



Part 3 Delegation Scheme

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~~1. GENERAL OVERVIEW OF THE CONSTITUTION~~

~~1.1 This Part of the Constitution deals with the manner in which the Council carries out its business. It sets out:~~

~~What statutory functions have been assigned by law to the Council?~~

- ~~• What other functions it has, by virtue of being a large organisation that owns property, employs staff and so on;~~
- ~~• Which Council body (Council itself, the Executive, or a Committee) is –
 - ~~☐ Responsible for carrying out any of these functions, or~~
 - ~~☐ Responsible for overseeing how each of these functions is carried out;~~~~
- ~~• Which senior officer is responsible to the Council for carrying out each of those functions; and,~~
- ~~• The extent of powers delegated to any Council body, individual Member of the Executive, or officer to carry out any function.~~

~~1.2 The Council operates executive arrangements which are as set out in Part 2 of this Constitution. Under those arrangements –~~

- ~~• certain functions are restricted to the full Council;~~
- ~~• certain other functions are required to be carried out by a regulatory Committee, such as Development Management and Licensing;~~
- ~~• certain other committees have specific functions, namely Audit, and the Overview and Scrutiny Panel; and,~~
- ~~• the Council has chosen to have functions relating to the operation of the Salcombe Harbour carried out through the Salcombe Harbour Board.~~

~~Everything else is the responsibility of the Executive. The details of the arrangements are set out in this Part.~~

~~1. GENERAL OVERVIEW OF THE CONSTITUTION (cont'd)~~

~~Functions assigned by law~~

- ~~1.3 Councils carry out a large range of functions conferred upon them by Parliament. The list is too extensive to be placed here but there are some indications and examples in the Scheme of Delegation which follows. In addition, under the Localism Act 2011 the Council has been given a general power of competence, enabling it to do anything that an individual might do. This is subject to certain qualifications.~~
- ~~1.4 The organisational functions flowing from statutory powers are carried out as described in the Scheme of Delegation. This is in two parts:~~
- ~~• the powers exercisable by Members of the Council, in whatever capacity; and,~~
 - ~~• those exercisable by officers.~~
- ~~1.5 In this Part are summarised the functions specified in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, which are reserved to Council, those which may or must be exercised by the Executive, and those which must not be exercised by the Executive. The body or person to whom the function is assigned is named.~~
- ~~1.6 The Principles of Decision Making are set out in Part 2, Article 11.~~

2. PRINCIPLES OF DELEGATION

2.1 Section 101 of the Local Government Act 1972 provides that:

- A Council may delegate its powers (except those incapable of delegation) to a committee or an officer
- A Committee may delegate its powers to a sub-committee
- A Committee may delegate its powers to an officer
- Powers which have been delegated may be exercised by the delegating body or officer.

Under the Localism Act the Council has been given a general power of competence enabling it to do anything that an individual might do. This is subject to certain qualifications.

2.2 Any delegation to the Executive, an individual Executive Member, Committee or a Senior Officer shall be exercised in compliance with the Council's Constitution, any other policies or conditions imposed by the Council and with the law.

2.3. In making any decision regard shall be had to the Council's Priorities and principles of decision-making as set out in Article 11 of the Constitution.

2.4 A Senior Officer may nominate another named Officer to carry out any powers and duties which have been delegated to that Senior Officer.

2.5 If any officer to whom a function has been delegated is for any reason unable to act, or if the post of any such officer is vacant, the Head of Paid Service, or in his absence, the Executive Director (Service Delivery & Commercial Development) may exercise the delegated power, or nominate another named officer to carry out those duties.

2.6 In an emergency, the Head of Paid Service is empowered to carry out any function of the Council.

2.7 Where officers are contemplating any action under delegated powers which is likely to have a significant impact in a particular area, they should also consult the relevant local ward Members.

2.8 A delegated officer must ensure that s/he obtains appropriate advice from the Council's legal, financial and other specialist staff before action is taken.

2.9 The Monitoring Officer may make consequential amendments to the Delegation Scheme to reflect the re-designation or amendment of any post which affects the terms of the scheme.

2.10 The Monitoring Officer shall settle any points requiring interpretation or clarification in the practical application of this Delegation Scheme.

3. DELEGATIONS TO FULL COUNCIL

Only the Council may exercise the following functions:

To adopt and approve the Constitution and governance arrangements including the form of the executive (save for minor amendments authorised in Article 13).

To approve and adopt or amend the Policy Framework.

To approve and adopt the Budget.

To determine the Council's Priorities.

To appoint the Chairman and Vice-Chairman.

To appoint the Council Leader ~~and Deputy Leader~~.

To appoint Committee Chairmen and Vice-Chairmen.

To appoint members of the Executive.

To appoint and to agree or amend the terms of reference for bodies of the Council, to decide on their composition and to make appointments to them.

To appoint representatives to outside bodies (unless the appointment is a function of the Executive or has been delegated by the Council).

To receive for noting at the next Council meeting any amendments to the political composition of the Council.

To adopt the schedule of meetings for the ensuing year.

To approve joint arrangements for the discharge of any of the Council's functions by another local authority.

To authorise or approve Members' duties in connection with Council business for the purposes of their allowances.

To consider the recommendations of the Independent Remuneration Panel and adopt a Scheme for Members' Allowances that can be claimed by Members of the Council in respect of authorised or approved duties.

To make any decisions that would be contrary to the Policy Framework.

To determine matters involving expenditure for which budget provision is not made or is likely to be exceeded.

To determine matters which do not fall within the remit of the Executive or any Committee or body.

3. DELEGATIONS TO FULL COUNCIL (cont'd)

To appoint the Head of Paid Service, Executive Directors and Properstatutory officers

To determine matters affecting or likely to affect more than one Council body or where consultation with or approval of more than one Council body is required

To determine any matters referred to it by a Committee in accordance with Procedure Rule 14

To make decisions concerning district boundaries, elections, electoral areas and divisions, wards or polling districts taking account of recommendations from time to time by the Boundary Committee/Commission

To make orders for the grouping of parishes, and make appointments to vacant seats on a parish council where it is not quorate

To make community governance orders.

To direct the executive to reconsider any draft plan or strategy submitted for the Council's consideration

To approve for public consultation draft proposals for the alteration or replacement of a development plan

To amend any draft plan or strategy submitted for the Council's consideration

To approve for submission to the Secretary of State or any Minister of the Crown a draft plan or strategy

To adopt any draft plan or strategy submitted for the Council's consideration with or without modifications

To maintain a system of internal control that identifies objectives and obligations, the risk to the achievement of these objectives and obligations and controls to mitigate the risks

To approve the Annual Governance Statement and to receive an annual report on the risk management process

To borrow money

To receive statutory reports from the Head of Paid Service, the Chief Finance Officer or the Monitoring Officer

3. DELEGATIONS TO FULL COUNCIL (cont'd)

To determine whether or not to accept delegation from another local authority

To approve the Treasury Management Strategy and Investment Strategy

To make, amend, revoke, re-enact or adopt bylaws and to promote or oppose the making of local legislation or private Parliamentary Bills

To change the name of the District

To confer the title of Honorary Alderman

To consider all local choice functions set out in Part 3 of this Constitution which the Council decides should be undertaken by itself rather than the Executive

To consider any matter required by law to be considered by Council

Terms of Reference for Committees and Council bodies

Each Council body or Committee has delegated authority to decide matters within its terms of reference (except for those matters which are reserved for Council) set out below:

4. DELEGATIONS TO THE EXECUTIVE

Responsibilities:

