

4. Delegations to Individual Officers

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Chief Executive	To carry out the duties of Head of the Paid Service (section 4 of the Local Government and Housing Act 1989) which includes all necessary powers for co-ordinating the discharge of functions, exercising overall management responsibility for staff and acting as the Proper Officer for the purposes of Section 2 and 21 (regarding list of politically restricted posts);	Note – Council to appoint Head of Paid Service – Officer Employment Procedure Rules.	C1	
	To determine the council's establishment, numbers of staff, remuneration and deployments and agree terms and conditions for the employment of staff.	Fundamental changes to the organisation structure to be agreed by Joint Staffing Committee.	C2	
	Authority to take such steps as are necessary to ensure that in the recruitment, remuneration and termination of employment of staff and in the conditions of service generally, the Council complies with all relevant mandatory legislation.		C3	
	To approve any redundancies, retirements, settlement of claims, secondments, unpaid leave request, pensions related matters, annual increments and any other employment related matters.	In consultation with the Cabinet Leader or in his/her absence the Deputy Leader for settlement of claims. Proposals for enhanced benefits to be determined by Staffing Sub-Committee.	C4	
	Authority to sign offers and contracts of employment.		C5	
	In any month when a Committee or Sub- Committee of the Council does not meet, to take any action required to give effect to the duties powers and functions of	In consultation with the appropriate Committee Chairman and subject to the action being reported to the next	C6	

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	that Committee or Sub-Committee.	available meeting of the Committee/Sub-Committee.		
	In cases of urgency to take any action required to give effect to the powers and duties of the Cabinet.	In consultation with the Cabinet Leader or in his/her absence the Deputy Cabinet Leader and subject to the action taken being reported to the next available meeting of the Cabinet.		E1
	In the period between the date of the election of councillors and the day following the subsequent Annual General Meeting of Council to exercise any of the duties and powers of the Council or the Cabinet or any of their Committees or Sub- Committees.	In consultation with the Chairman of the Council or in his/her absence the Vice Chairman of the Council.	C7	E2
	In connection with any application for the post of Director or Head of Service in his/her department, to prepare long lists and interview and shortlist suitable candidates for consideration by Joint Staffing Committee.	In consultation with the HR Manager.	C8	
	Authority to approve attendance by Members at appropriate Conferences/Seminars and the payment of travel and subsistence in connection therewith subject to there being adequate budgetary provision.		C9	E3
	Overall responsibility for the implementation of the Council's Health and Safety Policies.			E4
	Overall responsibility for implementation of the Council's Safeguarding Policies.			E5
	Authority to conduct Parish Polls demanded under The Parish and Community Meetings (Polls) Rules		C10	

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	1987 as the Returning Officer.			
	To carry out the duties of the Electoral Registration Officer and Returning Officer.		C11	
	Authority to respond to neighbouring local authorities and other external organisations on non- strategic proposals.	In consultation with the appropriate Cabinet Portfolio holder.		E6
	To represent the Council on partnerships and external bodies as required by statute or by the Council.		C12	E7
	To carry out the duties of the Emergency Planning Officer with all necessary power to act and incur expenditure.		C13	
	Authority to waive the Financial Procedure Rules where expenditure is incurred in direct support of a major emergency, direct action in connection with the Enforcement of Planning Control or other appropriate incident (be it internal or external to the Council) where it is impractical or inappropriate to invoke them.	Where it is impractical or inappropriate to invoke them, to report the action to the next available meeting of the Council or Cabinet (as appropriate).	C14	E8
	<p>The following staffing matters are delegated to be exercised collectively with the other members of the Management Team:</p> <ul style="list-style-type: none"> • Accelerating staff within linked grades; • Payment of honoraria; • Payment of performance related pay; • Employment of temporary staff for holidays, maternity absences and for peak workloads provided the cost is within the estimates; 		C15	

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	<ul style="list-style-type: none"> • Authorising changes to grades, where a review of the department or part of the department results in minor structural changes, (subject to no additional cost being incurred); • Authorising any individual grade change arising from job evaluation following changed duties and responsibilities; • Authorising minor changes to current conditions of service, providing these are achieved by agreement with the employees concerned; • Approving essential and casual user car allowances; • Reviewing and determining the levels of travelling and subsistence allowances; • Reviewing and determining the car loan interest rate when providing assistance to purchase a car; and • Dealing with employees' claims for compensation. 			
	<p>Service Responsibilities:</p> <ol style="list-style-type: none"> 1) Human Resources 2) Communications, Policy and Performance 			E9

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Director of Resources	To carry out the functions and duties of the Chief Finance Officer imposed by Section 151 of the Local Government Finance Act 1988.		C101	
	To act as Treasurer to the Chilterns Crematorium Joint Committee.			E101
	To lead and direct the range of services in the Directorate and resources allocated to the Directorate in accordance with the Councils policies and procedures.			E102
	To be responsible for performance review issues, progressing achievement against strategic objectives and delivering on major projects within the Directorate.			E103
	Leading programmes of change and development.			E104
	To act as Senior Information Risk Officer and have overall responsibility for the Council's risk management.			E105
	Authority to respond to consultations from neighbouring local authorities and other external organisations on non-strategic proposals.	In consultation with the appropriate Cabinet Portfolio holder.		E106
	Writing off any irrecoverable debt in accordance with the Council's Financial Procedure Rules.			E107
	In connection with any application for the post of Head of Service in his/her Directorate, to prepare long lists and interview and shortlist suitable candidates for consideration by Joint Staffing Committee.	In consultation with the Chief Executive and HR Manager.		E108

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Director of Services	To lead and direct the range of services in the Directorate and resources allocated to the Directorate in accordance with the Councils policies and procedures.			E151
	To be responsible for performance review issues, progressing achievement against strategic objectives and delivering on major projects within the Directorate.			E152
	To lead programmes of change and development.			E153
	To respond to neighbouring local authorities and other external organisations on non- strategic proposals including Local Plans from neighbouring authorities and Neighbourhood Planning matters.	In consultation with the appropriate Cabinet Portfolio Holder.		E154
	Authority to respond to consultation documents on local/regional transport proposals	In consultation with the appropriate Cabinet Portfolio holder.		E155
	Authority to take binding decisions or actions in relation to the implementation of the Development Plan and Infrastructure Delivery Schedule where statutory timetables or non- negotiable closing dates do not permit prior reporting to the Cabinet or the Council.	In consultation with the appropriate Cabinet Portfolio holder and subject to an information report being submitted to the next ordinary meeting of the Cabinet.	C151	E156
	In connection with any application for the post of Head of Service in his/her Directorate, to prepare long lists and interview and shortlist suitable candidates for consideration by Joint Staffing Committee.	In consultation with the Chief Executive and HR Manager.	C152	
	Responsibility for implementation of the Council's Safeguarding Policies.			E158

