

Part 3
Scheme of Delegation
Appendix 5
Scheme of Delegation of Executive Functions

1. GENERAL PRINCIPLES

- (a) This scheme delegates the powers and duties of the Executive to Cabinet Members and officers as a partnership.
- (b) This scheme delegates powers and duties within portfolios and includes powers and duties under all legislation present and future within those descriptions and all powers and duties incidental to that legislation as well as authorising the affixing of the Common Seal.
- (c) This scheme operates under Sections 9D to 9DA of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012 and all other powers enabling.
- (d) Officers and Cabinet Members shall keep members (especially ward members) properly informed of activity and its implications arising within the scope of these delegations.

2. GENERAL LIMITATIONS

- (a) Before taking a decision a Cabinet Member shall receive advice from the appropriate officer.
- (b) Any exercise of delegated powers shall be subject to a policy framework approved by the Council or the policies approved by the Cabinet from time to time including the Employment Policies (and Disciplinary Procedures), Equal Opportunities, Service Delivery Policies, and shall be guided by the relevant Codes of Conduct or Council protocols.
- (c) Any exercise of delegated powers shall be subject to:
 - (i) any statutory restrictions;
 - (ii) standing orders;
 - (iii) financial regulations; and
 - (iv) procurement rules.
- (d) In exercising delegated powers, Cabinet members and officers shall not go beyond the provision in the revenue or capital budgets for their service except to the extent permitted by financial regulations and procurement policy.

3. GENERAL PROVISIONS

- (a) This scheme includes the power for officers further to delegate in writing all or any of the delegated functions to other officers (described by name or post) either fully or under the general supervision and control of the delegating officer. Sub-delegations shall be recorded and kept by the relevant Director.
- (b) All action taken under the terms of these delegations shall be properly documented.
- (c) It shall always be open to an officer either to consult with the appropriate Cabinet member on the exercise of delegated powers, or not to exercise delegated powers but to refer the matter to the Cabinet.
- (d) It shall be open to a Cabinet member to determine that the exercise of their delegated powers is not appropriate in cases where a Chief Officer or the Monitoring Officer recommends reference to the Cabinet, where consultation with other members indicates that the matter should be referred to the Cabinet or where the Leader of the Council so directs.
- (d) In exercising delegated powers, officers shall consult with other appropriate officers and shall have regard to any advice given.
- (e) In this scheme "officer" means the holder of any post named in this scheme as having delegated powers and duties.

4. SPECIFIC DELEGATIONS

4.1 Leader of Council

Exercise of the powers and duties of the Leader of the Council in accordance with Section 9E of the Local Government Act 2000 including:

- (a) appointment of other Cabinet members up to a maximum of 9;
- (b) allocation of responsibility for executive functions to Cabinet Members and Service Directors;
- (c) establishment and terms of reference of Cabinet Committees;
- (d) approval of representatives on outside organisations directly involved in the carrying out of executive functions;
- (e) appointment of a Deputy Leader of the Council.

4.2 Cabinet Members

Decisions on executive functions falling within the allocated Cabinet service portfolio, and which are not delegated to officers.

4.3 Officers

May take any decision which:

- (a) implements a policy or decision previously approved or taken by the Council, the Cabinet or a Cabinet member;
- (b) facilitates or is conducive or incidental to the implementation of a policy or decision previously taken by the Council, the Cabinet or a Cabinet member;
- (c) relates to the management of the human, material and financial resources made available for carrying out the functions for which they are responsible; and
- (d) matters delegated by the Council, the Cabinet, a Committee or Subcommittee from time to time under this scheme.

5. SPECIAL CIRCUMSTANCES

- 5.1 Where the proposed decision affects more than one service portfolio, there shall be an obligation for the other Cabinet members to be consulted before a decision is made.
- 5.2 Where a decision is of corporate significance or where there is a conflict of view, such matter shall stand referred to the Cabinet for consideration.
- 5.3 Cabinet members shall, in the exercise of delegated powers, consult with the Chairman of the appropriate Overview and Scrutiny Committee and the ward Councillor(s) where appropriate.
- 5.4 Cabinet Members shall have regard to the requirements of the Council's petitions procedure when making decisions on matters raised in such representations.

EXECUTIVE FUNCTIONS – DELEGATION BY THE LEADER OF COUNCIL

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXA1	Finance Sub-Committee (Minute 398 - 31.1.80)	DIRECTOR OF RESOURCES	AGENDA AND MINUTES - CHARGES TO SUBSCRIBERS To approve charges.
EXA2	Housing Committee (Minute 74 – 4.3.92)	DIRECTOR OF COMMUNITIES	AGRICULTURAL DWELLINGS To accept applications for rehousing and offer suitable alternative accommodation where the Agricultural Dwelling House Advisory Committee advises that the property is required for occupation by an agricultural employee in the interest of efficient agriculture.
EXA3	Environmental Health and Control Committee (Minute 10 – 10.5.78)	HEALTH PROTECTION AGENCY (HPA) (Any Consultant Staff Member)	AIRCRAFT Proper Officer for the purposes of the Public Health (Aircraft) Regulations 1970.
EXA4	By Leader Decision dated: 26 April 2016	DIRECTOR OF COMMUNITIES (or in his absence ASSISTANT DIRECTOR COMMUNITY SERVICES)	ASB Crime & Policing Act 2014 (see also Annex B for other delegations) Part 2 Criminal Behaviour Orders (CBO) Section 29 To act in cooperation with the Chief Officer of Police when carrying out a review of a CBO on a person under 18 using existing ASB process (10.5) as attached. Part 4, Chapter 3, Section 77 (2) (b) – Closure Notices To issue closure notices of 24 and 48 hours pursuant to the above section.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXA5	Cabinet (Minute 14(4) – 6.10.14)	DIRECTOR OF COMMUNITIES	APPROPRIATIONS OF LAND (a) To seek the consent of the Secretary of State for Communities and Local Government, pursuant to Section 19 of the Housing Act 1985, to appropriate land held for housing purposes and identified for Council housebuilding for planning purposes; and (b) Subject to the receipt of such consent, to advertise the Council's intention to make the appropriation in accordance with the provisions of Section 122(A) of the 1972 Act.
EXB1	Development Committee (Minute 19 – 30.5.2000)	DIRECTOR OF GOVERNANCE DIRECTOR OF NEIGHBOURHOODS	BUILDING ACT 1984 – SECTION 95 AUTHORISATION To authorise designated postholders within the Governance and Neighbourhoods Directorates to exercise powers under Section 95 of the Building Act 1984 to enter premises in connection with the enforcement of the Building Regulations.
EXB2	Development Committee (Minute 23(1) – 6.2.74) Council Minute (Minute 24(1) - 9.7.91)	DIRECTOR OF GOVERNANCE (or in her absence ASSISTANT DIRECTOR OF DEVELOPMENT MANAGEMENT)	BUILDING REGULATIONS To determine applications under the Building Regulations and associated legislation, including the Building Act 1984, consistent with the instructions of the Development Committee and subject to submission to that Committee of any contentious applications.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXB3	Development Committee (Minute 35(1) – 15.7.99) Development Committee (Minute 35(2) - 15.7.99)	(ASSISTANT DIRECTOR OF DEVELOPMENT MANAGEMENT) POST PBC/02 & 03 (PRINCIPAL BUILDING CONTROL SURVEYOR) POSTS PBC/04-9 (SENIOR BUILDING CONTROL SURVEYORS) DIRECTOR OF GOVERNANCE ASSISTANT DIRECTOR OF DEVELOPMENT MANAGEMENT	BUILDING ACT 1984 To act as Proper Officer for the purposes of Section 78 of the Building Act 1984. BUILDING ACT 1984 To carry out the following functions under the Building Act 1984: (a) Section 34 - serve notices requiring work contravening building regulations to be removed or altered to achieve compliance; (b) Section 77 - approve applications to a Magistrates' Court for an order requiring dangerous buildings or structures to be made safe; (c) Section 79 - serve notices where it appears that a building is by reason of ruinous or dilapidated condition seriously detrimental to the amenities of the neighbourhood; and (d) Section 81 - serve notices specifying certain matters and conditions in relation to the demolition of buildings.
EXB4	Personnel Sub-Committee (Minute 138 – 20.3.90) and Development Committee	DIRECTOR OF GOVERNANCE	BUILDING CONTROL – VETTING OF APPLICATIONS To enter into working arrangements with other local authorities within East Anglia for the checking of one (Minute 66 - 16.1.90) another's building regulation activities on a consultancy basis, this arrangement to be activated where staffing levels fall below establishment or volume of applications submitted exceeds staffing capacity.