- 4.1 The Executive is responsible for determining and arranging for the carrying out of all and any functions except those which–
 - i. are on the list of matters reserved for full Council, or
 - ii. are specifically delegated to another Council body or an officer, or
 - iii. the Executive is prevented by law from doing.
- 4.2 Certain functions are as a matter of local choice carried out by the Executive and for clarity these are listed below.
- 4.3 The list of matters reserved to full Council is set out above in this Part of this constitution.
- 4.4 The matters delegated to another Council body or to an officer are listed below in this part of the Constitution.
- 4.5 The matters which the Executive is prevented by law from doing are these:
 - a. Functions relating to town and country planning and development control, the protection of trees and hedgerows and complaints about high hedges which are delegated to the Development Management Committee and the Community of Practice Lead Specialist for Development Management.
 - b. Functions relating to licensing and regulation of liquor sales and entertainments, gambling, taxis and other miscellaneous activities and trades, health and safety at work and smoke-free premises, all of which are delegated to the Licensing Committee and the Community of Practice Lead (Environmental Health).
 - c. Power to make, amend, revoke, or re-enact byelaws which remains with the Council or to enforce byelaws which is delegated to the relevant Senior Officer.
 - d. Miscellaneous functions which mostly remain with the Council, namely:
 - making standing orders to regulate procedures and governance of contracts and procurement;
 - designation of the Head of Paid Service, the monitoring officer, and provision of their staff;
 - making arrangements for proper administration of financial affairs including the appointment of the S151 Officer;

4. DELEGATIONS TO THE EXECUTIVE (cont'd)

- d. Miscellaneous functions which mostly remain with the Council, namely: (cont'd)
- approving the Council's statement of accounts, income and expenditure and balance sheet, or record of payments and receipts – although the Executive will consider and recommend approval;
 - approving the Members' Allowances Scheme;
 - making arrangements for the discharge of functions by a committee or officer, or by another local authority, making appointments to committees and delineating the voting rights of co-opted members or scrutiny panels;
 - making requests for electoral schemes or making community governance orders;
 - making payments or providing other benefits in cases of maladministration etc. which are delegated to the head of paid service;
 - appointing staff, and determining the terms and conditions on which they hold office (including procedures for their dismissal) which are delegated to the Head of Paid Service;
 - appointing "proper officers" which is delegated to the Head of Paid Service and Group Managers.

4.6 Where the Executive is prohibited from carrying out particular functions it is also prohibited from:

- a. imposing any condition, limitation or other restriction on an approval, consent, licence, permission or registration or determining any other terms to which any such approval, consent, licence, permission or registration is subject, or
- b. amending, modifying, varying or revoking any such approval, consent, licence, permission or registration or any condition, limitation or term to which it is subject or
- c. determining whether, and in what manner, to enforce against any failure to comply with an approval, consent, licence, permission or registration or any failure to comply with a condition, limitation or term to which any such approval, consent, licence, permission or registration is subject, or other contravention or
- d. determining whether to make a charge for any approval, consent, licence, permit or registration and the amount of any such charge.

4. DELEGATIONS TO THE EXECUTIVE (cont'd)

4.7 As a matter of local choice, the Executive will carry out the following functions:

- i. Any functions under any local Act except for the Pier and Harbour Order (Salcombe) Confirmation Act 1954.
- ii. Determination of appeals from any decisions made by the authority.
- iii. Functions relating to drafting, submitting, revising and publishing local area agreements.

4.8 The following "local choice" functions will be delegated to officers:

- review of council tax and housing benefit applications;
- functions relating to contaminated land, control of pollution, or air quality;
- inspection, detection and service of an abatement notice for statutory nuisance;
- the obtaining of information and particulars about persons interested in land.

4.9 The following "local choice" functions are reserved to Council:

4.9.1 The appointment of any individual:

4.9.1.1 to any office other than an office in which s/he is employed by the authority;

4.9.1.2 to anybody other than:

- the authority;
- a joint committee of two or more authorities; or
- to any committee or sub-committee of such a body, and

4.9.1.3 the revocation of any such appointment.

4.9.2 The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities

4.9.3 The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area

4. DELEGATIONS TO THE EXECUTIVE (cont'd)

- 4.10 In discharging the functions of preparing for adoption a plan or strategy listed below, the Executive may consider and make a recommendation about them to Council:
- Control of borrowing, investments, capital expenditure or determining the authority's minimum revenue provision;
 - Licensing Authority Policy Statement;
- 4.11 In the following circumstances, the Executive may not exercise the functions described below:
- 4.11.1 When the decision to approve any plan or strategy other than those listed above has been reserved to itself by Council;
- 4.11.2 When an individual member of the Executive or the Executive as a body is minded to determine a matter relating to the authority's budget, borrowing or capital expenditure in a manner that is either:
- not in accordance with the budget or any current capital investment plan, or
 - not authorised by the authority's executive arrangements, financial regulations, standing orders or other rules or procedures in the intended terms;
- 4.11.3 When an individual member of the Executive or the Executive as a body is minded to determine a matter which is the Executive's responsibility in a manner that is not in accordance with a plan or strategy that has been approved by Council.
- 4.12 For the avoidance of doubt:
- 4.12.1 The Executive will manage all the Council's land and property;
- 4.12.2 The Executive will, having regard to the views of the Overview & Scrutiny Panel, keep under review and recommend to Council the fees and charges for the Council's services (other than those within the remit of the Development Management Committee and the Licensing Committee) where
- i. statutory authority exists for the levying of such charges, and
 - ii. where, in the opinion of the section 151 Officer the levying of such charges will not give rise to a material adverse impact on the overall budget of the Council.
- 4.12.3 The Executive will be responsible for approval of Delivery Plans which are subordinate to the Plans listed in paragraph 10 above.

5. DELEGATIONS TO COMMITTEES

AUDIT COMMITTEE

General Function:

The Audit Committee will provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance to the extent that it affects the Council's exposure to risk and weakens the control environment and to oversee the financial reporting process

Responsibilities

To carry out the Council's responsibilities for the following areas:

Internal Audit

- To consider and approve (but not direct) the Internal Audit Terms of Reference (Charter), Strategy and Audit Plans.

To consider:

- Progress on the Internal Audit Plan and summary of internal audit activity, opinions and findings;
- The Internal Audit Annual Report including an opinion on the Council's overall control environment for the purpose of the Annual Governance Statement;
- Reports dealing with the management and performance of the internal audit service providers (known as the 'effectiveness of the system on internal audit');
- Reports from Internal Audit on agreed recommendations not implemented within a reasonable timescale (known as 'follow up');
- Reports on data quality to ensure that all performance information meets data quality standards; and
- The monitoring of the progress of Internal Audit plans including summaries of Internal Audit reports.

To promote:

- Internal control, including commissioning work from internal audit in association with the s151 officer and monitor audit performance;
- To make any necessary recommendations to the relevant Committee / Executive or Council in respect of the above.

5. DELEGATIONS TO COMMITTEES

AUDIT COMMITTEE

Responsibilities (cont'd)

External Audit

To consider:

The External Auditor's Annual Governance Report and other relevant external audit reports;

External Audit work to ensure that it gives value for money;

The External Audit plans;

Reports dealing with the management and performance of the external audit service providers; and

Commission work and other specific reports from external audit as agreed with the External Auditor in association with the s151 officer.

To liaise with the Audit Commission (or relevant government body) over the appointment of the Council's External Auditor.

Accounts

To review and approve the Annual Statement of Accounts and to consider whether appropriate accounting policies have been followed;

To consider the External Auditor's report on the annual audit of accounts;

To make any necessary recommendations to the relevant Committee / Executive or Council in respect of the above.

Regulatory Framework

To:

Maintain an overview of the Council's Constitution;

Recommend to Council the adoption of:

- A Code of Corporate Governance
- Antifraud, Corruption and Bribery Strategy
- Anti Money Laundering Policy
- Risk Management Policies

Oversee the System of Internal Control and the process for producing the Annual Governance Statement (AGS) and approve the AGS on behalf of the Council with the Annual Statement of Accounts;

Monitor Value for money (including benchmarking);

Make any necessary recommendations to the relevant Committee /Executive or Council in respect of the above.

5. DELEGATIONS TO COMMITTEES

AUDIT COMMITTEE

Responsibilities (cont'd)

Review and Scrutiny of Strategies

To monitor:

- Risk Management Strategy
- The Assurance Framework (including System of Internal Control)
- Code of Corporate Governance
- Antifraud, Corruption and Bribery Strategy
- Anti Money Laundering Policy
- Whistle-blowing Policy
- Treasury Management

And to make any necessary recommendations to the relevant Committee, Executive or Council in respect of the above

2. Budget

To have authority for spending within the allocated budget.

