

Officer Delegation Scheme

The following Posts have the responsibilities and delegations as set out below

I. Corporate Management Team

Post	Functions and areas of responsibility
Chief Executive	<p>Responsibility for securing and managing the professional body of staff needed to deliver modern, effective, well focussed services.</p> <p>Overall corporate management and operational responsibility (including overall management responsibility for all Officers).</p> <p>Provision of professional advice to all parties in the decision making process.</p> <p>Together with the Monitoring Officer, responsibility for a system of record keeping for all the Council's decisions.</p> <p>Representing the Council on partnership and external bodies (as required by statute or the Council).</p> <p>Partnerships and Performance, Finance and Property, Human Resources & Customer Service, Legal and Governance, Democratic Services, Strategic Procurement & E Services, Health and Safety, Emergency Planning</p>
Corporate Director (Regeneration, & Economic Growth)	<p>Major Projects, Sustainable Communities, Planning, Transportation and Highways, Urban Management and Economic Development. Culture & Communications, Museums & Galleries and Sport, Housing, Libraries</p>
Corporate Director (Communities)	<p>Enforcement & Environmental Health, Environment and Facilities Management, Neighbourhood Environment, Area Forums and Community Involvement,</p>
Director of Public Health	<p>Health and Well-Being</p>
Corporate Director (Family Services)	<p>Education, Schools, Skills & Standards, Assessment & Safeguarding, Inclusion and Family Service, Disabilities, Education, Schools, Commissioning Performance & Partnership, Working Age Adults, and Older People.</p>

2. Delegation to Specific Officers

- 2.1 The fact that a function has been delegated to the Chief Executive, a Corporate Director or a Service Director does not require the Chief Executive/Corporate Director/Service Director to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Chief Executive/Corporate Director/Service Director remains responsible for any decision taken pursuant to such arrangements. The Corporate

Director/Service Director is responsible for functions listed in the Officer Delegation Scheme.

- 2.2 “Functions” for these purposes is to be construed in a broad and inclusive fashion, and includes the doing of anything which is calculated to facilitate or is conducive to the discharge of any of the specified functions.
- 2.3 The Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration to the Cabinet.
- 2.4 These delegations include ‘proper officer’ functions as required by statute. In case of doubt the Chief Executive will determine the allocation of statutory proper officer functions.

3. Chief Executive

The Chief Executive is the Head of Paid Service and has authority over all Corporate Directors so far as it is necessary for efficient management and for carrying out the Council’s functions. The Chief Executive is authorised to discharge any function of the Council, a Committee or the Executive not otherwise delegated to a Corporate Director, including civic and ceremonial functions of the Council, to take any action remitted to him/her under corporate procedures, and to act as the Council’s “proper officer” for the purpose of any function not otherwise delegated under these arrangements, with the exception of: those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive for consideration. The Chief Executive will also act as the Council’s Electoral Registration Officer and Returning Officer and he/she may take such immediate action as he/she considers necessary to implement the Council’s Peacetime Emergency Planning Scheme and in connection therewith to provide urgent immediate assistance and succour to those in need. The Chief Executive or his/her nominated deputy has the power to take any decision, including a key decision, in a situation where the matter is so urgent that in the case of a key decision it does not allow time for a report to be considered by Council, Cabinet, the relevant Cabinet Member or the appropriate Committee. This shall be done in consultation with the Leader or the Deputy Leader, in the case of any key decisions. The decision shall be reported to the next appropriate and available meeting.

Legislation vesting powers in the Chief Executive to discharge a function will be dealt with by the Chief Executive or he/she may delegate the function to the relevant Corporate Director or Service Director.

The Chief Executive is authorised to terminate the employment of first and second tier officers where this falls within the Council’s scheme for voluntary redundancy or voluntary early retirement, subject to reporting the position to the relevant Portfolio Holder as soon as reasonably possible thereafter. The Chief Executive is authorised to amend any part of the Constitution to reflect properly made changes to the Officer structure and their service areas.

4. Corporate Director Regeneration and Economic Growth

The Corporate Director Regeneration and Economic Growth is authorised to

discharge any function of the executive regarding the authority's role in relation to the services under his/her jurisdiction, with the exception of those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive for consideration.

5. Corporate Director (Communities)

The Corporate Director (Communities) is authorised to discharge any function of the executive in relation to the services under which his/her jurisdiction with the exception of those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive for consideration.

6. Corporate Director (Family Services)

The Corporate Director (Family Services) is authorised to discharge any authority's functions in relation to the services under his/her jurisdiction, with the exception of those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive for consideration.