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EXB5		DIRECTOR OF COMMUNITIES	BUY-BACK OF FORMER COUNCIL HOUSING To decide, in consultation with the Housing Portfolio Holder, whether or not the Council would wish to exercise its pre-exemption rights to purchase former Council properties previously sold under the Right to Buy (RTB), in accordance with the Housing Act (Right of First Refusal) (England) Regulations 2005, subject to a sufficient amount of unallocated "One for One Replacement" RTB Receipts or Section 106 financial contributions of affordable housing being available.
EXC1	Transportation Committee (Minute 115 – 26.1.93)	DIRECTOR OF NEIGHBOURHOODS	CAR PARK TARIFFS To determine individual tariffs, including Season Tickets and Business Permits in off-street Pay and Display Car Parks within agreed policy.
EXC2	Personnel Sub-Committee (Minute 79 – 17.11.81)	DIRECTOR OF RESOURCES (after consideration of any comments of the relevant portfolio holder)	CAR PARKS (COUNCIL) To determine applications to use Council office car parks. (See also under "Offices – Use of")
EXC3	Policy & Co-ordinating Committee (Minute 44(3) - 29.11.83)	DIRECTOR OF NEIGHBOURHOODS	CAR PARKS (PUBLIC) To approve the use of Council car parks by charitable organisations or for other charitable purposes or other users provided there is no financial loss to the Council
EXC4	Policy and Co-ordinating Committee (Minute 66(a) - 4.12.90)	DIRECTOR OF NEIGHBOURHOODS	COMMERCIAL TENANCIES - SERVICE OF NOTICES To sign notices and answers to originating applications for new tenancies under Part II of the Landlord and Tenant Act 1954.
EXC5	Executive Committee (Minute 449 - 11.3.02)	CHIEF EXECUTIVE and/or HEAD OF CUSTOMER SERVICES (or nominated Officer)	COMPLAINTS AND COMPLIMENTS PROCEDURE To make payments up to £250 in respect of upheld complaints

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EXC6	Council (Minute 74(3) - 20.12.88)	DIRECTOR OF COMMUNITIES DIRECTOR OF NEIGHBOURHOODS	COMPULSORY COMPETITION - AUTHORITY FOR THE COUNCIL TO SUBMIT BIDS FOR WORK INSIDE THE DISTRICT To submit bids for work inside the District, to utilise spare capacity/manpower only.
EXC7	Council (Minute 74(3) - 20.12.88)	CHIEF EXECUTIVE	COMPULSORY COMPETITION - AUTHORITY FOR THE COUNCIL TO SUBMIT BIDS FOR WORK OUTSIDE THE DISTRICT To refer to the Management Board and through them to the Cabinet any proposal involving the authorisation of bids for work outside the district but only in the context of agreed policy for shared services.
EXC8	Policy and Resources Committee (Minute 347 - 14.2.78)	CHIEF EXECUTIVE ALL DIRECTORS (or officers nominated by them)	CONFERENCES - ATTENDANCE BY OFFICERS To approve the attendance of officers at annual conferences, taking into account the subject matter of the conference and the budgetary provision made.
EXD1	Council (Minute 52 – 12.12.2000)	DIRECTOR OF RESOURCES AND DIRECTOR OF GOVERNANCE (or nominated Deputy)	DEBTS To take steps to enforce a debt following the commencement of bankruptcy proceedings, subject to action being reported to the Cabinet.
EXD2	Cabinet minute 25(3) – 23.7.15	DIRECTOR OF COMMUNITIES	DEVELOPMENT AGREEMENTS To enter into Development Agreements with private developers, and agree terms for the purchase, for affordable rented housing required to be provided by developers in accordance with Section 106 Agreements, where an opportunity is presented that is considered suitable and appropriate subject to the value being no more than the value considered by the Council to require a key decision.
EXE1	Policy & Co-ordinating Committee (Minute 78 - 1.12.81)	DIRECTOR OF RESOURCES	ENERGY MANAGEMENT & CONSERVATION To implement the Council's policy.
EXE2	Personnel Sub-Committee	CHIEF EXECUTIVE	EX GRATIA PAYMENTS

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	(Minute 67 - 24.11.87)	ALL DIRECTORS	To consider and approve the making of appropriate ex gratia payments to staff at all levels for temporarily undertaking significant additional duties and responsibilities subject, in the case of emergencies where payments are not covered by the approved salary budget, to a report being made to the Cabinet.
EXF1	Leisure Services Committee (Minute 5 - 23.5.91)	DIRECTOR OF NEIGHBOURHOODS DIRECTOR OF COMMUNITIES	FEES AND CHARGES – LEISURE To approve the level of fees and charges within the parameters outlined within the Leisure Management Contract. To introduce individual pricing charges for Cultural and Community Services generally in line with the current level of inflation, or in certain circumstances at a rate which reflects the true cost of providing the service.
EXF2	Public Health Committee (Minute 72 - 21.9.83)	HPA (Any Consultant Staff Member) (see also under "Disease Control")	FOOD HYGIENE - ENTRY TO PREMISES To act as registered medical practitioner to the Council under the Public Health (Control of Disease) Act 1984 and thereby authorised to enter any premises, vessel or aircraft for the purpose of regulations made under that section.
EXG1	Portfolio Holder Decision HSG-029 – 2009/10	DIRECTOR OF COMMUNITIES	GARAGES To sell isolated garages in accordance with the Council's Policy.
EXH1	Housing Services Committee (Minute 155 - 12.2.80)	DIRECTOR OF COMMUNITIES	HARDSTANDINGS - COUNCIL HOUSES (a) To approve, subject to satisfactory works to boundary walls, hedges and fences and other necessary works and also Essex County Council being satisfied as to the standard of footpath crossings, applications by tenants to construct car hardstandings in front gardens; and (b) To apply the above policy to hardstandings provided by tenants without permission.

