

## **Sub Scheme of Delegation Strategic Director of Regeneration of Environment**

The Strategic Director of Regeneration and Environment is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Council and the Executive. Each Strategic Director has the benefit of a number of delegations – these are set out separately in two schemes; one for Council functions (delegated by Council) and one for Executive Functions (delegated by the Leader of Council). Each scheme is further separated into the general functions which are shared so that all Directors can carry out those functions in relation to areas within their remit, and specific functions which may only be carried out by or on behalf of the named Director. Details of those delegations can be found in Appendix 9 of the Constitution – Scheme of Delegation.

The Strategic Director has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate. These officers are identified by reference to their job title rather than by name. If the Strategic Director delegates functions to a fellow Strategic Director he/she makes it clear in this sub-delegation scheme whether that Strategic Director can sub-delegate those functions.

This scheme details the officers who can carry out each function on the Strategic Director's behalf, together with the details of any terms and conditions which the Strategic Director has imposed on that sub-delegation (examples can be found in footnote below). All officers are bound by the Employee Code of Conduct and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme.

Even though the Strategic Director has sub-delegated the functions he/she remains accountable for all decisions taken in accordance with this scheme. An officer with sub-delegated authority may decide not to exercise that authority, or the Strategic Director may indicate that the authority should not be exercised, in respect of any individual matter. In either case that matter should be referred to the Strategic Director for a decision or for referral to the relevant Committee if appropriate.

In some circumstances not all Strategic Directors have functions delegated to him/her in the delegation scheme. In these cases, the relevant part of this sub-delegation scheme is marked as 'not applicable'. Where the Strategic Director has chosen not to sub-delegate his/her authority, this is clearly stated within the scheme. Decisions in relation to those functions should be taken by the Strategic Director unless the absence provisions at the end of this scheme apply.

## Glossary

Council Functions	Functions which must be carried out by or on behalf of the Council. Functions which are reserved to Council can be found here. Other Council functions are delegated to Committees of Elected Members or to individual officers.
Elected Members	Councillors elected by the citizens of Rotherham.
Cabinet	The group of 9 Elected Members including and selected by the Leader, responsible for carrying out Executive functions.
Executive Functions	Functions which must be carried out by or on behalf of the Executive (Cabinet).
Council	The meeting of all 59 Elected Members of Rotherham Metropolitan Borough Council
Functions	Things which Rotherham Metropolitan Borough Council must or may do. All functions are set out in legislation which will state whether the function is permissive or mandatory.
Leader	The Leader of Council elected by all 59 Members of Council. (Usually, the chosen leader of the largest political group represented on the Council.)
Local Choice Functions	The Council must decide whether these functions should be treated as Council functions or Executive functions. Details of the responsibility for these functions can be found here.
Relevant Cabinet Member	The Leader gives Portfolios of responsibility to individual members of Cabinet. Details of specific responsibilities are set out in the Cabinet Members Portfolios.

## Group Delegations – Definitions and Priorities

The Strategic Director has chosen to delegate a number of functions to groups of officers. Where the same group of officers receive a number of separate delegations, in order to save space within the sub-delegation scheme, those groups of officers have been given a title. The following table sets out the title of each group of officers and lists the officers within each group. It also provides details of how it should be determined which of the officers within the group should take any given decision.

Group Title	Officers Included	Order of responsibility
Assistant Directors	Assistant Director – Community Safety and Street Scene Assistant Director – Culture, Sport and Tourism Assistant Director – Planning, Regeneration and Transport	<p>Each to act in relation to matters within their remit unless absent in which case any other Assistant Director may act.</p> <ol style="list-style-type: none"> <li>1. In respect of all financial matters: <ul style="list-style-type: none"> <li>• Authorisation to spend within approved budgets subject to the policies, Financial and Procurement Procedure Rules of the Council</li> <li>• Authorisation for the virement of revenue budgets in according with the Financial and Procurement Procedure Rules of the Council</li> </ul> </li> <li>2. In respect of departmental assets: <ul style="list-style-type: none"> <li>• The purchase of replacement vehicles, plant or equipment, including computer hardware and software for which financial provision has been made in accordance with the Financial and Procurement Procedure Rules of the Council.</li> <li>• Declaring obsolete furniture and equipment, and other materials surplus to requirements</li> </ul> </li> </ol>

Group Title	Officers Included	Order of responsibility
		<p>provided that the estimated value of any one item or group of items is not more than £1,000.</p> <p>3. In respect of procurement, contract administration and best value:</p> <ul style="list-style-type: none"> <li>• In accordance with Financial and Procurement Procedure Rules, matters relating to the specification for works, goods and services, the seeking of estimates, quotations and tenders, the evaluation of the same and acceptance of tenders relating to contracts for works, goods and services in accordance with approved budgets or supplementary estimates.</li> <li>• Where a contract for support and maintenance is renewed within five years of the original contract, authority to award such a contract.</li> </ul> <p>4. In respect of in-house service providers:</p> <ul style="list-style-type: none"> <li>• The authorisation of individual variations.</li> </ul> <p>5. Proper Officer:</p> <p>The appointment as Proper Officer for the purpose of categorising reports prepared by the service and background papers held by the service as confidential or exempt from publication in accordance with the following provisions of the Local Government Act 1972:</p>

Group Title	Officers Included	Order of responsibility
		<ul style="list-style-type: none"> <li>○ Section 100 D (1) (a): compilation of lists of background papers</li> <li>○ Section 100 D (5) (a): identification of background papers</li> </ul> <p>6. HR functions delegated:</p> <p>Subject to the next following bullet points, the following HR functions are delegated to Strategic and Assistant Directors:</p> <ul style="list-style-type: none"> <li>○ Establishment of posts</li> <li>○ Changes to establishment/restructuring</li> <li>○ Transfer of posts between service sections and units</li> <li>○ Approval to fill vacant posts within approved establishment, including posts externally funded (where directors delegate this responsibility to senior managers in the service a list of authorised officers for this should be maintained by the directorate HR manager)</li> <li>○ Appointment to posts below Assistant Director, with approved establishment (where this is delegated to senior managers, a list of authorised officers should be maintained by the directorate HR manager)</li> <li>○ Use of the re-location scheme for new appointments (the standard pro-forma should be used)</li> <li>○ Transfer of staff internally to equivalently graded posts</li> </ul>

Group Title	Officers Included	Order of responsibility
		<ul style="list-style-type: none"> <li>○ Approving the recruitment of additional temporary staff for maternity leave cover</li> <li>○ Approving the recruitment of additional temporary staff to meet work demands/ seasonal fluctuations (all arrangements should be registered and recorded appropriately by the service).</li> <li>○ Agreeing applications for job share and filling of resultant vacancies (the standard pro forma should be used by the service and retained as a record of an agreed job share arrangement).</li> <li>○ Agreeing work experience placements for students NOT employed by the Council (there is a standard form for this purpose which should be used by the service).</li> <li>○ Agreeing the transition of employees from probationary to permanent employment status</li> <li>○ Grading of new posts/changes to existing grades (to satisfy equal pay requirements job grades must be submitted to the directorate HR manager for assessment by the Corporate Pay and Grading Panel). Also covered by this delegation are other payments for non-regular working for all staff, including, for example, standby payments and, in addition, the application of the Council's grading protection scheme</li> <li>○ Agreeing appropriate starting salaries (Strategic and Assistant Directors have full delegated powers to determine the salary</li> </ul>

Group Title	Officers Included	Order of responsibility
		<p>necessary to attract candidates within the grade determined for the job (the directorate HR manager should be consulted and consistent guidelines for the directorate established and maintained)</p> <ul style="list-style-type: none"> <li>○ Considering personal applications for re-grading (on the advice of a member of the Corporate Pay and Grading Panel)</li> <li>○ Approving honoria/ex-gratia payments in appropriate circumstances (in accordance with corporate guidelines to ensure consistency of approach and maintain equality)</li> <li>○ Applying the disciplinary procedure with power to initiate investigation and undertake disciplinary procedures up to and including dismissal (Assistant Directors may delegate this responsibility to appropriate officers, who should consult the directorate HR manager to ensure a consistent approach).</li> <li>○ Applying the grievance procedure with power to initiate investigations and undertake first stage grievance hearings (Assistant Directors may delegate this responsibility to appropriate officers, this should be done in consultation with the directorate HR manager to ensure a consistent approach)</li> <li>○ Monitoring of sickness procedures</li> <li>○ Agreeing ill health terminations</li> </ul>

Group Title	Officers Included	Order of responsibility
		<ul style="list-style-type: none"> <li>○ Approving attendance on full time training courses, conferences etc. or to give lectures (not exceeding one week duration)</li> <li>○ Authorising the acceptance of gifts/legacies and hospitality offered to staff</li> <li>○ Authorising requests from staff to undertake additional employment (the authority delegated to Assistant Directors allows them to authorise additional employment for staff above SCP28)</li> <li>○ Authorising overtime payments for staff (in accordance with corporate guidelines to ensure consistency and maintain equality)</li> <li>○ Granting of special leave without pay</li> <li>○ Granting of special leave with pay, including trade union time off</li> <li>○ Considering applications to extend the period of paid sickness absence (this relates to the extension of the period of half pay; it is only at the point when employees are reaching the end of the period of half pay that such consideration can be given)</li> <li>○ Approving early release of pension benefits – ill-health retirement (subject to the appropriate medical approval and in consultation with the Strategic Director and Cabinet Member with responsibility for employment issues)</li> <li>○ Authorising payment of compromise agreements or other forms of settlement of the termination of contract of employment</li> </ul>



Group Title	Officers Included	Order of responsibility
		<ul style="list-style-type: none"> <li>○ Authorising payment of 'buy-out' compensation (any 'buy-out' arrangements must be consistently applied in line with the philosophy of a single employer)</li> <li>○ Issuing compulsory redundancy notices (in consultation with the Assistant Director of Human Resources)</li> <li>○ Approval excess travel expenses (where council policy is not appropriate, any arrangements must be consistently applied in line with the philosophy of a single employer)</li> <li>○ Approving requests for re-employment from persons having previously taken early release from the Council's employment.</li> </ul> <p>The HR functions listed above are delegated to Strategic and Assistant Directors subject to their consulting the Assistant Director of Human Resources in order to ensure that such functions are discharged in compliance with national/national agreements, equal pay requirements, and are consistent across directorates and accord with the philosophy of a single employer.</p> <p>The preceding general delegation only applies where the matter under consideration falls within the terms of an existing council policy. Where, the matter under consideration falls outside the particular council policy, in consultation with the Assistant Director of Human Resources, the Strategic or Assistant Director concerned must prepare and submit a report outlining</p>

Group Title	Officers Included	Order of responsibility
		<p>the issues for consideration and his or her recommendations for consideration by the Senior Leadership Team.</p> <p>7. Other functions</p> <p>Any function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, relevant to the Assistant Director's portfolio.</p> <p>8. Powers not delegated to Strategic or Assistant Directors:</p> <ul style="list-style-type: none"> <li>○ The processing of requests for early release from the Council's employment – this power is delegated only to the Assistant Director of Human Resources who will submit a report to the Early Release Panel for decision.</li> <li>○ Compensation payments not exceeding £500, in accordance with the Council's Customer Complaints Code of Practice for Officers and the Council's Financial and Procurement Procedure Rules.</li> </ul>
Head of Service/ Service Manager (M3 Managers)	Head of Service – Community Safety and Regulatory Services Head of Service – Highways Head of Service – Fleet and Transport Services	

Group Title	Officers Included	Order of responsibility
	Head of Service – Environmental Services Licensing Manager Head of Service – Planning and Building Control Head of Creative Programming & Engagement Head of Operations & Business Transformation Head of Commercial & Visitor Experience Head of Strategic Projects & Partnerships Head of Asset Management Head of RIDO Catering and Facilities Services Manager Head of Transportation Infrastructure	

### Specific Delegations

In accordance with the Council’s Constitution and the Scheme of Delegation, the following specific functions are delegated to the officers referred to or retained for determination by the Strategic Director of Regeneration and Environment.

