



**SCHEME OF OFFICER AUTHORISATIONS
MADE PURSUANT TO PARAGRAPH 3.4.2 OF PART 3 OF THE CONSTITUTION
Delegations applicable to
DIRECTOR OF OPERATIONS**

December 2012

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Purpose

To set out the delegations from the Council's Executive and Council bodies to Chief and Deputy Chief officers within the Operations Directorate.

Related Policies and Documents

All parts of the Officers scheme of delegation
Operations Directorate Schemes of Delegations

Who is governed by this policy?

The scheme of delegations will apply to all permanent, contract and temporary staff working for the Council.

Executive Summary

The Chief Executive and Executive Directors have been delegated by the Executive or the Council (as appropriate) each of the functions listed within this scheme of authorisation unless a specific restriction is stated. Those listed below are authorised by the officers with delegated powers to carry out the powers on their behalf. This list may be updated by the officers with delegated powers wishing to authorise others to exercise them on their behalf under the provisions of paragraph 3.4.2 of Part 3 of the constitution. Any revisions must be submitted to the Council's monitoring officers within 28 days of the authorisation being approved.

All authorised officers are required to consult local ward councillors and community lead councillors if the decision has a direct impact on a local community. Please consult Democratic Services for advice. In addition, please be aware that at the very least local ward councillors should be kept aware of any decision made and implemented under delegated powers that affects members of the community in their ward.

All officers authorised to exercise functions on behalf of officers with delegated functions are required to do so in compliance with the law, the Council's Constitution, its Procurement Code, Financial Regulations, their job remit and job description and other relevant policies and procedures.

Executive decisions will require publication once made (unless publication would not be expected for example decisions affecting individuals or low value – see general principles and interpretation for full guidance) and all Key decisions will need to be in the forward plan, made on a report published at least 5 clear days before the decision.

NO.	FUNCTION	AUTHORISED POSITION
CHILDRENS SERVICES		
Births & Deaths Registration Act 1953		
DCS1.	Sections 16 and 18 duty to notify Registrar of death of any person dying in any premises for which the Council is responsible.	Service Manager Team Manager Practice Manager
Children and Young Persons Act 1969		
DCS2.	Section 9 to investigate factors concerning any child to be prosecuted by the Council	Service Manager Team Manager Practice Manager
DCS3.	Selecting a supervisor when a supervision order is made – Powers of the Criminal Courts Act 2000 section 64	Service Manager Team Manager Practice Manager
DCS4.	Power to apply for variation or discharge of supervision order – Powers of the Criminal Courts Act 2000 section 65 and Schedule 7	Service Manager Team Manager Practice Manager
DCS5.	Section 23 - Provision of accommodation pursuant to a Court Order remanding or committing a child to the Local Authority care.	Service Manager Team Manager Practice Manager
DCS6.	Section 30 - To detain any person in a community home in accordance with any Directions from the Secretary of State and authority to recover of expenses.	No further authorisations Executive Director, Director and Deputy Director only
Local Authority Social Services Act 1970		

NO.	FUNCTION	AUTHORISED POSITION
DCS7.	Power to establish a procedure for considering any representations and complaints concerning the exercise of the Council's social services functions, in relation to children, power to publicise any such procedures and to take action on the recommendations of any panel established under this section.	No other authorisations Executive Director Director and Deputy Director only
Adoption & Children Act 2002		
DCS8.	Applying for a placement order	Service Manager Team Manager Practice Manager
DCS9.	Applying for a guardianship order	Service Manager Team Manager Practice Manager
DCS10.	Investigating notice of intention to adopt.	Service Manager Team Manager Practice Manager
DCS11.	Approval of child for placement with a view to adoption, approval of prospective adopters and/or approval of matching following relevant respective recommendations by Adoption Panel	Service Manager Team Manager Practice Manager
DCS12.	Making reports to Court on the placing of a child for adoption	Service Manager Team Manager Practice Manager
DCS13.	Power to continue to maintain an adoption service – section 3	No further authorisations Executive Director, Director and Deputy Director only
DCS14.	Power to carry out assessments for adoption support services, prepare and review adoption support plans, provide adoption support services and to exercise and perform all power and duties contained in any regulations made under this Section.	Service Manager Team Manager Practice Manager

NO.	FUNCTION	AUTHORISED POSITION
DCS15.	Power to prepare a plan for adoption services and exercise and perform support plans, provide adoption support services, and to exercise and perform all powers and duties contained in any regulations made under this section	Service Manager Team Manager Practice Manager
DCS16.	Power to exercise and perform all powers and duties conferred upon adoption agencies by the Adoption and Children Act 2002 and any regulations made under it	Service Manager Team Manager Practice Manager
DCS17.	Power to apply to a court for a placement order in respect of a child, and to apply to vary or revoke a placement order	Service Manager Team Manager Practice Manager
DCS18.	Power to apply for a recovery order in respect of a child who is or may be placed by an adoption agency	Service Manager Team Manager Practice Manager
DCS19.	Power to investigate a notice of intention to adopt, to provide a report of such an investigation to the court, and to inform another local authority of the receipt of a notice of intention to adopt in respect of a child which it is known is looked after by that other authority	Service Manager Team Manager Practice Manager
DCS20.	Duty to ascertain the wishes and feelings of certain persons, and duty to endeavour to promote contact with parents and to consider whether to recover contributions towards maintenance from the parents in accordance with regulations made under this section	Service Manager Team Manager Practice Manager
DCS21.	Authorising payment of legal expenses in respect of prospective adopter's adoption application.	Service Manager
DCS22.	Authorising payment of medical expenses incurred in connection with adoption application.	Service Manager
DCS23.	All other powers and duties arising in the Adoption and Children Act, not otherwise specified in this scheme of delegation	Service Manager Team Manager

NO.	FUNCTION	AUTHORISED POSITION
Supreme Court Act 1981		
DCS24.	Section 41 – Applying to make a minor a ward of court.	Service Manager
Mental Health Act 1983		
DCS25.	Section 27 Powers of nearest relative in relation to children and young persons in care of local authority	Service Manager
Disabled Persons (Consultation and Representation) Act 1986		
DCS26.	Section 5 subsection 9 - Power to appoint appropriate officer	No other authorisations Executive Director Director and Deputy Director only
Children Act 1989		
DCS27.	General – Authority to recommend the removal of a Schedule One offender from the department of health list.	No other authorisations Executive Director Director and Deputy Director only
DCS28.	Section 4 - Applying for the discharge of Parental Responsibility Order or Agreement.	Service Manager Team Manager Practice Manager
DCS29.	Section 6 - Applying for the discharge of appointment of a child's guardian.	Service Manager Team Manager Practice Manager
DCS30.	Section 7 - Reporting to the Court on matters relating to the welfare of a child.	Service Manager Team Manager Practice Manager
DCS31.	Sections 8 and 9(3) - Applying for a Specific Issues Order or Prohibited Steps Order or giving consents to such an application by another party.	Service Manager Team Manager Practice Manager

NO.	FUNCTION	AUTHORISED POSITION
DCS32.	Contributing towards the cost of the accommodation and maintenance of a child, where that child lives with a person as the result of a Residence Order (Section 15).	Service Manager
DCS33.	<p>Section 16 - Agreeing to make an Officer of the Authority available to 'advise, assist and befriend a child'.</p> <p>Agreeing to a Family Assistance Order.</p> <p>Applying for the discharge or variation of a section 8 Order while a Family Assistance Order is in force.</p> <p>Section 37 – Complying with an order to investigate a child's circumstances and considering whether to initiate care or supervision proceedings or provide services or assistance.</p>	<p>Service Manager</p> <p>Team Manager</p> <p>Practice Manager</p>
DCS34.	Section 17 and Schedule 2 - All the powers and duties in relation to providing assistance and safeguarding and promoting the welfare of children and those about to leave care.	<p>Service Manager</p> <p>Team Manager</p> <p>Practice Manager</p>
DCS35.	Section 18 and 19 - Provision of day care for under 5's not at school and guidance and advice for those caring for them etc.	<p>Service Manager</p> <p>Team Manager</p> <p>Practice Manager</p>
DCS36.	Sections 20, 21 and 22 - Determining the welfare needs for the accommodation and providing educational achievement of children and young persons.	<p>Service Manager</p> <p>Team Manager</p> <p>Practice Manager</p>
DCS37.	Section 23 - Authority to provide accommodation and maintenance for a child looked after.	Service Manager
DCS38.	Section 25 - Applying to the Court for authority to keep a child in secure accommodation.	No other authorisations Executive Director Director and Deputy Director only
DCS39.	Section 26 - Establishing a complaints procedure in compliance with any regulations made and in accordance with Section 25A of the Children Act 1989 as amended by Children & Young Persons Act 2004 and the Case Review (England) Regulations 2010	No other authorisations Executive Director Director and Deputy Director only

NO.	FUNCTION	AUTHORISED POSITION
DCS40.	Sections 27 and 28 - Asking other authorities for assistance and power to consult with Local Education Authority.	Service Manager Team Manager Practice Manager
DCS41.	Section 29 - Recovering the cost of providing services.	Service Manager Team Manager Practice Manager
DCS42.	Section 31 - Power to make application for Care/Supervision Orders.	Service Manager Team Manager Practice Manager
DCS43.	Section 33 – Receiving and keeping children in care. Applying for leave for child subject to a Care Order to be known by a new surname or travel abroad.	Service Manager
DCS44.	Section 34 - Restricting contact and to make related court applications.	Service Manager Team Manager Practice Manager
DCS45.	Section 35 – Providing assistance to children subject to a Supervision Order.	Service Manager Team Manager Practice Manager
DCS46.	Section 36(8) - Responding to consultations by the Local Education Authority prior to that Authority making an application for an Education Supervision Order.	Service Manager Team Manager
DCS47.	Section 38 - Applying for a variation of directions made under an Interim Care Order or Supervision Order.	Service Manager Team Manager Practice Manager

NO.	FUNCTION	AUTHORISED POSITION
DCS48.	Section 39 - Applying to the Court for the discharge or variation of a Care or Supervision Order.	Service Manager Team Manager Practice Manager
DCS49.	Section 42 - Making records available to an officer of CAFCASS.	Service Manager Team Manager Practice Manager
DCS50.	Section 43 - Applying for a Child Assessment Order.	Service Manager Team Manager Practice Manager
DCS51.	Sections 44,45 and 47- Carrying out investigations and applying for an Emergency Protection Order.	Service Manager Team Manager Practice Manager
DCS52.	Section 50 - Applying for a Recovery Order.	Service Manager Team Manager Practice Manager
DCS53.	Section 63(12) Schedule 7, Para 4 - Granting exemptions from the usual fostering limit in appropriate circumstances.	No other authorisations Executive Director Director and Deputy Director only
DCS54.	Section 67(3) - Authorising officers to visit foster homes.	Service Manager Team Manager Practice Manager
DCS55.	Section 68 - Consenting to private fostering by disqualified foster parents.	Service Manager Team Manager
DCS56.	Section 69 - Prohibiting private fostering.	Service Manager Team Manager
DCS57.	Schedule 8 - Imposing requirements on private foster carers	Service Manager Team Manager

NO.	FUNCTION	AUTHORISED POSITION
DCS58.	Section 70 - Prosecution in relation to private fostering.	No other authorisations Executive Director Director and Deputy Director only
DCS59.	Section 85 and 86 - Safeguarding the welfare of children in residential care, nursing or mental nursing homes.	Service Manager Team Manager Practice Manager
DCS60.	Sections 94, 100 and 102 - Appealing Court Orders, seeking leave of the court under its inherent jurisdiction and applying for warrants of entry.	Service Manager Team Manager
DCS61.	Schedule 2 para 19 - Arranging for children to live abroad.	No other authorisations Executive Director Director and Deputy Director only
DCS62.	Schedule 2 para 21-24 -Levying, collecting and enforcing maintenance contributions. Applying for variation or revocation of Contribution Order.	Service Manager Team Manager
DCS63.	Schedule 3 para 9 - Agreeing to a Supervision Order.	Service Manager Team Manager Practice Manager
DCS64.	Schedule 3 para 11 - Power to exercise supervision function under <u>regulations</u> and <u>defraying costs</u> .	Service Manager Team Manager Practice Manager
DCS65.	General - To exercise such other powers and duties of the Council in the Children Act 1989 not otherwise referred to above.	Service Manager Team Manager Practice Manager
Adoption Agency Regulations 1983 and 1997		
DCS66.	Power to appoint members of the Adoption Panel except Councilor Panel members	No other authorisations Executive Director Director and Deputy Director only

NO.	FUNCTION	AUTHORISED POSITION
The Fostering Services Regulations 2002		
DCS67.	Power to establish and maintain a fostering service	No other authorisations Executive Director Director and Deputy Director only
DCS68.	Approval of foster carers following consideration by the Fostering Panel	No other authorisations Executive Director Director and Deputy Director only
DCS69.	Reviewing and terminating the approval of foster parents following consideration by Fostering Panel	No other authorisations Executive Director Director and Deputy Director only
DCS70.	Making emergency and immediate placements	Service Manager Team Manager Practice Manager
Placement with Parents Regulations 1991		
DCS71.	General -Approving placements of children on Care Orders with parents.	Service Manager Team Manager
Crime and Disorder Act 1998		
DCS72.	General - Applying for a Child Safety Order (and securing appropriate youth justice services) (Sections 11 and 38).	Service Manager Team Manager
DCS73.	Section 14 - Making, consulting upon and publishing a curfew scheme	No other authorisations Executive Director Director and Deputy Director only
DCS74.	Section 65 - Acting as an appropriate adult for an offender under 17 when a reprimand or warning is given under this section	Service Manager Team Manager Practice Manager Social Worker
Adoption (Inter-country Aspects) Act 1999		

NO.	FUNCTION	AUTHORISED POSITION
DCS75.	Section 2(4) collection etc. of information to facilitate and expedite adoption proceedings, services and counseling.	Service Manager Team Manager Practice Manager
Health Act 1999 & National Health Service Act 2006 part 3		
DCS76.	Subject to approval of the overall agreement by Cabinet, power to transfer funding between the local authority, Health and other agencies and to establish partnership arrangements to support shared objectives ensuring clear audit trails and financial probity.	No other authorisations Executive Director Director and Deputy Director only
Immigration & Asylum Acts 1999 and 2002		
DCS77.	To provide support to asylum seekers and dependants as may be required and to make any necessary referral of matters under guidance issued by the Secretary of State.	Service Manager Team Manager Practice Manager
Safeguarding Vulnerable Groups Act 2006		
DCS78.	Referring to the Independent Barring Board details of any person who should be included in the barring list (individuals who are considered unsuitable to work with children).	No other authorisations Executive Director Director and Deputy Director only
Carers and Disabled Children Act 2000		
DCS79.	Authority to carry out any of the duties and powers contained in sections 1-6 Carers and Disabled Children Act 2000	Service Manager Team Manager Practice Manager
Children Act 2004		
DCS80.	Section 2 To provide the Children's Commissioner with such information about the exercise of the Council's functions in relation to children as he may request, and to state in writing what actions have been taken in respect of any recommendations made by the Commissioner	No other authorisations Executive Director Director and Deputy Director only

NO.	FUNCTION	AUTHORISED POSITION
DCS81.	Section 3 To state in writing what actions have been or are proposed to be taken in response to any recommendations made by the Children's Commissioner following any inquiry into the case of an individual child under this section.	No other authorisations Executive Director Director and Deputy Director only
DCS82.	Section 10 To make arrangements to promote co-operation between the Council, its relevant partners and other bodies with a view to improving the well-being of children in the Borough, including the provision of staff and resources and the establishment and maintenance of a pooled fund, and to have regard to any guidance given by the Secretary of State in relation to the exercise of the Council's functions under this section	No other authorisations Executive Director Director and Deputy Director only
DCS83.	Section 11 To make arrangements to ensure that the Council's functions are discharged having regard to the need to safeguard and promote the welfare of children	Service Manager Team Manager
DCS84.	Section 13 Duty to establish Local Safeguarding Children's Board	No other authorisations Executive Director Director and Deputy Director only
DCS85.	Section 15 To provide funding, staff, goods, services, accommodation or other resources to the Local Safeguarding Children Board.	No other authorisations Executive Director Director and Deputy Director only
DCS86.	Section 16 To comply with and exercise and perform any powers and duties contained in any regulations made by the Secretary of State under this section in relation to the exercise of the Council's functions in relation to the Local Safeguarding Children Board	No other authorisations Executive Director Director and Deputy Director only
DCS87.	Section 17 To comply with and exercise and perform any powers and duties contained in any regulations made by the Secretary of State under this section in relation to the preparation and publication of a plan setting out the Council's strategy for discharging its functions in relation to children and relevant young persons. (This delegation is limited to preliminary and administrative functions only, the functions of adopting and revising any such plan are not hereby delegated).	No other authorisations Executive Director Director and Deputy Director only
DCS88.	To prepare and publish annual statement of purpose for adoption, annual statement of purpose for fostering and annual statement of purpose for private fostering	No other authorisations Executive Director Director and Deputy Director only
DCS89.	Section 20 To comply with and exercise and perform any powers and duties contained in any regulations made by the Secretary of State under this section in relation to any cross agency / organisation review of children's services.	No other authorisations Executive Director Director and Deputy Director only

NO.	FUNCTION	AUTHORISED POSITION
DCS90.	General - to carry out such other powers and functions not otherwise specifically delegated above under the Children Act 2004.	Executive Director Director Deputy Director And their authorised nominees
Childcare Act 2006		
DCS91.	To improve the well-being of young children in the Borough in accordance with section 1, to make arrangements to secure early childhood services in accordance with section 3 and to make arrangements to work with any of the Council's relevant partners in the performance of those duties having regard to any guidance issued by the Secretary of State under section 4	Service Manager Team Manager
DCS92.	Section 6 To secure, so far as is reasonably practicable, that the provision of childcare is sufficient to meet the requirements of parents in the Borough who require childcare in order to enable them to take up or remain in work or to undertake education or training which could reasonably be expected to assist them to obtain work and to have regard to any guidance issued by the Secretary of State when doing so.	Service Manager Team Manager
DCS93.	Section 7 To secure that early years provision of a prescribed description is available free of charge for young children in the Borough under school age, and to have regard to any guidance issued by the Secretary of State when doing so.	Service Manager Team Manager
DCS94.	Section 8 To assist any person who provides or proposes to provide childcare, to make arrangements with any other person for the provision of childcare, and to provide childcare, and to have regard to any guidance issued by the Secretary of State when doing so.	Service Manager Team Manager
DCS95.	Section 11 To prepare any childcare assessment, to keep any such assessment under review, and to comply with and exercise and perform any powers and duties contained in any regulations made under this section with regard to the preparation of such assessments.	Service Manager Team Manager
DCS96.	Section 12 & 13 To establish and maintain a service providing information, advice and assistance and to have regard to any guidance issued by the Secretary of State when doing so.	Service Manager Team Manager
DCS97.	To comply with any learning & development order under section 39	Service Manager Team Manager
DCS98.	To comply with and exercise any powers and duties in relation to inspection of early years provision under section 49 and publicity of reports under section 50	Service Manager Team Manager
DCS99.	To exercise powers and duties in relation to later years provision – sections 54 - 61	Service Manager Team Manager
DCS100.	Section 91 To comply with any request by the Chief Inspector of Child Care for help in the exercise of any of his functions	Service Manager Team Manager

NO.	FUNCTION	AUTHORISED POSITION
DCS101.	General - Such other powers and duties contained in the Childcare Act 2006 not specifically delegated above.	Executive Director Director Deputy Director And their authorised nominees
Children and Young Persons Act 2008		
DCS102.	Power to delegate local authority functions in relation to looked after children to providers of social work services for the discharge by that body (cannot be a local Authority) of some or all of that Authorities social services functions in relation to individual children looked after by that authority and, or care leavers	No other authorisations Executive Director Director and Deputy Director only
DCS103.	Power to make provision in relation to the placement of looked after children including a power to create a mechanism for the independent review of decisions by fostering service providers that a prospective or existing foster parent is not suitable to foster	No other authorisations Executive Director Director and Deputy Director only
DCS104.	Amended duty to appoint independent reviewing officers (IROs);	Service Manager
DCS105.	Duty to appoint a representative to visit all looked after children, wherever they are living	Service Manager Team Manager
DCS106.	Extended duty to appoint an independent person to visit, befriend and advise any looked after child if doing so is in the child's interest.	Service Manager Team Manager
DCS107.	Duty to appoint a personal advisor and keep the pathway plan under regular review to young people who are former relevant children	Service Manager Team Manager Practice Manager
DCS108.	Duty to pay a bursary to a former relevant child who goes on to Higher Education	Service Manager Team Manager
DCS109.	Power to issue compliance notices to children's home providers who are failing to meet required standards and to serve a notice preventing new admissions to establishments where this is deemed appropriate	No other authorisations Executive Director Director and Deputy Director only
Criminal Justice and Court Services Act 2000		
DCS110.	Section 34 - Applying to the High Court for an order disqualifying a person from working with the Children Act 2006 not specifically delegated above.	No other authorisations Executive Director Director and Deputy Director only
Criminal Justice Act 1991		