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EXH2	Council Housebuilding Cabinet Committee (Minute 4 (5) – 10.7.13)	DIRECTOR OF COMMUNITIES	<p>HOMES AND COMMUNITIES AGENCY – SHORT FORM AGREEMENTS</p> <p>That the Director of Communities be authorised to enter into Short Form Agreements with the Homes and Communities Agency for all (Council housing) developments, to enable affordable rents to be charged for the properties built under the Housebuilding Programme, and that the “Provider Representative” named in the Agreements be a senior figure at East Thames Group.</p>
EXH3	Council Housebuilding Cabinet Committee (Minute 5 (3) – 10.7.13)	DIRECTOR OF COMMUNITIES	<p>HOUSEBUILDING PROGRAMME – ALLOCATION OF FUNDING TO SCHEMES</p> <p>That, once the Cabinet Committee has authorised the use and provisional level of subsidy required for individual developments and/or development packages, the Director of Communities be authorised to allocate funding from the sources listed in Minute 5 (1) of the Housebuilding Cabinet Committee held on 10th July 2013 to individual developments and/or development packages – utilising the most appropriate source of funding for the development(s), having regard to the time limits within which they must be utilised - up to and in excess of the provisional level approved by the Cabinet Committee, once tenders to undertake the works have been received from contractors, subject to:</p> <p>(a) The amount allocated being no more than 15% of the level provisionally approved by the Cabinet Committee;</p> <p>(b) Sufficient funds being available at the time of allocation; and</p> <p>(c) The Cabinet Committee receiving a report to its next meeting on the amount of subsidy allocated, and its source of funding.</p> <p>Note - Minute 5 (1) of the Housebuilding Cabinet Committee held on 10th July 2013 lists the following sources of funding:</p> <ul style="list-style-type: none"> • Loans from PWLB • Capital receipts from additional RTB sales covered by the Agreement with CLG • Current and future financial contributions for affordable housing from Section 106 Agreements • Capital receipts from the sale of HRA land or building, where the Cabinet has specifically agreed that they should be used to help fund the Council

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			Housebuilding Programme <ul style="list-style-type: none"> • Grant from the HCA • Any other external funding sources.
EXH4	Housing Committee (Minute 125-27.1.97)	DIRECTOR OF COMMUNITIES HOUSING OPTIONS MANAGER	HOUSING ACCOMMODATION – ALLOCATION To allocate accommodation in accordance with the Housing Allocations Scheme.
EXH5	Housing Committee (Minute 49 – 30.10.91)	DIRECTOR OF COMMUNITIES	HOUSING ACCOMMODATION - DESIGNATION FOR ELDERLY To cancel designations.
EXH6	Housing Committee (Minute 41(20) & (21) – 17.9.96)	DIRECTOR OF COMMUNITIES	HOUSING ACCOMMODATION – TENANCIES FOR 'LIVE IN' CARERS To grant requests to provide or extend joint tenancies to 'live in' carers where such requests are considered to be justified.
EXH7	Housing Committee (Minute 93(b) - 11.3.87)	DIRECTOR OF COMMUNITIES	HOUSING DEFECTS - PLANNING APPLICATIONS FOR REINSTATEMENT WORKS To submit applications for deemed planning consent in connection with the reinstatement of all Council owned designated defective dwellings.
EXH8	Portfolio Holder Decision (1.3.04)	DIRECTOR OF COMMUNITIES	HOUSING LAND – USE FOR COMMUNITY EVENTS To grant licences for community events to be held on housing land in the future, subject to consultation with Ward Members and local residents (where residential properties are located nearby) and all health and safety insurance requirements being met by the organisation staging the event.
EXH9	Council (Minute 23(7)(2) - 29.6.82) Housing Committee	DIRECTOR OF COMMUNITIES (in consultation with	HOUSING LAND - SURPLUS PLOTS To negotiate, agree terms and dispose of surplus plots of garden land (in

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	(Minute 116(4) - 26.1.98)	the appropriate Portfolio Holder)	consultation with the relevant Portfolio Holder and appropriate Ward Members) as identified by the Council.
EXH10	Housing Committee (Minute 145 - 25.3.97)	DIRECTOR OF COMMUNITIES	HOUSING LAND - WAYLEAVES To grant wayleaves where there is no detrimental effect on the Council, subject to consultation with Ward Members.
EXH11	Cabinet (Minute 155 – 6.2.06)	DIRECTOR OF COMMUNITIES	HOUSING OPTIONS CONSORTIUM To exercise the Cabinet's functions in respect of the Housing Options Consortium, being a partnership of local authorities of which the Council is a member.
EXH12	Housing Committee (Minute 74 - 4.3.92)	DIRECTOR OF COMMUNITIES	HOUSING REGISTER RULES – WAIVING To waive Housing Register Rules where the Director of Communities considers there are good grounds for so doing.
EXH13	Housing Services Director Committee (Minute 6(a)(iii) - 29.10.73)	DIRECTOR OF COMMUNITIES	(HOUSING) MUTUAL EXCHANGES To approve applications under the Mutual Exchange Scheme.
EXI1	Public Health Committee (Minute 72 - 21.9.83)	HPA (Any Consultant member of staff)	ILLNESS - PERSONS IN NEED OF CARE AND ATTENTION To act as proper officer to the Council for the purposes of Section 47 of the National Assistance Act 1948 (removal to suitable premises of persons in need of care and attention or those suffering from grave chronic illness).
EXI2	Public Health Committee (Minute 72 - 21.9.83) (Minute 92 - 17.3.92)	HPA (Any Consultant member of staff)	INFECTIOUS AND COMMUNICABLE DISEASES To act as proper officer to the Council for the purposes of the Public Health (Infectious Diseases) Regulations 1968, the Public Health (Control of Diseases) Act 1984 and Section 47 of the National Assistance Act 1948.

