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AS REQUIRED BY PART 3 OF THE CONSTITUTION -  
RESPONSIBILITY FOR FUNCTIONS

## **LONDON BOROUGH OF CROYDON**

### ***CHIEF EXECUTIVE'S SCHEME OF AUTHORISATIONS***

**JO NEGRINI**  
**CHIEF EXECUTIVE & HEAD OF PAID SERVICE**  
**( JULY 2018)**

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## **AUTHORISATION TO EXECUTIVE DIRECTORS AND CHIEF OFFICERS**

**BY**

### **CHIEF EXECUTIVE AND HEAD OF PAID SERVICE**

This document sets out the functions of the Council both as vested in me by statute and those delegated to me by the Council's Constitution and by the Leader of the Council, which I have authorised the Chief Officers of the Council to exercise on my behalf. The authorisations are set out as follows:

Executive Director Place	(A)
Executive Director of Resources	(B)
Executive Director/DCS Children, Families & Education	(C)
Executive Director/DASS Health Wellbeing & Adults	(D)
Director of Law and Governance/Council Solicitor and Monitoring Officer	(E)
Director of Human Resources	(F)
Director of Strategy and Partnerships	(G)
Director Resident's & Gateway Services	(H)

This authorisation applies to all matters whether before or after the date herein.

Jo Negrini  
Chief Executive and Head of Paid Service

Date 17 July 2018

- (a) In this scheme of authorisations "Chief Officer" means an Executive Director or the person appointed to act for them in their absence. The term also includes the Directors who report directly to the Chief Executive.
- (b) The authorisations are on the basis that Chief Officers will have in mind the need for co-ordination with services provided by other departments and organisations providing associated Council services, and within Executive Leadership Team (ELT) protocols.
- (c) Attention is specifically drawn to *"Working Together To Safeguard Children: March 2013"*. These authorisations are on the basis that each Executive Director and Chief Officer will expressly require their staff to co-operate with internal and properly constituted external partners in respect of safeguarding children, the promotion of welfare of vulnerable adults and in particular protecting them from significant harm. Protection of children depends upon effective joint working between professionals with different roles and expertise. The Executive Director, People will be required to co-ordinate through ELT (as necessary) the co-operation required from other Directorates to ensure that the Council's responsibility for children and families is not prejudiced by a lack of internal co-ordination and co-operation.
- (d) A similar requirement to co-operate exists in relation to safeguarding vulnerable adults and this responsibility will similarly lie with the Executive Director /DASS Health Wellbeing & Adults.
- (e) Any perceived conflicts of policy or responsibility across departments will be resolved by the Chief Executive or an officer authorised by the Chief Executive.
- (f) The authorisations include the Chief Officer's responsibility for ensuring effective management of the Council's operational resources within their department, even where the resources associated with the functions are provided elsewhere in the organisation. This includes human resource management, budget management, effective and efficient use of land and property, health and safety, use of ICT, effective commissioning/procurement, contractual management, and effective programme and project management. All this must be undertaken in accordance with the policies and procedures relevant to those operational resources.
- (g) The authorisations include the appropriate power under section 111 of the Local Government Act 1972 to do things which facilitate or

which are incidental or conducive to the exercise of any function and the exercise of the general power of competence under section 1 of the Localism Act 2011 and any restrictions to that power as provided for in sections 2, 3 and 4 of the Localism Act 2011 so far as the exercise of those powers relates to the service area of the Chief Officer.

- (h) The authorisations include the appropriate functions of the Council as a "Principal Authority", a "Best Value Authority" and "Local Authority" appropriate to authorisations.
- (i) These authorisations include a responsibility to ensure sound governance within the departments. This means ensuring that all officers understand the rules and procedures used in the governance of the organisation and comply with them. It also means ensuring probity in the exercise of all delegated functions.
- (j) This scheme operates within the Council's Constitution (which includes the Financial Regulations and the Tenders and Contract Regulations). No provision in this scheme allows Chief Officers to act outside these regulations or the Council's human resources, finance, strategic or administrative policies and procedures.
- (k) Save for significant variations in departmental structure the authorisations include the power to determine and vary staffing structures and staffing complement within allocated budgets and within procedures.
- (m) The Council has a co-ordinated approach to:
  - Strategy Development
  - Financial Management
  - Performance Management
  - Health and Safety Management
  - Human Resource Management
  - Risk Management
  - Commissioning, including Procurement and Contract Management
  - Property Asset Management

- Programme and Project Management
- Information and Records Management
- Ethics and Probity
- Regulatory and Investigatory Powers Act
- Environmental Management

All functions will be exercised by the Executive Director in accordance with these co-ordinated approaches, complying with corporate procedures as applicable and having due regard to the public sector equality duty.

- (n) Each Executive Director and the Directors of Law & Governance (Council Solicitor and Monitoring Officer), Human Resources, Strategy and Partnerships and Resident's & Gateway Services are to put in place (and deposit with the Council Solicitor and Monitoring Officer) an appropriate Scheme of Management approved by the Chief Executive for their department and make arrangements through their Scheme of Management to ensure that specified Directors develop effective working relationships with appropriate cabinet portfolio holders with a shared agenda for their service.
- (o) This Scheme of Authorisation is subject to matters which I have reserved to myself.
- (p) It should be noted that subject to any legal restrictions, I reserve the right to withdraw any of the authorisations at any time and have the concurrent right to make decisions on all these issues including the right to override any decision already made.
- (q) At the end of each year, Chief Officers will (when required) give account of their compliance with this Scheme of Authorisation in their Statement of Internal Control.
- (r) This scheme of authorisation does not relate to matters for which the section 151 Chief Finance Officer and the Monitoring Officer or any other Statutory Officer have direct statutory personal responsibilities. Further this scheme does not relate to matters for which specified officers ('proper officers' and 'authorised officers') have direct delegation from the Council, the Leader and/or Cabinet, or any committee or sub committee of the Council.

- (s) Any post specifically referred to below shall be deemed to include any successor post or a post which includes within the job description elements relevant to any particular delegation, which were also present in the earlier post and shall include anyone acting up or seconded. Any such changes shall be published.
  - (t) Any reference to a committee or sub-committee shall be deemed to include reference to a successor committee or sub-committee provided that the subject matter of a particular delegation can be found within the terms of reference of both the earlier and the successor committee or sub-committee.
  - (u) The list of 'proper' 'statutory and authorised officers is attached for reference at pages 34-44 of this document.
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## A

### **EXECUTIVE DIRECTOR PLACE**

Except for matters reserved for the decision of Council or council committees or other identified decision-makers the **Executive Director Place** is authorised to make decisions on the following Functions; Such decisions must be in accordance with the strategic policies set by the Council and must in all cases be made within approved budgetary provision and financial procedures.