The schedule below also indicates the Cabinet Portfolio and whether consultation is required with Ward Members prior to taking an executive or non-executive decision.

This schedule does not cover administrative or operational decisions which fall within the general authority of the Strategic Director and officers within the Regeneration and Environment directorate.

**Council Functions (Non-Executive Functions)  
General Delegations**

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
Functions of the Council as Commons Registration Authority under the Commons Registration Act 1965 and Commons Act 2006 (with the exception of the determination of applications to register land as a Town or Village Green or Common Land including the power to appoint an Independent Inspector and to convene a Public Inquiry into the application.	Assistant Director – Planning, Regeneration and Transport	Social Inclusion/ Jobs and the Local Economy	
All functions set out at SECTION 3C, parts 3 (Town and Country Planning Development), 4 (Commons Registration), and 5 (Hedgerow and Trees) subject to the following:	Assistant Director – Planning, Regeneration and Transport,  Head of Planning and Building Control,  Development Managers	Social Inclusion/  Jobs and the Local Economy	
Approve applications within Section 1 below except where objections (other than anonymous objections) have been received, (see section 5 below).	Assistant Director – Planning, Regeneration and Transport,	Social Inclusion/  Jobs and the Local Economy	

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Head of Planning and Building Control,  Development Managers		
Refuse applications within Section 1 below even where objections have been received, other than where application is retrospective (see section 5 below).	Assistant Director – Planning, Regeneration and Transport,  Head of Planning and Building Control,  Development Managers	Social Inclusion/  Jobs and the Local Economy	
<p>The approval/refusal of applications under Section 2 below, irrespective of the number of letters of objection.</p> <p>In consultation with the Chairman and Vice Chairman of the Planning Board, approve/refuse any application submitted (in a private capacity) by an Officer of the Council (other than of Development Management), or by a relative thereof, including relatives of Members (see Section 5 below). (Under the Council's Constitution, any application by any Member, Strategic Director or officer working in Development Management, should be referred to Planning Board).</p>	Assistant Director – Planning, Regeneration and Transport,  Head of Planning and Building Control,  Development Managers	Social Inclusion/  Jobs and the Local Economy	

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
Under Article 40 of the Development Management Procedure Order 2015 (or as subsequently amended), to 'finally dispose of' applications in accordance with the terms of the Order.			
<p>1. Applications for 'major' 'minor' and 'other' development and 'minor' County Matters_(as defined by DCLG for the purposes of statistical returns)</p> <p>Variation or removal of conditions (Section 73 and Section 73A of the Town and Country Planning act 1990) on previous approvals not determined by the Planning Board.</p> <p>Applications to prune and fell trees covered by Tree Preservation Orders.</p> <p>Applications for Hazardous Substance Consent, unless objection has been received from the Health and Safety Executive or Environment Agency and it is proposed to grant consent.</p> <p>Applications for non-material amendments</p>	<p>Assistant Director – Planning, Regeneration and Transport,</p> <p>Head of Planning and Building Control,</p> <p>Development Managers</p> <p>Tree Service Officers</p>	<p>Social Inclusion/</p> <p>Jobs and the Local Economy</p>	
<p>2 Power to determine certificates of lawfulness of existing and proposed use/operations in respect of Sections 191 and 192 of the Town and Country Planning Act 1990.</p> <p>Applications for non-material amendments.</p>	<p>Assistant Director – Planning, Regeneration and Transport,</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>Applications for prior approval (as set out in the Town and Country Planning (General Permitted Development) Order 2015) or any subsequent amendment</p> <p>Applications to prune and fell trees subject to 6 weeks notice within a Conservation Area</p> <p>Applications for works to, and the removal of historic hedgerows</p>	<p>Head of Planning and Building Control, Development Managers</p> <p>Tree Service Managers and Inspectors</p> <p>Tree Service Managers and Inspectors</p> <p>Assistant Director – Planning, Regeneration and Transport, Head of Planning and Building Control, Development Managers</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>3     <u>Miscellaneous</u></p> <p>The determination of what would constitute a 'significant' departure from the Development Plan.</p> <p>The determination of what would constitute a development being 'materially different' from any supplementary planning guidance or planning brief approved by or on behalf of the Council</p> <p>The determination of the need for an Environmental Impact Assessment and screening and scoping, in accordance with the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999 (as amended).</p> <p>The undertaking of negotiations to conclude an agreement under Section 106 or S106A of the Town and Country Planning Act 1990.</p> <p>The making of Tree Preservation Orders under S198 of the Town and Country Planning Act 1990.</p> <p>The confirmation of Tree Preservation Orders where no more than 5 objections have been received and the decision not to confirm irrespective of whether any representations are received.</p> <p>Power to decline to determine applications for planning permission, under Section 70A and 70B or to decline to accept</p>	<p>Assistant Director – Planning, Regeneration and Transport,</p> <p>Head of Planning and Building Control,</p> <p>Development Managers</p> <p>Tree Service Officers</p>		



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>an application under Section 73 of the Town and Country Planning Act 1990.</p> <p>The approval and discharge of details required by a planning condition, unless required by Planning Board that they wish to agree the details.</p> <p>The taking of all necessary steps in relation to appeal proceedings, to include steps to settle the same.</p> <p>Responses to consultations from other Local Planning Authorities.</p>			
<p>4 <u>Planning Enforcement (see also Section 5)</u></p> <p>To carry out all enforcement functions under the Town and Country Planning Act 1990 (as amended), the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended), the Hedgerow Regulations 1997, the Town and Country Planning (Control of Advertisements)(England) Regulations 2007 (as amended) other than those set out in Section 5 below.</p> <p>Where there is a breach of planning control, the determination as to whether it is expedient to take action.</p>	<p>Assistant Director – Planning, Regeneration and Transport,</p> <p>Head of Planning and Building Control,</p> <p>Development Managers</p> <p>Enforcement Officer</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>5 In consultation with the Chair and Vice Chair</p> <p>The approval of an application under section 1 of the Scheme of Delegation where no more than 5 objections have been received (separate objections from separate addresses – separate names on petitions are only counted if they are provided with an address). For Major applications, where more than 5 objections have been received this would constitute a proposal that is considered to be sensitive, controversial or would have significant impacts on local communities.</p> <p>The refusal of a retrospective application, irrespective of whether objections have been received, to allow possible enforcement action to be considered, other than proposals falling within Schedule 1 of the Environmental Impact Assessment Regulations.</p> <p>Where the proposal would otherwise fall within the Scheme of Delegation, the approval or refusal of an application submitted (in a private capacity) by an Officer of the Council (other than within Development Management) or by any relative thereof, including relatives of Members.</p> <p>Variation or removal of conditions (Section 73 and Section 73A of the Town and Country Planning act 1990) on previous approvals determined by the Planning Board.</p> <p>The issue of planning enforcement notices, listed building enforcement notices, temporary stop notices and stop notices</p>	<p>Assistant Director – Planning, Regeneration and Transport,</p> <p>Head of Planning and Building Control,</p> <p>Development Managers</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>and the subsequent withdrawal of such notices where appropriate.</p> <p>The pursuance or not of a prosecution in respect of:</p> <ul style="list-style-type: none"> <li>Failure to return a requisition for information (S330 Notice) or planning contravention notice.</li> <li>Failure to comply with a planning/listed building enforcement notice/ temporary stop notice/ stop notice or breach of condition notice.</li> <li>The unauthorised display of advertisements.</li> <li>Unauthorised works to listed buildings</li> <li>Unauthorised works to a protected tree/tree within a Conservation Area.</li> <li>Failure to comply with requirements of a S215 Notice.</li> <li>Any other offence under the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Planning (Hazardous Substances) Act 1990.</li> </ul> <p>The authorisation of default works under relevant Sections of the Town and Country Planning Act.</p> <p>To agree a Section 106 Agreements of a minor nature (such as relinquishing an extant permission) and agree minor changes to</p>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>unsigned Legal Agreements presented to Members of Board and applications for amendments or deeds of variation to completed S106 Agreements.</p> <p>(Note: Where agreement cannot be reached between Officers and Chairman and Vice Chairman under Section 5 the matter shall be referred to the Planning Board.)</p>			
<p>Make decisions in respect of public telephone box closures proposed by BT within the terms of the Communications Act 2003 and Ofcom Guidance 2005, in consultation with the relevant Cabinet Member.</p>	<p>Assistant Director – Planning Regeneration and Transport</p> <p>Head of Planning and Building Control</p> <p>Planning Policy Manager</p>	<p>Jobs and the Local Economy</p>	<p>Yes</p>
<p>Make decisions involving any aspect of the executive statutory function relating to Neighbourhood Planning, Neighbourhood Development Orders and Community Right to Build Orders, in consultation with the relevant Cabinet Member.</p>	<p>Assistant Director – Planning Regeneration and Transport</p> <p>Head of Planning and Building Control</p>	<p>Jobs and the Local Economy</p>	<p>Yes</p>