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EXL1	<p>Council (Minute 23 – 15.5.08)</p> <p>Cabinet (Minute 42 – 29.7.13)</p> <p>NB. Delegated authority to deal with Section 23-25 of the Land Drainage Act 1991 (as amended) will come into operation once final confirmation from Essex County Council has confirmed the delegation (27.8.13)</p>	<p>DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (TECHNICAL SERVICES) DRAINAGE MANAGER (AND RELEVANT STAFF DULY AUTHORISED TO ACT ON HIS BEHALF)</p> <p>RELEVANT PORTFOLIO HOLDER</p>	<p>LAND DRAINAGE AND FLOOD DEFENCE</p> <p>To act under the statutory provisions in the Epping Forest District Council – Land Drainage Byelaws 2005.</p> <p>To act under the statutory provisions listed below:</p> <p>Land Drainage Act 1991</p> <p>Section 14 General drainage powers to maintain, construct and improve drainage works etc</p> <p>Section 15 Disposal of spoil from works to watercourse</p> <p>Section 23, 24 and 25 Consenting to and enforcement of ordinary watercourses as delegated by Essex County Council as amended by the Flood & Water Management Act 2010</p> <p>Sections 26 and 27 Powers to require works for maintaining flow of watercourses etc</p> <p>Section 64 Powers of entry for internal drainage boards and local authorities</p> <p>Public Health Act 1936</p> <p>Section 260 Power to deal with ponds, ditches etc</p> <p>Section 262 Power to require culverting of watercourses and ditches where building operations in prospect</p> <p>Section 263 Approval of plans to culvert or cover any stream or watercourse</p> <p>Section 264 Issue of notice requiring the repair or cleansing of culverts</p> <p>To approve updates to the list of legislation set out above.</p>

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EXL2	Leader decision May 2016	DIRECTOR OF NEIGHBOURHOODS And CHIEF ESTATES OFFICER (in amounts shown in column 4) Ditto	LANDLORD AND TENANT - ESTATES MANAGEMENT (a) To serve notices under Part II of the Landlord and Tenant Act 1954 as amended by Part I of the Law of Property Act 1969 in connection with negotiation of new rentals for Council properties. (b) To take immediate corrective management action (except the institution of legal proceedings) for breaches of covenant in leases of shops, industrial estates and industrial land (c) For all property transactions including acquisitions, disposals, new lettings, lease renewals, lease surrenders, rent reviews, sub-lettings / assignments, all licences (including change of use, alterations), deeds of variations, wayleaves and rights of way. Officers delegated to approve the above transactions for the following amounts and by the Officer approval levels shown: Revenue transactions: Chief Estates Officer – upto £25,000 per year Director of Neighbourhoods - £25,001 to £100,000 per year Capital Transactions: Chief Estates Officer – upto £50,000 per transaction Director of Neighbourhoods - £50,001 to £500,000 per transaction (d) To approve licences to assign and licences for change in use in consultation with the relevant Portfolio Holder.
EXN1	Policy and Co-ordinating Committee Minute 44(3) – 29.11.83	DIRECTOR OF NEIGHBOURHOODS	NAMING OF STREETS To approve the names of new streets in accordance with the Town and Police Clauses Act 1847, where, following consultation, one name is agreed by all parties.
EXN2	Council (Minute 138 –	DIRECTOR OF	NORTH WEALD AIRFIELD - NON COMMERCIAL LETTINGS

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	28.4.09) Portfolio Holder Decision L/001/2005/6 dated 20.5.05	NEIGHBOURHOODS (OR NOMINATED OFFICER) DIRECTOR OF NEIGHBOURHOODS	(a) To negotiate and produce agreements and licences for all regular bookings and single events (of a non public character) which comply with the standard licence agreement and fees operated by the Council. (b) To negotiate in liaison with the Airfield Manager, any arrangements regarding use of the Airfield (except those which fall under item (1) above), and, where appropriate, to draft and execute appropriate agreements or licences for all Airfield uses including any negotiated under (a) above, which may be referred to the Director of Neighbourhoods. (c) That subject to compliance with the Council's policy the Director of Neighbourhoods be granted delegated authority to sanction the Concessionary Hire of Leisure Facilities by, or on behalf of, registered charities, for Fundraising Events.
EXN3	Public Health Committee (Minute 72 – 21.9.83)	HPA (Any Consultant member of staff) (See also under "Disease Control")	NOTIFIABLE DISEASES To act as proper officer for the purposes of the Public Health (Control of Disease) Act 1984.
EXN4	Cabinet (Minute 142 – 14.3.05)	DIRECTOR OF NEIGHBOURHOODS (or authorised Environmental Health Officer)	NUISANCES Authority to make closure orders under Section 40 of the Anti Social Behaviour Act 2003 and to give notices of cancellation of closure orders under Section 41 of that Act
EXO1	Personnel Sub-Committee (Minute 79 – 17.11.81)	DIRECTOR OF RESOURCES	OFFICES - USE OF To determine applications to use Council offices (See also under "Car Parks (Council)").
EXO2	Cabinet Minute 151(10) – 18.4.11	DIRECTOR OF COMMUNITIES	OFF STREET CAR PARKING SCHEMES "To submit planning applications for future off-street parking schemes at the appropriate time after the resident consultation exercise."

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXO3	Policy and Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF RESOURCES	ORDNANCE SURVEY To act as proper officer for the purposes of Section 191 of the Local Government Act 1972 (Marking out and checking of reputed boundaries).
EXP1	Leader Decision dated April 2016	DIRECTOR OF GOVERNANCE or BUILDING CONTROL MANAGER Or in his absence PRINCIPAL BUILDING CONTROL SURVEYOR	PARTY WALL ACT 1996 SECTION 10 (8) To act as Appointed Officer pursuant to Section 10(8) of the Party Wall Act 1996 which allows the appointment of a third surveyor to resolve party wall disputes.
EXP2	Cabinet (Minute 143 (7) – 9.3.17)	DIRECTOR OF NEIGHBOURHOODS (AND APPOINTED OFFICERS)	PENALTY CHARGE NOTICES (PCN's) – OFF STREET CAR PARKS To consider representations and challenges to PCNs under Part 6 of the Traffic Management Act 2004 (and enabling statutory instruments) and to determine, in accordance with the published Enforcement Policy, whether to cancel any Notice or enforcement action and determine, based on evidence or grounds for doing, whether to cancel any Notice or enforcement action
EXP3	Policy and Co-ordinating Committee (Minute 99 – 21.11.89)	DIRECTOR OF GOVERNANCE	PHYSICAL ASSAULTS ON STAFF In the event of the Crown Prosecution Service not proceeding after physical assault on a Council employee, to give instructions to prosecute where the Director of Governance consider that the Attorney General's guidelines for prosecutions in a private prosecution for assault are satisfied.
EXP4	Housing Committee (Minute 74 – 4.3.92)	DIRECTOR OF GOVERNANCE DIRECTOR OF RESOURCES	POSSESSION ORDERS - MORTGAGE ARREARS To obtain and execute in the case of mortgage arrears where an Order for possession is granted by the Courts, a warrant for the possession of a property. To offer for sale on the open market any property subsequently repossessed.

