Borough Council of
King's Lynn &
West Norfolk

SCHEME OF DELEGATION

September 2026

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

SCHEME OF DELEGATION

The attached represents the Scheme of Delegation across the Council. It is shown in tabular form with the first 3 columns showing the Council body, its functions and its consultation requirements and the last two columns showing the delegations to officers in respect of those functions and the limits on those delegations. Throughout the following abbreviations are used:-

C = Consultation
WM = A Ward Member in the Ward affected
PH = Portfolio Holder
CE = Chief Executive
MO = Monitoring Officer
CFO = Chief Financial Officer
CO = Relevant Chief Officer
KLAC = Kings Lynn Area Committee
LAC = Licensing and Appeals Committee/Board

PORTFOLIO HOLDER DELEGATIONS

The following Scheme sets out the areas delegated to Portfolio Holders to make decisions and complies with the Council's Financial Regulations. Key Decisions are not delegated to Portfolio Holders and must be considered in Cabinet. Key Decisions are defined as:-

an executive decision which is likely –

(a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or

(b) to be significant in terms of its effect on communities living or working in the area comprising two or more wards and electoral divisions in the Council's areas

where significant under a) above is £500,000 or more and significant under b) above is one third of the resident population in a ward.

Decisions involving transfers between budget are limited to £250,000 for individual Portfolio Holders, and additional resources from reserves are permissible for any Portfolio Holder up to a maximum of £50,000 per portfolio in any financial year.

Where a reserve exists for a specific purpose (eg renewal or repair reserve), the Director - Resources may withdraw funds from that reserve, PROVIDED THAT the withdrawal is to finance an item or items of expenditure related to the reasons for the existence of the reserve, up to a value of £100,000 per annum. Any necessary withdrawal that exceeds this amount additionally requires the approval of the relevant Portfolio Holder.

The Portfolio Holder for Finance must be consulted in transactions which will result in expenditure over £250,000.

Decisions where more than one Portfolio Holder is required to make a decision must go to Cabinet. For the avoidance of doubt each Portfolio Holder has complete freedom to utilise his or her budget without further recourse to the Leader provided it is not a key decision and subject to the restrictions mentioned above.

It is the responsibility of each Portfolio Holder in consultation with the relevant Chief Officer to ensure that every executive decision is made with the full knowledge of a Democratic Services Officer who shall ensure each decision is properly recorded and published.

It is also the responsibility of the Portfolio Holder, in consultation with the relevant Chief Officer in making decisions to abide by the Council's Financial Regulations, the law and other policy and procedure documents of the Authority as appropriate.

The Portfolio Holder may make decisions in all the areas set out below subject to the conditions and consultations and onward limits on delegation except where the matter under consideration is in excess of £250,000 or beyond the budget of the Portfolio Holder or has a significant effect on two or more wards in the Borough or where the decision to be reached requires the decision of an additional Portfolio Holder.

General Powers

The exercise of delegated powers is to the person to whom it is expressly delegated under this Scheme.

An officer who is authorised to exercise a delegated power under this scheme may authorise other officers to exercise that power on their behalf. Such authorisation shall be made in writing setting out:

a. The name(s) of the officers who may exercise a power
b. The power which may be exercised
c. Any limitations on the exercise of that power

A copy of every authorisation should be passed to the Monitoring Officer before the officer who is authorised exercises any power

Contracts

A Chief Officer may authorise and execute on behalf of the Council a contract for works services or goods provided:

a. the value of the contract does not exceed £100,000.00 or any limit prescribed at any time by contract standing orders
b. the contract is not part of a series of agreements for the provision of the same or substantially the same works, goods or services
c. the Chief Officer retains a copy of every contract that they make

OFFICER DECISIONS

It is the responsibility of the officer in making decisions to abide by the Council's Financial Regulations and other policy and procedure documents of the Authority as appropriate.

A delegation of a role when a number of officers hold the job description will mean that for the purposes of the scheme, the power is delegated to all of those officers, or where the job role has changed since the delegation was made, the delegation shall be to the officer whose role most closely mirrors the original role.

In the absence of the Chief Executive any powers failing to be exercised by her may be exercised by any Chief Officer.

Any delegation of power delegated to any Chief Officer can be exercised by the Chief Executive.