NO.	FUNCTION	AUTHORISED POSITION
DCS111.	Section 61 - To secure that the Council by itself or by arrangement with other authorities or organisations is in a position to comply with any security requirement which may be imposed by a remand or committal to local authority accommodation.	Service Manager Team Manager Practice Manager
DCS112.	Section 65 - To supervise a person under the age of 22 years who has been released from a term of detention in a young offender institution or under section 91 of the Powers of Criminal Courts (Sentencing) Act 2000	Service Manager Team Manager Practice Manager
MISCELLANEOUS EDUCATION		
DCS113.	Serving a school attendance order on the parent of a child and doing everything else necessary in connection therewith.	Head of Service
DCS114.	Make appointments to LEA representation on School Governing Bodies.	Cabinet Member for Children and Young Peoples services – no other delegation
DCS115.	To agree early retirements granted by any school governing body with delegated powers to do so and to make discretionary severance payments in accordance with regulations and guidelines for making such payments to non school based staff	No other authorisations Executive Director in consultation with the Director for Finance
DCS116.	Applying for an Education Supervision Order in respect of a child and doing everything else necessary in connection therewith.	Head of Service
DCS117.	Agreeing planned deficits by schools up to £500,000 under the terms of the Fair Funding licensed deficit scheme.	Executive Director And Director in consultation with the Director for Finance No other authorisations
DCS118.	Authority to exercise discretionary powers under the Teachers' Pay and Conditions document	Head of Service
DCS119.	Nominating Education Welfare officers to represent the Authority in Court	Head of Service
DCS120.	Making decisions regarding the hire and use of taxis or other transport for home to school transport for children with special needs	Head of Service

NO.	FUNCTION	AUTHORISED POSITION
DCS121.	Prioritising the admission to primary and secondary schools of children who are outside the criterion bands agreed, where there are exceptional circumstances	Head of Service
DCS122.	Publication of information on the Local Authority's Special Educational Needs policies and arrangements.	Executive Director And Director No other authorisations
DCS123.	SEN payments to Academies for children with statements.	Executive Director And Director No other authorisations
LEARNING & SKILLS ACT 2000		
DCS124.	Applying for any grant for the purposes of providing education suitable for those above compulsory school age.	Service Manager
DCS125.	To exercise and perform powers and duties in relation to inadequate sixth forms (Section 113 and Schedule 7)	Executive Director And Director No other authorisations
DCS126.	Appointing additional governors to a maintained school	Cabinet Member for Children and Young People's Services
DCS127.	To comply with any Direction under Section 116 with regard to the participation of 13-19 year olds in educational training Section 116.	Executive Director And Director No other authorisations
DCS128.	Delegating a budget to a maintained school	Executive Director And Director No other authorisations

NO.	FUNCTION	AUTHORISED POSITION
DCS129.	Require to provide information with regard to encouraging 13-19 year olds participation in education (Sections 117 and 120).	Executive Director And Director No other authorisations
DCS130.	Suspending the right of a governing body of a maintained school to a delegated budget.	Executive Director And Director No other authorisations
DCS131.	Comply with Section 131 and Schedule 8 with regard to the provision of land to city academies.	Chief Executive Executive Director No other authorisations
DCS132.	Conducting and maintaining any school where the governing body have given notice of discontinuance and is unable or unwilling to continue until the end of the notice period.	Executive Director And Director No other authorisations
CHILDREN AND YOUNG PERSONS ACT 1933		
DCS133.	Exercising any of the Authority's powers under the Children and Young Persons Act 1933 including. the granting of licences for children over age 12 to be trained to take part in a performance of a dangerous nature and doing everything else necessary in connection therewith	Head of Service
CHILDREN AND YOUNG PERSONS ACT 1963		
DCS134.	Granting licences under the Children and Young Persons Act 1963 to children under 16 to take part in performances, or sports, or to work as a model, for payment and doing everything else necessary in connection therewith.	Head of Service
DCS135.	Power to supervise, regulate and control the employment of children not over compulsory school age.	Head of Service
DCS136.	Power to make or approve arrangements for the provision of work experience for pupils in their last year of compulsory education.	Head of Service
CRIME AND DISORDER ACT 1998		

NO.	FUNCTION	AUTHORISED POSITION
DCS137.	Designating premises as premises to which children and young persons of compulsory school age may be removed if found absent from school without lawful authority under the Crime and Disorder Act 1998.	No other authorisations Executive Director Director and Deputy Director only
EDUCATION ACT 1996		
DCS138.	Ensure fair access to education, general responsibility for education, securing sufficient schools and provision of education for excluded pupils (S13, 14 and 19). Preparing and reviewing a statement setting out the arrangements made or proposed to be made for the education of children with behavioural difficulties, consulting as required. (Section 527A Education Act 1996)	Head of Service
DCS139.	Employing or engaging a Medical Officer to exercise the functions of a Medical Officer under the Education Act 1996	No other authorisations Executive Director And Director only
DCS140.	Agreeing to the admission of a child to a special school for the purposes of assessment, or following a change of circumstances, under s.316A Education Act 1996.	Head of Service
DCS141.	Making and maintaining a statement of special needs in respect of a child and doing everything else necessary in connection therewith.	Head of Service
DCS142.	Such other provisions as remain in force under the Education Act 1996 not specifically delegated in this scheme of delegation.	Head of Service
<u>School Standard and Framework Act 1998</u>		
DCS143.	Approve instruments of government for all School Governing Bodies reconstituted under the requirements of the School Standards and Framework Act	No other authorisations Executive Director And Director only
DCS144.	Giving any direction to the governing body or head teacher of any maintained school concerning the health or safety of persons on the school's premises or taking part in any school activities elsewhere (Section 39 of 1998 Act).	Head of Service

NO.	FUNCTION	AUTHORISED POSITION
DCS145.	Consenting to the governing body of a community or foundation special school determining to provide or cease to provide part-time education suitable to the requirements of persons over compulsory school age or full-time education suitable to the requirements of those aged over 19 (Section 8 of 1998 Act).	No other authorisations Executive Director And Director only
DCS146.	Determining the number of pupils that it is intended to admit to any maintained school and admission arrangements (Section 89 of 1998 Act) in consultation with the Head of Capital Strategy and School Organisation and reporting to cabinet as necessary with any proposals to consult on changes to school sizes	No other authorisations Executive Director And Director only
DCS147.	In year changes to the number of pupils permitted to a particular year to any maintained school. Note such decisions may also be made by the Head of Capital Strategy and School Organisation who shall ensure that the named officers are notified of such proposed changes	No other authorisations Executive Director Director and Head of Capital Strategy and School Organisation only
DCS148.	Agreeing any special admission arrangements to preserve the religious character of any foundation or voluntary aided school (Section 91 of 1998 Act).	No other authorisations Executive Director And Director only
DCS149.	Giving a direction to admit a child to a specified school.	Head of Service
DCS150.	Making arrangements for admission appeals (Sections 94 and 95 of 1998 Act)	Executive Director And Director and the Head of Complaints who shall administer the appeals
DCS151.	Requiring the governing body of a maintained school to provide reports in connection with the discharge of its functions	Head of Service
DCS152.	Determining the extent to which the staffing provisions in Schedules 16 and 17 to the School Standards and Framework Act 1998 shall apply to persons that are employed to work partly for the purposes of school activities and partly for the purposes of non-school activities.	Head of Service
DCS153.	Taking such steps in relation to a maintained school as are required to prevent the breakdown of standards & performance, safety of pupils or continuing breakdown of discipline or otherwise at the school and to give directions to the governing body or head teacher.	No other authorisations Executive Director And Director only

NO.	FUNCTION	AUTHORISED POSITION
DCS154.	Determining whether proposals to establish, alter or discontinue a school should be implemented where no objections have been received.	No other authorisations Executive Director And Director only
DCS155.	Duty to comply with provisions concerning delegated school's budgets and powers to suspend financial delegation to any school where there is a failure to comply with requirements of Financial Management under the School Standards and Framework Act 1992 (Section 47 and 51)	Executive Director Director of Finance No other authorisations
DCS156.	Power to provide for school governing body to consist of interim executive members.	No other authorisations Executive Director And Director only
DCS157.	Duty to publish and consult in the prescribed manner, the proposals of the Council to establish or alter community or foundation schools.	No other authorisations Executive Director And Director only
DCS158.	Duty to publish and consult in the prescribed manner, the proposals of the Council to discontinue a community foundation or voluntary school and power to maintain any such school should the governing body issue notice or discontinuation.	No other authorisations Executive Director And Director only
DCS159.	Duty to arrange appeals against exclusions.	No other authorisations Executive Director And Director only
DCS160.	Duty to comply with parental preferences, with certain exceptions.	No other authorisations Executive Director And Director only
DCS161.	Power to publish information for parents re: admission arrangements.	No other authorisations Executive Director And Director only
DCS162.	Duty to make arrangements to enable parents to appeal against decision regarding admissions.	No other authorisations Executive Director And Director only
DCS163.	Duty to make arrangements for a governing body to appeal against the admission of an excluded child to whom Section 87(2) applies.	No other authorisations Executive Director And Director only
DCS164.	Power to give direction to admit a child to a specified school.	No other authorisations Executive Director And Director only

NO.	FUNCTION	AUTHORISED POSITION
DCS165.	Duty to secure sufficient nursery education and comply with any infant class size limit imposed and prepare any statement required in this regard.	Head of service
DCS166.	Duty to review sufficiency of childcare in the LEA's area.	Head of Service
DCS167.	Duty to prepare an early year's development plan.	Head of Service
DCS168.	All duties and powers concerning arrangements for the admission of children.	Executive Director And Director or as authorised by them
DCS169.	All other powers and duties arising under the Schools Standards Framework Act 1998 not specifically set out elsewhere in this scheme of delegation.	Head of Service
<u>Education Act 2002</u>		
DCS170.	Applying to the Secretary of State under Section 2 of the Education Act 2002 for an exemption from or relaxation of any requirement of education legislation or for any modification of that legislation, consulting as required on the application and applying to vary or revoke any order made under S.2.	No other authorisations Executive Director And Director only
DCS171.	Powers in relation to the membership, proceedings and training of governing bodies and other matters including the appointment of a clerk and provision of temporary governing bodies for any new maintained schools.	No other authorisations Executive Director And Director only
DCS172.	Powers in relation to the staffing of community, voluntary controlled and community special schools.	No other authorisations Executive Director And Director only
DCS173.	Giving effect to a governing body's decision in respect of the remuneration and other terms of employment of school teachers and any pay and conditions orders made by the Secretary of State in accordance with any guideline issued under Education Act 2002 Sections 10, 122 and 127	Head of Service
DCS174.	Power to recoup cost of providing education for persons not belonging to the Council's own area.	Head of Service
DCS175.	Publication of proposals for the establishment, alteration or discontinuance of any school to invite proposals for the establishment of additional secondary schools.	Head of Service
DCS176.	Consultation with pupils as provided in guidance or Regulation when exercising the Council's functions.	Head of Service

NO.	FUNCTION	AUTHORISED POSITION
DCS177.	All other powers and duties not otherwise specified in this scheme of delegation in the Education Act 2002	Head of Service
EDUCATION ACT 2005		
DCS178.	Ensuring proper notification of any proposed inspection of a school and to assist with such inspections including provision of information and provision of copies of any such inspection report (and levying a charge for such copies).	Head of Service
DCS179.	Prepare a written statement of action to be taken as a result of any inspection under this Act	No other authorisations Executive Director And Director only
DCS180.	Power to enter and inspect any maintained school	No other authorisations Executive Director And Director only
DCS181.	Publish notice inviting proposals for the establishment of any foundation, voluntary or Academy school and carry out consultation in that regard.	No other authorisations Executive Director And Director only
DCS182.	Carry within exercise and performing powers and duties with regard to rationalisation of school places	No other authorisations Executive Director And Director only
DCS183.	Setting of school targets in respect of educational performance.	No other authorisations Executive Director And Director only
EDUCATION AND INSPECTIONS ACT 2006		
DCS184.	To develop the Council's policy with regard to the duty in relation to diversity and choice to discharge the Council's duty to provide high standards and consider parental representations (Section 13 and 14).	No other authorisations Executive Director And Director only
DCS185.	Publish any notice in relation to establishment of new schools, carry out relevant consultation and seek appropriate approvals under Sections 7-12, including consultation with the Secretary of State for any academy under Schedule 2 and discontinuance of any proposals under Schedule 2.	No other authorisations Executive Director And Director only
DCS186.	Make referrals, withdraw proposals and all other functions in relation to proposals referred to the adjudicator (Schedule 2 paragraphs 10-16 and Section 23).	No other authorisations Executive Director And Director only

NO.	FUNCTION	AUTHORISED POSITION
DCS187.	Implement and discharge the Council's proposals relating to community schools (paragraph 23 of Schedule 2) foundation or voluntary control schools (paragraph 24), voluntary aided schools (paragraph 25) and foundation special schools (paragraph 26) such powers to include the provision of sites and assistance under paragraphs 28-31.	No other authorisations Executive Director And Director only
DCS188.	To publish proposals by the Council to alter a maintained school (Section 19) such other duties and powers under the School Organisation (prescribed Alterations to Maintained Schools) (England) Regulations 2007.	No other authorisations Executive Director And Director only
DCS189.	Exercise the Council's powers and functions under the School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007.	No other authorisations Executive Director And Director only
Education and Skills Act 2008		
DCS190.	Duty to promote participation in education or training of young people in the area who are subject to the duty to participate under section 2 of the Act	Head of Service
DCS191.	Duty to identify young people in the area who are subject to the duty to participate and are not participating in education / training	Head of Service
DCS192.	Power to issue enforcement notices where the Authority is satisfied that the employer has contravened section 27 or 28 of the Act.	Head of Service
DCS193.	Duty to provide support services to young people to be known as Connexions	Head of Service
DCS194.	Duty to arrange assessment of any person with a statement of special educational needs at some time during the person's last year of schooling where the Authority believes that person will leave school at the end of their last year of compulsory schooling or at some time during their current school year to receive post 16 education or training or higher education.	Head of Service
DCS195.	Power to arrange for an assessment where a person is in his or her last year of compulsory schooling or is over compulsory school age but under 25 years old, where he or she appears to the authority to have a learning difficulty and is likely to receive post-16 education or training or higher education;	Head of Service
DCS196.	Duty to have regard to journey times in preparing transport statements for people of sixth form age to attend educational establishments	Head of Service

NO.	FUNCTION	AUTHORISED POSITION
DCS197.	Duty to co-operate with partners who are responsible for 14 to 19 education and training	Head of Service
DCS198.	Duty to produce an annual report to the Schools Adjudicator on schools admission arrangements in the area.	Head of Service
DCS199.	Duty to implement National Curriculum assessment arrangements as they exist at a given time, rather than as they exist at the start of the school year and all related duties with regards to provision and requirements of the curriculum.	Head of Service
Apprenticeships, Skills, Children and Learning Act 2009		
DCS200.	Duty to provide to provide education and training for those who are over compulsory school age but under 19 and for those aged 19 or over but under 25 who have had a learning difficulty assessment, and duty for transport to be provided to those groups.	No other authorisations Executive Director And Director only
DCS201.	Duty in respect of individuals in relevant youth accommodation (juvenile custody), Duty upon Authority in whose area an individual normally lives to promote the individual's education, and obligation on the Authority in whose area the individual is in custody to provide suitable education	Head of Service
DCS202.	Power to intervene to ensure schools comply with the School Teachers' Pay and Conditions Document.	No other authorisations Executive Director And Director only
REPRESENTATION OF THE PEOPLE ACT 1983		
DCS203.	Section 95 and 96 provision of school premises for the purposes of public meetings for candidates at an election.	No other authorisations Executive Director And Director only
COMMUNITY INFRASTRUCTURE		
Allocation Of Council Housing		
DCI1.	Selecting tenants for all HRA dwellings within the policies agreed by the Council	Strategic Manager Lettings Agency Manager Team leader Allocations officers

NO.	FUNCTION	AUTHORISED POSITION
DC12.	Maintaining the Housing Register of qualifying people.	Strategic Manager Lettings Agency Manager Housing Register team leader Housing Register officers
DC13.	Determining whether an application for housing is eligible for registration.	Strategic Manager Lettings Agency Manager Team leader Housing Register officers
DC14.	Determining the categorisation and priority of individual re- housing applications.	Strategic Manager Lettings Agency Manager Team leader Housing Register officers
DC15.	Determining whether an application registered on the Authority's Allocation Scheme is eligible for an offer of accommodation.	Strategic Manager Lettings Agency Manager Team leader Housing Register officers Housing Allocation officers
DC16.	Giving Notice that an applicant is ineligible for the allocation of housing accommodation or is not a qualifying person. (s.160ZA (10) Housing Act 1996.)	Strategic Manager Lettings Agency Manager Team Leader
DC17.	Reviewing decision that a person is ineligible for the allocation of housing accommodation or is not a qualifying person (s.166A(9)(c)	Strategic Manager Lettings Agency Manager Team Leader
DC18.	Reviewing decision about facts taken into account in considering whether to allocate housing accommodation. (s.166A(9)(c)	Strategic Manager Lettings Agency Manager Team Leader

NO.	FUNCTION	AUTHORISED POSITION
DCI9.	<p>Agree emergency status on social/welfare grounds.</p> <p>Agree emergency status on medical grounds.</p> <p>When the above is applicable to major refurbishment programmes</p>	<p>Strategic Manager Lettings Agency Manager In consultation with adults or children's services, the Council's medical advisor or personnel authorised by the council to carry out medical assessments</p>
DCI10.	<p>Nominating applicants to Housing Associations, where appropriate.</p>	<p>Strategic Manager Lettings Agency Manager Team leader Allocations officers</p>
DCI11.	<p>Agreeing "next available offer" status.</p>	<p>Strategic Manager Lettings Agency Manager Team leader Allocations officers</p>
DCI12.	<p>Giving or withholding consent to a mutual exchange (on the grounds set out in Schedule 3 to the Housing Act 1985.</p>	<p>Strategic Manager Lettings Agency Manager Team leader</p>
DCI13.	<p>Agreeing with the prospective tenant specific individual tenancy conditions applicable to particular tenancies.</p>	<p>Strategic Manager Lettings Agency Manager Team leader In consultation with legal services</p>
DCI14.	<p>(A) Agreeing to make an offer of permanent housing when a possession order has been made.</p> <p>(B) Agree to the making of an offer of permanent housing outside of policy, where there are exceptional circumstances</p>	<p>Executive Director Director No other authorisations</p>
DCI15.	<p>Agreeing requests from owners and private tenants for temporary accommodation whilst major works (e. g. Repair Notices works) are undertaken.</p>	

NO.	FUNCTION	AUTHORISED POSITION
DCI16.	Making offers of accommodation and associated premises/ land whether secure, non secure, licences, probationary, Family Intervention etc.	
DCI17.	Giving notice that a tenancy is a flexible tenancy (S.107A(2)(b) Housing Act 1996	Strategic Manager Lettings Agency Manager Team leader Allocations officers
DCI18.	Reviewing decision about length of term of flexible tenancy.) s.107(b)(2) and (5) Housing Act 1996	Strategic Manager Lettings Agency Manager Team leader
DCI19.	Granting tenancies of the Authority's housing properties whether secure, non- secure, probationary, Family Intervention etc.	Strategic Manager Lettings Agency Manager Team leader Allocations officers
DCI20.	Agree to the making of an offer of permanent housing when a possession order has been breached.	Executive Director Director No other authorisations
DCI21.	Agree to the making of an offer of permanent housing outside of policy, where there are exceptional circumstances. - Regeneration areas	Strategic Manager
DCI22.	Agreeing to make an offer of permanent housing when the tenant is subject to an arrears bar. - Regeneration areas (a) where there is an agreement in place to clear the arrears (b) When no such agreement is in place	Strategic Manager

