Part 3 – Scheme of Delegation

Officer scheme of delegation for Dorset Council – April 2019

Introduction

1. Local authority decisions are made by elected members but for the Council to be able to function on a day-to-day basis the law enables the various executive and non-executive functions to be delegated to Officers. In addition, there are some functions which the law says must be exercised by specific officers.

2. This part of the Constitution sets out the ways in which the officers of the Council can make decisions and which decisions they have the power to make. It is called the "Scheme of Delegation."

3. This Scheme of Delegation is set out as follows:

Title	Contents
Introduction	Sets out what this Part of the Constitution (the "Scheme of Delegation") covers, conditions, limitations and indemnity and relevant definitions.
General Delegations to all Officers	Sets out the delegations which apply to all "Officers"
Delegations to Chief Executive/Head of Paid Service	Sets out the delegations which apply to this officer
General Delegations to all Chief Officers	Sets out the delegations which apply to all "Chief Officers".
Delegations to the Section 151 Officer	Sets out the delegations which apply to this officer
Delegations to the Executive Director Corporate Development	Sets out the delegations which apply to this officer
Delegations to the Director, Assurance and Governance (Monitoring Officer)	Sets out the delegations which apply to this officer
Delegations to the Executive Director for Economy and Environment	Sets out the delegations which apply to this officer
Delegations to the Director of Adult Social Services (DASS)	Sets out the delegations which apply to this officer
Delegations to the Executive Director for Children Services (DCS)	Sets out the delegations which apply to this officer
Delegations to the Executive Director for Housing, Communities and Prevention and Prevention	Sets out the delegations which apply to this officer
Appendix 1 Authorisations for Regulation of Investigatory Powers Act 2000 (RIPA)	Sets out arrangements for authorisations in relation to RIPA
Appendix 2 Conditions and limitations	Identifies various conditions and limitations that apply to delegations by officers at different levels of seniority.
Appendix 3 Arrangements for Proper Officer functions	Sets out the legal requirements for "proper officers", what this means and a link to the Statutory and Proper Officer Register
Appendix 4 Member and Officer Indemnity Rules	Set out provisions relating to the indemnity provided to members and officers.

Advice and Interpretation

4. Where necessary, a final decision on the meaning and interpretation of this document (which is part of the Council's Constitution) will be made by the Monitoring Officer (or in in his/her absence the Officer responsible for Legal Services) and his/her view be determinative. However, no delegation/nomination in this Scheme shall be interpreted as including any power that is prohibited by law from being delegated or nominated to an officer.

5. In this scheme including any nomination made in relation to it, unless the context requires otherwise, the terms below shall be construed as follows:

   (a) "Chief Executive" includes reference to Head of Paid Service if different;

   (b) "Chief Officer" means the Chief Executive, all Executive Directors, the Director, Assurance and Governance, Section 151 Officer, Monitoring Officer and the Executive Director for Housing, Communities and Prevention.

   (c) "Employment Powers" means all those employment powers referred to in Appendix 2 Part 1;

   (d) "Financial Powers" means all those financial powers referred to in Appendix 2 Part 2;

   (e) "Officers", shall include people employed, retained or appointed by the Council to advise and support Members and implement their decisions. The term "Officers" in this Constitution unless the context otherwise requires includes all the people who operate in this capacity including contractors, consultants, agency staff and volunteers;

   (f) "Town and Country Planning Legislation means all legislation relating to any function of the Council concerning town and country planning including any such function arising under any of the following:

      (i) the Town and Country Planning Act 1990;
      (ii) the Planning (Hazardous Substances) Act 1990;
      (iii) the Planning (Listed Buildings and Conservation Areas) Act 1990;
      (iv) the Planning (Control of Advertisement) Regulations 1992;
      (v) the Hedgerows Regulations 1997;
      (vi) the Anti-Social Behaviour Act 2003 (in so far as it relates to high hedges);
      (vii) the Planning and Compulsory Purchase Act 2004;
      (viii) Planning Act 2008;
      (ix) all of the Town and Country Planning (General Permitted Development) (England) Orders including for the avoidance of doubt the Town and Country Planning (General Permitted Development) (England) Orders of 2015;
      (x) all of the Town and Country Planning (Development Management Procedure) (England) Orders including for the avoidance of doubt the Town and Country Planning (Development Management Procedure) (England) Orders of 2015;
      (xi) the Town and Country Planning Act 1971;
      (xii) all the Housing and Planning Acts; and

(xiii) any regulations, directions and/or other orders made pursuant to any of the above;

(g) "undertake all action", includes as necessary:

(i) undertaking any inspection and/or examination;
(ii) enter land, any premises and/or vehicle for the purposes of exercising any service and/or function;
(iii) giving of authority including in relation to determining and authorising the attendance of any person whether an Officer or otherwise;
(iv) preparing, signing, issuing and/or serving of any document (including any direction, notice, licence, order, permission, permit, consent, approval, registration and/or certificate);
(v) making any determination including a decision to approve, cancel, confirm, grant, make, modify, review, refuse, renew, replace, revoke, suspend, transfer, vary and/or withdraw any documentation referred to above together with the determination of any condition, obligation, limitation, restriction and/ or requirement considered necessary;
(vi) conducting any review and/or appeal and/or any assessment of a similar nature;
(vii) exercising any relevant power relating to analysis, certification, checking (including checking of records whether electronic or otherwise), destruction, detention, purchasing, removal, retention, sampling and/or seizure;
(viii) recording information through whatever medium including photographic and/or digitally;
(ix) undertaking any associated procedural action;
(x) managing any assessment process including determination of the appropriate assessment to use and the scoring of any assessment; and
(xi) exercising decision and/or discretion to determine the level of and/or whether to recover any cost incurred in relation to any action.

6. The Council operates a cascade principle of delegation/nomination to ensure that decisions are taken at the most appropriate level closest to those who will be affected. This means that the vast majority of the Council's decisions and actions will fall into the category of operational day to day decisions taken by its officers.

7. To ensure the smooth functioning of the Council and the efficient delivery of services, the Chief Officers and other named Officers have been delegated various powers that they need to perform their roles.

8. Certain Officers have specific duties and/ or formal functions to ensure that the Council acts within the law, uses its resources wisely and exercises its powers properly. These officers are known as "Statutory" or "Proper" Officers and some have specific legal titles in addition to their job titles.

9. The way the Council structures its services and its Officer arrangements may change from time to time to reflect changes in service delivery and best practice. Further details of the current Officer Structure can be found in Officers – Article 12 – Part 1 of the Constitution and also in the management structure – Part 7 of the Constitution.

10. The cascade principle under which this scheme operates means that any Officer given a power (whether expressly set out in this scheme or otherwise) can nominate other Officers to exercise those powers:

- through a local scheme of nomination (which sets out various standing nominations given to specific Officers in defined areas of the Council's service areas); and/or
- through a specific nomination in relation to an individual decision which must be evidenced in writing, dated and signed by the officer delegating the power with a copy supplied to the Proper Officer.

11. Some powers may be delegated to an Officer directly by a Committee, Sub-Committee or through executive arrangements. In such cases, unless expressly limited otherwise, it shall be assumed that such a delegation includes power for the Officer to nominate other Officers to also exercise that delegation in accordance with the provisions of this scheme.

12. Where a power has been passed to an Officer (including where nominated through the Cascade principle), the person or body making the delegation / nomination may at any time take back responsibility for the function and may in any event also exercise the power despite the delegation/nomination.

General provisions relating to the exercise of delegated authority by Officer

13. The Chief Executive can at any time exercise any power delegated to any Officer whether specified in this officer scheme or otherwise unless expressly prohibited by law. At any time the Chief Executive is unavailable or absent, or the post is vacant, then any of the Executive Directors and/or the Director, Assurance and Governance can exercise any such power.