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Head of Planning & Economic Development	Determining whether or not prior approval is necessary for the siting, design and external appearance of agricultural buildings and the siting and means of construction of a private way, before the development commences and following submission of such an application to determine whether this can be approved, approved subject to conditions, or refused.	Following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman.	C201	
	Submitting comments or objections to the County Council, if deemed necessary, on all County Matter planning applications including mineral and waste disposal applications; such comments or objections to include internal consultations on highway, drainage and environmental health matters and including the power to call a meeting of the Planning Committee if necessary.	Following consultation with the Chairman – or in his/her absence the Vice – Chairman of the Planning Committee.	C202	
	Determining whether or not prior approval is necessary for the method of demolition and any proposed restoration of the site before the demolition commences and following submission of such an application to determine whether this can be approved, approved subject to conditions, or refused.	Following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman.	C203	
	Determining the notification for the siting and appearance of a telecommunications development before it commences.	Following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman. Unless the Head of Planning & Economic Development considers that it would not be possible for the Planning Committee to determine a Notification	C204	

		and inform the Applicant accordingly before the 56 day prior notification period had expired, an application shall not be approved or refused under this delegation if, within 21 days of receipt of the Notification, a written request to the Head of Planning & Economic Development is received from a District Councillor that the Notification concerned shall be submitted to the Planning Committee for determination.		
	Agreeing minor amendments to planning applications and granting or refusing consent for requests for confirmation of compliance with planning conditions and/or granting or refusing consent for details submitted in compliance with conditions imposed on planning permissions, consents and approvals.		C205	
	<p>Authority to decide whether it is expedient to take enforcement action and to prepare, issue, serve, amend or withdraw, or, in case of injunctions, apply for:</p> <ul style="list-style-type: none"> (i). Enforcement Notices, including Listed Building Enforcement Notices; (ii). Stop Notices including Temporary Stop Notices; (iii). Injunctions restraining breaches of Planning Control; (iv). Notices under Section 215 of the Town & Country Planning Act 1990 Act relating to untidy land; 	In consultation with the Head of Legal and Democratic Services and in respect of Stop Notices, Temporary Stop Notices and Injunctions after consultation with the Chairman of Planning Committee (or in his/her absence the Vice-Chairman).	C206	

	<p>(v). Breach of Condition Notices under Section 187A of the Town & Country Planning Act 1990; and</p> <p>(vi). Planning Contravention Notices under Section 171 C of the Town & Country Planning Act 1990.</p>			
	<p>Notifying applicants when an application for planning permission cannot be entertained separately from the siting, design, external appearance, landscaping or means of access (Article 5(2) of Part 3 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.</p>		C207	
	<p>Authority to determine that pursuant to Section 70A of the Town & Country Planning Act 1990 a repeat planning application shall not be registered.</p>		C208	
	<p>Authority to determine whether or not development proposals require the submission of an Environmental Impact Assessment under the provisions of the Town and Country Planning (Environmental Impact Assessment) (England & Wales) Regulations 1999, including the power to determine the need for, scope, content and adequacy of any Environmental Impact Assessment that may be required or submitted.</p>		C209	
	<p>Signing and issuing notices of decision on behalf of the Council under the Town and Country Planning Acts and related legislation.</p>		C210	
	<p>Granting permissions and issuing decision notices when</p>		C211	

	arrangements or undertakings have been made in the case of applications which the Committee is minded to approve.			
	Take any necessary follow up action including the administration of a simple caution and instituting prosecution proceedings for non-compliance with any enforcement action.	Any prosecution proceedings to be instituted in consultation with the Head of Legal and Democratic Services.	C212	
	Serving notice requiring contravening work to be pulled down, removed or altered or taking other direct action in respect of a breach of planning control.	Any action taken shall be reported to the next meeting of the Planning Committee.	C213	
	Serve requisitions for information as to interests in land under Section 330 of the Town and Country Planning Act 1990, or Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.		C214	
	Exercising powers to control the display of advertisements in breach of the Town and Country Planning (Control of Advertisements) Regulations 1992 and fly-posting under Sections 224 and 225 of the Town and Country Planning Act 1990, including the institution of prosecution proceedings as necessary,	Prosecution proceedings to be instituted in consultation with the Head of Legal & Democratic Services.	C215	
	Deferring enforcement action pending an appeal against a refusal of planning permission.	Except where the Planning Committee otherwise resolves	C216	

	<p>In respect of landscaping and trees:</p> <ul style="list-style-type: none"> • Waiving replanting requirements except where necessary for amenity reasons, or when a tree, protected by a Tree Preservation Order or planning condition, is felled because of Dutch Elm disease; • Consenting to fell, or do works to a tree protected by a Tree Preservation Order or planning conditions which the Tree and Landscape Officer or professional consultants, advise is dangerous; • Refusing requests for Tree Preservation Orders where, after consultation with the Tree and Landscape Officer or professional advisers, this is reasonable; and • Submitting representations on behalf of the Council to the Forestry Commission on Felling Licence or Grant Scheme Applications, following consultation with the Tree and Landscape Officer and notification to the relevant Town or Parish Council. 		C217	
	<p>Taking emergency action in respect of Tree Preservation Orders.</p>	<p>Following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman, such action to be reported to the next meeting of the Planning Committee.</p>	C218	
	<p>Refusing requests to fell, top, lop etc any trees or remove branches or undertake surgery work to trees protected by means other than a Tree Preservation Order.</p>	<p>Following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman.</p>	C219	

	Granting or refusing consent to undertake works etc. to hedges protected by a planning condition.	Following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman.	C220	
	The issue of either a Hedgerow Retention Notice or to give written notice stating that the hedgerow may be removed, subject to any reasonable and relevant limitations, in accordance with the Hedgerow Regulations 1997.	In consultation with the Head of Legal & Democratic Services following consultation with the Chairman of the Planning Committee or in his/her absence, the Vice-Chairman. Any action taken shall be reported to the next meeting of the Planning Committee.	C221	
	Advising applicants submitting requests to undertake works to trees relating to a planning condition imposed on a planning permission implemented more than five years previously that, no further action will be taken in such cases.	Subject to an assessment by the Tree and Landscape Officer indicating that the trees should not be made the subject of a Tree Preservation Order.	C222	
	Taking emergency action in respect of: A. Article 4 Directions; and B. Building Preservation Notices	A. For emergency action – In consultation with the Head of Legal & Democratic Services following consultation with the Chairman of the Planning Committee - or in his/her absence, the Vice-Chairman. Any action taken shall be reported to the next meeting of the Planning Committee. Other than emergency action – report to Planning Committee if time permits. B. In consultation with the Head of Legal & Democratic Services following consultation with the Chairman of the Planning Committee - or in his/her absence, the Vice-Chairman. Any	C223	E201

