

Scheme of Delegation - Neighbourhoods Directorate

General Notes: With the exception of matters that are delegated to an officer due to their Statutory Role or where a specified professional qualification is required, the authority delegated to an officer within a team for any matter is automatically delegated to any officer within the team at a more senior level. Proper Officer functions may be discharged by other officers duly authorised by Directors and/or Chief Officer(s) to act in the name of the Proper Officer concerned. In the event of the Director not being available for whatever reason then the next most senior officer of the Directorate shall be authorised to implement these delegated powers. Where any new duty is given to the Council which does not fall within this Scheme of Delegation, the exercise of that duty shall be undertaken by the relevant Director until such time as the Council has allocated responsibility. Where a function is delegated to an officer, he/she may authorise the carrying out of that function, in his/her name, by other officers within his/her department, directorate, team, unit or section (or such other officers as report to him/her directly or indirectly) either fully or under the general supervision and control of the authorising officer.

Signed:



Dated: 29.09.2020



Role within Scheme	Specific Function or Decision Making	Officer responsible
Statutory Officers		
Proper Officers	Chief Inspector Weights and Measures	Senior Manager Trading Standards
	Compilation of background paper lists under the Access to Information legislation	Chief Officer
	Traffic Manager	Senior Manager, Network Management

Type of activity	Specific function or decision-making	Officer responsible for that function
Management of Staff	1. Authorising appointment of agency staff	Assistant Director – at the moment Directors as part of recruitment freeze
	2. Authorising recruitment of permanent staff	Assistant Director – at the moment Directors as part of recruitment freeze
	3. Authorising overtime	Senior Manager
	4. Authorising loan payments (car, season ticket)	Senior Manager
	5. Authorising expenses	Manager
	6. Authorising acting-up payments and honoraria	Assistant Director
	7. Approval of special leave and unpaid leave	Manager up to 5 days, Senior Manager over 5 days, Assistant Director over 10 days

	8. Approval of extension of sick pay	Assistant Director HR/OD
	9. Approval of carry over and buy-out of annual leave	Assistant Director – at the moment Directors as part of recruitment freeze
	10. Approval of career break applications	Manager up to 5 days, Senior Manager over 5 days, Assistant Director over 10 days
	11. Approval of applications for additional employment	Senior Manager
	12. Service structure changes	Assistant Director
	13. Approval of changed and new job descriptions	Senior Manager, Assistant Director, Director Resources
	14. Authorisation for retirement, redundancy and pension transfer	Director
	15. Issue notices of termination – redundancy & retirement	Director, Assistant Director HR/OD
	16. Authorising the appointment of consultants	Assistant Director, Assistant Director HR/OD

Contracts	To sign up to new EU compliant frameworks procured by another public body, a local authority consortium, a national agency which is recognised as carrying out procurement for the benefit of public bodies or another local authority as part of a joint purchasing arrangement of which the Council is permitted to use in accordance with the Public Procurement Regulations 2015	Assistant Director in consultation with Head of Commercial Procurement
	To authorise the commencement of procurement for contracts up to £1.5 million where sufficient budget provision exists	Assistant Director in consultation with Head of Commercial Procurement
	To authorise contract variations where the overall financial implications of the variation is contained within the agreed contract sum for a project and is compliance with conditions of the signed contract.	Senior Manager
Contract award (applies to all contracts under £1.5m) – and must be processed in accordance with Contract Procedure Rules	1. Accept Tender and approve award of Contracts more than £250,000 and above but less that £1.5 million in total	Assistant Director in consultation with s151 Officer
	2. Accept Tender and approve award of Contracts more than £100,000 and above but less that £250,000 in total	Assistant Director

	3. Accept Tender and approve award of Contract up to £100,000	Assistant Director
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £1,500,000	Assistant Director in consultation with s151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Assistant Director
	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Senior Manager
Revenue virements	Revenue Virements - up to £100,000	Assistant Director (following consultation with s151 Officer)
Acquisition and Disposal of land	To authorise the acquisition and disposal of land where value is up to £100,000	Senior Manager, Asset Management
Debt Write-offs	To authorise write offs of value up to £10,000	Budget Holder following consultation with Senior Manager and s151 Officer