Comment [KT1]: To check with Lisa – do they have a budget?

3. Review

The Audit Committee will undertake an annual review of its performance as part of the system of internal audit.

5. DELEGATIONS TO COMMITTEES

DEVELOPMENT MANAGEMENT COMMITTEE

Responsibilities

The Development Management Committee is responsible for and authorised to consider and make determinations (with or without site inspection, subject to statutory and other appropriate consultation and subject to the concurrent exercise of powers by Officers under the Scheme of Delegation (set out in this Part of the Constitution) in the following areas:

PLANNING

5.1 Development Management and Control

Advertisement Control.

Agreements regulating the development or use of land.

Applications by Local Planning Authorities.

Authority to determine whether planning permission required.

Certificate of Appropriate Alternative Development. (Land Compensation Act)

Certificates of Lawful Use or Development.

Consultations by Crown and Duchy.

Discontinuance of use or alteration or removal of buildings or works.

Electricity Supply Acts Consultations.

Enforcement Control (including Planning Contravention Notices, Requisitions, Breach of Condition Notices, Stop Notices (including temporary stop notices) etc)

General Planning Control including the determination of planning applications

Land adversely affecting the amenity of the neighbourhood.

Authorising Prosecutions

Provisions as to compensation and provisions enabling an owner to require the purchase of an interest.

Responding to Dartmoor National Park, and other neighbouring authority consultations.

5. DELEGATIONS TO COMMITTEES

DEVELOPMENT MANAGEMENT COMMITTEE (cont'd)

PLANNING

5.1 Development Management and Control (cont'd)

Responding to Statutory and other consultees

Revocation or modification of planning permission.

Telecommunication Mast Applications.

To extinguish/divert public rights of way under the Town and Country Planning Acts and to make representations to other Authorities in relation to their exercise of these powers under that or other legislation.

5.2 Conservation - Historic Buildings

Building Preservation Notices.

Compulsory acquisition of buildings in need of repair and related powers.

Historic Building Grants

Listed Building Consents and Conservation Area Consents.

Listed Building Enforcement.

Revocation or modification of Listed Building Consent.

Urgent repairs or works

5.3 Community Landscaping

High Hedges

Hedgerows

To comment on consultations by the Forestry Commission.

To offer grant aid for tree surgery to trees of public amenity importance within the financial limits set down in the Council's estimates.

Tree Preservation Orders and related control and enforcement.

5. DELEGATIONS TO COMMITTEES

DEVELOPMENT MANAGEMENT COMMITTEE (cont'd)

Relevant Statutory Powers

~~Town and Country Planning Act 1990~~

~~Planning (Listed Buildings and Conservation Areas) Act 1990~~

~~Planning (Hazardous Substances) Act 1990~~

~~Planning (Consequential Provisions) Act 1990~~

~~Planning and Compensation Act 1991~~

~~Planning Act 2008~~

~~Planning and Energy Act 2008~~

~~Localism Act 2011~~

~~or any statutory re-enactment, amendment or variation of any of them as from time to time determined by Parliament.~~

5.4. Local Land Charges

To provide and administer a comprehensive Land Charges system.

Fees

~~To keep under review the fees and charges for the Committee's services where statutory authority exists for the levying of such charges and to levy the same where, in the opinion of the section 151 Officer, the levying of such charges will not give rise to a material adverse impact on the overall budget of the Council.~~

2. Budget

To have authority for spending within the allocated budget.

Comment [KT2]: [Check with Lisa](#)

5. DELEGATIONS TO COMMITTEES (cont'd)

LICENSING COMMITTEE

Responsibilities

To be responsible for all of the Council's licensing functions including:

- To review and recommend to Council:
 - the Licensing Statement of Policy
 - the Gambling Statement of principles
 - the Policy not to permit casinos
- To review and be responsible for all other Licensing Policies
- ~~To determine to revoke or suspend Hackney Carriage / Private Hire Driver or Private Hire Operator Licenses~~
- To determine whether to refuse to grant a licence for the following licensing functions;
 - Street Trading Licence (South Hams)
 - Zoo Licensing
 - Sex Establishments
 - Houses in Multiple Occupation
- To determine such other applications as referred to the Licensing Committee by the Community of Practice Lead for Environmental Health.

LICENSING SUB COMMITTEES

- ~~To determine to revoke or suspend Hackney Carriage / Private Hire Driver or Private Hire Operator Licenses~~
- a) Licensing sub-committees have the following responsibilities in relation to functions under the **Licensing Act 2003**:
 - Applications for personal licences - if there is a police objection
 - Applications for personal licences with unspent convictions – all cases
 - Review of personal licences – if there is a police objection
 - Applications for premises licence / club premises certificate – if a relevant representation is made
 - Applications for provisional statement – if a relevant representation is made
 - Application to vary premises licence/club premises certificate - if a relevant representation is made
 - Applications to vary designated premises supervisor – if police objection made
 - Applications for transfer of premises licence – if police objection
 - Applications for interim authorities – if a police objection
 - Applications to review premises licence/club premises certificate – all cases

- Decision to object when Council is a consultee and not relevant authority - all cases
- Determination of a police or Environmental Health objection to a temporary event notice - all cases

5. DELEGATIONS TO COMMITTEES

LICENSING SUB COMMITTEES (cont'd)

- b) Licensing sub-committees have the following responsibilities in relation to the **Gambling Act 2005**:
- Application for premises licence: if a relevant representation has been made and not withdrawn
 - Application for a variation to a licence: if a representation has been made and not withdrawn
 - Application for a transfer of a licence: where representations have been received from the Gambling Commission
 - Application for a provisional statement: if a representation has been made and not withdrawn
 - Review of a premises licence
 - Application for club gaming/club machine permits: where objections have been made and not withdrawn, or where refusal proposed
 - Temporary use notice: Decision to give a counter notice, or where objection notice received
 - Fees

Community of Practice Lead for Environmental Health

Shall have the delegated authority:

- To determine whether to refuse to grant an application for Hackney Carriage or Private Hire Vehicle Licence.
- To determine in consultation with the Chair and Vice-chair of the Licensing Committee whether to revoke a Hackney Carriage or Driver licence in situations of urgency ('urgency' to be determined by the Community of Practice Lead for Environmental Health).
- To refer such applications which, in the opinion of the Community of Practice Lead for Environmental Health, should be determined by the Licensing Committee.
- To determine applications for Licences under the following areas of work not previously delegated to other committees or individuals;
 - Public Health (e.g. Animal Boarding Establishments, Dangerous Wild Animals, Pet Shop, Riding Establishments, Skin Piercing and other special treatments).
 - Public Safety (e.g. Alcohol and entertainment licences, personal licences, club premises certificates, Hypnotism licences, Gambling licences etc.)
 - Housing (e.g. Selective licensing of residential accommodation, Licensing of houses in multiple occupation, Licensing of camping sites, Licensing of caravan sites)
 - Environmental (e.g. Environmental Permits, Licensing of scrap metal dealers)

- To investigate complaints relating to licensed and licensable activities with the relevant powers of entry in order to undertake these investigation.
- To instigate informal or formal action in order to resolve complaints or unlicensed activities and take appropriate action or remedy.
- To undertake formal consultations on amendments to policy, (or fares in accordance with the Maximum Chargeable Fare setting policy South Hams only)
- Authority **to suspend licences** in situations of urgency where there are reasonable grounds to do so (where urgency is determined by the Community of Practice Lead for Environmental Health)