7. Director of Finance and Property

The Director of Finance and Property is authorised to discharge any functions of the executive in relation to his/her service areas and in relation to the Council's insurance arrangements and to take any action remitted to him/her under corporate procedures, with the exception of those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to Cabinet for consideration. The post holder will be designated Section 151 Officer. He/she is responsible for Internal Audit under Regulation 5 of the Accounts and Audit Regulations 1996. He/she is authorised to approve (in consultation with the Corporate Director (Family Services) the annual budgets of schools where financial delegations have been removed.

8. Service Directors

8.1 Service Director for Planning, Transportation and Highways

8.1.1 The Service Director for Planning, Transportation and Highways is authorised to discharge any function of the executive regarding the authority's role in relation to the services under his/her jurisdiction, with the exception of those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive for consideration

8.1.2 A local ward Member may refer any planning application for decision by Committee, rather than by Officer delegation where it raises an issue of community interest in their own ward.

8.1.3 The Service Director for Planning, Transportation and Highways is delegated to deal with the following matters

Town and Country Planning

(a) Determine:

- All major applications where there are no representations received or representations made are contrary to the recommendation, but the recommendation is in accordance with policy and meets the Council's own guidelines.
- Prior to exercising such delegation, the Service Director for Planning, Transportation and Highways shall notify Ward Members of the issues, representations and intention to deal with the matter as a delegated decision.
- All major and minor applications where one of the reasons for refusal is lack of information;
- All minor applications on which there are representations contrary to the recommendation and where that recommendation is in accordance with policy and meets the Council's own guidelines;
- All reserved matters applications on which there are representations contrary to the recommendation but where those representations relate to the principle of the development and not the matters under consideration; and
- All applications relating to walls and fences.
- All applications for Certificates of Appropriate Alternative Development under the Land Compensation Act 1961

"Major" applications are:

- the erection of 10 or more dwellings, or if this is not known, where the site area is 0.5 hectares or more;
- in other cases, where the floor space to be created is 1,000 square metres or more the site area is 1 hectare or more;
- the mining or working of minerals or the use of land for mineral working deposits;
- all waste developments, meaning any development designed to be used wholly or mainly for the purpose of treating, storing, processing or disposing of refuse or waste materials.

All other applications are classed as "Minor".

(b) Determine, in accordance with the planning permission to which they relate and the policies of the Cabinet and/or Planning and Highways Committee.

- minor amendments to planning permissions;
- compliance with conditions on permissions and;
- the details of Section 106 agreements.

- (c) Determine notifications made to the Planning Authority in respect of proposals to carry out development under the General Development Order relating to:
- the method of demolition of certain dwellings;
 - minor works associated with the exploration for minerals;
 - minor developments on agricultural holdings above five hectares;
 - minor telecommunication development carried out by “Code System Operators”
- (d) Determine whether an Environmental Impact Assessment under the Town and Country Planning (Assessment of Environment Effects) Regulations 1999 needs to accompany a planning application.
- (e) Following the advice of the Service Director for Legal and Democratic Services, to issue a Certificate of Lawful Use or Development.
- (f) Approve draft alterations to plans and strategies which together comprise the Development Plan, including the making of minor amendments to the Local Development Scheme.
- (g) Implement approved programmes of environmental improvement.
- (h) Serve a provisional Tree Preservation Order.
- (i) Serve a Building Preservation Order.
- (i) Serve an Article 4 Direction in respect of development affecting a listed building or within its curtilage.
- (k) Deal with the following matters in respect of breaches of planning controls:
- To serve a Planning Contravention Notice (or a Notice under Section 330 of the Town and Country Planning Act 1990) to seek information on a possible breach of planning control.
 - That the initial course of action to remedy or regularise the breach be through negotiation.
 - The time limits that are to be set for gathering information and taking action through negotiation.
 - That no enforcement action is to be taken following a breach (or complaint of a breach) where there is no sustainable case for enforcement.
 - Authorise Officers to enter land for enforcement purposes as set out in Section 196A of the Planning and Compensation Act 1991.
- (l) Deal with all matters under the Town and Country Planning Act 1990 (as amended) particularly the following sections