NO.	FUNCTION	AUTHORISED POSITION
DCI23.	Agreeing requests from secure tenants for 'life and limb' transfers.	Strategic Manager Team Leader
DCI24.	Reviewing refusals for 'life and limb' transfer status on appeal.	Strategic Manager
DCI25.	Determining whether the refusal of an offer is reasonable or unreasonable. (a) Generally (b) Regeneration areas	Team Leader Review Officer
DCI26.	Review the allocation of <i>move-on accommodation</i> for voluntary organisations that assist the council in the delivery of its homelessness strategy to ensure that it adequately supports homelessness prevention.	Strategic Manager in consultation with the Director
Homelessness		
DCI27.	Act within policy in respect of all matters relating to homelessness under the Housing Act, 1996 as updated by the Homelessness Act 2002.	Strategic Manager Housing Options Manager Housing Choices team leaders Housing Choices officers
DCI28.	Set rent and occupation charges for Private Sector Leased properties and hostels.	Executive Director Director No other authorisations
DCI29.	Manage the Homelessness budget within the Council's financial Regulations.	Strategic Manager
DCI30.	Securing temporary accommodation for homeless people (including the leasing of property).	Strategic Manager Temporary Accommodation Manager

NO.	FUNCTION	AUTHORISED POSITION
DCI31.	Signing Notices to Quit and do everything else necessary in connection therewith.	Strategic Manager Managers Team Leaders
DCI32.	Instructing Legal Services to seek court orders for eviction (and subsequently to seek enforcement and do everything else necessary in connection therewith) - private leased temporary accommodation or hostels.	Strategic Manager Managers Team Leaders
DCI33.	Negotiating with placing or receiving boroughs the establishment of local agreements in accordance with the provisions of the Inter- borough Agreement for Out of Area Placements of Homeless Households and doing everything else necessary in connection therewith.	Strategic Manager Managers
DCI34.	Agreeing procedures for determining eligibility to apply for assistance under the provisions of Part VII of the Housing Act 1996 as updated by the Homelessness Act 2002 and doing everything else necessary in connection therewith.	Strategic Manager Managers Team Leaders
DCI35.	Agreeing, in exceptional individual circumstances, additional top up payments to people occupying Housing Association Leasing Scheme (HALS) units or reducing rent levels for tenants of Private Sector Leasing (PSL) properties and doing everything else necessary in connection therewith.	Strategic Manager Managers Team Leaders
DCI36.	Operate the Housing Service Area's complaints procedure in cases where the Housing Act 1996 does not confer a statutory right to a review of a decision on a homelessness application.	Strategic Manager Managers
DCI37.	<p>Appeals Process</p> <p>Determining whether an applicant should be required to move into accommodation prior to an appeal <u>and</u> whether an offer should be kept open pending determination of matters where the Applicant's concerns relate to unsafe windows and balconies; property maintenance issues; fear of violence from a former partner; racial/ sexual harassment on viewing and where the Applicant feels unable to move because of a health condition and where there is no life threatening condition.</p>	Housing Options Manager Senior Review Officer Review Officer
DCI38.	Determining intentional homelessness.	Strategic Manager Housing Options Manager

NO.	FUNCTION	AUTHORISED POSITION
		Housing Choices team leaders Housing Choices officers
DCI39.	Formally reviewing intentional homelessness decisions.	Strategic Manager Housing Options Manager Senior Review Officer Review Officer
DCI40.	Determining whether applicants can be reasonably expected to reside in their existing accommodation – and thus are not homeless – and doing anything else necessary in relation thereto.	Strategic Manager Housing Options Manager Housing Choices team leaders Housing Choices officers
DCI41.	Applying to the Rent Officer for a fair rent to be registered in cases where the rent charged is considered to be excessive.	Strategic Manager Housing Options Manager Housing Choices team leaders
DCI42.	Determining complaints and appeals.	Strategic Manager Housing Options Manager Senior Review Officer Housing Choices team leaders Complaints officers in the corporate complaints team
<u>Private Sector Housing</u>		
DCI43.	Exercising the Authority's powers under the Local Government and Housing Act 1989, Part VII Renewal Areas, as amended by the Housing Act 2004	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers

NO.	FUNCTION	AUTHORISED POSITION
DCI44.	Perform the procedures relating to over-crowding under the Housing Acts.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI45.	Exercise the Council's functions relating to the safety and securing of certain unoccupied housing under the Local Government (Miscellaneous Provisions) Act 1982 Section 29.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI46.	Exercising the Authority's powers under the Housing Act 1985 (as amended); Part XVIII Miscellaneous and General Provisions Part XVII Compulsory Purchase and land Compensation Part X Overcrowding Part IX Slum Clearance Part VIII Area Improvement Part II Provision of Housing Accommodation, Ss. 8, 54, 55 Review Entry and Obstruction; S.17 Acquisition of Land.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI47.	Exercising the Authority's powers under the Housing Grants, Construction & Regeneration Act 1996 Part I Chapter IV Deferred Action, Notices etc, as amended by the Housing Act 2004.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager

NO.	FUNCTION	AUTHORISED POSITION
		Environmental Health Officers Private Sector Officers
DCI48.	All powers under the Housing Act 2004 including Part 1 –Enforcement of housing standards, Part 2 – Licensing of houses in multiple occupation, Part 3 – Selective licensing of other residential accommodation, Part 4 – Additional control provisions in relation to other residential accommodation, Part 6 – Other provisions about housing, Part 7 – Supplementary and final provisions and all Schedules, Regulations, Orders, Appendices and Guidance to, or made under the Act which relate to residential housing accommodation.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI49.	Inspection of residential premises re: category 1 or 2 hazards - Section 4(1).	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI50.	Sections 5 -19 enforcement action & improvement notices re: identified category 1 or 2 hazards in residential properties. Serve notices and institute enforcement proceedings including the enforcement of demolition orders and the arranging of work in default and recovering and recharging of costs as appropriate.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI51.	Sections 20-27 - Issuing/making of Prohibition Order in relation to identified category 1 or 2 hazard.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers

NO.	FUNCTION	AUTHORISED POSITION
DCI52.	Authority to serve hazard awareness notice under Section 28 & 29.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI53.	Power to take enforcement action re: Improvement Notices (Schedule 3 Housing Act 2004).	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI54.	Power to take emergency remedial action under Sections 40 & 41 Housing Act 2004.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI55.	Power to make emergency Prohibition Order under Sections 43 & 44 Housing Act 2004.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI56.	Power to charge for certain enforcement action under Section 49 Housing Act 2004.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager

NO.	FUNCTION	AUTHORISED POSITION
		Environmental Health Officers Private Sector Officers
DCI57.	Section 265 Housing Act 1985 as amended by Section 46 Housing Act 2004 - Demolition Orders.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI58.	Section 289 Housing Act 1985 or amended by Section 47 Housing Act 2004 – slum clearance declaration.	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
<u>Houses In Multiple Occupation – Housing Act 2004</u>		
DCI59.	Section 243 Authorisation for enforcement purposes a) Section 131 (management orders: power of entry to carry out work) b) Section 235 (power to require documents to be produced) c) Section 239 (powers of entry) e) Paragraph 3(4) of Schedule 7 (Empty Dwelling Management Orders power of entry to carry out work).	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI60.	Serve notices, authorising the institution of proceedings and carry out works in default, and exercise functions in relation to any houses in multiple occupation and other residential accommodation licensing schemes.	Strategic Manager Property Markets and Tech Support Team Manager

NO.	FUNCTION	AUTHORISED POSITION
		Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI61.	Duty to make arrangements re: effective licensing regime for Houses in Multiple Occupation (HMO) and other residential accommodation (where appropriate) under Section 55 & 79	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI62.	Grant or refusal of licence following application in respect of an HMO or other residential accommodation (s.63-68 and s.87-91).	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI63.	Variation or revocation of licences (s.69 & 70 and s.92 & 93).	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
DCI64.	Designation of selective licensing area and licensing under Part 3 of the Housing Act 2004.	Executive Director No other authorisations and note where the scale and impact warrants these will go to cabinet
DCI65.	Powers and duties to make interim and final management orders in relation to residential accommodation under Part 4 of the Housing Act 2004.	Strategic Manager Property Markets and Tech Support Team

NO.	FUNCTION	AUTHORISED POSITION
		<p style="text-align: center;">Manager Health and Housing team manager Environmental Health Officers Private Sector Officers</p>
DCI66.	Empty dwelling management orders Section 132-137 Housing Act 2004	<p style="text-align: center;">Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers</p>
<u>Harassment And Illegal Eviction</u>		
DCI67.	Power to provide advice, investigate and prosecute offences under the civil and criminal provisions of Protection from Eviction Act 1977 including instructing the council's Head of Legal services	<p style="text-align: center;">Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers</p>
<u>Accommodation Agencies Act 1953</u>		
DCI68.	Section 1 To investigate offences in respect of illegal commissions and advertisements for accommodation and carry out enforcement action.	<p style="text-align: center;">Enforcement Manager Principle Officer Trading Standards Officer</p>
<u>Administration Of Justice Act 1970</u>		
DCI69.	Section 40 To enforce this Act in the Borough, to offences of unlawful harassment of debtors	<p style="text-align: center;">Enforcement Manager Principle Officer</p>

NO.	FUNCTION	AUTHORISED POSITION
		Trading Standards Officer
<u>Home Energy Conservation Act 1995 (As Amended) [Statutory Duty]</u>		
DCI70.	Exercising the council's powers and duties under the Act.	Head of Service Strategy Planning Officer Energy Officer
<u>Regeneration Housing Grants, Acquisitions, Disposal</u>		
DCI71.	Approval of adaptation schemes for disabled people living in secure Council tenancies within the agreed policy framework	Head of Housing Management Head of Housing Compliance
DCI72.	Approval of adaptation schemes for disabled people living in secure Council tenancies <u>outside</u> of the agreed policy framework	Head of Housing Management Head of Housing Compliance
DCI73.	Approving payments in support for relocation of disabled person/ and his/ her family within/ outside the policy over £10k.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI74.	Approving payments of compensation as a result of complaints related to previous grant applications as per Council's Private Sector policy.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI75.	Approving financial assistance for Priority Works for Vulnerable Residents, for example, Target Hardening etc. up to £5k for each case within the policy.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team

NO.	FUNCTION	AUTHORISED POSITION
		<p style="text-align: center;">Manager Head of Property Services</p>
DCI76.	Approving financial assistance for Decent Homes up to £5k for each case outside the policy.	<p style="text-align: center;">Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services</p>
DCI77.	Approving applications and making payments for statutory disabled facilities grants within agreed policy and doing everything in connection therewith.	<p style="text-align: center;">Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services</p>
DCI78.	Approving applications and making payments for discretionary disabled facilities grants within agreed policy and doing everything in connection therewith.	<p style="text-align: center;">Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services</p>
DCI79.	Demanding the repayment of grant within the agreed policy framework and doing everything in connection therewith.	<p style="text-align: center;">Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services</p>
DCI80.	Demanding the repayment of grant outside the agreed policy framework and doing everything in connection therewith.	<p style="text-align: center;">Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager</p>

NO.	FUNCTION	AUTHORISED POSITION
		Head of Property Services
DCI81.	Making applications to the HCA [or its successor body] for Social Housing Grant or other public sector funding in respect of advances to Registered Providers or the Council	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI82.	Agreeing (within the Authority's policies) to discretionary payments under s. 37 (5) of the Land Compensation Act 1973 and compensation payments in connection with compulsory purchase, home loss and disturbance.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI83.	Identifying properties suitable for acquisition and disposal within policy.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI84.	Use of options available within policy, for dealing with the acquisition and disposal of property.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI85.	Approval of proposals for the improvement of individual substandard Council dwellings with a capital value of less than £ 500,000.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services

NO.	FUNCTION	AUTHORISED POSITION
DCI86.	Approving proposals for improvements of individual substandard dwellings owned by the Authority with a capital value of less than £50,000.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Services
DCI87.	To authorise Demolition notices under S.138A,138B,schedules 5 and 5A of the Housing Act 1985 (suspension and termination of Right to Buy), to sign such notices and to do all that is necessary in connection with such notices.	Executive Director Director No other authorisations
<u>Compulsory Purchase, Home Loss And Disturbance</u>		
DCI88.	Agree terms for acquisition.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Valuation
DCI89.	Assess loss, home loss, and disturbance payments in the case of non-Council property including discretionary payments.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Valuation
DCI90.	Power to require proper maintenance of land by issuing and serving notices, authorising works, reclaiming costs, and instructing the Head of Legal Services in respect of any legal proceedings under sections 215, 216, 217, 218 and 219 of the Town and Country Planning Act 1990	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers

NO.	FUNCTION	AUTHORISED POSITION
DCI91.	In the case of Council owned residential property, assess disturbance payment where an itemised claim is submitted.	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Valuation
<u>Acquisition Improvement And Disposal</u>		
DCI92.	Negotiate terms for acquisition or disposal of property including leaseholds under the Leasehold Reform Act, 1967 within policy. Purchase of Leasehold interests in decant areas - (authorising terms)	Strategic Manager Business Initiatives Manager Property Markets and Tech Support Team Manager Head of Property Valuation
<u>General Legal Matters</u>		
DCI93.	Approve proposals for the improvement of individual sub-standard Council dwellings for submission to the DCLG or relevant agency for approval.	Head of Service
DCI94.	Serve notices under the Local Government (Miscellaneous Provisions) Act, 1976 Section 16 in respect of Committee functions administered by them. S16 allows us to collect details of ownership and interests in properties	Strategic Manager Property Markets and Tech Support Team Manager Health and Housing team manager Environmental Health Officers Private Sector Officers
HOUSING FUNCTIONS		
DCI97.	Approving Decant Status Decant schemes: (a) 50 tenants or less	(a) Executive Director

NO.	FUNCTION	AUTHORISED POSITION
	(b) 50+ tenants	(b) Mayor in consultation with Cabinet No other authorisations
DCI98.	<p>Authorising Possession Proceedings</p> <p>(a) Sign Notices of Seeking Possession (NOSP) Grounds 10 or 10A of Schedule 2 of the Housing Act, 1985 in Regeneration areas.</p> <p>(b) Instruct Legal Services to issue possession proceedings under grounds 10 or 10A in relation to dwellings in Regeneration areas.</p> <p>(c) Instruct Legal Services to take court action to evict people who have entered into residential property unlawfully where that action relates to properties acquired by CPO.</p> <p>(d) Instruct Legal Services to take court action to evict people who have entered into a residential property owned by the authority unlawfully</p> <p>(e) Instruct Legal Services to take court action to evict people who have entered into a residential property leased or managed by the authority unlawfully</p>	<p>Strategic Manager Business Initiatives Manager Head of Housing Management Head of Housing Compliance Housing Compliance Manager Tenancy Audit Manager</p>
DCI99.	Approval of adaptation schemes for disabled people living in secure Council tenancies policy framework	Head of Housing Management Head of Housing Compliance
DCI100.	Approval of adaptation schemes for disabled people living in secure Council tenancies <u>outside</u> of the agreed policy framework	Head of Housing Management Head of Housing Compliance
DCI101.	Determine the extent and frequency of decorations for elderly or vulnerable secure Council tenants within agreed policy.	Head of Housing Management Head of Housing Compliance
DCI102.	Apply for injunctions requiring secure Council tenants to comply with their Tenancy Conditions	Head of Housing Management Head of Housing Compliance Housing Compliance Manager
DCI103.	Approve applications from secure tenants wishing to improve their properties at their own expense	Head of Housing Management Head of Housing Compliance

NO.	FUNCTION	AUTHORISED POSITION
DCI104.	Approve requests from secure tenants wishing to install satellite dishes.	Head of Housing Management Head of Housing Compliance Housing Compliance Managers
DCI105.	Approve requests from secure council tenants wishing to keep pets.	Head of Housing Management Head of Housing Compliance Housing Compliance Managers
DCI106.	Determine the priority of applications for garages.	Head of Housing Management Head of Housing Compliance
DCI107.	Offer tenancies of garages to residents.	Head of Housing Management Head of Housing Compliance
DCI108.	Sign Notices to Quit and take all lawful action to recover possession of garages where there are rent arrears.	Head of Housing Management Head of Rent Service Rent Services Manager Tenancy Audit Manager
DCI109.	Sign Notices to Quit and take all lawful action to recover possession of garages where tenancy conditions other than the non-payment of rent have been breached.	Head of Housing Management Head of Housing Compliance Housing Compliance Managers Housing Compliance Officers
DCI110.	Authority to reduce or waive service charges (where the total sum refunded for each individual tenant does not exceed £100).	Head of Housing Management Head of Leasehold Management
DCI111.	Authority to reduce or waive service charges (where the total sum refunded for each individual tenant exceeds £100).	Head of Housing Management
DCI112.	Sign Notices of Seeking Possession (NOSP) on Ground 1 (non-payment of rent or breach of some other	Head of Housing Management

NO.	FUNCTION	AUTHORISED POSITION
	tenancy condition) of Schedule 2 of the Housing Act, 1985 – and subsequently, to seek an Order for Possession.	Head of Rent Service Rent Services Manager Tenancy Audit Manager
DCI113.	Sign Notices of Seeking Possession (NOSP) on Ground 2 (nuisance or annoyance to neighbours) of Schedule 2 of the Housing Act, 1985 – and subsequently, to seek an Order for Possession.	Head of Housing Management Head of Housing Compliance Housing Compliance Managers
DCI114.	Sign Notices of Seeking Possession (NOSP) on Ground 2A (domestic violence or threats of domestic violence) of Schedule 2 of the Housing Act, 1985 – and subsequently, to seek an Order for Possession	Head of Housing Management Head of Housing Compliance Housing Compliance Managers
DCI115.	Sign Notices of Seeking Possession (NOSP) on the following Grounds of Schedule 2 of the Housing Act, 1985 – and subsequently, to seek an Order for Possession., including: <u>Ground 3</u> – damage to the dwelling or common parts <u>Ground 4</u> – damage to furniture provided by the Council <u>Ground 5</u> – obtaining tenancy by false information <u>Ground 6</u> – financial inducement paid in connection with an exchange <u>Ground 7</u> – tenant’s behaviour is undesirable having regard to the use of the building, (which is within the boundaries of an operational building – e.g. a school <u>Ground 8</u> – dwelling let temporarily while building works carried out to tenant’s home – and tenant refuses to leave <u>Ground 9</u> – overcrowding <u>Ground10</u> - demolition <u>Ground 12</u> – tenant is a former employee of the Council, and the dwelling is within the boundaries of an operational building, and the Council wishes to let the dwelling to a new employee. <u>Ground 13</u> – dwelling has been specially altered to make it suitable for a disabled person - and there is no longer such a person living there <u>Ground 15</u> – dwelling is in a group let to people with special needs - and there is no longer a person with those needs living in the dwelling <u>Ground 16</u> – the tenant has succeeded to a tenancy and the dwelling is larger than his/her reasonable needs	Strategic Manager Business Initiatives Manager Head of Housing Management Head of Housing Compliance Housing Compliance Manager Tenancy Audit Manager Legal Officers
DCI116.	Sign Notices to Terminate in Introductory/Probationary Tenancy cases.	Strategic Manager

NO.	FUNCTION	AUTHORISED POSITION
		Head of Housing Management Head of Housing Compliance Head of Rents Service Rents Services Manager Housing Compliance Manager Tenancy Audit Manager
DCI117.	Sign Notices to Terminate Flexible Tenancy	Strategic Manager Head of Housing Management Head of Housing Compliance Head of Rents Service Rents Services Manager Housing Compliance Manager Tenancy Audit Manager
DCI118.	Sign Notices that possession of dwelling house let under flexible tenancy is required	Strategic Manager Head of Housing Management Head of Housing Compliance Head of Rents Service Rents Services Manager Housing Compliance Manager Tenancy Audit Manager
DCI119.	Review of decision to seek possession of dwelling house under flexible tenancy.	Strategic Manager Head of Housing Management Head of Housing Compliance Head of Rents Service
DCI120.	Review of decision not to grant another tenancy on expiry of flexible tenancy.	Strategic Manager Head of Housing Management Head of Housing Compliance

