

**PART TWO – COUNCIL AND  
REGULATORY FUNCTIONS**

**DELEGATION APPROVED BY  
OR ON BEHALF OF THE COUNCIL**

|            | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>                           | <b>Subject and Function(s) Delegated</b>  |
|------------|--|--|---|
| <b>CL1</b> | Council - 29.10.85<br>(Minute 57(2))                           | <b>DIRECTOR OF GOVERNANCE</b>                          | <p><b>ACCESS TO INFORMATION ACT 1985 – PROPER OFFICER</b></p> <p>To act as Proper Officer for the purposes of the Act generally and in particular for the purposes of –<br/>           Section 100(B)(2) – circulation of reports and agenda<br/>           Section 100(B)(7)(c) – supply of documents to the press<br/>           Section 100(C)(2) – summaries of minutes<br/>           Section 100(D)(1)(a) – compilation of lists of background papers<br/>           Section 100(D)(5)(a) – identification of background papers<br/>           Section 100(F)(2) – papers not open to members</p> |
| <b>CL2</b> | Policy & Co-ordinating Committee (Minute 62(1) - 11.2.86)      | <b>CHIEF EXECUTIVE SERVICE DIRECTORS</b>               | <p><b>ACCESS TO INFORMATION ACT 1985 – DEPOSIT OF BACKGROUND DOCUMENTS</b></p> <p>Proper Officers for the purpose of Section 100(D)(1)(b) – provision of one copy of relevant background papers to be open for inspection by the public at all reasonable times.</p>  |
| <b>CL3</b> | Policy & Co-ordinating Committee (Minute 56 – 30.9.97)         | <b>DIRECTOR OF GOVERNANCE</b>                          | <p><b>AFFIDAVITS – SWEARING OF</b></p> <p>To secure sworn affidavits from any member of Council staff where required by the Council.</p>  |
| <b>CL4</b> | Council (Minute 104(5) – 19.4.83)                              | <b>CHIEF EXECUTIVE</b><br><br><b>SERVICE DIRECTORS</b> | <p><b>APPRAISAL OF TOP MANAGEMENT*</b><br/>           To implement the Council’s scheme for staff performance development reviews (*NB. ‘Top Management’ includes Service Directors)</p> <p><b>APPRAISAL OF STAFF</b><br/>           To implement the Council’s scheme for staff performance development reviews (NB excluding Service Directors).</p>  |