S171C power to require information about activities on land (Planning Contravention Notice - PCN)
171D penalties for non compliance with PCN
171E Temporary Stop Notice. (TSN)
S172 Issue of Enforcement Notice
S173 A variation and withdrawal of enforcement notices
S178 Execution and costs of works required by enforcement notice
S179 Offence where enforcement notice not complied with.
S183 issue of Stop Notice and related powers Paras (1), (6), (7)
S187 Penalties for contravention of Stop Notice
S187A Breach of Condition Notice
S187 B Injunctions restraining breaches of planning control
S189 penalties for enforcement of orders under s102 and Schedule 9
S190 enforcement of orders under s102 and Schedule 9
S191 certificates of lawfulness of existing use or development
S193 Supplementary provisions as to applications –revocations paras (7) and (8)
S194 determination of applications- offences Issue of legal proceedings
S196A issuing of authority in writing by a local planning authority to enter without warrant
S196B Application for right to enter under warrant
S196C supplementary provisions.
Special Controls: Trees
S197 planning permission to include provision for preservation and planting of trees
S198 power to make tree preservation orders
S201 Provisional tree preservation Orders
S203 compensation in respect of tree preservation orders.
S206 replacement of trees
S207 enforcement duties as to replacement of trees (replanting notice)
S209 Execution and costs of works required by S207 notice.
S210 Penalties for non compliance with a Tree Preservation Order Legal proceedings
S211 preservation of trees in conservation areas. Legal proceedings.
S213 enforcement of controls in respect of trees in conservation areas
S214A injunctions (offences under s210 and s211)
S214 B Rights to enter without a warrant-persons authorised by the Local Planning Authority
S214 C Application for right to enter under warrant
S214DE supplementary provisions
Special Controls: Land adversely affecting the amenity of neighbourhood.
S215 Power to require proper maintenance of land
S216 Penalty for non-compliance with s215 notice. Legal proceedings.
S219 Execution and cost of works required by s215 notice.
Special Controls: Advertisements
S224 Enforcement of control as to advertisements: removal and discontinuance; and legal proceedings
S225 Powers to remove or obliterate placards and posters.
Miscellaneous and General Provisions
S330 Powers as to require information as to interests in the land.

Planning Listed buildings and Conservation Areas Act 1990
Enforcement of Listed buildings
S9 Offences for contravention of section 7 Legal Proceedings
S38 power to issue a Listed Building Enforcement Notice (LBEN) including withdraw waiver or relax,
S42 Execution of works required by LBEN
S43 Penalties for non-compliance with LBEN. Legal proceedings
S44A Injunctions
S47 Compulsory acquisition of listed building in need of repair.
S48 Repairs notice as preliminary to acquisition under s. 47.
S54 Urgent works to preserve unoccupied listed buildings
S55 Recovery of expenses under section 54
Miscellaneous Provisions Act 1976
Section 23 and 24 Actions in relation to dangerous trees.(Notice for Works)
Highways 1980 powers under
Section 154 :works to trees overhanging highway or are dangerous (Notice) and execute works in default
Antisocial Behaviour Act High Hedge Regulations
Part 8 High Hedges
S68 Procedure for dealing with complaints.
S69 Issue of Remedial Notice
S70 withdrawal or relaxation of requirements of remedial notices
S74 Powers of entry for the purposes of complaints and appeals
S75 Offences, and Legal Proceedings relating thereto
S77 Action by the relevant authority, including direct action and recoverable expenses.
The Hedgerow Regulations 1997
Regulation 5 Removal of Hedgerows: including Removal; Notice and Hedgerow retention Notice
Regulation 7 Offences including proceedings
Regulation 8 Hedgerow replanting notice (RPN)
Regulation 11 Injunctions
Regulation 12 Rights to enter without a warrant -issuing of authority in writing by a local planning authority to enter without warrant
Regulation 13 Rights to enter under warrant.

9. Service Director for Legal and Governance

- (a) All functions relating to licensing and registration within his/her service except that in relation to the grant, renewal, transfer, varying or suspension of licences permits or registrations, where validly made objections are not withdrawn or cannot be satisfactorily disposed, or where representations are made on behalf of an applicant which cannot be dealt with administratively, the Service Director for Legal and Governance may arrange for hearing and determination by the appropriate Committee.
- (b) Refuse to grant or renew, or revoke hackney carriage/private hire drivers' licences in circumstances where:

- the Council's Medical Adviser considers the applicant/licence holder unsuitable on medical grounds; or
 - the applicant/licence holder has been disqualified from driving by the Courts
 - Suspend hackney carriage/private hire drivers' licences when deemed appropriate.
 - Suspend or revoke, refuse to grant or renew hackney carriage/private hire vehicle licences in circumstances where:
 - (i) statutory provisions have not been complied with; or
 - (ii) conditions applicable to those licences have not been complied with; or
 - (iii) defects are found rendering vehicles unroadworthy.
 - Suspend private hire operator's licence for up to 28 days when deemed appropriate.
- (c) All functions relating to the registration of common land or town and village greens and register the variation of rights of common, except for the determination of applications for registration where there are unresolved objections.
- (d) The Service Director Legal and Governance shall refer matters to Council/ Committee for consideration where he/she considers this appropriate
- (e) The Service Director for Legal and Governance is the Council's Monitoring Officer. He/she is authorised to act as Solicitor to the Council and to take any action intended to give effect to a decision of the Council or the executive or an officer. He/she is authorised to institute, defend, participate in, settle or withdraw from any legal or other proceedings or procedures including threatened proceedings, (whether under judicial protocols or not), in any case where such action is necessary to give effect to decisions of the Council or the executive or an officer or in the case where he/she considers that such action is necessary to protect the Council's interests; to discharge any function of the executive in relation to his/her service area and any legislation relating to data protection, human rights, freedom of information and the regulation of surveillance activities, the making or issuing of orders, the authorisation of Council employees to conduct legal matters in court, and to take any action remitted to him/her under corporate procedures, with the exception of those matters where an appropriate Executive Member has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive for consideration. He/she may make minor amendments or corrections to the Constitution as necessary.

10 Service Director for People and Customers

- 10.1 The Service Director for People and Customers is authorised to discharge any function of the Cabinet/Council in relation to his/her

service area and all employment and industrial relations matters, including employee training and development and health and safety and welfare, and to deal with appeals against dismissal, grading and grievances by employees below Service Director level, and to take any action remitted to him/her under corporate procedures, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

- 10.2 The Service Director People and Customers to be responsible for issues related to pension matters after receiving advice on any financial aspect of this matter from the Director of Finance and Property.
- 10.3 The Service Director, People and Customers is authorised to agree changes to establishments including those which :
 - (a) requires deletion of a post through redundancy or early retirement;
 - (b) involves the regrading of posts or the grading of new posts;
 - (c) involves changes to existing National or Local Agreements and policies;
- 10.4 These decisions are subject to the prior notification of prior consultation with appropriate parties affected by the decision, including the Trade Unions.
- 10.5 Decisions in respect of restructures controlled by 6.1 (a), (b), and (c) are subject to consultation with the Service Directors and where appropriate with the Service Director, Legal and Governance
- 10.6 Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or the Cabinet.
- 10.7 Fundamental corporate restructures should be referred to the Council or the Cabinet. Where such proposals affect staff terms and conditions of service, the matters are delegated to the Service Director, People and Customers.

11. Service Director for ICT and Procurement

- 11.1 The Service Director, ICT and Procurement is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

12. Service Manager, Policy, Performance and Partnerships

12.1 The Service Manager, Policy, Performance and Partnerships is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

13. Head of Communications

13.1 The Head of Communications is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

14. Service Director, Strategic Housing and Economic Development

14.1 The Service Director, Strategic Housing and Economic Development is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

15. Service Director, Sport and Culture

15.1 The Service Director, Sport and Culture is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

16. Hepworth Trust Director

16.1 The Hepworth Trust Director is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

17. Service Director, Cleaner and Greener

17.1 The Service Director, Cleaner and Greener is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

18. Service Director, Commercial Services

18.1 The Service Director, Commercial Services is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

19. Head of Public Health

19.1 The Head of Public Health is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

20. Chief Inspector, West Yorkshire Police Communities and Partnerships

20.1 The Chief Inspector, West Yorkshire Police Communities and Partnerships is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

21. Director, Adults Services

21.1 The Director, Adults Services is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

22. Service Director, Schools and Lifelong Learning

22.1 The Service Director, Schools and Lifelong Learning is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration..

23. Service Director, Safeguarding and Family Support

23.1 The Service Director, Safeguarding and Family Support is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

24. Service Director, Children's Commissioning and Schools Organisation

24.1 The Service Director, Children's Commissioning and Schools Organisation is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Executive Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive or Council for consideration.

25. Secondary Employment

25.1 Service Directors may authorise employees to take up secondary employment subject to the exigencies of the service, and providing there is no conflict of interest and in accordance with policy and West Yorkshire Fund requirements.