Portfolio Holder	Functions	Consultations	Officer Delegation	Limits on Delegation
1. THE LEADER	1.1 Implementation of corporate Policy	CE/CFO/MO May require recommendations to Council for any change.	**Chief Executive / Monitoring Officer/Chief Officers / CFO** Implement corporate policy and ensure Executive decisions are taken in accordance with the law, financial regulations and policy.	
	1.2 Cross Cutting/Cross Remit issues/overarching responsibility for Cabinet portfolios/issues not covered by other portfolios	CE & CO & Portfolio Holders	**Chief Executive and Chief Officers** Day to day management of the process	
	1.3 Democratic Arrangements	MO	**Chief Executive and Chief Officers** Day to day management of the Council's democratic processes. Timetable of Meetings.	
	1.4 Legal	CE and MO	**Chief Executive / Monitoring Officer** 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/property 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. Day to day management and delivery of legal services.	

	1.5 Communication strategy and implementation	CO	**Chief Executive and Chief Officers** Day to day management of communications on behalf of the Council, in accordance with Council Policy.	
	1.6 Civics	CE, Civics Officer Mayor or Deputy Mayor	**Chief Executive** To determine applications to use the Council's coat of arms. **Chief Executive and Chief Officers** Day to management of the office of the Mayor and Deputy Mayor and civic ceremony.	
	1.7 Public and Civil Emergencies, emergency planning and emergency management	Civil Emergency Liaison and CE Leader, Deputy Leader, MO	**Chief Executive and Chief Officers** To exercise any power to protect the interests and well-being of the inhabitants of the Borough in cases of emergency. **Chief Executive and Chief Officers** Day to day management of the Civil Emergency Plan	C – Cabinet as soon as reasonably practical
	1.8 Council Business Continuity	CO	**Chief Executive and Chief Officers** Day to day management of the process	
	1.9 Performance Management including KPIs and Risk Management	CO, MO,CFO	**Chief Executive and Chief Officers** Implementation of performance management reviews, production of performance management information and undertaking risk management Day to day management of the Corporate Risk Register and Service Level Risks	
	1.10 Developing and managing external strategic relationships		**Chief Executive and Chief Officers** Day to day management of the process	
	1.11 Shared services, Partnerships and Joint Working arrangements		**Chief Executive and Chief Officers** Day to day management of the process	
	1.12 Major funding, investment and housing delivery		**Chief Executive and Chief Officers** Oversight, day to day management and implementation major funding and Major Project schemes	

	1.13 Policy development and submission to Council	CE/CFO/MO	**Chief Executive / Monitoring Officer/Chief Officers / CFO** Provision of professional advice on policy review and development	
	1.14 Corporate Governance		**Chief Executive / Monitoring Officer/Chief Officers / CFO** Delivery of corporate governance across the Council	
	1.15 Transformation Programme	Leader, CE	**Chief Executive / CFO/Chief Officers** Day to day development and management of the transformation programme	
	1.16 Arrangements with West Norfolk Property Ltd and West Norfolk Housing Company and Council Wholly owned Companies		**Chief Executive/Chief Officers** Day to day management of contractual arrangements and relationships with the Council	
	1.17 Shareholder function in relation to the Council wholly owned companies (delegated to the Shareholder Committee)		**Chief Executive / Monitoring Officer/CFO** Undertaking role of Shareholder Representative, where so appointed by the Shareholder Committee	
	1.18 Arrangements with King's Lynn Town Board and Towns Fund (including any future iteration)		**Chief Executive / CFO/Chief Officers** Day to day management of the governance arrangements with the King's Lynn Town Deal Board, acting as a King's Lynn Town Deal Board Member where so appointed and managing the role as Accountable Body for the Towns Fund	
	1.19 Overall responsibility for organisational culture and vision including the Corporate Strategy (as approved by Full Council) and Annual Plans		**Chief Executive /Chief Officers** Day to day development and management of the culture and strategic direction of the Council	
	1.20 Corporate Health and Safety		**Chief Executive**	

			Day to day responsibility for the Council's corporate Health and Safety function.	
	1.21 Replacement/ substitution of members on Executive Outside Bodies where they are Executive Appointments and removal/addition of Executive Outside Bodies that the Cabinet appoints to as required.	CE and MO	**Chief Executive and Monitoring Officer** Day to day Management	Subject to nomination from the Leader