14. The powers of this Scheme are delegated to the Officers referred to by title within this Scheme of Delegation. So the delegations apply to whoever holds that post title at any time. The powers are automatically transferred to any successor officer to that post. Also, at various times, an Officer post may be left vacant, posts may be combined and/or the title changed. For the purposes of this Officer Scheme, reference to any post that is vacant, combined with any other and/or has its name changed shall be construed as referring to the Officer post which for the time being takes on the relevant responsibilities of the original post.

15. Where a delegation/nomination to an Officer overlaps with any other delegation/nomination, then the delegation/nomination can be exercised by the Officer without reference to any other Officer and free of any restriction and/or limitation that specifically relates to that other delegation/nomination.

16. These general provisions apply not only to named Officers but also to anyone else authorised or nominated by them to exercise delegated authority on their behalf. In authorising others to act on their behalf attention should be drawn to the requirements of these provisions.

17. Any action by an Officer under a power granted in this Scheme of Delegation must be exercised in accordance with the conditions and subject to any relevant limitations in Appendix 2. Officers should also have regard to any other relevant matters that might relate to the exercise of such a power, including:

- any relevant Council policies and procedures (compliance with some of which is mandatory), and
- other relevant provisions in the Constitution (including Financial Regulations, the Contract Procedural Rules and the Officer Code of Conduct).

18. In deciding whether and how to exercise any power, an Officer must take advice from any other person (which might include another Officer and/or Member) that is appropriate before undertaking any specific action. This is equally true in situations where the Council acts as lead authority or host for a partnership involving the joint exercise of functions. In such cases, this could involve consulting with the appropriate Chair or lead member for the partnership in place of, or in addition to, consultation with an appropriate Executive Member.

19. Nothing in this Scheme of Delegation shall prevent an Officer from deciding not to exercise a power and to refer it to some other body /Member who also has power to exercise it save on or after 31 October 2026 for planning applications which fall within the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 which must be exercised in accordance with those Regulations.

20. Where a proposed exercise of delegated authority is such that the Leader should be consulted and the Leader is absent or otherwise unavailable then the Deputy Leader can be consulted. Similarly, in the absence of the Chair of a Committee the Vice-Chair can be consulted. In the absence of an Executive Member the Leader could be consulted as an alternative.

General Indemnity

21. The Council has adopted indemnity provisions in relation to its Officers and Members. Details of this indemnity as set out in Appendix 4.

Delegations to All Officers (Back to Scheme Contents)	
Ref	**Delegation**
1	To act as a witness: (a) on behalf of the Council in any proceedings in which the Council is directly involved; and/or (b) where so directed by a court, tribunal, hearing or other inquiry with power so to do; and/or (c) in any other circumstance with the prior written approval of the Monitoring Officer.
2	To undertake all action relevant to that Officer that is required by or identified in Financial Regulations and/or Contract Procedural Rules as applicable to that Officer.
3	To undertake all action relevant to any matter to which an Officer is given a role, power or activity pursuant to any provision set out in the Constitution where the Officer is exercising, (a) a role as a Proper Officer as identified in Appendix 3; (b) Employment Powers subject to the conditions and limitations set out in Appendix 2; or (c) Financial Powers subject to the conditions and limitations set out in Appendix 2.

Delegations to the Chief Executive (Back to Scheme Contents)	
Ref	**Power**
4	To undertake all action related to the role of Head of Paid Service.
Governance	
5	To agree changes to appointments to outside bodies arising from changes in the Executive, Members or group nominations.
6	To summon a meeting of the Council provided that the circumstances necessitating the calling of the meeting are identified on the summons/agenda for that meeting
7	Where a vacancy arises and there is no immediate meeting of the Full Council to appoint to any Committee, Board and/or statutory panel the nominee of the relevant political group and report the appointment to the next available meeting of the Full Council.
8	To determine appointments to any statutory panels.
9	To determine whether to grant a dispensation in respect of any disclosable pecuniary interest.
10	To approve Member attendance at any conference and the payment of any expense or allowance in accordance with the adopted scheme of member allowances as set out in this Constitution.
11	To summon a meeting of the Council provided that the circumstances necessitating the calling of the meeting are identified on the summons/agenda for that meeting.
12	To undertake all action in connection with the arrangement of civic and ceremonial functions.
Officer Designations	
13	To designate an Officer as an authorised officer to exercise the Council's powers under any statutory provisions.
Emergency and Urgency	
14	In an emergency, power to undertake all action s/he considers necessary, including; (a) incurring expenditure from working balances and/or reserves, (b) to determine whether to take, defend and/or settle any legal proceedings; (c) to make a final determination whether to acquire and/or dispose of building and/or land, subject to consultation with the s151 Officer, s/he considers it appropriate and feasible, and to notifying any emergency action as soon as reasonable to the Leader.

15	To undertake all action to ensure the effective delivery of the councils emergency planning function subject to the prior consultation with Section 151 Officer to the extent it will result in expenditure from working balances or reserves.
Operational Decisions	
16	To undertake all action relating to the management and operation of any of the Council's services including: (a) authorising the acquisition of any asset or service; and (b) the management of any land, premises, vehicles, plant, equipment, machinery, stock, stores, supplies, materials, furniture and appliances; and (c) to incur expenditure from working balances and/or reserves, provided that: (i) any such action will not result in the overall budget for any individual service being exceeded unless the s151 Officer confirms that any overspend can be offset against working balances and/or other services underspends; (ii) the Section 151 Officer gives approval; and (iii) where s/he considers it appropriate and feasible to do so, prior consultation with any relevant Chief Officer(s).
17	To take action in connection with the receipt of any expression of interest in relation to the community right to challenge. This power includes the power to receive and validate any expression of interest, provided that: (a) in making a decision whether to accept or reject an expression of interest there has been prior consultation with appropriate Members; and (b) the expression of interest is reported to the Full Council in accordance with the Executive arrangements within three months of receipt.
18	To publish notices as required on behalf of the Council under any legislation except where this is specifically delegated by this Scheme or reserved by law to a Chief Officer or other named Officer.
19	To take undertake all action to comply with health and safety legislation including the power to incur expenditure from existing balances or reserves subject to the approval of the Section 151 Officer.
20	To the extent it is not covered by Appendix 4 of this Scheme to be the Proper Officer and the person authorised to carry out any function or action described in: (a) any regulations relating to referendums, petitions and/or directions; (b) the Criminal Procedure and Investigations Act 1996 relating to the appointment of Disclosure Officers; (c) any other legislative provision; and/or (d) the Constitution not otherwise specifically delegated to another Officer, including the power to appoint or nominate any other Officer to act.
21	To exercise any power delegated to any Officer whether specified in this officer scheme or otherwise unless solely limited to exercise by that Officer by law.
22	To undertake all action to secure compliance with any decision of Full Council, any part of the Executive, a Committee, Board and/or statutory panel.
23	To sign any Council document not otherwise covered by this Scheme.
24	To determine the content and be responsible for any publication scheme (including determining any charges) under freedom of information and/or data protection legislation.
25	Subject to prior consultation with at least one Executive Member, to determine whether to close any of the Council offices for reasons of efficiency around the Christmas and New Year bank holiday period.
People Management	
26	To deal with all matters relating to the paid employment of Council officers.
27	To determine any change to the whole or any part of the employee establishment / structure of the Council including power to incur expenditure subject to prior consultation with the Section 151 Officer.

28	To determine the composition of any panel required to consider any employee issue, subject to consultation with the Officer responsible for Human Resources
29	To determine the grading and regrading of posts provided that funding for any associated existing and future costs is available.
Proper Officer	
30	To appoint any Officer to be a Proper Officer for the purposes of any function of the Council.