		action taken shall be reported to the next meeting of the Planning Committee.		
	Determining the method of any planning appeal.	In consultation with the Head of Legal & Democratic Services in respect of Enforcement Notice appeals unless the Planning Inspectorate has determined that a local inquiry will be held.	C224	
	Serving Planning Contravention Notices and authorising the institution of follow up prosecution proceedings, if necessary.	In consultation with the Head of Legal & Democratic Services on any prosecutions.	C225	
	Serving notice requiring contravening work to be pulled down, removed or altered or taking other direct action in respect of a breach of planning control.	Any action taken shall be reported to the next meeting of the Planning Committee.	C226	
	Making objections or representations in respect of applications for Licences concerning Goods Vehicles and to authorise representation by officers at any resulting Public Inquiry.	Following consultation with the relevant Cabinet Portfolio holder.		E202
	Dealing with requests for the display of Christmas lighting and similar minor matters.		C227	
	Exercising powers to control fly-posting under Sections 224 and 225 of the Town & Country Planning Act 1990, including authorising the institution of prosecution proceedings.	Prosecution proceedings to be instituted in consultation with the Head of Legal & Democratic Services.	C228	
	Submitting comments on consultations by other authorities	Following consultation with the relevant		E203

	<p>concerning planning application sites close to the District boundary; except that items of particular significance which could affect the District or its policies are to be brought to the Cabinet.</p>	<p>Cabinet Portfolio holder in respect of non-householder applications.</p>		
	<p>Authority to grant permissions, consents, refusals or determinations and issue decision notices, determinations or certificates,(including the power to impose conditions or give reasons for refusal where appropriate) on development control and related applications submitted under the Town and Country Planning Act 1990, Planning (Listed Buildings and Conservation Areas) Act 1990 and related legislation.</p> <p>The above authority includes the authority in consultation with the Head of Legal and Democratic Services to negotiate, enter into and seal planning obligations agreements and related deeds under section 106A of the Town and Country Planning Act 1990 (as amended) and earlier legislation or to revoke such obligations and to accept unilateral undertakings related to applications determined under delegated powers or entered into on a without prejudice basis in relation to an Appeal and matters arising therefrom.</p>	<p>The following specific limitations apply:</p> <p>A. No Decision shall be made until the expiration of any statutory publicity, neighbour notification or consultation period.</p> <p>B. An application shall not be approved or refused under this delegation if a written request to the Head of Planning & Economic Development is received, within 28 days of the date the application is registered, from a District Councillor that, in his or her opinion, the application concerned shall be submitted to the Planning Committee for determination.</p> <p>C. The following applications are excluded from this delegated authority:</p> <ul style="list-style-type: none"> (i) Applications submitted by the District Council; (ii) Applications submitted by the Chief Executive, Directors, Heads of Service, third-tier officers and any officer employed in the Sustainable Development Service. <p>D. A list of those applications approved</p>	<p>C229</p>	

		<p>or refused by the Head of Planning & Economic Development pursuant to this delegation shall be published on the Council's web- site. The application number, description of development, address and date of decision shall be given.</p> <p>E. If a proposal is seeking lower provision than that sought by CS8 on the grounds of financial viability, the delegated authority shall only be exercised after consultation with the Chairman of Planning Committee.</p>		
	Authority to determine applications for Existing or Proposed Certificates of Lawful Use or Development.	In consultation with the Head of Legal & Democratic Services in respect of those applications for Certificates of Lawful Use of Development for existing uses or operations.	C230	
	Instruct where necessary any Barrister at Law or Solicitor of the Supreme Court.	In consultation with the Head of Legal & Democratic Services.	C231	
	Authority to deal with dangerous trees pursuant to Section 23 of the Local Government (Miscellaneous Provisions) Act 1976.	In consultation with the Head of Legal & Democratic Services.		E204
	Authority to authorise the making of Tree Preservation Orders.		C232	
	<p>1) That the following actions in relation to the neighbourhood planning process:</p> <p>a) Decisions on whether to accept and designate or modify a neighbourhood area</p>	<p>1) In consultation with the relevant local Member(s) and Cabinet Portfolio Holder for Sustainable Development.</p>	C233	E205

	<p>under s61G of the Town and Country Planning Act 1990, as inserted by Schedule 9 of the Localism Act 2011;</p> <p>b) Consultation responses to neighbourhood development plans and neighbourhood development orders, before their formal submission as proposals to the Council;</p> <p>c) Decisions on whether to decline to accept repeat proposals for neighbourhood development plans or neighbourhood development orders under paragraph 5(1) of Schedule 4B of the Town and Country Planning Act 1990, as inserted by Schedule 10 of the Localism Act 2011;</p> <p>d) Decisions on who to appoint as an examiner under paragraph 7(4) or 13(2) of Schedule 4B of the Town and Country Planning Act 1990, as inserted by Schedule 10 of the Localism Act 2011;</p> <p>e) Decisions on recommendations in examiners' reports that propose no change or only minor changes to plans or orders pursuant to paragraph 12 of Schedule 4B of the Town and Country Planning Act 1990, as inserted by Schedule 10 of the Localism Act 2011;</p> <p>f) Decisions on whether to modify neighbourhood</p>			
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	<p>development plans and orders where the proposed modifications are only minor, whether or not recommended by the examiner.</p> <p>2) Decisions on the validity and acceptance of applications for a neighbourhood plan or neighbourhood development order are delegated to the Head of Planning & Economic Development.</p> <p>3) Decisions where the Council propose to disagree with an examiner's recommendation and the reasons for such a decision and authority to undertake the necessary publicity and consultation to invite views on the Council's proposed decision(s).</p> <p>4) Decisions to determine the referendum area.</p>	<p>2) The Head of Planning & Economic Development is required to inform relevant local ward member(s) within the relevant Neighbourhood Area and the Cabinet Portfolio Holder for Sustainable development of decisions taken and where determined that a plan or development order is not found valid to provide reasons for the decision.</p> <p>3) In consultation with the Cabinet Portfolio Holder for Sustainable Development, where the implications for the plan are minor.</p> <p>4) Subject to taking into account the examiner's recommendation and the views of the Cabinet Portfolio Holder. NB: The decision whether or not to make a neighbourhood development plan or order shall be subject to the</p>		
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		approval of Full Council at the recommendation of the Cabinet.		
	To maintain all registers required under Town and Country Planning legislation and related regulations.		C234	E206
Head of Planning and Economic Development concurrently with the Development Management Manager and an Area Team Leader	HS2 a) Determination of any submissions pursuant to Schedule 17 of the High Speed Rail (London – West Midlands) Act 2017			E207
	b) Determination of any submission pursuant to conditions attached to any Schedule 17 approval that have been imposed by the Local Planning Authority			E208
	c) Determination of any request for nonmaterial changes to approvals under paragraph 21 of Part 3 of Schedule 17 of the High Speed Rail (London – West Midlands) Act 2017			E209