1. Functions conferred on or exercisable by the council as a Local Planning Authority in relation to Town and Country Planning (including the Preservation of Trees and Buildings), Development Control, Licensing and Registration Functions and functions relating to the Wildlife and Countryside Act 1981.
2. Co-ordination of the functions of the Council relating to environmental protection, sustainable development and the regulation and control of the activities and the use of premises, which affect environment or local amenity and the functions of a lead local flood authority under the Flood and Water Management Act 2010.
3. Functions of the Council in relation to Building Control matters.
4. Functions of the Council relating to Economic Development and Regeneration.
5. Functions relating to the National Heritage Act 1980 and Conservation and the built Environment.
6. Functions conferred on or exercisable by the council as a Principal Litter Authority, Litter Authority, Waste Collection Authority and Waste Disposal Authority.
7. Functions conferred on or exercisable by the Council as Weights and Measures Authority and an Enforcement Authority and a Food and Drugs Authority, including Enforcement Authority for health and safety matters not related to internal staffing. This is without prejudice to the delegation by the Cabinet Member for



Communities, Safety & Justice of 16 April 2015 to Birmingham City Council of the following specific powers in respect of money lending or activities of money lenders and/or their agents and associates:

(i) Enforcement of Parts III and IV of the Consumer Credit Act 1974, and

(ii) The enforcement functions and powers under Parts XI and XII of the Consumer Credit Act 1974, and

(iii) The power of prosecution under section 222 of the Local Government Act 1972 within the area of the London Borough of Croydon ("the Council") for period from date of signature of the "Protocol for Illegal Money Lending Section Investigations" ("the Protocol") by the Council until to 31st March 2018 unless such delegation is terminated earlier by the Council.

8. Functions conferred on or exercisable by the Council as a Licensing Authority under the Licensing Act 2003 and under the Gambling Act 2005.
9. Functions conferred on or exercisable by the Council as a Highways Authority (including maintaining a register of highways and footpaths).
10. Functions conferred on or exercisable by the Council as an Allotments Authority.
11. Functions conferred or on exercisable by the Council as a Road Traffic Authority.
12. Functions relating to Community Safety including matters relating to anti-social behaviour and relating to Crime and Disorder functions and safety certificates under the Safety of Sports Grounds Act 1975 and Fire Safety & Safety of Places of Sport Act 1987.
13. Deeds Management - (Under section 224 of the Local Government Act 1972) making proper arrangements with respect to any documents which belong to or are in the custody of the council or any Council officers(including deeds contracts Highway Agreements, Planning Agreements), other than contracts relating to staff.
14. Community Infrastructure Levy - Functions of the Authority as a

Charging Authority for the Community Infrastructure Levy under Planning Act 2008 (Section 206).

*(NB Collection and enforcement of the Community Infrastructure Levy is contained within the delegation to the Director of Finance and Assets)*

15. Exercising the Council's functions in relation to sports and leisure management and all grounds maintenance activities.
16. Functions conferred on the Council as a Commons Registration Authority, under the Commons Act 2006
17. Registering Authority for the purposes of the Local Land Charges Act 1975.
18. Functions conferred on or exercisable by the Council as a Library Authority including functions relating to archiving and local studies.
19. Functions as a Local Education Authority and/ or Local Authority with respect to higher and further education (including CALAT) and careers services, under:
  - a. The Education Reform Act 1988 (Section 120, (3) – power to secure higher education)
  - b. The Further and Higher Education Act 1992 (section 51A, Section 85 – governance of adult learning institutions)
  - c. The Education Act 1996:

Section 15B -	functions in respect of Education for persons over 19 years
Section 15ZA -	a duty to provide an education for those over compulsory school age but under 19 and those aged 19 or over but under 25 with learning disabilities
Section 15ZB -	duty to co-operate with other LEA's in performing Section 15ZA duties
Section 15ZC -	encouraging of education and learning for those over compulsory school age
Section 18 -	power to arrange provision of education at non-maintained schools or another LEA
Section 18A -	provision of education for persons subject to youth detention

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**Section 514A - boarding accommodation.**

**d. The Apprenticeships, Skills, Children and Learning Act 2009  
(Young People's Learning Agency and the Skills Funding  
Agency)**

**20. Functions conferred on or exercisable as by the Council a provider  
of cultural opportunities (including, heritage, theatres, and museums).**

## **B**

### **EXECUTIVE DIRECTOR OF RESOURCES**

Except for matters reserved for the decision of Members or other identified decision makers the Executive Director of Resources is authorised to exercise the following functions. Such decisions must be in accordance with strategic policies set by the Council and must in all cases be made within approved budgetary provision and financial procedures.

1. The management of the Council's cash flows, banking, money market and capital market transactions (Treasury Management)
2. Review of and arrangements for the financial scheme of delegation and financial procedures.
3. Arrangements for the proper management of the Council's Superannuation functions.
4. Arrangements for the proper management of Audit (internal and external audit activities) in as far as it is not considered as Section 151 activities.
5. Arrangements for the proper management of risk and insurance of Staff, Councillors, volunteers, property and activities of the Council.
6. Arrangements for the proper management of the Council Information and Communications Technology (ICT) functions.
7. Arrangements for the proper management of Customer Services (including the management of complaints, Local Government Ombudsman complaints). Processing requests under the Freedom of Information Act and Data Protection Act.
8. Proper management of the Council's performance management and performance monitoring activities (including antifraud activities).
9. Arrangements for the proper management of Procurement and Commissioning activities, ensuring application of standard, processes and assurance of quality of commissioning and contract management (including responsibility for developing and advising on the Tenders and Contracts Regulations maintenance of approved lists and framework agreements and maintenance of a

Corporate Contracts register) .