NO.	FUNCTION	AUTHORISED POSITION
		Head of Rents Service
DCI121.	Review a decision to serve a Notice To Terminate.	Strategic Manager Head of Housing Management Head of Housing Compliance Head of Rents Service
DCI122.	Sign Notices to Quit on tenancies that are non-secure, (or may have become non-secure), and where there are people remaining in occupation – and subsequently to seek an order for possession : - on the grounds of rent arrears - on the grounds that the property is no longer a principal home	Strategic Manager Head of Housing Management Head of Housing Compliance Head of Rents Service Rents Services Manager Housing Compliance Manager Tenancy Audit Manager Legal Officers
DCI123.	Take lawful action to evict people who have entered into residential property unlawfully.	Strategic Manager Head of Housing Management Head of Housing Compliance Housing Compliance Manager Tenancy Audit Manager
DCI124.	Authorise action to raise an eviction warrant.	Strategic Manager Head of Housing Management Head of Housing Compliance Head of Rents Service Rents Services Manager Housing Compliance Manager Tenancy Audit Manager Court Officers

NO.	FUNCTION	AUTHORISED POSITION
DCI125.	Select tenants for the traveller sites and organise the running of the same.	Strategic Manager Head of Housing Management Head of Housing Compliance
DCI126.	Approval of other assignments of tenancy permitted by law (excluding mutual exchanges)	Strategic Manager Head of Housing Management Lettings agency manager
DCI127.	Impose conditions, on tenants wishing to mutually exchange.	Strategic Manager Head of Housing Management Lettings agency manager
DCI128.	Agree requests from secure Council tenants, for temporary accommodation whilst major works are undertaken.	Strategic Manager Head of Housing Management Head of Housing Compliance
DCI129.	Agree the granting of a new tenancy where there is no statutory successor but within council policy.	Head of Housing Management
DCI130.	Agree 'management' Bed & Breakfast bookings	Strategic Manager Head of Housing Management Head of Housing Compliance
DCI131.	<p>Authority to serve and be appointed the proper Officer to sign notices under the following sections of the Housing Act, 1985 :</p> <p>Section 124 - notice admitting or denying a tenant's right to buy Section 125 – notice stating the price at which the tenant is entitled to purchase Section 128 – notice stating the effect of a determination (or re-determination) of value by the district valuer. Section 140 – notice requiring the tenant to complete the transaction (landlord's first notice to complete) Section 141 – notice requiring the tenant to complete the transaction (landlord's second notice to complete)</p>	<p>Head of Housing Management Head of Leasehold services Legal Officers</p>

NO.	FUNCTION	AUTHORISED POSITION
DCI132.	Authority to exercise the Council's discretionary powers in relation to the Right To Buy.	Head of Housing Management Head of Leasehold services
DCI133.	Authority to reduce or waive service charges and major works charges	Up to £100:- Head of Leasehold Services Above £100 – Head of Housing Management
DCI134.	Authority to reduce or waive Major Works charges	Up to £500:- Head of Leasehold Services Over £500: Head of Housing Management
DCI135.	Authority to certify a written summary of costs, for service charges demanded as payable under Section 48(3) of Housing Act 1985	Head of Housing Management Head of Leasehold services
DCI136.	Place orders for repair work : Temporary Accommodation	In accordance with authority approved under the Council's financial approval limits and PIP system
DCI137.	Raise repair orders so as to raise a void property to the lettable standard	In accordance with authority approved under the Council's financial approval limits and PIP system
DCI138.	Approve payment of repairs and maintenance invoices for work on void properties	In accordance with authority approved under the Council's financial approval limits and PIP system
REGISTRATION SERVICES		
DCI139.	To carry out functions in relation to registration of births and deaths as set out in the Births and Deaths Registration Acts of 1926 and 1953.	Superintendent Registrar Deputy Registration Services Manager Registration and Ceremonies Officers

NO.	FUNCTION	AUTHORISED POSITION
DCI140.	To appoint additional Registrars, Deputy Registrars and ensure compliance with the Registration Service Act 1953.	Head of Registration and Electoral Services Superintendent Registrar Deputy Registration Services Manager
DCI141.	To carry out functions in relation to Marriages and Civil Partnerships as present in the Marriage Act 1949 and Civil Partnerships Act 2004 and to report any suspicious partnership or marriage to the Secretary of State.	Superintendent Registrar Deputy Registration Services Manager Registration and Ceremonies Officers
DCI142.	To conduct citizenship ceremonies and make necessary provision in relation to such ceremonies including gifts and refreshments.	Superintendent Registrar Deputy Registration Services Manager Registration and Ceremonies Officers
DCI143.	Nationality Checking Service, Voluntary Ceremonies and other registration services (e.g. baby naming and renewal of vows).	Superintendent Registrar Deputy Registration Services Manager Registration and Ceremonies Officers
DCI144.	To set annual fees in respect of enhanced discretionary services provided by the Registration Services	No other authorisations
CEMETERIES AND MORTUARY SERVICES		
DCI145.	Provision of mortuaries and post mortem rooms.	Strategic Manager Operational Manager

NO.	FUNCTION	AUTHORISED POSITION
DCI146.	Exercising the Authority's powers under the Local Government Act 1972 Part XI Service of Notices. Ss. 214 and 222 Cemeteries.	Strategic Manager Operational Manager
DCI147.	Exercising the Authority's powers under the Local Authorities Cemeteries Order 1977.	Strategic Manager Operational Manager
<u>Miscellaneous</u>		
<u>Policy</u>		
DCI148	Agree changes to Council policy affecting more than one area within the Community Infrastructure	Executive Director Director No other authorisations and only in so far as it is not reserved to the Mayor
<u>Regulation Of Investigatory Powers.</u>		
DCI149	Authorisation to seek approval of the Magistrates for a surveillance exercise on a person or household under the Regulation of Investigatory Powers Act 2000 (RIPA)	As provided for in the Council's RIPA policy
<u>COMMUNITY SAFETY</u>		
<u>Anti-Social Behaviour Act 2003 [Statutory Duty]</u>		
DSE1.	Section 54(A) to consider, at least once in every period of twelve months, the extent to which it is appropriate for the authority to carry out in their area a programme of enforcement action in relation to Section 54 (sale of aerosol paints to children); and (b) to the extent that they consider it appropriate to do so, carry out such a programme. Such programme to involve all or any of the following— (a) the bringing of prosecutions in respect of offences under that Section (only to be authorised by	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	Enforcement Manager);(b) the investigation of complaints in respect of alleged offences under that Section (Trading Standards Officer);(c) the taking of other measures intended to reduce the incidence of offences under that Section (Trading standards officer).	
Crime & Disorder Act 1998		
DSE2.	Section 66 - To assess a person referred to the Youth Offending Team under this Section, to arrange for them to participate in a rehabilitation programme and to have regard to any guidance issued under this Section.	Enforcement Manager Team Manager Group Manager
Powers of Criminal Courts (Sentencing) Act 2000		
DSE3.	To establish a youth offender panel where a referral order has been made in respect of an offender, to arrange for meetings of such a panel and to give notice of such meetings.	Enforcement Manager Team Manager Group Manager
DSE4.	Section 22, 23-25 - Powers to reach agreement with an offender on a programme of behaviour (a youth offending contract), keeping records, adjourn any meeting, end any meeting and resume any such meeting for the purposes of agreeing such contracts and powers to refer an offender back to the appropriate Court.	Enforcement Manager Team Manager Group Manager
DSE5.	Section 26/27 - To arrange a progress meeting under the terms of this section if so requested by a youth offender panel and to arrange for any final meeting of a youth offender panel	Enforcement Manager Team Manager Group Manager
DSE6.	Section 29 - Powers and duties under section 29	Enforcement Manager Team Manager Group Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE7.	Section 46 - To appoint an appropriate officer to give information to a court as to the suitability of making a community punishment order	Enforcement Manager Team Manager Group Manager
DSE8.	Sections 47 and 48 - To appoint a member of a youth offending team to discharge the functions of a responsible officer with regard to the operation of a community punishment order and to exercise and perform the powers and duties in Schedule 3 of this Act	Enforcement Manager Team Manager Group Manager
DSE9.	Section 64 - To agree to the designation of the Council as the supervisor of a child or young person under a supervision order made under section 63 and to defray any expenditure incurred by a supervisor in compliance with directions or requirements given by virtue of the provisions of Schedule 6 of this Act	Enforcement Manager Team Manager Group Manager
DSE10.	Section 66 - To make arrangements (subject to consultation etc.)with others for the provision of facilities for enabling directions and requirements made under Schedule 6 of this Act to be carried out	Enforcement Manager Team Manager Group Manager
DSE11.	Sections 69 - To appoint a social worker to act as a responsible officer for the purposes of an action plan order made under this section, and provide a written report prior to the making of such an order.	Enforcement Manager Team Manager Group Manager
DSE12.	Section 73 - To appoint a social worker to prepare a report for any court considering the making of a reparation order under this section.	Enforcement Manager Team Manager Group Manager
DSE13.	Sections 36 and 162 - To appoint an appropriate officer to prepare any pre-sentence report.	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
		Team Manager Group Manager
DSE14.	Sections 73 to 75 - Power to appoint a Social Worker to prepare a report for any Court considering the making of a reparation order or to act as a responsible officer once a section 73 order has been made and to exercise powers and duties in Schedule 8 of this Act	Enforcement Manager Team Manager Group Manager
DSE15.	Section 103 - To appoint a Social Worker to supervise an offender subject to a detention and training order.	Enforcement Manager Team Manager Group Manager
<u>Cancer Act 1939 [Statutory Duty]</u>		
DSE16.	Section 4 To enforce the provisions of this Act in the Borough in relation to advertisement concerning cures for cancer.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Children and Young Persons Act 1933 [Statutory Duty]</u>		
DSE17.	Section 7 To test for and to investigate for offences in relation to the sale of smoking materials to under age children.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Children And Young Persons (Protection From Tobacco) Act 1991 [Statutory Duty]</u>		
DSE18.	Section 5 To consider at least once a year the extent to which it is appropriate to carry out a programme of enforcement relating to Section 7 of the Children and Young Persons Act 1933 and Sections 3 and 4 of this Act (sale of tobacco to children, sale of unpackaged cigarettes, and display of warning statements) and to carry out any such programme of enforcement which is considered to be appropriate. Sections 3 and 4 To prosecute for offences in relation to supply of unpackaged cigarettes to children and	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	failure to display warning signs.	
<u>Clean Air Act 1993 [Statutory Duty]</u>		
DSE19.	Section 30 To enforce the provisions of Regulations under this Section in the Borough in relation to pollution restrictions on Motor Fuels.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Consumer Credit Act 1974 [Statutory Duty]</u>		
DSE20.	<p>Section 161 To enforce this Act and any Regulations made hereunder, to give notice to the Office of Fair Trading of any proposal to institute proceedings for an offence under this Act, and to report to it when and in such manner as required to do so.</p> <p>Section 162 To authorise any officer to; inspect any goods and enter any premises; require the production of and take copies of any book or document; and seize and detain any goods, books or documents in accordance with the terms.</p> <p>Section 162(3) To apply to a justice of the peace for a warrant to authorise any officer to enter any premises by force if need be.</p> <p>Section 163 To pay compensation in respect of loss caused by the exercise of any powers contained in Section 162 of this Act, and to refer any dispute as to the right to or amount of any compensation to arbitration.</p> <p>Section 164 To make, or authorise any officer to make, any purchase of goods, and to authorise any officer to procure the provision of any services or facilities or to enter into any agreement or transaction, in order to determine whether the provisions of or made under this Act are being complied with.</p> <p>Section 164(3) To test any goods seized under this Act, and, if such test leads to proceedings under this Act, to inform the person they were purchased from of the results of any such test, and allow any person against whom the proceedings are taken to have the goods tested on his behalf if it is reasonably practicable to do so.</p>	Enforcement Manager Principal Officer Trading Standards Officer
<u>Consumer Protection Act 1987 [Statutory Duty]</u>		
DSE21.	Section 11 To comply with and to exercise and perform any powers and duties contained in any Regulations made under this Section (product safety Regulations).	

NO.	FUNCTION	AUTHORISED POSITION
	<p>Section 14 To serve a suspension notice in respect of any goods contravening any safety provision, to give consent for the supplying offering for supply, agreeing to supply or exposing for supply of any such goods, and to attach conditions to any such consent.</p> <p>Section 16 To apply to a magistrates' court for an order for the forfeiture of any goods contravening any safety provision.</p> <p>Section 27 To enforce the safety provisions and the provisions in Part III (misleading price indications) of this Act.</p> <p>Section 28 To make and to authorise any officer to make any test purchases or secure the provision of any service, accommodation or facilities, to allow any person to have any goods tested where the Council have performed a test and this has lead to the institution of proceedings or the service of a suspension notice and where it is reasonably practicable to do so, and to comply with and exercise and perform any powers and duties contained in any Regulations made under this Section with regard to test purchases.</p> <p>Section 29 To authorise any officer to exercise the powers of search, inspection and seizure contained in this Section and to exercise and perform the additional powers and duties contained in Section 30 of this Act.</p> <p>Section 30 To apply to a justice of the peace for a warrant to enter any premises, if need be by force.</p> <p>Section 34 To pay compensation in respect of any loss suffered by any person as a result of the seizure or detention of any goods under this Act, and to refer any dispute to arbitration.</p> <p>Section 35 To apply for an order for the recovery of any expenses incurred in connection with the enforcement of this Act.</p> <p>Section 42 To report to the Secretary of State on the exercise of the Council's functions under this Act when so required.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<p><u>Control Of Pollution Act 1974 [Statutory Duty]</u></p>		
DSE22.	<p>Section 91 To authorise any officer in writing to enter any premises for the purposes of this Act and to exercise and perform the powers and duties contained in this Section and Section 92 of this Act, and to apply to a justice of the peace for a warrant to enter.</p> <p>Section 93 To serve a notice requiring any person to furnish the Council with any information reasonably needed for the purposes of this Act.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<p><u>Copyright, Designs And Patents Act 1988</u></p>		
DSE23.	<p>Section 107A To enforce the provisions of Section 107 of this Act (criminal liability for making or dealing</p>	

NO.	FUNCTION	AUTHORISED POSITION
	<p>with articles that infringe copyright etc.). Section 107A(2) To exercise the powers and perform the duties set out in Sections 27, 28, 29 and 33 of the Trade Descriptions Act 1968 in relation to the enforcement of Section 107 of this Act. Section 108 To apply for an order that an infringing copy or article should be delivered up to the copyright owner or any other person where a person has been charged with an offence under Section 107 of this Act. Section 114 To apply to the court for an order that an infringing copy or other article delivered up under Section 108 of this Act shall be forfeited to the copyright owner or destroyed or otherwise dealt with, and to comply with any rules of court as to the service of notice on persons having any interest in any such copy or article. Section 198A To enforce the provisions of Section 198 of this Act (criminal liability for making, dealing with or using illicit recordings). Section 198A(2) To exercise the powers and perform the duties set out in Sections 27, 28, 29 and 33 of the Trade Descriptions Act 1968 in relation to the enforcement of Section 198 of this Act. Section 199 To apply for an order that an illicit recording of a performance should be delivered up to a person having performers' rights or recording rights in relation to such performance or any other person where a person has been charged with an offence under Section 198 of this Act. Section 204 To apply to the court for an order that an illicit recording of a performance delivered up under Section 199 of this Act shall be forfeited to any person having performers' or recording rights in relation to the performance or be destroyed or otherwise dealt with, and to comply with any rules of court as to the service of notice on persons having any interest in any such copy or article.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<p><u>Copyright, Etc And Trade Marks (Offences And Enforcement) Act 2002 [Statutory Duty]</u></p>		
DSE24.	To apply to the courts for search warrants and forfeiture orders (makes amendments made to the primary legislation)	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<p><u>Courts And Legal Services Act 1990 [Statutory Duty]</u></p>		
DSE25.	Section 107 To enforce Sections 104 to 106 of the Act in the Borough (Tying-in arrangements in connection with residential property loans)	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<p><u>Criminal Attempts Act 1981</u></p>		

NO.	FUNCTION	AUTHORISED POSITION
DSE26.	Section 1 To enforce this Act in the Borough, to investigate and prosecute offences where linked to Trading Standards matters	Enforcement Manager Principal Officer Trading Standards Officer
<u>CRIMINAL JUSTICE ACT 1988 (As Amended By The Offensive Weapons Act 1996)</u>		
DSE27.	Section 141A To enforce this Act in the Borough, to investigate offences of selling of knives and certain articles with blade or point to persons under the minimum legal age.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Crossbows Act 1987</u>		
DSE28.	Section 1 To enforce this Act in the Borough, to investigate offences of selling or hiring of crossbows to persons under the legal minimum age	Enforcement Manager Principal Officer Trading Standards Officer
<u>Education Reform Act 1988 [Statutory Duty]</u>		
DSE29.	Section 215 To enforce the provisions of Section 214 of this Act (offence of granting or offering to grant unrecognised degrees), to report to the Secretary of State on the exercise of the functions contained in this Section when so directed. Section 215(2) To authorise any officer to exercise the powers and duties contained in Section 215 of this Act (to enter and search any premises, to require the production of any documents and to take copies of them, to require the provision of computer-based information in a visible and legible form, to seize and detain evidence, to take others and equipment with him, and to leave premises secured.) Section 215(4) To apply to a justice of the peace for a warrant to enter premises, if need be by force.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Act 1976 [Statutory Duty]</u>		
DSE30.	Section 18 To comply with and to exercise and perform the powers and duties contained in Schedule 2 of this Act with regard to the enforcement of the provisions of this Act (price control enforcement).	Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
<u>Enterprise Act 2002 [Statutory Duty]</u>		
DSE31.	<p>Section 213 To take enforcement action under Part 8 of the Act. To enter into relevant consultations and to make application for Interim Enforcement Orders or Enforcement Orders as appropriate. To accept undertakings under Section 219. To take proceedings in EEA States other than the United Kingdom for the cessation or prohibition of a Community infringement.</p> <p>Section 230 To notify, to consult with, and to supply information to the Office of Fair Trading (OFT) as required by the Act.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Estate Agents Act 1979 [Statutory Duty]</u>		
DSE32.	<p>Section 11 To authorise an officer who has reasonable cause to suspect that an offence has been committed under this Act and in order to ascertain whether it has been committed to enter any premises, require the production of any books or documents connected with a business and take copies of them, seize and detain any books or documents as evidence, and to require any person to break open any container and in default to break it open himself, and exercise the additional powers and duties contained in Section 11(5) of this Act (taking others with him on entry and securing the premises).</p> <p>Section 11(4) To apply to a justice of the peace by means of a sworn information in writing for a warrant authorising an officer to enter premises, by force if need be.</p> <p>Section 26 To enforce this Act, to give notice to the Office of Fair Trading of any intended proceedings together with a summary of the facts on which the charges are to be founded, to postpone instituting proceedings for 28 days or until notified of the receipt of any such notice, and to report to the Office of Fair Trading as required.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>European Communities Act 1972 [Statutory Duty]</u>		
DSE33.	<p>Section 2 To comply with and to exercise and perform any powers and duties contained in any direction, order, rule, Regulation or other subordinate instrument made under this Section for the purpose of implementing any Community obligation where any such power and duty falls within the remit of Public Protection portfolio, including the power to institute civil and criminal proceedings in respect of breaches of any such subordinate legislation.</p> <p>[This includes, but is not limited to, the powers and duties contained in the following provisions: The Crystal Glass (Descriptions) Regulations 1995 as amended ; The Egg (Marketing Standards) Regulations 1973,</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>