26 Schedule of Proper Officer Appointments

26.1. The decisions of the Council made under the provisions of the Local Government Act 1972 Section 270(3) and other Acts for appointments of "Proper Officers of the Council" and the matters delegated to those officers are as follows:

26.2. Chief Executive

26.2.1. Section 84 of the Local Government Act 1972 (Resignation): To accept written notice of resignation from persons holding office as Mayor, Deputy Mayor or Councillor having been elected to such office.

26.2.2. Section 89 of the Local Government Act 1972 (Filling of Casual vacancies in the case of Councillors): To accept notice in writing from two local government electors of a casual vacancy occurring in the Office of Councillor.

26.2.3 Section 42 of the Local Government Act 1972 (filling of casual vacancy in case of Parish Councillor). To receive notice in writing of a request for an election on casual vacancy occurring in the office of a Parish Councillor.

26.2.4 Section 8, Representation of the People Act 1983 - Registration Officer for registration of Parliamentary and Local Government Electors.

26.2.5 Section 35, Representation of the People Act 1983 - Returning Officer for the election of Councillors of the District and for election of Councillors of Parishes within the District.

26.2.6 The Parish and Community Meetings (Polls) Rules 1983 - Returning Officer for the purpose of a Parish Poll.

26.2.7 Section 4, Local Government and Housing Act: Head of Paid Service.

26.3. Chief Executive and Corporate Directors

26.3.1 Section 100D (1)A of the Local Government Act 1972 - Compilation of lists of background papers: Each Corporate Director for their Service's reports.

26.3.2 Section 100D (5)A of the Local Government Act 1972 - Identification of background papers: Each Corporate Director for their Service's reports.

26.4. Chief Executive, Service Director for Legal and Governance, Service Manager for Legal and Governance.

26.4.1 Section 83 of the Local Government Act 1972 (Declaration and Acceptance of Office): To accept declaration of office of Mayor, Deputy Mayor or Councillors from persons elected to such offices, and before whom a declaration of the acceptance of office may be made.

26.4.2 Section 234 of the Local Government Act 1972 (Authentication of Documents): To sign on behalf of the Council any notice, order or other document which the Council are authorised or required to make.

- 26.4.3. Section 100B (2) of the Local Government Act 1972 - Exclusion from Public Inspection of reports relating to items during which meeting is not likely to be open to the public.
- 26.4.4 Section 100 B (1) of the Local Government Act 1972 - Supply of papers to the press.
- 26.4.5 Section 100 C (2) of the Local Government Act 1972 - Written summary of minutes where necessary.
- 26.4.6 Section 100 F (2) of the Local Government Act 1972 - Papers not open to inspection by Members.
- 26.4.7 Schedule 12 of the Local Government Act 1972 (Meetings and Proceedings of Local Government Authorities): (i) To sign a Summons to attend a Council Meeting. (ii) To receive notice in writing from a Member of the Council requesting Summon to attend Council Meeting to be sent to some other specified address other than his place of residence.
- 26.4.8 Schedule 16 of the Local Government Act 1972 (Matters relating to Town and Country Planning): To receive on deposit lists of protected buildings.
- 26.5. **Service Director, Legal and Governance**
- 26.5.1 Section 88 of the Local Government Act 1972 (Filling of Casual vacancy in case of Mayor): To call a meeting of the Council for the purpose of electing a Mayor following a casual vacancy in that Office.
- 26.5.2 Section 13 of the Local Government Act 1972 (Parish Trustee): To act as Parish Trustee.
- 26.5.3 Section 191 of the Local Government Act 1972 (Ordnance Survey): To receive applications in accordance with Section 1 of the Ordnance Survey Act 1841.
- 26.5.4 Section 204 of the Local Government Act 1972 (to receive notices of application for justices licences).
- 26.5.5 Section 210 of the Local Government Act 1972 (Charities): To exercise the powers in relation to a Charity when the corresponding officer in whom such powers are invested is absent and to act as Charity Trustee in absence of corresponding officer.
- 26.5.6 Section 225 of the Local Government Act 1972 (deposits of documents with Proper Officer of Authority): To receive or deposit documents to which this Section applies.
- 26.5.7 Section 229 of the Local Government Act 1972 (Photographic copies of documents): To certify any photographic copy of an original document held by the Council or of a document which has been destroyed whilst in the custody of the Council.
- 26.5.8 Section 236 of the Local Government Act 1972 (Bye-Laws): To send copies of the Bye-Laws made by the Council to various bodies.