Delegations to all Chief Officers (Back to Scheme Contents)

Ref	**Power**
31	In a declared emergency or major incident, the Chief Officers and Dorset Council's Duty Gold and Silver Officers, when acting in a decision making capacity at the Local Resilience Forum's: Strategic Co-ordinating Group (Gold), Tactical Co-ordinating Group (Silver), various Recovery Co-ordinating Groups (Gold and Silver) or at the Council's own internal Gold emergency groups are authorised for the purposes of the declared emergency to commit the appropriate resources (regardless of whether the value would equate to a Key Decision) and to suspend aspects of business as usual to comply with the Council's duties in all relevant legislation. In line with Dorset Council's emergency command structure, Silver Officers have a restricted level of financial authorization in comparison to Gold and Chief Officers. Both the command structure and accompanying levels of Gold and Silver authorisations are set out within Dorset Council's Emergency Response Plan. Owing to the nature of such decision making at a time of a declared emergency or major incident, all decisions will be made on best advice available to the decision maker at the time and on the basis that the decision is a reasonable one in the circumstances. Notification to the Chair and Vice Chair of the Executive, the relevant service cabinet member and Chief Officers will be given as soon as is practicably possible in the context of the emergency or major incident. A schedule of decisions taken under the delegation will be reported to the next meeting of the Executive as is appropriate in the circumstances of the emergency.
32	In any cases which s/he considers to be urgent, to discharge any function and deliver any service within the Chief Officers responsibility, other than those functions which can only be discharged by the Council or a specific Committee. This delegation is subject to the following conditions : (a) prior consultation with the Monitoring Officer and the Section 151 Officer; (b) consultation with the appropriate Executive Member or the Chair of the appropriate Committee; and, (c) to the extent it will incur expenditure from working balances and/or reserves, the prior approval of the s151 Officer.
Operational Decision Making	
33	To undertake all action relating to the management, operation and delivery of the services for which the Chief Officer is responsible including: (a) such action as the Chief Officer considers appropriate in relation to the discharge of any function wholly or partly relating to any of those services; (b) authorising the acquisition and/or disposal of any asset (excluding any land and/or building) or service; and (c) the management of any land, premises, vehicles, plant, equipment, machinery, stock, stores, supplies, materials, furniture and appliances, provided any such action will not result in the overall budgets for which the Chief Officer is responsible being exceeded.
34	To undertake all action relating to the entering into of any short-term lease and/or letting arrangement in respect of any land or building for a term not exceeding 6 months including the agreement of any terms associated with such an arrangement provided that: (a) s/he considers it is necessary in relation to the discharge of any function wholly or partly relating to any service for which s/he is responsible; and

	(b) any cost associated with any such transaction can be met from within existing budgets for which the Chief Officer is responsible.
35	To undertake all action to give effect to any decision of or on behalf of the Council.
36	To instruct / appoint and/or authorise any external person (including any consultant) or body (excluding legal professionals) to undertake work and/ or act for and/or on behalf of the Council in respect of any matter (including at any legal proceedings, tribunal, hearing, inquiry or similar body) relating to any work undertaken by any service for which the Chief Officer's is responsible and/or to which s/he is providing support.
37	To determine whether to enter and to enter into any contract or agreement for works, services and/or supplies, including all terms, for any service for which the Chief Officer is responsible provided that: (a) any expenditure incurred can be met from a relevant budget; and, (b) the process followed is in accordance with the Contract Procedure Rules.
38	To undertake all action relating to any matter arising in respect of any appeal, call-in, inquiry and/or hearing of whatever nature to which the Council is party including: (a) to determine any procedural issue and any response to a procedural issue relating to any such matter; and (b) to determine whether or not to defend the whole or any part of the proceedings in respect of which the appeal etc is taking place.
39	To determine whether or not to support a bid by any organisation for any external grant/funding provided that any such support will not result in the overall budgets for which the Chief Officer is responsible being exceeded.
40	To enter into an agreement with any voluntary agency, charity or public sector organisation, where the Council has or is proposing to offer financial and/or other assistance to that body, provided that no agreement shall commit the Council to utilise resources that are not available for this purpose and there is relevant insurance provision in place.
41	With advice from Human Resources to determine the terms of and enter into agreements with any organisation to place staff at the disposal of that organisation.
42	To administer the supply of goods, works and/or services to any external person/body.
43	To undertake all action in connection with any application to the Council for a grant in respect of which s/he has been given a budget provided that any expenditure incurred can be met from that budget.
44	To determine whether and how to respond on behalf of the Council to any local, county, sub-regional, regional or national consultation on matters affecting the Council subject to prior consultation with an Executive Member.
45	To approve (with or without modification) or refuse any draft plan and/or strategy for public consultation subject to prior consultation with an Executive Member.
46	To determine whether to enforce and to enforce the terms of any agreement, contract, licence, lease or any other legal instrument to which the Council is a party provided that the subject matter relates wholly or partly to work undertaken by any part of the Chief Officer's directorate.
47	To: (a) make any planning application and/or any other application under any Town and Country Planning Legislation provided that in both cases: (i) there is prior consultation with the Section 151 Officer and the Executive Director for Economy and Environment; and (ii) no such application will result in the overall budgets for which the Chief Officer is responsible being exceeded; and /or (b) provide a consultation response to any application under any Town and Country Planning Legislation
48	To undertake all action in connection with the determination of any application submitted to the Council within the Chief Officer's service area(s) but excluding an application to the Council for planning permission made under section 62 of the Town and Country Planning

	Act 1990 applies [*see further in this respect delegations to the Executive Director for Economy and Environment*].
49	To undertake all action for the purpose of investigating and/or enforcing (including authorising any court proceedings) any: (a) actual, perceived or potential breach of any statutory provision; and/or (b) consent, authorisation, permit, registration, certificate, license, notice, order, permission or other document of a similar nature (including any condition, obligation, restriction, limitation or any other provision) given, issued or made by the Council, provided that the subject matter of that statutory provision and/or document relates wholly or partly to the work undertaken by any Service for which s/he has any responsibility.
50	To undertake any inspection of land and/or buildings and/or exercise any related powers of entry for the Chief Officer's Service area(s) with the power to undertake action as a consequence the inspection (excluding authorising the initiation of any formal court proceedings).
51	To undertake all action in connection with the issuing and serving of any notice for the purposes of securing information relating to any function of the Council, including any notice: (a) under Local Government (Miscellaneous Provisions) Act 1976; and (b) relating to any town and country planning function of the Council.
52	To issue any licence or control any registration of persons or premises on behalf of the Council under any legislation except where this is specifically reserved by law to a specific Chief Officer or other named Officer.
53	To authorise any Officer that s/he considers appropriate: (a) to carry out any inspection and/or examination; (b) to carry out any action arising during and/or out of any inspection and/or examination (including analysis, certification, checking, destruction, detention, measurement, purchasing, sampling, seizure and/or, testing); (c) to exercise any power of entry available to the Council; (d) to issue any document relating to an inspection and/or examination including any notice; (e) to serve any document; (f) to undertake any work in default and/or supervision or management; (g) to undertake any enforcement activity; and/or (h) to seek a warrant; provided that in all cases: (i) the authorisation relates wholly to a service or delegated power of the Chief Officer; and (ii) the Chief Officer believes that any cost associated with the authorisation can be met from within their existing budget and/or the prior approval of the Section 151 Officer is obtained.
54	To appoint/authorise any Officer and any other person undertaking any task for or on behalf of the Council to be: (a) an inspector; (b) an authorised officer; and/or (c) an enforcement officer, including power to authorise any such Officer /person to undertake all action relevant to the performance of such a role in relation to any service and/or function of the Council, provided that in all cases the appointment / authorisation relates wholly or partly to any service and/or function which for which s/he has any responsibility and/or any delegated management power.
55	To undertake all action in connection with any fixed penalty notice, including: (a) to determine any relevant content; and/or (b) to determine whether or not to issue a notice; provided that the fixed penalty notice relates wholly or partly to a Chief Officer's Service

