked with an asterisk, the responsibility for setting a charge in connection with the performance of that function will be reserved to the relevant Cabinet Member or Committee as appropriate, and will not be delegated to officers.
3. All executive directors and directors are authorised to make arrangements for the proper administration of the functions falling within their responsibility. An executive director may authorise a director or head of service, and a director may authorise a head of service, to act as their deputy with power to exercise any of the powers of the authorising executive director or director respectively.
4. Any matter that does not fall within the key decision definition at Part Two, Article 7, paragraph 7.10(b) of the Constitution is delegated to the relevant officer of the Authority - albeit that any officer can, where he sees fit to do so, consult with the relevant Cabinet Member/Chairman prior to taking any decision falling within his delegated authority.
5. Where a particular matter under delegated authority gives the officer (or the relevant Cabinet Member or chairman) cause for concern, it should be the subject of a report to the relevant Cabinet Member or committee.
6. Cabinet Members or committees may reserve to themselves decisions that have been delegated to officers by giving notice to the Director of Strategy and Local Services and to the relevant director.
7. All delegated powers are derived from either the Council, or a committee thereof, or the executive. The source of each delegation is specified in the body of the list of delegations.
8. Where any new power or duty is given to the Council, the exercise of that power or duty will be undertaken by the relevant executive director or director until such time as the allocation of responsibility has been determined by the Leader or the Council.
9. An executive director or director may exercise any of the functions delegated to directors or heads of service within their directorate.
10. In all cases where the exercise of executive functions is not specifically reserved to the executive, those functions are deemed to be delegated to the Chief Executive and the executive director and/or director with responsibility for the relevant function as set out in this Part of the Constitution.

Corporate Services
Chief Executive
Town Clerk and Executive Director of Finance
Director of Strategy and Local Services
Director of Adult Learning
Director of Legal Services
Director of Corporate Property
Director of Housing
Head of Human Resources
Head of Media and Communications
Planning and Borough Development
Executive Director, Planning and Borough Development
Head of Building Control
Children's Services
Executive Director of Children's Services (Tri-borough)
Director of Schools, Quality and Standards
Director of Family Services
Adult Social Care
Executive Director of Adult Social Care (Tri-borough)
Environmental Services
Director of Environmental Services (A) - Waste Management, Enforcement, Culture and Leisure
Head of Licensing and Business Improvement
Director of Environmental Services (B) - Parking, Highways and Transportation and Environmental Health
Director of Environmental Health

STATUTORY OFFICERS

By law, the Council must employ the persons set out below. The Council or Executive of the Council assigns many of the duties of these officers by legislation:

Legislation	Function	Post
s4 Local Government and Housing Act 1989	Head of Paid Service	Chief Executive
S5 Local Government and	Monitoring Officer	Chief Solicitor

Part Three - Responsibility for Functions - C. Officers

Housing Act 1989		
s151 LGA 1972	Chief Finance Officer	Town Clerk and Executive Director for Finance
S8 Representation of the People Act 1983	Electoral Registration Officer	Chief Executive
S35 Representation of the People Act 1983	Returning Officer	Chief Executive
s6(A1) Local Authority Social Services Act 1970	Director of Adult Social Services	Director of Adult Social Care (tri-borough)
s18 Children Act 2004	Director of Children's Services	Director of Children's Services (tri-borough)
s72(1)(a) Weights and Measures Act 1985	Chief Inspector of Weights and Measures	Head of Service for Residential Operations
S31 Local Democracy, Economic Development and Construction Act 2009	Scrutiny Officer	Scrutiny Manager

PROPER OFFICERS

The Council employs the following 'Proper Officers':

Legislation	Function	Post
Local Government Act 1972		
S.83(1) to (4)	Witness and receipt of Declaration of Acceptance of Office	Chief Executive
S.84(1)	Receipt of notice of resignation of elected Member	Chief Executive
S.88(2)	Convening a meeting of Council to fill a casual vacancy in the office of Chair	Town Clerk and ED Finance
S.89(1)	Notice of casual vacancy	Chief Executive
S.100 (except 100(D))	Admission of public (including press) to meetings	Town Clerk and ED Finance
S.100(D)	Compile list of background papers for reports and make copies available for public inspection	Town Clerk and ED Finance
S.115(2)	Receipt of money due from officers	Town Clerk and ED Finance

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S.146(1)(a) and (b)	Declarations and certificates with regard to transfer of securities	Town Clerk and ED Finance
S.191	Officer to whom an application under S.1 of the Ordnance Survey Act 1841 will be sent	Executive Director for Planning and Borough Development
S.225	Deposit of documents	Town Clerk and ED Finance
S.228(3)	Accounts for inspection by any member of the Council	Town Clerk and ED Finance
S.229(5)	Certification of photographic copies of documents	Director of Legal Services
S.234	Authentication of documents	Director of Legal Services
S.238	Certification of byelaws	Director of Legal Services
S.248	Officer who will keep the Roll of Freemen	Town Clerk and ED Finance
Schedule 12		
Para 4(2)(b)	Signing of summons to Council meeting	Town Clerk and ED Finance
Para 4(3)	Receipt of notice about address to which summons to meeting is to be sent	Town Clerk and ED Finance
Schedule 14		
Para 25	Certification of resolution concerning the Public Health Acts 1875 to 1925	Director of Environmental Health
Local Government Act 1974		
S.30(5)	To give notice that copies of an Ombudsman's report are available	Town Clerk and ED Finance
Local Government (Miscellaneous Provisions) Act 1976		
S.41(1)	The officer who will certify copies of evidence of resolutions and minutes of proceedings	Town Clerk and ED Finance
Local Authorities Cemeteries Order 1977		
Regulation 10	To sign exclusive rights of burial	Director of ES (A)
Representations of the People Act 1983		
S.82 and 89	Receipt of election expense declarations and returns and the holding of those documents for public inspection	Town Clerk and ED Finance

Local Elections (Principal Area) Rules 1986		
Rule 46	Retention and public inspection of documents after an election	Town Clerk and ED Finance

Local Elections (Parishes and Communities) Rules 1986		
Rules 46, 47 and 48	Retention and public inspection of documents after an election	Town Clerk and ED Finance
Local Government and Housing Act 1989		
S.2(4)	Recipient of the list of politically restricted posts	Director of Strategy and Local Services
Local Government (Committees and Political Groups) Regulations 1990		
Regulation 8	For the purposes of the composition of committees and nominations to political Groups	Director of Strategy and Local Services
Local Authorities (Members' Interests) Regulations 1992		
Regulations 3,4,5 and 6	Functions relating to keeping a record of members' interests	Monitoring Officer
Local Authorities (Standing Orders)(England) Regulations 2001		
Schedule 1 Part 2	Notification of appointment or dismissal of officers	Director of Strategy and Local Services
The Local Authorities (Executive Arrangements) Access to Information (England) Regulations 2000		
Regulation 3	Recording of Executive decisions made at meetings of the Executive Board	Director of Strategy and Local Services
Regulation 5	Inspection of documents following Executive decisions	Director of Strategy and Local Services
Regulation 6	Inspection of background papers	Director of Strategy and Local Services
Regulation 9	Individual Executive decisions	Director of Strategy and Local Services
Regulation 11	Access to agenda and connected reports	Director of Strategy and Local Services
Regulation 12	Publicity in connection with key decisions	Director of Strategy and Local Services
Regulation 15	General exception relating to the Forward Plan	Director of Strategy and Local Services
Regulation 17	Members' rights of access to documents	Director of Strategy and Local Services
Regulation 21	Confidential/exempt information and exclusion of public from meetings	Director of Strategy and Local Services
Housing Act 1985		