STATUTE
Local Government (Miscellaneous Provisions) Act 1976
Town Police Clauses Acts 1847 & 1889
Public Health Act 1875
Equalities Act 2010
Road Safety Act 2006
Local Government (Miscellaneous Provisions) Act 1976 as amended by Section 52 of the Road Safety Act 2006
Transport Acts 1980 & 1985
House to House Collections Act 1939
Local Government (Miscellaneous Provisions) Act 1982— Schedule 3
Scrap Metal Dealers Act 1964 & 2013
Police, Factories etc (Miscellaneous Provisions) Act 1916
Vehicle (Crime) Act 2001 and Motor Salvage Operators Regulations 2002
Public Health Acts Amendment Act 1907 (Boats and Boatman)

The Development Management Committee's Delegation to Officers

Planning Delegation – Development Management

Definitions:

- **CoP Lead:** Community of Practice Lead Specialist Development Management
- **In writing:** shall include email
- **DM Committee:** Development Management Committee at South Hams District Council
- **Working days:** days which are not weekends or bank holidays
- **Planning Application:** full, outline and reserved matters only
- **Representation:** means representations from any source excluding internal consultees
- **Immediate family:** parent, spouse, child, sibling (including 'step' and 'adopted')

1. General Planning Delegation to Officers

1.1 Subject to paragraph 1.2 below, the CoP Lead has delegated authority for all functions assigned to the DM Committee under the Town and Country Planning Acts, Orders, and Regulations (as set out in Part 3 of the Council's Constitution and as amended from time to time) except those:

- a) Planning Applications
- b) Listed Building Consents
- c) Advertisement Consents
- d) TPO final confirmations (excluding emergency TPOs), and
- e) Works to TPO trees

Which:

- i. relate to the Council's own land
- ii. is an application submitted by a Councillor, (or an immediate family member), (including Councillor as agent or professional advisor) or an Officer (or an immediate family member)

Or which in the opinion of the CoP Lead:

1. are of sub-regional or district-wide significance
2. ought to be determined by the DM Committee

1.2 In the case of planning, listed building, advertisement applications and TPO applications and confirmations, where any written representations are received, including those from a Parish or Town Council, which are contrary to the CoP Lead's recommendations and where the representations are considered material and relevant planning issues. The CoP Lead shall have delegated authority to determine these only where:

- a) agreement to issuing a delegated decision has been sought in writing from the Ward Member(s) and Chairman of DM Committee and,
- b) no written request (supported by material planning reasons) to call the application to Committee has been received from the Ward Member(s) or Chairman within the notification period. The notification period is defined as **three working days**, unless a Ward Member requests an extension of time (of up to 48 hours, and giving good reason for doing so). The notification period commences when the Ward Member has been notified of the request that a delegated decision be made.

2. Ward Members/Chairman of DM Committee

2.1 Ward Members/Chairman of DM Committee can call to Committee, with material planning reasons,

- a. any Planning Applications
- b. Listed Building Consents
- c. Advertisement Consents
- d. TPO final confirmations (excluding emergency TPOs), and
- e. Works to TPO trees

with no contrary comment, by notifying the CoP Lead prior to the expiry of the public consultation period.

2.2 For the avoidance of doubt all Members in a multi-Member ward shall be notified /consulted by the CoP Lead

2.3 Unless a Ward Member/Chairman of DM Committee requests an extension of time of up to 48 hours for a response, s/he must advise the CoP Lead of his/her views within **three working days** of being notified.

2.4 In the absence of a Ward Member consultation response within the permitted time frames, the CoP Lead shall determine the matter in accordance with the officer recommendation, without the Member's views.

2.5 Where a Ward Member is unavailable for consultation (for whatever reason e.g. holiday, DPI or other interest) then s/he should nominate an alternative member to carry out this role and notify Member Services accordingly in writing. If the Chairman of DM Committee is unavailable, the Vice Chairman should be contacted in his/her place.

3. Action on decisions of the DM Committee

3.1 Where the Committee **approves** an application, the CoP Lead will issue the Approval Notice including such conditions as are reasonably required to give effect to the Committee's decision

3.2 Where the Committee **refuses** an application which the CoP Lead recommended should be approved, it shall give the reasons for the decision but the CoP Lead shall determine the precise wording of the reasons for refusal

4. Delegation in respect of Enforcement Action

4.1 The CoP Lead has delegated authority to:

- a) decide that no breach has been found
- b) decide that it is not expedient to take enforcement action (in accordance with the Council's Enforcement Policy), unless notified by the Ward Member otherwise
- c) invite regularising Planning Applications where appropriate
- d) carry out all enforcement action (including but not limited to) issuing and serving Planning Contravention Notices, Untidy Site Notices, Stop Notices, Breach of Condition Notices and Building Preservation Notices, providing the relevant Ward Members are notified prior to such notices being issued or served
- e) issue Enforcement Notices in respect of which Ward Member(s) have been notified in writing allowing 3 working days (with an extension of up to 48 hours to be granted if requested with good reason) for Members to request, in writing supported by material planning reasons, that the proposed action is brought to the DM Committee for decision and no such request has been received
- f) take Prosecutions and Injunctions in respect of which Ward Member(s) have been notified in writing allowing 3 working days (with an extension of up to 48 hours to be granted if requested with good reason) for Members to request, in writing supported by material planning reasons, that the proposed action is brought to the DM Committee for decision and no such request has been received

SAVE that the Monitoring Officer has delegated authority to take a Prosecution or Injunction where the Council's position would be compromised if action is not taken urgently

4.2 The CoP Lead may refer complex matters to the Committee at his/her discretion, or where there are relevant budgetary implications.

5. Section 106 Agreements

The CoP Lead may:

- a) authorise the execution of a section 106 agreement where required in advance of the grant of planning permission
- b) in consultation with the Ward Member(s) and Chairman of DM Committee, vary the terms of a section 106 agreement (or take such other action as necessary) to secure the objectives of the Committee which agreed the 106 agreement

5. DELEGATIONS TO COMMITTEES (cont'd)

OVERVIEW & SCRUTINY PANEL

1 Terms of Reference

The Council will appoint one **Overview & Scrutiny Panel** with the following functions.

- (a) the ability to hold the Executive to account;
- (b) to review and scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions;
- (c) to make reports and evidence-based recommendations to the full Council, the Executive and other bodies of the Council including those established under Joint Arrangements in connection with the discharge of any functions;
- (d) to make reports and evidence-based recommendations to the full Council on any matters of broad local concern or importance within their remit;
- (e) to conduct reviews and carry out community and other consultation in the analysis of policy issues and possible options;
- (f) exercise the right to call-in, for reconsideration, decisions made but not yet implemented by the Executive or an Executive Portfolio Holder or key decisions made but not yet implemented by officers;
- ~~(g) undertake the functions within the thematic areas set out in the table below. These thematic areas will of necessity be broadly defined;~~
- (h) to be able to appoint such time limited Task & Finish groups as it considers appropriate to fulfil its functions;
- (i) approve its own work programme;
- (j) to review the system of referrals from Scrutiny to the Executive to ensure that these are managed efficiently and do not exceed reasonable time limits as set out in this Constitution;
- (k) to respond to reasonable requests from the Executive to develop or review policy;
- (l) in the event of reports to the Executive exceeding reasonable time limits, or if the volume of such reports creates difficulty for the management of Executive business or jeopardises the efficient running of Council business, at the request of the Executive, to make decisions about the priority of referrals made;
- (m) encourage and enhance community participation in the development of policy options and general decision making by openness and transparency.