10. To manage the Community Fund and building the commercial capabilities of the voluntary sector.
11. To lead on commissioning and monitoring the host Healthwatch.
12. Functions of the Council as a Principal Council relating to the Councils Commercial, Industrial Residential land and property assets and involving acquisition (including Compulsory Purchase, acceptance of donations or planning agreement) disposal, development and infrastructure works but not including the matters relating to Accommodation Strategy or Facilities Management. For the avoidance of doubt this authorisation includes:
  - Section 123 disposals – Local Government Act 1972
  - Section 32 disposals
  - Section 24 and section 25 disposals
  - Disposals of playing fields and open land

This authorisation includes the preparation and maintenance and interpretation of policies and procedures for the acquisition, appropriation valuation and disposal, of land and assets and the maintenance of an asset register

13. Functions of the Council as a Collecting and Enforcement Authority for the Community Infrastructure Levy.
14. Billing Authority for the purposes of levying and collection of Council Tax.
15. Housing Benefit and Council Tax administration.
16. The management of the Council's assets in relation to accommodation and operational and duty holding responsibility for land and property in active use and occupation.
17. Determination of and notices in relation to the numbering and naming of buildings and streets
18. To promote the growth of volunteering within the borough; developing the Council's approach to promoting social responsibility as an employer.
19. Arrangements for discharging the duties to assess, plan and advise under the Civil Contingencies Act 2004 of contingency planning

(duties to assess, plan and advise) and civic protection under the civil contingencies Act 2004.

*(NB charging and policy development relating to the Community Infrastructure Levy are contained within the authorisation to the Executive Director of Place).*

***NB Arrangements for the proper management of the Council's financial affairs is a function discharged by the Executive Director Resources as the statutory section 151 Chief Finance Officer and is not affected by this scheme of authorisation. It is a constitutional appointment set out in Part 2 Article 12 of the Constitution.***

## C

### EXECUTIVE DIRECTOR/DCS CHILDREN FAMILIES & EDUCATION

Except for matters reserved for the decision of Members or other decision-maker the **Executive Director DCS/Children, Families & Education** is authorised to exercise the following functions. Such decisions must be in accordance with the strategic policies set by the Council and must in all cases be made within approved budgetary provisions and financial procedures.

1. Functions conferred on or exercisable by the Council as a Local Education Authority or as Local Authority in as far as it relates to Education of Children and Young Persons including functions under the Children and Families Act 2014.
2. Functions conferred on or excisable by the Council which are Social Services functions within the meaning of the Local Authority Social Services Act 1970 (as amended by) so far as those functions relate to Children and Young Persons.
3. Functions conferred under Section 23C to 24D of the Children Act 1989 so far as not falling within paragraph 9 (above).
4. Functions conferred on a Children Services Authority under Section 10 to 12 and 17 of the Children Act 2004 and Children Act 2008.
5. Functions of the Council as an Adoption Agency under the Adoption Agency Regulations 2005 and the Adoption Support Services Regulations 2005.
6. Functions and duties conferred by the Childcare Act 2006 in relation to early childhood services, childcare for working parents and early years provision including providing information, advice, assistance and assessing childcare provision.
7. Lead responsibility for the arrangements of the Children and Families Partnership Board and the statutory Local Safeguarding Children Board.

## D

### EXECUTIVE DIRECTOR/DASS HEALTH, WELLBEING & ADULTS

Except for matters reserved for the decision of Members or other decision-maker the **Executive Director DCS/Health, Wellbeing & Adults** is authorised to exercise the following functions. Such decisions must be in accordance with the strategic policies set by the Council and must in all cases be made within approved budgetary provisions and financial procedures.

1. Functions conferred or exercisable by the Council which are Social Services Functions within the meaning of the Local Authority Social Services Act 1970 (as amended by the Children Act 2004) so far as those functions relate to adults (Adult Social Services) and duties of a local authority under the Care Act 2014. Functions involve putting in place proper arrangements for the management of the client and provider side of the Local Authority Trading Company (Croydon Care Solutions Ltd).
2. All other functions relating to the provision of housing and social care to adults and the provision of housing and related community services and the management of related facilities and services.
3. Functions exercisable by the Council under Section 75 of the National Health Service Act 2006 (arrangements between local authorities and NHS Bodies) or Section 76 of the National Health Service Act 2006 (power of local authorities to make payments to Health Bodies) so far as those functions relates to adults and/or children.
4. To discharge the Council's duties in relation to reducing health inequalities, promoting health and wellbeing.
5. Functions of the Council as a supervisory body under the Mental Capacity Act 2005 (as amended ) including authorisations to deprive persons of liberty and functions exercisable by the Council as a Local Social Services Authority (LSSA) to approve a person as an Approved Mental Health Professional (AMHP) under the Mental Health (Approved Mental Health Professionals) (Approval) (England) Regulations 2008.



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6. To take lead responsibility for supporting the Health and Well Being Board.
  7. Public Health functions exercisable by the Council under section 73A(1) of the National Health Service Act 2006 Act, (as amended) and to publish the report of the Director of Public Health on the health of the local population and authorising Patient Group Directions under the Human Medicines Regulations 2012(SI1916)

## E

### **DIRECTOR OF LAW & GOVERNANCE , COUNCIL SOLICITOR and MONITORING OFFICER**

Except for matters reserved for the decision of Members or other decision makers the **Director of Law & Governance, Council Solicitor and Monitoring Officer** is authorised to exercise the following functions. Such decisions must be in accordance with strategic policies set by the Council and must in all cases be made within approved budgetary provision and financial procedures.

1. To make arrangements for the proper management of the Council's non financial corporate governance arrangements ensuring compliance with the law and best practice. Provide legal and governance support in relation to the operation of the complaints service, freedom of information service, whistleblowing, the Regulatory and Investigatory Powers Act and be the officer designated under Section 36 of the Freedom of Information Act 2000.
2. To oversee the delivery of legal services including the procurement and management of all external legal service Suppliers and management of authorisations to instruct the external legal service suppliers.
3. To own and manage the development and application of the council's Constitution and decision making processes, including ensuring that the adopted policy framework of the organisation is up-to-date and accurate;.
4. Responsibility for ensuring that the Council (and Council committees), the Leader, the Cabinet, Informal Cabinet (and Cabinet Committees), Executive Directors and Departments are well advised on all matters of law, procedure, probity and ethics and non-financial governance.

***NB The Monitoring Officer function is a constitutional appointment made by the Council under Section 5 of the Local Government and Housing Act 1989 and is not affected by this scheme of Authorisation (Part 2 Article 12 of the Constitution).***

## F

### **DIRECTOR of HUMAN RESOURCES**

Except for matters reserved for the decision of Members or other identified decision makers the **Director of Human Resources** is authorised to exercise the following functions. Such decisions must be in accordance with strategic policies set by the Council and must in all cases be made within approved budgetary provision and financial procedures.