NO.	FUNCTION	AUTHORISED POSITION
	The Measuring Instruments (EEC Requirements) Regulations 1988; The Measuring Container Bottles (EEC Requirements) Regulations 1977; The Textile Products (Indication of Fibre Content) Regulations 1986 as amended; The Textile Products (Determination of Composition) Regulations 2006 ; The Units of Measurement Regulations 1986, 1994.1995 and 2001; The Aerosol Dispensers (EEC Requirements) Regulations 1977 as amended; The Dangerous Substances and Preparations (Safety) (Consolidation) and Chemicals (Hazard Information and Packaging for Supply) (Amendment) Regulations 2000; The Cosmetic Products (Safety) Regulations 2004 as amended]	
<u>Manufacture And Storage Of Explosives Regulations 2005</u>		
DSE34.	Exercising the council's powers and duties under the Act	Enforcement Manager Principal Officer Trading Standards Officer
<u>Fireworks Act 2003 [Statutory Duty]</u>		
DSE35.	Sections 11 and 12 To enforce this Act in the Borough, to investigate and prosecute offences of contravention of Regulations made under this Act.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Fireworks Regulations 2004 [Statutory Duty]</u>		
DSE36.	Regulation 8 To enforce the prohibition on excessively loud category 3 fireworks Regulation 9 To grant or refuse or revoke a licence for the supply of adult fireworks. Regulation 10 To enforce the requirements in relation to information to be supplied with fireworks.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Food Safety Act 1990 [Statutory Duty]</u>		
DSE37.	Section 5 To authorise in writing any officer to act in any matters arising under this Act. Section 6 To enforce and execute the provisions of this Act and any Regulations made under this Act in respect of which the Council is the enforcement authority, to institute proceedings under any provisions of this Act or any Regulations or orders made under it, and to authorise in writing any officer to act in matters	Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
	arising under this Act and any Regulations or orders made under it.	
<u>Forgery And Counterfeiting Act 1981</u>		
DSE38.	Section 1 To enforce this Act in the Borough, to investigate offences of forgery by making a false instrument with the intention that he or another shall use it to induce somebody to accept it as genuine.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Fraud Act 2006</u>		
DSE39.	Section 1 To enforce this Act in the Borough where linked to Trading Standards matters, to offences of fraud by false representation, by failing to disclose information or by abuse of position. Sections 6 and 7 To investigate offences of possessing, making or supplying articles for use in frauds. Sections 9 and 10 To investigate offences of participating in fraudulent business carried on by a sole trader or a Company.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Greater London Council (General Powers) Act 1972 [Statutory Duty]</u>		
DSE40.	Section 17 To serve notice on the registered keeper of any vehicle or any other person requiring them to give information about the identity of the driver or person in charge of any vehicle where there is reasonable cause to believe that the driver or person in charge of the vehicle has committed an offence involving the use of the vehicle, and to bring proceedings for failing to comply with any such request.	Enforcement Manager Principal Officer Trading Standards Officer
DSE41.	Section 28 To register premises or a stall for the purpose of conducting the sale of goods by way of competitive bidding, to impose conditions on any such registration, and to vary any such condition. Section 31 To authorise an officer to enter upon, inspect and examine any premises or stall which he has reasonable cause to believe is used, or is intended to be used, for the sale of goods by competitive bidding and to do all such things as are reasonably necessary for the purpose of ascertaining whether there is or has been a contravention of this Act or any conditions imposed under this Act or whether or not circumstances exist which would authorise action being taken under this Act. Section 31(2) To apply to a justice of the peace for a warrant to enter a dwelling house believed to be used for the sale of goods by competitive bidding and which is not registered under this Act.	Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
<u>Hallmarking Act 1973 [Statutory Duty]</u>		
DSE42.	Section 9 To enforce the provisions of this Act and to exercise and perform the powers and duties contained in those provisions of the Trade Descriptions Act 1968 set out in this Section in connection with any such enforcement.	Enforcement Manager Principal Officer Trading Standards Officer
<u>HOUSING ACT 2004 [Statutory Duty]</u>		
<u>Intoxicating Substances (Supply) Act 1985</u>		
DSE43.	Section 1 To enforce this Act in the Borough, to investigate offences of selling solvents to anyone under the age of 18, knowing that they are being purchased to be abused.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Knives Act 1997</u>		
DSE44.	Section 1 To enforce this Act in the Borough, to investigate offences of marketing a knife in a way which indicates, or suggests, that it is suitable for combat Section 2 To enforce this Act in the Borough, to investigate offences of publishing anything in connection with the marketing of a knife which indicates, or suggests, that the knife is suitable for combat.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Licensing Act 2003 [Statutory Duty]</u>		
DSE45.	Section 18(6) To make relevant representations as a responsible authority prescribed under Sections 13(4) and 69(4) about any application for a premises licence S.99A To object to Temporary Event Notices Section 154 to enforce within the Borough Sections 146 to 147, so far as they apply to sales of alcohol made on or from premises to which the public have access. To authorise any person to make on his behalf, such purchases of goods as appear expedient for the purpose of determining whether those provisions are being complied with. Section 169A To authorise officers to issue closure notices for persistently selling alcohol to children. Section 186 To institute legal proceedings for an offence under 146 or 147 of the Act.	Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
<u>Local Government Act 1972</u>		
DSE46.	Section 222 (1) Where a local authority consider it expedient for the promotion or protection of the interests of the inhabitants of their area, to appear in any legal proceedings.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Local Government (Miscellaneous Provisions) Act 1982 [Statutory Duty]</u>		
DSE47.	Para 25 of Sch 3 To authorise any officer to enter and inspect any sex establishment in respect of which a licence under Schedule 3 is in force and to apply to a justice of the peace for a warrant authorising such an authorised officer to enter and inspect any sex establishment if he has reason to suspect that an offence under Paragraph 20, 21 or 23 of Schedule 3 is being, or is about to be committed in relation to it.	Enforcement Manager Principal Officer Trading Standards Officer
<u>London Local Authorities Act 1990</u>		
DSE48.	S17: Powers of entry S38(4): Powers of seizure-street trading	Enforcement Manager Principal Officer Trading Standards Officer
<u>London Local Authorities Act 1991</u>		
DSE49.	Section 15 To authorise an officer to enter upon, inspect and examine any premises which are or which he has reasonable cause to believe are used, represented as being used, or intended to be used as an establishment for special treatment without a licence or used in contravention of the terms, conditions or restrictions on or subject to which a special treatments licence is granted and do all things reasonable necessary for the purpose of ascertaining whether an offence has been committed. Section 15(2) To apply to a justice of the peace for a warrant to enter any premises, if need be by force, and to authorise an officer entering any premises by virtue of Section 15 of this Act or a warrant issued there under to take such other persons with him as may be necessary.	Enforcement Manager Principal Officer Trading Standards Officer
DSE50.	To exercise the authority's powers under the Act.	

NO.	FUNCTION	AUTHORISED POSITION
<u>Medicines Act 1968 [Statutory Duty]</u>		
DSE51.	<p>The provisions of sections 90 and 117 have been repealed.</p> <p>Section 108 To enforce Sections 62(1) (sale of prohibited medicinal products) and of this Act, and to comply with and to exercise and perform any powers and duties contained in or arising from any arrangements or directions made by the Minister with regard to the enforcement of the prescribed provisions of this Act and any Regulations made thereunder (control of the sale of medicinal products).</p> <p>Section 111 To authorise any person in writing to exercise the powers of entry conferred by this Section, and to apply to a justice of the peace for a warrant to enter any premises, if need be by force.</p> <p>Sections 112, to 113 and 114 To authorise any person in writing to exercise and perform the powers and duties relating to entry, inspection, sampling and seizure conferred by these Sections.</p> <p>Section 119 To indemnify any officer authorised under the terms of this Act in respect of the exercise or purported exercise of the powers conferred on them.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Motor Cycle Noise Act 1987</u>		
DSE52.	<p>Section 1 and Para 3 of Sch To enforce this Act (prohibition on supply of noisy exhaust systems).</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Olympic Symbol Etc. (Protection) Act 1995</u>		
DSE53.	<p>Section 8A To enforce the provisions of Section 8 (control of use of the Olympic symbol, etc) within the Borough.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Property Misdescriptions Act 1991 [Statutory Duty]</u>		
DSE54.	<p>Section 3 and Paragraph 1 of Schedule To enforce the provisions of this Act Section 3 and To authorise an officer who has reasonable grounds for suspecting that an offence under Section 1 of this Act has been committed to; require the production of any book or document relating to a business and copy it, require the production of any information contained in</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>

NO.	FUNCTION	AUTHORISED POSITION
	<p>a computer in a visible and legible documentary form, inspect any goods, seize and detain any documents or goods as evidence, and exercise the powers and duties contained in Paragraphs 4(7) and 4(8) of the Schedule to this Act (to take others with him and to secure the premises).</p> <p>Section 3 and Para 4 of Sch To authorise an officer to enter any premises for the purpose of ascertaining whether an offence under Section 1 of this Act has been committed</p> <p>Section 3 and Para 4(2) of Sch To apply to a justice of the peace for a warrant authorising an officer to enter premises, if need be by force.</p>	
<u>Road Traffic (Foreign Vehicles) Act 1972</u>		
DSE55.	Section 1 To authorise any person to exercise the powers contained in this Section (to issue a prohibition notice prohibiting any foreign vehicle from driving on a road where the driver obstructs the officer in weighing the vehicle or the vehicle is overweight).	Enforcement Manager
<u>Road Traffic Act 1988</u>		
DSE56.	<p>Section 70 To authorise any officer to give notice prohibiting the driving of an overloaded vehicle on the road or directing the removal of any vehicle to any place, and to seek the Secretary of State's consent for any such authorisation.</p> <p>Section 75 To investigate the supplying an un-roadworthy vehicle or trailer.</p> <p>Section 78 To authorise any person to require the weighing of any vehicle, and to comply with and exercise and perform any powers and duties contained in any Regulations made under this Section with regard to any such requirement.</p>	Enforcement Manager Principal Officer Trading Standards Officer
<u>Sunday Trading Act 1994 [Statutory Duty]</u>		
DSE57.	<p>Para 1 of Sch 2 To enforce Schedules 1 as amended, 3 and Part II of Schedule 2 of this Act.</p> <p>Para 2 of Sch 2 To appoint inspectors.</p> <p>Para 8(5) of Sch 2 To keep a register containing particulars of the name and address of every shop in respect of which notice under Paragraph 8(1) of Schedule 2 of this Act has effect (notice of intention to keep shop closed for the serving of customers on the Jewish Sabbath).</p>	Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
	<p>Para 8(8) of Sch 2 To dispense with a certificate under Paragraph 8(3) of Schedule 2 of this Act (certificate that the person is of the Jewish religion) in the case of a change of occupation.</p> <p>Para 8(9) of Sch 2 To cancel a notice given under Paragraph 8(1) of Schedule 2 of this Act.</p> <p>Para 8(7) of Sch 2 To allow a notice given under Paragraph 8(1) of Schedule 2 of this Act to have effect for more than 14 days after any change in the occupation of the shop in respect of which the notice was given or in any partnership or among the directors of any company by which such a shop is occupied.</p> <p>Para 3(d) of Sch 3 To take such measurements and photographs as are considered necessary for the purpose set out in Paragraph 3(a) of Schedule 2 of this Act.</p> <p>Para 7 of Sch 3 To revoke consent granted under Paragraph 3 of Schedule 3 of this Act.</p> <p>Para 8 of Sch 3 To publish notice of any consent granted under Paragraph of Schedule 3 of this Act in a local newspaper.</p>	
<u>Timeshare Act 1992 [Statutory Duty]</u>		
DSE58.	<p>Para 1 of Sch 2 To enforce the provisions of this Act.</p> <p>Para 3 of Sch 2 To require the production of any book or document; take copies of any such book or document; produce information contained in a computer in a visible and legible documentary form; and seize and detain any documents.</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>The Tobacco Advertising And Promotion Act 2002 [Statutory Duty]</u>		
DSE59.	<p>Section 13 To enforce within the Borough the provisions of this Act and Regulations made under it. (Control of advertising and promotion of tobacco products)</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Tobacco Products Duty Act 1979</u>		
DSE60.	<p>Section 1 To seize and detain tobacco products which are liable to forfeiture under the Customs and Excise Acts. (HMRC have empowered officers of the Weights & Measures Authority to act on their behalf for non-compliance with the fiscal marks requirement for tobacco products)</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Trade Descriptions Act 1968 [Statutory Duty]</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE61.	<p>Section 26 To enforce the provisions of this Act and any order made under it, and to report on the Council's exercise of its functions under this Act to the Secretary of State when so required.</p> <p>Section 27 To make any test purchases or secure the provision of any service, accommodation or facilities as may appear expedient for the purpose of determining whether or not the provisions of the Act and any order made there under are being complied with.</p> <p>Section 28 To exercise the powers of entry, inspection and seizure contained in this Section, and to apply to a justice of the peace for a warrant to enter any premises, if need be by force.</p> <p>Section 30 To inform any person of the results of any test on any goods purchased or seized under this Act and to allow them to have the goods tested where proceedings have been instituted and it is reasonably practicable to do so.</p> <p>Section 31 To comply with and to exercise and perform any powers and duties contained in any Regulations made by the Secretary of State under this Section with regard to the giving of evidence by certificate.</p> <p>Section 33 To pay compensation in respect of any loss suffered by any person as a result of the seizure or detention of any goods under this Act, and to refer any dispute to arbitration</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Trade Marks Act 1994 [Statutory Duty]</u>		
DSE62.	<p>Section 93 To enforce the provisions of Section 92 of this Act (unauthorised use of trade marks) and to exercise and perform the powers and duties contained in those provisions of the Trade Descriptions Act 1968 set out in this Section in connection with any such enforcement.</p> <p>Section 97 To apply for an order for the forfeiture of any goods, materials or articles</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Unsolicited Goods And Services Act 1971 And 1975</u>		
DSE63.	<p>Section 2 investigate offences of demanding payment for unsolicited goods</p> <p>Section 3 investigate offences of asserting right to payment for an unsolicited directory entry</p> <p>Section 4 investigate offences of sending unsolicited publications of a type covered by the Section</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p>
<u>Vehicles (Crime) Act 2001</u>		
DSE64.	<p>Section 26 To authorise any person to exercise the powers of entry and inspection contained in this Section with regard to registration plate suppliers, and to apply to a justice of the peace for a warrant to enter any</p>	<p>Enforcement Manager Principal Officer</p>

NO.	FUNCTION	AUTHORISED POSITION
	premises. Section 30 To institute proceedings for any offence under Part 2 of this Act (Regulation of registration plate suppliers).	Trading Standards Officer
<u>Weights And Measures Act 1985 [Statutory Duty]</u>		
DSE65.	<p>Section 4 To maintain local standard weights and measures as directed by the Secretary of State under this Section.</p> <p>Section 5 To provide working standard weights and measures and testing and stamping equipment, to request the Secretary of State to provide and maintain such equipment and to make it available to the Council for hire, and to comply with and to exercise and perform any powers and duties contained in any Regulations made under this Section with regard to the testing of working standards and testing equipment.</p> <p>Section 11 To give directions as to the manner in which weighing or measuring equipment shall be submitted to a weights and measures inspector for testing, and to charge reasonable fees in respect of any such tests. (The power to fix any fees shall be exercised in consultation with the Executive Director (Resources)).</p> <p>Section 19 To provide and maintain public weighing and measuring equipment, to employ persons to attend to such equipment, and to make charges for the use of such equipment. (The power to fix any charges shall be exercised in consultation with the Executive Director (Resources)).</p> <p>Section 38 To purchase goods on behalf of the Authority in the special circumstances of this Section.</p> <p>Section 42 To make test purchases or to authorise a weights and measures inspector to make test purchases.</p> <p>Section 69(5) To make or assist in the making of, arrangements to provide advice to or for the benefit of consumers of goods and services within the area of the authority.</p> <p>Section 70 To make an annual report to the Secretary of State on the operation of the Council's functions under this Act, and to comply with and exercise and perform any powers and duties contained in any Regulations made under this Section with regard to the making of any such report.</p> <p>Section 72 To appoint a chief inspector of weights and measures and such other inspectors as are necessary for the efficient discharge of the functions of the Council or those inspectors under this Act. [N.B. A chief inspector shall be responsible to the local weights and measures authority for the custody and maintenance of the local standards, working standards and testing and stamping equipment provided for the area for which he was appointed and generally for the operation of the arrangements made to give effect in that area to the purposes of this Act and the packaged goods Regulations].</p> <p>Section 74 To make arrangements for a weights and measures inspector to provide services for the adjustment of weights and measures or for testing and reporting on any weighing or measurement</p>	<p>Enforcement Manager Principal Officer Trading Standards Officer</p> <p>(Note there is no authorisation in relation to S72 – appointment of chief inspector for weights and measures)</p>