Reports sign off	Policy & Services Committees	Chief Officer or in alternative Head of Service
	Regulatory Committees	Chief Officer or in alternative Head of Service
	Decision Notices	Chief Officer or in alternative Head of Service
	CMT	Chief Officer or in alternative Head of Service
	Member Briefings	Assistant Director

Communications	Members enquiries responses	Manager or Team Leader
	FOI responses	Senior Manager
	Complaint responses	Senior Manager
	Press releases - political or reputational impact	Assistant Director
	Press releases - without political or reputational impact	Senior Manager

Type of activity	Specific function or decision-making	Officer responsible for that function
Parking	Determining the issuing of penalty charge notices for parking, bus lanes and moving traffic conventions in compliance with statutory requirements and guidance issued under the TMA 2004.	Senior Manager, Network Operations
	Periodic review on and off street parking fees and charges in line with requirements of the RTRA 1984 and associated legislation.	Senior Manager, Network Operations
Environment, Parks & Countryside	Ensure compliance with The Town and Country Planning (Tree Preservation) (England) Regulations 2012 for all trees within the borough that are the responsibility of Wirral Borough Council	Senior Manager, Parks and Countryside

	Ensure all bylaws made by the council of Wirral Borough Council, section 164 of the Public Health Act 1875. Sections 12 and 15 of the Open Spaces Act 1906, and Section 15 of the Open Spaces Act 1906 with regard to public walks, pleasure grounds or open spaces are adhered to.	Senior Manager, Parks and Countryside
	Authorised signatory of allotment plot tenancies once allocated.	Assistant Director
Highways & Infrastructure	Authorizes the erection of permanent or temporary structure over, under, in the highway, as technical approval authority (TAA) under the Design Manual for Roads and Bridges.	Assistant Director
	Authorizes the implementation of planned highways & infrastructure schemes where budget provision exists and fewer than 15 objections have been received	Assistant Director
	Authorizes the erection of temporary structure or carrying out of works, (i) within, over or under the highway; (ii) in front of the prescribed building line; (iii) private works over or under the public highway, subject to securing appropriate agreements and commuted maintenance payments where applicable	Senior Manager, Highway Maintenance & Street Lighting

	<p>Ensure that every street lighting column and illuminated traffic sign, or bollard, maintained by the Authority complies with the relevant lighting standards as defined in BS5489-1:2013 & BS EN 13201 and all other relevant European and British Standards for road lighting, including any revisions and updates arising.</p>	<p>Senior Manager, Highway Maintenance & Street Lighting</p>
	<p>Ensure that in maintaining every street lighting column, lantern, illuminated traffic sign, or bollard, maintained by the Authority this is conducted in compliance the current version of any relevant legislation and/or standards, including: The Management of Health and Safety Regulations (1999); The Electricity at Work Regulations (1989); The Electricity Supply Regulations (1988); The Environmental Protection Act (1990); Control of Substances Hazardous to Health Regulations (2002); CDM Regulations (2015); Traffic Signs Regulations & General Directions (TSRGD) (2002); Road Traffic Regulations Act 1984; Highways Act 1980; Traffic Management Act 2004; New Roads and Street Works Act 1991; BS54891:2013 & BS EN 13201 and all other relevant European and British Standards for road lighting.</p>	<p>Senior Manager, Highway Maintenance & Street Lighting</p>
	<p>Exercise the Council's functions in relation to licences and permits under the Highways Act 1980, section 115A to K (amenities on the highway), section 139 (control of builders' skips), section 169 (control of scaffolding and</p>	<p>Senior Manager, Highway Maintenance & Street Lighting</p>