#### HR Policy

To develop, establish and maintain the Council's human resource, organisational development, people development and performance improvement strategies policies and procedures and ensuring that these strategies policies and procedures are lawful up-to-date and accurate;

#### Occupational Health

To have the responsibility of developing, integrating and managing the delivery of Occupational Health, the management of the Occupational Health Service (including commissioning related services) the implementation of arrangements across the Council

To approve the medical fitness of prospective employees and advise on medical fitness for employment.

#### Employee Relations

The management of the Councils Industrial Relations framework (including making proper arrangements for monitoring time off for trade union duties and the payment of full time union officials) and maintaining the appropriate Joint committees;

The management of the Councils collective bargaining and industrial dispute resolution framework and the Council's arrangements for statutory consultation and information provision to the Council's recognised Trade Unions and staff;

In relation to employment related disputes and legal proceedings, in consultation with the Director of Law & Governance, authorise the instruction of external legal advisers, the defence of and settlement of cases, the pursuit of costs and the appeal of decisions.

To sign settlement agreements with employees following agreement from the relevant Director in accordance with relevant legislation

In relation to employment related legal proceeding, authorise the attendance of witnesses on behalf of the Council, including giving evidence at the Employment Tribunal and County Court;

To convene panels to consider appeals against the Council's decision to terminate employment on disciplinary or capability grounds (including sickness and performance).

#### Terms and conditions

To authorise new service occupancy agreements.

To personally authorise extensions of sick pay beyond employees' contractual entitlement (this cannot be further delegated).

In consultation with the Director of Finance and Assets ,to personally approve ill health retirement and to decide early retirement and voluntary redundancy/severance applications, as appropriate, in circumstances whereby such notices are required to be issued to comply with Council policy (this cannot be further delegated).

To authorise compulsory car user status and allowances.

To authorise extensions of payments under the Rewarding Additional Duties policy beyond the initial time limit.

To develop and manage the Council's pay and reward policies and terms and conditions of employment for Council employees.

Authorisation of: pay increments under the Council's Our Appraisal Scheme; market supplements; recruitment and retention payments; and rates of pay, or supplements that deviate from normal policy/protocol (this cannot be delegated further)

#### Recruitment

To promote Croydon as a model employer and an employer of choice.

To act as the Council's lead signatory for Disclosure and Barring Scheme checks and authorise Counter-Signatories on behalf of the Council (this cannot be delegated further).

To authorise employment and continuation of employment in conjunction with the relevant Executive Director in instances of positive disclosures

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under the Disclosure and Barring Scheme (this cannot be delegated further) and in any other circumstances where criminal record checks are undertaken.

To authorise all relevant policies for the employment and engagement of workers

To authorise the engagement of interim staff who are not on the agreed Council framework of providers.

## **Director of Strategy & Partnerships<sup>G</sup>**

Except for matters reserved for the decision of Members or other decision makers the **Director of Strategy & Partnerships** is authorised to exercise the following functions. Such decisions must be in accordance with strategic policies set by the Council and must in all cases be made within approved budgetary provision and financial procedures.

1. Arrangements for the proper management of the Council's image (the functions of the communications team).
2. To develop the strategies for promoting community engagement across the borough; the overall relations with the voluntary sector in Croydon.
3. To co-ordinate the development and delivery of the community development strategy for the borough, including support of the work of the Local Strategic Partnership (Croydon Congress), and management of relationships with faith groups, strategies for promoting community engagement across the borough including the management of the voluntary sector commissioning framework.
4. To promote the growth of volunteering within the borough; developing the Council's approach to promoting social responsibility as an employer.
5. Pursuant to the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012, undertake the consideration of applications for listing as Assets of Community value, including compliance with notification requirements, provision of the decision with reasons and updating the list of assets of Community Value maintained by the Council. (This function **shall** be further delegated to a member of the Director of Strategy & Partnerships staff)
6. Pursuant to the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012, undertake the consideration of reviews in relation to applications for listing as Assets of Community value, including compliance with notification requirements, provision of the decision with reasons and updating the list of assets of Community Value maintained by the Council. (This function **shall not** be further delegated by the Director of Strategy & Partnerships)
7. Responsible for the London council's annual grant Scheme Contribution and approval through council

- 8 Responsible for developing the programme of the Local Strategic Partnership and forward partnership plan for non-voluntary areas
9. Learning and Development: To co-ordinate the opportunities for the council to contribute as an employer to the borough's Employment and Skills Plan, including through promotion of apprenticeships;
10. Arrangements for the proper management of the Council's Strategy and Policy functions
11. To co-ordinate, develop and manage the promotion of equalities and diversity policies across the organisation.

***NB Arrangements for the proper management of the Council's financial affairs is a function discharged by the Director of Finance and Assets as the statutory section 151 Chief Finance Officer and is not affected by this scheme of authorisation. It is a constitutional appointment set out in Part 2 Article 12 of the Constitution.***



## H Director of Resident's and Gateway Services

Except for matters reserved for the decision of Members or other decision makers the **Director of Resident's and Gateway Services** is authorised to exercise the following functions. Such decisions must be in accordance with strategic policies set by the Council and must in all cases be made within approved budgetary provision and financial procedures.

- 1 Functions conferred on or exercisable by the Council as a Housing Authority (including functions conferred on the Council as a local authority in relation to the allocation of social housing and assessment of homeless persons under the Housing Act 1996 (as amended)).
- 2 Functions of the Council as a Housing Authority in relation to private sector housing under the Housing Act 2004 including private sector strategy, but not including the construction of new dwellings.
3. Functions conferred on or exercisable by the Council as a Burial Authority.
4. Arrangements for the blue badge scheme
5. The following specific functions:

Legislation	Function/Delegation
Health and Social Services and Social Security Adjudications Act 1983 (c 41) Section 17, so far as relating to services provided under the enactments mentioned in subsection (2)(a) to (c)	Charges for local authority welfare services
Health and Social Care Act 2001 Section 55  Section 57  Community Care, Services for Carers and Children's Services (Direct Payments) England regulations 2009	Power to take charges on land in respect of payment for residential accommodation  Making of direct payments to person in respect of his securing provision of community care services or services to carers.  Making of direct payments in respect of people who lack capacity
National Assistance Act 1948 Section 22	To make charges for residential accommodation



Local Government Act 1972 Section 135	To acquire services and/ or goods to aid the delivery of council services to meet the needs of the borough's residents
Local Government and Housing Act 1989 Section 74	To keep a Housing Revenue Account JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION
Section 75	To account separately for local authority housing provision
Local Government Act 2003	To monitor housing and adult services budgets and take action to maintain reserves
Local Government Act 2003 Part II	To act for a person unable to act if and when required by the regulations
Social Security Claims and Payments Regulations 1987 Regulation 33	To propose increases in relation to charges (in many cases inflation is used).
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Housing Act 1996	Homelessness
Section 179	To provide housing advice and information free of charge about homelessness and the prevention of homelessness.
Section 184	To make inquiries into cases of homelessness and threatened homelessness and provide a decision on the "main" homelessness duty.
Section 188	To provide accommodation for applicants the council has reason to believe may be homeless, eligible for assistance and have a priority need for accommodation prior to a decision being made ("interim duty").