S.606	Submission of reports on particular houses or areas by the Proper Officer	Director of Housing
Building Act 1984		
s.93	Authentication of documents	Head of Building Control
Food Safety Act 1990		
s.49(3)(a)	Authentication of documents	CCDC*
Public Health Act 1936		
S. 85(2)	To serve notice requiring remedial action where there are verminous persons or articles	Director of Environmental Health
Public Health Act 1961		
S.37	Control of any verminous article	Director of Environmental Health
Public Health (Control of Disease) Act 1984		
s.11	Receiving and dealing with notifications about cases of notifiable diseases and food poisoning	CCDC*
s.18	Obtaining information about cases of notifiable disease or food poisoning	CCDC*
s.20	Stopping of work to prevent spread of disease	CCDC*
s.21	Exclusion from school of a child liable to convey a notifiable disease	CCDC*
s.22	Requesting names and addresses of pupils attending a school or department of a school	CCDC*
s.24	Disinfection of infected articles before being taken to a laundry.	CCDC*
S.31	Certification by officer of need for disinfection of premises	CCDC*
S.32	Certification by officer of need to remove person from infected house	CCDC*
s.36	Issuing certificates to obtain an order for and carrying out a medical examination of persons believed to be carrying a notifiable disease	CCDC*
s.40	Obtain a warrant to and carry out a medical examination of inmates of a common lodging house	CCDC*

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s.42	Certifying a common lodging house to be free from infection	CCDC*
s.43	Certifying that the body of a person who dies in hospital from a notifiable disease shall not be moved except to be taken to a mortuary or immediately buried or cremated	CCDC*
s.48	Certifying that the retention of a body in a building would endanger health	CCDC*
s.59	Authentication of documents relating to matters within his/her responsibility	CCDC*
s.61	Power of authorised officers to enter premises and obtain warrant including proper officer. Authorised officers may also take other persons with them (Section 62).	CCDC*
Public Health (Infectious Disease) Regulations 1988		
s.6	Informing on cases of disease subject to the International Health Regulations and serious outbreak of disease including food poisoning. Send any certificate received for certain diseases to the Chief Medical Officer for England.	CCDC*
s.8	Submitting returns to the Registrar General and the Medical Officer of the District Health Authority.	CCDC*
s.9 & Schedules 3 & 4	Reporting cases of Typhus or Relapsing Fever and food poisoning. Serving notices under Schedules 3 and 4, in urgent situations.	CCDC*
s.10	To arrange a vaccination programme for an area to prevent the spread of any notifiable disease.	CCDC*
National Assistance Act 1948		
s.47	Removal to suitable premises of people in need of care and attention	Executive Director for Housing, Health and Adult Social Care
National Assistance (Amendment) Act 1951		
s.1	Certification of the need for immediate action	Executive Director for Housing, Health and Adult Social Care

Part Three - Responsibility for Functions - C. Officers

**The North West London Health Protection Units' Consultants in Communicable Disease Control (CCDCs) of the Health Protection Agency*

ALL EXECUTIVE DIRECTORS AND DIRECTORS

General

1. To manage and promote the services for which they are responsible. This includes taking and implementing decisions which help to maintain the operational effectiveness of the services within their remit and which fall within a policy decision made by the executive or the Council. These above powers are to be exercised:
 - (a) having regard to any legal advice from the Director of Legal Services and/or the Monitoring Officer;
 - (b) in accordance with any instructions given by the Chief Executive or Town Clerk and Executive Director of Finance, statutory codes of conduct or statutory guidance, and codes and protocols as may be approved by the Executive or the Council;
 - (c) in accordance with financial and contract procedure rules; and
 - (d) within any budgets or policies approved by the Council, and not committing the Council's budget to growth for future financial years.
2. To be responsible for the overall financial management within their business group or department and for ensuring that all staff under their responsibility are aware of the existence and content of the Council's Financial Procedure Rules and that they comply with them.
3. To respond to consultation documents where the response would not amount to a key decision. Executive
4. To open tenders in accordance with the Council's Procurement Procedure Rules and Contract Regulations at Part Four (F) of the Constitution. Executive
5. To approve variations in contracts in accordance with the Council's Procurement Procedure Rules and Contract Regulations at Part Four (F) of the Constitution. Executive
6. To write off any debt due to the Council in accordance with the Council's Financial Procedure Rules at Part Four (D) of the Constitution. Executive
7. To choose not to exercise their delegated power and refer the exercise of the delegated power to the relevant Cabinet Member or Committee.
8. To the extent that it is permitted by law, to authorise all or any of their delegated functions to other officers within their departments or to agents, either fully or under their general supervision and control. *[Note: There is an expectation that each department or business group will maintain their own scheme of delegation showing in particular which post(s) have been authorised to exercise any of the delegated powers listed in this Scheme.]* Council and Executive

Part Three - Responsibility for Functions - C. Officers

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| 9. To enter and inspect premises, and to make applications for warrants. | Council and Executive |
| 10. To promote services (not policy). | Council and Executive |
| 11. To give factual information to the press. | Council and Executive |
| 12. To enter into arrangements or do anything else which is considered necessary or expedient in respect of functions delegated to them. | Council and Executive |
| 13. To provide a remedy under the Council's complaints scheme, including a payment or other benefit (any payment or benefit of a sum/value of more than £500 shall be subject either to approval by the Administration Committee or agreed following consultation with the Chairman of the Administration Committee). | Council |
| 14. To promote services (not policy), ensuring always that publications are compliant with the Council's Publications Guidelines. | Council |

Legal Procedures

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| 15. To authorise the Director of Legal Services to issue legal proceedings in respect of functions delegated to them. | Council and Executive |
| 16. To authorise the Director of Legal Services to prepare any legal agreement or document. | Council and Executive |
| 17. To prepare and serve any statutory notice in respect of functions delegated to them. | Council and Executive |
| 18. To authorise the Director of Legal Services to prepare and serve any statutory notice in respect of functions delegated to them. | Council and Executive |
| 19. To issue formal cautions where criminal offences are admitted, in conjunction with the Director of Legal Services, where necessary. | Executive |
| 20. To use and occupy the premises and estate efficiently. | Executive |
| 21. To take enforcement action including the issuing of fixed penalty notices. | Council and Executive |

Human Resources

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| 22. To appoint, suspend and dismiss staff. | Council |
| 23. To take action under the Council's employment policies and procedures, including in the case of Executive Directors and Directors, appeals in relation to redundancy or redeployment. | Council |
| 24. To authorise overtime and leave. | Council |
| 25. To delete vacant posts and create new posts. | Council |
| 26. To reimburse staff for the cost of professional fees. | Council |

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| 27. To approve officer attendance at conferences or training courses that cost less than £1,000 (and any attendance costing more than this shall only be agreed following consultation with the relevant Cabinet Member). | Council |
| 28. To authorise ex-gratia payments, in conjunction with the relevant Cabinet Member and the Town Clerk and Executive Director of Finance. | Council |
| 29. To authorise interest-free season ticket loans and car loans. | Council |
| 30. To pay removal expenses, in conjunction with the Town Clerk and Executive Director of Finance. | Council |
| 31. To negotiate with trade unions. | Council |
| 32. To authorise extensions of sickness allowances and extensions of service, in conjunction with the Town Clerk and Executive Director of Finance. | Council |
| 33. To approve Acting Allowances and Honoraria up to a limit set by the Town Clerk and Executive Director of Finance. | |

Goods and Services

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| 33 To bid for external resources for services within their remit. | Executive |
| 34. To invite and accept tenders and quotations in accordance with the Council's Procurement Procedure Rules and Contract Regulations at Part Four (F) of the Constitution. | Executive |
| 35. To instruct and engage contractors and consultants. | Executive |
| 36. To liaise and consult with external inspectors, consultants and other persons in respect of functions delegated to them. | Executive |
| 37. To set, vary and recover costs, fees and charges for goods and services provided in respect of functions delegated to them. | Council and Executive |