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Planning Policy Manager		
Designate, de-designate and amend the boundaries of Local Wildlife Sites and Local Sites for geodiversity interest (including Regionally Important Geological Sites) following recommendations from the relevant Local Sites panels.	Assistant Director – Planning Regeneration and Transport  Head of Planning and Building Control  Planning Policy Manager		
Take all decisions related to the administration of the Community Infrastructure Levy (CIL) collection and debt recovery, including: - the issuing of all CIL notices; - determining any requests for exemption or relief; - determining any reviews of these decisions; - monitoring commencement of development; and - enforcing payment, including serving Stop Notices, applying surcharges and any other penalties available in the CIL Regulations for late or non-payment, or failure to submit the required notification. All the above decisions are to be in accordance with the Council's published Charging Schedule and policies on CIL.	Assistant Director – Planning Regeneration and Transport  Head of Planning and Building Control  Planning Policy Manager		
Respond to consultations by other local planning authorities regarding local plan and related documents. Any formal objection to another local planning authority's local plan at Publication stage to be in consultation with the relevant Cabinet Member.	Assistant Director – Planning Regeneration and Transport	Jobs and the Local Economy	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Head of Planning and Building Control  Planning Policy Manager		
Agree any statements of common ground, memorandums of understanding or other formal statements regarding the Rotherham local plan or other local planning authorities' local plans. Agreements to be made in consultation with the relevant Cabinet Member.	Assistant Director – Planning Regeneration and Transport  Head of Planning and Building Control  Planning Policy Manager	Jobs and the Local Economy	No
Agree changes to draft local plan documents during independent examination by a government-appointed planning Inspector, in consultation with the relevant Cabinet Member. Any significant changes would constitute “Main Modifications” and would be subject to public consultation prior to the Inspector’s final decision. Adoption of any modified local plan documents would be subject to Cabinet and Council approval.	Assistant Director – Planning Regeneration and Transport  Head of Planning and Building Control  Planning Policy Manager	Jobs and the Local Economy	No

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
Make decisions on whether to include, amend or delete heritage assets on the Local Heritage List in consultation with the relevant Cabinet Member.	Assistant Director – Planning Regeneration and Transport  Head of Planning and Building Control  Planning Policy Manager	Jobs and the Local Economy	No

**Council Functions (Executive Functions)  
General Delegations**

**General Delegations**

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
To promote, consider objections to and implement Traffic Regulation Orders under the Road Traffic Regulation Act 1984.	Assistant Director – Planning, Regeneration and Transport and Head of Transportation Infrastructure	Transport and Environment	Yes

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
To approve and implement proposals to create shared use pedestrian/cycle footways under the Highways Act 1980.	Assistant Director – Planning, Regeneration and Transport and Head of Transportation Infrastructure	Transport and Environment	No
Lettings of RIDO Managed Business Units in accordance with an agreed schedule of rents	Assistant Director – Planning, Regeneration and Transport, Head of RIDO Business Growth Manager	Jobs and the Local Economy	NO
Bidding for external funding and grant aid, special financial packages for economic development/regeneration for both revenue and capital schemes, and their subsequent implementation.	Assistant Director – Planning, Regeneration and Transport, Head of Asset Management, Head of RIDO	Jobs and the Local Economy	NO
The implementation of any functions associated with any grant regime, including National Grants, City Region Grants & Programmes and European Funding	Assistant Director – Planning, Regeneration and Transport,	Jobs and the Local Economy	No



<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
	Head of Asset Management, Head of RIDO		
In conjunction with the Government Departments or other bodies, the implementation of any decision in respect of the promotion of Economic Development and Regeneration.	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	No
Regional economic development guidance, including responding to and liaising with other interested parties and representing the Council at meetings at which such guidance is considered, including work with the Sheffield City Region (SCR)	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	No
The implementation of any decision in respect of the packaging of bids for regeneration monies	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	No
The implementation of any decision concerning markets, including landlord and tenant matters, in respect of market stalls, (but not shops) - the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	No
Indoor Market <ul style="list-style-type: none"> <li>• Grant/Assignment/Surrender of Tenancies</li> <li>• Variation to user clauses</li> <li>• Contravention of Tenancies/Rules/Bylaws</li> </ul>	Assistant Director – Planning, Regeneration and Transport,	Jobs and the Local Economy	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Grant of Licence</li> <li>• Appointment of days on and hours during which Markets are held</li> </ul>	Head of RIDO		
<p>Outdoor/ Street/ District Markets</p> <ul style="list-style-type: none"> <li>• Changes to Licence Conditions</li> <li>• Changes to Rules and Regulations</li> <li>• Licensing of Markets</li> <li>• Appointment of days on and hours during which Markets are held</li> <li>• Trader Disciplinary Procedures <ul style="list-style-type: none"> <li>○ Suspension of Licence – Markets Manager</li> <li>○ Suspension Appeals – Head of RiDO</li> <li>○ Withdrawal of Licence – Assistant Director of Service</li> <li>○ Withdrawal Appeals - Strategic Director</li> </ul> </li> </ul>	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	No
The implementation of any decision concerning new licensed markets and licence conditions.	Assistant Director – Planning, Regeneration and Transport, Head of RIDO Economic Strategy and Partnerships Manager	Jobs and the Local Economy	No
<p>The implementation of any decision in respect of any disturbance of the Council's markets' franchise:-</p> <ul style="list-style-type: none"> <li>• Authority to take appropriate action against Rival Markets including the instruction of Legal Proceedings</li> <li>• Administration and licensing of Car Boot Sales / Temporary Markets for small or charitable events</li> </ul>	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
Fairs:- <ul style="list-style-type: none"> <li>• Approval to hold a fair on Council Land</li> <li>• Approval of rent consequent on above</li> </ul>	Assistant Director – Planning, Regeneration and Transport, Head of RIDO	Jobs and the Local Economy	Yes
The implementation of any decision in respect of any byelaws for markets or fairs - the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director – Planning, Regeneration and Transport, Head of RIDO Economic Strategy and Partnerships Manager		No
To implement any changes to School Crossing Patrol Provision in line with the Council Policy on funding	Assistant Director – Planning, Regeneration and Transport Head of Catering & Facilities Services	Children & Young Peoples Service and Neighbourhood Working	Yes
Development of policy and strategy related to all culture, sport and tourism functions, including the management of related partnerships and relationships.	Assistant Director – Culture, Sport and Tourism,  Head of Creative	Social Inclusion	Yes

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Programming & Engagement Head of Commercial & Visitor Experience Head of Operations & Business Transformation Head of Strategic Projects & Partnerships  Culture, Sport & Tourism Service Manager		
Operational management and maintenance of Galleries, Museums, Designated Heritage Site(s), Music venues, Libraries, Parks, Country Parks, countryside sites and other cultural, leisure, recreational, play, green space and tourism destinations in partnership with Asset Management.	Assistant Director – Culture, Sport and Tourism, Head of Creative Programming & Engagement Head of Commercial & Visitor Experience Head of Operations &	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Business Transformation Head of Strategic Projects & Partnerships  Culture, Sport & Tourism Service Managers		
Management of Catering Services within designated venues	Assistant Director – Culture, Sport and Tourism  Head of Creative Programming & Engagement Head of Commercial & Visitor Experience  Service Managers	Social Inclusion	No
Operational management and maintenance of Parks, Recreation Grounds, Play Areas, Camping, Caravan and Picnic Sites, Allotments, , Country parks, all land held by the Council specifically for public open	Assistant Director – Culture, Sport and Tourism	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
space and recreation, Countryside Service including the letting of land and premises though subject to the approval of the Property Officer.	Head of Creative Programming & Engagement Head of Commercial & Visitor Experience  Green Spaces Manager		
Contractual arrangements with regards to 4 leisure centres, managed on behalf of the Council by PfP leisure	Assistant Director – Culture Sport and Tourism  Head of Strategic Projects & Partnerships	Social Inclusion	No
Arrange and contract performers/exhibitors, etc. and programme professional and amateur performance, lectures, events and exhibitions in accordance with Council policies.	Assistant Director – Culture, Sport and Tourism Head of Creative Programming & Engagement  Service Managers	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
All decisions relating to the management (purchase, loan, care, reproduction and disposal) of collections relating to of museum artefacts, specimens, works of art, archives etc. being gifts or bequests according to the Council's acquisition and disposal policy for Heritage Services.	Assistant Director – Culture, Sport and Tourism  Head of Creative Programming & Engagement  Museums, Arts & Heritage Manager	Social Inclusion	No
Opening hours of all sites and services, including holidays and ad-hoc closures	Assistant Director – Culture, Sport and Tourism,  Head of Creative Programming & Engagement Head of Commercial & Visitor Experience Head of Operations & Business Transformation	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Head of Strategic Projects & Partnerships  Culture, Sport & Tourism Service Managers		
To arrange hospitality for performers, exhibitors etc., and to negotiate with firms to sponsor performances	Assistant Director – Culture, Sport and Tourism  Head of Creative Programming & Engagement  Head of Commercial & Visitor Experience  Service Managers	Social Inclusion	No
Management of all Capital Projects within Culture, Sport and Tourism Services	Assistant Director – Culture, Sport and Tourism	Social Inclusion	No



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Head of Creative Programming & Engagement Head of Commercial & Visitor Experience Head of Operations & Business Transformation Head of Strategic Projects & Partnerships  Culture, Sport & Tourism Service Managers		
To deliver a comprehensive and effective library service in line with government guidelines.	Assistant Director – Culture, Sport and Tourism  Head of Operations & Business Transformation	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Service Managers		
To act as the Council's contact point for all national and regional tourism, sporting, green space and cultural bodies e.g. Arts Council England, Yorkshire Sport, Natural England.	Assistant Director – Culture, Sport and Tourism  Head of Creative Programming & Engagement Head of Commercial & Visitor Experience Head of Strategic Projects & Partnerships  Green Spaces Manager	Social Inclusion	No
Fundraising activities, including grant applications, sponsorship and funding bids for all culture, sport and tourism activities	Assistant Director – Culture, Sport and Tourism  Head of Creative	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Programming & Engagement Head of Commercial & Visitor Experience Head of Operations & Business Transformation Head of Strategic Projects & Partnerships  Culture, Sport & Tourism Service Managers		
Authorisation of grants up to a value of £1000 according to the Council's criteria for cultural, leisure and events grants	Assistant Director – Culture, Sport and Tourism	Social Inclusion	No
Deliver decision-making related to the development and operation of a Music Education Service and the functions of a Music Hub as defined by Arts Council England, including:- <ul style="list-style-type: none"> <li>• To work with schools to deliver whole class music programmes</li> <li>• To work with Pupils aged 5-18</li> <li>• Provide opportunities to play in ensembles and perform from an early stage</li> </ul>	Assistant Director Culture Sport and Tourism  Head of Creative Programming & Engagement	Social Inclusion	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Ensure that clear progression routes are available and affordable to all young people</li> <li>• Develop a singing strategy that ensures that every pupil is singing regularly</li> <li>• To offer CPD to schools to support the delivery of the music curriculum</li> <li>• To provide an instrument loan service</li> <li>• Provide access to large scale, high quality music experiences to pupils working with professional musicians and/or venues</li> </ul>	Music Service Manager		
MOT testing station application, and upkeep of the register of named authorised examiners (AE), and delegates. AE's are responsible for making sure statutory MOT testing is carried out to the required standard and in the manner set out by DVSA at their vehicle test station.	Assistant Director Community Safety & Street Scene  Head of Fleet and Transport Services	Transport and Environment	No
To maintain all matters relating to the Goods Vehicle Operators Licence compliance and vehicle maintenance for the Councils own fleet of vehicles	Assistant Director Community Safety & Street Scene  Head of Fleet and Transport Services	Transport and Environment	No