NO.	FUNCTION	AUTHORISED POSITION
	<p>equipment or any goods so weighed or measured, and to charge a reasonable fee for any such service. (The power to fix any charges shall be exercised in consultation with the Executive Director (Resources)).</p> <p>Section 76 To charge reasonable fees for services, facilities, authorisations, certificates or documents provided in pursuance of a Community obligation. (The power to fix any charges shall be exercised in consultation with the Executive Director (Resources)).</p> <p>Section 77 To reduce any fees payable where a person gives assistance in connection with any inspection, testing or stamping. (The power to fix any reduction in charges shall be exercised in consultation with the Executive Director (Resources)).</p> <p>Section 78 To direct the time at which and manner in which fees collected by inspectors are to be accounted for and paid over.</p> <p>Section 79(3) To apply to a justice of the peace for a warrant to enter any premises.</p> <p>Section 83 To institute proceedings for any offence under this Act.</p>	
<u>Weights And Measures (Packaged Goods) Regulations 2006 [Statutory Duty]</u>		
DSE66.	Exercising all powers and duties of the Council under the Act.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Advanced Television Services Regulations 2003 [Statutory Duty]</u>		
DSE67.	<p>Regulation 8 and Schedule To enforce the provisions of these Regulations in respect of accessibility of equipment to advanced television services.</p> <p>To make or authorise officers to make test purchases, to enter premises and to test goods in compliance with these Regulations.</p>	Enforcement Manager Principal Officer Trading Standards Officer
<u>Biocidal Products Regulations 2001 As Amended [Statutory Duty]</u>		
DSE68.	Regulation 38 and Schedule 11 To be the enforcing authority in the Borough as specified in the Regulations.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Bio fuel (Labelling) Regulations 2004 As amended [Statutory Duty]</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE69.	Regulation 2 To enforce these Regulations in the Borough (implementing EC Directive on labelling requirements in the promotion of the use of bio fuels or other renewable fuels for transport) and Regulation 4.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Boiler (Efficiency) Regulations 1993 As Amended [Statutory Duty]</u>		
DSE70.	Regulation 12 To enforce these Regulations in the Borough (implementing the EC Directive in relation to measures relating to the efficiency requirements for new hot water boilers fired with liquid or gaseous fuels).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Chemicals (Hazard Information And Packaging For Supply) Regulations 2002 As Amended [Statutory Duty]</u>		
DSE71.	Regulation 14 To enforce the provisions of these Regulations in the Borough. (Classification, packaging and labelling of dangerous preparations and substances).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Community Trade Mark Regulations 2006 [Statutory Duty]</u>		
DSE72.	Regulation 8 enforcement function of local weights and measures authority apply in relation to a Community trade mark as they apply in relation to a registered trade mark.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Companies (Particulars Of Usual Residential Address) (Confidentiality Orders) Regulations 2002 [Statutory Duty]</u>		
DSE73.	Regulation 1 , Regulation 13 and Schedule 1 To gain access as a competent authority to confidential records under these Regulations.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Construction Products Regulations 1991 as Amended [Statutory Duty]</u>		
DSE74.	Regulation 15 To enforce within the Borough the provisions of Part II of these Regulations (compliance with	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	EC requirements applicable to works which may influence the technical characteristics of a construction product). Regulation 16 To make, or to authorise an officer of the authority to make, any purchase of any construction products.	Principal Officer Trading Standards Officer
<u>Consumer Protection (Distance Selling) Regulations 2000 as amended [Statutory Duty]</u>		
DSE75.	Regulation 3 To enforce the requirements of the Regulations in the Borough (implementing the EC Directive on protection of consumers in relation to distance contracts).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Detergent Regulations 2005 [Statutory Duty]</u>		
DSE76.	Regulation 4 To enforce the requirements of these Regulations within the Borough (implementing EC Directive in relation to measures for safety and consumer protection as respects, among other products, detergents and any provisions concerning the composition, labelling, marketing, classification or description of, among other products, detergents.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Electromagnetic Compatibility Regulations 2006 as amended [Statutory Duty]</u>		
DSE77.	Regulation 75 To enforce the requirements of these Regulations within the Borough (implementing EC Directive in relation to measures relating to apparatus which is liable to cause electromagnetic disturbance and to apparatus the performance of which is liable to be affected by such disturbance).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Combined Washer-Driers) Regulations 1997 [Statutory Duty]</u>		
DSE78.	Regulation 14 To enforce the requirements of these Regulations in the Borough (implementing EC Directive in relation to measures relating to energy labelling and standard product information for household products).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Dishwashers) Regulations 1999 [Statutory Duty]</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE79.	Regulation 12 To enforce the requirements of these Regulations in the Borough (implementing EC Directive in relation to measures relating to energy labelling and standard product information for household products).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Household Air Conditioners) (No 2) Regulations 2005 [Statutory Duty]</u>		
DSE80.	Regulation 16 To enforce the requirements of these Regulations in the Borough (implementing EC Directive in relation to measures relating to energy labelling and standard product information for household products).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Household Electric Ovens) Regulations 2003 [Statutory Duty]</u>		
DSE81.	Regulation 16 To enforce the requirements of these Regulations in the Borough (implementing EC Directive in relation to measures relating to energy labelling and standard product information for household products).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Household Refrigerators And Freezers) Regulations 2004 [Statutory Duty]</u>		
DSE82.	Regulation 15 To enforce the requirements of these Regulations in the Borough (implementing EC Directive with regard to energy labelling of household electric refrigerators, freezers and their combinations).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Lamps) Regulations 1999 [Statutory Duty]</u>		
DSE83.	Regulation 12 To enforce the requirements of these Regulations in the Borough (implementing EC Directive in relation to indication of the consumption of energy and other resources by household appliances and the Lamps Directive).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Energy Information (Tumble Driers) Regulations 1996 [Statutory Duty]</u>		
DSE84.	Regulation 14 To enforce the requirements of these Regulations in the Borough (implementing EC	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	Directive in relation to measures relating to energy labelling and standard product information for household products).	Principal Officer Trading Standards Officer
<u>Energy Information (Washing Machines) Regulations 1996 As Amended [Statutory Duty]</u>		
DSE85.	Regulation 5 and 14 To enforce the requirements of these Regulations in the Borough (implementing EC Directive in relation to measures relating to energy labelling and standard product information for household products).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Financial Services (Distance Marketing) Regulations 2004 [Statutory Duty]</u>		
DSE86.	Regulation 17 To act as an enforcement authority for the purposes of Regulations 18 to 21 Regulation 18 duty to consider complaints under these Regulations Regulation 19 To apply for injunctions in appropriate cases Regulation 20 To notify the OFT of injunctions and orders Regulation 22 To institute proceedings for an offence under these Regulations. (Supply of information and unsolicited calls in selling financial services)	Enforcement Manager Principal Officer Trading Standards Officer
<u>General Product Safety Regulations 2005 [Statutory Duty]</u>		
DSE87.	Regulation 10 To enforce the requirements of these Regulations within the Borough (implementing EC Directive in relation to measures relating to general product safety)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Household Appliances (Noise Emission) Regulations 1990 as amended [Statutory Duty]</u>		
DSE88.	Regulation 6 To enforce the Regulations within the Borough (regulating the supply of appliances to which the EC Directive in relation to airborne noise emitted by household appliances applies)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Manufacture And Storage Of Explosives Regulations 2005 [Statutory Duty]</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE89.	Regulations 2,3,5,13,14,16,27, Schedule 1 and Schedule 4 To Perform the functions and duties of a Local Authority and Licensing Authority in relation to the manufacture and storage of explosives within the Borough, to include granting of, varying or refusing licences and registration of premises and maintaining a register of such licences and registrations	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Automatic Catchweighers) Regulations 2006 [Statutory Duty]</u>		
DSE90.	Regulation 20 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on Automatic Catchweighers) Regulation 25 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with the Chief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Automatic Discontinuous Totalisers) Regulations 2006 [Statutory Duty]</u>		
DSE91.	Regulation 17 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on Automatic Discontinuous Totalisers) Regulation 22 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with theChief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Automatic Gravimetric Filling Instruments) Regulations 2006 [Statutory Duty]</u>		
DSE92.	Regulation 18 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on Automatic Gravimetric Filling Instruments) Regulation 23 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with theChief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Automatic Rail-Weighbridges) Regulations 2006 [Statutory Duty]</u>		
DSE93.	Regulation 18 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on Automatic Rail-Weighbridges) Regulation 23 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with theChief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
<u>Measuring Instruments (Beltweighers) Regulations 2006 [Statutory Duty]</u>		
DSE94.	Regulation 18 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on beltweighers) Regulation 23 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with the Chief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Capacity Serving Measures) Regulations 2006 [Statutory Duty]</u>		
DSE95.	Regulation 16 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on capacity serving measures) Regulation 21 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with the Chief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Cold-Water Meters) Regulations 2006 [Statutory Duty]</u>		
DSE96.	Regulation 17 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on cold water meters) Regulation 22 To set fees for services under these Regulations. (The power to fix any charges shall be exercised in consultation with the Chief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (EEC Requirements) Regulations 1988 [Statutory Duty]</u>		
DSE97.	Regulation 13 To direct the manner in which an application for consideration of any instrument (other than an instrument to which Paragraph (9) below applies) for EEC initial verification shall be made to an inspector. Regulation 26 To authorise inspectors for the exercise of the powers conferred by these Regulations. Regulation 29 To institute legal proceedings for offences under these Regulations.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Liquid Fuel And Lubricants) Regulations 2006 [Statutory Duty]</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE98.	Regulation 17 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on measuring instruments for liquid fuel and lubricants) Regulation 22 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with the Chief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Liquid Fuel Delivered From Road Tankers) Regulations 2006 [Statutory Duty]</u>		
DSE99.	Regulation 18 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on meter measuring systems) Regulation 23 To set fees for services under these Regulations. . (The power to fix any charges shall be exercised in consultation with theChief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Measuring Instruments (Material Measures Of Length) Regulations 2006 [Statutory Duty]</u>		
DSE100.	Regulation 17 To enforce the requirements of these Regulations in the Borough (implementing the EC Directive on material measures of length) Regulation 23 To set fees for services under these Regulations. (The power to fix any charges shall be exercised in consultation with the Chief Finance Officer).	Enforcement Manager Principal Officer Trading Standards Officer
<u>Medical Devices Regulations 2002 As Amended [Statutory Duty]</u>		
DSE101.	Regulation 61 To concurrently with the Secretary of State enforce these Regulations in the Borough in relation to consumer goods (implementing EC Directives relating to medical devices)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Merchant Shipping (Weighing Of Goods Vehicles And Other Cargo) Regulations as amended 1988 [Statutory Duty]</u>		
DSE102.	Regulation 7(9) to investigate offences in the Borough under Paragraph (3), (5) or (8) of this Regulation. (weighing machines in ports)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Package Travel, Package Holidays And Package Tours Regulations 1992 as amended [Statutory Duty]</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE103.	Regulation 23 and Schedule 3 To enforce the requirements of Regulations 5, 7, 8, 16 and 22 in the Borough (implementing the EC Directive in relation to measures relating to consumer protection as regards package travel, package holidays and package tours)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Packaging (Essential Requirements) Regulations 2003 as amended [Statutory Duty]</u>		
DSE104.	Regulation 8 and Schedule IV To enforce the requirements of these Regulations in the Borough (implementing EC Directive relating to the management of packaging and packaging waste)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Passenger Car (Fuel Consumption And Co₂ Emissions Information) Regulations 2001 as amended [Statutory Duty]</u>		
DSE105.	Regulation 3, Regulation 11 and Schedule 5 To enforce these Regulations in the Borough (implementing EC Directives relating to the reduction of emission of pollutants from internal combustion engines)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Personal Protective Equipment Regulations 2002 [Statutory Duty]</u>		
DSE106.	Regulations 2(2), 16(1), (2) and (3) and Schedule 10 Paragraph 1 To enforce these Regulations in the Borough (implementing EC Directive relating to safety as regards personal protective equipment)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Pressure Equipment Regulations 1999 [Statutory Duty]</u>		
DSE107.	Regulation 24 and Schedule 8 To enforce the requirements of these Regulations in the Borough in relation to pressure equipment or assemblies for private use or consumption	Enforcement Manager Principal Officer Trading Standards Officer
<u>Radio Equipment And Telecommunications Terminal Equipment Regulations 2000 as amended [Statutory Duty]</u>		
DSE108.	Regulation 18 and Schedule 9 Paragraph 1 To enforce the requirements Of The Radio Equipment And	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	Telecommunications Terminal Equipment Regulations 2000	Principal Officer Trading Standards Officer
<u>Recreational Craft Regulations 2004 [Statutory Duty]</u>		
DSE109.	Regulation 15 To enforce the requirements of these Regulations within the Borough (implementing EC Directive in relation to measures relating to craft intended for recreational purposes)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Sale And Supply Of Goods To Consumers Regulations 2002 [Statutory Duty]</u>		
DSE110.	Regulation 15 To apply for an injunction in connection with the failure of a guarantor to supply information in the manner prescribed.	Enforcement Manager Principal Officer Trading Standards Officer
<u>Simple Pressure Vessels (Safety) Regulations 1991 as amended [Statutory Duty]</u>		
DSE111.	Regulation 9 and Schedule 5 To enforce the requirements of these Regulations in the Borough in relation to vessels and relevant assemblies as consumer goods (meaning goods ordinarily intended for private use or consumption)	Enforcement Manager Principal Officer Trading Standards Officer
<u>Supply Of Machinery (Safety) Regulations 1992 as amended [Statutory Duty]</u>		
DSE112.	Regulation 28 and Schedule 6 To enforce the requirements of these Regulations in the Borough in relation to relevant machinery [or a relevant safety component] as goods for private use or consumption	Enforcement Manager Principal Officer Trading Standards Officer
<u>Unfair Terms In Consumer Contracts Regulations 1999 [Statutory Duty]</u>		
DSE113.	Regulation 13(2) To exercise the power conferred by this Regulation to obtain documents and information for the purposes specified in the Regulation	Enforcement Manager Principal Officer

NO.	FUNCTION	AUTHORISED POSITION
		Trading Standards Officer
<u>Weights And Measures (Packaged Goods) Regulations 2006 [Statutory Duty]</u>		
DSE114.	Regulation 10 To enforce the requirements of these Regulations and to institute legal proceedings for offences Schedule 7 Paragraph 6 To purchase goods, and authorise any of its officers to purchase goods on behalf of the authority, for the purpose of ascertaining whether an offence under Regulations 12 to 15 has been committed	Enforcement Manager Principal Officer Trading Standards Officer
<u>Exercising the Authority's powers under the Public Health (Control of Disease) Act 1984.*</u>		
DSE115.	Part I – Administrative Provisions Part II Control of Disease Part III Dead bodies Part IV Canal Boats Part V Miscellaneous Part VI General (Notices, documents, power of entry, prosecution etc.)	Enforcement Manager Principal Officer Environmental Health Officer
<u>Exercising the Authority's powers under the Clean Air Act 1993.</u>		
DSE116.	Part I Dark Smoke Part II Smoke, Grit, Dust and Fumes. Part III Smoke Control Areas Part IV Control of certain forms of air pollution	Enforcement Manager Principal Officer Environmental Health Officer

NO.	FUNCTION	AUTHORISED POSITION
	Part V Information about air pollution Part VI Special cases Part VII Miscellaneous and General	
DSE117.	Exercising the Authority's powers under the Alkali etc. Works Regulation Act 1906.	Enforcement Manager Principal Officer Environmental Health Officer
DSE118.	Exercising the Authority's powers under the Public Health Act 1936. Part II Local Administration Ss45 – 52, 78, 79,80, 81 – 86, &90. Part III Water Supplies Ss. 124, 140, 141.	Enforcement Manager Principal Officer Environmental Health Officer
DSE119.	Part VII S. 205 Protection of Women after childbirth. Part VIII S.231 Public Bathing Part XI Water Courses, ditches and ponds. Ships and boats tents, vans, sheds etc. Part XII General and supplemental powers.	Enforcement Manager Principal Officer Environmental Health Officer
DSE120.	Exercising the Authority's powers under the Public Health Act 1961.	Enforcement Manager Principal Officer Environmental Health Officer
DSE121.	Part II Sanitation and buildings. S. 17 (as substituted by S.27 Local Government (Miscellaneous Provisions) Act 1972. Clearance of drains Ss. 22, 34,37. Drains rubbish, filth and verminous articles or premises.	Enforcement Manager Principal Officer Environmental Health Officer

NO.	FUNCTION	AUTHORISED POSITION
	Part VI Miscellaneous	
DSE122.	Exercising the Authority's powers under the Building Act 1984 as amended.	Enforcement Manager Principal Officer Environmental Health Officer
DSE123.	Part III Drainage, sanitary conveniences, buildings, defective premises, yards and passages etc. Part IV General duties, documents, power of entry, works, appeals, recovery of expenses, obstruction, prosecutions etc.	Enforcement Manager Principal Officer Environmental Health Officer
DSE124.	Exercising the Authority's powers under The Control of Pollution Act 1974. Part III Noise Part V Legal Proceedings Part VI Miscellaneous and General.	Enforcement Manager Principal Officer Environmental Health Officer
DSE125.	Exercising the Authority's powers under S.80,80ZA,80A,81,81A and 81B of the Environmental Protection Act 1990 – Statutory Nuisances Exercising the Authority's powers under the Noise and Statutory Nuisance Act 1993 Ss. 2 – 4, 7, 8, 10, 11, and Schedule 2.	Enforcement Manager Principal Officer Environmental Health Officer
DSE126.	Exercising the Authority's powers under The Local Government (Miscellaneous Provisions) Act 1976. Ss. 16, 20, 23, 33, 35 – requisitions for information and minor powers in relation to Environmental Health.	Enforcement Manager Principal Officer Environmental Health Officer
DSE127.	Exercising the Authority's powers under the Water Industries Act 1991. Part III Private Supplies, service of notices, prosecution etc.	Enforcement Manager Principal Officer Environmental Health Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE128.	Exercising the Authority's powers under the Radioactive Substances Act 1993.	Enforcement Manager Principal Officer Environmental Health Officer
DSE129.	Exercising the Authority's powers under the Caravan Sites and Control of Development Act 1960. Part 1 and Schedule I Caravans.	Enforcement Manager Principal Officer Environmental Health Officer
DSE130.	Exercising the Authority's powers under the Agriculture Act 1970 as amended – power to take samples etc.	Enforcement Manager Principal Officer Environmental Health Officer
DSE131.	Maintenance of register under the Motor salvage operators Regulations 2002 and the Vehicles crimes act 2001.	Enforcement Manager Principal Officer Environmental Health Officer
DSE132.	Exercising the Authority's powers under the Refuse Disposal Amenity Act 1978 Ss. 2, 2A, 2B, 3, 4, 4A, 6, 7, (Dumping, refuse and miscellaneous powers.) S8 (authorisation to enter)	Enforcement Manager Principal Officer Environmental Health Officer
DSE133.	Exercising the Authority's powers under the Town and Country Planning (Churches, Places of Religious worship and Burial Grounds) Regulations 1950. (Exhumations)	Enforcement Manager Principal Officer Environmental Health Officer
DSE134.	Exercising the Authority's powers and duties under Part 3 of the Housing and Regeneration Act 2008 S.279 - Enforcement of duty on seller to supply sustainability certificate for residential property S.284 – Power to require production of certificate/statement for inspection s.285 – Power to give Penalty Charge Notice for breach of duty under S.279 or 284 S.286 – Instigation of proceedings for obstruction of officer	Enforcement Manager Principal Officer Environmental Health Officer
<u>FOOD SAFETY AND STANDARDS</u>		

NO.	FUNCTION	AUTHORISED POSITION
DSE135.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) Section 5 – Food Authorities and Authorised Officers	Enforcement Manager Principal Officer Environmental Health Officer
DSE136.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) Section 9 - Inspection and Seizure of Food	Enforcement Manager Principal Officer Environmental Health Officer
DSE137.	S. 11, Prohibition Orders; S.12 Emergency Prohibition Notices and Orders.	Enforcement Manager Principal Officer Environmental Health Officer
DSE138.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) & The Food Hygiene (England) Regulations 2006 (as amended), respectively Section 10 - Improvement Notices; Regulation 6 – Hygiene Improvement Notices	Enforcement Manager Principal Officer Environmental Health Officer
DSE139.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) & The Food Hygiene (England) Regulations 2006 (as amended), respectively Section 11 - Prohibition Orders Section 12 - Emergency Prohibition Notices & Orders Regulation 7 - Hygiene Prohibition Orders Regulation 8 – Hygiene Emergency Prohibition Notices & Orders Regulation 9 – Remedial Action Notices & Detention Notices	Enforcement Manager Principal Officer Environmental Health Officer
DSE140.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) & The Food Hygiene (England) Regulations 2006 (as amended), respectively Section 29 - Procurement of Samples Section 30 – Analysis etc of Samples	Enforcement Manager Principal Officer Environmental Health Officer

NO.	FUNCTION	AUTHORISED POSITION
	Section 32 Powers of Entry Regulation 12 - Procurement of Samples Regulation 13 – Analysis etc of Samples Regulation14 – Powers of Entry	
DSE141.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) Section 49 – General	Enforcement Manager Principal Officer Environmental Health Officer
DSE142.	Exercising the Authority's powers under the Food Safety Act 1990. S.27 Appointment of Public Analyst.	Enforcement Manager Principal Officer Environmental Health Officer
DSE143.	To exercise the Councils powers defined in the Food Safety Act 1990 (as amended) Section 27 – Appointment of Public Analyst	Enforcement Manager Principal Officer Environmental Health Officer
DSE144.	To exercise the Councils powers and duties defined in any order, Regulation or other sub-ordinate instrument made under Food Safety Act 1990 (as amended)	Enforcement Manager Principal Officer Environmental Health Officer
DSE145.	To exercise the Councils powers and duties defined in any directive, order, Regulation or other sub-ordinate instrument made under European Communities Act 1972 (as amended) This includes but is not limited to the powers and duties contained in the following provisions: The Food Hygiene (England) Regulations 2006 (as amended) The Products of Animal Origin (Third Country Imports) (England) Regulations 2006 as amended The Food (Chilli, Chilli Products, Curcuma and Oil) Emergency Control Regulations 2005 The Animal By-Products Regulations 2005 as amended	Enforcement Manager Principal Officer Environmental Health Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE146.	<p>Exercising the Authority's powers under the Food and Environmental Protection Act 1985.</p> <p>S.3 Authorisation of investigating officers</p> <p>S.4 Powers of officers</p> <p>S.19 Enforcement powers</p> <p>Part IV General and Supplementary Schedules</p>	<p>Enforcement Manager Principal Officer Environmental Health Officer</p>
DSE147.	<p>Exercising the Authority's powers under the Food and Environmental Protection Act 1985 (as amended), as authorised by the Secretary of State</p>	<p>Enforcement Manager Principal Officer Environmental Health Officer</p>
DSE148.	<p>Exercising the Authority's powers under the Animal Health Act 1981 (as Amended)</p> <p>S.52 Appointment of Inspectors for the purposes of food safety issues.</p>	<p>Enforcement Manager Principal Officer Environmental Health Officer</p>
DSE149.	<p>Exercising the Authority's powers under the Offices, Shops and Railway Premises Act 1963 – Registration of Premises.</p>	<p>Enforcement Manager Principal Officer Environmental Health Officer</p>
DSE150.	<p>Exercising the Authority's powers under the GLC (General Powers) Act 1973 (as amended).</p>	<p>Enforcement Manager Principal Officer Environmental Health Officer</p>
DSE151.	<p>Exercising the Authority's powers under the Home Safety Act 1961 S.1 Promotion of Safety in the Home.</p>	<p>Enforcement Manager Principal Officer Environmental Health Officer</p>
<p><u>Health and Safety</u></p>		

NO.	FUNCTION	AUTHORISED POSITION
DSE152.	To exercise the Councils powers defined in the Health and Safety at Work etc Act 1974 Section 19 Appointment of inspectors Section 20 Powers of inspectors	Enforcement Manager (Specialist Operations) S19 and S20 Principal Environmental Health Officer (Health and Safety Enforcement)S19 and S20 Principal Environmental Health Officer (Food Safety) S19 and S20 Environmental Health Officer S20 Public Protection Officer S20 Senior Health and Safety Officer S20 Public Protection Projects Officer S20 Food Safety Officer S20 Senior Asbestos Surveyor S20 Events Enforcement Officer S20 Events Co-ordinator S20
DSE153.	To exercise the Councils powers defined in the Health and Safety at Work etc Act 1974 Section 22 Prohibition Notices Section 25 Power to deal with cause of imminent danger Section 21 Improvement notices Section 28 Restrictions on disclosure of information	As DSE 155 (above) subject to individual assessment of competency by means of S19
DSE154.	To exercise the Councils powers defined in Section 38 of the Health and Safety at Work etc Act 1974 authorising the institution of proceedings in England and Wales	Enforcement Manager (Specialist Operations) S19 and S20 Principal Environmental Health Officer (Health and Safety Enforcement)S19 and S20 Director Enforcement and Safety Executive Director (Operations) Enforcement Manager 9neighbourhood Operations) Enforcement Manager (Operational Support)
DSE155.	To exercise the Councils powers defined in the Greater London (General Powers) Act 1981	Enforcement Manager (Specialist