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Head of Environment	A. Environmental Services			
	Responsibility for procuring, managing and monitoring contracts for the collection of household or commercial waste.	In accordance with Contract Procedure Rules.		E251
	Authority to deal with unauthorised deposits of waste or of things abandoned in the open air or on land forming part of a highway.			E252
	Responsibility for procuring, managing and monitoring any contracts let in respect of grounds maintenance.	In accordance with Contract Procedure Rules.		E253
	Responsibility for procuring, managing and monitoring any contracts let in respect of street cleaning and/or litter control.	In accordance with Contract Procedure Rules.		E254
	Authority to negotiate and enter into Supply Agreements with gas water electricity and telephony utility supply companies.			E255
	<p>Authority in respect of Part IV of the Environmental Health Act 1990 (litter etc.) including:</p> <ol style="list-style-type: none"> 1) Instituting prosecution proceedings under Section 87; 2) Serving Litter Abatement Notices and Street Litter Notices under Sections 92 and 93. 	In consultation with the Head of Legal & Democratic Services.		E256
	Enforcement of bylaws relating to playing fields, open spaces, etc including instituting prosecution proceedings.	The institution of legal proceedings to be in consultation with the Head of Legal & Democratic Services.		E257
	<p>Authority to deal with:</p> <ul style="list-style-type: none"> • Litter; 	The institution of legal proceedings to be in consultation with the		E258

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	<ul style="list-style-type: none"> • Restricting the distribution of leaflets and printed matter to designated areas; • Landowners permitting dumping on their land; <p>Including authority to grant conditional or unconditional consent for the distribution of leaflets and printed materials in a designated areas and authority to institute legal proceedings or to issue a Litter Clearing Notices in relation to any land and/or issue or authorise other agencies to issue a Fixed Penalty Notice.</p>	<p>Head of Legal & Democratic Services.</p> <p>NB: Head of Health Communities an identical delegation.</p>		
	<p>Authority to serve a Graffiti Removal Notice in respect of graffiti or unlawful advertising including authority to institute legal proceedings or to issue or authorise other agencies to issue a Fixed Penalty Notice for unlawful advertising or failing to comply with a Graffiti Removal Notice.</p>	<p>The institution of legal proceedings to be in consultation with the Head of Legal & Democratic Services.</p> <p>NB: Head of Health Communities an identical delegation.</p>		E259
	<p>Authority to search, seize and impound a vehicle involved in fly-tipping including the authority to institute legal proceedings or to issue or authorise other agencies to issue a Fixed Penalty Notice to a waste carrier for:</p> <ul style="list-style-type: none"> • Failing to produce registration details; • Failing to produce a waste transfer notice. 	<p>The institution of legal proceedings to be in consultation with the Head of Legal & Democratic Services.</p> <p>NB: Head of Health Communities an identical delegation.</p>		E260
	<p>Authority to deal with all the Council's functions relating to watercourses.</p>			E261
	<p>Authority to discharge the functions of the Appointing Officer under the Party Wall etc Act 1996.</p>			

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Head of Environment	B. Asset Management			
	Authority to deal with the maintenance of Council buildings.			E262
	Day to day responsibility for facilities management including caretaking and cleaning services.			E263
	Authority to let the Council Chamber and Committee Rooms in accordance with prescribed charges and to remit charges for cancelled bookings.			E264
	Authority to grant easements for vehicular access over Council owned land or Commons to service residential dwellings in existence on or before 4 July 1982 in accordance with the compensation regime set out in the Vehicular Access Across Common Land (England) Regulations 2002 including the power to appoint a qualified Valuer to advise on the compensation payable.	In consultation with the Head of Legal & Democratic Services.		E265
	Responsibility for the management, control and maintenance of all Council land and property holdings including Commons and open spaces which are not within the direct responsibility of another service, subject to the consideration for any long leases or disposals being assessed by a qualified Valuer.	In consultation with the relevant Cabinet Portfolio Holder, the Head of Finance and the Head of Legal & Democratic Services in respect of any long leases or disposals.		E266
	To grant short term tenancies including licences and non-protected leases of no more than 7 years with an annual rent not exceeding £35,000 across the Council's property portfolio and the grant of easements or wayleaves.			E267

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	Responsibility for the management, control and maintenance of the Council's London Road Depot site subject to the consideration for any long lease being assessed by a qualified Valuer.	In consultation with the relevant Cabinet Portfolio Holder, the Head of Finance and the Head of Legal & Democratic Services in respect of any long leases.		E268
	Responsibility to carry out rent reviews and agree other permissions/matters arising under current leases/licenses including any title issues.			E269
Head of Environment	C. Traffic Management and Highways			
	Authority to respond to the Highways Authority on consultation draft Traffic Regulation Orders.			E270
	Authority to deal with all the Council's street naming and numbering functions.			E271
	Authority to take all actions associated with the removal of abandoned vehicles from the highway and private land.			E272
	<p>Authority to respond to consultations by the Buckinghamshire County Council as the Highways Authority in relation to:</p> <ul style="list-style-type: none"> • Road traffic and road safety proposals; • Proposals for alterations or modifications to the definitive map; • Proposals for the stopping up or diversion of a public path. 	In consultation with the appropriate Cabinet Portfolio holder.		E273

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	<p>Authority to authorise free "school run" car parking schemes where they form part of a School Travel Plan and any loss of income would be minimal.</p>			E274
	<p>Authority to deal with:</p> <ul style="list-style-type: none"> • Exposing vehicles for sale; • Repairing vehicles on a road; <p>Including authority to institute legal proceedings or to issue or authorise other agencies to issue a Fixed Penalty Notice.</p>	<p>The institution of legal proceedings to be in consultation with the Head of Legal & Democratic Services.</p>		E275
	<p>Authority to deal with:</p> <ul style="list-style-type: none"> • Abandoned vehicles; • Illegally parked vehicles; <p>Including authority to institute immediate removal, disposal or destruction of abandoned vehicles or vehicles without licence and registration and/or to issue or authorise other agencies to issue a Fixed Penalty Notice.</p>	<p>The institution of legal proceedings to be in consultation with the Head of Legal & Democratic Services.</p> <p>NB: Head of Health Communities an identical delegation.</p>		E276
	<p>Authority to undertake all the Council's Parking services functions including:</p> <ul style="list-style-type: none"> • Management, maintenance and enforcement-related activities of Council car parks. • Authority to waive the recovery of a penalty charge notice where a request for waiver has been received and the reasons stated in the request are considered to be reasonable. 	<p>The power to waive the recovery of a penalty charge notice is subject to the following limitation and to any other guidelines issued from time to time by the Cabinet.</p> <p>A penalty charge notice issued in respect of a vehicle of which the owner, driver or registered keeper is a member or employee of Chiltern District Council shall not be waived without the prior written consent of the Head of Paid Service.</p>		E277

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	Authority to make Temporary Road Closure Orders under the Town Police Clauses Act 1847.	In compliance with current policy.		E278
Head of Environment	D. Assets of Community Value			
	Authority to determine nominations to list land/property as an Asset of Community Value and deal with any matters arising therefrom including claims for compensation.			E279