Financial

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| 38. To approve funding for voluntary organisations up to £19,999 per annum (with proposed grants above this figure being the subject of a key decision). | Executive |
| 39. To approve the use of funds from small charities where the Council acts as the honorary secretary. | Executive |
| 40. To write off debts due to the Council, dispose of any non-property asset or vire budgets due to the Council in accordance with the Council's Financial Procedure Rules at Part Four (D) of the Constitution. | Executive |

CHIEF EXECUTIVE

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| 1. Generally to take action in relation to the overall corporate management and operational responsibilities of the Council. | Executive |
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| 2. | To carry out or delegate to other officers functions relating to the appointment, promotion, dismissal, retirement and other human resources matters affecting staff graded below a Deputy Chief Officer. | Council |
| 3. | To consider and determine salary settlement and PRP for staff on personal contracts. | |
| 4. | To make any decision which is delegated to any executive director or director. | Council and Executive |
| 5. | To consider and determine applications from directors for appointments to overlap. | Council |
| 6. | In the absence of the Monitoring Officer to carry out the functions of the qualified person for the purposes of Section 36 of the Freedom of Information Act 2000 (prejudice to effective conduct of public affairs). | Executive |
| 7. | Overall responsibility for the Council's commercial initiatives. | Executive |
| 8. | To discharge functions under Section 138(1) of the Local Government Act 1972 (Powers of principal councils with respect to emergencies or disasters) on behalf of the London Borough Councils and the Common Council of London following the convening of the Strategic Co-ordinating Group ('Gold Command') to respond to an incident requiring a 'Level 2' response (i.e. a single site or wide-area disruptive challenge which requires a co-ordinated response by relevant agencies). | Executive |

TOWN CLERK AND EXECUTIVE DIRECTOR OF FINANCE

Finance

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| 1. | To make arrangements for the proper administration of the Council's financial affairs. | Executive |
| 2. | To approve the detailed format of the financial plan and the revenue budget prior to approval by the Council. | Executive |
| 3. | To determine the Annual Treasury Strategy and carry out all treasury management activities. | Executive |
| 4. | Accountability for the capital programme, capital receipts and the Council's income and investments (excluding HRA residential stock, highway land and their associated assets). | Executive |
| 5. | To raise money for revenue purposes and to make suitable arrangements for the investment of surplus Council funds. | Executive |

Part Three - Responsibility for Functions - C. Officers

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| 6. To approve the carry forward into the ensuing year of expenditure on approved projects included in the revenue estimates, but which have either not been started or completed in the year for which expenditure has been voted. | Executive |
| 7. To raise loans for capital requirements. | Executive |
| 8. To agree maximum limits for departments' cash holdings. | Executive |
| 9. To approve leasing arrangements to finance capital expenditure and to report to the Cabinet Member for Finance and I.T. | Executive |
| 10. To effect all insurance cover, including the approval/acceptance of contracts for insurance cover. | Executive |
| 11. To write off any debt due in accordance with the Council's Financial Procedure Rules at Part Four (D) of the Constitution. | Executive |
| 12. To determine entitlement to housing and Council tax benefit and pay such amounts as are due. | Executive |
| 13. To determine entitlement to discretionary housing payments and pay such amounts as are due. | Executive |
| 14. To make decisions, following consultation with the relevant Cabinet Member, on applications for council tax discretionary discounts. | Executive |

Goods and Services

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| 15. To pay invoices on receipt of certification from the relevant director. | Executive |
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Human Resources

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| 16. To account for all payroll transactions and make appropriate arrangements for their payment. | Council |
| 17. To pay obligatory gratuities to statutorily transferred ex-ILEA staff upon retirement, in cases where the employee is not a member of the relevant pension scheme. | Council |
| 18. To select and appoint external fund managers in respect of the Superannuation Fund. | Council |
| 19. To approve the early payment of termination/pension benefits in conjunction with the Director of Human Resources and General Services. | Council |
| 20. To extend the time limit for the repayment or refund of pension fund contributions for local authority service beyond the statutory six-month time limit. | Council |
| 21. To approve supplementary estimates required to meet additional expenditure caused by salary and wage awards, and other inflationary allowances. | Council |
| 22. To set interest levels for staff car loans. | Council |

Systems

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| 23. To approve the form of the Council's accounting records. | Executive |
| 24. To make arrangements for an internal audit system. | Executive |
| 25. To approve departments' policies for the retention or destruction of financial records. | Executive |

Legal Procedures

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| 26. To issue legal proceedings in respect of housing benefit and Council tax benefit overpayments. | Executive |
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General

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| 27. To declare the Council's local interest rate and to apply the relevant rate of interest to borrowers' accounts. | Executive |
| 28. To apportion and certify the rateable value of partly occupied hereditaments. | Executive |
| 29. To open and close bank accounts and sign bank mandates. | Executive |
| 30. To authorise cash transfers. | Executive |
| 31. Overall responsibility for the functions of the Executive Director of Planning and Borough Development, Director of Corporate Property, Director of Strategy and Local Services, Director of Legal Services, Director of Housing, Head of Information Systems and Head of Media and Communications | Executive |
| 32. To lead on the project to improve the customer experience. | Executive |
| 33. To establish and maintain appropriate arrangements for dealing with complaints made against the Council, reporting to appropriate member forums as necessary. | Executive |

DIRECTOR OF STRATEGY AND LOCAL SERVICES

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| 1. To approve the allocation of funds to individual projects to be supported through regeneration programmes such as the single regeneration budget and the Neighbourhood Renewal and Neighbourhood Management Programmes. | Executive |
| 2. To approve applications for discretionary relief from national non-domestic rates by not-for-profit organisations. | Executive |
| 3. To manage all aspects of the Council's work with the Metropolitan Police, the Royal Parks Police, the British Transport Police and any other relevant law enforcement agency, to reduce and prevent crime, disorder and anti-social behaviour and the fear thereof. | Executive |
| 4. Generally to take action and operate all legislative and administrative procedures to reduce and prevent crime, disorder and anti-social behaviour and the fear thereof. | Executive |

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| 5. To take enforcement action to reduce and prevent crime, disorder and anti-social behaviour and the fear thereof. | Executive |
| 6. Responsible for the scrutiny function and special projects. | Executive |
| 7. To be responsible for emergency planning and business continuity | Executive |
| 8. To open tenders in accordance with the Council's Procurement Procedure Rules and Contract Regulations at Part Four (F) of the Constitution. | Executive |
| 9. To approve premises for civil marriages. | Council |
| 10. To register and approve charities. | Executive |
| 11. To register and approve lotteries. | Council |
| 12. To register organisations providing lotteries and amusements. | Council |

DIRECTOR OF ADULT LEARNING

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| 1. To approve registration of voluntary organisations providing community education and youth services.* | Executive |
| 2. To give directions in relation to the occupation and use of community schools.* | Executive |
| 3. To provide support, transport, clothing and other assistance in relation to a pupil's education.* | Executive |
| 4. To prepare disability statements relating to further education. | Executive |
| 5. To provide careers education and guidance in pupil referral units. | Executive |
| 6. To act as the responsible person for the registration of play centres providing out-of-school care.* | Executive |
| 7. To determine the grading of posts within the scope of the Joint Negotiating Committee for Youth and Community Workers. | Council |
| 8. To consider appeals against gradings by staff employed by voluntary organisations through direct grant. | Council |
| 9. To maintain a register of childcare providers. | Executive |
| 10. To be responsible for the provision of library services. | Executive |

DIRECTOR OF LEGAL SERVICES

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| 1. To issue, defend, settle or participate in any legal proceedings and legal procedure where such action is necessary to give effect to the decisions of the Council, or in any case where the Director of Legal Services considers that such action is necessary to protect the Council's interests. | Council and Executive |
| 2. To sign any legal document on behalf of the Council. | Executive |
| 3. To witness the affixing of the Council's seal. | Executive |