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
Execute the Council's Home to School Policy and where appropriate grant or refuse supported transport provision. Flex the in-house home to school transport fleet and service function, and externally contracted resource, ensuring service demands are met.	Assistant Director Community Safety & Street Scene  Head of Fleet and Transport Services	Transport and Environment	No
To determine operational matters in relation to Health and Safety.	Assistant Director Community Safety and Street Scene  Heads of Service	Corporate Services, Community Safety and Finance	No
In accordance with the Barnsley, Doncaster and Rotherham Waste Partnership the discharge of any executive function, the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director Community Safety and Street Scene	Assistant Director Community Safety and Street Scene	Yes
The discharge of any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the legislation listed below (including and	Via written Authorisation to approve on behalf of Assistant Director of	Transport and Environment	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>any future modifications, enlargements or amendments). The powers conferred include:</p> <ul style="list-style-type: none"> <li>• Instigation of Legal Proceedings including the issuing of legal cautions</li> <li>• Authorisation of Informations and Summonses</li> <li>• Authorisation of Applications to: <ul style="list-style-type: none"> <li>○ Seek Warranted Entry to Premises</li> <li>○ Seek court approval to undertake Directed Surveillance</li> <li>○ Undertake overt surveillance operations including the deployment of CCTV</li> </ul> </li> <li>• Service of orders, including closure orders</li> <li>• Authorisation to Carry out Work in Default</li> <li>• Appointment of Inspectors and Officers</li> <li>• Appointment of Chief and Deputy Chief Inspector of Weights and Measures</li> <li>• Authorisation of Officers</li> <li>• Appointment of Official and Authorised Veterinary Officers, Public Analysts. Formal transfer / assignment or enforcement responsibilities</li> </ul> <p>In respect of the following legislation:</p> <ul style="list-style-type: none"> <li>• Accommodation Agencies Act 1953</li> <li>• Administration of Justice Act 1970, As Amended</li> <li>• Aerosol Dispensers Regulations 2009</li> <li>• Agriculture (Safety, Health and Welfare Provisions) Act 1956</li> <li>• Agriculture Act 1970</li> <li>• Agriculture &amp; Horticulture Act 1964</li> <li>• Agriculture Produce (Grading and Marking) Acts 1928 and 1931</li> </ul>	<p>Community Safety and Street Scene and the Assistant Director – Planning, Regeneration and Transport,</p> <p>to the Head of Community Safety and Regulatory Services and Service Manager, Community Safety and Regulatory Services</p> <p>Head of Transport Infrastructure,</p> <p>Head of Highways</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Animal and Animal Products (Examination for Residues and Maximum Residue Limits) (England and Scotland) Regulations 2015</li> <li>• Animal Boarding Establishments Act 1963</li> <li>• Animal By-Products (Enforcement) (England) Regulations 2013</li> <li>• Animal Feed (Composition, Marketing and Use) (England) Regulations 2015</li> <li>• Animal Feed (England) Regulations 2010</li> <li>• Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015</li> <li>• Animal Health Act 1981</li> <li>• Animal Health and Welfare Act 1984</li> <li>• Animal Welfare Act 2006</li> <li>• Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018</li> <li>• Anti-Social Behaviour Act 2003</li> <li>• Anti-social Behaviour, Crime and Policing Act 2014</li> <li>• Avian Influenza (Preventive Measures) (England) Regulations 2006</li> <li>• Avian Influenza (Vaccination) (England) Regulations 2006</li> <li>• Beef and Veal Labelling Regulations 2010</li> <li>• Bluetongue Regulations 2008</li> <li>• Breeding and Sale of Dogs (Welfare) Act 1999</li> <li>• Breeding of Dogs Act 1973 and 1991</li> <li>• Broadcasting Act 1990</li> <li>• Building Act 1984</li> <li>• Burial Act 1857</li> <li>• Business Names Act 1985</li> <li>• Cancellation of Contracts Made in a Consumer's Home or Place of Work etc. Regulations 2008</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Cancer Act 1939</li> <li>• Caravan Sites Act 1968</li> <li>• Caravan Sites and Control of Development Act 1960</li> <li>• Cattle Identification (Amendment) Regulations 2015</li> <li>• Cattle Identification Regulations 2007</li> <li>• Ceramic Articles in Contact with Food (England) Regulations 2006</li> <li>• Children and Young Persons (Protection from Tobacco) Act 1991</li> <li>• Children and Young Persons Act 1933</li> <li>• Clean Air &amp; Neighbourhood Act 2004</li> <li>• Clean Air Act 1993</li> <li>• Clean Neighbourhoods and Environment Act 1995</li> <li>• Companies Act 1985</li> <li>• Companies Act 2006</li> <li>• Companies Act 2006 Amendment Regulations 2015</li> <li>• Condensed Milk and Dried Milk England Regulations 2015</li> <li>• Construction Design &amp; Management (CDM) Regulations 2015</li> <li>• Consumer Arbitration Agreements Act 1988</li> <li>• Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013</li> <li>• Consumer Credit Act 1974 &amp; 2006</li> <li>• Consumer Protection (Distance Selling) regulations 2000</li> <li>• Consumer Protection Act 1987</li> <li>• Consumer Protection from Unfair Trading Regulations 2008</li> <li>• Consumer Rights Act 2015</li> <li>• Consumer Rights (Payment Surcharges) Regulations 2012</li> <li>• Contaminants in Food (England) Regulations 2013</li> <li>• Control of Horses Act 2015</li> <li>• Control of Pollution Act 1974</li> </ul>			