Work in conjunction with West Devon Borough Council to avoid duplication of effort and unnecessary inconsistencies in policy and findings between the two councils

5. DELEGATIONS TO COMMITTEES

OVERVIEW & SCRUTINY PANEL (cont'd)

Thematic area
Enhancing the prosperity of businesses, communities and individuals, and maintaining and enhancing the quality of the environment.
Securing safe and healthy communities and securing a supply of affordable housing for local people. Considering leisure contract monitoring reports and undertake an annual review in line with the Funding and Management Agreement. Discharging the functions of a Crime and Disorder Scrutiny Committee.
The performance of the “back office” services, complaints (including Ombudsman complaints and those against Members alleging a breach of the Code of Conduct), access to information and related policies and protocols. To be responsible for the standards responsibilities under the Localism Act (to include the Code of Conduct, Registers of Interests, Policy & Procedures, training, advice, standards complaints, investigations, considering reports, hearings, sanctions and dispensations). To scrutinise the T18 Programme and provide a quality control function. Review of the Council’s RIPA Policy and to consider reports on the use of RIPA on a regular basis

2 Scrutiny: Specific Functions

The Overview & Scrutiny Panel will:

- (a) review and scrutinise the decisions made by and performance of the Executive or council officers both in relation to individual decisions and decisions made over time and may question Members of the Executive and officers whether generally or in relation to specific decisions, initiatives or projects;
- (b) scrutinise the need for and the appropriateness of the Council’s policies and the effectiveness of the outputs of the delivery systems in achieving the outcomes of those policies;

5. DELEGATIONS TO COMMITTEES

OVERVIEW & SCRUTINY PANEL (cont'd)

2 Scrutiny: Specific Functions (cont'd)

- (c) review and scrutinise the performance of the Council in relation to its budget, policy objectives, performance targets or particular service areas, and assist in the development of the budget and policy framework by in-depth analysis of the current provision, performance and policy issues;
- (d) make recommendations to the Executive and Council arising from the outcome of the scrutiny process and its reviews;
- (e) review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address a Scrutiny Panel and local people about their activities and performance; and
- (f) question and gather evidence from any person with relevant knowledge, expertise or responsibility (with their consent).
- (g) instigate research, community and other consultation in the analysis of policy issues, possible options and the development of policy;
- (h) regularly involve Members of the Executive and occasionally Members of other bodies of the Council and officers to find out their views or advice on issues, proposals and policy affecting the area;
- (i) consider reports or questions from any individual Councillor on matters relevant to the terms of reference of the Group to enable the views of constituents and other organisations to be taken into account; and
- (j) liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.
- (k) to be responsible for all matters relating to Member learning and development

1.1. Partnership arrangements

The Overview & Scrutiny Committees shall be responsible for the monitoring of partnership arrangements in accordance with the Council's Partnership Policy.

3 Standards Matters

Roles and Functions:

- (a) to provide and maintain high standards of conduct by councillors (and co-opted members if appointed);
- (b) to assist councillors (and co-opted members) of the authority to observe the Council's Code of Conduct;

- (c) to advise the Council on the adoption or revision of the Members' Code of Conduct and on matters relating to the ethical conduct of the Council and its Members;

5. DELEGATIONS TO COMMITTEES

OVERVIEW & SCRUTINY PANEL (cont'd)

3 Standards Matters (cont'd)

- (d) to advise and train councillors and co-opted members on matters relating to the Code of Conduct;
- (e) to grant dispensations to District Councillors (and where relevant, co-opted members of the District Council) on requirements relating to Disclosable Pecuniary Interests in the following circumstances:
 - i. where many Members of the decision-making body have a Disclosable Pecuniary Interest, which would result in the political balance being affected;
 - ii. it is in the interests of the inhabitants that a dispensation be granted; or
 - iii. it is appropriate to grant a dispensation.

In addition, (and when it is not expedient to wait until the next scheduled Panel meeting) dispensations can also be granted by:-

A Code of Conduct Hearing Panel, or

the Monitoring Officer in consultation with the Chairman and Vice Chairman of the Overview & Scrutiny Panel.

- (f) to consult the Independent Person(s) in accordance with the 'Dealing with Complaints Policy';
- (g) to consider complaints alleging a breach of the Code of Conduct by District Councillors (and any co-opted members where relevant) and those members of town and parish councils in the District of South Hams; and
- (h) to receive investigation reports and to carry out Hearings (including sanctions) in respect of allegations of misconduct for District Councillors (and co-opted Members where relevant) and town and parish council members, and to recommend sanctions or other recommendations / actions.

4 Overview & Scrutiny Panel Sub Committees – Standards Matters

Roles and Functions:-

- (a) to consider complaints alleging a breach of the Members' Code of Conduct as referred by the Council's Monitoring Officer; and
- (b) to receive investigation reports and carry out Hearings (including sanctions) in respect of allegations and misconduct.

5. DELEGATIONS TO COMMITTEES

OVERVIEW & SCRUTINY PANELS (cont'd)

5 Officers

The Overview & Scrutiny Panel will have administrative support and be able to call on other relevant officer support and external expertise where necessary.

6 Annual Report

The Overview & Scrutiny Panel must report annually to full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate.

1.4 Public Forum Procedures

a) General

Members of the public may raise issues and ask questions at meetings of the Overview and Scrutiny Committee. This session will last for up to fifteen minutes at the beginning of each meeting.

(b) Notice of Questions

An issue or question may only be raised by a member of the public provided that they have given written notice (which may be by electronic mail) to Darryl White (darryl.white@swdevon.gov.uk) by 5.00pm on the Thursday, prior to the relevant meeting.

(c) Scope of Questions

An issue may be rejected by the Monitoring Officer if:

- it relates to a matter within the functions of the Development Management Planning & Licensing Committee;
- it is not about a matter for which the local authority has a responsibility or which affects the borough
- it is offensive, frivolous or defamatory;
- it is substantially the same as a question which has previously been put in the past six months; or
- it requires the disclosure of confidential or exempt information.

Comment [KT3]: Should Public Forum Procedures be included here?

SALCOMBE HARBOUR BOARD

Consultation is required before embarking on a review of the Harbour's governance

Specific Board functions:

- (i) That Salcombe Harbour will conduct operations in accordance with the powers granted to the **Council as a Harbour Authority** by the Salcombe Harbour Order 1954 (The Pier and Harbour Order (Salcombe) Confirmation Act 1954) and any other enabling legislation and, insofar as it falls within the scope of these powers, the policy of the Council in relation to the Harbour as expressed through:-
 - The Harbour Policy Document;
 - [The Strategy Business Plan](#)
 - Estuary and Environmental Management Plans;
 - Any byelaws approved and adopted in respect of the Harbour;
 - Safety Management Systems in Compliance with the Port Marine Safety Code;
 - Other Council decisions from time to time.
- (ii) That the Harbour is self-financing and that it maintains commercial accounts in conjunction with the accounts as required by the Authority to demonstrate the Harbour's commercial viability;
- (iii) That a ~~five~~three-year strategic business plan for the Harbour is produced, approved by Council and reviewed annually;
- (iv) That decisions relating to the Harbour are based on advice from officers who have a clear understanding of the special requirements of the Harbour;
- (v) That they adopt and maintain transparent, speedy and informative communication with relevant Members of the Council's Executive for consultation and reporting purposes;
- (vi) That they have due regard for the interests of the local community and user groups, attending community forums seeking views to gain a balanced picture of the effects of policy and decisions;
- (vii) That the existing systems for the delegation of functions be kept under review;
- (viii) That any matter which is beyond delegated authority is recommended to the Council by the Board;
- (ix) That charges and subsidies be recommended by the Board for approval by the Council on a yearly basis;
- (x) That they monitor and review all matters relating to the Harbour land and property in accordance with policies which may be laid down by the Council from time to time, for which financial and other provision has been expressly made by the Council. The Harbour's asset base is laid out in the associated plan;

- (xi) That they oversee the running of services to contract and/or to business plan on commercial lines by advising on business direction in the context of the Council's budget and policy framework;
- (xii) They monitor and analyse performance against budget, other indicators and performance plans;
- (xiii) That issues of concern are raised with officers of the Council.

5. DELEGATIONS TO COMMITTEES (cont'd)

OTHER COUNCIL BODIES

COUNCIL TAX SETTING PANEL

The Council Tax Setting Panel has the following functions:

- (a) To exercise delegated authority to set the level of Council Tax in accordance with the Council's agreed budget;
- (b) To undertake the task detailed in (a) above following notification from Devon County Council, the Devon and Cornwall Police Authority, Devon and Somerset Fire and Rescue Authority, and each Parish/ Town Council of their individual precepting requirements.