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| 4. To register and enforce a charge on the title of any property, in conjunction with the relevant Cabinet Member. | Executive |
| 5. To consent to the registration of other charges on the title of any property where the Council already holds a charge. | Executive |
| 6. To take out letters of administration or grant of probate on behalf of the Council. | Executive |
| 7. To nominate assistant chief officers responsible for the management of operations in connection with the exercise of their regulatory powers. | Executive |
| 8. To instruct Counsel and external solicitors. | Executive |
| 9. To engage professional experts and witnesses. | Executive |
| 10. To waive, alter or modify public hearing procedure rules and rules governing applications for licences, registrations and consents. | Executive |
| 11. To write off any debt due to the Council in accordance with the Council's Financial Procedure Rules at Part Four (D) of the Constitution. | Executive |
| 12. To approve the persons designated for the purposes of Part Two of the Regulation of Investigatory Powers Act 2000 to grant authorisations for the carrying out of directed surveillance. | Executive |

DIRECTOR OF CORPORATE PROPERTY

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| 1. Accountability with the Town Clerk and Director of Finance for the capital programme, capital receipts and the Council's income and investments (excluding HRA residential stock, highway land and their associated assets); | Executive |
| 2. Financial control and management of capital building works and all maintenance projects (including minor works programmes, but excluding VA or Faith schools) funded through the capital programme; | Executive |
| 3. To approve the acquisition of (freehold or leasehold), disposal of or granting of an interest in land (lease or licence), where appropriate with the Town Clerk and Director of Finance, subject to consultation with the Cabinet Member for Housing and Property where totals are below £250,000 (amounts in excess to be subject to Cabinet approval); | Executive |
| 4. To be responsible for all facilities management activities and all revenue expenditure in respect of property-related running costs. | Executive |

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| 5. | To permit, restrict and close access to the whole or part of any of the corporate facilities owned or occupied by the Council. In relation to the catering waiver and to lettings of the Great Hall, the Small Hall, the Main Hall and the Small Hall combined, the Cadogan Suite and Kensington Town Hall Committee Rooms, except that, where an organisation has previously made a booking, the power to set the charge with the same rate is delegated. | Executive |
| 6. | To approve the acceptance of utility contracts (only). | Executive |
| 7. | To fix rent assessments for Council-owned staff accommodation. | Executive |
| 8. | To authorise the granting of a licence by the Council for the assignment of a lease. | Executive |
| 9. | To grant licences in respect of Council-owned property. | Executive |
| 10. | To agree rent reviews. | Executive |
| 11. | To offer Council properties for sale to tenants who qualify for the Right-to-Buy Scheme. | Executive |
| 12. | To consent to the sub-letting of property mortgaged by the Council. | Executive |
| 13. | To approve, following consultation with the relevant Cabinet Member, the renewal of leases on the basis of the existing terms up to a maximum term of 15 years, excepting rent. | Executive |

DIRECTOR OF HOUSING

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| 1. | To provide financial and other assistance to organisations or individuals providing external housing services, which the Cabinet Member for Housing and Property has approved. | Executive |
| 2. | To approve the allocation of funds to individual projects within the Housing Revenue Account Capital Programme and the Housing Regeneration Programme. | Executive |
| 3. | To delegate functions relating to the management of the housing revenue account housing stock to the Tenant Management Organisation and other estate management boards.* | Executive |
| 4. | Generally to take action and operate all legislative and administrative procedures in relation to housing where enforcement is the responsibility of the Council. Specifically, but not exclusively, to: <ul style="list-style-type: none"> a. approve discretionary house renovation grants up to a value of £10,000 (and any higher sum shall only be agreed following consultation with the relevant Cabinet Member); b. approve the mandatory disabled facilities and home repairs assistance grants; c. approve the reassessment of mandatory and discretionary renovation grants by amounts of up to £10,000 (and any higher sum shall only be agreed following consultation with the | Executive |

- relevant Cabinet Member);
- d. cancel renovation grants on expiry of the period allowed for the works to be completed;
 - e. determine closing orders;
 - f. grant tenancies and sign tenancy agreements in respect of properties subject to a control order made by the Council;
 - g. pay approved grants on completion of works, or lesser amounts where variations to the works have taken place;
 - h. reconnect gas, water and electricity supplies and terminate the Council's responsibility for such supplies;
 - i. vary and revoke direction orders;
 - j. waive the requirements for lessees to repay any part of a house renovation grant where breaches of conditions occur by an act on the part of a superior landlord; and
 - k. monitor and make decisions in relation to overcrowded premises.

Housing Assistance

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| 5. To provide housing advice and information. | Executive |
| 6. To assess applicants' housing need and priority for re-housing. | Executive |
| 7. To determine eligibility for resettlement support. | Executive |
| 8. To make homelessness decisions. | Executive |
| 9. To provide the 'Right-to-Review' on homelessness and suitability of housing decisions. | Executive |
| 10. To arrange and withdraw the temporary re-housing of persons. | Executive |
| 11. To offer accommodation to persons from clearance or redevelopment areas with the prescribed residential qualifications. | Executive |
| 12. To select and nominate eligible persons including tenants from the statutory register to Council and non-Council housing. | Executive |
| 13. To allocate social housing. | Executive |
| 14. To make advances to registered social landlords for the acquisition, conversion, repair and construction of dwellings. | Executive |
| 15. To permit minor amendments and revisions to registered social landlords schemes that have previously been approved for inclusion in the programme. | Executive |
| 16. To lend money to individual borrowers under the Council's scheme for making advances. | Executive |

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| 17. To delete the 'clawback' clause (the sliding scale for sharing appreciation in value of a lease between a co-ownership association and its lessee and/or members) from the lease of a co-ownership association, if the association so requests. This is provided that the association: | Executive |
| (a) agrees to pay all costs incurred; | Executive |
| (b) does not have a Council loan which is to be repaid through the association's share of profits from the 'clawback' clause; and | Executive |
| (c) is not in arrears with its mortgage repayments to the Council. | Executive |

In relation to housing stock only and not operational or commercial stock

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| 18. To grant licences in respect of Council property, in conjunction with the Director of Corporate Property. | Executive |
| 19. To grant rent reductions in connection with renewal projects and or major repairs. | Executive |
| 20. To negotiate deeds of variation to leases. | Executive |
| 21. To consent to improvements to private sector housing. | Executive |
| 22. To have regard to all written observations received from leaseholders in connection with statutory notices for works, not requiring specific approval by the Cabinet Member for Housing and Property. | Executive |
| 23. To approve applications by Council borrowers to sub-let property mortgaged by the Council. | Executive |
| 24. To approve the allocation of funds to individual projects to be supported through the Sure Start Programme following advice from the Sure Start North West Kensington Delivery Board. | |
| 25. To issue legal proceedings in relation to housing and landlord and tenant legislation. | Executive |

HEAD OF HUMAN RESOURCES

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| 1. To implement the local decisions and the decisions of the National Joint Council regarding conditions of service, wage and salary awards. | Council |
| 2. To calculate and pay salaries, wages and benefits, including performance related pay. | Council |
| 3. To make arrangements for the administration of the Local Government Pension Scheme. | |
| 4. To pay honoraria, acting allowances and bonuses, in accordance with the relevant national and local schemes, and with the relevant director. | Council |

Part Three - Responsibility for Functions - C. Officers

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| 5. To carry out functions relating to the appointment, promotion, dismissal, retirement and other human resources matters affecting staff graded below a Deputy Chief Officer. | Council |
| 6. To approve the early payment of termination/pension benefits in conjunction with the Executive Director for Finance, Information Systems and Property and to exercise discretion to re-instate a children's pension where a break between two courses of education or training has occurred. | Council |
| 7. To approve gradings and designation of posts. | Council |
| 8. To grant merit increments to officers on recommendation from the relevant director. | Council |
| 9. To operate the Staff Travelcard Allowance Scheme. | Council |
| 10. To administer the car loan and car leasing schemes. | Council |
| 11. To approve additions to the approved list of car allowances. | Council |
| 12. To take over car loans and leasing arrangements where an employee has been recruited from another local authority. | Council |
| 13. To approve the list of telephone rental allowances. | Council |