- 26.5.9 Section 238 of the Local Government Act 1972. (Evidence of Bye-Laws): To certify a printed copy of a Council Bye-Law.
- 26.5.10 Section 248 of the Local Government Act 1972 (Freemen): To keep a Roll of the Freemen of the Borough.
- 26.5.11 Schedule 14 of the Local Government Act 1972 (Certification of Resolution): To certify resolutions of the Council under Public Health Acts 1875 to 1925.
- 26.5.12 To act as proper officer for the Registration Services (Births, Deaths and Marriages).
- 26.5.13 To act as Proper Officer in the place of the Clerk of the former county borough council where such references occur in any enactment passed during the 1971/72 Session of Parliament, other than the Local Government Act 1972, or in any instrument made before 26th October 1972.
- 26.5.14 Section 41, Local Government (Miscellaneous Provisions) Act 1976 - to certify copy resolutions, orders, reports and minutes and copy instruments appointing officers to perform certain functions.
- 26.5.15 To act as Solicitor to the Council
- 26.5.16 Local Government and Housing Act 1989 Section 5: Monitoring Officer.
- 26.6. Director of Finance**
- 26.6.1 Section 151 Officer responsible for proper administration of financial affairs.
- 26.6.2 Section 115 (Accountability of Officers): To receive all money due to the Council from every officer employed by the Council.
- 26.6.3 Section 146 (Transfer of Securities on alteration of Area): To make certain statutory declarations and give certain certificates relating to securities on the alteration of the name or area of the Council.
- 26.7. Corporate Director Regeneration and Economic Growth**
- 26.7.1 Section 78 of the Building Act 1984. To take emergency action in relation to dangerous buildings and structures.
- 26.7.2 Section 215 of the Town and Country Planning Act 1990 - Waste Land
- 26.8. Corporate Director (Communities)**
- 26.8.1 Section 79 of the Public Health Act 1936 - Power to require removal of noxious matter by occupier of premises.
- 26.8.2 Section 84 of the Public Health Act 1936 - Cleansing or destruction of filthy or verminous articles.
- 26.8.3 Section 18 of the Public Health (Control of Disease) Act 1984 - Information to be furnished by occupier in case of notifiable disease or food poisoning.
- 26.8.4 Section 20 of the Public Health (Control of Disease) Act 1984 - Stopping off

work to prevent spread of disease.

- 26.8.5 Section 21 of the Public Health (Control of Disease) Act 1984 - Exclusion from school of child liable to convey notifiable disease.
- 26.8.6 Section 22 of the Public Health (Control of Disease) Act 1984 - List of day pupils at school having case of notifiable disease.
- 26.8.7 Section 29 of the Public Health (Control of Disease) Act 1984 - Letting of house or room after recent case of notifiable disease.
- 26.8.8 Section 31 of the Public Health (Control of Disease) Act 1984 - Disinfection of premises.
- 26.8.9 Section 32 of the Public Health (Control of Disease) Act 1984 - Removal of person from infected house.
- 26.8.10 Section 36 of the Public Health (Control of Disease) Act 1984 - Medical examination of group of persons believed to comprise carrier of notifiable disease.
- 26.8.11 Section 40 of the Public Health (Control of Disease) Act 1984 - Medical examination of inmates of common lodging-house.
- 26.8.12 Section 42 of the Public Health (Control of Disease) Act 1984 - Closure of common lodging-house on account of notifiable disease.
- 26.8.13 Section 59 of the Public Health (Control of Disease) Act 1984 - Authentication of documents.
- 26.8.14 Section 28 of the Food Act 1884 - Prevention of spread of disease by ice cream.
- 26.8.15 Section 31 of the Food Act 1884 - Inspection and control of infected food.

26.9. Service Director – Cleaner and Greener

- 26.9.1 Section 214(3) of the Local Government Act 1972 and Article 9 of the Local Authorities' Cemeteries Order 1974: To grant exclusive rights of burial and sign the necessary certificate.

26.10. Consultant in Public Health Medicine, Consultant in Public Health Medicine (Communicable Disease Control), Director of Public Health

- 26.10.1 Section 43 of the Public Health (Controls of Disease) Act 1984 - Person dying in hospital with notifiable disease.
- 26.10.2 Section 48 of the Public Health (Controls of Disease) Act 1984 - Removal of body to mortuary or for immediate burial.

26.11. Consultant Geriatrician

- 26.11.1 Section 47 of the National Assistance Act 1948 - Removal of person from home in person's own interests or to prevent injury to other persons

26.11.2 Section 1 of the National Assistance (Amendment) Act 1951 - Removal of person from home in person's own interests or to prevent injury to other persons (Emergency Procedure).