	area (excluding authorising the initiation of any formal court proceedings).
56	Subject to prior consultation with the Director, Assurance and Governance to determine whether to issue a caution of whatever nature as an alternative to undertaking criminal proceedings provided the caution relates wholly or partly to any service and/or function for which s/he is responsible and/or has delegated power and/or to which s/he is providing support.
57	To authorise and take action to secure a warrant in relation to any work being undertaken by the Chief Officer's Service area.
58	To monitor, store, archive and/or destroy Council documentation relating wholly or partly to the work undertaken by the Chief Officer's Service area in accordance with any Council policies.
59	To take action in connection with the receipt of any expression of interest in relation to the community right to challenge. This power includes the power to receive and validate any expression of interest, provided that: (a) in making a decision whether to accept or reject an expression of interest there has been prior consultation with appropriate Members; and (b) the expression of interest is reported to Full Council / in accordance with Executive arrangements within three months of receipt.
60	To undertake all action in connection with a request for the release of information pursuant to: (a) any freedom of information legislation; (b) any environmental information legislation; (c) any subject access request; and/or, (d) any other legislation.
Signing Documents	
61	To sign any document to give effect to any decision of or on behalf of the Council.
Financial	
62	To undertake all action in relation to the finances of their directorates provided: (a) in the case of any virement between budgets there is prior consultation with the Section 151 officer; and (b) this will not result in the overall budgets for which Chief Officer is responsible being exceeded.
63	To: (a) prepare and submit any application for external grants/funding; and/or (b) determine whether to accept the award of any external grant/funding (including any related conditions and/or limitations) provided: (i) that any costs (including any match funding) to the Council required as part of any grant/ funding being available from a budget within the control of the Chief Officer; and (ii) there is prior approval of the Section 151 Officer where s/he is required to sign off on any requirements relating to the grant/funding.
64	To set any fee, charge and/or any method of charge for any matter relating wholly and/or partly to the Chief Officer's Service area(s) provided that: (a) the Council has not already formally determined the fee and/or charge for that work for the proposed period of time to be covered; and (b) the amount of the fee and/or charge is in accordance with any such fee and charge expressly set by legislation.
65	To determine whether to write off any debt of up to £10,000 or any higher sum identified in the Financial Regulations subject to the prior approval of the Section 151 Officer.
People Management	
66	To appoint staff (excluding the posts of Chief Executive, Monitoring Officer, Section 151 Officer, and Directors) within structures and budgets approved by the Council and the

	Executive where Procedure Rules allow and to exercise control and discipline in accordance with the Council's agreed policies and personnel procedures and this Scheme.
67	To exercise day to day management of Officers placed under the control of the Chief Officer in accordance with the principles for people management in Appendix 2.
68	To implement, in the areas for which they are responsible, corporate personnel policies and nationally and locally determined conditions of service adopted by the Council.
69	To approve changes to the number and distribution of posts for which they are responsible subject to financial provision for the current and future years being available. Where changes are proposed to the Chief Officer structure a report to the Chief Executive will be required before any such changes are implemented. All other changes to structures remain delegated to Chief Officers.
70	To approve changes to the grading of posts taking account of job evaluation outcomes for posts covered by these schemes provided that funding for any associated existing and future cost is available and any such change is in accordance with the principles for people management in Appendix 2.
71	To make decisions about making individual posts redundant, or agreeing to an individual's early retirement, subject to (a) the approval of the Staffing Committee in respect of the award of discretionary payments in cases which involve the early introduction of pension benefit where this is required by any relevant HR policy; and, (b) funding associated with any redundancy payment being available.
72	To appoint, authorise and sign an identity card of, any Officer (including any inspector, authorised officer, enforcement officer and/or other person undertaking work for or on behalf of the Council) necessary for the proper performance of that Officer's duties provided that any appointment / authorisation relates to the service and function for which the Officer has responsibility and/or any delegated power.
Complaints	
73	To undertake all action in connection with the preparation and issuing of any information and/or response to a complaint against the Council made pursuant to the Council's formal complaints procedure or Ombudsman complaint.
74	To resolve a complaint, including the approval of compensation in respect of: (a) any complaint made through the Council's complaint procedure; and/or (b) any finding of maladministration by the Local Government and Social Care Ombudsman, including the power to incur expenditure from working balances and /or reserves subject to prior approval of the Section 151 Officer.
75	Subject to prior consultation with the Director, Assurance and Governance to settle any claim or potential claim made by or against the council in a sum not exceeding £50,000 including power to authorise expenditure from working balances and/or reserves subject to the prior approval of the s151 Officer.
Governance	
76	To undertake all action in connection with the provision of reasons and responses to representations in relation to the holding of private meetings.
77	To sign off and/ or approve a report or item to go to any body of the Council and/or any other body of which the Council is part.
Communications	
78	To determine whether to authorise the release of information or other documentation to the press, any member of the public or external body.
79	To take any action in response to a request for radio, television and/or other coverage or recording of any meeting of the Council.
RIPA	
80	To exercise the role of authorising officer and designated person as set out in Appendix 1.

Delegation to all Duty Gold and Silver Officers (Back to Scheme Contents)

Ref	Power
81	In a declared emergency or major incident, the Chief Officers and Dorset Council's Duty Gold and Silver Officers, when acting in a decision making capacity at the Local Resilience Forum's: Strategic Co-ordinating Group (Gold), Tactical Co-ordinating Group (Silver), various Recovery Co-ordinating Groups (Gold and Silver) or at the Council's own internal Gold emergency groups are authorised for the purposes of the declared emergency to commit the appropriate resources (regardless of whether the value would equate to a Key Decision) and to suspend aspects of business as usual to comply with the Council's duties in all relevant legislation. In line with Dorset Council's emergency command structure, Silver Officers have a restricted level of financial authorisation in comparison to Gold and Chief Officers. Both the command structure and accompanying levels of Gold and Silver authorisations are set out within Dorset Council's Emergency Response Plan. Owing to the nature of such decision making at a time of a declared emergency or major incident, all decisions will be made on best advice available to the decision maker at the time and on the basis that the decision is a reasonable one in the circumstances. Notification to the Chair and Vice Chair of the Executive, the relevant service cabinet member and Chief Officers will be given as soon as is practicably possible in the context of the emergency or major incident. A schedule of decisions taken under the delegation will be reported to the next meeting of the Executive as is appropriate in the circumstances of the emergency.

Additional delegations to the Section 151 Officer (Back to Scheme Contents)

Ref	Power
Audit	
82	To undertake all action in relation to all issues relating to the Internal Audit functions of the Council.
83	To consider and make any recommendation in respect of the strategic and annual audit plans.
Companies	
84	To undertake all action relating to any financial matter concerning any company and/or Limited Liability Partnership in which the Council has or has resolved to have a shareholding including power to determine whether to grant any loan of up to £20,000 for a term not exceeding 3 months to such a body (and whether this should be on the basis of being interest free or otherwise), provided that: (a) in the case of: (i) determining the number of shares held by the Council and all arrangements relating to subscribing to them; (ii) any financial arrangements s/he considers necessary to enable the company to effectively function in accordance with and for the purposes set out in the company's memorandum and articles of association; and/or (iii) a determination to grant any loan, subject to prior to consultation with the Leader and any other Executive Manager that the Section 151 Officer considers appropriate; and (b) in all cases any costs associated with such action will not result in the overall budgets for which the Section 151 Officer is responsible being exceeded.
Financial Management and Accounting	
85	To determine financial management and accounting procedures and the form and extent of financial records.
86	To operate the Council's banking arrangements including: (a) act as a co-signatory for any cheque drawn on the Council's accounts; and/or (b) sign any amendment to any cheque drawn on the Council's accounts.
87	To pay all sums properly authorised as due.
88	To pay salaries and allowances.