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EXP5	Leader Decision (LDR-xx-2016/17)	ALL DIRECTORS AND/OR NOMINATED OFFICERS	PLANNING APPLICATIONS MADE BY OR ON BEHALF OF THE COUNCIL To submit applications for planning consent or schemes or matters requiring such approval which are ancillary to or as a direct result of a Cabinet or Portfolio Holder decision
EXP6	Housing Portfolio Holder Decision (HSG-009-2016/17 27 February 2017)	DIRECTOR OF COMMUNITIES	PLAY AREAS ON HOUSING LAND – MANAGEMENT AGREEMENTS WITH LOCAL COUNCILS To enter into Agreements to transfer the management of land held under Housing Act Powers to Town and Parish Councils used for the purposes of playing fields and/or play areas.
EXP7	Housing Committee (Minute 75 – 14.11.95) Housing Committee (Minute 46 – 12.9.2000)	DIRECTOR OF COMMUNITIES DIRECTOR OF COMMUNITIES, ASSISTANT DIRECTOR (HOUSING PROPERTY AND DEVELOPMENT),	POSSESSION ORDERS - RENT ARREARS/GAS SAFETY INSPECTIONS AND OTHER RELATED ACTIONS (a) To serve notices of seeking possession for any of the grounds contained in Schedule 2 of the Housing Act 1985; (b) Where considered appropriate, to serve notices to quit in cases where the tenant is not a secure tenant as defined in the Housing Act 1985; (c) To institute proceedings in the County Court for the possession of properties following service of a notice seeking possession or a notice to quit; (d) To institute proceedings in the County Court for the recovery of rent, court costs and service charges; and (e) To obtain and execute a warrant for eviction where possession has been awarded by the Court. In respect of secure and non-secure tenancies of Housing Revenue Account properties: (f) to approve and sign Notices and Seeking Possession and Notices to Quit; (g) to initiate proceedings in the County Court for possession and the recovery of rent, mesne profits, service charges and court costs, in accordance with relevant legislation; and

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	<p>Housing Management Sub Committee (Minute 161 – 15.2.77)</p> <p>Portfolio Holder Decision (24.3.2004)</p>	<p>ASSISTANT DIRECTOR (HOUSING OPERATIONS) AREA HOUSING MANAGER (NORTH), AREA HOUSING MANAGER (SOUTH)</p> <p>HOUSING OPTIONS MANAGER</p> <p>DIRECTOR OF COMMUNITIES HOUSING ASSETS MANAGER (HMT/01) (or any officer authorised to act)</p>	<p>(h) to seek and execute warrants of execution for possession; and</p> <p>(i) to undertake the actions set out in (a), (b) and (c) above, in respect of non-secure tenancies and licences at the Council’s Homeless Persons’ Hostel (Norway House) including the eviction of any homeless person who defaults in the payment of accommodation charges for four successive weeks or more.</p> <p>(j) Approve and sign Notices of Seeking Possession on the grounds of a breach of tenancy conditions for not allowing the Council access to undertake required repairs and maintenance;</p> <p>(k) Initiate proceedings in the County Court for possession or to provide access for the purpose of undertaking the statutory annual Gas Safety Inspection in accordance with the relevant legislation; and</p> <p>(l) Seek and execute warrants of execution for possession authorised by the Court.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXP8	Standing Order A41(4)	DIRECTOR OF GOVERNANCE	PRESS RELEASES To issue press releases in advance of publication of relevant committee minutes, if appropriate.
EXP9	Cabinet (Minute 109 – 18.12.06)	DIRECTOR OF COMMUNITIES ASSISTANT DIRECTOR OF COMMUNITIES (PRIVATE SECTOR HOUSING COMMUNITIES SUPPORT)	PRIVATE SECTOR HOUSING – ASSISTANCE (including Decent Homes Repayable Assistance, Small Works Repayable Assistance, Thermal Comfort Grants, Conversion Grants, Empty Homes Repayable Assistance and Disabled Facilities Grants) To exercise the powers and duties under relevant legislation. (See also ‘Private Sector Housing – General’)
EXP10	Cabinet (Minute 184 – 10.4.06) Housing Portfolio Holder Decision (HSG-012-2010/11)	DIRECTOR OF COMMUNITIES ASSISTANT DIRECTOR OF COMMUNITIES (PRIVATE SECTOR HOUSING AND COMMUNITIES SUPPORT) RELEVANT PORTFOLIO HOLDER	PRIVATE SECTOR HOUSING – GENERAL To exercise the powers and duties set out in Annex A including powers of entry by warrant where this is not specified in the legislation listed. To authorise suitably qualified officers or specialist external personnel appointed by the Council, to exercise those functions relating to the management and provision of the private sector housing service as set out in Annex A. To authorise updates to the list of legislation set out in Annex A (see also ‘Private Sector Housing – Assistance’)
EXR1	Finance Sub-Committee (Minute 57 – 31.5.79)	DIRECTOR OF RESOURCES	RATING - DISABLED PERSONS To administer the provisions of the Rating (Disabled Persons) Act 1978.
EXR2	Leisure Services Committee (Minute 5 – 23.5.91)	DIRECTOR OF NEIGHBOURHOODS	RECREATION CHARGES – LEISURE ACTIVITIES AND EVENTS To make adjustments to the level of fees and charges within the maximum approved by the Cabinet.
EXR3	Housing Portfolio Holder Decision	DIRECTOR OF COMMUNITIES	RENEWAL OF LEASES WITH NACRO COMMUNITY ENTERPRISES