HEAD OF MEDIA AND COMMUNICATIONS

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| 1. To promote the working of the Council, within the Code of Recommended Practice on Local Authority publicity. | Executive |
| 2. To issue statements to the press on behalf of the Council if the public standing of the Authority could be affected by the absence of a statement, whether or not it has been agreed with the Cabinet Member or committee chairman concerned. | Executive |
| 3. To promote the Council's views as agreed by members in the relevant decision-making forum. | Executive |

EXECUTIVE DIRECTOR FOR PLANNING AND BOROUGH DEVELOPMENT

Planning Permissions and Consents

1. Generally to take action and operate all legislative and administrative procedures in relation to planning and conservation, subject to the following: Council and Executive
- (i) The Royal Borough recognizes that there is a balance to be struck between dealing with applications for planning permission in public at Committee and delegating certain decisions to the Executive Director for Planning and Borough Development. Appropriate delegation is in the public interest to improve response times to applications.
 - (ii) The Major Planning Development Committee or the Planning Applications Committee (see Paragraphs 3.B.11 and 3.B.12) will determine applications for planning permission and other matters as set out in the Constitution.
 - (iii) The Major Planning Development Committee will not delegate its functions to the Executive Director, except that it may delegate to the Executive Director the conclusion of detail including conditions and other matters.
 - (iv) The Executive Director can determine applications for planning permission, listed building consent, conservation area consent, advertisement consent and other applications under the planning legislation in the following circumstances:
 - (a) Where the Chairman of the Committee has not asked for the matter to be determined by the Committee.
 - (b) Where no other Member of the Council has asked for the matter to be determined by the Committee.
 - (c) Where there are not three or more valid planning objections received by the end of the relevant statutory consultation period which cannot be overcome by conditions.
 - (d) Where an application is contrary to the Council's planning policies, to refuse permission whether or not there are objections to the application.
 - (v) The Executive Director may grant planning permission, listed building consent, conservation area consent in any matter where the Planning Applications Committee has indicated its requirements and the applicants have amended an application in consequence.
 - (vi) The Executive Director can issue planning consent at his discretion, but without delay, following determination of an application by the Major Planning Development Committee or the Planning Applications Committee, and upon the conclusion of appropriate documentation.
 - (vii) The Executive Director can grant conservation area consent for demolition associated with acceptable development.

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| (viii) The Executive Director can decline to determine planning applications, in which case the matter shall be put before the relevant committee. | Council |
| (ix) Where planning obligations have been approved by the Planning Applications Committee or the Major Planning Development Committee the Executive Director may approve minor variations to the terms of the obligations prior to their completion. | Council |
| (x) Where there is a planning application, which can be determined under delegated powers, and a s106 agreement has been completed in connection with an existing planning permission on the same site for a similar scheme the Executive Director may agree to the Council entering a new agreement under s106 of the Town and Country Planning Act 1990 and other related legislation on substantially the same terms. | Council |
| (xi) Where there is a planning application for residential development involving a net gain of less than ten units which can be dealt with under delegated powers the Executive Director may agree to the Council entering into an agreement under s.106 of the Town and Country Planning Act 1990 (and other related legislation) to secure the payment of a range of financial contributions and permit free planning obligations in accordance with the Council's Planning Obligations SPD (including contributions in lieu of affordable housing for those proposals involving a net increase of residential floorspace of between 800 sq. m. and 1200 sq. m. as described in the SPD and Policy CH2 of the Core Strategy). | Council |
| (xii) Where the Chairman of the Committee has not asked for the matter to be determined by Committee the Executive Director may agree to minor variations to the terms of existing s.106 agreements or to the terms of proposed s.106 agreements already approved by Committee. | Council |
| (xiii) Where conditions attached to planning permissions and other consents require the approval of details or other matters, to approve those details or other matters and, where necessary, to confirm whether or not the relevant conditions have been complied with. | Council |
| (xiv) The Executive Director will decline to exercise any of the above delegations and will place any application on the agenda of the Planning Applications Committee in any circumstances where he judges the public interest would be best served by so doing. | Council |

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| (xv) The Executive Director for Planning and Borough Development can withdraw a report that is on the agenda of the Planning Applications Committee or the Major Planning Development Committee following consultation with the Chairman of the meeting or if they are not available the Chairman of the relevant Committee. | Council |
| 2. To grant consents under highways legislation incidental to applications for planning permission. | Executive |
| 3. To grant or refuse applications for pavement crossovers. | Executive |
| 4. To add additional conditions, reasons and amended drawing numbers as required by the Historic Buildings and Monuments Commission to those decisions that have already been considered by the Committee. | Council |
| 5. To grant or refuse certificates of lawful development. | Council |
| 6. To consider and approve the planning aspects of applications for the re-siting of pillar-boxes and telephone kiosks. | Council |

Demolition

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| 7. With regard to control over demolition to: | Council |
| (i) determine whether prior approval of details of demolition is, or is not, required; | |
| (ii) approve details of demolition and any proposed restoration of a site, including the imposition of conditions, in relation to minor non-controversial demolition; and | |
| (iii) approve details of demolition forming part of other applications, where the demolition is minor or non-controversial. | |

Trees

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| 8. To take steps and do works in relation to dangerous trees on private land for the purpose of making the trees safe. | Executive |
| 9. To determine all applications relating to trees on Council-owned land, except the felling of trees in Council-owned parks and open spaces. | Council |
| 10. To make tree preservation orders (TPOs) with all opposed orders remaining a matter for the Planning Services Committee. | Council |
| 11. To grant or refuse permission to remove, top or lop trees that are the subject of TPOs or are situated in conservation areas. | Council |
| 12. To plant street trees, to remove dangerous trees and to approve work to trees on the highway. | Executive |

Legal Procedures

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| 13. To take enforcement action under planning legislation. | Council |
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| 14. | To issue appropriate statutory notices under planning legislation or other relevant legislation. | Council |
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General

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| 15. | Generally to take action and operate all statutory and administrative procedures under the planning legislation and other relevant legislation. *In relation to supplementary land charge questions and photocopying. | Council and Executive |
| 16. | To make directions removing permitted development rights (Article 4 Directions). | Executive |
| 17. | To make determinations, give approvals and agree other matters relating to the exercise of permitted development rights. | Council |
| 18. | To register notices and make decisions in respect of temporary sleeping accommodation. | Executive |
| 19. | To approve where not more than three valid objections have been received the naming and numbering of any street or building. | Executive |
| 20. | To remove or obliterate placards, posters or unauthorised advertisement hoardings. | Council |
| 21. | To remove signs or graffiti on buildings. | Council |
| 22. | To remove dilapidated and neglected structures. | Council |
| 23. | To award grants and loans from the Brighten Up the Borough Fund. | Executive |
| 24. | To discharge all licensing functions and such other matters an officer is empowered to discharge under the Licensing Act 2003 (the "Act"), or any Regulations issued in relation to that Act and any regulations amending, consolidating or replacing them. Specifically but not exclusively to: | Council |
| | (i) To consider all types of licensing applications permissible under the Act for the grant, conversion, variation, renewal or review and to make representations as a Responsible Authority in respect of those applications; | |
| | (ii) To make representations as to the conditions which should be required to promote the licensing objectives under the Act; | |
| | (iii) To exercise all duties or powers they are required to carry out as a Responsible Authority under the Act. | |
| 25. | To discharge all licensing functions, duties, powers and such other matters an officer is empowered to discharge both generally and as a Responsible Authority under the Gambling Act 2005 or any ancillary codes or legislation and any statute or regulations amending, consolidating or replacing them, including making representations in respect of all gambling applications permissible under the Act and applying for or participating in any reviews and legal proceedings in relation thereto. | |