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
2 Business & Deputy Leader	2.1 Commercial Investment, development and promotion	CO	**Chief Executive and Chief Officers** Day to day management and implementation of strategies and schemes for commercial investment, development and promotion within the Borough.	C PH
	2.2 Determination of Applications for Circuses on Council property.		**Chief Officers** Determination of applications to hold circuses on council land.	
	2.3 Sports facilities, venues	CO	**Chief Officers** Management and Maintenance of the fabric of all leisure and sports buildings. Responsibility for sports facility provision issues	
	2.4 Leisure and Alive West Norfolk	CO	**Monitoring Officer/Chief Officers** (subject to any conflicts in relation to Officer Directors)	CO

			Day to day management and delivery of the leisure client function with Alive West Norfolk. Day to day management and delivery of any other leisure provision sitting outside of the arrangement with Alive West Norfolk	
	2.5 Business Partnerships		**Chief Executive and Chief Officers** Day to day management	
	2.6 King's Lynn BID		**Chief Executive and Chief Officers** Day to day management	
	2.7 Economic Development	CO	**Chief Executive and Chief Officers** Day to day management	
	2.8 Management and maintenance of the Industrial Estates	PH and PH for Finance where transaction over £250,000	**Chief Officers** Day to day management and maintenance of Council Industrial Estates interests together with the ability to authorise all related transactions at market rent/value. Subject to: • Acquisition or disposal of freehold land up to £499,999. • Acquisition or disposal of leasehold land up to an annual rental value of £499,999.* • Discharge or relaxation of freehold or leasehold covenants. • Determine all applications for the assignment of lease agreements**. • To approve or refuse applications to the Council as Landlord for any approval or consent. • Authorise non-Housing Act tenancies and licences. • Authorise the applications to release or relax restrictive covenants attached to houses formally owned by the Council	

	2.9 Management and maintenance of council owned property assets (not Industrial Estates) (including but not limited to King's Court, Town Hall, the Depot, community centres.	PH and PH for Finance where transaction over £250,000 PH where property is in another portfolio holder's functional area	**Chief Officers** Management of Council property interests together with the ability to authorise all related property transactions at market rent/value. Subject to: • Acquisition or disposal of freehold land up to £499,999. • Acquisition or disposal of leasehold land up to an annual rental value of £499,999* • Discharge or relaxation of freehold or leasehold covenants. • Determine all applications for the assignment of lease agreements**. • To approve or refuse applications to the Council as Landlord for any approval or consent • Authorise non-Housing Act tenancies and licences • Authorise the applications to release or relax restrictive covenants attached to houses formally owned by the Council	C, CO, PH * Financial limit not applicable to industrial estates where an unlimited rental is allowed. ** except where residential element. C CO C CO, PH, WM C CO, PH
	2.10 Management of Ancient Corporate Estates		**Chief Officers** Day to day management of the ancient corporate estates	
	2.11 Responsibility for policy development relating to property acquisition and disposal and submission to Council	CE/CFO/MO	**Chief Executive and Chief Officers** Provision of professional advice on policy review and development and implementation of adopted policies	
	2.12 All staffing related matters and policies relating to Employment, Personnel, Pay, Pensions,	CO	**Chief Executive and Chief Officers** Implementation of service re-organisations and re-structuring within budget.	C CO C CO on Settlement arrangements

	Training and Equalities (as an employer)		Approval for the funding of training courses for both full and part time study for all employees. Updating the Performance Management Scheme. Chief Executive Changes to posts for senior staff (Chief Officers).	
	2.13 Regeneration strategy, policy and implementation	CO	**Chief Executive and Chief Officers** Day to day management of Regeneration Projects. Submission of bids for and Management of Regeneration projects. **Chief Executive and Chief Officers** Authorisation to retain professional expertise as required.	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
3 Planning and Licensing	3.1 Development of Local plan, planning performance and Land Use Policies		**Chief Officers** Minor consequential amendments to planning policy in accordance with national and regional policy changes. Issuing of Local Plan guidance and information. Implementation of major strategic allocations Day to day management of performance of the Planning service.	C – CO
	3.2 Planning Enforcement policies and performance		**Chief Officers** Day to day management of the performance of the Planning Enforcement operation	
	3.3 Building Control		**CNC – Chief Officers** The exercise of all local authority functions under the Building Act 1984, the Housing Acts and Public Health Acts so far as they relate to the function of the Council as a Building Control Authority. Act as appointing officer under the Party Wall Act 1996. Building Control enforcement and exercise the right of entry to land and premises	
	3.4 Street naming and numbering	WM – on Street Naming only	**Chief Officers** Management of Street numbering and naming	
	3.5 Commons		**Chief Executive and Chief Officers** Management and operation	
	3.6 Compulsory Purchase Orders and Enforced Sales Procedures		**Chief Officers** Implementation of Compulsory Purchase Orders, having first been approved by Council, and Enforced Sale Procedures	