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Head of Finance	To arrange for the investment of the Council's funds in accordance with the annually approved Treasury Management Policy and to be responsible for the Council's banking arrangements.	Appointment of the Council's Bankers and Investment Fund Managers to be subject to the provisions of the Contract Procedure Rules.		E300
	To be responsible for the provision of effective accounting systems.			E301
	To arrange for the proper auditing of all accounts and associated activities of the Council including the provision of an effective system of internal audit.			E302
	To be responsible for insurances and risk management and to deal with insurance claims.	Appointment of the Council's Brokers and Insurers to be subject to the provisions of the Contract Procedure Rules.		E303
	To be responsible for payroll and implementing awards concerning wages, salaries and conditions of service.		C301	
	Dealing with applications for staff car purchase loans and cycle loans.	In accordance with terms of the approved schemes.	C302	
	To adjust fees and charges when either the VAT rate or definitions change.			
	Exercising the option to tax for VAT purposes in respect of land and buildings owned by the Council.			E304
	Writing off any irrecoverable debt in accordance with the Council's Financial Procedure Rules.			E305
	Authority to receive and approve suggestions on alternative			E306

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	methods of financing expenditure and the utilisation of financial resources (Local Government Finance Act 1982 – Closing of Accounts.			

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Head of Healthy Communities	A. Environmental and Public Health Functions			
	<p>Authority to exercise the Council's functions, powers and duties in relation to:</p> <ul style="list-style-type: none"> • Sewers, drains and private water supplies • Abandoned premises • Housing grants and loans • Caravan sites • Housing health and safety standards and fitness of property • Domestic energy efficiency and conservation • Health and safety at work • Food safety and hygiene • Pest and dog control • Animal welfare • Communicable diseases 	<p>Energy Conservation Reports to be approved by the appropriate Cabinet portfolio holder prior to submission to the Secretary of State.</p> <p>Corporate Health and Safety is the responsibility of the Chief Executive.</p>	C351	E351
	<p>Authority to agree the transfer or assignment of enforcement responsibilities under the Health and Safety Enforcing Authority Regulations.</p>		C352	
	<p>Authority to issue Public Space Control Orders in relation to:</p> <ul style="list-style-type: none"> • Dog Fouling; • Letting a dog off the lead; • Allowing dogs on to land from which they are banned; • Walking more than a set number of dogs; • Drinking in public; <p>Including authority to institute legal proceedings or to issue or authorise other agencies to issue a Fixed Penalty Notice in relation</p>	<p>The institution of legal proceedings to be in consultation with the Head of Legal & Democratic Services.</p>		E352

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	to a breach of an Order.			
	Accepting quotations for the provision of veterinary services associated with the annual inspection of animal establishments requiring a licence.	In accordance with the Contract Procedure Rules.	C353	
	Authorising veterinary surgeons employed by the Council's Veterinary Adviser to inspect premises under animal welfare legislation.		C354	
	Authority to exercise the Council's public health functions under the Public Health Acts and related legislation.		C355	E353
	<p>Pursuant to Part 8 of the Anti Social Behaviour Act 2003 (the Act) authority to:</p> <ul style="list-style-type: none"> • Reject any complaint that is not accompanied by such fee as the Cabinet may determine from time to time to be payable in connection with making of such a complaint and to notify the complainant accordingly; • Determine not to proceed with a complaint where it appears that the complainant has not taken all reasonable steps to resolve the matters complained of without proceeding by way of a complaint to the Council and to notify the complainant of the reasons for such a determination; • Determine not to proceed with a complaint where it appears that the complainant is unreasonable or vexatious and to notify 			E354

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	<p>the complainant of the reasons for such a determination;</p> <ul style="list-style-type: none"> • Determine to take no action on the grounds that the hedge complained of does not adversely affect the reasonable enjoyment of the complainants domestic property and/or that it is not expedient to take any action in respect of the hedge and in either case to notify the complainant and any other appropriate person of the reasons for such a determination; • Issue and serve on the complainant and every owner and every occupier of neighbouring land a Remedial Notice under Section 69 of the Act giving the reasons for doing so and any such notice to contain such initial action or preventative action and time for compliance as is reasonable in all the circumstances of the case; • Waive or relax or withdraw a Remedial Notice (but without prejudice to the power to issue a revised Remedial Notice); • Exercise the power under Section 74 of the Act to enter neighbouring land and to authorise Officers to also exercise such powers; • Defend appeals made by the complainant or the owners or occupiers of neighbouring 	<p>A copy of the Remedial Notice shall be passed to the Local Land Charges Team for registration as a Local Land Charge.</p> <p>The Local Land Charges Team shall be notified of any waiver or relaxation or withdrawal so that the Local Land Charges Register can be amended accordingly.</p>		

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	<p>land pursuant to Section 71 of the Act;</p> <ul style="list-style-type: none"> • Institute criminal proceeding against any person who at the relevant time was the owner or occupier of neighbouring land and failed to comply with the requirements of a Remedial Notice then in force, the time for compliance therewith having expired; • Institute works in default to secure compliance with a Remedial Notice and for that purpose to exercise the powers of entry under Section 77 of the Act and to authorise Officers to also exercise such powers; and • Institute proceedings to recover the expenses incurred in connection with the institution of works in default. 	<p>The Head of Legal and Democratic Services shall be consulted on the institution of any civil or criminal proceedings.</p> <p>The expenses of carrying out works in default shall be notified to the Head of Legal and Democratic Services for registration as a Local Land Charge.</p>		

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Head of Healthy Communities	B. Environmental Protection and Enforcement Functions			
	<p>Authority to exercise the Council's functions, powers and duties in relation to:</p> <ul style="list-style-type: none"> • Contaminated land • Air quality • Statutory nuisances, including the service of abatement notices • Permitted processes • Street trading • Sunday trading • Abandoned vehicles • Fly tipping • Byelaws • Flyposting • Unlawful encampments • Scrap metal and vehicle salvage operations • Carbon emissions 	<p>Carrying out of works in default to be reported to the next meeting of the Cabinet or Licensing and Regulation Committee (as the case may be).</p> <p>Actions in respect of the management of air quality to be reported to the next meeting of the Cabinet. The institution of legal proceedings for the recovery of expenses or the service and enforcement of a charging notice in respect of contaminated land, to be in consultation with the Head of Legal & Democratic Services.</p>	C356	E355
	<p>In accordance with the Road Traffic(Vehicle Emissions)(Fixed Penalty)(England) Regulations 2002 authority to issue or authorise an appointed officer to issue a fixed penalty notice to a driver of a vehicle who has left his engines running unnecessarily and who has failed to switch it off when requested to do so, together with authority to withdraw a fixed penalty notice or require a driver to furnish certain particulars or to recover an unpaid fixed penalty.</p>	<p>The recovery of an unpaid fixed penalty shall be in consultation with the Head of Legal & Democratic Services.</p>	C357	
	<p>Authority to:</p> <ul style="list-style-type: none"> • Designate an area an alarm 	<p>The institution of legal proceedings to be in consultation with the</p>		E356