|            | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>             | <b>Subject and Function(s) Delegated</b>   |
|------------|--|--|--|
| <b>CL5</b> | Personnel Sub-Committee<br>(Minute 13 – 7.6.88)                | <b>CHIEF EXECUTIVE SERVICE DIRECTORS</b> | <b>ATTENDANCE ALLOWANCES FOR OFFICERS</b><br><br>To authorise, in cases where the Service Directors determine that time off in lieu cannot be allocated due to workload, the attendance of such officers at any function or meeting and to grant payments on rates applicable for weekend working, in the same way as currently applies to Members' approved duties. |
| <b>CL6</b> | Council<br>(Minute 78(5) – 27.2.90)                            | <b>DIRECTOR OF RESOURCES</b>             | <b>BORROWING DETERMINATION</b><br><br>(a) To discharge all powers regarding sources of borrowing available to the Council under Section 43(2) of the Local Government and Housing Act 1989 subject to regular monitoring reports to the Cabinet, and<br><br>(b) To compile and maintain a register of loan instruments.  |
| <b>CL7</b> | Policy & Resources Committee<br>(Minute 3 – 11.10.73)          | <b>DIRECTOR OF GOVERNANCE</b>            | <b>BYELAWS – CERTIFICATION</b><br><br>To act as Proper Officer for the purposes of Section 238 of the Local Government Act 1972.   |
| <b>CL8</b> | Policy & Resources Committee<br>(Minute 3 – 11.10.73)          | <b>DIRECTOR OF GOVERNANCE</b>            | <b>BYELAWS – PARISH &amp; COUNTY COUNCIL COPIES</b><br><br>To act as Proper Officer for the purposes of Section 236(a) of the Local Government Act 1972.   |
| <b>CL9</b> | Policy & Co-ordinating Committee<br>(Minute 48 – 3.12.85)      | <b>CHIEF EXECUTIVE SERVICE DIRECTORS</b> | <b>CAR LEASING SCHEME</b><br><br>(a) To approve applications from eligible staff under the Scheme;<br><br>(b) To check eligibility of applicants, approve ordering of vehicles, notify users of outcome of applications; and<br><br>(c) To be responsible for the financial administration of the Scheme;  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>                | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|---|---|---|
|             | Cabinet (Minute 61 – 1.9.08)<br>Personnel Sub-Committee (Minute 37 – 25.7.89) | <b>MANAGEMENT BOARD<br/>CHIEF EXECUTIVE<br/>SERVICE DIRECTORS</b>                             | (d) To determine essential car user status for relevant staff posts.<br><br>(e) To authorise early termination charges to members of staff with leased cars who receive redundancy notices;<br><br>(f) To determine the appropriate user business mileage contribution banding for each member of staff receiving authorisation for a leased car. |
| <b>CL10</b> | Policy & Resources Committee (Minute 3 – 11.10.73)                            | <b>CHIEF EXECUTIVE</b>  | <b>CHAIRMAN OF COUNCIL – CASUAL VACANCY</b><br><br>To act as Proper Officer for the purposes of Section 88(2) of the Local Government Act 1972 (Convening of special Council meeting to fill casual vacancy in the office of Chairman of the Council).  |
| <b>CL11</b> | Finance Sub-Committee (Minute 13 – 14.11.73)                                  | <b>DIRECTOR OF RESOURCES (or other duly authorised signatory)</b>                             | <b>CHEQUES – SIGNING</b><br><br>To sign cheques on behalf of the Council.   |
| <b>CL12</b> | Council (Minute 90(4) – 22.4.97)<br>S.O. F1(3), F1(4)                         | <b>MR R PALMER<br/>DIRECTOR OF RESOURCES (MR PETER MADDOCK, ASSISTANT DIRECTOR AS DEPUTY)</b> | <b>CHIEF FINANCIAL OFFICER</b><br><br>Designated as Chief Finance Officer being the officer having responsibility under Section 151 of the Local Government Act 1972, Section 73 of the Local Government Act 1985 and Section 114 of the Local Government Finance Act 1988.   |
| <b>CL13</b> | Policy & Co-ordinating Committee (Minute 51 – 4.1.94)                         | <b>DIRECTOR OF RESOURCES</b>  | <b>COLLECTION FUND</b><br><br>To calculate the surplus or deficit on the Collection Fund in accordance with the Local Authorities (Funds) (England) Regulations 1992.   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|---|---|
| <b>CL14</b> | Council (Minute 90(4) – 22.4.97)                               | <b>CHIEF EXECUTIVE/<br/>DEPUTY CHIEF<br/>EXECUTIVE/<br/>DIRECTOR OF<br/>GOVERNANCE</b><br><br><b>ASSISTANT DIRECTOR<br/>(LEGAL SERVICES)</b><br><br><b>ASSISTANT DIRECTOR<br/>(GOVERNANCE &amp;<br/>PERFORMANCE<br/>MANAGEMENT)</b> | <b>COMMON SEAL – ATTESTATION OF</b><br><br>To attest the Common Seal of the Council.  |
| <b>CL15</b> | Personnel Sub-Committee (Minute 13 – 15.11.73)                 | <b>CHIEF EXECUTIVE<br/>SERVICE DIRECTORS</b>  | <b>COMPASSIONATE LEAVE</b><br><br>To grant to staff up to five days leave (with pay) per year for compassionate reasons.<br><br>(Note: Leave in excess of five days to be granted at the discretion of the Management Board).   |
| <b>CL16</b> | Council (Minute 18 - 18.6.12)                                  | <b>MONITORING OFFICER<br/>(or in the absence of, the<br/>DEPUTY MONITORING<br/>OFFICER)</b>   | <b>CONDUCT OF COUNCILLORS</b><br>In accordance with Sections 26-37 of the Localism Act 2011: <ul style="list-style-type: none"> <li>(a) To determine whether a complaint merits formal investigation after consultation with the independent person;</li> <li>(b) To arrange any such investigation;</li> <li>(c) To seek resolution of complaints without formal investigations wherever practicable;</li> <li>(d) To submit regular reports to the Standards Committee on the exercise of this delegated authority under (a), (b) and (c) above;</li> </ul> |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
|             | Standards Committee<br>(Minute 21 – 13.12.12)                  | <b>MONITORING OFFICER<br/>(or in the absence of, the<br/>DEPUTY MONITORING<br/>OFFICER)</b> | <p>(e) To refer decisions on whether to investigate any complaint to the Standards Committee, if it is considered that this is appropriate;</p> <p>(f) To close any complaint where an investigation finds no breach of the Code of Conduct, subject to the report and the findings from the investigation being provided to the subject councillor, the independent person and to the Standards Committee;</p> <p>(g) To seek local resolution of any complaint where an investigation finds evidence of a failure to comply subject to the following:<br/> (i) consultation with the independent person and the complainant;<br/> (ii) a summary report being made to the Standards Committee on the action taken;</p> <p>(h) To refer any investigation report where local resolution is not possible to a hearing Sub-Committee of the Standards Committee for consideration;</p> <p>(i) To prepare, maintain and publish registers of members' interests in respect of this Council and all Parish and Town Councils in the District and to make these available for public inspection at the Civic Offices, Epping, on the District Council's website and (where appropriate) on the websites of parish and town councils; and</p> <p>(j) To determine applications for dispensations from the effect of Section 31(4) of the Localism Act 2011 in the following categories:<br/> Section 33(2)(a) (Quorum)<br/> Section 33(2)(b) (Political Balance)<br/> Section 33(2)(d) (Executive Business)</p> |
| <b>CL17</b> | Policy & Resources Committee (Minute 3 – 11.10.73)             | <b>CHIEF EXECUTIVE</b>  | <p><b>COUNCIL MEETINGS – NOTICES AS TO ADDRESSES FOR DELIVERY OF SUMMONS</b></p> <p>To act as Proper Officer in accordance with Schedule 12 (paragraph 4(3) of the Local Government Act 1972 as to the receipt of these notices.</p>   |
| <b>CL18</b> | Council (Minute 127 – 23.4.13)                                 | <b>MONITORING OFFICER</b>   | <p><b>CONSTITUTION – MINOR AMENDMENTS</b></p> <p>To make amendments to the Constitution to reflect the following:</p>  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|--|--|
|             |  |  | (a) statutory changes over which the Council has no control; and<br>(b) minor drafting and clerical errors.  |
| <b>CL19</b> | Policy & Resources Committee<br>(Minute 3 – 11.10.73)          | <b>CHIEF EXECUTIVE</b>   | <b>COUNCIL MEETINGS – SIGNATURE OF SUMMONS TO ATTEND</b><br><br>To act as Proper Officer in accordance with Schedule 12 (paragraph 4(2)(b) of the Local Government Act 1972 as to the signing of the summons.  |
| <b>CL20</b> | Policy & Resources Committee<br>(Minute 3 – 11.10.73)          | <b>CHIEF EXECUTIVE</b><br><br><b>DIRECTOR OF COMMUNITIES / DIRECTOR OF FINANCE / DIRECTOR OF GOVERNANCE / DIRECTOR OF NEIGHBOURHOODS</b> | <b>COUNCILLORS – ACCEPTANCE OF OFFICE</b><br><br>(a) To act as Proper Officer under Section 83(1)-(4) of the Local Government Act 1972 in respect of the witness and receipt of declarations and acceptances of office by councillors; and<br><br>(b) That in the absence through unavailability, absence, incapacity or vacancy to undertake the functions specified in the delegation. |
| <b>CL21</b> | Policy & Resources Committee (Minute 3 – 11.10.73)             | <b>CHIEF EXECUTIVE</b>   | <b>COUNCILLORS – RESIGNATION FROM OFFICE</b><br><br>To act as Proper Officer for the purposes of Section 84 of the Local Government Act 1972, in respect of the receipt of notices of resignation from office by councillors.  |
| <b>CL22</b> | Council<br>(Minute 49 – 18.12.01)                              | <b>DIRECTOR OF GOVERNANCE</b>  | <b>COUNCILLORS – SUBSTITUTES</b><br><br>To receive notices from Group Leaders regarding the appointment of substitute members, subject to certain conditions.  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>                        | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|---|---|
| <b>CL23</b> | Council<br>(Minute 100(7) – 18.4.2000)                         | <b>DIRECTOR OF GOVERNANCE</b>                       | <b>COURT, TRIBUNAL, INQUIRY PROCEEDINGS – ENGAGEMENT OF STAFF AND ADVICE</b><br><br>To appoint appropriate staff and/or external Solicitors and/or Counsel to appear for, conduct and settle proceedings on behalf of the Council in Courts, tribunals, inquiries and other similar venues. |
| <b>CL24</b> | Council<br>(Minute 78(4) – 17.2.85)                            | <b>DIRECTOR OF GOVERNANCE</b>                       | <b>DATA PROTECTION ACT 1984</b><br><br>To act as Proper Officer for the purposes of the Data Protection Act 1984 for the receipt of notices.  |
| <b>CL25</b> | Finance Sub-Committee<br>(Minute 67(iii) – 6.3.74)             | <b>DIRECTOR OF RESOURCES</b>                        | <b>DIRECT DEBITING</b><br><br>To execute a direct debiting indemnity on behalf of the Council.  |
| <b>CL26</b> | Policy & Co-ordinating Committee<br>(Minute 44 – 29.11.83)     | <b>SERVICE DIRECTORS/<br/>DIRECTOR OF RESOURCES</b> | <b>DISTURBANCE COMPENSATION</b><br><br>To grant disturbance allowances following home loss in appropriate cases and subject to the budgetary provision of the Council, in any one year, not being exceeded and in accordance with the Land Compensation Acts.                               |
| <b>CL27</b> | Policy & Resources Committee (Minute 3 – 11.10.73)             | <b>DIRECTOR OF GOVERNANCE</b>                       | <b>DOCUMENTS – AUTHENTICATION</b><br><br>To act as Proper Officer for the purposes of Section 234(1) – (2) of the Local Government Act 1972 for the purposes of authentication of documents.  |
| <b>CL28</b> | Policy & Resources Committee (Minute 3 – 11.10.73)             | <b>DIRECTOR OF GOVERNANCE</b>                       | <b>DOCUMENTS – CERTIFICATION OF PHOTOGRAPHIC COPIES</b><br><br>To act as Proper Officer for the purposes of Section 229(5) of the Local Government Act 1972 for the purposes of certifying photographic copies of documents.  |
| <b>CL29</b> | Policy & Resources Committee (Minute 3 – 11.10.73)             | <b>DIRECTOR OF GOVERNANCE</b>                       | <b>DOCUMENTS – DEPOSIT</b><br><br>To act as Proper Officer for the purposes of Section 225(1) of the Local Government Act   |