	3.7 Land Charges		**Chief Officers** Maintain the Register of Local Land Charges and Land Terrier.	
	3.8 Derelict Land and Buildings		**Chief Officers** Day to day management.	
	3.9 Community Infrastructure Levy (CIL)		**Chief Officers** Day to day management and delivery	
	3.10 Planning and Delivery of Custom and Self Build Strategy		**Chief Officers** Day to day management.	
	3.11 Licensing policies and performance		**Chief Executive and Chief Officers** Day to day implementation of the Licensing Policies, undertake consultations, engage with relevant stakeholders and decisions on hackney carriage fires and designated ranks. Performance of the Licensing Function.	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
4 Finance	4.1 All policies and Strategies relating to the council's finances having first been recommended by Cabinet and approved Council including (but not limited to): Budget Treasury Management Financial Management of assets Statement of Accounts Capital Strategy Fees and charges	CE/CFO/MO Requires rec to Council for any change	**Chief Executive / Chief Officers CFO / Monitoring Officer** Ensure Executive decisions are taken in accordance with the law and financial and policy guidelines. **Chief Executive and Chief Officers / CFO** Day to day management. Write Off irrecoverable debts. Administration of banking arrangements. Manage insurance for the Council, its property and employees. Exchequer services including raising and repayment of loans. Approval and publication of Statement of Accounts. Authorisation of virements and budget transfers. Authorise urgent payments. Day to day management of fees and charges.	
	4.2 Procurement and Financial Regulations and Contract Standing Orders	CO	**Chief Executive and Chief Officer / CFO/MO** Day to day management and enforcement of the Council's Procurement Strategy and Financial Regulations and Contract Standing Orders	
	4.3 External Audit, Internal Audit, Anti-fraud and Insurances	MO as necessary	**Chief Executive and Chief Officers / CFO** Responsibilities under S.151 and S114 (Chief Financial Officer). Enforcement of Financial Regulations Day to day management of the Internal Audit function and process.	

			Support the external Audit function and process Manage insurance for the Council, its property, wholly owned companies and employees. Day to day management of the Council's anti-fraud and corruption policies, including money laundering and anti- bribery	
	4.4 Efficiencies, savings, income generation, external funding and Business Rate Growth		**Chief Executive and Chief Officers & CFO** Day to day management	
	4.5 Financial implications for the Council		**Chief Executive and Chief Officers & CFO** Day to day management	
	4.6 Delivery Models		**Chief Executive and Chief Officers & CFO** Development of future delivery models	
	4.7 Housing benefit, revenue, welfare benefits and advice		**Chief Executive and Chief Officers & CFO** Administration of housing benefit and Council Tax benefit and discretionary housing payments. Collect, administer, demand and recover Council Tax and National Non-Domestic Rate precepts and any other Tax or Charge levied by the Council. Collection of rents.	
	4.8 West Norfolk Wins Lottery		**Chief Executive and Chief Officers & CFO** Day to day administration of Lottery	
	4.9 Support and grants (where not covered by another portfolio)		**Chief Executive and Chief Officers & CFO** Day to day administration	
	4.10 Financial support and grants (financial assistance scheme and SLAs)		**Chief Officers and CFO** Day to day administration	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
5 Climate Change and Biodiversity	5.1 Climate Change Policies	CO	**Chief Executive and Chief Officers** Day to day management and implementation of policies **Chief Executive and Chief Officers** Development of policy	
	5.2 Energy strategies	CO	**Chief Executive and Chief Officers** Monitoring of energy efficiency measures to Council buildings. Day to day management and implementation of policies and strategies	
	5.3 Biodiversity, Local character		**Chief Officers** Day to day management	
	5.4 Policies relating to air quality		**Chief Officers** Day to day management, implementation and development of policy	
	5.5 Active Travel and Ferry Project		**Chief Executive and Chief Officers** Day to day management, implementation and development of policy.	
	5.6 Street Lighting		**Chief Officers** Day to day management	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
6 Environment and Coastal	6.1 Policies and strategies relating to: Environmental Strategy, contaminated land	CO	**Chief Executive and Chief Officers** Day to day management and implementation	
	6.2 Coastal Issues, Shoreline Management and flood water and water management including water quality/usage		**Chief Executive and Chief Officers** Day to day management and implementation	
	6.3 All aspects of Recycling and refuse collection including waste minimisation and composting, Fly tipping and Waste Management Enforcement		**Chief Executive and Chief Officers (subject to any conflicts in relation to Officer Directors)** Day to day management including undertaking the Shareholder function in relation to any joint venture companies carrying out waste services.	
	6.4 Food Safety		**Chief Officers** Day to day management of the food related services	
	6.5 To carry out the Council's functions as a Port Health Authority		**Chief Officers** To carry out the day to day functions of the Port Health Authority	
	6.6 Infectious Diseases		**Chief Officers** Day to day management	
	6.7 Pollution control		**Chief Officers** Day to day management	
	6.8 Open and Green Spaces policies and strategies	CO	**Chief Executive and Chief Officers** Day to day operation of the policies and implementation.	