DEVON BUILDING CONTROL PARTNERSHIP

The responsibilities of the Partnership are:

- To agree the appointment of the Head of Partnership.
- To agree budgets, monitor performance, approve the statement of accounts and agree any distribution of surpluses/deficits in the Trading Account.
- To monitor the development and business plans of the Partnership.
- To agree the Partnership's (Action) Improvement Plan.
- To monitor service delivery, value for money and performance of the Partnership.
- To monitor the service delivery and cost effectiveness of the Host Council.

POLITICAL STRUCTURES WORKING GROUP

To make recommendations to full Council on the decision making processes and structure of the Council.

PUBLIC SPACES WORKING GROUP

The Public Spaces Working Group has the following terms of reference:

Advising officers in relation to the allocation of funding for public open space proposals from S106 payments and external grants

Monitoring the quality and timing of investment in public open space utilising the funding streams identified above

Promoting the coordination of actions between grounds maintenance activity in Environment Services and the public open space 'client' role in Assets.

Providing support to the Portfolio Holders for Assets and Environment Services

To investigate and promote opportunities to work with local communities

Liaising with the 2015 Localism Programme Board regarding opportunities for the localisation of public open space services and asset management

Providing Member input on reviews and future development of policy or strategy which will affect public open spaces

The Working Group will have no decision-making powers and therefore will make recommendations to the Overview & Scrutiny Panel for subsequent consideration by the Executive.

6. DELEGATIONS TO SENIOR OFFICERS

Matters reserved for Council, Executive or Committee

6.1 Subject to **urgent items** (see paragraph 2 below), the following matters shall be referred to the Executive, or relevant Committee, or Council, where appropriate.

Any matter which:

- (a) is reserved to Council
- (b) is reserved to the Executive or Portfolio holders
- (c) is strategic in nature (as determined by Senior Leadership Team); or
- (d) requires a new policy; or
- (e) requires an alteration to an existing policy (other than a minor amendment); or
- (f) would be contrary to the Policy Framework; or
- (g) involves expenditure, or a reduction in income, for which there is no sufficient budgetary provision; or
- (h) is an issue of principle as determined by Senior Leadership Team; or
- (i) in the opinion of the Head of Paid Service or Monitoring Officer, cannot in law or in accordance with the Constitution be decided by an Officer; or
- (j) upon which a Committee has requested a report; or
- (k) in the opinion of the officer concerned, should be determined by a Committee; or
- (l) is reserved to the Development Management Committee, the Licensing Committee or the Salcombe Harbour Board.

(i) a Member has requested an item to be put on an agenda under Procedure Rules 12 and 13; or

Comment [KT4]: Does this apply?
Included at WD

Urgent Items

6.2 Matters of urgency, as determined by the Head of Paid Service (or in his absence another Senior Officer) shall be delegated to the relevant officer in consultation with the Leader and Deputy Leader or the Chairman and Vice Chairman of the relevant Committee, subject to a report being made to the next meeting of the Executive or the appropriate Committee.

6. DELEGATIONS TO SENIOR OFFICERS (cont'd)

Authority for Officers to Act

32. 'Senior Officers' includes for the time being: Executive Directors, Group Managers, s151 Officer, Community of Practice Lead Specialists, Lead Specialists, Managers (Level 3) and Monitoring Officer.

43. Throughout the Constitution references to:

- Executive Directors shall include ~~Executive Director of Strategy & Commissioning~~ (HoPS) and Executive Director of Service Delivery & Commercial Development
- Section 151 Officer and Chief Finance Officer shall include the Group Manager Strategic Finance Community of Practice Lead Specialist (Finance) or her nominated Deputy
- Heads of Services shall include Group Managers, Community of Practice Lead Specialists, Lead Specialists and Level 3 Managers

~~Middle Managers shall include Community of Practice Lead Specialists, Lead Specialists and Level 3 Managers~~

54. Subject to those matters which are reserved for Council or Committee (see paragraph

1 above) **all Senior Officers** shall be responsible and shall have **delegated authority** for the **day-to-day operation and management** of his/her Group / service area and of the services and land for which s/he is responsible.

65. Any matter not reserved for Council or Committee (i.e. any matter falling outside the criteria contained in paragraph 6.1 above) shall be regarded as falling within the day-to-day operation and management of the relevant department and shall be delegated to the appropriate Senior Officer and shall be exercised in accordance with the principles of delegation.

76. **All Senior Officers** are appointed across both West Devon Borough Council and South Hams District Council and shall have authority to:

- issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties (provided that any written authority to enter upon the land or premises shall be in pursuance of a statutory power of entry or inspection)**
- to nominate officers to deputise in their absence
- call for and accept quotes and tenders within the Contract Procedure Rules
- to act as Proper Officer for their service** to be recorded in a separate record held by the relevant Community of Practice, Lead Specialist or Manager.

87. In the absence of the Monitoring Officer or section 151 Officer, any officer duly appointed by them to act as their deputy may exercise any of the powers or duties delegated to the Monitoring Officer or Section 151 Officer.
98. Delegations to Senior Officers in respect of **financial matters** are set out in the Financial Procedure Rules (Part 4 of the Constitution).
109. Delegations to Senior Officers in relation to the letting of **contracts** are set out in the Contract Procedure Rules (Part 4 of the Constitution).
1140. Delegations to Senior Officers in respect of **land and premises** are set out in the Financial Procedure Rules.
1244. The **Council's Monitoring Officer / Community of Practice Lead Specialist (Legal)** shall be responsible for signing / sealing all the Council's Official Documents (unless otherwise specifically delegated). In her absence, any other Lawyer employed by The Councils may carry out these functions, or in their absence a Senior Officer.
132. All Communities of Practice Specialist Leads/Level 3 Managers/Lead Specialists are responsible for considering and issuing a formal caution in respect of any matter for which they are responsible. In the absence of the Community of Practice Lead/ Manager/Lead Specialist this can be carried out by his/her nominated deputy or the relevant Group Manager.
143. All Senior Officers are responsible for authorising, signing and issuing Notices and all other documentation (save for legal proceedings) for those matters for which they have responsibility.
154. The Head of Paid Service shall be the Proper Officer for any function of the Council in the absence of any other appointment (or in the absence of that Officer for any reason) as specified within this Delegation Scheme.
165. Where the Council is required to institute or defend legal proceedings, authority must be first obtained from the Monitoring Officer.
1746. Officers are authorised to attend Court in relation to Revenue & Benefit proceedings, RIPA applications and sundry debts.

Delegation to Specific Senior Officers

Delegation to the Executive Director of Strategy & Commissioning

The **Executive Director of Strategy & Commissioning (Head of Paid Service)** shall have delegated authority for the following:

- Head of Paid Service functions
- Strategy & Commissioning, including overarching responsibility for the services, functions and roles of the following:
 - Business Development Group Manager
 - S151 Officer
 - Communications and Media Lead Specialist
 - Strategy Commissioning Managers Lead Specialist
 - Democratic Services Lead Specialist
 - Elections Senior Specialist
 - Performance
 - Governance
 - Corporate planning
 - Strategic finance
 - Democratic support and Member Development
 - Corporate Procurement Officer (shared with West Devon and Teignbridge)
- External partnerships
- Transformation programme
- Senior Information Risk Officer
- Safeguarding Children & Vulnerable Adults Officer
- Electoral Registration Officer and Returning Officer (West Devon)
- Deputy Electoral Registration Officer (South Hams)

Delegation to the Executive Director of Service Delivery & Commercial Development

The **Executive Director of Service Delivery & Commercial Development** shall have delegated authority for the following:

- All of the powers of the Head of Paid Service to act in his absence
- Service Delivery & Commercial Development, including overarching responsibility for:
 - Commercial Services
 - Customer First Services
 - Support Services
- Transformation Programme
- Electoral Registration Officer and Returning Officer (South Hams)
- Deputy Electoral Registration Officer (West Devon)

Delegation to the Monitoring Officer

The Monitoring Officer shall have delegated authority for the following:

- Monitoring Officer issues (including those matters set out in Article 9)
- Standards
- Conduct of legal proceedings on behalf of the Council as its solicitor.