|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|--|---|
|             |  |  | 1972 in relation to the deposit of documents.   |
| <b>CL30</b> | Standing Order A32 Council (Minute 24(1) – 9.7.91)             | <b>CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE)</b>                        | <p><b>DOCUMENTS – INSPECTION AND SUPPLY FOR COUNCILLORS</b></p> <p>To determine requests by members of the Council to inspect or to be provided with copies of Council documents.</p>   |
| <b>CL31</b> | Council Minute – 19.4.05                                       | <p><b>G CHIPP</b><br/> <b>CHIEF EXECUTIVE</b></p> <p>(Deputy registration officer : TBD)</p> | <p><b>ELECTORAL MATTERS</b></p> <p><b>(a) Registration Officer under section 8(2)(a) of the Representation of the People Act (RPA) 1983 and</b></p> <p><b>(i) through Section 28 of the RPA, Acting Returning Officer for the purposes of UK Parliamentary elections; and</b></p> <p><b>(ii) through Section 6 of the European Elections Act 2002, Local Returning Officer for European Parliamentary elections.</b></p> <p><b>(Duties:</b> responsibility for the electoral register, for EU parliamentary elections (under the direction of the Regional Returning Officer) and for UK Parliamentary elections.)</p> <p><b>(b) Counting Officer for the purposes of Section 61E of the Town &amp; Country Planning Act 1990 and the Localism Act 2011 (Section 116)</b></p> <p><b>(Duties:</b> responsibility for the local referendums on Neighbourhood Plans)</p> <p><b>(c) District Returning Officer for the Epping Forest District under Section 35(1) of the RPA 1983</b></p> <p><b>(Duties:</b> responsibility for the conduct of District Council/Parish Council elections and, through Sections 52ZQ and 113 of Local Government Finance Act 1992, Proper Officer for local referendums in connection with Council Tax precepts.)</p> <p><b>(d) Proper Officer under Sections 34, 35 and 105(2) of the Local Government Act 2000</b></p> |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|--|---|
|             |  |  | <p><b>(Duties:</b> responsibility for petitions and referendums in connection with the Executive Constitution of the Council).</p> <p><b>(e) Nominated Deputy County Returning Officer under Section 35(1) of the RPA 1983</b></p> <p><b>(Duties:</b> responsibility for County Council elections as appointed by and under the direction of the County Returning Officer.)</p> <p><b>continued</b></p> <p><b>(f) Nominated Local Returning Officer under Section 54 of the Police &amp; Social Responsibility Act 2011</b></p> <p><b>(Duties:</b> conduct of elections for Police &amp; Crime Commissioners under the direction of County Returning Officer.)</p> <p><b>(g) Nominated Local Counting Officer for the purposes of Section 128 of the Political Parties, Elections and Referendums Act 2000.</b></p> <p><b>(Duties:</b> conduct of national referendums under the direction of the Chief Counting Officer (i e the Chief Executive of the Electoral Commission).</p> |
| <b>CL32</b> | Council Minute 75(8) – 14.12.04                                | <b>G CHIPP<br/>RETURNING OFFICER<br/>(With effect from<br/>15 June 2014)</b> | <p><b>ELECTIONS – DISCRETIONARY FEES AND CHARGES</b></p> <p>To determine annually the scale of discretionary fees and charges, for which there is no statutory amount, by allowing for inflation and rounding up to the nearest whole number.</p>   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>             | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
| <b>CL33</b> | Council Minute 115 – 19.4.05   | <b>G CHIPP<br/>RETURNING OFFICER<br/>(With effect from<br/>15 June 2014)</b>  | <b>ELECTIONS – FEES AND EXPENSES</b><br><br>To determine the scale of fees and expenses payable by the Returning Officer at elections of District and Parish Councils, adjusting the schedule for inflation and rounding up to the nearest whole number.   |
| <b>CL34</b> | Policy & Co-ordinating Committee<br>(Minute 101 – 1.12.98)                 | <b>DIRECTOR OF GOVERNANCE</b>   | <b>ELECTORAL REGISTRATION – PROSECUTIONS</b><br><br>To institute and pursue proceedings in relation to electoral registration offences.  |
| <b>CL35</b> | Council<br>(Minute 71 – 17.12.02)  | <b>DIRECTOR OF GOVERNANCE<br/>(or, in the absence of the office holder, a nominated deputy)</b>   | <b>ENFORCEMENT ACTION</b><br><br>1. Authority to prosecute the unauthorised display of advertisements, unauthorised works to a listed building or in a conservation area breach of Tree Preservation or Hedgerow Regulations, and non-compliance where enforcement action has previously been authorised.<br><br>2. Authority to take the appropriate enforcement action, including serving an injunction where the Director of Governance, or his nominee, considers the circumstances to be urgent.  |
| <b>CL36</b> | Cabinet<br>(Minute 138 – 25.11.02)<br><br>Council<br>(Minute 29 - 28.6.11) | <b>PERFORMANCE IMPROVEMENT MANAGER</b><br><br><b>ASSISTANT DIRECTOR (GOVERNANCE &amp; PERFORMANCE MANAGEMENT)</b><br><br><b>SERVICE DIRECTORS</b> | <b>FREEDOM OF INFORMATION ACT 2001/RE-USE OF PUBLIC SECTOR INFORMATION</b><br><br>To be responsible for co-ordinating compliancy with the requirements of the Freedom of Information Act throughout the Council, including providing guidance and promoting compliance with the Act so as to assist with the easy, appropriate and timely retrieval of information.<br><br>To be responsible for establishing and operating procedures for their service areas for managing requests for information under the Act and ensuring that requests are dealt with in accordance with statutory deadlines. |
| <b>CL37</b> | Council  | <b>DIRECTOR OF</b>  | <b>GAMBLING ACT 2005 – LICENSING FUNCTIONS</b>   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>      | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>  |
|-------------|---|---|---|
|             | (Minute 19.12.06)   | <b>NEIGHBOURHOODS</b>   | See Appendix A.   |
| <b>CL38</b> | District Development Control Committee<br>(Minute 49 (3) - 26.6.13) | <b>DIRECTOR OF COMMUNITIES</b>  | <b>GROWTH AND INFRASTRUCTURE ACT 2013</b><br><br>To determine applications received under Section 7 to modify, remove or discharge affordable housing obligations, subject to:<br><br>(a) Prior consultation with the Director of Governance; the Chairman (or in his/her absence, the Vice-Chairman) of the relevant Area Plans Sub-Committee and local ward members; and<br><br>(b) Details of the application and the resultant Determination being reported in the following issue of the Council Bulletin. |
| <b>CL39</b> | Development Committee<br>(Minute 31 – 25.8.92)                      | <b>DIRECTOR OF GOVERNANCE</b>   | <b>HAZARDOUS SUBSTANCES</b><br><br>To determine applications for hazardous substances consent under the Planning (Hazardous Substances) Regulations 1992 except where there are objections from interested parties, which shall be determined by the Plans Sub-Committees.  |
