

# Scheme of Delegation – Regeneration and Place 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: 



Role within Scheme	Specific Function or Decision Making	Officer responsible
Statutory Officers		
Proper Officers		
	Compilation of background paper lists under the Access to Information legislation	Chief Officer

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

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

Contracts	To sign up to new 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	(Chief Officer/Head) 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.	Authorised Contract Officer
Contracts (applies to all contracts under £1.5m) – and must be processed in accordance with Contract Procedure Rules	1. Contracts more than £250,000 and above but less than £1.5 million in total	Chief Officer in consultation with s151 Officer
	2. Contracts more than £100,000 and above but less than £250,000 in total	Chief Officer
	3. Contract up to £100,000	Budget Holder
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £1,500,000	Chief Officer in consultation with s151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Chief Officer

	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Budget Holder
Revenue virements	Revenue Virements - up to £100,000	Chief Officer (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	s151 Officer

Reports sign off	Standing Committee	Chief Officer
	Policy & Services Committees	Chief Officer
	Decision Notices	Chief Officer
	CMT	Chief Officer
	Member Briefings	Chief Officer
Communications	Members enquiries responses	Chief Officer
	FOI responses	Chief Officer
	Complaint responses	Chief Officer
	Press releases - political or reputational impact	Chief Officer
	Press releases - without political or reputational impact	Chief Officer

Type of activity	Specific function or decision-making	Officer responsible for that function
Planning	Final sign off on delegated planning applications & planning related matters and planning enforcement matters, delegated planning detailed in Scheme of Delegation to Officers for the Determination of Planning Applications and Planning Related Matters	Head of Service, Service Manager, Principal Officers/Team Leaders, Senior Planners
	Planning Committee Briefing for Chair of Planning Committee and Political Party Spokespersons	Head of Service, Service Manager
Property Management	Undertake the day-to-day management of the Council's land and premises including the authorisation of expenditure subject to budgetary control.	Manager Assets and Surveying
	Negotiate and agree a price for the purchase of land or property over £100,000 provided where a detailed estimate of the cost has been approved by the Policy and Resources Committee and the agreed price is within the reported estimate.	Manager Assets and Surveying
	Enter into discussions for the sale of Council owned land.	Manager Assets and Surveying
	Authorise the purchase at market value of land or premises included in compulsory purchase orders made by the Council, or its predecessor councils, together with blight/purchase notices accepted by the Council, including the payment of compensation in accordance with relevant legislation, subject to the availability of funding within the Council's capital programme, or from elsewhere.	Manager Assets and Surveying
	Authorise the acquisition for nil value, by way of dedication or transfer, of land within development	Manager Assets and Surveying

	schemes which is required to be provided by the developer for open space or play area purposes subject to being satisfied as to the standard of the completed works and the availability of finance for future maintenance.	
	Authorise the grant and renewal of leases, tenancies and agreements of land and premises at current market rentals subject (where appropriate) to the receipt of satisfactory references and planning consent and (as appropriate) the termination thereof.	Manager Assets and Surveying
	Approve the grant of leases or licences of Council land and buildings where the lease / licence is for a period not exceeding seven years.	Manager Assets and Surveying
	Negotiate and approve the review of rents reserved by existing leases and tenancy agreements of Council land and property at current market rental levels.	Manager Assets and Surveying
	Approve assignments of the residue of leases and tenancy agreements and underleases thereof subject to the receipt of satisfactory references, if appropriate.	Manager Assets and Surveying
	Approve (where appropriate at the market value thereof) the modification or release of covenants contained in existing conveyances, leases, agreements and licences subject to compliance with the Council's planning or other policies and to approve the terms of any such modification or release.	Manager Assets and Surveying
	Approve the acceptance of surrenders of leases where there is a financial benefit to the Council.	Manager Assets and Surveying
	Approve the grant of easements, wayleaves, etc. over Council owned land where the annual acknowledgement	Manager Assets and Surveying

	to be paid does not exceed £1,000, or where a capital payment of up to £10,000 is involved.	
	Approve the purchase of or agreements for easements, wayleaves, etc. necessary to fulfil Council requirements where the annual acknowledgement to be paid does not exceed £1,000 or a capital payment of £10,000 and settle subsequent claims where the total in respect of capital payments and claims does not exceed £10,000.	Manager Assets and Surveying
	Approve the grant of easements, wayleaves, etc. over Council owned land where the annual acknowledgement to be paid exceeds £1,000, or where a capital payment of over £10,000 is involved.	Senior Manager Asset Management
	Approve the purchase of or agreements for easements, wayleaves, etc. necessary to fulfil Council requirements where the annual acknowledgement to be paid exceeds £1,000 or a capital payment of £10,000 and settle subsequent claims where the total in respect of capital payments and claims exceeds £10,000.	Senior Manager Asset Management
	Approve minor amendments to existing approved Executive decisions relating to purchases, leases, sales and contracts made under the previous constitution.	Manager Assets and Surveying
	Approve the appointment of professional advisers and/or agents, using any select list currently in force, and to settle any fees or other costs arising therefrom.	Manager Assets and Surveying
	Agree and authorise payments of statutory disturbance claims, loss payments and payments for the depreciation in the value of land caused by work carried out under statutory powers	Manager Assets and Surveying
Housing	Grant of HMO and Selective licences	Head of Service

	To exercise the Council's functions in respect of housing matters	
	To appoint and designate officers as inspectors, or authorised officers in respect of the appropriate legislation (warrant cards)	Head of Service
	To exercise the power to issue and sign notices and orders in respect of housing matters and to take all other necessary steps to discharge the Council's enforcement powers in this area	Head of Service
	Bring prosecution for breach of legislation exercisable by housing	Head of Service
In relation to council owned residential properties	Grant tenancies.	Head of Service
	Deal with applications for consent to assign.	Head of Service
	Fix rents for specific properties (any decision to raise rents generally shall be referred to the Housing and New Homes Committee).	Head of Service
	Serve notices of seeking possession and notices to quit.	Head of Service
	Arrange for the repair and maintenance of properties.	Head of Service
	Issuing of Rent determination Letters	Head of Service

	Issue consents, permits etc. to tenants for works and deal with other requests for consent presented to the Council as a landlord.	Head of Service
Grant Funding Allocations Received	Authorisation of payments over £100k for the allocation of Contracts and grant payment schedule for Homelessness Schemes, Better Care Fund pooled funding, Syrian Resettlement Grants, Section 106 ring fenced payments for affordable housing	Head of Service (Housing)