Section 190 to 196	To provide such accommodation, advice and assistance as required to applicants not owed the "full" homelessness duty in accordance the legislation.
Sections 198 to 200	To refer a case of homelessness to another local housing authority.
Sections 202 to 204	To carry out reviews of decisions made under the legislation on request.
Sections 211 & 212	To take reasonable steps to protect the property of homeless persons and to make reasonable charges for such action taken.
Housing (Right to Manage) (England) Regulations 2008 [S.I. 2008 No. 2361] Regulation 11	To accept the proposal to enter into a TMO agreement for the management of council properties.
Regulation 15	To ballot tenants on the offer to by the TMO to take over management of council properties.
Regulation 16	To enter into an agreement with a TMO for the management of council properties. <b>JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</b>
Housing and Regeneration Act 2008 Section 114A	To register local authority social housing provider with social housing regulator
Section 128	To provide the regulator with certain documents
Landlord function, Equality Act 2010 (s.36 and Schedule 21) and Chronically Sick and Disabled Persons Act 1970	Adaptations To make adaptations to dwellings occupied by people with disabilities and common parts. <b>JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</b>
Housing Act 2004	<b>Anti-social behaviour</b>

<p>Section 191 (amending Schedule 3 to the Housing Act 1985 by inserting a new ground 2A) which allows a landlord)</p> <p>Section 192 (amending the Housing Act 1985 by inserting a new section 121A)</p> <p>Section 193 (which amends section 138 of the Housing Act 1985 by inserting new subsections (2A) to (2D)).</p> <p>Housing and Regeneration Act 2008 Section 297</p>	<p>To withhold consent to a mutual exchange of secure tenancies if a specified type of injunction, a demotion order, an anti-social behaviour order or a possession order granted on the grounds of nuisance is in force or if court action to obtain such an order is pending</p> <p>To seek an order from the court suspending the right to buy for a specified period on the grounds of anti-social behaviour)</p> <p>To prevent a tenant compelling completion of a right to buy sale if an application is pending for a demotion order, a suspension order, or a possession order sought on the grounds of anti-social behaviour)</p> <p>To offer family intervention tenancies in cases of anti-social behaviour.</p> <p>JOINT RESPONSIBILITY WITH DIRECTOR OF SAFETY</p>
<p>Housing Acts 1985 (C.68) and 1996 (as amended) and common law relating to the effective determination of tenancies.</p> <p>Section 104</p>	<p>Housing Management To take legal action in relation to breaches of tenancy conditions, abandoned or squatted properties, to serve the required notices in relation to possession proceedings and to apply to court for possession and for a warrant for possession (where required).</p> <p>To publish information about its secure tenancies, in such form as it considers best suited to explain in simple terms (i.e. tenancy conditions)</p>
<p>Housing and Regeneration Act 2008 Section 114A</p> <p>Section 128</p>	<p>To register local authority social housing provider with social housing regulator</p> <p>To provide the regulator with certain documents</p>
<p>Housing Act 1985 Section 92</p> <p>Sections 87-90</p>	<p>Tenancy rights</p> <p>To give/withhold consent to mutual exchange requests.</p> <p>To confirm succession to a secure tenancy.</p>

<p>Section 91</p> <p>Sections 99 and 100 and the Secure Tenants of Local Authorities (Compensation for Improvements) Regulations 1994.</p> <p>Section 93</p>	<p>To give/withhold consent to applications for a transfer of tenancy to a spouse or cohabitee following death, divorce or separation, and to approve assignments of tenancy.</p> <p>To give/withhold consent to applications to make alterations or improvements to council homes and to award compensation.</p> <p>To give/withhold applications to take in lodgers.</p>
<p>Tenancy conditions 2007 Clause 24 – approved improvements</p> <p>Clause 29 – subletting</p> <p>Clause 34 – parking</p> <p>Clause 35 – running a business/commercial activity</p> <p>Clause - business or carry on commercial activity at the dwelling</p> <p>Clause 39 – pets</p>	<p>Tenancy conditions – Landlords permission</p> <p>To give/withhold permission to carry out improvements- JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</p> <p>To give/withhold consent to sublet part of the dwelling.</p> <p>To give/withhold permission to construct parking/hard-standing.</p> <p>To give/withhold permission to keep a caravan, boat, trailer or commercial vehicle.</p> <p>To give/withhold permission to run a business or carry on commercial activity at the dwelling.</p> <p>To give/withhold permission to keep a pet.</p>



<p>Act 1989 Section 74</p> <p>Section 75</p>	<p>To keep a Housing Revenue Account</p> <p>To account separately for local authority housing provision</p> <p><b>JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</b></p>
<p>Housing Acts 1985 (C.68) Section 83</p> <p>Section 82A</p> <p>Housing Act 1996 Part V Chapter 3 (as amended by the Anti-social Behaviour Act 2003)</p> <p>Section 218a (introduced by Section 12 Anti-social Behaviour Act 2003)</p> <p>Crime and Disorder Act 1998 Section 1</p>	<p>Anti-social behaviour</p> <p>To serve Notices of Seeking Possession and to apply to court for possession and for a warrant for possession (where required) in anti-social behaviour cases.</p> <p>To apply to court for a demotion order in relation to anti-social behaviour.</p> <p>To apply for an injunction on the grounds of anti-social behaviour</p> <p>To prepare and publish a statement of policies and procedures in relation to anti-social behaviour.</p> <p>To apply for an Anti-social Behaviour Order (ASBO) respect of council owned (tenanted) dwellings.</p> <p><b>JOINT RESPONSIBILITY WITH DIRECTOR OF SAFETY</b></p>