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Consumers, Estate Agents and Redress Act 2007</li> <li>• Construction Products Regulations 2013</li> <li>• Copyright etc. and Trademarks (Offences and Enforcement) Act 2002</li> <li>• Copyright, Designs and Patents Act 1988</li> <li>• Cosmetic Products Enforcement Regulations 2013</li> <li>• Country of Origin of Certain Meats (England) Regulations 2015</li> <li>• Countryside Act 1968</li> <li>• Countryside and Rights of Way Act 2000</li> <li>• Cremation Acts 1902 and 1952</li> <li>• Cremation Regulations (England and Wales) 2008</li> <li>• Crime &amp; Disorder Act 1998</li> <li>• Criminal Justice Act 1988</li> <li>• Criminal Justice and Police Act 2001</li> <li>• Criminal Justice and Public Order Act 1994</li> <li>• Cycle Tracks Act 1984</li> <li>• Dangerous Dogs Acts 1989 and 1991</li> <li>• Dangerous Wild Animals Act 1976</li> <li>• Development of Tourism Act 1969</li> <li>• Dogs (Fouling of Land) Act 1996</li> <li>• Dogs Acts 1871 and 1906</li> <li>• Education Reform Act 1988</li> <li>• Eggs and Chicks (England) Regulations 2009</li> <li>• Electrical Equipment ( Safety) Regulations 1994</li> <li>• Electromagnetic Compatibility Regulations 2006</li> <li>• Energy Act 1976</li> <li>• Enterprise Act 2002</li> <li>• Enterprise and Regulatory Reform Act 2013</li> <li>• Environment Act 1995</li> <li>• Environmental Protection Act 1990</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Environmental Protection (Stray Dogs) Regulations 1992</li> <li>• Equalities Act 2010</li> <li>• Equine Identification (England) Regulations 2018</li> <li>• Estate Agents Act 1979</li> <li>• European Communities Act 1972</li> <li>• Explosives (Age of Purchase) Act 1976</li> <li>• Explosives Acts 1875 and 1923</li> <li>• Factories Act 1961</li> <li>• Factories Act 1961</li> <li>• Fair Trading Act 1973</li> <li>• Farm and Garden Chemicals Act 1967</li> <li>• Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010</li> <li>• Financial Services and Markets Act 2000</li> <li>• Fire Safety and Safety of Places of Sport Act 1987</li> <li>• Flood Risk Regulations 2009</li> <li>• Floods and Water Management Act 2010</li> <li>• Food Act 1984</li> <li>• Food Additives, Flavourings, Enzymes and Extraction Solvents (England) Regulations 2013</li> <li>• Food and Environment Protection Act 1985</li> <li>• Food Hygiene (England) Regulations 2006</li> <li>• Food Information Regulations 2014</li> <li>• Food Labelling Regulations 1996</li> <li>• Food Safety Act 1990</li> <li>• Food Safety and Hygiene (England) (Amendment) Regulations 2014</li> <li>• Food Safety Sampling and Qualifications (England) Regulations 2013</li> <li>• Forgery and Counterfeiting Act 1981</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Fouling of Land by Dogs Order 2009</li> <li>• Fraud Act 2006</li> <li>• Gambling Act 2005</li> <li>• General Food Regulations 2004</li> <li>• Genetically Modified Animal Feed (England) Regulations 2004</li> <li>• Guard Dogs Act 1975</li> <li>• Hallmarking Act 1973</li> <li>• Harris Tweed Act 1993</li> <li>• Health Act 2006</li> <li>• Health and Safety at Work etc Act 1974</li> <li>• Health Protection (Local Authority Powers) Regulation 2010</li> <li>• Health Protection (Notification) Regulations 2010</li> <li>• Health Protection (Part 2A Orders) Regulations 2010</li> <li>• Highways Act 1980</li> <li>• Hire Purchase Act 1965</li> <li>• Homelessness Act 2002</li> <li>• Honey (England) Regulations 2014</li> <li>• House to House Collections Act 1939</li> <li>• Insolvency Act 1986</li> <li>• Insurance Brokers (Registration) Act 1977</li> <li>• Insurance Companies Act 1981</li> <li>• Intoxicating Substances (Supply) Act 1985</li> <li>• Knives Act 1997</li> <li>• Legal Services Act 2007</li> <li>• Licensing Act 2003</li> <li>• Limitation Act 1980</li> <li>• Local Authorities Cemeteries Order 1977</li> <li>• Local Government (Miscellaneous Provisions) Acts 1976, 1987 and 1982</li> <li>• Local Government Act 1894</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Local Government Act 1972</li> <li>• Local Transport Acts 1988 &amp; 2000</li> <li>• Malicious Communications Act 1988</li> <li>• Marriage Act 1949</li> <li>• Materials and Articles in Contact with Food (England) Regulations 2012</li> <li>• Measuring Instruments (Taximeters) Regulations 2006</li> <li>• Medicines Acts 1968 and 1971</li> <li>• Medical Devices Regulations 2002</li> <li>• Minors Contracts Act 1987</li> <li>• Misrepresentations Act 1967</li> <li>• Mock Auctions Act 1961</li> <li>• Motor Cycle Noise Act 1987</li> <li>• Motor Salvage Operators Regulations 2002</li> <li>• Motor Vehicles (Safety Equipment for Children) Act 1991</li> <li>• National Assistance Acts 1948 and 1951</li> <li>• National Lottery etc. Act 1993</li> <li>• National Parks and Access to the Countryside Act 1949</li> <li>• Natural Mineral Water, Spring Water and Bottled Drinking Water (England) Regulations 2007</li> <li>• New Roads and Street Works Act 1991</li> <li>• Noise and Statutory Nuisance Act 1993</li> <li>• Non Commercial Movement of Pet Animals (England) Regulations 2004</li> <li>• Offices, Shops and Railway Premises Act 1963</li> <li>• Official Feed and Food Controls (England) Regulations 2009</li> <li>• Olympic Symbols etc. (Protection) Act 1995</li> <li>• Organic Product Regulations 2004</li> <li>• Packaging ( Essential Requirements ) Regulations 2003</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Package Travel, Package Holidays and Package Tours Regulations 1999</li> <li>• Performing of Animals (Regulation) Act 1925</li> <li>• Pet Animals Act 1911 and 1951</li> <li>• Plastic Materials and Articles in Contact with Food (England) Regulations 2009</li> <li>• Plugs and Sockets etc ( Safety ) Regulations 1994</li> <li>• Poisons Act 1972</li> <li>• Police, Factories (Miscellaneous Provisions) Act 1916</li> <li>• Pressure Equipment Regulations 1999</li> <li>• Prevention of Damage by Pests Act 1949</li> <li>• Prices Acts 1974 and 1975</li> <li>• Private Water Supplies Regulation 2009</li> <li>• Proceeds of Crime Act 2002</li> <li>• Products of Animal Origin (Disease Control) (England) Regulations 2008</li> <li>• Products of Animal Origin (Import and Export) Regulations 1996</li> <li>• Products of Animal Origin (Third Country Imports)(England) Regulations 2006</li> <li>• Property Misdescriptions Act 1991</li> <li>• Protection of Children (Tobacco) Act 1986</li> <li>• Public Health (Control of Diseases) Act 1984</li> <li>• Public Health Acts 1875, 1925, 1936 and 1961</li> <li>• Public Health Acts Amendment Act 1890</li> <li>• Public Health Amendment Act 1907</li> <li>• Pyrotechnic Articles (Safety ) Regulations 2010</li> <li>• REACH Enforcement Regulations 2008</li> <li>• Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Refuse Disposal (Amenity) Act 1978</li> <li>• Registration of Establishments (Laying Hens) (England) Regulations 2003</li> <li>• Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2015</li> <li>• Regulation of Investigatory Powers Act 2000</li> <li>• Regulatory Reform (Fire Safety) Order 2005</li> <li>• Rehabilitation of Offenders Act 1974 (exceptions) order 1975</li> <li>• Restrictive Trade Practices Act 1976</li> <li>• Riding Establishments Acts 1964 and 1970</li> <li>• Rights of Way Act 1990</li> <li>• Road Safety Act 2006</li> <li>• Road Traffic (Consequential Provisions) Act 1988</li> <li>• Road Traffic (Foreign Vehicles) Act 1972</li> <li>• Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002</li> <li>• Road Traffic Acts 1988 and 1991</li> <li>• Road Traffic Offenders Act 1988</li> <li>• Road Traffic Regulations Act 1984</li> <li>• Safety of Sports Grounds Act 1975</li> <li>• Sale and Supply of Goods Act 1994</li> <li>• Sale and Supply of Goods to Consumers Regulations 2002</li> <li>• Sale of Goods Act 1979 to 1995</li> <li>• Salmonella in Turkey Flocks and Slaughter Pigs (Survey Powers) (England) Regulations 2006</li> <li>• Scotch Whisky Act 1980</li> <li>• Scotch Whisky Regulations 2009</li> <li>• Scrap Metal Dealers Act 1964</li> <li>• Scrap Metal Dealers Act 2013</li> <li>• Slaughter of Poultry Act 1967</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Smoke and Carbon Monoxide Alarm (England) Regulations 2015</li> <li>• Smoke-free (Exemptions and Vehicles) Regulations 2007</li> <li>• Smoke-free (Premises and Enforcement) Regulations 2006</li> <li>• Smoke-free (Private Vehicles) Regulations Regulations 2015</li> <li>• Smoke-free (Vehicle Operators and Penalty Notices) (Amendment) Regulations 2015</li> <li>• Solicitors Act 1974 (Sources) (Amendment) Order 2015</li> <li>• Solicitors Act 1974 (Sources) Order 2010</li> <li>• South Yorkshire Act 1980</li> <li>• Sun beds (Regulation) Act 2010</li> <li>• Sunday Trading Act 1994</li> <li>• Supply of Goods (Implied terms) Act 1973</li> <li>• Supply of Goods and Services Act 1982</li> <li>• Swine Vesicular Disease Regulations 2009</li> <li>• Taximeters (EEC requirements) Regulations 1979</li> <li>• Telecommunications Act 1984</li> <li>• The Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015</li> <li>• The Country of Origin of Certain Meats (England) Regulations 2015</li> <li>• The Food Safety and Hygiene (England) Regulations 2013</li> <li>• The Olive Oil (Marketing Standards) Regulations 2014</li> <li>• Theft Acts 1968 and 1978</li> <li>• Timeshare Act 1992</li> <li>• Tobacco Advertising and Promotion Act 2002</li> <li>• Tobacco Advertising and Promotion ( Specialist Tobacconists ) Regulations 2004</li> <li>• Tobacco Products ( Manufacture, Presentation and Sale ) (Safety) Regulations 2002</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Torts (Interference with Goods) Act 1977</li> <li>• Town Police Clauses Act 1847</li> <li>• Town Police Clauses Act 1889</li> <li>• Trade Descriptions Act 1968</li> <li>• Trade in Animals and Related Products Regulations 2011</li> <li>• Trade Marks Act 1994</li> <li>• Trading Representations (Disabled Persons) Acts 1958 and 1972</li> <li>• Traffic Management Act 2004</li> <li>• Transmissible Spongiform Encephalopathies (England) Regulations 2018</li> <li>• Transport Act 1985</li> <li>• Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016</li> <li>• Unfair Contract Terms Act 1977</li> <li>• Unsolicited Goods and Services Acts 1971 and 1975</li> <li>• Vagrancy Act 1824</li> <li>• Vehicle (Crime) Act 2001</li> <li>• Vehicle (Excise) Act 1971</li> <li>• Veterinary Medicines Regulations 2010</li> <li>• Vehicle Emissions Testing – Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002</li> <li>• Veterinary Medicines Regulations 2013</li> <li>• Video Recordings Acts 1984 and 1993</li> <li>• Violent Crime Reduction Act 2006</li> <li>• Volatile Organic Compounds in Paints, Varnishes and Vehicle Finishing Products ( England ) Regulations 2005</li> <li>• Waste (England &amp; Wales) Regulations 2011</li> <li>• Waste and Emissions Trading Act 2003</li> <li>• Water Act 1945</li> </ul>			



