

Appendix 1 - Changes to Scheme of delegation

	Original Authority Details	Officer(s) Authorised/ Level of Officer Authorised	Subject and Function(s) Delegated
CLC15	Council (Minute 100(7) – 18.4.2000)	LEGAL SERVICES MANAGER	COURT, TRIBUNAL, INQUIRY PROCEEDINGS – ENGAGEMENT OF STAFF AND ADVICE 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.
CLD1	Council (Minute 78(4) – 17.2.85)	S. TAUTZ (DEMOCRATIC SERVICES MANAGER)	DATA PROTECTION ACT 2018 To act as Data Protection Officer for the purposes of the Data Protection Act 2018 and General Data Protection Regulation.
CLD2	Council 31 July 2018	SERVICE DIRECTOR – PLANNING SERVICES OR A LEVEL 2 OR 1 OFFICER NOMINATED BY THEM.	DEVELOPMENT MANAGEMENT A. To determine: (a) All Full Planning Applications (b) All Householder Planning Applications (c) All Outline Applications and Reserved Matters Applications (d) All applications for Advertisement Consent, (e) All Applications for Listed Building Consent (f) All applications for Demolition in Conservation Areas (g) All Applications for Hazardous Substance Consent (h) Tree Preservation Order Consent applications where felling is proposed. (i) All Applications for Variation or Removal of Conditions except the following which shall be determined by the committee or subcommittee indicated in Article 10 to the constitution:

To replace with
**N. BOATENG
(LEGAL
SERVICES
MANAGER)**

Page 147

	Original Authority Details	Officer(s) Authorised/ Level of Officer Authorised	Subject and Function(s) Delegated
CLL6	Council (Minute 24(1)(2) – 9.7.91)	PEOPLE TEAM MANAGER CHIEF FINANCIAL OFFICER	LOCAL GOVERNMENT AND HOUSING ACT 1989 – PROPER OFFICER DESIGNATIONS Proper Officer designations made for the purposes of the Sections of the Local Government and Housing Act 1989 indicated: Section and Purpose Section 2 (preparation and maintenance of lists of politically restricted posts). Section 37 (deposit and preparation of statements as to the provision of financial assistance).
CLM1	Council (Minute 34 – 22.7.97) (Minute 168 - 20.4.10)	LEGAL SERVICES MANAGER OR IN THEIR ABSENCE ANY APPROPRIATELY QUALIFIED OFFICER NOMINATED BY THEM	MAGISTRATES' AND COUNTY COURTS – DEFENCE AND PURSUIT OF PROCEEDINGS 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.
	Personnel Sub-Committee (Minute 88 – 21.11.89 and 88(b) – 1.12.92)	G. OAKLEY (MANAGING LEGAL EXECUTIVE)/L. COLE (LITIGATION EXECUTIVE)	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.
CLM2	Council April 2016	CHIEF EXECUTIVE OR SERVICE DIRECTOR OR A LEVEL 2 OFFICER NOMINATED BY THEM	MALADMINISTRATION – POWER TO MAKE PAYMENTS OR PROVIDE OTHER REMEDIES The power to make payments or provide other remedies in cases of maladministration, or in cases by individuals which amount to or could amount to maladministration by the Council.
CLM3	Council (Minute 10 – 15.5.2001)	N. BOATENG (LEGAL SERVICES MANAGER)	MONITORING OFFICER AND DEPUTY 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.

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	Council (Minute 70 – 6.11.12)		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.	To replace with N. BOATENG (LEGAL SERVICES MANAGER)
	Council (Minute 10 – 15.5.01)	S. TAUTZ (DEMOCRATIC SERVICES MANAGER)	To act as Deputy Monitoring Officer(s) 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.	
CLO1	Policy and Resources Committee (Minute 3(3) – 11.10.73)	CHIEF FINANCIAL OFFICER	OFFICERS – RECEIPT OF MONEY DUE To act as Proper Officer for the purposes of Section 115 of the Local Government Act 1972).	
CLO2	Council (Minute 86 – 15.2.05)	CHIEF EXECUTIVE AND MONITORING OFFICER	OMBUDSMAN – NOTICES 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).	
CLP1	Council (25.4.19)	G. BLAKEMORE (RETURNING OFFICER)	PARISH POLLS 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,	
CLP2	Personnel Sub-Committee (Minute 139 – 20.3.90)	SERVICE DIRECTORS	POLITICALLY RESTRICTED POSTS (a) To notify all politically restricted post holders of their designations; (b) To incorporate the designation as to politically restricted status in contracts of employment; and (c) To maintain and issue revised lists when necessary and notify the independent Adjudicator.	
CLP3	Policy and Resources		PROTECTED BUILDINGS	