

1. **Authorisation to Exercise Delegated Powers** (Pages 2 - 7)

AUTHORISATION TO EXERCISE DELEGATED POWERS

The powers delegated by the Council to the Chief Executive may be exercised by other officers as follows:

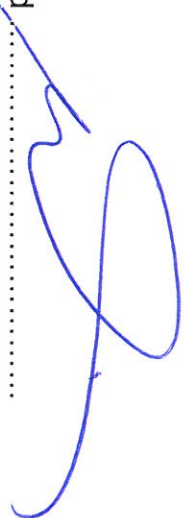
	Power as set out in the Scheme of Delegation approved by council on 26 January 2006	Persons authorised to exercise that power	Others who must be consulted before power is exercised
8.1.2	Day to Day management of the Corporate Risk Register	Executive Director – L Gore	---
6.2.1	Determine applications to use the Council's Coat of Arms	Democratic Services Manager – S Winter	Civics Officer
1.4.1	Sign and serve any notice, order or document or act as proper officer under Section 234 of the Local Government Act 1972 where no other officer is currently appointed. To affix and attest the common seal of the Council where the common seal is required pursuant to any decision of the Council. To take any measures necessary to recover possession of land owned or leased by the Council, including encampments (whether or not on Council owned land). Authorise the postponement of charges made on Council property. Day to Day management of assigning budget resources to all legal matters.	Executive Director – D Gates	Legal Services Manager – E Duncan
6.10.1	Freedom of Information and Data Protection	Legal Services Manager – E Duncan	---
1.10.2	Changes to posts for senior staff (Executive Director)	Executive Director – D Gates	Leader
1.11.1	Health & Safety as employer, day to day responsibilities	Executive Director – D Gates	---
8.7.1	Economic Development Policy and Strategy and Economic related external funding	Executive Director – C Bamfield	---
1.13.1	Local Enterprise Partnership	Regeneration and Economic Development Manager – O Paparega	---
2.12.1	Shared Services, negotiations	Executive Director responsible for the service	Legal Services Manager – E Duncan

3.1.1	Promotion and marketing	Executive Director – C Barnfield	---
3.9.2	Management of tourism	Executive Director – C Barnfield	---
1.8.1	Public and Civil Emergencies, to exercise any power to protect the interests and wellbeing of the inhabitants of the Borough in case of emergency	Executive Director – G Hall	Cabinet as soon as reasonably practicable
7.1.1	Housing Strategies and Associated Policies – Day to day delivery of housing and homeless strategies and policies including administration of the Council's Housing policies	Strategic Housing Manager – D Hall	---
7.2.1	Housing Register - Management of Housing Register in accordance with policy and nominations of households to Registered Providers	Strategic Housing Manager – D Hall	---
7.3.1	Homelessness - Exercise of homelessness functions	Strategic Housing Manager – D Hall	---
7.4.1	Housing Standards in the Private Sector – Day to day delivery of housing standards role including housing enforcement and compliance functions	Strategic Housing Manager – D Hall	---
7.5.1	The regulation of housing in line with duties and powers under The Housing Act 2004 including rented homes and Houses in Multiple Occupation, grant, renew and revoke all licences	Strategic Housing Manager – D Hall	---
7.8.1	Loans and grants for housing - Approval, refusal, withdrawal and authorisation of renovation grant scheme payments	Strategic Housing Manager – D Hall	---
7.10.1 7.7	Gypsy, Roma and Travellers – Exercise of function, dealing with unauthorised encampments	Strategic Housing Manager – D Hall	---
2.6.1	Local Health Partnerships	Environmental Health Manager (Commercial) Vicki Hopps	---
7.1.1 7.1.2	Regeneration, strategy, policy projects and implementation including submission of bids for and management of regeneration projects, authorisations to return professional expertise	Executive Director – C Barnfield	---
7.2.1	Redevelopment/Development Project	Executive Director – C Barnfield	Corporate Projects Manager – D Gagen
9.1	The Constitution	Executive Director – D Gates	Legal Services Manager – E Duncan
9.2	To act as Head of Paid Service under and for the purposes of section 4 of the Local Government and Housing Act 1989 and lead the senior management team	Executive Director – D Gates	---

	Adopting the Council's Policy Framework and determining matters involving a change of deviation from approved policy	Executive Director – D Gates	---
	To act as Electoral Registration Officer and Returning Officer for all elections, Parish Polls and Referendums and to take such action as is necessary to carry out those duties	Executive Director – D Gates	Electoral Registration Manager – M Colangelo
	To act as the Proper Officer for the Council, as defined by Section 270(3) Local Government Act 1972	Executive Director – D Gates	Monitoring Officer
9.3	Approving the Council's position relating to local government boundaries, electoral divisions or number of Council Members	Executive Director – D Gates	Electoral Registration Manager – M Colangelo
	To exercise any power to protect the interests and wellbeing of the inhabitants of the Borough in cases of emergency	Executive Director – G Hall	Cabinet, as soon as reasonably practicable
9.4	By-law creating and management and promotion or making of local Acts	Executive Director – D Gates	Legal Services Manager – E Duncan
	Staff restructuring within budget including staff redundancies	Executive Director – D Gates	---
9.5	Determining matters referred to Council by other bodies – Day to day management of the Council's democratic processes	Executive Director – D Gates	---
9.6	Appointments (staff and Members)	Executive Director – D Gates	---
	Amendments to Timetable of Meetings Member Substitutions at Meetings	Executive Director – D Gates	Democratic Services Manager – S Winter
9.7	Determining the Council's Executive arrangements	Executive Director – D Gates	---
	Following resignation from a Council body, substitution of Members from same political group onto the Body for the remainder of the year	Executive Director – D Gates	Democratic Services Manager – S Winter
9.8	Appointment of Honorary Aldermen or bestowing Freedom of the Borough	Executive Director – D Gates	---
9.10	Authorised officer under the Regulation of Investigatory Powers Act	Executive Directors – D Gates and G Hall	---

The officers who are named with effect from 24 April 2015 may exercise the powers listed in the above tables. For the avoidance of doubt this authorisation does not enable the officers to authorise others to exercise any power on their behalf.

Note that where a power may only be exercised after consultation with another person the form attached must be completed and retained by the responsible officer.

Signed 

Date ...27 June 2017...

RAY HARDING
Chief Executive