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Water Industry Act 1991</li> <li>• Water Industry Act 1991 (As amended by the Water Consolidation (Consequential Provisions) Act 1991)</li> <li>• Weights and Measures Act 1976</li> <li>• Weights and Measures Act 1985</li> <li>• Welfare of Farmed Animals (England) Regulations 2007</li> <li>• Welfare of Racing Greyhounds Regulations 2010</li> <li>• Wildlife and Countryside Act 1981</li> <li>• Wine Regulations 2009</li> <li>• Working Time Regulations 1998</li> <li>• Young Persons (Employment) Acts 1938 and 1964</li> <li>• Zoo Licensing Act 1981</li> <li>• Zoonoses (Monitoring) (England) Regulations 2007</li> </ul>			
<p>The discharge of any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the legislation listed below (including and any future modifications, enlargements or amendments). The powers conferred include:</p> <ul style="list-style-type: none"> <li>• Service of Statutory Notices</li> <li>• Issuing of Statutory Documents</li> </ul> <p>In respect of the following legislation:</p> <ul style="list-style-type: none"> <li>• Accommodation Agencies Act 1953</li> </ul>	Via written Authorisation to approve on behalf of Assistant Director of Community Safety and Street Scene and Assistant Director – Planning,	Transport and Environment	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Administration of Justice Act 1970, As Amended</li> <li>• Aerosol Dispensers Regulations 2009</li> <li>• Agriculture (Safety, Health and Welfare Provisions) Act 1956</li> <li>• Agriculture Act 1970</li> <li>• Agriculture &amp; Horticulture Act 1964</li> <li>• Agriculture Produce (Grading and Marking) Acts 1928 and 1931</li> <li>• Animal and Animal Products (Examination for Residues and Maximum Residue Limits) (England and Scotland) Regulations 2015</li> <li>• Animal Boarding Establishments Act 1963</li> <li>• Animal By-Products (Enforcement) (England) Regulations 2013</li> <li>• Animal Feed (Composition, Marketing and Use) (England) Regulations 2015</li> <li>• Animal Feed (England) Regulations 2010</li> <li>• Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015</li> <li>• Animal Health Act 1981</li> <li>• Animal Health and Welfare Act 1984</li> <li>• Animal Welfare Act 2006</li> <li>• Animal Welfare (Licensing of Activities Involving Animals)(England) Regulations 2018</li> <li>• Anti-Social Behaviour Act 2003</li> <li>• Anti-social Behaviour, Crime and Policing Act 2014</li> <li>• Avian Influenza (Preventive Measures) (England) Regulations 2006</li> <li>• Avian Influenza (Vaccination) (England) Regulations 2006</li> <li>• Beef and Veal Labelling Regulations 2010</li> <li>• Bluetongue Regulations 2008</li> <li>• Breeding and Sale of Dogs (Welfare) Act 1999</li> <li>• Breeding of Dogs Act 1973 and 1991</li> </ul>	<p>Regeneration and Transport,</p> <p>to the Head of Community Safety and Regulatory Services and Service Manager, Community Safety and Regulatory Services and other officers so authorised by the Assistant Director of Community Safety and Street Scene and to the Head of Transport Infrastructure</p> <p>and the Head of Highways</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Broadcasting Act 1990</li> <li>• Building Act 1984</li> <li>• Burial Act 1857</li> <li>• Business Names Act 1985</li> <li>• Cancellation of Contracts Made in a Consumer’s Home or Place of Work etc. Regulations 2008</li> <li>• Cancer Act 1939</li> <li>• Caravan Sites Act 1968</li> <li>• Caravan Sites and Control of Development Act 1960</li> <li>• Cattle Identification (Amendment) Regulations 2015</li> <li>• Cattle Identification Regulations 2007</li> <li>• Ceramic Articles in Contact with Food (England) Regulations 2006</li> <li>• Children and Young Persons (Protection from Tobacco) Act 1991</li> <li>• Children and Young Persons Act 1933</li> <li>• Clean Air &amp; Neighbourhood Act 2004</li> <li>• Clean Air Act 1993</li> <li>• Clean Neighbourhoods and Environment Act 1995</li> <li>• Companies Act 1985</li> <li>• Companies Act 2006</li> <li>• Companies Act 2006 Amendment Regulations 2015</li> <li>• Condensed Milk and Dried Milk England Regulations 2015</li> <li>• Construction Design &amp; Management (CDM) Regulations 2015</li> <li>• Consumer Arbitration Agreements Act 1988</li> <li>• Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013</li> <li>• Consumer Credit Act 1974 &amp; 2006</li> <li>• Consumer Protection (Distance Selling) regulations 2000</li> <li>• Consumer Protection Act 1987</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Consumer Protection from Unfair Trading Regulations 2008</li> <li>• Consumer Rights Act 2015</li> <li>• Consumer Rights (Payment Surcharges) Regulations 2012</li> <li>• Contaminants in Food (England) Regulations 2013</li> <li>• Control of Horses Act 2015</li> <li>• Control of Pollution Act 1974</li> <li>• Consumers, Estate Agents and Redress Act 2007</li> <li>• Construction Products Regulations 2013</li> <li>• Copyright etc. and Trademarks (Offences and Enforcement) Act 2002</li> <li>• Copyright, Designs and Patents Act 1988</li> <li>• Cosmetic Products Enforcement Regulations 2013</li> <li>• Country of Origin of Certain Meats (England) Regulations 2015</li> <li>• Countryside Act 1968</li> <li>• Countryside and Rights of Way Act 2000</li> <li>• Cremation Acts 1902 and 1952</li> <li>• Cremation Regulations (England and Wales) 2008</li> <li>• Crime &amp; Disorder Act 1998</li> <li>• Criminal Justice Act 1988</li> <li>• Criminal Justice and Police Act 2001</li> <li>• Criminal Justice and Public Order Act 1994</li> <li>• Cycle Tracks Act 1984</li> <li>• Dangerous Dogs Acts 1989 and 1991</li> <li>• Dangerous Wild Animals Act 1976</li> <li>• Development of Tourism Act 1969</li> <li>• Dogs (Fouling of Land) Act 1996</li> <li>• Dogs Acts 1871 and 1906</li> <li>• Education Reform Act 1988</li> <li>• Eggs and Chicks (England) Regulations 2009</li> <li>• Electrical Equipment ( Safety) Regulations 1994</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Electromagnetic Compatibility Regulations 2006</li> <li>• Energy Act 1976</li> <li>• Enterprise Act 2002</li> <li>• Enterprise and Regulatory Reform Act 2013</li> <li>• Environment Act 1995</li> <li>• Environmental Protection Act 1990</li> <li>• Environmental Protection (Stray Dogs) Regulations 1992</li> <li>• Equalities Act 2010</li> <li>• Equine Identification (England) Regulations 2018</li> <li>• Estate Agents Act 1979</li> <li>• European Communities Act 1972</li> <li>• Explosives (Age of Purchase) Act 1976</li> <li>• Explosives Acts 1875 and 1923</li> <li>• Factories Act 1961</li> <li>• Factories Act 1961</li> <li>• Fair Trading Act 1973</li> <li>• Farm and Garden Chemicals Act 1967</li> <li>• Feed (Sampling and Analysis and Specified Undesirable Substances) (England) Regulations 2010</li> <li>• Financial Services and Markets Act 2000</li> <li>• Fire Safety and Safety of Places of Sport Act 1987</li> <li>• Flood Risk Regulations 2009</li> <li>• Floods and Water Management Act 2010</li> <li>• Food Act 1984</li> <li>• Food Additives, Flavourings, Enzymes and Extraction Solvents (England) Regulations 2013</li> <li>• Food and Environment Protection Act 1985</li> <li>• Food Hygiene (England) Regulations 2006</li> <li>• Food Information Regulations 2014</li> <li>• Food Labelling Regulations 1996</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Food Safety Act 1990</li> <li>• Food Safety and Hygiene (England) (Amendment) Regulations 2014</li> <li>• Food Safety Sampling and Qualifications (England) Regulations 2013</li> <li>• Forgery and Counterfeiting Act 1981</li> <li>• Fouling of Land by Dogs Order 2009</li> <li>• Fraud Act 2006</li> <li>• Gambling Act 2005</li> <li>• General Food Regulations 2004</li> <li>• Genetically Modified Animal Feed (England) Regulations 2004</li> <li>• Guard Dogs Act 1975</li> <li>• Hallmarking Act 1973</li> <li>• Harris Tweed Act 1993</li> <li>• Health Act 2006</li> <li>• Health and Safety at Work etc Act 1974</li> <li>• Health Protection (Local Authority Powers) Regulation 2010</li> <li>• Health Protection (Notification) Regulations 2010</li> <li>• Health Protection (Part 2A Orders) Regulations 2010</li> <li>• Highways Act 1980</li> <li>• Hire Purchase Act 1965</li> <li>• Homelessness Act 2002</li> <li>• Honey (England) Regulations 2014</li> <li>• House to House Collections Act 1939</li> <li>• Insolvency Act 1986</li> <li>• Insurance Brokers (Registration) Act 1977</li> <li>• Insurance Companies Act 1981</li> <li>• Intoxicating Substances (Supply) Act 1985</li> <li>• Knives Act 1997</li> <li>• Legal Services Act 2007</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Licensing Act 2003</li> <li>• Limitation Act 1980</li> <li>• Local Authorities Cemeteries Order 1977</li> <li>• Local Government (Miscellaneous Provisions) Acts 1976, 1987 and 1982</li> <li>• Local Government Act 1894</li> <li>• Local Government Act 1972</li> <li>• Local Transport Acts 1988 &amp; 2000</li> <li>• Malicious Communications Act 1988</li> <li>• Marriage Act 1949</li> <li>• Materials and Articles in Contact with Food (England) Regulations 2012</li> <li>• Measuring Instruments (Taximeters) Regulations 2006</li> <li>• Medicines Acts 1968 and 1971</li> <li>• Medical Devices Regulations 2002</li> <li>• Minors Contracts Act 1987</li> <li>• Misrepresentations Act 1967</li> <li>• Mock Auctions Act 1961</li> <li>• Motor Cycle Noise Act 1987</li> <li>• Motor Salvage Operators Regulations 2002</li> <li>• Motor Vehicles (Safety Equipment for Children) Act 1991</li> <li>• National Assistance Acts 1948 and 1951</li> <li>• National Lottery etc Act 1993</li> <li>• National Parks and Access to the Countryside Act 1949</li> <li>• Natural Mineral Water, Spring Water and Bottled Drinking Water (England) Regulations 2007</li> <li>• New Roads and Street Works Act 1991</li> <li>• Noise and Statutory Nuisance Act 1993</li> <li>• Non Commercial Movement of Pet Animals (England) Regulations 2004</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Offices, Shops and Railway Premises Act 1963</li> <li>• Official Feed and Food Controls (England) Regulations 2009</li> <li>• Olympic Symbols etc. (Protection) Act 1995</li> <li>• Organic Product Regulations 2004</li> <li>• Packaging ( Essential Requirements ) Regulations 2003</li> <li>• Package Travel, Package Holidays and Package Tours Regulations 1999</li> <li>• Performing of Animals (Regulation) Act 1925</li> <li>• Pet Animals Act 1911 and 1951</li> <li>• Plastic Materials and Articles in Contact with Food (England) Regulations 2009</li> <li>• Plugs and Sockets etc ( Safety ) Regulations 1994</li> <li>• Poisons Act 1972</li> <li>• Police, Factories (Miscellaneous Provisions) Act 1916</li> <li>• Pressure Equipment Regulations 1999</li> <li>• Prevention of Damage by Pests Act 1949</li> <li>• Prices Acts 1974 and 1975</li> <li>• Private Water Supplies Regulation 2009</li> <li>• Proceeds of Crime Act 2002</li> <li>• Products of Animal Origin (Disease Control) (England) Regulations 2008</li> <li>• Products of Animal Origin (Import and Export) Regulations 1996</li> <li>• Products of Animal Origin (Third Country Imports)(England) Regulations 2006</li> <li>• Property Misdescriptions Act 1991</li> <li>• Protection of Children (Tobacco) Act 1986</li> <li>• Public Health (Control of Diseases) Act 1984</li> <li>• Public Health Acts 1875, 1925, 1936 and 1961</li> <li>• Public Health Acts Amendment Act 1890</li> <li>• Public Health Amendment Act 1907</li> </ul>			



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Pyrotechnic Articles (Safety ) Regulations 2010</li> <li>• REACH Enforcement Regulations 2008</li> <li>• Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014</li> <li>• Refuse Disposal (Amenity) Act 1978</li> <li>• Registration of Establishments (Laying Hens) (England) Regulations 2003</li> <li>• Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2015</li> <li>• Regulation of Investigatory Powers Act 2000</li> <li>• Regulatory Reform (Fire Safety) Order 2005</li> <li>• Rehabilitation of Offenders Act 1974 (exceptions) order 1975</li> <li>• Restrictive Trade Practices Act 1976</li> <li>• Riding Establishments Acts 1964 and 1970</li> <li>• Rights of Way Act 1990</li> <li>• Road Safety Act 2006</li> <li>• Road Traffic (Consequential Provisions) Act 1988</li> <li>• Road Traffic (Foreign Vehicles) Act 1972</li> <li>• Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002</li> <li>• Road Traffic Acts 1988 and 1991</li> <li>• Road Traffic Offenders Act 1988</li> <li>• Road Traffic Regulations Act 1984</li> <li>• Safety of Sports Grounds Act 1975</li> <li>• Sale and Supply of Goods Act 1994</li> <li>• Sale and Supply of Goods to Consumers Regulations 2002</li> <li>• Sale of Goods Act 1979 to 1995</li> <li>• Salmonella in Turkey Flocks and Slaughter Pigs (Survey Powers) (England) Regulations 2006</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Scotch Whisky Act 1980</li> <li>• Scotch Whisky Regulations 2009</li> <li>• Scrap Metal Dealers Act 1964</li> <li>• Scrap Metal Dealers Act 2013</li> <li>• Slaughter of Poultry Act 1967</li> <li>• Smoke and Carbon Monoxide Alarm (England) Regulations 2015</li> <li>• Smoke-free (Exemptions and Vehicles) Regulations 2007</li> <li>• Smoke-free (Premises and Enforcement) Regulations 2006</li> <li>• Smoke-free (Private Vehicles) Regulations Regulations 2015</li> <li>• Smoke-free (Vehicle Operators and Penalty Notices) (Amendment) Regulations 2015</li> <li>• Solicitors Act 1974 (Sources) (Amendment) Order 2015</li> <li>• Solicitors Act 1974 (Sources) Order 2010</li> <li>• South Yorkshire Act 1980</li> <li>• Sun beds (Regulation) Act 2010</li> <li>• Sunday Trading Act 1994</li> <li>• Supply of Goods (Implied terms) Act 1973</li> <li>• Supply of Goods and Services Act 1982</li> <li>• Swine Vesicular Disease Regulations 2009</li> <li>• Taximeters (EEC requirements) Regulations 1979</li> <li>• Telecommunications Act 1984</li> <li>• The Animal Feed (Hygiene, Sampling etc. and Enforcement) (England) Regulations 2015</li> <li>• The Country of Origin of Certain Meats (England) Regulations 2015</li> <li>• The Food Safety and Hygiene (England) Regulations 2013</li> <li>• The Olive Oil (Marketing Standards) Regulations 2014</li> <li>• Theft Acts 1968 and 1978</li> <li>• Timeshare Act 1992</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Tobacco Advertising and Promotion Act 2002</li> <li>• Tobacco Advertising and Promotion ( Specialist Tobacconists ) Regulations 2004</li> <li>• Tobacco Products ( Manufacture, Presentation and Sale ) (Safety) Regulations 2002</li> <li>• Torts (Interference with Goods) Act 1977</li> <li>• Town Police Clauses Act 1847</li> <li>• Town Police Clauses Act 1889</li> <li>• Trade Descriptions Act 1968</li> <li>• Trade in Animals and Related Products Regulations 2011</li> <li>• Trade Marks Act 1994</li> <li>• Trading Representations (Disabled Persons) Acts 1958 and 1972</li> <li>• Traffic Management Act 2004</li> <li>• Transmissible Spongiform Encephalopathies (England) Regulations 2018</li> <li>• Transport Act 1985</li> <li>• Unauthorised Deposit of Waste (Fixed Penalties) Regulations 2016</li> <li>• Unfair Contract Terms Act 1977</li> <li>• Unsolicited Goods and Services Acts 1971 and 1975</li> <li>• Vagrancy Act 1824</li> <li>• Vehicle (Crime) Act 2001</li> <li>• Vehicle (Excise) Act 1971</li> <li>• Veterinary Medicines Regulations 2010</li> <li>• Vehicle Emissions Testing – Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002</li> <li>• Veterinary Medicines Regulations 2013</li> <li>• Video Recordings Acts 1984 and 1993</li> <li>• Violent Crime Reduction Act 2006</li> </ul>			