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	HSG-027-2015/16 Dated 11 February 2016		To renew leases (and any subsequent leases) on expiry for a further 5 years on the 12 properties currently leased to NACRO Community Enterprises provided there is a continuing need to accommodate vulnerable younger homeless applicants.
EXR4	Housing Management Sub-Committee (Minute 152(c)(2) – 11.3.80)	DIRECTOR OF COMMUNITIES	RENT ARREARS - DECEASED TENANTS To write off rent arrears in respect of deceased tenants, where there is no means of recovering the debt.
EXR5	Cabinet Minute 46 – 12.9.11	DIRECTOR OF COMMUNITIES	RESTRICTIVE COVENANTS – HOUSING IN MULTIPLE OCCUPATION To agree requests to vary restrictive covenants on former Council houses, in order to grant permission for their use as privately-rented shared accommodation, provided all of the conditions set out in Cabinet Minute 46 – 12.9.11 have been met.
EXS1	Cabinet (Minute 184 – 10.4.06) Leader decision LDR 006/16 dated 22/12/16 Portfolio Holder Decision ENV/004/2009-10 Council (Minute – 20.4.10)	DIRECTOR OF NEIGHBOURHOODS (or in his absence ASSISTANT DIRECTORS ENVIRONMENT AND NEIGHBOURHOOD SERVICES AND TECHNICAL) (or suitably qualified officers authorised by the above-named) Appropriate Portfolio Holder DIRECTOR OF NEIGHBOURHOODS	“SAFER, CLEANER, GREENER” LEGISLATION – AUTHORISATION OF OFFICERS To exercise those functions relating to the management and provision of the Safer, Cleaner, Greener Portfolio set out in the list of legislation in Annex B including, where necessary, powers of entry by warrant. To delegate appropriate powers to the Director of Neighbourhoods relating to the management and provision of the Environmental Health Service set out in the attached list of environmental health legislation as set out in Annex B. To approve updates to the list of environmental legislation set out in Annex B.
EXS2	Council (Minute 24(2) – 30.6.81)	DIRECTOR OF COMMUNITIES (after considering the	SALE OF COUNCIL HOUSES - DISCOUNTS To determine, under Part V of the Housing Act 1985, applications for discounting of

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
		views of the Portfolio Holder)	entitlement periods where a potential purchaser lives with their parents.
EXS3	Council (Minute 40(4) – 15.7.86) Housing Committee Minute 117(5) & (6)	DIRECTOR OF COMMUNITIES	SALE OF COUNCIL HOUSES - RESTRICTIVE COVENANTS, MINOR EXTENSIONS AND ALTERATIONS To deal with applications for minor extensions or alterations in sold Council houses in accordance with the terms of the house sales agreement. To agree, in consultation with the Portfolio Holder, future requests for release of restrictive covenants to allow development within the curtilage of former Council properties, prior to planning permission being obtained. To negotiate terms for the release of covenants agreed by the Director of Communities, subject to the outcome being reported to the Portfolio Holder for approval.
EXS4	Council (Minute 11(c) – 2.6.77)	DIRECTOR OF NEIGHBOURHOODS	SALE OF COUNCIL HOUSES - VALUATIONS To carry out all valuations in respect of sale of Council houses.
EXS5	Policy and Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	SECURITIES To act as proper officer for the purposes of Section 146 (1)(a)(b) of the Local Government Act 1972 (declarations and certificates regarding securities).
EXS6	Public Health Committee (Minute 73 – 21.9.83)	HPA (Any Consultant member of staff)	SHIPS To act as proper officer to the Council for the purposes of the Public Health (Ships) Regulations 1970.
EXS7	Housing Committee (Minute 121 – 8.11.77)	DIRECTOR OF GOVERNANCE (in consultation with Director of Communities)	SQUATTERS - EVICTION To take such urgent action as is necessary to secure the vacation of any Council properties, which are occupied by squatters.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EXS8	Council (Minute 90(5) – 23.2.82)	DIRECTOR OF RESOURCES	STAFF - APPOINTMENTS TO POSTS REQUIRING LITTLE OR LIMITED TRAINING To determine whether, in respect of the filling of posts requiring little or limited training, appointments should be made from outside the Council's current workforce.
EXS9	Personnel Sub-Committee (Minute 3 – 31.5.83)	DIRECTOR OF RESOURCES (or in his absence the Deputy Chief Executive)	STAFF - TRAVELLING ALLOWANCES To consider and adjudicate on any request to make an exception to policy for reimbursement of travelling expenses in pursuance of an officer's duties, being limited to second class rail fare.
EXS10	Personnel Sub-Committee (Minute 77 – 28.5.74)	CHIEF EXECUTIVE SERVICE DIRECTORS	STUDY LEAVE To grant, at their discretion, up to one week's leave of absence with full pay for the purposes of final revision in the period preceding an examination.
EXS11	Policy & Co-ordinating Committee (Minute 23 – 5.10.93)	DIRECTOR OF GOVERNANCE	SUBSCRIPTIONS - OUTSIDE ORGANISATIONS To pay subscriptions in respect of organisations on which the Council is represented at member level.
EXS12	Public Health Committee (Minute 46 – 19.9.84)	DIRECTOR OF GOVERNANCE	SUNDAY TRADING - CAR BOOT SALES To institute proceedings in respect of such sales where complaints have been received and satisfactory evidence is available.
EXS13	Portfolio Holder decision reference H/026/2002-3	DIRECTOR OF COMMUNITIES	SUPPORTING PEOPLE – SIGNING OF CONTRACTS To sign the Supporting People “Block Subsidy” and “Block Grants” contracts with Essex County Council for 2003/03, and subsequent years, in order to receive funding from the Essex Supporting People Commissioning Body for the provision of support services.
EXT1	Council Minute 127 – 23.4.13	CHIEF FINANCIAL OFFICER (DIRECTOR OF RESOURCES)	TAX BASE To declare the Council's Domestic and NNDR Tax Bases in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Tax

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
			Base)(England) Regulations 2012 and any subsequent legislation.
EXT2	Personnel Sub-Committee (Minute 37 – 14.2.74)	CHIEF EXECUTIVE SERVICE DIRECTORS	TEMPORARY STAFF To engage temporary staff and/or part time staff and subject to the overall estimated salaries bill for the service concerned not being exceeded in any one year.
EXT3	Housing Services Committee (Minute 6(a)(iii) – 29.10.73)	DIRECTOR OF COMMUNITIES	TENANCIES - COUNCIL HOUSES To allocate tenancies in accordance with the Housing Allocation Scheme.
EXT4	Portfolio Holder Decision (23.8.04)	DIRECTOR OF COMMUNITIES OR NOMINATED OFFICER	TENANCIES – DEMOTED TENANCY ORDERS Inter alia: (1) To serve demoted tenancy notices in appropriate cases; (2) To apply to the County Court for Tenancy Demotion Orders and subsequent Possession Orders in appropriate cases.
EXT5	Housing Management Sub-Committee (Minute 33(c)(2) – 15.5.74)	DIRECTOR OF COMMUNITIES	TENANCIES - SERVICE To accept any application for priority Council housing in cases where a tenant of service accommodation reaches retirement age after having occupied the accommodation for a minimum of 15 years.
EXU1	Housing Portfolio Holder Decision HSG/-33/2013-14	DIRECTOR OF COMMUNITIES	USE OF OPEN SPACES ON LAND HELD UNDER HOUSING ACT POWERS To agree or refuse (in consultation with Ward Members), events managed by Town and Parish Councils or other organisations on any land held under Housing Act powers; provided the Council enters into an Agreement with the organisation meeting the Council's required conditions.
EXW1	Housing Services Committee (Minute 6(d)(1) – 29.10.73)	DIRECTOR OF COMMUNITIES	WARRANTS OF DISTRAINT To issue warrants of distraint in housing cases.
EXW2	Development Committee	DIRECTOR OF	WARRANTS FOR ENTRY