	6.9 Parks, Gardens and amenity areas including play areas and allotments	WM, CO	**Chief Officers** Day to day management of such facilities including exclusion of persons as necessary	
	6.10 Public Conveniences	WM	**Chief Officers** Management and maintenance of the Council's public conveniences.	
	6.11 Street Scene and public cleansing		**Chief Officers** Day to day management	
	6.12 Depot Operational Arrangements		**Chief Officers** Day to day management	
	6.13 Health & Safety policies and performance (not corporate)		**Chief Officers** Day to day management of policies and performance	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
7 People and Communities	7.1 Housing Strategies and Associated Policies		**Chief Officers** Day to day delivery of housing and homeless strategies and policies including administration of the Council's Housing policies.	
	7.2 Housing Register		**Chief Officers** Management of Housing Register in accordance with policy and nominations of households to Registered Providers	
	7.3 Homelessness		**Chief Officers** Exercise of homelessness functions	
	7.4 Housing Standards in the Private Sector		**Chief Officers** Day to day delivery of housing standards role including housing enforcement and compliance functions.	
	7.5 Houses in Multiple Occupation (HMO)		**Chief Officers** Grant, renew and revoke all licenses and issues under the relevant housing legislation.	
	7.6 Loans and grants for housing	CFO	**Chief Officers** Approval/refusal/withdrawal and authorisation of renovation grant scheme payments.	
	7.7 Home Improvement Agency, Care and Repair and associated operations and Careline		**Chief Officers** Day to day management of the Home Improvement Agency, Care and Repair and associated operations and Careline.	
	7.8 Residential Caravan Site Licensing		**Chief Officers** To grant, transfer or revoke licenses and exercise of duties in relation to residential caravans.	
	7.9 Social Inclusion		**Chief Executive and Chief Officers** Day to day management.	
	7.10 Gypsy, Roma and Travellers	WM	**Chief Officers** Exercise of function. Dealing with unauthorised encampments.	

	7.11 Public Health and Well-being including prevention, improvement, promotion, Healthier Lives Strategy and community care and Lily		**Chief Executive and Chief Officers** Day to day management.	
	7.12 Local Health Partnerships		**Chief Executive and Chief Officers**	
	7.13 Community Safety/Neighbourhood nuisance service including help hub, control of noise, odour, light, dust, smoke and other pollutants, Public Health. Land drainage and sewerage issues. Planning and Licensing consultations regarding the above. enforcement. Building Act 1984 and Housing Acts as relevant to environmental health		**Chief Officers** General day to day management of the community safety service and compliance with any legislative provisions relating to crime, disorder and nuisance. Investigations, authorisations and interventions relating to anti-social behaviour including service of notices, warrants and any other statutory enforcement.	
	7.14 Community initiatives and safety, transport and shop mobility		**Chief Executive and Chief Officers** Day to day management.	
	7.15 Council Information Centre and Customer Relations		**Chief Officers** Day to day management.	
	7.16 Assets of Community Value		**Chief Executive and Chief Officers** Day to day management of the process including maintaining Community Asset Register	
	7.17 Skills – Internal and External		**Chief Officers** Day to day management of the process	