| <b>CL40</b> | Council<br>(Minute 12(11)(a) – 27.2.90)                             | <b>CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE)</b> | <b>HEAD OF PAID SERVICE</b><br><br>In accordance with Section 4 of the Local Government and Housing Act 1989 designated as Head of the Authority's Paid Service.  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>   | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
| <b>CL41</b> | <p>Council<br/>(Minute 54(4) – 20.12.77)</p> <p>Personnel Sub-Committee<br/>(Minute 49(6) – 4.10.88)</p> | <p><b>CHIEF EXECUTIVE</b></p> <p><b>SERVICE DIRECTORS</b></p> <p><b>ALL MANAGERS OR SUPERVISORS</b></p> <p><b>RESPONSIBLE FOR ONE OR MORE STAFF</b></p> | <p><b>HEALTH AND SAFETY AT WORK – IMPLEMENTATION</b></p> <p>(a) To be responsible on behalf of the Council for the general policy for the safety, health and welfare of employees as set out in the Council’s statement of policy;</p> <p>(b) To be directly responsible for the implementation in each Directorate of the Council’s general policy for safety, health and welfare;</p> <p>(c) To ensure that adequate budgetary provision is made to meet the cost of any safety programme; and</p> <p>(d) To be responsible in the work area under their control for:</p> <p>(i) implementation of general policy of health, safety and welfare;</p> <p>(ii) annual review of work areas to assess training needs and priorities for improvements;</p> <p>(iii) identification of hazards for employees and the public;</p> <p>(iv) consultation with employee representatives on safety matters; and</p> <p>(v) setting an example in safe behaviour.</p> |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>                            | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
| <b>CL42</b> | Council<br>(Minute 52(c) – 12.12.00)                           | <b>DIRECTOR OF GOVERNANCE<br/>(or nominated Deputy)</b> | <b>HIGH COURT ACTION</b><br><br>To instigate High Court action in the following circumstances:<br><br>(a) appeals lodged in accordance with Sections 288 and 289 of the Town and Country Planning Act 1990 (as amended) which shall be authorised by the Director of Governance;<br><br>(b) applications for High Court injunctions to secure planning enforcement under the Town and Country Planning Act 1990 (as amended) which shall be authorised by the District Development Control Committee or an Area Plans Sub-Committee, or to deal with breaches of Abatement Notices under the Environment Act 1995 or Amendments thereof which shall be authorised by the Cabinet;<br><br>(c) any applications for High Court injunctions where immediate emergency action is required to prevent serious distress to public safety or residential amenity which shall be authorised by the Director of Governance in consultation with the appropriate Portfolio Holder.<br><br>(d) any other category of High Court action which shall not admit of delay resulting from reference to the full Council – which shall be authorised by the Cabinet or any appropriate committee or subcommittee; and<br><br>(e) to make applications in consultation with the appropriate members under High Court injunctions where immediate emergency action is required to prevent serious distress to public safety or residential amenity. |
|             | Council<br>(Minute 100(5) – 18.4.00)                           | <b>DIRECTOR OF GOVERNANCE<br/>(or nominated Deputy)</b> | To defend High Court Proceedings instituted against the Council (subject to reporting on action taken to the next Cabinet meeting).  |
| <b>CL43</b> | Council<br>(Minute 34 – 22.7.97)                               | <b>DIRECTOR OF GOVERNANCE</b>                           | <b>INSOLVENCY – ENFORCEMENT OF DEBTS</b><br><br>To issue statutory demands pursuant to Section 268(1)(a) of the Insolvency Act 1986.   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|--|---|
|             |  |  | To take steps to enforce a debt following the commencement of bankruptcy proceedings, subject to action taken being reported to the next appropriate Cabinet meeting.   |
| <b>CL44</b> | Council<br>(Minute 100(6) – 18.4.2000)                         | <b>DIRECTOR OF RESOURCES<br/>(or nominated Deputy)</b>   | <b>INSURANCE – INSTITUTION OF LEGAL PROCEEDINGS</b><br><br>To institute, defend, appeal, withdraw or agree a compromise in connection with any legal proceedings concerning the Council's insurance matters, subject to reporting on any significant issues to the next appropriate Cabinet meeting.  |
| <b>CL45</b> | Policy & Resources Committee (Minute 3 – 11.10.73)             | <b>DIRECTOR OF GOVERNANCE</b>  | <b>LAND CHARGES</b><br><br>To act as proper officer to the Council for the purposes of Section 212(1) and (2) of the Local Government Act 1972 (local registrar of land charges)  |
| <b>CL46</b> | Cabinet<br>(Minute 184 – 10.4.06)                              | <b>DIRECTOR OF NEIGHBOURHOODS<br/>ASSISTANT DIRECTOR<br/>(NEIGHBOURHOOD SERVICES)</b><br><br><b>Appropriate Portfolio Holder</b> | <b>LICENSING</b><br><br>To authorise suitably qualified officers to exercise those functions relating to licensing set out in the attached list of environmental health legislation as set out in Appendix B, subject to the policies from time to time agreed by the Licensing Committee.<br><br>To delegate appropriate powers to the Director of Neighbourhoods relating to the management and provision of service set out in the attached list of environmental health legislation as set out in Appendix B. |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
| <b>CL47</b> | Licensing Committee<br>(Minute 12 – 15.10.08)                  | <b>DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES) SENIOR LICENSING OFFICER or suitably qualified officer authorised by them</b> | <b>LICENSING – HACKNEY CARRIAGE AND PRIVATE VEHICLE LICENCES</b><br><br>To determine Licences in respect of hackney carriage and private hire licensing (as set out in Appendix C) except in those circumstances where under the Council’s policy they stand referred to the Licensing Sub Committee (see Minute 12 opposite).   |
| <b>CL48</b> | Council<br>(Minute 48 – 26.9.13)                               | <b>DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES)</b>   | <b>LICENSING – SCRAP METAL DEALERS ACT 2013</b><br><br>To implement Appendix D (Schedule of delegations under the Act) insofar as they relate to matters to be undertaken by officers.<br><br>To authorise officers to carry out inspections of the sites and vehicles used and conduct investigations and to issue and undertake prosecutions that may arise under the Act. |
| <b>CL49</b> | Policy & Co-ordinating Committee<br>(Minute 24(2) – 8.10.91)   | <b>DIRECTOR OF RESOURCES</b>  | <b>LOCAL GOVERNMENT AND HOUSING ACT 1989 – DETERMINATIONS UNDER PART IV</b><br><br>To make determinations under the following sections of the Local Government and Housing Act 1989:<br><br>Section 42(2)(g) – Reimbursable expenditure<br>Sections 50(3)(b) and 60(2) – Usable capital receipts   |