Delegation to the s151 Officer

The s151 Officer shall have delegated authority for the following:

- Strategic Finance and Finance
- Matters set out in the Financial Procedural Rules
- To act as the Proper Officer relating to financial matters in the Local Government Acts and
- Finance Acts

Delegation to Group Managers

The Council is undergoing a staff restructure during 2016 and during this process there may be an overlap of delegated responsibilities between:

- the posts formerly designated as Heads of Service / Middle Managers and
- the Group Managers (Level 2), Community of Practice Specialist Leads, Lead
- Specialists and Managers (Level 3).

until the restructure is complete.

Further details are set out under the Community of Practice Specialist Leads and Manager roles set out below. Please see attached structure plan.

Delegation to the Business Development Group Manager

The **Business Development Group Manager** shall have delegated authority for:

- Strategic Asset Management
- Performance and Intelligence

Delegation to the Commercial Services Group Manager

The **Commercial Services Group Manager** shall have delegated authority for the following services and functions:

- Responsibility and Management of the Commercial Services Group
- Overarching responsibility for the services, functions and roles of the following Managers and service areas (Level 3) (see below):
 - Operational Manager (Environment)
 - Operational Manager (Waste)

- Lead Specialist Recycling & Waste Resources
- Building Control, Partnership and Services
- Areas of Outstanding Natural Beauty
- Ferries and Harbours
- Localities

Delegation to the Customer First Group Manager (Customer First responsibilities)

The **Customer First Group Manager** shall have delegated authority for the following services and functions:

- Responsibility and management of the Customer First Group
- Overarching responsibility for the services, functions and roles of the following Community of Practice, Leads and Managers and service areas:
 - Community of Practice Lead Specialist – Development Management
 - Community of Practice Lead Specialist – Environmental Health
 - Community of Practice Lead Specialist – Housing, Benefits & Revenues
 - Community of Practice Lead Specialist – Assets
 - Community of Practice Lead Specialist – Place Making
 - Customer First Managers (Level 3)
 - Contact Centre Management
 - Customer First and Customer Services
 - Website development
 - Street Naming & Numbering

Delegation to the Customer First Group Manager (Support Services responsibilities)

The **Customer First Group Manager** shall have delegated authority for the following services and functions:

- To be the Council's Data Protection Officer
- Responsibility and management of the Support Services Group
- Overarching responsibility for the services, functions and roles of the following Community of Practice Leads and Managers (Level 3):
 - Community of Practice Lead Specialist – Legal
 - Community of Practice Lead Specialist – Human Resources
 - Community of Practice Lead Specialist – Finance
 - Community of Practice Lead Specialist – Information Technology
 - Support Services Specialist Manager
 - Audit
 - Customer Support (internal)
 - Support Service Case Management and payroll

Delegation to the Senior Leadership Team

The Senior Leadership team shall be responsible for setting the Council Tax base
2018

Delegation to Community of Practice Specialist Leads and Level 3 Managers

Strategy and Commissioning Group

Delegation to Communications & Media Lead Specialist

The **Communications & Media Lead Specialist** shall have delegated authority for the following:

- Communications (Internal and External)
- Communications Strategy
- Media and social media

Delegation to Democratic Services Lead Specialist

The **Democratic Services Lead Specialist** shall have delegated authority for the following:

- Member Support Services
- Member Development

Delegation to Elections Senior Specialist

The **Elections Senior Specialist** shall have delegated authority for the following:

- Elections

Delegation to Lead Specialist- Place & Strategy

The **Lead Specialist for Place & Strategy** shall have delegated authority for the following:

Delegation to Lead Specialist - Recycling and Waste

The **Lead Specialist for Recycling and Waste** shall have delegated authority for the following:

Strategic responsibly for recycling and waste services including:

- o Recycling
- o Waste collection
- o Commercial waste services
- o Transport and waste / recycling haulage
- o Health & Safety

Commercial Group Services

Delegation to Operational Manager – Waste

The **Operational Manager (Waste)** shall have delegated authority for the following operational services and functions:

- Recycling
- Waste collection – domestic and commercial waste services
- Marketing and service design
- Transport and waste / recycling haulage
- Health & safety

Delegation to Operational Manager – Environment

The **Commercial Services Group Manager and the Lead Specialist Waste Strategy**, until such time as the **Operational Manager (Environment)** has been appointed, shall have delegated authority for the following operational services and functions:

- Car parking
- Building maintenance
- Dog fouling and stray dogs
- Grounds maintenance
- Public conveniences
- Cleansing services (internal and external)
- Abandoned vehicles
- Environmental enforcement
- Markets
- Events management
- Ferry operation
- Stores
- Facilities Management

Delegation to the Salcombe Harbour Master (SH only)

The **Salcombe Harbour Master** shall have delegated authority for the following:

- Salcombe and Kingsbridge estuary
- In-house management of Harbour Authority assets
- Marine byelaw enforcement
- Beach, marine and water safety
- Prevention and management of marine oil pollution

Customer First Group

Delegation to Community of Practice Lead Specialist – Assets

The **Community of Practice Specialist Lead for Assets** shall have delegated authority for the following:

- To be the Council's **Corporate Property Officer**
- **Estates** - to include:
 - o In-house management of operational assets (facilities management)
 - o Estates management
 - o Valuations
 - o Strategic Asset Management
- Asset Delivery Programme
- Matters set out in relation to Assets in the Council's **Financial Procedure Rules** (currently listed as assigned to the Head of Assets)
- **Engineering** - to include:
 - o Engineering services – commercial
 - o Civil engineering (drainage, flood, coastal and fluvial)
 - o Asset Capital Programme Management
 - o Development management consultancy
 - o Coastal protection statutory functions
 - o Flood Protection statutory functions
- **Natural Environment, Countryside and Leisure** – to include:
 - o Policy and management of parks, green space, play area and outdoor sport
 - o Grounds maintenance (client)

Delegation to Community of Practice Lead Specialist – Development Management

The **Community of Practice Specialist Lead for Development Management** shall have delegated authority for the following:

- **Development Management** (as set out in the Planning Committee remit) including:
 - o Development management
 - o Pre-application advice
 - o Enforcement and Prosecution
 - o Conservation and historic buildings
 - o Planning Policy (Development Management)
- **Land Charges**

Delegation to Community of Practice Lead Specialist- Environmental Health

The **Community of Practice Lead Specialist for Environmental Health** (or until such appointment, the **Customer First Specialist Manager** or in his absence the **Senior Specialist (Environmental Health)**) shall have delegated authority for the following:

Environmental Protection and Licensing:

- o Emergency planning and response
- o Contaminated land
- o Nuisance
- o Private water supplies
- o Licensing (licences, enforcement, advice)
- o Community Safety
- o Antisocial behaviour

Environmental Health – business:

- o Food safety and enforcement
- o Inspections
- o Approved premises
- o Infectious disease control
- o Health and safety (regulatory)
- o Fatalities /accidents
- o Health and safety (internal functions /corporate liability)
- o Inspections / enforcement

Housing and Health

- o Private sector housing and enforcement
- o Houses in multiple occupation
- o Disabled facilities grants
- o Private sector renewal – loans / grants
- o Caravan sites
- o Public Health / Health and well-being
- o Fuel poverty
- o Home energy conservation
- o Empty homes

Management of **out of hours service** (including homelessness and emergency planning)

In relation to Licensing functions the Community of Practice Lead for Environmental Health shall have authority:

- To determine whether to refuse to grant an application for Hackney Carriage or Private Hire Vehicle Licence.
- To determine in consultation with the Chair and Vice-chair of the DM ~~P&L~~ Committee whether to revoke a Hackney Carriage or Driver licence in situations of urgency ('urgency' to be determined by the Community of Practice Lead for Environmental Health).
- To refer such applications which, in the opinion of the Community of Practice Lead for Environmental Health, should be determined by a Licensing Sub-Committee.
- To determine applications for Licences under the following areas of work not previously delegated to other committees or individuals;
 - o Public Health (e.g. Animal Boarding Establishments, Dangerous Wild Animals, Pet Shop, Riding Establishments, Skin Piercing and other special treatments).