NO.	FUNCTION	AUTHORISED POSITION
	Section 19 Licensing of persons/premises for acupuncture, tattooing or cosmetic piercing	<p>Operations) S19 and S20 Principal Environmental Health Officer (Health and Safety Enforcement)S19 and S20 Principal Environmental Health Officer (Food Safety) S19 and S20 Environmental Health Officer S20 Public Protection Officer S20 Senior Health and Safety Officer S20 Public Protection Projects Officer S20 Food Safety Officer S20 Senior Asbestos Surveyor S20 Events Enforcement Officer S20 Events Co-ordinator S20</p>
DSE156.	To exercise the Councils powers defined in the Greater London Council (General Powers) Act 1973 Section 31 in respect the provisions as to self- operated launderettes	<p>Enforcement Manager (Specialist Operations) S19 and S20 Principal Environmental Health Officer (Health and Safety Enforcement)S19 and S20 Principal Environmental Health Officer (Food Safety) S19 and S20 Environmental Health Officer S20 Public Protection Officer S20 Senior Health and Safety Officer S20 Public Protection Projects Officer S20 Food Safety Officer S20 Senior Asbestos Surveyor S20 Events Enforcement Officer S20 Events Co-ordinator S20</p>
DSE157.	To exercise the Councils powers defined in the poisons Act 1972 Section 5 and Section 9 inspection and enforcement	<p>Enforcement Manager (Specialist Operations) S19 and S20 Principal Environmental Health Officer (Health and Safety Enforcement)S19 and</p>

NO.	FUNCTION	AUTHORISED POSITION
		<p style="text-align: center;">S20 Principal Environmental Health Officer (Food Safety) S19 and S20 Environmental Health Officer S20 Public Protection Officer S20 Senior Health and Safety Officer S20 Public Protection Projects Officer S20 Food Safety Officer S20 Senior Asbestos Surveyor S20 Events Enforcement Officer S20 Events Co-ordinator S20</p>
<p><u>Sports Ground Safety</u></p>		
DSE158.	<p>To carry out all the functions, responsibilities and duties contained in the Safety at Sports Grounds Act 1975 and any Regulations made there under including the approval and issue of applications for Safety Certificates. To issue prohibition notices or other notices under Section 10 of the Act. To charge applicants for the work involved in the application in accordance with the Act</p>	<p style="text-align: center;">Enforcement Manager (Specialist Operations) Principal Environmental Health Officer (Health and Safety Enforcement) Principal Licensing Officer Senior Licensing Officer Licensing Partnerships Officer Events Enforcement Officer Events Co-ordinator</p> <p style="text-align: center;">NB The Events co-ordinator is not authorised to serve S10 notices</p>
DSE159.	<p>To authorise any officer to execute the powers under Section 11 of the Safety at Sports Grounds Act</p>	<p style="text-align: center;">Enforcement Manager (Specialist Operations) Principal Environmental Health Officer (Health and Safety Enforcement) Principal Licensing Officer</p>

NO.	FUNCTION	AUTHORISED POSITION
DSE160.	To execute the powers defined in Section 11 of the Safety at Sports Grounds Act.	Enforcement Manager (Specialist Operations) Principal Environmental Health Officer (Health and Safety Enforcement) Principal Licensing Officer Senior Licensing Officer Licensing Partnerships Officer Events Enforcement Officer Events Co-ordinator Licensing Officer
DSE161.	To exercise the Councils powers defined in the Fire Safety and Safety of Places of Sport Act 1987 Part 111 Section 35 - Powers of entry and inspection	Enforcement Manager (Specialist Operations) Principal Environmental Health Officer (Health and Safety Enforcement) Principal Licensing Officer Senior Licensing Officer Licensing Partnerships Officer Events Enforcement Officer Events Co-ordinator Licensing Officer
DSE162.	To exercise the Councils powers defined in the Regulatory Reform (Fire Safety) Order 2005 Article 26(1) to appoint any officer as an inspector for the purposes of the Order	Enforcement Manager (Specialist Operations) Principal Environmental Health Officer (Health and Safety Enforcement) Principal Licensing Officer
DSE163.	Article 26(1) to exercise the powers of entry and inspection defined therein.	Enforcement Manager (Specialist Operations) Principal Environmental Health Officer (Health and Safety Enforcement) Principal Licensing Officer Senior Licensing Officer Licensing Partnerships Officer

NO.	FUNCTION	AUTHORISED POSITION
		Events Enforcement Officer Events Co-ordinator Licensing Officer
<u>Animal Welfare</u>		
DSE164.	Exercising the Authority's powers under the Welfare of Animal (Transport) England Order 2006.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE165.	Exercising the Authority's powers under the Animals (Miscellaneous Provisions) Order 1990.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE166.	Exercising the Authority's powers under the Welfare of Animals at Market Order 1990 as amended.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE167.	Exercising the Authority's powers under the Welfare of Horses Markets (and other places of sale) Order 1990.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE168.	Exercising the Authority's powers under the Welfare of Animals (Slaughter or Killing) Regulations 1995 as amended.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE169.	Exercising the Authority's powers under the Sheep Scab Order 1997.	Strategic Manager Operational Manager

NO.	FUNCTION	AUTHORISED POSITION
		Animal welfare Manager Animal Welfare Officers
DSE170.	Exercising the Authority's powers under the Animal and Animal Products (Import and Export) Regulations 2006 as amended.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE171.	Granting exemptions from the requirement to hold the Pet Store Management Certificate if the applicant already holds a suitable equivalent or superior qualification.	Strategic Manager Operational Manager
DSE172.	Exercising the Authority's powers under the Dangerous Dogs Act 1991, section 149 Environmental Protection Act 1990, Dogs Act 1871, and Animal Welfare Act 2006	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
DSE173.	Exercising the Authority's powers under the Control of Dogs Order 1992.	Strategic Manager Operational Manager Animal welfare Manager Animal Welfare Officers
<u>Clean Neighbourhood & Environment Act 2005</u>		
DSE174.	Power to issue and enforce fixed penalty notices in relation to all litter offences.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE175.	Power to search and seize vehicles under Section 46 of the Clean Neighbourhood & Environment Act 2005.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE176.	Taking steps to designate or de-designate an area of the Local Authority as alarm notification area under Part 7, Chapter 1 of the Act and power to take all reasonable and appropriate enforcement action (including powers of entry) in relation thereto.	Enforcement Manager Neighbourhood Managers
<u>Licensing Act 2003</u>		
DSE177.	Section 5 - To exercise and perform any powers or duties contained in this Section or any Regulations made there under in connection with the determination, revision and publication of the Council's licensing policy and consultation thereon. (The power to determine or review the Council's policy under this Section is not hereby delegated.)	Enforcement Manager
DSE178.	Section 8 - To keep a register of premises licences, club premises certificates, personal licences, temporary event notices and such other matters as are provided for in this Section and Schedule 3 of this Act. To make any such register available for inspection and to provide copies thereof, and to make a charge for the provision of any such copies. To participate in any arrangements made by the Secretary of State for the keeping of a central register. To exercise and perform any powers and duties contained in any Regulations made under this Section with regard to the keeping of any register.	Enforcement Manager
DSE179.	Section 13(2) (a) - To authorise any officer to exercise and perform the powers and duties of an authorised person as set out in Part 3 of this Act.	Enforcement Manager
DSE180.	Section 18(2) To grant a premises licence subject to such conditions, if any, as are consistent with the applicant's operating schedule and/or Sections 19, 20 or 21 of this Act.	Enforcement Manager
DSE181.	Sections 18(7) and (8) To determine that any representations are frivolous or vexatious and give notice of any such determination to the person making the representation.	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE182.	<p>Section 20(3)</p> <p>To give notice to the holder of a premises licence that this Sub-Section applies and that the admission of children to a film must be restricted.</p>	Enforcement Manager
DSE183.	<p>Section 23</p> <p>To give notice that an application under Section 18 of this Act has been granted, to issue any licence and a summary thereof, and to give notice of any refusal to grant an application.</p>	Enforcement Manager
DSE184.	<p>Section 25</p> <p>To issue a copy of any premises licence that has been lost, stolen, damaged or destroyed.</p>	Enforcement Manager
DSE185.	<p>Section 31(2)</p> <p>To issue a provisional statement.</p>	Enforcement Manager
DSE186.	<p>Sections 31(6) and (7)</p> <p>To determine that any representations are frivolous or vexatious and give notice of any such determination to the person making the representation.</p>	Enforcement Manager
DSE187.	<p>Section 32 To determine that any representations are excluded representations for the purposes of Section 18(6) (d) of this Act in the circumstances set out in this Section on the grounds that the same or substantially the same representations could have been made about the application for a provisional statement.</p>	Enforcement Manager
DSE188.	<p>Section 35(2)</p> <p>To vary a premises licence.</p>	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE189.	Sections 35(6) To determine that any representations are frivolous or vexatious.	Enforcement Manager
DSE190.	Section 36 To give notice of the grant or refusal of an application to vary a premises licence and to give notice of any determination under Section 35(6) of this Act that any representations are frivolous or vexatious.	Enforcement Manager
DSE191.	Section 39(2) To vary a premises licence to specify a new premises supervisor.	Enforcement Manager
DSE192.	Section 39(4) To give notice of the grant or refusal of an application to vary a premises licence to specify a new premises supervisor.	Enforcement Manager
<u>General Licensing</u>		
DSE193.	Initiating enforcement action (including the obtaining of a warrant for searching premises and seizing articles) in respect of any breach of licence conditions.	Enforcement Manager Principal Officer Licensing Officer
DSE194.	Approving or refusing applications for consents and approvals required under the Authority's rules of management or under the terms and conditions attached to licences.	Enforcement Manager Principal Officer Licensing Officer
DSE195.	Determining whether any refund of fees should be made to an applicant if the application is withdrawn or refused.	Enforcement Manager Principal Officer Licensing Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE196.	Suspension of premises licence and club premises certificate for failure to pay annual fee.	Enforcement Manager Principal Officer Licensing Officer
DSE197.	Amending, approving, adopting and implementing, Health and Safety Regulations Technical Regulations Rules of Management relating to licensed premises Standard licence terms, conditions and restrictions Rules and procedures for government applications for licences Any other rules, Regulations and guidance that are conducive to an efficient licensing regime.	Enforcement Manager Principal Officer Licensing Officer
<u>The Gambling Act 2005</u>		
DSE198.	Section 156 To maintain, make available, and provide copies of, a register of premises licences and other information as may be prescribed. To give to the Gambling Commission specified information about premises licences	Enforcement Manager
DSE199.	Section 157(a) To carry out the functions of the Licensing Authority as a “responsible authority”	Enforcement Manager
DSE200.	Section 158 To decide whether a person or body making representations are an interested party under sub-Sections 158(a),(b) and (c), in relation to an application, and to reject such representations if their opinion of the officers the person or body is not an interested party	Enforcement Manager
DSE201.	Section 159 To reject applications that do not fully meet the requirements of this Section or the Regulations made there	Enforcement Manager Principal Officer

NO.	FUNCTION	AUTHORISED POSITION
	under	Licensing Officer
DSE202.	Section 160 To reject applications that do not fully meet the requirements of the Regulations made under this Section	Enforcement Manager Principal Officer Licensing Officer
DSE203.	Section 161 To reject representations from any interested party, when the representations do not relate to the licensing objectives in Section 1 of the Act	Enforcement Manager Principal Officer Licensing Officer
DSE204.	Section 164 To give the notices stipulated by this Section and any Regulations made there under	Enforcement Manager Principal Officer Licensing Officer
DSE205.	Section 164(1)(a) and (b) To issue a premises licence and summary thereof	Enforcement Manager Principal Officer Licensing Officer
DSE206.	Section 165 To give the notices stipulated by this Section and any Regulations made there under	Enforcement Manager Principal Officer Licensing Officer
DSE207.	Section 168 To attach conditions and include/exclude default conditions when issuing a premises licence	Enforcement Manager Principal Officer Licensing Officer
DSE208.	Section 186(4) & (5) Power to make alterations to licences and issue copies of licences.	Enforcement Manager Principal Officer Licensing Officer
DSE209.	Section 187 To carry out the responsibilities in relation to applications for variation as though they were applications for	Enforcement Manager Principal Officer

NO.	FUNCTION	AUTHORISED POSITION
	a premises licence	
DSE210.	Section 188 To grant applications for transfers of licences, when no representations have been received	Enforcement Manager Principal Officer
DSE211.	Section 189 To determine whether to display or permit a transfer application when an applicant has failed to contact the licensee, and to give the appropriate notifications	Enforcement Manager Principal Officer Licensing Officer
DSE212.	Section 190 To issue certified copies of the licence and a copy of the licence summary	Enforcement Manager Principal Officer Licensing Officer
DSE213.	Section 192 To give the required notifications	Enforcement Manager Principal Officer Licensing Officer
DSE214.	Section 193 To determine a licence should be revoked due to failure to pay annual fee	Enforcement Manager Principal Officer Licensing Officer
DSE215.	Section 194 To determine whether a licence should lapse under Sub-Section 194(1)(b) and to give the notices required by sub-Section 194(3)	Enforcement Manager Principal Officer Licensing Officer
DSE216.	Section 195 To carry out the responsibilities in relation to applications for reinstatement as though the applications were for a premises licence	Enforcement Manager Principal Officer Licensing Officer
DSE217.	Section 197(a) To make applications for review as the Licensing Authority	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE218.	Section 198 To determine whether an application for review should be rejected (either fully or partially) on the grounds set out in sub-Sections 198(1)(a) to (f)	Enforcement Manager
DSE219.	Section 199 To grant an application for the review of a premises licence	Enforcement Manager
DSE220.	Section 200 To initiate a review of a premises licence and to give the required notices	Enforcement Manager Principal Officer
DSE221.	Section 201 To determine whether a representation falls within sub-Section 201(4) (b) as being frivolous or vexatious or it would certainly not influence the review.	Enforcement Manager Principal Officer
DSE222.	Section 203 To give the required notices	Enforcement Manager Principal Officer Licensing Officer
DSE223.	Section 204(2) To carry out the responsibilities in relation to applications for provision statements as though the application were for a premises licence	Enforcement Manager Principal Officer Licensing Officer
DSE224.	Section 205(2) Power to disregard any representations, unless the representations fall within Sub-Sections 205(2) (a) and (b)	Enforcement Manager
DSE225.	Section 205 (3) To grant applications for a premises licence when there are no representations against the application and there has been no change in the applicant's circumstances.	Enforcement Manager
DSE226.	Section 205 (4)	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	To grant applications for premises when the premises have constructed or altered otherwise than in accordance with the plans and information included in the application for a provisional statement and where no representations have been made.	
DSE227.	Section 218 To give counter notices in respect of temporary event notices	Enforcement Manager Principal Officer
DSE228.	Section 220 To give a written acknowledgement of a temporary event notice	Enforcement Manager Principal Officer Licensing Officer
DSE229.	Section 224 To decide whether to give a counter notice, and to give a counter notice	Enforcement Manager
DSE230.	Schedule 10, Paragraph 5. To specify the form and manner in which an application for a permit is to be made, and the information or documents to be contained in or accompany the application	Enforcement Manager
DSE231.	Schedule 10, Paragraph 8 To grant and issue a permit, subject to Sub-Section 247.9. To refuse an application for a permit, subject to sub-Section 247.10	Enforcement Manager
DSE232.	Schedule 10, Paragraph 14 To notify a permit holder that the permit has lapsed as a result of the premises not being used as a family entertainment centre.	Enforcement Manager
DSE233.	Schedule 10, Paragraph 21 To consider applications for a copy of a permit, and to issue certified copies	Enforcement Manager Principal Officer Licensing Officer
DSE234.	Schedule 10, Paragraph 23	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	To maintain registers of permits and such other information as may be prescribed, to provide copies.	Principal Officer Licensing Officer
DSE235.	Schedule 12, Paragraph 5 To grant a permit application, subject to the provisions of sub-Section 274 being satisfied.	Enforcement Manager
DSE236.	Schedule 12, Paragraphs 8 & 9 To give the required notices	Enforcement Manager Principal Officer
DSE237.	Schedule 12, Paragraph 10(3) To grant an application, subject to sub-Sections 274.10(3)(a),(b) and (c)	Enforcement Manager
DSE238.	Schedule 12, Paragraph 15 To issue a copy of a varied permit	Enforcement Manager Principal Officer Licensing Officer
DSE239.	Schedule 12, Paragraph 16 To grant applications for copy permits, and to issue certified copies of permits	Enforcement Manager Principal Officer Licensing Officer
DSE240.	Schedule 12, Paragraph 20 To inform and give the required notices	Enforcement Manager Principal Officer Licensing Officer
DSE241.	Schedule 12, Paragraph 21 To give the required notices	Enforcement Manager Principal Officer Licensing Officer
DSE242.	Schedule 12, Paragraph.22 To cancel a permit for failure to pay the annual fee	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE243.	Schedule 12, Paragraph 24(3) To carry out the responsibilities in relation to applications for renewal as though the applications were for a new permit	Enforcement Manager Principal Officer Licensing Officer
DSE244.	Schedule 12, Paragraph.26(1) To maintain and make available for inspection a register and to provide copies of entries in the register	Enforcement Manager Principal Officer Licensing Officer
DSE245.	Schedule 13, Paragraph 2 To specify the form and manner of application forms and the information and documents to be contained in the application form or accompany the form	Enforcement Manager
DSE246.	Schedule 13, Paragraph 4 To grant permits after consideration of the licensing objectives, relevant guidance from the gambling commission, the Gambling Policy, and such other matters as they feel relevant	Enforcement Manager
DSE247.	Schedule 13, Paragraph 5(2) To issue a permit	Enforcement Manager
DSE248.	Schedule 13, Paragraph 5(3) To give the required notice in the event of a refusal of a permit	Enforcement Manager
DSE249.	Schedule 13, Paragraph 6(1) To refuse applications on the grounds that the applicant does not hold an on-premises alcohol licence	Enforcement Manager Principal Officer Licensing Officer
DSE250.	Schedule 13, Paragraph 6(2) To give notice of intention of refusal to applicants when they consider that an application is not in accordance with the licensing objectives, relevant guidance from the gambling commission, the Gambling Policy, or any such other matters as they feel relevant	Enforcement Manager
DSE251.	Schedule 13, Paragraph 7(2)	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	To make the appropriate changes to a permit	
DSE252.	Schedule 13, Paragraph 11 To grant applications for copies of permits, and to issue certified copies of permits	Enforcement Manager Principal Officer Licensing Officer
DSE253.	Schedule 13, Paragraph 15 To carry out the responsibilities in relation to a variation of a permit as though the application were for a new permit	Enforcement Manager Principal Officer Licensing Officer
DSE254.	Schedule 13, Paragraph 16(2)(b) To give the required notice of intention to consider cancelling or varying a permit	Enforcement Manager Principal Officer Licensing Officer
DSE255.	Schedule 13, Paragraph 17 To cancel a permit due to the non-payment of the annual fee.	Enforcement Manager Principal Officer Licensing Officer
DSE256.	Schedule 13, Paragraph 19 To carry out the responsibilities in relation to a transfer of a permit as though the application were for a new permit	Enforcement Manager Principal Officer Licensing Officer
DSE257.	Schedule 13, Paragraph 19(4) To refuse an application if the transfer of the on-premises alcohol licence is not approved under Section 45 of the Licensing Act 2003	Enforcement Manager
DSE258.	Schedule 13, Paragraph 22(1) To maintain and make available for inspection a register and to provide copies of entries in the register	Enforcement Manager Principal Officer Licensing Officer
DSE259.	Schedule 14, Paragraph 6 To specify the form and manner of application forms and the information and documents to be contained in	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	the application form or accompany the form	
DSE260.	Schedule 14, Paragraph 9(1) To grant permits after consideration of the licensing objectives, relevant guidance from the Gambling Commission, the Gambling Policy, and such other matters as they feel relevant	Enforcement Manager
DSE261.	Schedule 14, Paragraph 9(3) To issue a permit	Enforcement Manager
DSE262.	Schedule 14, Paragraph 9(4) To give the required notice in the event of a refusal of a permit	Enforcement Manager Principal Officer Licensing Officer
DSE263.	Schedule 14, Paragraph 11 To give notice of intention of refusal to applicants when they consider that an application is not in accordance with the licensing objectives, relevant guidance from the gambling commission, the Gambling Policy, or any such other matters as they feel relevant	Enforcement Manager
DSE264.	Schedule 14, Paragraph 12(2) To amend a permit	Enforcement Manager Principal Officer
DSE265.	Schedule 14, Paragraph 18(3) To carry out the responsibilities in relation to a renewal of a permit as though the application were for a new permit	Enforcement Manager Principal Officer Licensing Officer
DSE266.	Schedule 14, Paragraph 21 To grant applications and issue certified copies of permits	Enforcement Manager Principal Officer Licensing Officer
DSE267.	Schedule 14, Paragraph 23(1) To maintain and make available for inspection a register and to provide copies of entries in the register	Enforcement Manager Principal Officer Licensing Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE268.	Schedule 18 (6) To carry out the provisions and requirements made under an order by the Secretary of State in respect of advance applications, except the determination of applications that have representations lodged against them	Enforcement Manager
DSE269.	Schedule 18 (8) To carry out the provisions and requirements made under an order by the Secretary of State in respect of interim applications, except the determination of applications that have representations lodged against them	Enforcement Manager
DSE270.	Schedule 18 (9) To carry out the provisions and requirements made under an order by the Secretary of State in respect of the conversion of a licence, permit or other authorisation, except the determination of applications that have representations lodged against them	Enforcement Manager
DSE271.	To have regard to any guidance issued by the Gambling Commission when exercising any of the Council's functions under this Act.	Enforcement Manager Principal Officer Licensing Officer
DSE272.	Section 29 To provide any information required by the Gambling Commission held by the Council in connection with any provision of this Act.	Enforcement Manager Principal Officer Licensing Officer
DSE273.	Section 30 To provide any information received by the Council in the exercise of its functions to the Gambling Commission.	Enforcement Manager Principal Officer Licensing Officer
DSE274.	Section 39 To receive any occasional use notice in respect of any track.	Enforcement Manager Principal Officer Licensing Officer
DSE275.	Section 212 To comply with and to exercise and perform any powers and duties contained in any Regulations made by	No further Authorisation – function to be exercised by Executive Director or Director