|             | <b>Authorising Committee and Minute Ref or Other Authority</b>        | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|---|---|--|
| <b>CL50</b> | Council<br>(Minute 24(1)(2) – 9.7.91)                                 | <b>DIRECTOR OF RESOURCES</b>  | <p><b>LOCAL GOVERNMENT AND HOUSING ACT 1989 – PROPER OFFICER DESIGNATIONS</b></p> <p>Proper Officer designations made for the purposes of the Sections of the Local Government and Housing Act 1989 indicated:</p> <p><b>Section and Purpose</b></p> <p><b>Section 2 (preparation and maintenance of lists of politically restricted posts).</b></p> <p><b>Section 37 (deposit and preparation of statements as to the provision of financial assistance).</b></p> |
| <b>CL51</b> | Council<br>(Minute 34 – 22.7.97)<br>(Minute 168 - 20.4.10)            | <b>DIRECTOR OF GOVERNANCE</b><br><br><b>ASSISTANT DIRECTOR (LEGAL SERVICES)</b> | <p><b>MAGISTRATES’ AND COUNTY COURTS – DEFENCE AND PURSUIT OF PROCEEDINGS</b></p> <p>To institute, defend, pursue and settle proceedings on behalf of the Council and to appear on the Council’s behalf, in any proceedings before the Magistrates’ and County Courts.</p>   |
|             | Personnel Sub-Committee<br>(Minute 88 – 21.11.89 and 88(b) – 1.12.92) | <b>MR G OAKLEY (MANAGING LEGAL EXECUTIVE)</b>                                   | To appear for the Council in legal proceedings pursuant to Section 223(1) of the Local Government Act 1972 and Section 60(2) of the County Courts Act 1982.  |
| <b>CL52</b> | Council<br>(Minute 10 – 15.5.2001)                                    | <b>DIRECTOR OF GOVERNANCE</b>   | <p><b>MONITORING OFFICER AND DEPUTY</b></p> <p>To act as Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989 and Sections 26-37 of the Localism Act 2011 for the purpose of performing the duties imposed by those sections.</p>  |
|             | Council (Minute 70 – 6.11.12)   | <b>DIRECTOR OF GOVERNANCE</b>   | To be responsible for any Parish or Town Councils which are affiliated for the time being to the Epping Forest Standards Committee under Chapter 7 of the Localism Act.  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|---|--|
|             | Council (Minute 10 – 15.5.01)                                  | <b>ASSISTANT DIRECTOR (GOVERNANCE &amp; PERFORMANCE MANAGEMENT)</b> | To act as Deputy Monitoring Officer with the power to act in the absence or during any illness of the Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989.  |
| <b>CL53</b> | Policy and Resources Committee (Minute 3(3) – 11.10.73)        | <b>DIRECTOR OF RESOURCES</b>  | <b>OFFICERS – RECEIPT OF MONEY DUE</b><br><br>To act as Proper Officer for the purposes of Section 115 of the Local Government Act 1972).  |
| <b>CL54</b> | Council (Minute 86 – 15.2.05)                                  | <b>DIRECTOR OF GOVERNANCE</b>                                       | <b>OMBUDSMAN – NOTICES</b><br><br>To act as proper officer for the purposes of Section 30(5) of the Local Government Act 1974 (publication of notice on receipt of a report from the Local Ombudsman).   |
| <b>CL55</b> | Council (Minute 87 – 15.2.05)                                  | <b>G CHIPP RETURNING OFFICER (With effect from 15 June 2014)</b>    | <b>PARISH POLLS</b><br><br>To act as Returning Officer for the purposes of a Parish Poll in the District in accordance with the Parish and Community Meetings (Polls) Rules 1987,  |
| <b>CL56</b> | Personnel Sub-Committee (Minute 139 – 20.3.90)                 | <b>DIRECTOR OF RESOURCES</b>  | <b>POLITICALLY RESTRICTED POSTS</b><br><br>(a) To notify all politically restricted postholders of their designations;<br>(b) To incorporate the designation as to politically restricted status in contracts of employment; and<br>(c) To maintain and issue revised lists when necessary and notify the independent Adjudicator. |
| <b>CL57</b> | Policy and Resources Committee (Minute 3 – 11.10.73)           | <b>DIRECTOR OF GOVERNANCE</b>                                       | <b>PROTECTED BUILDINGS</b><br><br>To act as Proper Officer for the purposes of paragraph 28 of Schedule 16 to the Local Government Act 1972 (receipt and deposit of lists of protected buildings).   |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b> | <b>Officer(s) Authorised</b> | <b>Subject and Function(s) Delegated</b>   |
|-------------|--|------------------------------|--|
| <b>CL58</b> | Council<br>(Minute 117 – 20.4.04)                              | <b>MONITORING OFFICER</b>    | <b>REGISTRATION OF INTERESTS – DISTRICT COUNCIL</b><br><br>Receipt, custody and public deposit of registration of interests of District Councillors under the Local Government Acts 2000 and 2007 and regulations made thereunder.                             |
| <b>CL59</b> | Council<br>(Minute 117 - 20.4.04)                              | <b>MONITORING OFFICER</b>    | <b>REGISTRATION OF INTERESTS – TOWN AND PARISH COUNCILS</b><br><br>Receipt, custody and public deposit of registration of interests of Parish and Town Councillors in accordance with the Local Government Acts 2000 and 2007 and regulations made thereunder. |