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Volatile Organic Compounds in Paints, Varnishes and Vehicle Finishing Products ( England ) Regulations 2005</li> <li>• Waste (England &amp; Wales) Regulations 2011</li> <li>• Waste and Emissions Trading Act 2003</li> <li>• Water Act 1945</li> <li>• Water Industry Act 1991</li> <li>• Water Industry Act 1991 (As amended by the Water Consolidation (Consequential Provisions) Act 1991)</li> <li>• Weights and Measures Act 1976</li> <li>• Weights and Measures Act 1985</li> <li>• Welfare of Farmed Animals (England) Regulations 2007</li> <li>• Welfare of Racing Greyhounds Regulations 2010</li> <li>• Wildlife and Countryside Act 1981</li> <li>• Wine Regulations 2009</li> <li>• Working Time Regulations 1998</li> <li>• Young Persons (Employment) Acts 1938 and 1964</li> <li>• Zoo Licensing Act 1981</li> <li>• Zoonoses (Monitoring) (England) Regulations 2007</li> </ul>			
<p>The discharge of any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the legislation listed below (including and any future modifications, enlargements or amendments). The powers conferred include:</p> <ul style="list-style-type: none"> <li>• Instigation of Legal Proceedings including the issuing of legal cautions</li> </ul>	Via Written Authorisation to approve on behalf of Assistant Director of Community Safety and Street Scene, to the Head of Community	Housing	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Authorisation of Informations and Summonses</li> <li>• Authorisation of Applications to: <ul style="list-style-type: none"> <li>○ Seek Warranted Entry to Premises</li> <li>○ Seek court approval to undertake Directed Surveillance</li> <li>○ Undertake overt surveillance operations including the deployment of CCTV</li> </ul> </li> <li>• Service of orders, including closure orders</li> <li>• Authorisation to Carry out Work in Default</li> <li>• Appointment of Inspectors and Officers</li> <li>• Appointment of Chief and Deputy Chief Inspector of Weights and Measures</li> <li>• Authorisation of Officers</li> <li>• Appointment of Official and Authorised Veterinary Officers, Public Analysts. Formal transfer / assignment or enforcement responsibilities</li> </ul> <p>In respect of the following legislation:</p> <ul style="list-style-type: none"> <li>• Administration of Justice Act 1970, As Amended</li> <li>• Housing Act 1985</li> <li>• Housing Act 1996</li> <li>• Housing Act 2004</li> <li>• Housing and Planning Act 2016</li> <li>• Local Government (Miscellaneous Provisions) Acts 1976, 1987 and 1982</li> <li>• Local Government Act 1894</li> <li>• Local Government Act 1972</li> <li>• Prevention of Damage by Pests Act 1949</li> <li>• Protection from Eviction Act 1977</li> </ul>	<p>Safety and Regulatory Services and Service Manager, Regulation and Enforcement</p>		

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014</li> <li>• Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2015</li> <li>• Regulation of Investigatory Powers Act 2000</li> <li>• Regulatory Reform (Fire Safety) Order 2005</li> <li>• South Yorkshire Act 1980</li> </ul>			
<p>The discharge of any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the legislation listed below (including and any future modifications, enlargements or amendments). The powers conferred include:</p> <ul style="list-style-type: none"> <li>• Service of Statutory Notices</li> <li>• Issuing of Statutory Documents</li> </ul> <p>In respect of the following legislation:</p> <ul style="list-style-type: none"> <li>• Administration of Justice Act 1970, As Amended</li> <li>• Housing Act 1985</li> <li>• Housing Act 1996</li> <li>• Housing Act 2004</li> <li>• Housing and Planning Act 2016</li> <li>• Local Government (Miscellaneous Provisions) Acts 1976, 1987 and 1982</li> </ul>	<p>Via Written Authorisation to approve on behalf of Assistant Director of Community Safety and Street Scene, to the Head of Community Safety and Regulatory Services and Service Manager, Regulation and Enforcement and other officers so authorised by the Assistant</p>	<p>Housing</p>	<p>No</p>

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Local Government Act 1894</li> <li>• Local Government Act 1972</li> <li>• Prevention of Damage by Pests Act 1949</li> <li>• Protection from Eviction Act 1977</li> <li>• Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc.) (England) Order 2014</li> <li>• Regulation of Investigatory Powers (Directed Surveillance and Covert Human Intelligence Sources) (Amendment) Order 2015</li> <li>• Regulation of Investigatory Powers Act 2000</li> <li>• Regulatory Reform (Fire Safety) Order 2005</li> <li>• South Yorkshire Act 1980</li> </ul>	Director Community Safety and Street Scene.		
<p>The discharge of any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the legislation listed below (including and any future modifications, enlargements or amendments). The powers conferred include:</p> <ul style="list-style-type: none"> <li>• Service of Statutory Notices</li> <li>• Issuing of Statutory Documents</li> <li>• Instigation of Legal Proceedings including the issuing of legal cautions</li> <li>• Authorisation of Informations and Summonses</li> <li>• Authorisation of Applications to: <ul style="list-style-type: none"> <li>○ Seek Warranted Entry to Premises</li> </ul> </li> </ul>	Via Written Authorisation to approve on behalf of Assistant Director of Community Safety and Street Scene, to the Head of Service, , Community Safety and Regulatory Services and other officers so authorised by	Transport and the Environment	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>○ Seek court approval to undertake Directed Surveillance</li> <li>○ Undertake overt surveillance operations including the deployment of CCTV</li> <li>● Service of orders, including closure orders</li> </ul> <p>In respect of the following legislation:</p> <ul style="list-style-type: none"> <li>● Anti-Social Behaviour Act 2003</li> <li>● Anti-social Behaviour, Crime and Policing Act 2014</li> </ul>	<p>the Assistant Director Community Safety and Street Scene.</p>		
<p>The discharge of any executive function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, and any non-executive functions not otherwise reserved to the Licensing Board, or any other person or body discharging non-executive functions in accordance with executive arrangements made by the Council, in respect of the legislation listed below (including and any future modifications, enlargements or amendments). The powers conferred include:</p> <ul style="list-style-type: none"> <li>● Instigation of Legal Proceedings including the issuing of legal cautions</li> <li>● Authorisation of Informations and Summonses</li> <li>● Authorisation of Applications to: <ul style="list-style-type: none"> <li>○ Seek Warranted Entry to Premises</li> <li>○ Seek court approval to undertake Directed Surveillance</li> </ul> </li> <li>● Service of Statutory Notices</li> <li>● Issuing of Statutory Documents</li> <li>● Granting, suspension and refusal of licences, authorisations and registrations for persons, premises or processes</li> <li>● Authorisation to Carry out Work in Default</li> </ul>	<p>Via Written Authorisation to approve on behalf of Assistant Director of Community Safety and Street Scene, to the Service Manager, Community Safety and Regulatory Services</p>		<p>No</p>



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<ul style="list-style-type: none"> <li>• Appointment of Inspectors and Officers</li> <li>• Appointment of Chief and Deputy Chief Inspector of Weights and Measures</li> <li>• Authorisation of Officers</li> <li>• Appointment of Official and Authorised Veterinary Officers, Public Analysts. Formal transfer / assignment or enforcement responsibilities</li> </ul>			
To discharge the duties in relation to school transport contained in Chapter II (ancillary functions of local authorities) of Part IX (ancillary functions) of the Education Act 1996.	Assistant Director Community Safety and Street Scene. Head of Fleet and Transport Services.		No

<p>To undertake all duties on behalf of the Council and to authorise prosecution proceedings for failure to comply with the following Acts:-</p> <ul style="list-style-type: none"> <li>• Building Act 1984 Section 59 – Power to require owner or occupier of buildings to make satisfactory provision for drainage/to repair drainage which is prejudicial to health</li> <li>• Clean Neighbourhoods and Environment Act 2005 Sections 2, 3, 4, 6, 7, 10, 11, 12 and 99</li> <li>• Contravention of Traffic Regulation Orders and Off Street Parking Places Orders</li> <li>• Environmental Protection Act 1990 <ul style="list-style-type: none"> <li>○ Section 80 – Power to serve an abatement notice where a statutory nuisance exists;</li> <li>○ Section 89(1) – Power to keep the land clear of litter and refuse</li> </ul> </li> <li>• Heavy Goods Vehicle Operators Licences – Powers to lodge objections and make representations to the Traffic Commissioners</li> <li>• Highways Act 1980</li> <li>• Land Drainage Act 1991</li> <li>• Local Government (Miscellaneous Provisions) Act 1976 Section 35 – Power to require obstructions to be removed from a private sewer</li> <li>• Mines and Quarries (Tips) Act 1969 Sections 12, 14(1), 17(3) and 18(1)</li> <li>• New Roads and Street Work Act 1991</li> <li>• The Road Traffic Regulation Act 1984</li> <li>• The Town Police Clauses Act 1847</li> <li>• Prevention of Damage by Pests Act 1949 Section 4 – Power to require work to keep property free from rats</li> <li>• Public Health Act 1936 Sections 262, 263 and 264</li> <li>• Public Health Act 1961 Section 17 – Power to serve notice on persons requiring sewers etc. to be repaired or to release a stoppage</li> <li>• Refuse Disposal (Amenity) Act 1978 as amended by the Clean Neighbourhoods and Environment Act 2005 – Dealing with abandoned vehicles</li> </ul>	<p>Assistant Director – Community Safety and Street Scene Head of Service – Highways</p> <p>Head of Environmental Services</p> <p>Assistant Director – Planning, Regeneration and Transport and Head of Transport Infrastructure</p>	<p>Transport and Environment</p>	<p>No</p>
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- Traffic Management Act 2004 and Road Traffic Regulations Act 1984