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	<p>notification area</p> <ul style="list-style-type: none"> • Enter and silence an alarm • institute legal proceedings or to issue a Fixed Penalty Notice in relation to a breach of Noise Act 1996. 	Head of Legal & Democratic Services.		
	Burial and Cremation functions pursuant to Section 46 of the Public Health (Control of Disease) Act 1984 including the recovery of expenses from the estate of the deceased.			E357
	Officially recognising natural mineral water sources under the Natural Mineral Water Regulations 1985.			E358
	Responding to consultations from Bucks County Council about issuing, amending and/or replacing safety certificates (whether general or special) for sports grounds pursuant to the Safety of Sports Grounds Act 1975.	The Building Control Manager has an identical delegation.		E359
Head of Healthy Communities	C. Housing Services			
	Authority to deal with all matters relating to the Council's housing standards, housing in multiple occupation and private sector housing functions, including licensing and registration functions.	In accordance with Council policy. The institution of legal proceedings to recover grant or loans to be in consultation with the Head of Legal and Democratic Services.		E360
	Authority to deal with all the Council's housing needs and advice, housing partnerships and strategy and affordable housing development functions			E361
	Authority to determine applications from homeless	A request for a further review of a	C358	E362

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	persons or those threatened with homelessness under part VII of the Housing Act 1996, including authority to carry out a review as required of homelessness decisions under the Allocation of Housing and Homelessness (Review Procedures and Amendments) Regulations 1996.	determination that an applicant fell into a priority group but became homeless or threatened with homelessness intentionally, stands referred to the Appeals and Complaints Committee.		
	Authority to exercise or to authorise duly appointed officers to exercise powers to enter and inspect premises and apply for Empty Property Management Orders.			E363
	Authority to determine that an applicant be not eligible for inclusion on the Housing Register, including authority to carry out a review as required in accordance with Bucks Home Choice Allocations Policy.			E364
	Authority to enter into guarantees in respect of tenancies secured through the Rent Deposit Guarantee Scheme and to recover from tenants the cost of any Deposit paid to a Landlord under the Scheme.	On condition that the total potential commitment under the Rent Deposit Guarantee Scheme shall not exceed the approved budget.		E365
Head of Healthy Communities	D. Communities and Community Safety			
	<p>Authority to appoint authorised officers to deal with all matters under Crime and Disorder Act 1998 (as amended), Antisocial Behaviour Act 2003 and Antisocial Behaviour Crime and Policing Act 2014 and to:</p> <ul style="list-style-type: none"> • Agree anti-social behaviour contracts; • Apply for Anti -Social 	Orders and civil injunctions may only be made in consultation with the Head of Legal and Democratic Services.		E366

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	Behaviour Orders; <ul style="list-style-type: none"> • Make Individual Support Orders; • Publicise Orders under the Act; • Undertake a review of ASB cases; • Make a criminal behaviour order, community protection notice, Public Spaces Protection Order or exercise a closure power; • Apply for a civil injunction. 			
	Responsibility in relation Community Safety, Counter Terrorism and Security.			E367
	Taking decisions on requests for grant aid in an emergency.	In consultation with the appropriate Cabinet portfolio holder.		E368
	The approval of new projects in support of the Community Development Programme and Community Safety Initiatives which do not exceed £2,000 provided the costs can be contained within the overall budget provision.	In consultation with the relevant portfolio holder for expenditure exceeding £2,000. All projects are to be considered against objectives in the Joint Business Plan.		E369
	Responsibility for the implementation of the Council's Safeguarding Policies.			E370
	Authority to deal with: <ul style="list-style-type: none"> • Exposing vehicles for sale; • Repairing vehicles on a road; Including authority to institute legal proceedings or issue or authorise other agencies to issue a Fixed Penalty Notice.	The institution of legal proceedings to be in consultation with the Head of Legal and Democratic Services. NB: Head of Environment has an identical delegation.		E371
	Authority to deal with: <ul style="list-style-type: none"> • Abandoned vehicles; 	The institution of legal proceedings to be in consultation with the		E372

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	<ul style="list-style-type: none"> • Illegally parked vehicles; Including authority to institute immediate removal, disposal or destruction of abandoned vehicles or vehicles without licence and registration and/or to issue or authorise other agencies to issue a Fixed Penalty Notice.	Head of Legal and Democratic Services. NB: Head of Environment has an identical delegation.		
	Authority to deal with: <ul style="list-style-type: none"> • Litter; • Restricting the distribution of leaflets and printed matter to designated areas; • Landowners permitting dumping on their land; Including authority to grant conditional or unconditional consent for the distribution of leaflets and printed materials in a designated areas and authority to institute legal proceedings or to issue a Litter Clearing Notices in relation to any land and/or issue or authorise other agencies to issue a Fixed Penalty Notice.	The institution of legal proceedings to be in consultation with the Head of Legal and Democratic Services NB: Head of Environment has an identical delegation.		E373
	Authority to serve a Graffiti Removal Notice in respect of graffiti or unlawful advertising including authority to institute legal proceedings or to issue or authorise other agencies to issue a Fixed Penalty Notice for unlawful advertising or failing to comply with a Graffiti Removal Notice.	The institution of legal proceedings to be in consultation with the Head of Legal and Democratic Services. NB: Head of Environment has an identical delegation.		E374
	Authority to search, seize and impound a vehicle involved in fly-tipping including the authority to institute legal proceedings or to issue or authorise other agencies to issue a Fixed Penalty Notice to a waste carrier for: <ul style="list-style-type: none"> • Failing to produce 	The institution of legal proceedings to be in consultation with the Head of Legal and Democratic Services. NB: Head of Environment has an identical delegation.		E375

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	registration details; <ul style="list-style-type: none"> • Failing to produce a waste transfer notice. 			
Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Head of Healthy Communities	E. Licensing and Registration			
	Authority to deal with all matters relating to the Council’s licensing, registration and public safety functions.	Applications to license sex establishments are to be determined by the Licensing Sub-Committee. Applications under the Licensing Act 2013 have to be submitted to the Licensing Sub-Committee in the following circumstances: <ul style="list-style-type: none"> • Personal Licence – where an objection is made • Premises/Club Premises Licence – if there is a relevant representation • Provisional Statement - if there is a relevant representation • Variation of premises/Club Premises Licence - if there is a relevant representation • Variation of Designated Premises Supervisor – if there is a Police objection • Transfer of a 	C359	E376