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	(Minute 60 – 6.1.93) Public Health Committee (Minute 52 – 17.11.92) Housing Committee (Minute 56 – 24.11.92) Development Committee (Minute 60 – 6.1.92)	NEIGHBOURHOODS (in consultation with the Director of Governance) ASSISTANT DIRECTOR – NEIGHBOURHOOD SERVICES DIRECTOR OF COMMUNITIES (Housing Act Powers) DIRECTOR OF GOVERNANCE	To make applications to the Magistrates Court for entry pursuant to the Environmental Protection Act 1990, Public Health Acts 1936-61, Control of Pollution Act 1974, Clean Air Acts 1956-68, Food Safety Act 1990, Building Act 1984, Housing Acts 1957-85 and Local Government and Housing Act 1989. To make applications to the Magistrates' Court for warrants of entry in accordance with the Building Act 1984 and the Town and Country Planning 1990.
EXW3	Public Health Committee (Minute 144(a) – 9.3.77)	DIRECTOR OF NEIGHBOURHOODS (after consideration of any views of the Portfolio Holder and local ward member(s))	WASTE DISPOSAL ON LAND To submit representations to Essex County Council on any proposed licence.
EXW4	Assets and Economic Development Portfolio Holder Decision AED-001-2015/16	DIRECTOR OF NEIGHBOURHOODS	WAYLEAVES – COUNCIL LAND To determine and grant wayleaves on Council land subject to there being no detrimental effect on the Council. NB: a separate delegation exists for Housing land

Annex A

PRIVATE SECTOR HOUSING - SCHEDULE OF DELEGATION

Building Act 1984 Sections 59-62, 63, 64, 66, 67, 68, 70, 71, 76, 79, 84-85, 91-115.	Director of Communities
Caravan Sites and Control of Development Act 1960 Sections 1, 2, 3, 4-5, 8-11, 12, 23, 24, 25, 26.	Director of Communities
Caravan Sites Act 1968 Sections 3, 14.	Director of Communities
Civil Evidence Act 1995 Section 9.	Director of Communities
Clean Neighbourhoods and Environment Act 2005 Sections 102, 103.	Director of Communities
Criminal Procedure and Investigations Act 1996 Section 26.	Director of Communities
Environmental Protection Act 1990 Sections 79-82, Schedule 3.	Director of Neighbourhoods
Home Energy Conservation Act 1995 Sections 2, 5.	Director of Neighbourhoods
Home Safety Act 1961 Section 1.	Director of Communities
Housing Act 1985 Sections 17, 54, 265-275, 289, 290-297, 300-306, 308, 309, 319, 320, 324-340, 435-443, 523, 535-537, 540-542, 544-546, 584A, 584B, 596, 597, 609, 611, 617.	Director of Communities
Housing Grants, Construction and Regeneration Act 1996 Sections 1-3, 19, 21-24, 29-31, 34-44, 51, 52, 55-57, 95.	Director of Communities
Housing Act 2004 Sections 4, 5, 7, 8, 10, 11, 12, 16, 17, 20, 21, 25-29, 31-32, 40-43, 46, 47, 49, 50, 55-62, 64-67, 69, 70, 73, 74, 102-107, 110-113, 115, 116, 121, 122, 127, 129-131, 133, 136-140, 144, 210, 225, 232, 232-236, 239, 243, 255, 256.	Director of Communities
Landlord and Tenant Act 1985 Sections 1, 2, 4, 8, 11, 12, 20, 34.	Director of Communities
Local Government Act 1974 Section 36.	Director of Communities
Local Government and Housing Act 1989 Sections 89-93, 95, 97, 169.	Director of Communities
Local Government (Miscellaneous Provision) Act 1976 Section 13, 15, 16, 33, 35.	Director of Communities
Local Government (Miscellaneous Provision) Act 1982 Sections 27, 29, 30, 31, 32, 33, 37, 41.	Director of Communities

Planning and Compensation Act 1991 Sections 196A-C	Director of Communities
Prevention of Damage by Pests Act 1949 Sections 4-7, 10, 22, 26.	Director of Communities
Protection from Eviction Act 1977 Sections 6, 7.	Director of Communities
Protection from Harassment Act 1997 Sections 1, 6, 7.	Director of Communities
Public Health Act 1936 Sections 1, 45, 48-50, 83, 84-87, 264, 265, 268-270, 275, 276, 278, 284, 287, 290, 291, 293, 298.	Director of Communities
Public Health Act 1961 Section 17, 22, 34, 36, 37, 73, 74.	Director of Communities
Town and Country Planning Act 1990 (as amended) Sections 215 – 219	Director of Communities

ANNEX B**Environmental Health , Safer,Cleaner Greener and Licensing Legislation**

The appropriate Director or Assistant Director may authorise suitably qualified officers to act under the legislation listed below

Animal Boarding Establishments Act 1963 Sections 1, 2 and 4.	Director of Neighbourhoods Assistant Director of Neighbourhoods
Animal Welfare Act 2006 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Anti-Social Behaviour Act 2003 Sections 40 and 41	Director of Neighbourhoods Assistant Director of Neighbourhoods
Anti-Social Behaviour, Crime and Policing Act 2014 Sections 43 to 68	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Breeding and Sale of Dogs (Welfare) Act 1999 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Breeding of Dogs Act 1973 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Breeding of Dogs Act 1991 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Building Act 1984 Sections 59-62, 63, 64, 66, 67, 68, 71, 76, 79, 84-85, 91-115	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Burial Act 1857 Section 25	Director of Neighbourhoods Assistant Director of Neighbourhoods
Caravans Sites and Control of Development Act 1960 All	Director of Communities
Charities Act 2006 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Chronically Sick and Disabled Persons Act 1970 Section 4	Director of Neighbourhoods Assistant Director of Neighbourhoods
Cinemas Act 1985	Director of Neighbourhoods