	hoardings) and section 171 (control of builders' material etc).	
	To authorise the entering into of agreements with the developers under Section 38 of the Highways Act 1980 and to exercise the functions of the Council with respect to the formal adoption of private streets generally.	Senior Manager, Network Management
	To approve, from time to time, a schedule of prospectively maintainable highways under the New Roads and Street Works Act 1991.	Senior Manager, Network Management
	Power to make traffic regulation orders under Section 1 of the Road Traffic Regulation Act 1984	Assistant Director
	Power to authorise the making of an order for the temporary restriction or prohibition of traffic on a road, footpath, bridleway, restricted byway or byway or the issue of a notice for such purpose under Section 14 of the Road Traffic Regulation Act 1984.	Senior Manager, Network Management
	Power to prohibit or restrict use of roads, footpaths, bridleways, restricted byways or byways in connection with certain events under Section 16A of the Road Traffic Regulation Act 1984.	Senior Manager, Network Management
Trading Standards	Exercise the council's function with regards to trading standards	Senior Manager Trading Standards

	To appoint and designate officers as inspectors, sampling officers or authorised officers in respect of the appropriate legislation.	Assistant Director
	To grant, amend, refuse, suspend and transfer licenses or certificates	Senior Manager Trading Standards
	To register persons or premises, pursuant to legislation made in relation to the above areas	Senior Manager Trading Standards
	Institute legal action and or proceedings in respect of the enforcement of any legislation relating to trading standards in conjunction with Legal Services	Senior Manager trading Standards in consultation with legal
	To apply for warrants, to seize and detain goods and documents and carry out test purchases of goods and services relating to trading standards	Senior Manager Trading Standards
	Officer to take particular actions in their own name and to charge people at police stations. (This applies in rare cases where a defendant has been arrested and is considered a potential flight risk. Custody Sergeant will then agree to charge that defendant as opposed to bailing them)	Senior Manager for Trading Standards
	Personally or, where legislation requires it, through the Trading Standards Manager authorise suitably qualified members of staff in the Trading Standards Division to	Assistant Director

	carry out enforcement functions as authorised officers under trading standards, consumer and related legislation	
Environmental Health	To exercise the Council's functions in respect of environmental health matters	Senior Manager Environmental Health
	To appoint and designate officers as inspectors, or authorised officers in respect of the appropriate legislation.	Assistant Director
	To exercise the power to issue and sign notices and orders in respect of environmental health matters and to take all other necessary steps to discharge the Council's enforcement powers in this area.	Senior Manager Environmental Health
	Bring prosecution for breach of legislation exercisable by environmental health	Senior Manager Environmental Health in consultation with legal
Safety at Sports grounds	To issue a General Safety Certificate for admitting spectators to any regulated sports grounds or stands on behalf of Wirral MBC as certifying authority, as required under the Safety of Sports Ground Act 1975 (as amended by the Fire Safety and Safety of Places of Sport Act 1987).	Assistant Director
	To appoint and designate officers as authorised officers to monitor compliance with the conditions of the General Safety Certificate.	Assistant Director

	To exercise the power to issue and sign notices and orders in respect of Safety at Sports Grounds matters and to take all other necessary steps to discharge the Council's enforcement powers in this area.	Assistant Director
	Bring prosecution for breach of legislation if required.	Assistant Director in consultation with legal.
Anti-Social Behaviour Team	To exercise the power to take enforcement action under the ASB, Crime and Policing Act 2014 i.e Injunctions, Closure Orders, Public Spaces Protection Orders and Community Protection Notices.	Assistant Director
	Bring prosecution to persons found in breach of a Notice, Order or Court Order relating to anti-social behaviour matters.	Assistant Director
	To exercise the Council's function to take enforcement action regarding unauthorised encampments on Council land.	ASB Manager in consultation with legal.
	To implement where appropriate the use of overt and covert CCTV when dealing with anti-social behaviour matters and to adhere to RIPA guidance.	Assistant Director
SEND Transport	Stage 1 & Stage 2 home to school transport appeal submissions examined and decided upon	Children & Families Dept Senior Managers from the SEN service and Pupil Admissions