|   | <b>Authorising Committee and Minute Ref or Other Authority</b>   | <b>Officer(s) Authorised</b>  | <b>Subject and Function(s) Delegated</b>   |             |                |   |  |                            |  |                            |  |                            |  |                         |  |
|---|--|---|--|-------------|----------------|---|--|----------------------------|--|----------------------------|--|----------------------------|--|-------------------------|--|
| <b>CL60</b>                             | Council<br>(Minute 23 – 15.5.08) as amended by Council 28 May 2015   | <p><b>DIRECTOR OF GOVERNANCE</b></p> <p><b>CHIEF EXECUTIVE</b></p> <p><b>ASSISTANT DIRECTOR(GOVERNANCE &amp; PERFORMANCE MANAGEMENT)</b></p> <p><b>SENIOR LAWYER</b></p> <p><b>EXECUTIVE ASSISTANT (GOVERNANCE)</b></p> | <p><b>REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000 – as amended by the Protection of Freedoms Act 2012 -DESIGNATION OF SENIOR RESPONSIBLE OFFICER, AUTHORISING OFFICERS and RIPA COORDINATOR</b></p> <p>For the purposes of RIPA and regulations or orders made thereunder , the following officers of the Council be appointed to the roles specified, to exercise on behalf of the Council, the power to administer and give initial authorisation of covert surveillance :</p> <table border="0"> <thead> <tr> <th data-bbox="1023 475 1088 502"><b>Role</b></th> <th data-bbox="1319 475 1435 502"><b>Purpose</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="1023 544 1294 603"><b>Senior Responsible Officer (SRO)</b></td> <td data-bbox="1319 576 2101 671">To ensure compliance with the Act and associated Codes of Practice. To liaise with Commissioners and Inspectors and implement any post-inspection actions.</td> </tr> <tr> <td data-bbox="1023 746 1294 774"><b>Authorising Officer</b></td> <td data-bbox="1319 746 2175 842">To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, if confidential material is likely to be captured</td> </tr> <tr> <td data-bbox="1023 882 1294 909"><b>Authorising Officer</b></td> <td data-bbox="1319 882 2175 946">To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,</td> </tr> <tr> <td data-bbox="1023 1050 1294 1077"><b>Authorising Officer</b></td> <td data-bbox="1319 1050 2175 1114">To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,</td> </tr> <tr> <td data-bbox="1023 1153 1272 1181"><b>RIPA Coordinator</b></td> <td data-bbox="1319 1153 2085 1217">To maintain a central record of refusals, authorisations and cancellations as directed by the SRO.</td> </tr> </tbody> </table> | <b>Role</b> | <b>Purpose</b> | <b>Senior Responsible Officer (SRO)</b> | To ensure compliance with the Act and associated Codes of Practice. To liaise with Commissioners and Inspectors and implement any post-inspection actions. | <b>Authorising Officer</b> | To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, if confidential material is likely to be captured | <b>Authorising Officer</b> | To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, | <b>Authorising Officer</b> | To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, | <b>RIPA Coordinator</b> | To maintain a central record of refusals, authorisations and cancellations as directed by the SRO. |
| <b>Role</b>                             | <b>Purpose</b>   |   |  |             |                |   |  |                            |  |                            |  |                            |  |                         |  |
| <b>Senior Responsible Officer (SRO)</b> | To ensure compliance with the Act and associated Codes of Practice. To liaise with Commissioners and Inspectors and implement any post-inspection actions.                   |   |  |             |                |   |  |                            |  |                            |  |                            |  |                         |  |
| <b>Authorising Officer</b>              | To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, if confidential material is likely to be captured |   |  |             |                |   |  |                            |  |                            |  |                            |  |                         |  |
| <b>Authorising Officer</b>              | To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,   |   |  |             |                |   |  |                            |  |                            |  |                            |  |                         |  |
| <b>Authorising Officer</b>              | To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,   |   |  |             |                |   |  |                            |  |                            |  |                            |  |                         |  |
| <b>RIPA Coordinator</b>                 | To maintain a central record of refusals, authorisations and cancellations as directed by the SRO.   |   |  |             |                |   |  |                            |  |                            |  |                            |  |                         |  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>  | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------------|---|--|---|
| <b>CL61</b> | Policy & Co-ordinating Committee (Minute 3 – 11.10.73)  | <b>DIRECTOR OF GOVERNANCE</b>  | <b>RESOLUTIONS – CERTIFICATION</b><br><br>To act as Proper Officer for purposes of paragraph 25 of Schedule 4 to the Local Government Act 1972 (certification of resolutions).  |
| <b>CL62</b> | Council (Minute 29 – 28.6.11)<br><br>Council (Minute 29 – 28.6.11)  | <b>DIRECTOR OF GOVERNANCE</b><br><b>DIRECTOR OF NEIGHBOURHOODS</b>   | <b>RE-USE OF PUBLIC SECTOR INFORMATION REGULATIONS 2005</b><br><br>To be responsible in accordance with the Council's policy for administering requests for information under the Re-use of Public Sector Information Regulations 2005, including the level of fees and charges to be made if information supplied is to be re-used.<br><br>To be responsible for administering requests under the 2005 Regulations in respect of use of CCTV data, taking account of the Council's policy and charging arrangements. |
| <b>CL63</b> | Personnel Sub-Committee (Minute 2 – 4.10.73) (As amended by Personnel Sub-Committee Minute 169 – 26.9.78) | <b>CHIEF EXECUTIVE SERVICE DIRECTORS</b>   | <b>STAFF – APPOINTMENTS PROCEDURE</b><br><br>To make all external appointments to each service in respect of posts graded below Assistant Director level except appointments where member involvement is considered desirable.  |
| <b>CL64</b> | Policy & Co-ordinating Committee (Minute 59(b) – 8.2.94)  | <b>CHIEF EXECUTIVE SERVICE DIRECTORS</b>   | <b>STAFF – MISCELLANEOUS DELEGATIONS</b><br><br>To determine staff issues in terms of grading, structure and local conditions of service (including car leases, posts requiring an increase in hours of up to 1 or 2 per week, creation of junior posts in direct substitution of more senior ones, restructurings which reduce the number of posts and costs within a section, minor re-ranging subject to prior consultation with staff representatives, no increase in budget, maintenance of a register.          |
| <b>CL65</b> | Council (Minute 90(5) – 23.2.82)  | <b>MANAGEMENT BOARD (in consultation with appropriate Service Director and the Portfolio Holder with responsibility for Finance)</b> | <b>STAFF – RETIREMENT</b><br><br>To offer enhanced early retirement and redundancy under the terms of the superannuation scheme or gratuity scheme to appropriate staff where the resultant vacated posts can be made available for redeployment of otherwise redundant employees.  |