Income	
89	To undertake all action: (a) for the collection of all income, interest and costs due to the Council, including power to issue and recover any penalties relating to such matters; and/or (b) to waive / write-off any related sums provided it accords with any relevant provisions in Financial Regulations.
90	To remit income in the following classes:- (a) arrears of contributions in respect of children and young persons in care; and/or (b) charges to residents in homes, hostels and boarding establishments.
Investment / lending	
91	To exercise the powers of the Council to borrow, invest and to lend (excluding by way of a mortgage) and to determine rates of interest and terms of repayment on such loans as may be required or prudent from time to time.
92	To undertake all action in connection with an application for the Council to grant a mortgage subject to prior consultation with the Executive Member responsible for finance
Council Tax, non-Domestic rates and Benefits	
93	To determine and undertake all calculations necessary for the purposes of determining the council tax base and business rates base for the Council for any year.
94	To: (a) undertake all calculations necessary to determine any amounts which any Secretary of State requires to be notified to him/her in relation to non-domestic rating income; (b) undertake all calculations necessary to determine any other amounts which s/he at his absolute discretion considers to be related to any such requirements of any Secretary of State identified in (a) above including the amount of authorities' shares calculated for purposes related to shale oil and gas; and/or (c) complete any related form and provide appropriate notification to the relevant Secretary of State and any other parties required to be notified.
95	To make requests to the Valuation Office Agency to revise any valuation list.
96	To determine on-costs and rates of interest in respect of any sums due to the Council.
97	To determine all claims, administer and collect payment in relation to Council Tax, National Non-Domestic Rates and Housing Benefits (including the exercise of all discretions conferred upon the Council by the relevant schemes), including power to write off any court costs.
98	The payment of sums properly payable from the Collection Fund.
Insurance	
99	To deal with all insurances relating to the Council, any of its services and functions and its Members including the areas of cover, the extent of cover, the negotiation and acceptance of conditions of cover, and settlement of claims against the insurer or by a claimant (so far as permitted by the insurer).
Overspends/borrowing	
100	To authorise the overspend of any approved service budget up to a maximum of £500,000 in any one instance (including the use of expenditure from reserves or working balances) provided that: (a) the authorization is reported to the next available meeting of an appropriate Committee and/or an Executive Member; and (b) the total amount of any approved overspend across the Council pursuant to this delegation does not exceed £500,000 in any one financial year without there having been prior consultation with the Executive Member responsible for finance and/or other appropriate Member(s).
101	To incur overdraft on the Council's bank accounts, the net pooled balance not to exceed £10M overdrawn at any one time.
Virements	

102	To authorise any virement between Council budgets following any consultation required under this Scheme of Delegation provided the Section 151 Officer is satisfied that the virement is not financially imprudent having regard to the Council's overall financial circumstances
Pensions	
103	To make investment decisions for the Dorset Council Pension Fund in accordance with a strategy (if any) agreed by the Pension Fund Committee.
104	In relation to superannuation to determine: (a) admission to the Scheme; (b) the application of interchange rules; (c) all issues relating to the surrender of any allowance; and (d) all issues relating to child pension provision.
105	In relation to injury to any employee to determine whether to make an award of up to any statutory maximum of:- (a) the employee's pension because at the time of their enforced early retirement they did not have sufficient qualifying service for a pension; (b) any additional pension an employee would have received but for the enforced early retirement; and/or (c) any additional pension an employee would have earned had s/he not had to take lower paid employment (involving a lower rate of pay and/or reduced hours) due to an injury, provided that in all cases: (i) no such award, together with any state injury award, shall result in the total pension the employee could have earned being exceeded; and (ii) where in any particular case there would be eligibility for an award but an award is not considered appropriate and/or less than any statutory maximum is to be awarded then there is prior consultation with the Executive Member responsible for Finance before making a final determination.
106	To determine any application in relation to an employee's pension arising as a result of (a) the employee's marriage being dissolved; and/or (b) the employee's spouse / partner dying.
General	
107	To undertake all action including the signing of proxies on behalf the Council in respect of any bankruptcy, liquidation and/or receivership.
108	To determine whether to make any payment to any parish and/or town council which provides services in relation to any Council matter subject to any costs being able to be met from within an existing budget (including any approved virement).
Governance	
109	To the extent as provided for in Financial Regulations to review and amend the same including any supporting documents identified in the Financial Regulations.

Additional delegations to the Director, Assurance and Governance (Monitoring Officer) (Back to Scheme Contents)	
Ref	**Delegation**
110	To exercise all statutory powers of the "Monitoring Officer".
111	To authorise, institute, defend, appear in and settle legal proceedings or disputes in contemplation of legal proceedings (including any appeal, review of similar proceedings against any action or proceedings in any tribunal, inquiry, hearing or other forum of legal proceedings) by or on behalf of the Council, together with power to undertake all preliminary or further work as s/he considers appropriate.
112	To instruct/appoint and/or authorise any person (including counsel and/or any consultant) or body to undertake work and/or act for and/or on behalf of the Council in respect of any legal issue (including any legal proceedings, tribunals, hearings and/or inquiries) relating to the Council including whether to outsource any legal work.

113	Subject to such initial prior consultation with the Executive Director for Economy and Environment as s/he considers appropriate to undertake all action in respect of any trespass on Council owned land including action to secure the cessation of the trespass and/or to seek to prevent its recurrence.
114	To undertake all action in connection with the preparing and/or issuing of any: (a) licence, lease, transfer and/or, conveyance concerned with the acquisition and/or disposal of any interest in land or property; and/or (b) easement and/or wayleave, including in consultation with the Executive Director for Economy and Environment, determining any rent level, fee and all other terms associated within any such document.
115	To undertake all action in connection with the preparing and/or issuing of any contract, notice, order, permit, certificate, requisition or other document including any: (a) byelaw; (b) contract relating to the supply of any good and/or service; (c) order for the control of drinking in public places and/or a public spaces protection order; (d) notice and/or order relating to any vehicle; (e) stop notice; (f) temporary stop notice; (g) road closure; and (h) application for late night shopping, provided that there has been approval to progress the matter via the exercise of a delegated power under this Scheme of Delegation or otherwise.
116	To undertake all action in connection the recovery of any actual or perceived proceeds of crime, whether under the powers of the Proceeds of Crime Act 2002 or otherwise, including any necessary preliminary and subsequent action to secure and then progress the outcome of any determination, provided that there is initial consultation with an Executive Member as to whether or not to pursue any related application.
117	In consultation with such Chief Officers as s/he considers appropriate (if any) to determine whether to accept or reject (and whether or not subject to conditions) any purchase notice served on the Council pursuant to any town and country planning functions if a decision is required before the next normal meeting of a members body with power to determine such matters.
118	To determine whether to issue or withhold any consent or approval under the terms of any lease, conveyance or other document including power to determine whether or not to issue any certificate or other document in relation to the provisions of any planning obligation together with power to undertake all actions to give effect to and as a consequence of any determination.
119	To affix and attest the seal to any order, deed or other document to give effect to any decision of or on behalf of the Council.
120	To act as the person specified by the Council as administering authority, to consider disputes in respect of the Local Government Pension Scheme where there is a requirement for a re-consideration mechanism, together with power to appoint other Officers for any other purpose related to such reconsideration.
121	To sign and issue any certificate confirming the Council's power to enter into a contract where this is legally required.
122	To determine any application to amend the register of common land and town and village greens (except applications to register or de-register land as common land and town and village greens).
123	Subject to prior consultation with the Chair of an Area Planning Committee to make any public path diversion, extinguishment and creation order provided that: (a) there is no pre-order consultation opposing the proposal that has not been withdrawn; and (b) this power does not apply to any case involving a Council property.

124	To confirm any published public path diversion, extinguishment and creation order provided that: (a) there is no representation opposing the confirmation that has not been withdrawn; and (b) this power does not apply to any case involving a Council property..
125	To determine any application for the apportionment of rights of common in the Register of Common Land.
126	In accordance with any Council scheme and/or policy (if any) to determine whether to authorise the payment of any member allowance and/or expense
127	Subject to consultation with Chair of Council to determine whether to approve any expenditure on civic hospitality.
128	To authorise any Member attendance at a conference, session and/or workshop.
129	To make arrangements for (including the holding of) any referendum.
130	To authorise any officer of the Council to appear in any court or tribunal.
Member Complaints	
131	To: (a) dismiss any councillor conduct complaint that is trivial or concerns conduct that would not be a breach of the relevant council's code of conduct; and/or (b) decide after consultation with an independent person whether a complaint should be referred for investigation or on some other action. (c) refer any complaint concerning a failure to disclose a disclosable pecuniary interest to the police without further reference.