All	Assistant Director of Neighbourhoods
Civil Contingencies Act 2004 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Clean Air Act 1993 Sections 4, 6 to 12, 15, 16, 18, 19, 22(3), 24 to 26, 30, 31, 34, 35, 35(2), 35(4) 36, 38, 39, 45 to 48, 51, 55, 56, 57(5), 58, 60.	Director of Neighbourhoods Assistant Director of Neighbourhoods
Clean Neighbourhoods and Environment Act 2005 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Consumer Rights Act 2015 Schedule 5	Director of Neighbourhoods Assistant Director of Neighbourhoods
Contaminated Land (England) Regulations 2006 as amended by the Contaminated Land (England)(Amendment) Regulations 2012 All	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Control of Dogs Order 1992 Sections 4 and 5	Director of Neighbourhoods Assistant Director of Neighbourhoods
Control of Pollution Act 1974 Section 22 Section 23 Sections 57, 60, 61, 62, 68, 91 and 93	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Control of Pollution (Amendment) Act 1989 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Crime and Disorder Act 1998 Section 1	Director of Communities
Criminal Justice and Police Act 2001 Sections 13, 19, 20, 22 and 25 Sections 50, 52 to 55 and 60 to 62	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Criminal Justice and Public Order Act 1994 Sections 77, 78, 79(3), and 163	Director of Communities
Criminal Procedure and Investigations Act 1996 Section 26	Director of Neighbourhoods Assistant Director of Neighbourhoods
Dairy Products (Hygiene) Regulations 1995 Regulations 6, 6(11), 7, 8, 16 and 19	Director of Neighbourhoods Assistant Director of Neighbourhoods
Dangerous Dogs Act 1991	Director of Neighbourhoods

Section 5	Assistant Director of Neighbourhoods
Dangerous Wild Animals Act 1976 Sections 1, 3(1) to 3(3) and 4	Director of Neighbourhoods Assistant Director of Neighbourhoods
Egg Products (Regulations) 1993 Regulations 5, 5(5), 8 and 9	Director of Neighbourhoods Assistant Director of Neighbourhoods
Environment Act 1995 Sections 82 to 84, 88 and 90 Sections 108 to 113 Paragraphs 2 and 6 of Schedule 18	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Environment and Safety Information Act 1988 Sections 1 and 3	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Environmental Permitting (England and Wales) Regulations 2010 All	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Environmental Protection Act 1990 Parts I, II, III, IV, VIII.	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Epping Forest DC Bye laws for Acupuncture, tattooing, semi-permanent skin-colouring, cosmetic piercing and electrolysis All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Food Premises (Registration) Regulations 1991 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Food Safety & Hygiene (England) Regulations 2013 (as amended) All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Food Safety Act 1990 Sections 5 and 6 Sections 9 and 10 Sections 11, 11(6) and 11(7) Section 12 Sections 18, 19, 23, 27 and 28 Section 29 Section 30 Section 31 Section 32 Sections 32(2), 40 to 42, 44 to 46 and 49	Director of Neighbourhoods Assistant Director of Neighbourhoods

Game Act 1831 Section 18	Director of Neighbourhoods Assistant Director of Neighbourhoods
Gambling Act 2005 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Guard Dogs Act 1975 Section 3	Director of Neighbourhoods Assistant Director of Neighbourhoods
Health Act 2004 Sections 1 to 12	Director of Neighbourhoods Assistant Director of Neighbourhoods
Health and Safety at Work etc Act 1974 Sections 20, 21, 22, 25 and 39 and to exercise all the powers of an inspector contained in all the other relevant statutory provisions. To institute proceedings in England and Wales pursuant to section 38.	Director of Neighbourhoods Assistant Director of Neighbourhoods
Home Safety Act 1961 Section 1	Director of Neighbourhoods Assistant Director of Neighbourhoods
Licensing Act 2003 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Local Government (Miscellaneous Provisions) Act 1976 Sections 13, 15, 16, 20, 33, 35, Part II	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical

Local Government (Miscellaneous Provisions) Act 1982 Sections 2, 27, 29, , 32	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Meat and Meat Preparations (Hygiene) Regulations 1995 Regulations 4, 5 and 12	Director of Neighbourhoods Assistant Director of Neighbourhoods
Meat Products (Hygiene) Regulations 1994 Regulations 4 to 6, 12 and 17	Director of Neighbourhoods Assistant Director of Neighbourhoods
National Assistance Act 1948 Section 47	Director of Neighbourhoods Assistant Director of Neighbourhoods
Noise Act 1996 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Noise and Statutory Nuisance Act 1993 Section 10	Director of Neighbourhoods Assistant Director of Neighbourhoods
Official Feed and Food Controls (England) Regulations 2009	Director of Neighbourhoods

All	Assistant Director of Neighbourhoods
Performing Animals (Regulation) Act 1925 Sections 1 to 4	Director of Neighbourhoods Assistant Director of Neighbourhoods
Pet Animals Act 1951 (as amended) All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Police and Criminal Evidence Act 1984 Section 67(9)	Director of Communities
Pollution Prevention and Control Act 1999 Section 2	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
The Pollution Prevention and Control (England and Wales) Regulations 2000 All	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Poultry Meat (England) Regulations 2011 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Prevention of Damage by Pests Act 1949 Sections 2, 4 to 7, 10, 19, 22 and 26	Director of Neighbourhoods Assistant Director of Neighbourhoods
Private Water Supplies (England) Regulations 2016 All	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Public Health (Control of Disease) Act 1984 Sections 1, 11, 13, 16, 18, 20 to 24, 26 to 32 and 34 to 43, 47, 48, 54, 56 to 59, 61, 64 and 69	Director of Neighbourhoods Assistant Director of Neighbourhoods
Public Health Act 1925 Section 14 Sections 17 to 19 Section 56	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Public Health Act 1936 Sections 1, 45, 48 to 50, 83, 84 to 87, 124, 140, 221, 222, 223, 227, 260, 261, 264, 265, 268 to 270, 275, 276, 278, 284, 287, 290, 291, 293 and 298	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Public Health Act 1961 Sections 17, 22, 34, 36, 37, 45, 73, 74 and 77	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Refuse Disposal Amenity Act 1978 Sections 1, 2, 3, 4, 5, 6, 7 and 8	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Riding Establishments Acts 1964 and 1970 All	Director of Neighbourhoods Assistant Director of

	Neighbourhoods
Scrap Metal Dealers Act 2013 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Slaughter of Poultry Act 1967 Sections 4 and 6	Director of Neighbourhoods Assistant Director of Neighbourhoods
Sunbeds (Regulation) Act 2010 All	Director of Neighbourhoods Assistant Director of Neighbourhoods
Sunday Trading Act 1994 Section 2(3) Paragraphs 4(3) and 5 of Schedule 1 Paragraphs 1 and 2 of Schedule 2 Paragraphs 3, 7 and 8 of Schedule 3	Director of Neighbourhoods Assistant Director of Neighbourhoods
Town and Country Planning Act 1990 Sections 215, 224 and 225	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Town Police Clauses Act 1847 and 1889 Sections 21, 37 to 68	Director of Neighbourhoods Assistant Director of Neighbourhoods
Water Industry Act 1991 Sections 77 to 85 Section 115 Section 200	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Water Supply (Water Quality) Regulations 2016 All	Director of Neighbourhoods Assistant Director of Neighbourhoods Assistant Director Technical
Zoo Licensing Act 1981 All	Director of Neighbourhoods Assistant Director of Neighbourhoods

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