	7.18 Safeguarding		**Chief Executive and Chief Officers** Day to day management and delivery of safeguarding policies and strategies	
	7.19 Care Leavers		**Chief Officers** Provision of support within the Council's functions	
	7.20 King's Lynn unparished area insofar as not delegated to King's Lynn Area Committee (KLAC)	KLAC	**Chief Executive and Chief Officers** Day to day support to unparished areas within the Council's functions, including to KLAC	
	7.21 Equal Opportunities strategies and policies (not as the employer)		**Chief Executive and Chief Officers** Day to day management.	
	7.22 Bus Shelters		**Chief Officers** Day to day administration	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
8 Culture and Events	8.1 Culture	CO	**Chief Executive and Chief Officers** Day to day management and delivery of the cultural strategy	C PH
	8.2 Museums and Heritage	CO	**Chief Officers** Day to day management and delivery of museum premises owned by the Council, including Stories of Lynn and strategy on heritage assets Day to day management of Heritage premises in the Council's ownership.	
	8.3 Arts policies and strategies	CO	**Chief Officers** Day to day operation of the policies	
	8.4 Liaison with Downham and Hunstanton Town Councils		**Chief Executive and Chief Officers** Day to day management of the process	
	8.5 Parish Council Liaison		**Chief Executive/Chief Officers/Monitoring Officer** Day to day management of relationship with Parish Councils	
	8.6 Christmas Lighting		**Chief Officers** Provision of Christmas lighting across the Borough	
	8.7 Events in King's Lynn and Markets and Fairs		**Chief Officers** Day to day administration of events in King's Lynn and Markets and Fairs in the Borough	
	8.8 Resort and Seafront Management	WM, CO	**Chief Officers** Day to day management of resorts and seafront	
	8.9 Tourism	CO	**Chief Officers** Day to day management of tourism premises owned or operated by the Council.	

			Chief Executive and Chief Officers Day to day management of the tourism issues including strategy and management. Arranging or overseeing exhibitions, conferences and tourism as appropriate.	
	8.10 Promotion and Marketing of the Borough	CO	**Chief Executive and Chief Officers** Day to day promotion and marketing of the Borough.	
	8.11 Arts/Theatre/ Entertainment facilities, venues	CO	**Monitoring Officer/ Chief Officers** Management and Maintenance of the fabric of all arts and entertainment. Day to day management and delivery of the client function with Alive West Norfolk	

Portfolio Holder	Functions	Portfolio Holder Consultations	Officer Delegation	Limits on Delegation
9 Transport Strategy and Car Parking	9.1 GDPR, Freedom of Information and Data Protection	MO	**Monitoring Officer** Respond to requests for information under the GDPR, Freedom of Information and Environmental Information legislation, requests under Data Protection legislation. Maintain Publication Scheme. Maintain Council's Data Protection registration. Authorise the use, loan or reproduction of the Councils archive material. Day to day oversight and management of policies and procedures relating to information governance.	
	9.2 Customer Complaints		**Chief Executive / Monitoring Officer/Chief Officers**	

			Day to day management and engagement with the Local Government and Social Care Ombudsman	
	9.3 ICT and the website	CO	**Chief Officers** Day to day management of the service	
	9.4 CCTV		**Chief Officers** Day to day management including entering and managing external contracts with other local authorities for the provision of CCTV services	
	9.5 Transport policies and joint implementation		**Chief Executive and Chief Officers** Responding to consultations on traffic regulation orders. Day to day management and delivery of joint transport policies and strategies	
	9.6 Crematorium and Cemeteries		**Chief Officers** Day to day operational management	
	9.7 Car Parking operations		**Chief Officers** Day to day management including decisions on making and amending Car Park Orders and entering and managing external contracts with other local authorities for the provision of their on-street and off-street parking enforcement and ancillary support	

Body	Functions	Consultations	Officer Delegation	Limits on Delegation
10 Council	10.1 The Constitution. 10.2 Adopting the Council's Policy Framework and determining matters involving a change or deviation from approved policy.		**Chief Executive** 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.	

	10.3 Approving the Council's position relating to local government boundaries, electoral divisions or number of Council Members. 10.4 By-law creating and management and promotion or making of local Acts. 10.5 Determining matters referred to Council by other bodies. 10.6 Appointments (staff and Members) 10.7 Determining the Council's Executive Arrangements. 10.8 Appointment of Honorary Aldermen or bestowing Freedom of the Borough.		To act as Electoral Registration Officer and Returning Officer or Local Returning Officer for all elections, Parish Polls and Referendums and to take such action as is necessary to carry out those duties, including appointing Deputy Electoral Registration Officers and Deputy Returning Officers or Deputy Local Returning Officers. **Chief Executive** To act as the Proper Officer for the Council, as defined by Section 270 (3) Local Government Act1972 To exercise any power to protect the interests and wellbeing of the inhabitants of the Borough and the Council where it is considered necessary and desirable, in consultation with the Leader of the Council and the relevant Portfolio Holder and subject to notification of the relevant decision making body. Staff Restructuring within budget including staff redundancies. Day to day management of the Council's democratic processes. Member Substitutions at meetings Following resignation from a Council body, substitution of Members from same political group onto the Body for the remainder of the year. Replacement/substitution of members on Outside Bodies. **Chief Executive** Day to day management of personnel function within the Council, including development of	C – Cabinet as soon as reasonably practical and report to Council at next meeting Consultation with the Leader and Cabinet Member for Personnel. - Subject to notification from Group Leader or individual member - Subject to notification from Group Leader and agreement of CE.