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| 26. | To consider applications to bring garden squares under the provisions of the Kensington Improvement Act 1851 or the Town Gardens Protection Act 1863 | Executive |
| 27. | To maintain the Local Land Charges Register and to issue official search certificates. | Executive |

HEAD OF BUILDING CONTROL

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| 1. | Generally to take action and operate all legislative and administrative procedures in relation to building control and regulation. | Executive |
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Precautions Against Fire

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| 2. | To impose conditions for the provision and maintenance of precautions against fire in relation to certain high or oversize buildings. | Executive |
| 3. | To approve plans and issue certificates of compliance in relation to protection against fire. | Executive |

Dangerous Structures

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| 4. | To survey and certify dangerous structures. | Executive |
| 5. | To secure dangerous structures and erect hoardings or fences for the protection of the public. | Executive |
| 6. | To remove any immediate danger in a dangerous structure. | Executive |
| 7. | To remove occupants of buildings in the vicinity of dangerous structures. | Executive |

Building

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| 8. | To pass, reject or impose conditions on plans for proposed work and impose requirements on persons carrying out building work. | Executive |
| 9. | To determine an application to dispense with or relax building regulation requirements. | Executive |
| 10. | To consent to the alteration and uniting of buildings. | Executive |
| 11. | To consent to the erection or retention of temporary buildings or structures. | Executive |
| 12. | To require information as to ownership of premises. | Executive |
| 13. | To issue regularisation and completion certificates. | Executive |
| 14. | To sign house type approval notices. | Executive |

Legal Procedures

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| 15. | To take enforcement action under building control legislation. | Executive |
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Financial

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| 16. To set the threshold for payment of performance-related bonuses in conjunction with the Head of Human Resources. | Council |
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EXECUTIVE DIRECTOR OF CHILDREN'S SERVICES (TRI-BOROUGH)

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| 1. To exercise powers of intervention for those schools which are subject to a formal warning, which have serious weaknesses, or require special measures. | Executive |
| 2. To administer the arrangements for admission and exclusion appeals. | Executive |
| 3. To provide meals in relation to a pupil's education. | Executive |

Children in Need

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| 4. To provide services, advice, information facilities and assistance for children in need, their families and others. | Executive |
| 5. To assess a child who appears to be in need. | Executive |
| 6. To investigate and report to a court on matters relating to the welfare of a child. | Executive |
| 7. To act as a supervisor in respect of supervision orders. | Executive |
| 8. To regulate childcare provision. | Executive |

Child Protection

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| 9. To assess a child who appears at risk of significant harm. | Executive |
| 10. To decide upon and arrange the action to be taken to protect children. | Executive |
| 11. To provide care and accommodation to looked-after children and review arrangements. | Executive |
| 12. To consent to applications for residence and contact orders. | Executive |
| 13. To place and keep a child in secure accommodation. | Executive |

Adoption

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| 14. To establish and maintain an adoption service, and provide the requisite facilities. | Executive |
| 15. To arrange and supervise the adoption of a child and provide post-adoption support.* | Executive |
| 16. To investigate and report to court on matters relating to the adoption of children. | Executive |
| 17. To consider the recommendations of the Adoption Advisory Group and to make decisions in relation to those matters. | Executive |

Fostering

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| 18. To regulate private fostering. | Executive |
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| 19. To assess the welfare of privately fostered children. | Executive |
| 20. To assess, train, approve, supervise and review foster carers. | Executive |
| 21. To accept offers and approve placements for children and young people with independent fostering agencies and residential care providers. | Executive |

Young Offenders

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| 22. To provide accommodation and supervision for young offenders. | Executive |
| 23. To maintain a youth offending team. | Executive |
| 24. To assist a local education authority in exercising its functions in relation to special educational needs. | Executive |

Legal Procedures

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| 25. To take enforcement action in relation to the education, employment and training of children and young persons. | Council and Executive |
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DIRECTOR OF SCHOOLS, QUALITY AND STANDARDS

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| 1. To give directions to the governing body about the employment, number and conditions of service of staff of foundation, voluntary-aided and foundation special schools. | Council |
| 2. To consent to the appointment or dismissal of staff at foundation, voluntary-aided and foundation special schools. | Council |
| 3. To delegate budgets to schools. | Executive |
| 4. To take steps required to prevent the breakdown or continuing breakdown of discipline at a school. | Executive |
| 5. To make arrangements for the provision of suitable education in pupil referral units or elsewhere. | Executive |
| 6. To direct a school to admit a pupil. | Executive |
| 7. To assess and review the educational needs of a child. | Executive |
| 8. To make and maintain a statement of special educational needs. | Executive |
| 9. To determine what action should be taken where a child does not attend school regularly. | Executive |
| 10. To provide and pay for transport, board and lodging, and other assistance if it is necessary for special education provision. | Executive |
| 11. To give directions and make arrangements regarding the medical examination and cleansing of pupils and their clothing at schools. | Executive |
| 10. To grant licences for the employment of children and children taking part in public performances. | Council |

DIRECTOR OF FAMILY SERVICES

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| 1. To manage statutory responsibilities and policy matters regarding services to children in need including safeguarding and looked after children. | Executive |
| 2. To provide specialist and integrated services to young offenders and children with complex needs and disabilities. | Executive |
| 3. To provide the professional support to the Local Safeguarding Children's Board. | Executive |

EXECUTIVE DIRECTOR OF ADULT SOCIAL CARE (TRI-BOROUGH)

Disability

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| 1. To promote the welfare of persons with disabilities. | Executive |
| 2. To assess and provide services and equipment for the welfare of persons with disabilities. | Executive |
| 3. To provide facilities to enable persons with disabilities to undertake training, be employed and work under special conditions. | Executive |
| 4. To keep and maintain a register of persons with disabilities. | Executive |

Mental Health

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| 5. To assess and provide services and equipment for the welfare of persons with mental health problems including those persons admitted to hospital for assessment and treatment. | Executive |
| 6. To exercise the functions and duties of nearest relative in respect of persons with mental health problems. | Executive |
| 7. To make an application and act as guardian for persons with mental health problems. | Executive |
| 8. To make applications for the admission to hospital of persons with mental health problems for the purposes of assessment, detention and treatment. | Executive |
| 9. To provide after-care services to persons with mental health problems who have ceased to be detained and have left hospital. | Executive |
| 10. To appoint approved social workers. | Executive |

Community Care

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| 11. To assess the need for, provide and review community care services. | Executive |
| 12. To make direct payments to persons to secure the provision of community care services. | Executive |
| 13. To assess the ability of carers to provide care. | Executive |
| 14. To provide temporary protection for property belonging to persons in hospital or residential accommodation. | Executive |

Residential Accommodation

Part Three - Responsibility for Functions - C. Officers

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| 15. To assess and provide residential accommodation, other care services and equipment for adults.* | Executive |
| 16. To register and regulate residential care homes. | Executive |
| 17. To make rules as to the conduct of premises under the Council's management. | Executive |
| 18. To provide equipment and ancillary or supplemental services for the provision and maintenance of residential accommodation and training centres. | Executive |
| 19. To remove a person from their home and secure them in suitable premises. | Executive |