- Public Safety (e.g. Alcohol and entertainment licences, personal licences, club premises certificates, Hypnotism licences, Gambling licences etc.)
 - Housing (e.g. Selective licensing of residential accommodation, Licensing of houses in multiple occupation, Licensing of camping sites, Licensing of caravan sites)
 - Environmental (e.g. Environmental Permits, Licensing of scrap metal dealers)
- To investigate complaints relating to licensed and licensable activities with the relevant powers of entry in order to undertake these investigation.
 - To instigate informal or formal action in order to resolve complaints or unlicensed activities and take appropriate action or remedy.
 - To undertake formal consultations on amendments to policy, (or fares in accordance with the Maximum Chargeable Fare setting policy - South Hams only)
 - **to suspend licences** in situations of urgency where there are reasonable grounds to do so (where urgency is determined by the Community of Practice Lead for Environmental Health

The **Community of Practice Lead Specialist for Environmental Health** shall act as the **Proper Officer** in respect of the signing of all appointments and authorisations of authorised officers or Inspectors appointed under legislation relevant to environmental health, food safety, health and safety, housing and licensing and also the signing of authorisations of other persons to accompany authorised officers or Inspectors (including Consultants or other agencies where appropriate) and to be given discretion to specify which powers under the relevant legislation are to be exercised by particular authorised officers or Inspectors.

Delegation to Community of Practice Lead Specialist - Housing, Benefits and Revenue

The **Community of Practice Specialist Lead for Housing, Benefits and Revenue** shall have delegated authority for the following:

Vulnerable customers – safeguarding and child protection:

- o Identification and protection

Business rates:

- o Collection and enforcement
- o Billing
- o Government submissions
- o Pool membership
- o Policy

Housing Benefit:

- o Assessment of claims
- o Collection and recovery
- o Subsidy maximisation
- o Discretionary housing payments

Housing, Options & advice

- o Prevention and homelessness
- o Choice based letting
- o LDWSF
- o Direct lets
- o Administration & maintenance of the Housing Register for allocation of social housing

Council tax and non-domestic rates:

- o Collection and enforcement
- o Billing
- o Government submissions
- o Council tax reduction
- o Exceptional hardship fund

Fraud:

- o Maximising income
- o Recovery

Delegation to Lead Specialist - Place Making

The **Lead Specialist for Place Making** shall have delegated authority and responsibility for the following:

- Strategic Planning
 - o Local Plan and Local Development Framework, SPDs
 - o Infrastructure planning and delivery
 - o Supporting neighbourhood planning
- Economic Development:
 - o Regeneration
 - o Development
 - o Business engagement
- Housing enabling:
 - o Affordable housing
 - o Specialist housing needs
- Community Development

- Assets of Community Value
- Corporate planning
- Natural Environment:
 - Areas of Outstanding Natural Beauty and South Devon AONB Partnership
 - Tree and Hedge protection
 - Protected landscapes and landscape character
 - Biodiversity conservation and enhancement
 - Green infrastructure and Healthy Communities Partnerships

Delegation to Locality Manager

The **Locality Manager** shall have delegated authority for the following, in conjunction as necessary, with the relevant Community of Practice Lead Specialists and Managers for Assets, Environmental Health, Development Management, Housing, Revenues & Benefits, Place & Strategy, and the Operational Managers for Waste and Environment.

- Managing Locality workers and the Locality Team who will have the following responsibilities ranging across the Customer First and Commercial Services functions and services:
 - Site inspections from public land or where invited on to private land
 - Posting site notices and serving notices
 - Initial investigations and assessments, evidence gathering and preliminary interviews
 - Monitoring and compliance – contracts, repairs and assets
 - Customer visits
 - Enforcement
 - Liaison role

Delegation to Customer First Specialist Manager

The **Customer First Specialist Manager** shall have delegated authority and overarching responsibility for the Community of Practice Lead Specialists for:

- Assets,
- Environmental Health,
- Development Management
- Place Making
- Housing, Revenues & Benefits.

Support Services Group

Delegation to Community of Practice Lead Specialist - Legal

The **Community of Practice Specialist Lead for Legal** shall have delegated authority for the following:

- Legal Services
- Monitoring Officer (see above)

Delegation to Community of Practice Lead Specialist – Human Resources

The **Community of Practice Specialist Lead for Human Resources** shall have delegated authority for the following:

- Human Resources services
 - Recruitment and resourcing
 - Employee relations
- Employee Learning and Development
- Employment law

Delegation to Community of Practice Lead Specialist - Finance

The **Community of Practice Specialist Lead for Finance** shall have delegated Authority for the following:

- Strategic Finance
- Finance
- Budget setting (capital and revenue)
 - Income and expenditure
- Financial Statements
- Investments, taxation and insurance
- To act as the Council's s151 / Chief Finance Officer as the Proper Officer relating to financial matters in the Local Government Acts and Finance Acts
- Matters set out in the Council's Financial Procedure Rules for Head of Finance & Audit / 151 officer

Delegation to Community of Practice Lead Specialist - ICT

The **Community of Practice Specialist Lead for ICT** shall have delegated authority for the following:

ICT Services
Infrastructure design and delivery
Business systems design and delivery
Information security management and delivery

Delegation to the Internal Audit Service

The Internal Audit Service is an independent appraisal function that objectively examines, evaluates and reports on the adequacy of internal control. Management of the Council's Internal Audit function is carried out by **Devon Audit Partnership** together with the Council's Internal Audit Officers. The **Internal Audit Service** shall have delegated authority and responsibility for the following:

- Review the Council's financial and management systems and must act if fraud or corruption is found. Internal Audit will also comment on how to achieve better value.
- Carrying out audits of Council functions and in the proper exercise of their duties, the Internal Audit Service have the right to:
 - Access to all records, documents and correspondence held by or on behalf of the Council;
 - Require from staff co-operation and such explanations as are necessary;
 - Require any Council employee to produce cash, stores or any other Council property under their control;
 - Investigate irregularities
 - Liaise with Police and other enforcement agencies under the Accounts and Audit Regulations 2006.

Delegation to the Corporate Procurement Officer

The **Corporate Procurement Officer** shall have delegated authority for the Council's Procurement and Contract Services and advice

Delegation to the Devon Building Control Partnership and Commercial Services Group Manager

The Devon Building Control Partnership and Commercial Services Group Manager have delegated authority to exercise on behalf of the Council such statutory duties or powers conferred on the Council by the following enactments and any enactments amending or replacing them and also any regulations, orders, bylaws and other subsidiary legislation made under the following enactments.

For the avoidance of doubt the functions conferred by this scheme of delegation shall include:

- Appointment and/or authorisation of officers to exercise statutory functions
- Undertaking of inspections, investigations, interviews, service of notices, notifications, consultation responses, and legal proceedings under the legislation applicable thereto set out below, and to exercise all other relevant powers, including powers of entry provided under such legislation.
- Determination of applications, service of notice, exercise of powers in default and recovery of expenses.
- The institution of legal proceedings including the issuing of formal cautions. Exercise of powers of entry.
- The production and operation of a Scale of Building Regulation Charges that will comply with the Building (Local Authority Charges) Regulations 1998.
- Setting of fees and charges which it has discretion to levy.

List of Enactments:

- The Building Act 1984 and regulations made under that Act, including the Building Regulations 1991 (as amended), the Building Regulations 2000 together with the Fire Precautions Act 1971
- Local Government (Miscellaneous Provisions) Act 1982
- Town Improvement Clauses Act 1847 and the Public Health Act 1925
- Town and Country Planning Act 1990The Fire Safety and Places of Sport Act 1987
- Licensing Act 2003
- Party Wall etc Act 1996
- The Building (Local Authority Charges) Regulations 1998
- The Building (Approved Inspectors etc) Regulations 1985 and
- The Building (Approved Inspectors etc) Regulations 2000

Note: the above list of enactments is also to include any subsequent amendments or new legislation to the acts listed that are introduced.