Additional delegations to the Executive Director for Economy and Environment (Back to Scheme Contents)	
Ref	**Power**
132	To undertake all action relating to: (a) the acquisition (whether by agreement or through the use of compulsory powers) or disposal of any land or building; and/or (b) any grant and/or termination of any lease or licence for any land or building; (c) any other transaction (whether by agreement or through the use of compulsory powers) associated with any land or building, provided that in all cases: (i) the sum of money associated with any such acquisition, disposal or other transaction (including termination) does not exceed five hundred thousand pounds (unless already approved by Cabinet); and (ii) all costs associated with any such transaction can be met from within a budget available for such purposes.
133	To undertake all action in relation to any blight notice including: (a) determine whether to issue a counter notice; and/or (b) incur expenditure from working balances and/or reserves subject to prior consultation with the Section 151 Officer.
134	To determine any application under the Town and Country Planning Legislation relating to: a. Householder applications (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as in force on 31 October 2026); b. Minor residential applications (as defined in the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026); c. Minor commercial applications (as defined in the Town and Country Planning (Development Management Procedure) (England) Order 2015 as in force on 31 October 2026); d. permission in principle; e. variation of condition applications (made under Section 73(1) of the Town and Country Planning Act 1990) where the original planning permission would fall within the application types listed within this delegation;

	f. Non-material amendments (made under section 96A of the Town and Country Planning Act 1990); g. modification or discharge of a planning obligation relating to approval issued following an application type within this delegation; h. any certificate of lawfulness including any application for a certificate of lawfulness or development (CLUEDs) and/or a certificate of proposed use or development (CLOPUDs); i. Any certificate of lawfulness of proposed works in relation to a listed building; j. the submission of a biodiversity gain plan; k. reserved matters approval except where the reserved matters approval relates to an outline permission for development of 500 or more dwellings and/or building(s) with a floor space of 50,000 sqm or more; l. for the discharge of any condition/obligation and/or confirmation of compliance with any condition/obligation; m. prior approval under Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 including whether prior approval is required; n. Any application for express consent to display an advertisement; and o. Any application for consent under a tree preservation order. p. whether to require / impose any condition, obligation, limitation and/or any other restriction and/or any other requirement in respect thereof But subject to delegations 134Bc (applications for planning permission relating to an application for listed building consent and/or to discharge or vary any condition of a listed building consent); 134Bf (retrospective applications); and 134C (own-interest applications).
134A	To determine any application for a certificate of alternative appropriate development made under section 17(1) of the Land Compensation Act 1961.
134B	To determine any application under the Town and Country Planning Legislation relating to: a. any application for listed building consent b. discharge or vary any condition of a listed building consent c. for planning permission relating to a. or b. d. any application for planning permission not within delegations 134 a.-c. e. any application under section 73(1) of the Town and County Planning Act 1990 (to change or remove conditions) where the original planning permission would fall within the application types listed within this delegation (134B) f. any application under section 73A(1) of the Town and Country Planning Act 1990 (applications for development already carried out) g. modification or discharge of a planning obligation relating to any permission, agreement, consent or approval (other than a planning obligation) following an application of a kind described in this section (134B) h. reserved matters approval where the outline consent is for 500 or more dwellings and/or building(s) with a floor space of 50,000 sqm or more. i. whether to require / impose any condition, obligation, limitation and/or any other restriction and/or any other requirement in respect thereof But excluding any application within this delegation which the nominated member and the nominated officer consider that the application raises one or more: a. issues of economic, social or environmental significance to the local area or b. significant planning matters having regard to the development plan and other material considerations. Applications will only be considered by the nominated member and the nominated officer where:

	1) a written representation* has been received (and not withdrawn) from a: • Member; and/or • town or parish council in whose area the application is situated (in whole or part); and the representation(s): a. have been received by the Council within 21 calendar days beginning with the date on which in relation to the application the Council first displays a site notice, or first publishes a press advert, or commences any procedure for notifying a Member (whichever is the earliest) (or such extended period as the nominated Officer considers appropriate in the circumstances); and b. in the opinion of the nominated Officer contain one or more material planning considerations; and c. contain a response that in the opinion of the nominated Officer is contrary to the proposed decision of Officers** d. If the nominated officer and nominated member cannot agree, the application will be determined by officers under this delegation. Or 2) where the nominated officer considers that the application is of such significance that it should be considered by the nominated member and the nominated officer. * For the avoidance of doubt, reference to a "written representation" includes a representation submitted by electronic means. ** For the avoidance of doubt, reference to a "proposed decision" means the actual decision that is proposed and not any reason(s) relating to that decision. *** For the avoidance of doubt, if the nominated member has not contacted the nominated Officer after 5 working days following the day of first communication with that Member for the purpose of deciding whether a matter should be referred to Planning Committee for determination, the nominated Officer can proceed on the assumption that the nominated member considers that the application can be determined by officers under delegated powers.
134C	To determine any application (including whether to require / impose any condition, obligation, limitation and/or any other restriction and/or any other requirement in respect thereof) under the Town and Country Planning Legislation made by a member, officer or entity owned or manged by the Council, a member(s) or officer(s), or in which they have an interest, in accordance with delegations 134, 134A and 134B. But excluding any application made (whether or not jointly with any other person) by or on behalf of: a. the Council; b. a member; c. a Chief officer; d. an officer who is directly involved in the processing of and/or determination of any such application; e. an entity owned or manged by the Council, a member(s), a Chief Officer(s) or an officer(s) who is directly involved in the processing of and/or determination of any such application; or f. an application in which, in the view of the nominated officer, one or more of those referred to in 134Ca-134Cd has an interest and which the nominated member and the nominated officer consider should be determined by the relevant planning committee having regard to any relevant statutory guidance issued by the Secretary of State. If the nominated officer and nominated member cannot agree, the application will be determined by officers under this delegation.

	*** For the avoidance of doubt, if the nominated member has not contacted the nominated Officer after 5 working days following the day of first communication with that Member for the purpose of deciding whether a matter should be referred to Planning Committee for determination, the nominated Officer can proceed on the assumption that the nominated member considers that the application can be determined by officers under delegated powers.
135	To undertake all action in respect of any application under any Town and Country Planning Legislation relating to any of the following: (a) any prior notification, prior approval and/or any other determination relating to any local development order and/or neighbourhood development order including whether any such notification/approval/determination is required; (b) for approval of any scheme, design, code or other documentation submitted for approval by the Council including any application for a variation to any such approved documentation; (c) to undertake any work to any tree in Conservation Area; (d) any grant provided that this can be met from an existing budget available for such a purpose; and/or (e) any street furniture including any telecommunication equipment except where the application is covered by the delegations in paragraph 134 or 134B.
136	To undertake all action in respect of administering / processing any application under any of the Town and Country Planning Legislation including the power to: (a) determine whether any application has been validly made and/or whether to decline to register and/or determine any application including to decline to determine any application which s/he considers to be a repeat application, relating to an extant enforcement action and/or as a result of the submission of inadequate/insufficient information; (b) determine what, and the extent of, information required in respect of any application, including any environmental impact assessment and/or any other assessment and/or report; (c) determine any scoping and/or screening opinion including whether any such opinion is required; (d) undertake any appropriate assessment; (e) determine whether to consult/refer any matter to a relevant Secretary of State; (f) make any arrangement for a site visit; (g) determine whether any matter which would normally be a reserved matter should be required as part of an outline application; (h) determine whether to allow any amendment / variation to any application and/or any document submitted in relation to any such application; (i) determine the method and extent of consultation and/or re-consultation in respect of the notification, consultation and/or advertisement of any application; (j) determine whether to seek to secure the withdrawal of any application outstanding for a period in excess of six calendar months and/or to determine whether any such application should be treated as withdrawn; (k) authorise any change to any register or other record of the Council as a consequence of any matter that is being dealt with including any deletion and/or other modification; (l) determine any request for any deferment and/or withdrawal by any party; and/or (m) determine whether any change constitutes a minor amendment. (n) enter into planning performance agreements
137	To prepare any local plan, action plan and/or any supplementary planning document