|             | <b>Authorising Committee and Minute Ref or Other Authority</b>             | <b>Officer(s) Authorised</b>   | <b>Subject and Function(s) Delegated</b>  |
|-------------|--|--|---|
| <b>CL66</b> | Development Committee<br>(Minute 73 – 2.3.93)<br><br>(Minute 108 – 6.3.01) | <b>DIRECTOR OF GOVERNANCE</b>  | <b>TELECOMMUNICATIONS EQUIPMENT</b><br><br>To determine, after prior consultation with ward councillors, whether the prior approval of the Council should be required to the siting and appearance of notified development under the Town and Country Planning (General Permitted Development) Order 1995.<br><br>To exercise the above-mentioned authority in consultation with the Chairman of the appropriate Committee or Sub-Committee and all ward councillors in respect of those proposals submitted in accordance with the prior approvals procedure where the Director of Governance consider that an objection should not be raised to the development but where opposition has been received. |
| <b>CL67</b> | Resource Committee<br>(Minute 40 – 28.9.93)                                | <b>DIRECTOR OF RESOURCES</b><br><br><b>DIRECTOR OF RESOURCES (or staff delegated to act)</b> | <b>TREASURY MANAGEMENT</b><br><br>(a) To have control of the aggregated monies under Section 151 of the LGA 1972.<br><br>(b) To be responsible for all executive decisions on borrowing, investment or financing under Section 151 subject to a requirement to act in accordance with the CIPFA Code for Local Authorities.   |
| <b>X</b>    | <b>NIL</b>   |  |   |
| <b>Y</b>    | <b>NIL</b>   |  |   |
| <b>Z</b>    | <b>NIL</b>   |  |   |