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
<p>That the Council's powers relating to the above acts and any orders, regulations, statutory instruments, statutory Codes of Practice and/or Bylaws made thereunder and any future modifications, enlargements or amendments.</p> <p>The powers conferred include:-</p> <ul style="list-style-type: none"> <li>• Instigation of Legal Proceedings</li> <li>• Service of Statutory Notices</li> <li>• Granting and Refusal of Licences</li> <li>• Authorisation to Carry Out Work in Default</li> </ul>	<p>Assistant Director – Community Safety and Street Scene Head of Service – Highways</p> <p>Assistant Director – Planning, Regeneration and Transport and Head of Transport Infrastructure</p>	<p>Transport and Environment</p>	<p>No</p>
<p>Power to apply to the Secretary of State for an order stopping up or diverting any highway under the Town and Country Planning Act 1990:-</p> <ul style="list-style-type: none"> <li>• Section 247 Highways affected by development.</li> <li>• Section 248 Highways crossing or entering route of proposed new highway.</li> <li>• Section 249 Order extinguishing right to use vehicles on highway</li> </ul>	<p>Assistant Director – Community Safety and Street Scene Head of Service – Highways</p> <p>Assistant Director – Planning, Regeneration and Transport and Head of</p>	<p>Transport and Environment</p>	<p>No</p>

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Transport Infrastructure		
Powers to make order under the Town and Country Planning Act 1990:- <ul style="list-style-type: none"> <li>• Section 257 Footpaths and bridleways affected by developments: Stopping up or diversion.</li> <li>• Section 258 Extinguishment of public rights of way over land held for planning purposes.</li> <li>• Section 261(2) Temporary stopping up of highways for mineral workings</li> <li>• Section 278 Contributions towards Highway Works by persons deriving special benefit from them.</li> </ul>	Assistant Director – Community Safety and Street Scene Head of Service – Highways  Assistant Director – Planning, Regeneration and Transport and Head of Transport Infrastructure	Transport and Environment	No
Powers to make Definitive Map Modification Orders:- <ul style="list-style-type: none"> <li>• Section 53 of the Wildlife and Countryside Act 1981</li> </ul>	Assistant Director – Community Safety and Street Scene Head of Service – Highways	Transport and Environment	No
Powers to authorise certify and make:- <ul style="list-style-type: none"> <li>• Adoption of new highways created under Part III &amp; Part IV of the Highways act 1980</li> </ul>	Assistant Director – Community Safety and	Transport and Environment	No

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
<ul style="list-style-type: none"> <li>Serving of notices for the purpose of the Advance Payments Code Part XI Highways Act 1980</li> </ul>	Street Scene Head of Service – Highways		
<p>Powers to make order under the Town and Country Planning Act 1990:-</p> <ul style="list-style-type: none"> <li>Section 257 Footpaths and bridleways affected by developments: Stopping up or diversion.</li> <li>Section 258 Extinguishment of public rights of way over land held for planning purposes.</li> <li>Section 261(2) Temporary stopping up of highways for mineral workings</li> <li>Section 278 Contributions towards Highway Works by persons deriving special benefit from them.</li> </ul>	Assistant Director Community Safety and Street Scene	Transport and Environment	No
<p>In respect of Controlled Waste:-</p> <ul style="list-style-type: none"> <li>Issue “Duty of Care” Controlled Waste Transfer Notes for the transfer of commercial waste and commercial clinical waste from the holder of the waste to the person/organisation collecting the waste</li> <li>Issue “Duty of Care” controlled Waste Transfer Notes for the transfer of controlled waste from the holder of the waste to the person/organisation processing/disposing if the waste.</li> </ul>	Assistant Director Community Safety and Street Scene, Head of Environmental Services Waste Manager, Waste officer – Disposal and treatment	Transport and Environment	No
<p>In respect of Commercial Waste:-</p> <ul style="list-style-type: none"> <li>Enter into an agreement on behalf of the Council to collect commercial and commercial clinical waste from the holder of the waste, for which a reasonable charge may be made.</li> </ul>	Assistant Director Community Safety and Street Scene.	Transport and Environment	No

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
	Head of Environmental Services		
Authority to negotiate and enter into agreements for rights to utilise highway structures for the purposes of carrying statutory undertaker's apparatus and similar facilities.	Assistant Director Community Safety and Street Scene,	Transport and Environment	No
The implementation of submissions for grant aid, special financial packages for inward investment and submissions to awarding bodies in respect of capital schemes.	Assistant Director – Planning, Regeneration and Transport	Jobs and the Local Economy	No
The discharge and implementation of any decision in respect of the packaging of bids for transport monies.	Assistant Director – Planning, Regeneration and Transport	Jobs and the Local Economy	No
In accordance with the South Yorkshire Local Transport Plan, and other policy documents, the discharge of any executive function in connection with transport policies and programmes - the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director – Planning, Regeneration and Transport and/or Head of Transport Infrastructure	Transport and Environment	No
The discharge of any executive function in respect of the packaging of bids for regeneration and transport monies – the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director – Planning, Regeneration	Transport and Environment	No

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	and Transport and/or Head of Transport Infrastructure		
The implementation of traffic management, traffic calming and area safety schemes. The implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature and duties in relation to the Traffic Management Act 2004.	Assistant Director – Planning, Regeneration and Transport and/or Head of Transport Infrastructure	Jobs and the Local Economy & Transport and Environment	Yes
In accordance with the Rotherham Voluntary Bus Partnership the discharge of any executive function in respect if highway schemes and quality bus corridors – Regards (ii), the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature	Assistant Director – Planning, Regeneration and Transport and/or Head of Transport Infrastructure	Transport and Environment	No
Power to make representations to and lodge objections with the Traffic Commissioners in relation to an application for the renewal of a bus operator’s licence – Assistant Director of Community Safety and Street Scene and Assistant Director of Planning Regeneration and Transport to consult Cabinet Member(s) prior to making representations or lodging objections.	Assistant Director – Planning, Regeneration and Transport Assistant Director Community Safety and Street Scene	Jobs and the Local Economy	Yes



Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Licensing Manager  Head of Fleet & Transport Services		
<p>The implementation of the removal of graffiti from private property – section 92 of the National Parks and Access to the countryside Act 1949 – Assistant Director Community Safety and Street Scene and the Assistant Director Planning, Regeneration and Transport to jointly exercise function.</p> <p>Removal of graffiti on private property is complete if permission is gained from the property owner and if the graffiti is causing offence</p>	Assistant Director – Planning, Regeneration and Transport Assistant Director Community Safety and Street Scene Head of Environmental services,	Jobs and the Local Economy Transport and Environment	No
The discharge of any executive function in respect of the consideration and determination of any development control policy or strategic guidance not related Revised December 2016 67 to individual applications - the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director – Planning, Regeneration and Transport	Jobs and the Local Economy	No
The discharge of any executive function in connection with urban design schemes – the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director Planning Regeneration and Transport	Transport & Environment	

<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Relevant Cabinet Portfolio</b>	<b>Ward Member Consultation required?</b>
	Head of RiDO Transport and Environment		
The discharge (in consultation where appropriate with countryside and conservation bodies and the Cabinet Member) of any function in connection with countryside planning matters, including functions in respect of:- the South Yorkshire Community Forest; the Trans-Pennine Trail; the Chesterfield Canal, and like schemes the preparation of specific schemes and applications for grants in connection with such schemes – Regarding (ii) the implementation of any determination of the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director – Planning, Regeneration and Transport	Jobs and the Local Economy	No
Power to name and alter the names of streets – Sections 17 & 18 of the Public Health Act.	Assistant Director – Planning Regeneration and Transport  Head of Planning and Building Control, Development Managers Street Naming and Numbering Officer	Jobs and the Local Economy	
Power to number and renumber streets – Section 15 of the South Yorkshire Act 1980.	Assistant Director – Planning Regeneration and Transport	Jobs and the Local Economy	

Function Delegated	Officer to whom delegated	Relevant Cabinet Portfolio	Ward Member Consultation required?
	Head of Planning and Building Control, Development Managers Street Naming and Numbering Officer		
Any action in respect of the making of a Compulsory Purchase Order – Following any determination by the Cabinet Member and the discharge of any function of a regulatory nature.	Assistant Director – Planning, Regeneration and Transport And Property Officer, Asset Management	Jobs and the Local Economy	No
In respect of Licensing, to have overall management responsibility for the Council licensing function and to refer matters to the Licensing Board as deemed appropriate	Assistant Director Community Safety and Street Scene, Licensing Manager	Jobs and the Local Economy	No

## **Decision Making Procedure**

In accordance with the process agreed by SLT, the directorate will submit items to Democratic Services for inclusion on the Forward Plan of Recorded Officer Decisions, which is published on a monthly basis. Given the wide variety of functions and decisions that this will encompass within the directorate, it is proposed that generic titles be used to ensure that Members have an awareness of likely decisions through the Forward Plan of Recorded Officer Decisions.

Decision makers within the directorate will consult the relevant Cabinet Member and Ward Members (where applicable) on the options and recommended course of action prior to taking a decision. Such reports will be prepared in accordance with the protocol for the preparation and sign-off of Cabinet reports. Where a Cabinet Member has disagreed with the proposed course of action in respect of an executive function, the decision maker should refer the report to Cabinet for determination.

Where a decision is taken, it will be accompanied by a report which will be approved in accordance with this sub-scheme of delegation. Once signed off by the decision maker, the report should be forwarded to Democratic Services. Democratic Services will prepare a decision record in respect of the matter, which will be reviewed by the Chief Executive, Monitoring Officer and Section 151 Officer prior to publication. Where the statutory officers raise concerns in respect of the proposed decision, the report should be referred back for review by the decision maker.

Democratic Services will notify the decision maker and Cabinet Member when the decision has been published online.