			appropriate protocols in accordance with policy across the Council, including pay award negotiation, performance related pay, honoraria (as advised by Service managers or Management Team in the case of service head or above), leave arrangements, recruitment arrangements, disciplinary arrangements including suspension of service/compromise/termination arrangements, retirement arrangements, implementation of job evaluation and any appeals process. Variation and termination of employment contracts, extension of service following retirement age, suspension, confirmation of employment following completion of probationary period. Power to appoint staff. Appointment of Temporary employees for up to 12 months (PG6-13) Authorisation of payment of loans, pay in lieu, allowances, compensation and grants etc to staff and waiver of such repayments or payments due in appropriate cases in accordance with policy. Designation and associated work related to casual/essential user car allowances/ loans/hiring. Development of necessary protocols in accordance with overall legislation/policy	- Changes to the Chief Executives contract of Employment would require Leader Sign off via a Delegated Decision
	10.9 Statutory Functions		**Monitoring Officer** To maintain and update a list of statutory provisions under which the Council acting through any Chief Officer may exercise powers devolved to the Council.	

			Authorise, a prosecution, rights of entry, the commencement, defence or settlement of any legal proceedings brought by or against the Council, except in the case of Health and Safety at work prosecutions taken under the act or regulations made under the Act when the power to issue legal proceedings is given to the Health and Safety Inspectors be authorised under the relevant Health and Safety legislation. To act as Monitoring Officer (Local Government & Housing Act 1989), Registrar of Local Land Charges, Authorised Officer (under the Regulation of Investigatory Powers Act 2000), Parish Trustee. To Act as Money Laundering Officer (Proceeds of Crime Act 1995) Sign and serve any notice, order or document or act as proper officer Local Government legislation 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 authorise changes to this Scheme of Delegation to reflect any changes made by the Leader of the Council regarding the Portfolios held by Cabinet Members, including the Leader's portfolio, in consultation with the Leader. **Assistant Directors Resources** To act as Chief Financial Officer under S.114 of the Local Government Finance Act 1988 and S.151 of the Local Government Act 1972 **Chief Executive**	

			Authorised Officer under the Regulation of Investigatory Powers Act To exercise the delegated powers of any Chief Officer where they are absent for any reason or the post is vacant. Officers identified in the Council's Scheme of Delegation are permitted to authorise other officers to exercise delegated function, unless specifically (whether by statute or otherwise) prohibited from doing so.	*excluding any action involving the commencement of civil or criminal proceedings (delegated to LSM)
	Health and Safety where not as the employer		**Chief Executive and Chief Officers** Approval of Health and Safety Inspectors under the relevant legislation. Day to day responsibility of the Health and Safety process where not as the employer including the signature and service of all notices under the relevant legislation.	

Body	Functions	Consultations	Officer Delegation	Limits on Delegation
11 Cabinet	Individual delegations set out as per Portfolios above 11.1 Make recommendations to Council on corporate strategic and service policies and the detailed implementation of those policies 11.2 Delivery of Services within the approved policy and budgetary framework and reviewing the operational framework functions and resources within it. Virement of funds in accordance with Financial Regulations 11.3 Monitoring of the Councils Resources, make recommendations to Council on the overall Budget, Council Tax, and carry out any consultation required. 11.4 To exercise any Executive function duty, action or power which is not delegated to any other Council Body in order to protect the Council's interests. 11.5 Appoint representatives to Outside Bodies where they are Executive appointments and removal/addition of Outside Bodies as required. 11.6 Refer any matter to Council for consideration. 11.7 Commission Research into any matter or hold an enquiry into a particular issue or issues relating to	Delegations to individual portfolio holders apply equally to the Cabinet as a whole Report to Council Rec to Council	Delegations as set out in portfolio groups	

	the Borough or the Council at their discretion.			