	pursuant to any of the Town and Country Planning Legislation including: (a) to determine whether to enter into any service level agreement and/ or contract for any associated purpose provided that any cost can be met from an existing budget within the control of the nominated Officer and/or the prior approval of the Section 151 Officer has been obtained; (b) the drafting of any plan and/or document including any preferred option; and (c) to determine whether to undertake any consultation process, any procedural issue relating to any such consultation and to consider and determine any action to take in response to any representation received; provided that such power does not include: (i) making a final determination whether to submit any plan for independent examination; b. making a final determination whether to accept any recommendation arising from any independent examination; and (ii) making a final determination whether to adopt any plan and/or supplementary planning document.
138	To undertake all action in in relation to any function of the Council concerning neighbourhood planning (including all functions relating to the making and approval of any neighbourhood development plan, neighbourhood development order and/or community right to build order) whether under any Town and Country Planning Legislation or otherwise including power to: (a) make a final determination as to whether to designate a neighbourhood plan area and/or make such an area a business area; (b) determine whether to submit any matter to independent examination; and/or (c) determine whether to appoint and the appointment of any examiner provided that any costs associated with the same can be met from an existing relevant budget and/or the prior approval of the Section 151 Officer is obtained, provided that this does not include power to make: (i) a final determination as to whether to designate a neighbourhood plan area unless in his/her opinion: (A) there is insufficient time to have the matter considered by the relevant committee as part of the normal committee cycle; (B) the Council is legally obliged to approve the designation; and/or (C) there has been no objection to the proposal submitted to the Council within any relevant time for the submission of representations which has not been withdrawn; (ii) the final determination as to whether to submit any document to a referendum; (iii) the final determination as to whether to make a neighbourhood development order /community right to build order and the terms of any planning permission granted pursuant to a neighbourhood development order /community right to build order; and (iv) the final determination as to whether to make a neighbourhood development plan.
139	To undertake all action relating to any matter arising in respect of any appeal, call-in and/or other inquiry and/or hearing of whatever nature arising pursuant to any Town and Country Planning Legislation including for the avoidance of doubt but without prejudice to generality of the foregoing: (a) to determine any response required in relation to any procedural issue relating to any such matter including for the avoidance of doubt whether any such matter should be dealt with by means of written representation, hearing or public inquiry; (b) to determine any procedural issue relating to any such matter including the venue for the holding on any hearing and/or appeal; and/or (c) to determine whether or not to defend any reason for refusal.
140	To determine whether to delegate authority to a neighbouring planning authority to determine an application submitted under any Town and Country Planning Legislation that

	crosses an administrative boundary subject to prior consultation with the Chair of the Strategic Planning Committee, or in his/her absence the Vice-Chair of the Strategic Planning Committee.
141	To allocate and distribute funding (including authorising payment) secured in connection with any permission (including any related planning obligation or CIL payment), consent or other approval granted under Town and Country Planning Legislation subject to the decision being in accordance with any strategy and/or policy adopted by the Council.
142	To manage and implement procedures for the sale / re-sale of any low cost / discounted market housing including: (a) determining whether a person is eligible for consideration for the provision of such a property; and (b) setting a price for the sale of any such property.
143	To undertake all action relating to the preparation, maintenance and publication of all registers that the Council is required to maintain under any Town and Country Planning Legislation including Part 1 of the Brownfield Register.
144	To take action in relation to the designation of any nature reserve including to determine any application, provided that this does not include power to make a final determination to approve the designation of any nature reserve unless there has been prior consultation with at least one Member and any local Member in whose ward any nature reserve would be situated.
145	To undertake all action in order to regulate any actual, perceived or potential breach of any of the Town and Country Planning Legislation including: (a) any action to seek to regulate any actual or perceived breach of any notice, order, agreement, obligation and/or other document, condition, restriction and/or other limitation issued or provided for pursuant to such Town and Country Planning Legislation; (b) the undertaking of any site visit; (c) to determine whether to issue any notice including: (i) any requisition for information; (ii) any planning contravention notice; (iii) any enforcement notice; (iv) any breach of condition notice; (v) any notice pursuant to section 215 Town and Country Planning Act 1990; (vi) any temporary stop notice; (vii) any stop notice; (viii) any advertisement discontinuance notice; and/or (ix) any replacement tree notice; (d) to determine whether or not to amend and/or withdraw any notice; (e) to determine whether to seek any injunction and/or pursue any action arising therefrom; and/or (f) to determine whether or not to take and/or to cease action whether because in his/her opinion the breach is trivial, there is insufficient demonstrable harm and/or, it is not expedient to take / continue to take action, provided that this delegation does not include the power to make a final determination to: (i) seek any injunction and/or any make any application for contempt whether pursuant to the Town and Country Planning Act 1990 or otherwise; or (ii) issue a stop notice; or (iii) issue a temporary stop notice unless: (A) in his/her opinion the need to issue a stop notice or temporary stop notice is urgent;

	(B) in respect of an application for an injunction or contempt there is the prior approval of the Director, Assurance and Governance; and (C) any cost associated with the issue of the stop notice or temporary stop notice can be met from a budget available for such a purpose and/or the prior approval of the Section 151 Officer is obtained.
146	To undertake all action relating to whether to seek to spot list any building that in his/her opinion is of architectural and/or historic interest and is or may be under threat.
147	To undertake all action in relation to a grant of a permission in principle for the purposes of determining whether to issue and the content of any direction as to when such permission in principle should take effect.
148	To undertake all action in respect of any matter relating to any actual and/or perceived fly posting whether currently occurring or otherwise including to determine whether to take any direct action and any action necessary pursuant to any such determination.
149	To undertake all action in connection with: (a) the exercise of any function of the Council as local planning authority pursuant to any Pastoral Measure whether the Pastoral Measure 1983 No 1 or otherwise; and (b) the provision of any response to any consultation to faculty procedure and pastoral measures relating to any alteration to of any ecclesiastical building including any scheme for redundancy.
150	To determine whether and how to respond on behalf of the Council to any application pursuant to any of the Town and Country Planning Legislation submitted to any other local authority subject so far as s/he considers it feasible so to do to prior consultation with any Executive Member with responsibility for planning and the Chair of the planning committee that s/he considers most relevant to the application.
151	For any request or application to modify or discharge a planning obligation which does not fall within the delegations in paragraph 134 or 134B: To undertake all action in connection with any proposal / application for the cancellation, revocation, deletion, modification and/or variation to any agreement, deed, undertaking and/or any other document entered into wholly or partly pursuant to any Town and Country Planning Legislation provided that such power does not extend to the approval of an application to modify, vary or revoke an agreement or planning obligation: (a) imposed by an express decision of Planning Committee; and (b) where in his/her opinion such approval would result in a material reduction of benefit to the community secured pursuant to such agreement or obligation (as the case may be).
152	To undertake all action in respect of the submission to the Council of any matter consequent to any permission, consent, approval and/or other determination made pursuant to any Town and Country Planning Legislation including: (a) to develop and maintain a process for the submission of any application relating to any money secured pursuant to any planning obligation; (b) the submission of any scheme, detail and/or plan; and/or (c) to make any determination in relation to any such submission including for the avoidance of doubt any such submission to comply with any condition and/or obligation.
153	To undertake all action in respect of: (a) determining whether to issue any completion notice pursuant to any Town and Country Planning Legislation including for the avoidance of doubt any further action arising as a consequence of determining to issue such a notice; (b) making any modification to and/or the revocation and/or the discontinuance of any planning permission and/or permission in principle issued pursuant to any Town and Country Planning Legislation provided that this does not include power to modify and/or revoke any such permission:

	(i) that was expressly granted by the Planning Committee unless in his/her opinion the matter is urgent; (ii) without the prior approval of the Director, Assurance and Governance; and (iii) unless any cost associated with any such action can be met from a budget available for such a purpose and/or the prior approval of the Section 151 Officer is obtained; and/or (iv) the review of any old mineral position and/or mineral permission but excluding the power to make a final determination unless any cost associated with such a determination can be met from a budget available for such a purpose or the prior approval of the Section 151 Officer is obtained.
154	To undertake all action in connection with any proposal for a change/modification and/or recording/registration of: (a) any common land; (b) a town or village green; and/or (c) a public right of way, provided that this power does not extend to confirming any such change unless in his/her opinion no objection that was submitted during any relevant consultation period remains.
155	To undertake all action for the purpose of issuing a refusal of an application submitted pursuant to any Town and Country Planning Legislation where there exists statutory power for another body or person to direct that a refusal should be issued by the Council, and that direction is exercised.
156	To undertake all action relating to making and/or confirming any type of Tree Preservation Order including: (a) any temporary Tree Preservation Order; and/or (b) to amend, vary, modify and/or revoke any Tree Preservation Order, provided that the ward Member in whose ward the Tree Preservation Order is situated is notified as soon as reasonably practicable after any such making, confirming, amending, varying, modifying and /or revoking (as the case may be).
157	To undertake all action pursuant to any Town and Country Planning Legislation in connection with: (a) any tree which in his/her opinion are, or may be, dangerous; and/or (b) an application for work to, including the felling of, a tree: (i) that is subject to any type of tree preservation order; (ii) within a conservation area; and/or (iii) otherwise requires approval by the Council for work and/or felling to be undertaken, provided that: (iv) unless in his/her opinion the need to determine such an application is urgent then notice of the application has been sent to any Member in whose ward the tree is situated at least seven (7) calendar days before a determination is made; and (v) the power to make any final determination in respect of any such application does not include an application made by or on behalf of: i. the Council; ii. a Member where this has been identified on the application form; and/or (vi) an employee of the Council where this has been identified on the application form.
158	To undertake all action in respect of any matter arising in relation to: (a) the issue of any building preservation notice; and/or (b) any urgent work that may be required in respect of any listed building, whether pursuant to the Planning (Listed Building and Conservation Areas) Act 1990 or

	otherwise including for the avoidance of doubt but without prejudice to the generality of the foregoing: (c) to enter any building, structure (including any moveable structure) and/or on any land; (d) to determine whether to issue any notice; (e) to determine in relation to any such urgent work the extent of any work that may be required and to authorise the undertaking of any such work; and/or (f) to appoint/authorise any other person for any purpose relating to any of the above, provided that in all cases: (g) this power does not extend to making any final determination as to whether to issue a notice unless in his/her opinion the delay in taking the matter through the normal committee cycle of the Council could be materially disadvantageous to any reason for issuing the notice; and (h) any cost associated with any such action can be met from a budget available for such a purpose and/or the prior approval of the Section 151 Officer is obtained.
159	To undertake all action in respect of any matter arising under any Town and Country Planning Legislation relating to any hedge and/or hedgerow including: (a) to determine whether or not to uphold a formal complaint regarding a high hedge; (b) to determine whether or not to issue any notice including any Remedial Notice; and/or (c) to determine whether or not to vary and/or revoke any such notice.
160	To undertake all action in connection with any application (including any application to grant, review, transfer, vary remove, cancel or renew), notice and any other matter (including any actual or potential enforcement issue) arising in respect of the Licensing Act 2003 including power to determine whether a representation is a "relevant representation" for the purposes of the Act, but excluding any matter whether by virtue of section 10 Licensing Act 2003 or otherwise cannot be discharged by an Officer.*
161	To undertake all action in connection with the submission of any scheme, details and/or other matter pursuant to any licence, notice, permission, consent, approval or other determination issued by or on behalf of the Council pursuant to the Licensing Act 2003 or the Gambling Act 2005.*
162	To prepare and issue reports on behalf on the Licensing Committee where a matter relates to a licensing function under the Licensing Act 2003 or the Gambling Act 2005 and is necessary to facilitate the exercise of another function of the Council.*
163	To undertake all action in connection with any application (including any application to grant, review, transfer, vary remove, cancel or renew), notice and any other matter (including any actual or potential enforcement issue) arising in respect of the Gambling Act 2005 including power to determine whether a representation is a "relevant representation" for the purposes of the Act, but excluding any matter whether by virtue of section 154 Gambling Act 2005, section 10 Licensing Act 2003 (as it applies to the Gambling Act) or otherwise cannot be discharged by an Officer.*
	* Delegations to Officers in relation to the Licensing Act 2003 and the Gambling Act 2005 rest with the Licensing Committee. For the avoidance of doubt: (a) references to the Licensing Act 2003 and the Gambling Act 2005 include any regulations, directions and/or other orders made pursuant to either of them; and (b) all interpretation and other provisions set out in the Introduction and General provisions sections at the start of the Officer Scheme of Delegations shall apply equally to these delegations including powers relating to nomination. (c) To determine suspension or revocation of a Hackney Carriage or Private Hire vehicle driver's licence, with immediate effect subject to prior consultation with the Chair or Vice Chair of the Licensing Committee

Additional delegations to Executive Director Children Services (Back to Scheme Contents)	
Ref	**Power**

164	To be the statutory director of children's services for the purposes of exercising all functions designated in section 18 of the Children Act 2004 and any relevant regulations.
165	To determine whether to approve any school governor appointment for which the Council has responsibility.

Additional delegations to Executive Director for Housing, Communities and Prevention (Back to Scheme Contents)	
Ref	**Power**
166	To be the statutory director of public health and prevention for the purposes of exercising all functions designated in section 73A of the National Health Service Act 2006 and any relevant regulations.
167	To determine any expenditure from the Public Health Grant.

	Delegations to Service Manager for Licensing and Community Safety
Ref	**Power**
	To undertake all action in connection with any application (including any application to grant, review, transfer, vary remove, cancel or renew), notice and any other matter (including any actual or potential enforcement issue) arising in respect of the Licensing Act 2003 including power to determine whether a representation is a "relevant representation" for the purposes of the Act, but excluding any matter whether by virtue of section 10 Licensing Act 2003 or otherwise cannot be discharged by an Officer.*
	To undertake all action in connection with the submission of any scheme, details and/or other matter pursuant to any licence, notice, permission, consent, approval or other determination issued by or on behalf of the Council pursuant to the Licensing Act 2003 or the Gambling Act 2005.*
	To prepare and issue reports on behalf on the Licensing Committee where a matter relates to a licensing function under the Licensing Act 2003 or the Gambling Act 2005 and is necessary to facilitate the exercise of another function of the Council.*
	To undertake all action in connection with any application (including any application to grant, review, transfer, vary remove, cancel or renew), notice and any other matter (including any actual or potential enforcement issue) arising in respect of the Gambling Act 2005 including power to determine whether a representation is a "relevant representation" for the purposes of the Act, but excluding any matter whether by virtue of section 154 Gambling Act 2005, section 10 Licensing Act 2003 (as it applies to the Gambling Act) or otherwise cannot be discharged by an Officer.*
	* Delegations to Officers in relation to the Licensing Act 2003 and the Gambling Act 2005 rest with the Licensing Committee. For the avoidance of doubt: (a) references to the Licensing Act 2003 and the Gambling Act 2005 include any regulations, directions and/or other orders made pursuant to either of them; and (b) all interpretation and other provisions set out in the Introduction and General provisions sections at the start of the Officer Scheme of Delegations shall apply equally to these delegations including powers relating to nomination.