<p>Law of Property Act 1925 Section 146</p>	<p>Leasehold management service charge recovery</p> <p>To serve the relevant notices and to commence possession proceedings in relation to breaches of lease covenants including non-payment of service charges and major works charges.</p>
<p>Landlord and Tenant Act 1985 Section 20 (as amended by the Commonhold and Leasehold Reform Act 2002)</p>	<p>Leasehold consultation</p> <p>To serve notices of intention and notices of estimates in respect of qualifying works of repair, maintenance or improvement on leaseholders affected.</p> <p>To approach owner/occupiers of former council housing, where it is in the council's interests for joint works to be carried out where roofs, chimney stacks etc. are shared, and where it is in the council's interests for joint works to be carried out, and to make appropriate arrangements for the owner to negotiate with the contractor working for the council and to pay the council to supervise the works on their (owner/ occupier's) behalf.</p> <p>To agree to requests for improvements etc. from owner/occupiers of former council houses where similar works are being carried out to neighbouring Council houses and to make appropriate arrangements to recover the full cost.</p> <p>JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</p>
<p>Landlord function, Equality Act 2010 (s.36 and Schedule 21) and Chronically Sick and Disabled Persons Act 1970</p>	<p>Adaptations</p> <p>To make adaptations to dwellings occupied by people with disabilities and common parts.</p> <p>JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</p>
<p>Criminal Law Act 1977</p>	<p>Squatters</p> <p>Take action on behalf of PIOs and DROs to recover possession of squatted properties</p>



Protection from Eviction Act 1977 Part 1	<p>Illegal Eviction</p> <p>Take action to ensure prosecution for illegal eviction</p>
Magistrates Court Act 1980 Section 1	<p>Tenancy Relations</p> <p>Apply to the Magistrates Court for a summons or arrest warrant</p>
<p>Housing Act 1985 Section 26</p> <p>Part V</p> <p>Section 120 and Schedule 5</p> <p>Section 32</p>	<p>Removal Expenses</p> <p>To pay grants to tenants in respect of removal expenses- <b>JOINT RESPONSIBILITY WITH DIRECTOR OF DISTRICT CENTRES AND REGENERATION</b></p> <p><b>Right to Buy</b> To agree the sale of council properties under the right to buy provisions, at a valuation approved by the Director of Regeneration and Infrastructure or an officer authorised to act on his or her behalf.</p> <p>To withhold consent to the sale of certain types of housing under the Right to Buy scheme where it is clear the dwelling is exempt (i.e. accommodation substantially different from those of ordinary dwelling-houses and are designed to make it suitable for occupation by physically disabled people, or the dwelling is one of a group of dwelling-houses which it is the practice of the landlord to let for occupation by persons who are suffering or have suffered from a mental disorder, or are particularly suitable, having regard to their location, size, design, heating systems and other features, for occupation by elderly persons etc.)</p> <p><b>Social Homebuy</b> To agree the sale of council properties under the Social Homebuy scheme subject to the consent of the Secretary of State and in accordance with Government guidance.</p>
Landlord and Tenant Act 1985 Section 20 and 25	<p>Service Charge information</p> <p>Take action to ensure prosecution for failure to provide insurance, summary of service charge</p>



	<p>costs</p> <p>Ensure S20 consultation is completed, invoices issued with 18 months, and summary of service charge costs are provided within 21 days of request. Otherwise we are at risk of not being able to collect service charges.</p>
<p>Housing Act 1988 Section 129</p>	<p>Cash incentive scheme</p> <p>To provide grants to assist tenants obtain other accommodation (Assisted Private Purchase Scheme)</p>
<p>Criminal Procedure and Investigations Act 1996</p>	<p>Officer in charge and disclosure officer for housing</p>
<p>Housing Act 1996 Schedule 18</p> <p>Part VI, and The Allocation of Housing (Reasonable and Additional Preference) Regulations 1997 [S.I. 1997 No. 1902].</p> <p>Section 160A</p> <p>Section 168</p> <p>Section 168</p>	<p>Removal expenses</p> <p>To make payments to encourage or assist tenants to move</p> <p>Allocations Scheme</p> <p>To establish and operate an allocations scheme for the receipt of applications for housing, assessment of priority and the allocation of housing accommodation.</p> <p>Including:</p> <p>To decide that an applicant is ineligible for housing on the grounds of unacceptable behaviour and to carry out reviews of such decisions on receipt of a request.</p> <p>To publish a summary of their allocation scheme and provide a copy of the summary free of charge to any member of the public who asks for one. To make the scheme available for inspection at their principal office and shall provide a copy of the scheme, on payment of a reasonable fee, to any member of the public who asks for one.</p> <p>To notify all applicants affected by changes to the allocation scheme explaining in general terms the effect of the change</p>

Section 171 and 214	Power to prosecute for housing fraud
Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006	To determine eligibility for allocation of housing in accordance with the regulations
Homelessness Act 2002 Section 1* <b>[*Note this requirement is subject to the provisions of the Local Authorities' Plans and Strategies (Disapplication) (England) Order 2005 [S.I. 2005 No. 157].</b>  Section 3   Section 213  Section 213A  Children Act 2004 Section 10	Homelessness  To carry out a review of homelessness and formulate and publish a homelessness strategy.  To implement the council's strategy for homelessness prevention included in the homelessness strategy.  Co-operation between relevant housing authorities and bodies  Co-operation with social services in certain cases involving children  Duty to promote co-operation in relation to improving the well-being of children, particularly in relation to households owed no, or only limited, assistance under the homelessness legislation containing children who may be considered "children in need", within the meaning of s.17 of the Children Act 1989.
Housing Act 2004 Section 180 (amending Section 155 of the Housing Act 1985)  -  Section 182  Section 187	To require the repayment of the Right To Buy discount.  To waive repayment of the Right To Buy discount where it will cause genuine hardship.  To exempt properties to be demolished from Right to Buy  To require tenants who make deals to resell their homes to companies within the discount repayment period to repay some or all of their Right to Buy discount
Housing (Right of First Refusal)	To exercise first refusal to buy back Right To

(England) Regulations 2005	Buy properties sold within 10 years of Right To Buy being exercised
Housing (Right to Buy) (Information to Secure Tenants) (England) Order 2005 (S.I. 2005 No. 1735)	To provide tenants with information on the costs and responsibilities of home ownership