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
		Premises Licence- if there is a Police objection <ul style="list-style-type: none"> • Interim Authorities – if there is a Police objection 		
	Authority to establish and maintain the Register of Personal Licences, Premises Licences and Club Premise Certificates issued and Temporary Permitted Event Notices received, pursuant to Section 8 and Schedule 3 of the Licensing Act 2003.		C360	
	Authority to annually publish a revised Table of Fares in respect of Hackney Carriages, consider objections thereto and make a final determination thereon.	In accordance with the Policy and Procedures for the revision of the Table of Fares approved from time to time by the Cabinet and in consultation with the Licensing & Regulation Committee. Objections by the trade shall be heard before the Licensing & Regulation Committee.		E377
	Authority to make determinations under the Gambling Act 2005 in respect of the following matters: <ul style="list-style-type: none"> • Applications for the grant, 	Applications for the grant, variation or transfer of a casino premises licence, bingo premises licence, adult	C361	

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	<p>variation or transfer of a casino premises licence, bingo premises licence, adult entertainment centre licence, family entertainment centre licence or betting premises licence;</p> <ul style="list-style-type: none"> • Applications for a provisional statement; • Applications for the grant, renewal or variation of a club gaming permit, club machine permit, licensed premises gaming machine permit or family entertainment centre gaming machine permit; • Applications for the grant or renewal of a prize gaming permit; • Applications for house-to-house and street collections; • Registration or revocation of registration of small society lotteries. 	<p>entertainment centre licence, family entertainment centre licence or betting premises licence or for a provisional statement stand referred to the Licensing Sub Committee for hearing and determination if representations have been made and have not withdrawn before the date fixed for a hearing.</p> <p>If the Gambling Commission or Police object to the grant or renewal of a club gaming permit or club machine permit or if the applicant holds a Club Premises Licence under the Licensing Act 2003 and the Head of Health and Housing has declined to grant an application for a club gaming permit or club premises licence or if the Head of Health and Housing has refused an application to vary a club gaming permit or club machine permit, then the matter stands referred to the Licensing Sub Committee for hearing and determination.</p>		
	<p>Pursuant to Section 224 of the Gambling Act 2005 authority to issue a counter notice to a Temporary Use Notice.</p>		C362	
	<p>Authority under the Gambling Act 2005 to give notice of intention to cancel a club gaming permit or</p>	<p>If a permit holder requests a hearing the matter stands referred</p>	C363	

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	club machine permit or to give notice of intention to cancel or vary a license premises machine permit and if in any such case the permit holder does not request a hearing before the Licensing Sub Committee, authority to cancel or vary (as the case may be) such permit.	to the Licensing Sub Committee for determination.		
	<p>Authority to establish and maintain the following statutory Registers pursuant to the Gambling Act 2005:</p> <ul style="list-style-type: none"> • Register of Premises Licences - Section 156 • Register of Temporary Use Notices - Section 234 • Register of Family Entertainment Centre Gaming Machine Permits – Section 247 and Paragraph 23 of Schedule 10 • Register of Small Lottery Societies – Section 258 and Paragraph 44 of Schedule 11 • Register of Club Gaming Permits and Club Machine Permits – Section 274 and Paragraph 26 of Schedule 12 • Register of Licensed Premises Gaming Machine Permits – Section 283 and Paragraph 22 of Schedule 13 • Register of Prize Gaming Permits – Section 289 and Paragraph 23 of Schedule 14 		C364	

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Head of Business Support	To act as Proper Officer for the purposes of the Council's responsibilities under the Data Protection Act 1984.			E401
	To be responsible for co-ordinating compliance with the requirements of the Freedom of Information Act 2000 and Re-Use of Public Sector Information, throughout the Council, including providing guidance and promoting compliance with relevant legislation, codes and guidance, so as to assist with the easy, appropriate and timely retrieval and provision of information.			E402

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Head of Legal & Democratic Services	Authority to carry out the duties of the Monitoring Officer imposed by the Local Government and Housing Act 1989.	Appointment subject to full Council approval.	C451	
	Pursuant to Section 223 of the Local Government Act 1972, to prosecute and appear on behalf of the Council at hearings of any legal proceedings and to take all necessary steps in connection therewith to protect the Council's interests and for the expeditious conduct of such action.		C452	E451
	Pursuant to Section 223 of the Local Government Act 1972, the power to grant authorisations to members of the Legal Section to prosecute or defend proceedings in the Magistrates' Court.		C453	E452
	Authority to acquire land where such acquisition has been approved by the Cabinet.	In consultation with the Head of Environment.		E453
			Deleted C454 (Council 13 November 2018)	
	Serve requisitions for information as to interests in land under Section 330 of the Town and Country Planning Act 1990, or Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.		C455	
			Deleted C456 (Council 13 November 2018)	
			Deleted C457 (Council 13 November 2018)	

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
			2018)	
		.	Delete C458 (Council 13 November 2018)	
			Deleted C459 (Council 13 November 2018)	
	Institute proceedings under the Building Act 1984 in respect of contravention's of, or failure to comply with, any of the provisions of the Building Regulations.	In consultation with the Building Control Manager.		E454
	Instruct where necessary any Barrister at Law or Solicitor of the Supreme Court.	In consultation with the relevant Director/Head of Service.	C460	E455
	Pursuant to Section 234 of the Local Government Act 1972, to authenticate documents and to sign on behalf of the Council any notice, order or other document which the Council is authorised or required by or under any enactment to give, make or issue.		C461	E456
	In the absence of the Chief Executive, in accordance with Article 13 authority to sign or where appropriate, seal, any document required to implement or give effect to any decision taken by the Council or one of its Committees and Sub-Committees or the Cabinet.		C462	E457
	Authority to serve notices and grant statutory access easements over Council owned commons pursuant to the Countryside and Rights of Way Act 2000 and any			E458

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
	Regulations made thereunder including the power to appoint a qualified valuer to determine the market value or represent the Council in any arbitration proceedings.			
	Authority to institute prosecution proceedings for offences under the Licensing Act 2003 and the Gambling Act 2005.	In consultation with the Chairman of the Licensing Committee or in his absence, the Vice – Chairman.	C463	
	To act as the Senior Responsible Officer for the purposes of RIPA (Regulation of Investigatory Powers Act 2000) – responsible for managing compliance within Council and engaging with OSC.		Cabinet appointment 27.4.10	E459
	Authority to determine request to review a decision to list land/property as an Asset of Community Value.			E460
	To act as Proper Officer for the purposes of the Local Government Act 1972 and section 100 of the Access to Information Act 1985 in respect of the authentication , certification and deposit of documents and the administrative arrangements for council meetings, reports and agendas, minutes and background papers.		C464	
	To deal with all matters relating to the Council Local Land Charges functions.			E461

NOTE: That the Principal Solicitors be authorised to carry out and perform the delegations allocated to the Head of Legal & Democratic Services under the Council’s Constitution (particularly the Scheme of Delegation to Officers and Article 13) and to act and sign in the name of the Head of Legal & Democratic Services.