General

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| 20. To provide goods, services and social work support to health authorities and NHS Trusts. | Executive |
| 21. To determine complaints about the discharge of social services functions which have been unresolved by the previous stages of the complaints procedure. | Executive |
| 22. To bury or cremate the body of any person found dead in the Borough where no suitable arrangements have been made. | Executive |
| 23. To advise, guide and provide assistance for young people between the ages of 16 and 24, who were formerly looked after by the Council. | Executive |
| 24. To assist a local housing authority in exercising its functions in relation to homelessness and threatened homelessness. | Executive |
| 25. To promote the welfare of old people and vulnerable groups. | Executive |
| 26. To assess and provide support and services to asylum seekers and their dependents. | Executive |
| 27. To approve the allocation of funds to individual projects within the Social Services Capital Programme up to the approved annual cash limit for this programme. | Executive |
| 28. To provide home adaptations up to £25,000 in value (and any higher sum shall only be agreed following consultation with the relevant Cabinet Member). | Executive |

DIRECTOR OF ENVIRONMENTAL SERVICES (A) - WASTE MANAGEMENT, ENFORCEMENT, CULTURE AND LEISURE

Waste Management

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| 1. Generally to take action and operate all legislative and administrative procedures in relation to the regulation of waste management and cleansing of streets. Specifically, but not exclusively, to supply refuse storage equipment. *In relation to commercial waste, the sale of plastic sacks, sponsored litter bins and the removal of items from the highway and their storage. | Executive |
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Market and Street Trading

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| 2. Generally to take action and operate all legislative and administrative procedures in relation to the regulation of street trading. Specifically, but not exclusively:
(a) To grant and renew street trading licences.
(b) To consent to the succession of a licence.
(c) To consent to the transfer of established traders to other sites.*
(d) To attach or vary conditions attached to street trading licences where the licence-holder has applied for such an attachment or variation.
(e) To remove, sell, let, hire or otherwise provide receptacles for trading or for the deposit of refuse to licensees and maintain accommodation for the storage of receptacles.*
(f) To seize, dispose of and sell any article, thing, receptacle or equipment used in relation to unlicensed street trading. | Council |
| 3. To grant permission for events of a non-contentious nature within parks, open spaces and sports centres.* | Executive |
| 4. To authorise outside bodies to carry out filming in the Council's parks, cemeteries, sports centres and open spaces.* | Executive |
| 5. To prohibit the parking of vehicles and to remove vehicles from any part of the highway. | Executive |
| 6. To remove abandoned vehicles from the public highway. | Executive |
| 7. To approve sponsored litterbin designs. | Executive |
| 8. To remove shopping or luggage trolleys found in the open air. | Executive |
| 9. To maintain street furniture. | Executive |
| 10. To hire plant and vehicles. | Executive |

Arts

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| 11. To be responsible for Arts, including Opera Holland Park, and the Museums Service. | Executive |
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Cemeteries

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| 12. Generally to take action and operate all legislative and administrative procedures in relation to the regulation to cemeteries.* | Executive |
| 13. To extinguish rights of interment. | Executive |
| 14. To approve and sign grave grants and extinguish rights in respect of graves. | Executive |

Legal Procedures

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| 15. To take all enforcement action in relation to waste management, licensing, leisure, transportation and highways. | Council and Executive |
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General

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| 16. To authorise the distribution of free literature.* | Executive |
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HEAD OF LICENSING AND BUSINESS IMPROVEMENT

Licensing and Registration

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| 1. To object to gaming licence applications. | Council |
| 2. Generally to take action and operate all legislative and administrative procedures in relation to the licensing and registration of premises. Specifically, but not exclusively, to: | Council |
| (i) grant unopposed licences, renewals, transfers and variations, special treatment, sex and sex encounter, exhibition applications and near beer licences including the addition or variation of any conditions in relation to licensing fees; | |
| (ii) determine opposed applications for the grant, renewal, transfer and variation of special treatment, sex shops, sex encounter and sex establishment, exhibition licences or such other applications in relation to these matters in the following circumstances: | |
| (a) Where the Chairman of the Regulation and Enforcement Review Committee has not asked for the matter to be determined by that Committee. | |
| (b) Where no other Member of the Council has asked for the matter to be determined by the Regulation and Enforcement Review Committee. | |
| (c) Where there are not four or more valid objections received by the end of the relevant statutory consultation period. | |
| 3. To refer any opposed special treatment, sex shop, sex encounter and sex establishment, and exhibition licence application which can be determined by delegated authority, to the Regulation and Enforcement Review Committee, where he considers it appropriate to do so; | Council |

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| 4. | To grant consent for pop concerts under the provision of the Council's standard conditions for places of public entertainment; | Council |
| 5. | To issue a permit, consent, approve, register, inspect or licence premises or persons in respect of the following:
(a) animal boarding
(b) animal trainers and exhibitors
(c) booking offices
(d) breeding of dogs
(e) dangerous wild animals
(f) dealers in game and the killing and selling of game
(g) pet shops
(h) pools promoters
(i) premises with amusement machines
(j) premises where amusements with prizes are provided
(k) public exhibitions
(l) riding establishments
(m) zoos | Council |
| 6. | To determine the level of licensing fees retained where an application is withdrawn; | |
| 7. | To classify films which have not been classified by the British Board of Film Classification; | |
| 8. | To determine applications for loading and unloading at large shops before 9 am on Sundays. | |
| 9. | To discharge all licensing functions and such other matters an officer is empowered to discharge under the Licensing Act 2003, or any Regulations issued in relation to that Act and any statute or regulations amending, consolidating or replacing them. Specifically but not exclusively to:
(a) determine applications for the grant and renewal of personal licences where no objections have been made;
(b) determine applications for the grant, variation or conversion of premises licences, club premises certificates, provisional statements, or variations where no relevant representations are made;
(c) determine applications to vary designated premises supervisor where no objection has been made;
(d) deal with requests to be removed as a designated premises supervisor;
(e) determine applications for the transfer of premises licences and for interim authorities where no objection has been made;
(f) determine whether a representation, a complaint, an objection or an application for review is irrelevant, frivolous or | |

- vexatious;
- (g) prepare, amend and maintain the Licensing Register;
 - (h) carry out inspections and make recommendations where it is appropriate to do so;
 - (i) take any enforcement action;
 - (j) deal with such other matters as may be delegated to them;
 - (k) decide whether to object to a licensing application under the Act where the Council is a consultee and not the relevant authority considering the application;
10. To issue, defend, settle or participate in any legal proceedings and legal procedure where such action is necessary to give effect to the decisions of the Council or the Licensing Committee or its Sub-Committees including the settlement of any appeal proceedings in consultation with the Chairman of the relevant Sub-Committee
11. To discharge all licensing functions and such other matters an officer is empowered to discharge under the Gambling Act 2005 ("Act"), or any ancillary codes or regulations issued in relation to that Act and any statute, regulations and codes amending, consolidating or replacing them. Specifically but not exclusively to:
- (a) issue premises licences for casinos, betting, race tracks, bingo, adult gaming and family entertainment centres; issue permits for specified lotteries, gaming and gaming machines, premises gaming machine permits, club gaming permits and club machines permits, issue prize gaming permits, granting permits for gaming machines at unlicensed family entertainment centres, receiving occasional use notices and receiving and endorsing temporary use notices, issue provisional statements, register small societies, receiving notifications and dealing with such other types of licence, consents and functions permissible under the Act which are capable of being dealt with by officers including providing information to the Gambling Commission;
 - (b) deal with applications for the grant, variation, conversion, surrender, reinstatement, review, revocation, provisional statements, notices, and any other types of applications made to the Licensing Authority under this Act;
 - (c) determine whether a representation, complaint, objection or an application for review is irrelevant, frivolous or vexatious;
 - (d) deal with and determine all applications it is empowered to deal with under the Act where the parties agree a hearing is not necessary;
 - (e) prepare, amend and maintain the Licensing Register;
 - (f) carry out inspections and make recommendations where it is appropriate to do so;
- Council

- (g) take enforcement action;
- (h) deal with such other matters as may be delegated to them;
- (i) make or provide representations or comments as a Responsible Authority in relation to all types of gambling applications where it is empowered to do so, including reviews and legal proceedings;
- (j) issue, object to, defend, settle or participate in any legal proceedings or procedures in relation to all types of gambling applications where permissible to do so, including the settlement of any appeal proceedings in consultation with the Chairman of the relevant Sub-Committee.