## **Statutory Officers:**

Legislation requires local authorities to appoint certain officers with statutory responsibilities. These appointments and the officer to whom the council has allocated responsibility are listed below:

Section 4 Local Government Act 1989  
Head of Paid Service

Chief Executive

Section 151 Local Government Act 1972  
Chief Financial Officer

Executive Director Resources

Section 5 Local Government Act 1989  
The Monitoring Officer

Director of Law & Governance  
& Council Solicitor

Section 3, Local Authority Social Services  
Act 1970:-  
Director of Adult Social Services

Executive Director/DASS  
Health, Wellbeing &  
Adults

Section 18, Childrens Act 2004:-  
Director of children's services

Executive Director/DCS  
Children's Families &  
Education

Section 73 National Health Service Act  
2006: Director of Health

Director of Public Health

Public Health(Control of Diseases) Act  
1984 (various sections and provisions  
except section 46(2) and (5))

Director of Public Health

Section 8 and 35(3) Representation of the People  
Act 1983

Electoral Registration Officer and  
Returning Officer at Local Government  
Elections

Jo Negrini (personal  
appointment)

Section 28 Representation of the People  
Act 1983

Acting returning officer appointment

Head of Electoral  
Services and Electoral  
Registration Officer

Agriculture Act 1970  
(Section 67 Agriculture Act 1970)  
Agricultural Analyst

PASS (Public Analyst  
Scientific Services Ltd)  
are appointed to act on  
behalf of the Council

Food Safety Act 1990  
(Section 5 Food Safety Act 1990)  
Public Analyst

PASS (Public Analyst  
Scientific Services Ltd)  
are appointed to act on  
behalf of the Council

Weights & Measures Act 1985  
(Section 69(1) Weights & Measures Act 1985)  
Inspector of Weights and Measures

(Senior Trading  
Standards Officer and  
Chief Inspector of  
Weights and Measures)

Registrations Service Act 1953 (Sections 5 & 6, Registrations Service Act 1953) Registrar of Births and Deaths	Director of Resident's and Gateway Services
Environmental Protection Act 1990 Officer identified as dealing with stray dogs (Section 149 Environmental Protection Act 1990)	Dog Warden (as delegated by the Director of Safety)
The Cremation Regulations 1930 Regulation 7 Registrar for Cremation	Director of Resident's and Gateway Services
Data Protection Act 2018 (Data Protection Officer S69)	Head of Litigation and Corporate Law
Local Government Act 2000, Section 21ZA Scrutiny Officer	Head of Democratic Services

### **"PROPER OFFICERS"**

(Pursuant to Local Government Act 1972,  
Section 270(3) and authorised pursuant to Section 234)

The Local Government Act 1972 introduced a requirement that the officer required to perform specified duties should be the "proper officer" appointed by the Council for that purpose.

(1) Subject to any appointment for a specific purpose the proper officer for the purposes of the Local Government Act 1972 shall be as set out below and will carry out the functions in relating to the statutory provisions specified. This list is not necessarily exhaustive and any omission shall not affect the validity of any action or decision taken by

the proper officers.

<u>MATTER</u>	<u>OFFICER</u>
<p>1. In relation to any reference in any enactment passed before or during the 1971/72 Session of Parliament other than the Local Government Act 1972 or in any instrument made before the 26 October 1972, to the Clerk of a Council or the Town Clerk of a Borough, and for the provisions contained in the following sections and schedules of the Local Government Act 1972 as and from the date they came into force: Sections 83(1),83(2)[Declaration of Acceptance of Office], 84[receiving resignations of Councillors], 88(2)[convening a meeting for electing to a casual vacancy of chairman],89(1)[filling casual vacancies in case of Councillors]</p> <p>2. 229(5), [Certifying photographic copies of documents] and 238[certifying bylaws], Schedule 2 part II, para. 12(4), Schedule 14 part II, para 25(7) and Schedule 22 para 17.</p>	<p>Chief Executive</p>
<p>3. Local Government Act 1972 Schedule 12 Part 1, para 4(2)(b) and para 4(3)[notice of meetings for the issuing of summonses calling meetings of the Council, agendas for meetings of committees and sub committees etc.]</p> <p>4. Local Government Act 1972 section 234(1)[authentication of documents]</p>	<p>Director of Law &amp; Governance and Council Solicitor</p>
<p>5. Section 3, 8 and 9, Local Land Charges Act 1975 – Searches of the Land Charges Register</p>	<p>Executive Director Resources</p>



<u>MATTER</u>	<u>OFFICER</u>
<p>6. Sections 115(2) [Accounting for money by Officers on leaving office] and</p> <p>7. 151 Local Government Act 1972 responsibility for administration of Financial affairs</p> <p>8. Section 146 Local Government Act 1972 – Transfer of securities on alteration of area etc</p>	Executive Director of Resources
9. General Rate Act 1967 Section 17 Schedule 1, para 8	Executive Director of Resources
10. Section 94 of the Town and Country Planning Act 1990 (Service of Completion Notices) as amended	Executive Director Place
11. Allotments - Notices to Quit and agreements.	Executive Director Place
<p>12. Section 225(1) Local Government Act 1972- Deposit of Documents,</p> <p>13. Exclusive rights of burial (including exhumations and Certificates of Disposal transfers and assignments).</p>	Executive Director Place
14. Notices to Quit (Council dwellings)	Director of Residents & Gateway services
15. Notices of numbering of streets and buildings.	Chief Executive
16. Skips on highways - licences and notices requiring removal.	Executive Director Place

MATTER	OFFICER
16 .Inspection of Weights and Measures	(Chief Inspector of Weights and Measures)
<p>17. Pursuant to the Local Government (Access to Information) Act 1985:-</p> <p>a. To decide which reports should be excluded from circulation before a meeting on the basis that the public are likely to be excluded during consideration of them.</p> <p>b. To decide which documents, other than reports, being supplied to Members of the Council in connection with an item on an agenda should also be supplied to newspapers.</p> <p>c. To make a written summary of the proceedings at a meeting where members of the public were excluded so as to provide them with a reasonably fair and coherent record of those proceedings.</p> <p>d. To compile a list of background papers for a report.</p> <p>e. To decide which papers are to be background papers for a report.</p> <p>f. To decide whether a document discloses certain types of "exempt" information.</p>	<p>Director of Law &amp; Governance and Council Solicitor</p> <p>Director of Law &amp; Governance and Council Solicitor</p> <p>Director of Law &amp; Governance and Council Solicitor</p> <p>Executive Director in whose department the report is prepared.</p> <p>Executive Director in whose Department the Document is prepared in conjunction with the Council Solicitor.</p> <p>Director of Law &amp; Governance and Council</p>