**GAMBLING ACT 2005 – TABLE OF DELEGATIONS OF LICENSING FUNCTIONS  
DIRECTOR OF NEIGHBOURHOODS**

| <b>MATTER TO BE DEALT WITH</b>                              | <b>FULL COUNCIL</b> | <b>SUB-COMMITTEE</b>   | <b>ALL OFFICERS</b>   |
|---|---------------------|--|---|
| Three-year licensing policy                                 | X                   |  |   |
| Policy not to permit casinos                                | X                   |  |   |
| Fee Setting – when appropriate                              |                     |  | X (to be approved by Executive Councillor)                            |
| Application for premises licences                           |                     | Where representations have been received and not withdrawn   | Where no representations received/representations have been withdrawn |
| Application for a variation to a licence                    |                     | Where representations have been received and not withdrawn   | Where no representations received/representations have been withdrawn |
| Application for a transfer of a licence                     |                     | Where representations have been received from the Commission | Where no representations received from the Commission                 |
| Application for a provisional statement                     |                     | Where representations have been received and not withdrawn   | Where no representations received/representations have been withdrawn |
| Review of a premises licence                                |                     | X  |   |
| Application for club gaming/club machine permits            |                     | Where representations have been received and not withdrawn   | Where no representations received/representations have been withdrawn |
| Cancellation of club gaming/club machine permits            |                     | X  |   |
| Applications for other permits                              |                     |  | X   |
| Cancellation of licensed premises gaming machine permits    |                     |  | X   |
| Consideration of temporary use notice                       |                     |  | X   |
| Decision to give a counter notice to a temporary use notice |                     | X  |   |

**DIRECTOR OF NEIGHBOURHOODS**

**LICENSING**

**Charities Act 1992**

Part III (Street Collections)

**Local Government (Miscellaneous Provisions) Act 1976**

S16 (Power to obtain particulars of Persons interested in Land)

**Local Government (Miscellaneous Provisions) Act 1982**

Sections 14, 15, 16 and 17 (Acupuncture, Tattooing, Ear Piercing and Electrolysis)

Section 37 (Temporary Markets)

Schedule 3 Paragraphs 7, 8, 9, 10, 13, 15 to 19 and 25 (Control of Sex Establishments)

Schedule 4 paragraphs 7, 9 and 10 (Street Trading)

**Hackney Carriage and Private Hire Licences**

**Town and Police Clauses Act 1847** (Sections 37, 41, 42, 43, 45, 46, 47, 50, 68)  
(except temporary road closures which are the subject of objections which shall be dealt with by the Licensing Sub-Committee)

**Town and Police Clauses Act 1889** (Sections 4, 5 and 6)

**Local Government (Miscellaneous Provisions) Act 1976 (Part II)**



**APPENDIX C  
(CL46)**

**DIRECTOR OF NEIGHBOURHOODS**

**LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY**

| <b>Matter to be dealt with</b>  | <b>Full Committee</b> | <b>Sub Committee</b>              | <b>Officers</b>                    |
|---|-----------------------|-----------------------------------|------------------------------------|
| Application for personal licence  |                       | If a police objection             | If no objection made               |
| Application for personal licence with unspent convictions   |                       | All cases                         |                                    |
| Application for premises licence/club premises certificate  |                       | If a relevant representation made | If no relevant representation made |
| Application for provisional statement   |                       | If a relevant representation made | If no relevant representation made |
| Application to vary premises licence/club premises certificate  |                       | If a relevant representation made | If no relevant representation made |
| Application to vary designated premises supervisor  |                       | If a police objection             | All other cases                    |
| Request to be removed as designated premises supervisor   |                       |                                   | All cases                          |
| Application for transfer of premises licence  |                       | If a police objection             | All other cases                    |
| Applications for interim Authorities  |                       | If a police objection             | All other cases                    |
| Application to review premises licence/club premises certificate  |                       | All cases                         |                                    |
| Decision on whether a complaint is irrelevant frivolous vexatious etc   |                       |                                   | All cases                          |
| Decision to object when local authority is a consultee and not the relevant authority considering the application |                       | All cases                         |                                    |
| Decision to object when local authority is acting as a Responsible Authority                                      |                       |                                   | All cases                          |
| Determination of an objection to a temporary event notice   |                       | All cases                         |                                    |
| Determination of application to vary licence at community premises to include alternative licence conditions      |                       | If a police objection             | All other cases                    |

| <b>Matter to be dealt with</b>   | <b>Full Committee</b> | <b>Sub Committee</b> | <b>Officers</b> |
|--|-----------------------|----------------------|-----------------|
| Decision whether to consult other responsible authorities on minor variation   |                       |                      | All cases       |
| Determination of minor variation   |                       |                      | All cases       |
| All policy matters except the formulation of the statement of licensing policy | All cases             |                      |                 |

**APPENDIX D  
(CL48)**

**DIRECTOR OF NEIGHBOURHOODS**

**SCRAP METAL DEALERS ACT 2013 - DELEGATION OF POWERS**

| <b>MATTER TO BE DEALT WITH</b>  | <b>FULL COUNCIL</b> | <b>SUB-COMMITTEE</b>                                       | <b>OFFICERS</b>   |
|---|---------------------|--|---|
| Licensing policy  | All cases           |  |   |
| Fee Setting - when appropriate  | All fees            |  |   |
| Application for or renewal of a Site or Collector's licences                                    |                     | Where representations have been received and not withdrawn | Where no representations received / representations have been withdrawn |
| Application for a variation to a licence  |                     | Where representations have been received and not withdrawn | Where no representations received / representations have been withdrawn |
| To issue a closure notice on non-residential premises being used as a scrap metal dealer's site |                     | All cases  | All cases   |
| Application to the Magistrates Court for a closure order  |                     | All cases  | All cases   |
| Termination of a closure order  |                     | All cases  | All cases   |
| Application to the Magistrates Court to discharge a closure order.                              |                     | All cases  | All cases   |
| Revocation of a licence   |                     | All cases  | All cases   |
| Consideration of and imposition of conditions   |                     | All cases  | All cases   |