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Head of Customer Services	The discharge of any of the functions imposed upon the billing authority by virtue of the Local Government Finance Acts 1988 and 1992 (as amended) in connection with the administration, billing, collection and recovery of Community Charge, Council Tax and the National Non-Domestic Rate. This general delegation is without prejudice to Section 139 of the 1988 Act or Section 67 of the 1992 Act and any procedural requirement stipulated by the Council with regard to the exercise of discretionary powers.			E501
	The administration of the Housing Benefit and Council Tax Benefit Schemes and the determination of claims, notification of awards and payment of any entitlements in accordance with the Housing Benefit (General Regulations) 1987 and the Council Tax Benefit Regulations 1992 (as amended) or any legislation consolidating amending or replacing the same. This general delegation includes the exercise of any discretionary powers available to the Council and any procedural requirements specified by the Council.			E502
	Authority to institute proceedings in accordance with the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.	In consultation with the Head of Legal and Democratic Services.		E503
	Authority to apply a penalty in accordance with the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) (England) Regulations 2013.			E504
	Authority to institute proceedings	In consultation with the		E505

	in relation to any act of fraud or misappropriation of public funds against the Council in accordance with section 222 of the Local Government Act 1972 (power of authorities to prosecute).	Head of Legal and Democratic Services.		
	Authority to institute proceedings in accordance with the Prevention of Social Housing Fraud Act 2013.	In consultation with the Head of Legal and Democratic Services.		E506
	Authority to write off irrecoverable debts in relation to Council Tax, Community Charge and NNDR arrears or Housing Benefit repayments in accordance with Financial Procedure Rules.			E507
	Day to day responsibility for Customer Services.			E508
	To determine requests for Council Tax reduction by members of the armed forces serving overseas under Section 13A of the Local Government Finance Act 1992.	In consultation with the appropriate Portfolio Holder.		E509
	Authority to award Mandatory Rate Relief.			E510
	Authority to waive or vary individual amount of costs for issuing summons for unpaid Council Tax and NNDR in appropriate circumstances for e.g. in cases of financial hardship or where size of the debt makes it unreasonable to apply the full amount of costs			E511

Officer	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Building Control Manager	<p>All activities relating to the discharge of the Council's function as the Local Building Control Authority under the Building Act 1984, the Building Regulations 2010, the Building (Approved Inspectors etc.) Regulations 2010 and the Building (Local Authority Charges) Regulations 2010 (or any statutory amendments, updates or re-enactments thereof) including:</p> <ul style="list-style-type: none"> • Determining, signing and issuing Decision Notices; • Notifying applicants that minor alterations and amendments may be construed as complying with plans previously approved under the Buildings Regulations; and • Subject to any necessary consultations, issuing notices on non-contentious applications for relaxation or dispensation under the Building Regulations. 			E551
	Serving notice requiring contravening work to be pulled down, removed opened up or altered.			E552
	Taking enforcement action, including action in default and instituting court proceedings, for breach of the Building Regulations and related legislation.	Institution of prosecution proceedings to be in consultation with the Head of Legal and Democratic Services.		E553
	Authority under Regulation 3 of the Building (Local Authority Charges) Regulations 2010 to fix charges by means of a scheme and to recover the same.	In consultation with the Head of Planning & Economic Development.		E554

	Authority to agree payment in instalments under Regulation 8(1)(i) of the Building (Local Authority Charges) Regulations 2010.	In consultation with the Head of Planning & Economic Development.		E555
	Authority to appoint consultants in connection with any of the powers granted to the Building Control Manager by this Scheme of Delegations.	Subject to adequate budgetary provision.		E556
	<p>Taking all actions, including serving and rescinding notices, making applications to court, executing work in default and recovering expenses incurred, in relation to the following:</p> <ul style="list-style-type: none"> • Non-compliance with Section 61 of the Building Act 1984 (repair etc of drain); • Provision of exits, entrances, passages and gangways to buildings; • Provision of means of escape from fire; • Raising of chimneys or flues; • Construction of cellars below the subsoil water level; • Defective premises; • Dangerous buildings or structures including the taking of emergency measures; • Demolition notices; • Paving and drainage of yards and passages; and • Maintenance of entrances to courtyards. 	Institution of prosecution proceedings to be in consultation with the Head of Legal and Democratic Services.		E557
	Responding to consultation by the Fire Authority under the Regulatory Reform (Fire Safety) Order 2005.		C551	
	Dealing with matters arising under Section 29 of the Local Government (Miscellaneous Provisions) Act 1982 relating to	The Head of Environment has an identical delegation.		E558

	undertaking works to buildings which are not effectively secured.			
	Dealing with dangerous excavations pursuant to Section 25 of the Local Government (Miscellaneous Provisions) Act 1976.			E559
	Responding to consultations from Bucks County Council about issuing, amending and/or replacing safety certificates (whether general or special) for sports grounds pursuant to the Safety of Sports Grounds Act 1975.	The Head of Healthy Communities has an identical delegation.	C552	

5. Delegations to External Bodies or Persons (other than by joint arrangements)

Person or Body	Delegation	Limits on Delegation	Council Delegation Number	Executive Delegation Number
Bucks County Council	The exercise of the Council's functions under sections 46, 47 and 48 of the Buckinghamshire County Council Act 1957, incorporating as necessary and with amendment the provisions of Section 290 of the Public Health Act 1936, in relation to roadside ditches.			E601
Chief Fire Officer - Bucks & Milton Keynes Fire Service	<p>Authority to designate Officers to inspect the following licensed premises in respect of fire precautions on behalf of the Council:</p> <ul style="list-style-type: none"> • Theatres • Public Buildings, • Riding Establishments 		C601	
Chief Constable of Thames Valley Police	In accordance with the Road Traffic(Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002 authority to issue or authorise a Police and Community Support Officer to issue a fixed penalty notice to a driver of a vehicle who has left his engines running unnecessarily and who has failed to switch it of when requested to do so, together with authority to withdraw a fixed penalty notice or require a driver to furnish certain particulars or to recover an unpaid fixed penalty.	NB Environmental Health Officers and Parking Wardens also have the power to issue a fixed penalty notice under these provisions.	C602	

6. The Proper Officer

- 6.1 This term is used in legislation to indicate the Officer appointed by a local authority to carry out specific duties.
- 6.2 The Proper Officer in all cases is the Chief Executive, except as follows:
- 1) Matters clearly within the delegated power of a Director or Head of Service – that Director or Head of Service.
 - 2) Matters relating to the administration of the Council's financial affairs – the Head of Finance.
 - 3) Matters relating to the Registers of Members Interests and Officers Interests in Contracts and Gifts and Hospitality – the Head of Legal & Democratic Services.
 - 4) The receipt of Notices pursuant to the Procedure for Speaking at Planning Committee - the Head of Planning & Economic Development.
- 6.3 Where the office of a Proper Officer is vacant, or the Proper Officer is unable to act, any person appointed as his deputy has all the functions of the holder of the office.