Body	Functions	Consultations	Officer Delegation	Limits on Delegation
12 Licensing and Appeals Committee and Sub Committees thereof	12.1 To decide on Licensing applications including under the Licensing Act 2003 where objections have been received, applications to review premises licence/club premises certificate and whether to object to licences when Authority is a consultee. 12.2 To decide on applications under the Gambling Act 2005.	CO CO	**Chief Officers** To administer and decide on Licensing applications under the Relevant legislation where no objections have been made or have been withdrawn. **Chief Officers** To administer and determine Gambling Act applications where no objections have been made or have been withdrawn.	Where irresolvable objections/ representations made - LAC
13 Licensing and Appeals Board and Panels thereof	13.1 To decide on appeals/disciplinary matters for hackney carriages and private hire vehicle driver licences and Homelessness appeals and staffing appeals		**Chief Officers** Approval of applications for hackney carriages and private hire vehicle driver licences except those falling within the categories in paragraphs (i) to (v) below, when they will go to the Licensing and Appeals Board or panels thereof:- (i) Applications which disclose that the applicant has been convicted of an offence involving indecency or violence; (ii) Applications which disclose that the applicant has been convicted of an offence involving dishonesty or drugs;	

		Consultation with Chr & V Chr to L&A Board for info	(iii) Applications which disclose that the applicant has been convicted of an offence under the provisions of the Town Police Clauses Act 1847 or the Local Government (Miscellaneous Provisions) Act 1976; (iv) Applications which disclose that the applicant has been convicted of an offence relating to the driving or ownership of a motor vehicle and has more than six penalty points on his/her licence; (v) Applications which disclose that the applicant has committed a breach of, or failed to comply with, the terms of an existing or previous hackney carriage or private hire licence. To approve applications for hackney carriage and private hire drivers licences that fall within any of the categories set out in paragraphs (i) to (v) of the preceding paragraph if in the opinion of the Chief Officer – G Hall, any offence by the applicant is so minor or irrelevant as to have no proper bearing on the determination of the application. Road Traffic legislation - to "suspend or revoke a Hackney Carriage or Private Hire driver's licence with immediate effect where the Licensing Authority are of the opinion that the interests of public safety require such course of action 21.3.13 L&AB	

Body	Functions	Consultations	Officer Delegation	Limits on Delegation
14 Appointments Board/ Investigating and Disciplinary Committee	14.1 Full Board to appoint Chief Executive 14.2 Panels of Board to appoint Chief Officers 14.3 Panels of Board appoint Independent and Parish Council members of the Standards Committee* 14.4 Panels of the Board appoint members to the Independent Allowances Panel 14.5 To consider complaints against statutory officers	Cabinet Cabinet and CE *Chair/Vice-Chair of Standards Committee		
15 Standards Committee	15.1 Promote high standards of conduct within the Council 15.2 Monitor the implementation and operation of the Codes of Conduct for Members, officers and towns & parishes and confidential reporting codes, including development of protocols 15.3 As a whole or in a Panel of the Committee to determine complaints made regarding breaches of the Code of Conduct	MO MO in consultation with the Chair of the	**Monitoring Officer** On behalf of the Committee to administer the local assessment of complaints and carry out investigations on complaints made under the Code of Conduct. To provide advice to Members and Towns & Parishes including Clerks and Members on aspects of the Code Determine and undertake arrangements for the purposes of enabling the selection of co-opted Independent Persons for Standards	

		Standards Committee	Committee by the Appointments Board/Investigating and Disciplinary Committee in consultation with the Chair of the Standards Committee.	
16 Audit Committee	16.1 Approve annual Financial Statements 16.2 Approval of Annual Governance Statement 16.3 Appointment of independent co-opted members of Audit Committee	 Chair of Audit Committee	**CFO** Preparation of annual financial statements for submission to Audit Committee and external auditors. **Chief Officers** Preparation of Annual Governance Statement for submission to Audit Committee and external auditors. **CFO** Determine and undertake arrangements for the purposes of enabling the selection of independent co-opted Members by Audit Committee.	
17 Electoral Arrangements Committee	17.1 Overseeing Community Governance Reviews (CGR)	Chair of the Electoral Arrangements Committee	**Chief Officers** For mandatory CGR's: confirm validity (e.g. it has sufficient valid signatures, and contains necessary information) and thereby the commencement of the CGR. **Chief Officers** Day to day management of consultation procedures.	