Legal Procedures

- 12. To issue, defend, settle or participate in any legal proceedings and legal procedure in relation to gaming and all types of licensing and registration which has been delegated to this Officer.

DIRECTOR OF ENVIRONMENTAL SERVICES (B) – PARKING, HIGHWAYS, TRANSPORTATION AND ENVIRONMENTAL HEALTH

- 1. Generally to take action and operate all legislative and administrative procedures in relation to transportation and highways. Specifically, but not exclusively, to issue licences, permits and consents in respect of:
 - (a) Christmas illuminations to street lighting columns*; Executive
 - (b) dangerous land adjoining streets; Executive
 - (c) excavations and openings in the public highway; Council
 - (d) obstructions to the highway*; Council
 - (e) tables and chairs on the highway except where the application is one to which paragraphs 1.1 (a)(b)(c) or (d) in the procedure for determining such Applications in Part Four B applies. Council
 - (f) overhead and underground wires; Executive
 - (g) skips, scaffolding, hoardings and the deposit of building materials on the public highway; Council
 - (h) street works*; and Council
 - (i) vaults, cellars and other constructions under or supporting the public highway. Council
- 2. To make traffic management orders.* Executive
- 3. To make highway stopping-up orders.* Council and Executive

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| 4. | To erect rails, beams, banners and other similar apparatus over highways. | Council |
| 5. | To lay and alter footway and carriageway markings and erect street furniture. | Executive |
| 6. | To vet proposals for new local direction signs.* | Executive |
| 7. | To affix signs to the external walls of buildings fronting onto a road. | Executive |
| 8. | To control vehicle crossings over footways and verges. | Executive |

Parking

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| 9. | To operate the Council's on-street parking and parking enforcement services. Specifically, but not exclusively, to: | Executive |
| | (i) approve the provision of parking bays for persons with disabilities; | |
| | (ii) clamp or remove vehicles; | |
| | (iii) issue or refuse residents' parking permits; | |
| | (iv) issue penalty charge notices; | |
| | (v) issue proceedings in relation to the Council's on-street parking and parking enforcement services; and | |
| | (vi) suspend parking bays. | |

DIRECTOR OF ENVIRONMENTAL HEALTH

Food Safety

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| 1. | Generally to take action and operate all legislative and administrative procedures in pursuit of food safety. *In relation to food export certificates and training fees for food hygiene, food safety courses and health and safety courses (discharged otherwise on the authority's capacity as an employer). Specifically, but not exclusively, to: | |
| | (a) prohibit food business operations; | Council and Executive |
| | (b) promote food safety and undertake training; | Executive |
| | (c) require information; and | Executive |
| | (d) seize unfit food. | Executive |

Health and Safety

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| 2. | Generally to take action and operate all legislative and administrative procedures in pursuit of health and safety in workplaces where enforcement is the responsibility of the Council. Specifically, but not exclusively to: | Council |
| | (a) appoint inspectors; | |

- (b) agree transfers of enforcement responsibility between the Health and Safety Executive and the Council;
- (c) promote health and safety, and undertake training;
- (d) require information; and
- (e) seize articles and equipment.

Weights and Measures and Consumer Protection

3. Generally to take action and operate all legislative and administrative procedures in pursuit of fair-trading and consumer protection. Specifically, but not exclusively, to: Executive
- (a) give consent to other local authorities to investigate or prosecute video recordings offences suspected to have arisen within the Borough;
 - (b) prohibit the sale of dangerous goods, substances or articles;
 - (c) promote consumer safety and fair-trading; and
 - (d) require information.

Noise and Other Nuisance

4. Generally to take action and operate all legislative and administrative procedures in relation to noise, other nuisances and contaminated land. Specifically, but not exclusively, to: Executive
- (a) maintain a register of remediation notices in relation to contaminated land;
 - (b) cleanse and disinfest filthy or verminous persons and premises;
 - (c) consent to the use of noisy equipment and approaches where building work is proposed;
 - (d) require information;
 - (e) seize articles and equipment;
 - (f) treat and take other action in relation to infestations of pests; and
 - (g) undertake work in default where a notice is not complied with.

Air Quality

5. Generally to take action and operate all legislative and administrative procedures in relation to air quality. Specifically, but not exclusively, to: Executive
- (a) authorise specified burning processes; and
 - (b) undertake measurement and monitoring.

Housing

6. Generally to take action and operate all legislative and administrative procedures in relation to housing where enforcement is the responsibility of the Council. Specifically, but not exclusively, to: Executive
- (i) approve discretionary house renovation grants up to a value of £10,000 (and any higher sum shall only be agreed following consultation with the relevant Cabinet Member).;
 - (ii) approve the mandatory disabled facilities and home repairs assistance grants;
 - (iii) approve the reassessment of mandatory and discretionary renovation grants by amounts of up to £10,000 (and any higher sum shall only be agreed following consultation with the relevant Cabinet Member);
 - (iv) cancel renovation grants on expiry of the period allowed for the works to be completed;
 - (v) determine closing orders;
 - (vi) grant tenancies and sign tenancy agreements in respect of properties subject to a control order made by the Council;
 - (vii) pay approved grants on completion of works, or lesser amounts where variations to the works have taken place;
 - (viii) reconnect gas, water and electricity supplies and terminate the Council's responsibility for such supplies;
 - (ix) vary and revoke direction orders;
 - (x) waive the requirements for lessees to repay any part of a house renovation grant where breaches of conditions occur by an act on the part of a superior landlord; and
 - (xi) monitor and make decisions in relation to overcrowded premises.
 - (xii) license Houses in Multiple Occupation.
 - (xiii) serve notices under Section 215 of the Town and Country Planning Act 1990.

Legal Procedures

7. To take enforcement action in relation to licensing, food safety, health and safety, weights and measures, consumer protection, noise and other nuisance, air quality and housing. Council and Executive

Licensing

8. To issue a permit, consent, approve, register, inspect or licence premises or persons in respect of the following:

- (i) caravan sites; and Council
- (ii) sales of goods by competitive bidding.

General

9. Generally to take action and operate all legislative and administrative procedures in relation to environmental health. In relation to contaminated land enquiries. Specifically, but not exclusively, to: Executive
- (i) administer the Council's role as a 'contributing authority' in respect of the Mortuary Service, which is provided jointly with Westminster City Council, which is the 'providing authority';
 - (ii) liaise with the Coroners' Service; and
 - (iii) maintain a register of notices served under environmental health legislation apart from those which relate solely to the protection of persons at work.
10. To discharge all licensing functions and such other matters an officer is empowered to discharge under the Licensing Act 2003 (the "Act"), or any Regulations issued in relation to that Act and any regulations amending, consolidating or replacing them. Specifically but not exclusively to: Council
- (i) To consider all types of licensing applications permissible under the Act for the grant, conversion, variation, renewal or review and to make representations as a Responsible Authority in respect of those applications;
 - (ii) To make representations as to the conditions which should be required to promote the licensing objectives under the Act;
 - (iii) To exercise all duties or powers they are required to carry out as a Responsible Authority under the Act.
11. To discharge all licensing functions, duties, powers and such other matters an officer is empowered to discharge both generally and as a Responsible Authority under the Gambling Act 2005 or any ancillary codes or legislation and any statute or regulations amending, consolidating or replacing them, including making representations in respect of all gambling applications permissible under the Act and applying for or participating in any reviews and legal proceedings in relation thereto.
12. Generally to take action and operate all legislative and administrative procedures in relation to:
- (i) Enforcement of the Smoke Free legislation;
 - (ii) Animal welfare, animal health and animal waste products.