<b><u>MATTER</u></b>	<b><u>OFFICER</u></b>
	Solicitor
18. Receipt and registration of Members' interests, in accordance with section 81 Local Government Act 2000.	Monitoring Officer
19. Section 2(2) Local Government and Housing Act 1989: Maintenance of statutory list of politically restricted posts	Director of Human Resources
20.Registration of Births, Deaths and Marriages and Civil Partnerships	Director of Resident's and Gateway Services
<p>21.Pursuant to Public Health (Control of Disease) Act 1984, Section 74 as amended</p> <p>a. Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons under the Health Protection Notification Regulations 2010 (regulations 2, 3 and 6).</p> <p>b. Public Health (Control of Disease) Act 1984 Section 48 as amended by Health and Social Care Act 2008 - preparation of certificate to Justice of Peace for removal of body to mortuary and for burial within a prescribed time or immediately.</p>	<p>Any person for the time being employed as a Consultant in Communicable Disease Control</p> <p>South London Health Protection Team</p> <p>Public Health England</p> <p>Zone C, 3rd Floor</p> <p>Skipton House</p> <p>80 London Road</p> <p>SE1 6LH</p> <p>Email <a href="mailto:phe.slhpt@nhs.net">phe.slhpt@nhs.net</a></p> <p>Telephone 0344 326 2052</p> <p>Out of hours advice 0344 326 2052</p> <p>Fax 0344 326 7255</p> <p>On-call email <a href="mailto:slhpt.oncall@phe.gov.uk">slhpt.oncall@phe.gov.uk</a></p>
22. Highways Act 1980	Director of Streets

<u>MATTER</u>	<u>OFFICER</u>
<p>Section 37 (5) and 59 (1): deposits of certificates for highway created by dedication may become maintainable at public expense</p> <p>Section 205 (3):- Private street works code</p> <p>Section 210 (2) : certification of documents giving details of estimates and consequential amendment of provisional appointment</p> <p>Section 211 (1):- making final appointments</p> <p>Section 216 (2) and (3):- settlement of proportion of amount</p>	
<p>Housing Act 2004</p> <p>Section 4:- receiving complaints that any category 1 or 2 hazards may exist or that an area of the district should be dealt with as a clearance area.</p>	Director of Resident's and Gateway Services
<p>Section 17 (2) Traffic Management Act 2004:- Traffic Manager</p>	Director of Streets
<p>Building Act 1984</p> <p>Section 35A (b):- certificate of the proper officer as to the date on which evidence was sufficient to justify proceedings.</p> <p>Section 61:- allowing the proper officer free access to repair of drain work.</p> <p>Section 93 (1):- Authentication of Documents</p>	<p>Director of Planning and Strategic Transport</p> <p>Director of Streets</p> <p>Director of Streets</p>

- (2) For all other functions the proper officer shall be the officer authorised in the constitution or contained in individual job description as part of the officers contract of employment, or in accordance with the Chief Executive's Scheme of Delegation; or where none is specified, the Chief Executive shall be the 'Proper Officer'.

(3)Where written evidence of such appointment is required, the Chief Executive is hereby authorised to issue it save for evidence of the appointment of the Chief Executive which will be issued by the Director of Human Resources.

**Officer designations of statutory and other functions not specifically designated elsewhere:**

<u>MATTER</u>	<u>OFFICER</u>
1. Education Act 1996 - Authorise officers of the local education authority for the purpose of examination of pupils for cleanliness(section 521);compulsory cleaning of a pupil(section 522);Arrangements for cleansing of pupils (section 523)	Executive Director/DCS Children's Families & Education
2. To authorise and institute proceedings in cases relating to the enforcement of the Byelaws regulating the employment of children and street trading pursuant to Section 223 of the Local Government Act 1972.	Executive Director/DCS Children's Families & Education
3. To authorise and institute proceedings under Section 223 of the Local Government Act, 1972 before Courts of Summary Jurisdiction in respect of cases relating to Education Welfare.	Executive Director/DCS Children's Families & Education
4. To authorise and institute and/or defend any legal proceedings on behalf of the Council (Sections 222 and 223 Local Government Act 1972) and to arrange for such proceedings to be conducted by any	Council Solicitor

<u>MATTER</u>	<u>OFFICER</u>
Solicitor or Barrister employed or instructed by the Council.	
5. Pursuant to Section 223 of the Local Government Act 1972 to appear on behalf of the Council in legal proceedings.	All Solicitors and Barristers in the Council Solicitor's department (and other authorised officers on authority of the Council Solicitor)
6. To authorise legal proceedings for arrears of Council Tax, etc and appeals against assessments in the Valuation Tribunals.	Executive Director of Resources
7. To act in Valuation Tribunals in registration matters, penalty appeals and local taxation matters.	Such Officers of the Resources Department as may be specifically so authorised in writing by the Council Solicitor.
8. Authority to take appropriate action when a tree on private land is considered to be a danger to the public, and serve a notice under Section 23 of the Local Government (Miscellaneous Provision) Act, 1976 and to recover any costs incurred.	Executive Director Place
9. Authority to appear on behalf of the Council before any Court of Summary Jurisdiction in any proceedings instituted by the Director, Finance and Assets in respect of the recovery of local taxation, general income debts, excess parking ticket charges, failure to give statutory information concerning on and off street parking, and Housing Advances.	Such Officers of the Resources Department as may be specifically so authorised in writing by the Council Solicitor
10. To issue proceedings for the recovery of Council dwellings and	Director of Residents & Gateway services

<u>MATTER</u>	<u>OFFICER</u>
land held for residential purposes.	
5. To authorise and make applications for Orders under the national Assistance Act 1948 (as amended by the National Assistance Act 1951) for urgent removal of persons in need of care and attention to suitable premises	Executive Director/DASS Health, Wellbeing & Adults
12 CALDICOTT GUARDIAN under recommendations of the Caldicott Committee and its reports Review of Patient-Identifiable Information (1997) and Information: to Share or not to Share (2013), and under obligations contained in the Data Protection Act 2018, Human Rights Act 1998 the Social Care Records Guarantee.	Head of Adult Safeguarding and Quality Assurance

Jo Negrini

Chief Executive and Head of Paid Service

Date:

July 17, 2018