NO.	FUNCTION	AUTHORISED POSITION
	the Secretary of State under this Section with regard to determining any fees payable under Part 8 of the Act. (The power to determine any fees shall be exercised in consultation with the chairman of the Licensing Committee 2003 Act)	
DSE276.	Section 284 To make an order disapplying Section 279 or Section 282(1) of this act in respect of any premises, to give notice of an intention to do so, to consider any representations made, to give notice of the making of any order, and to comply with and exercise and perform any powers and duties contained in any prescribed requirements made under this Section.	Enforcement Manager
DSE277.	Section 304 To designate any officer as an authorised officer to exercise and perform the powers and duties of such an officer as set out in this Act.	No further Authorisation – function to be exercised by Executive Director or Director
DSE278.	Section 307 To exercise the powers of entry conferred by this Section.	Enforcement Manager Principal Officer Licensing Officer
DSE279.	Section 309 To exercise the power of entry conferred by this Section (family entertainment centre gaming machine permits)	Enforcement Manager Principal Officer Licensing Officer
DSE280.	Section 310 To exercise the powers of entry conferred by this Section (Licensed premises gaming machine permits)	Enforcement Manager Principal Officer Licensing Officer
DSE281.	Section 311 To exercise the power of entry conferred by this Section (prize gaming permits)	Enforcement Manager Principal Officer Licensing Officer
DSE282.	Section 312 (4) To exercise the power of entry conferred by this Section (applications for club gaming permit or club machine permit)	Enforcement Manager Principal Officer Licensing Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE283.	Section 313 To exercise the power of entry conferred by this Section (premises licences)	Enforcement Manager Principal Officer Licensing Officer
DSE284.	Section 314 To exercise the power of entry conferred by this Section (registered society lotteries).	Enforcement Manager Principal Officer Licensing Officer
DSE285.	Section 315 To exercise the power of entry conferred by this Section (temporary use notices)	Enforcement Manager Principal Officer Licensing Officer
DSE286.	Section 317 To comply with and exercise and perform any powers and duties contained in this Section and any Regulations made by the Secretary of State thereunder in respect of the exercise of any power of entry conferred by this Act.	Enforcement Manager Principal Officer Licensing Officer
DSE287.	Section 318 To apply to a justice of the peace for a warrant authorising entry to any premises other than a dwelling.	Enforcement Manager Principal Officer Licensing Officer
DSE288.	Section 319 To apply to a justice of the peace for a warrant disapplying Sub-Section (1) of this Section (restriction on documents which may be accessed, removed or retained when exercising a power of entry)	Enforcement Manager Principal Officer Licensing Officer
DSE289.	Section 321 To produce evidence of identity and authority when exercising any power of entry.	Enforcement Manager Principal Officer Licensing Officer
DSE290.	Section 322	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	To comply with and exercise and perform any powers and duties contained in any Regulations made by Secretary of State under this Section with regard to the provision of information about the exercise of powers of entry under this Act.	Principal Officer Licensing Officer
DSE291.	Section 323 To use reasonable force when exercising a power of entry under this Act.	Enforcement Manager Principal Officer Licensing Officer
DSE292.	Section 324 To take one or more persons when exercising a power of entry under this Act.	Enforcement Manager Principal Officer Licensing Officer
DSE293.	Section 325 To take reasonable steps to ensure that premises are left as secure as they were before a power of entry was exercised in respect of them.	Enforcement Manager Principal Officer Licensing Officer
DSE294.	Section 346 To institute criminal proceedings in respect of any of the offences set out in this Section.	Principal Lawyer Senior Lawyer Assistant Lawyer Legal Officer/Assistant/Law Clerk
DSE295.	Section 350 To provide any information to any person or body listed in Part 1 of Schedule 6 of this Act or to Her Majesty's Commissioners for Her Majesty's Revenue and Customs.	Enforcement Manager Principal Officer Licensing Officer
DSE296.	Section 358 and Schedule 18 To comply with and exercise and perform any powers and duties contained in any Order made by the Secretary of State in respect of advance and interim applications and conversions.	Enforcement Manager Principal Officer Licensing Officer
DSE297.	Paragraph 40 of Schedule 11 To notify the Gambling Commission that the Council considers that a lottery in respect of which a statement has been received under Paragraph 39 of this Schedule is a large lottery.	Enforcement Manager Principal Officer Licensing Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE298.	Paragraph 44 of Schedule 11 To register a society under Part 5 of this Schedule and to notify the society and the Gambling Commission of any such registration.	Enforcement Manager Principal Officer Licensing Officer
DSE299.	Paragraph 47 of Schedule 11 To refuse any application for registration under Part 5 of this Schedule where a registration has been revoked or an application has been refused in the last 5 years.	Enforcement Manager Principal Officer Licensing Officer
DSE300.	Paragraph 49 of Schedule 11 To give an applicant an opportunity to make representations about any proposal to refuse an application for registration under Part 5 of this Schedule.	Enforcement Manager Principal Officer Licensing Officer
DSE301.	Paragraph 50 of Schedule 11 To revoke any registration under Part 5 of this schedule.	Enforcement Manager
DSE302.	Paragraph 51 of Schedule 11 To give notice of any refusal or revocation of registration under Part 5 of this Schedule.	Enforcement Manager Principal Officer Licensing Officer
DSE303.	Paragraph 53 of Schedule 11 To cancel any registration under Part 5 of this Schedule.	Enforcement Manager
DSE304.	Paragraph 54 of Schedule 11 To cancel any registration under Part 5 of this Schedule on the grounds of failure to pay the annual fee and to give notice of any such cancellation to the registered society and the Gambling Commission.	Enforcement Manager
DSE305.	Paragraph 55 of Schedule 11 To retain any statement provided to the Council under Paragraph 39 of this Schedule concerning arrangements for prizes, to make any such statement available for inspection and to make arrangements for the provision of copies on the payment of a fee.	Enforcement Manager Principal Officer Licensing Officer
DSE306.	Paragraph 23 of Schedule 10, Paragraph 55 of Schedule 11, Paragraph 26 (2) of Schedule 12, Paragraph	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	22(2) of Schedule 13 and Paragraph 23 (2) of Schedule 14 To Set fees for copies	
<u>Smoke Free Legislation Health Act 2006 And Regulations Made There Under</u>		
DSE307.	Schedule 2 Paragraph Two To carry out the duties and powers as stated in this Paragraph on production(if required) of written authority-	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the Enforcement Manager
DSE308.	Schedule 2 Paragraph Three To arrange for any substance, product, sample or extract mentioned in Schedule 2 Paragraph 2 (c) or (d) to be analysed.	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the Enforcement Manager
DSE309.	Schedule 2 Paragraph Six To apply for a warrant to enter premises	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the Enforcement Manager
DSE310.	Section 9 Fixed Penalties To issue and give Fixed Penalty Notices under provisions of this Section.	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the Enforcement Manager
DSE311.	Section 8 Offence of failing to prevent smoking in smoke-free place (1) & (4) To instigate proceedings for the above offence.	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the

NO.	FUNCTION	AUTHORISED POSITION
		Enforcement Manager
DSE312.	Section 11 – Obstruction of officers To instigate proceedings for an offence under this section.	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the Enforcement Manager
DSE313.	<ul style="list-style-type: none"> Keep a register of all premises that officers become aware of that are making use of the exemptions permitted under the legislation 	Enforcement Manager Principal Officer Environmental Health Officer and such other officers as maybe authorised by the Enforcement Manager
London Local Authorities Act 2007		
DSE314.	Section 33 - Power to licence hostess bars (subject to confirmation that a resolution has been made under s.12(1) of the Greater London Council (General Powers) Act 1986..	Enforcement Manager Principal Officer
DSE315.	Section 75 - Registration of Mail forwarding addresses including keeping a register	Enforcement Manager Principal Officer
DSE316.	Instigation of proceedings for failing to comply with provisions of Section .75	Enforcement Manager Principal Officer
<u>MISCELLANEOUS</u>		
Policy		
DSE317.	Agree changes to Council policy affecting areas of service within Safety and Enforcement.	No further authorisation. Executive Director and Director only

NO.	FUNCTION	AUTHORISED POSITION
REGULATION OF INVESTIGATORY POWERS ACT (RIPA)		
DSE318.	Authorisation to seek Magistrates approval for a surveillance exercise on a person or household under the Regulation of Investigatory Powers Act 2000 (RIPA)	As provided for in the Council's policy for use of RIPA
<u>Street Trading</u>		
DSE319.	To Exercise all powers and duties under Part 3 of the London Local Authorities Act 1990 as amended including but not limited to powers listed below.	Director of Environment Head of Operations Enforcement Manager
DSE320.	Section 25,28 - To grant and renew street trading licences	Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer
DSE321.	Section 29 - To give notice of refusal, revocation or variation of licence	Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer
DSE322.	Section 26 - To consent to succession of a licence	Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer

NO.	FUNCTION	AUTHORISED POSITION
DSE323.	To consent to transfer of established traders to other sites	<p style="text-align: center;">Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer</p>
DSE324.	Section 27 - To attach or vary conditions attached to street trading licences where the licence – holder has applied for such an attachment or variation	<p style="text-align: center;">Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer</p>
DSE325.	Section 33,35 - To remove, sell, let, hire or otherwise provide receptacles for the deposit of refuse to licensees and maintain accommodation for the storage of receptacles.	<p style="text-align: center;">Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer</p>
DSE326.	To Exercise all powers and duties under Part 3 of the London Local Authorities Act 1990 as amended including but not limited to powers listed below.	<p style="text-align: center;">Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer</p>
DSE327.	Section 38 - To seize, dispose of and sell any article, thing, receptacle or equipment used in relation to unlicensed street trading.	<p style="text-align: center;">Director of Environment Head of Operations Enforcement Manager Principal Officer Trading Standards Officer Neighbourhood Manager Street scene enforcement officers</p>

NO.	FUNCTION	AUTHORISED POSITION
COMMUNITY SAFETY		
DSE328.	Authority to enforce the byelaws for Parks and open spaces within the London Borough of Newham	Enforcement Manager Police Officers Neighbourhood Managers Street Scene Enforcement Officers
DSE329.	Authority to instigate legal proceedings for breaches of byelaws for Parks and open spaces	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE330.	Authority to sign Notices of Seeking Possession (NOSP) and Notices to Quit in the case of non-secure tenants on ground 2a (domestic violence or threats of domestic violence) of schedule 2 of the Housing Act 1985	Head of Housing Compliance Housing Compliance officers
DSE331.	Authority to sign Notices of Seeking Possession (NOSP) and Notices to Quit in the case of non-secure tenants on ground 2 (domestic violence or threats of domestic violence) of schedule 2 of the Housing Act 1985	Head of Housing Compliance Housing Compliance officers
DSE332.	Authority to sign Notices of Seeking Possession (NOSP) and Notices to Quit in the case of non-secure tenants on ground 2a (domestic violence or threats of domestic violence) of schedule 2 of the Housing Act 1985	Head of Housing Compliance Housing Compliance officers
DSE333.	Authority to sign Notices to Terminate for Introductory tenancy cases where possession is being sought in relation to ground 2 (nuisance or annoyance to neighbours) of schedule 2 of the Housing Act 1985	Head of Housing Compliance Housing Compliance officers
DSE334.	Authority to extend Introductory tenancy for further period of six months	Head of Housing Compliance Housing Compliance officers
DSE335.	Authority to determine requests for the review of a decision to serve a Notice to Terminate and subsequently to seek an order for possession where appropriate	Head of Housing Compliance Housing Compliance officers

NO.	FUNCTION	AUTHORISED POSITION
DSE336.	Authority to determine requests for the review of a decision to extend an introductory tenancy.	Head of Housing Compliance Housing Compliance officers
DSE337.	Authority to sign Notices to demote a secure council tenancy	Head of Housing Compliance Housing Compliance officers
DSE338.	Authority to apply for a demotion order or possession proceedings in relation to anti-social behaviour under section 82 and 85 of the Housing Act 1985 as amended by the Anti-Social Behaviour Act 2003	Head of Housing Compliance Housing Compliance officers
DSE339.	Authority to apply for injunctions and powers of arrest under sections 153A, 153B, 153C, 153D, AND 153E of the Housing Act 1996	Head of Housing Compliance Housing Compliance officers
DSE340.	Authority to apply for Injunction and power of arrest to prevent Gang related violence under s.37 of the Policing and Crime Act 2009 (when provision in force).	Enforcement Manager Neighbourhood Manager
DSE341.	Authority to act as Consultant for the Council where an application for an injunction to prevent gang related violence is being sought by another Relevant Authority	Enforcement Manager Neighbourhood manager
DSE342.	Authority to apply for injunctions to prevent breaches of the tenancy agreement where such breaches are associated with anti-social behaviour	Head of Housing Compliance Housing Compliance officers
DSE343.	Authority to apply for injunctions, other civil proceedings or prosecute or defend proceedings where expedient to promote or protect the interests of the inhabitants of the Local Authority's area, under section 222 of the Local Government Act 1972 and section 2 of the Local Government Act 2000	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE344.	Authority to apply for an Anti-Social Behaviour Order (under section 1 of the Crime and Disorder Act 1998 as amended) , consulting with the Police before making an application, apply for an intervention order when making an application , apply for a variation or discharge of an order or for the granting of a further order, and consent to the discharge of order within two years of service	Enforcement Manager Neighbourhood Manager Housing Compliance Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE345.	Authority to act as Consultant for the Council where an Anti-social Behaviour Order is being sought by another Relevant Authority	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE346.	Authority to apply for a Drink Banning Order (under section 3 of the Violent Crime Reduction Act 2006), consulting with the Police before making an application and apply for a variation or discharge of an order.	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE347.	Authority to act as Consultant for the Council where a Drink Banning Order is being sought by another Relevant Authority	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE348.	Authority to act as Consultant for the Council where a Parenting Order is being sought by another Relevant Authority	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE349.	Authority to give consent to proposed closure notice by relevant police officer under section 1 of the Anti-social Behaviour Act 2003	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE350.	Authority to provide any court with information to enable it to determine whether conditions of an Individual support order are fulfilled and what requirements should be imposed by an individual support order if made,	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE351.	Authority to apply to the court for the variation or discharge of any individual support order.	Enforcement Manager Neighbourhood Manager Housing Compliance Manager
DSE352.	Authority to apply housing benefit sanction following eviction for anti-social behaviour	Enforcement Manager Neighbourhood Manager

NO.	FUNCTION	AUTHORISED POSITION
		Housing Compliance Manager
DSE353.	Authority to issue Notice of a Premises Closure Order under the Criminal Justice and Immigration Act 2008	Enforcement Manager Neighbourhood Manager
DSE354.	Authority to apply for a Premises Closure Order under Section 118 and Schedule 20 of the Criminal Justice and Immigration Act 2008.	Enforcement Manager Neighbourhood Manager
DSE355.	Authority to act as Consultant for the Council where a Premises Closure Order is being sought by the Police under the Criminal Justice and Immigration Act 2008.	Enforcement Manager Neighbourhood Manager
DSE356.	Authority to carry out one year review of ASBOs given to anyone under 17 years old. As Section 123 of the Criminal Justice and Immigration Act 2008.	Enforcement Manager Neighbourhood Manager
DSE357.	Authority to give consent to proposed authorisation of dispersal by a relevant police officer under section 30 and 31 of the Anti-Social Behaviour Act 2003	No further authorisations. Executive Director or Director only
DSE358.	Authority to issue and enforce fixed penalty notices in relation to vehicles exposed for sale or being repaired on the highway under sections 3-9 of the Clean Neighbourhoods and Environment Act 2005	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE359.	Authority to issue and enforce fixed penalty notices in relation to abandoning a vehicle under the Refuse Disposal (Amenity) Act 1978	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE360.	Authority to issue fixed penalty notices in relation to litter (under the Environment Protection Act 1990) graffiti and fly posting (under the Anti-Social Behaviour Act 2003).	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE361.	Authority to issue and enforce fixed penalty notices in relation to breaches of street litter control notices, litter clearing notices, offences in relation to waste receptacles and the unauthorised distribution of literature on designated land under the Environment Protection Act 1990	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE362.	Authority to issue and enforce fixed penalty notices in relation to failure to produce authority to transfer waste under the Control of Pollution (amendment) Act 1989 and failure to furnish documentation (waste transfer notes) under the Environment Protection Act 1990	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE363.	Authority to issue and enforce fixed penalty notices for offences related to the display of advertisements in contravention of the Town and Country Planning Act 1990 as amended by the London Local Authorities Act 2004	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE364.	Authority to issue and enforce fixed penalty notices under section 43 of the Anti-Social Behaviour Act 2003 in relation to graffiti and fly posting	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE365.	Authority to issue and enforce fixed penalty notices for failure to comply with a requirement at a civic amenity site under the London Local Authorities Act 2004 as amended by the London Local Authorities Act 2007.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE366.	Authority to issue and enforce fixed penalties for breach of Byelaws under S.15(1)(b) of the London Local Authorities Act 2004 and Part 6 of the Local Government Public Involvement in Health Act 2007 (when provisions in force).	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE367.	Authority to issue and enforce fixed penalty notices under the London Local Authorities Act 1990 as amended the London Local Authorities Act 2004 for unlicensed street trading, contravention of, or failure to produce, a street trading license, resisting or obstructing an authorised officer and all powers relating to prevention of nuisance from birds	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE368.	London Local Authorities Act 2012 - Authority to require the name and address of a person on whom a penalty charge notice is to be served under the provisions of the London Local Authorities Act 2007.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE369.	Authority to issue and enforce fixed penalty notices under s.8 of the London Local Authorities and Transport for London Act 2003 in relation to various highways offences including obstructions on highways.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE370.	Authority to exercise powers under the Dogs (Fouling of Land) Act 1996 including issuing fixed penalty notices	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE371.	Authority to instigate legal proceedings under the Dogs (Fouling of Land) Act 1996	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE372.	Authority to propose to the council land to be designated under the a dog control order and consider objections under the Clean Neighbourhoods and Environment Act (2005)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE373.	Authority to exercise powers relating to Dog Control Orders including issuing and enforcing fixed penalty notices	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE374.	Authority to instigate legal proceedings relating to Dog Control Orders under the Clean Neighbourhoods and Environment Act (2005)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE375.	Authority to give directions under Dogs on Leads by Direction Order 2011 and any amendments to it.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE376.	Authority to instigate legal proceedings under section 1 of the Criminal Damage Act 1971	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE377.	Authority to prosecute under section 61 of the Clean Neighbourhoods and Environment Act for providing a false or inaccurate name or address	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE378.	Authority to exercise powers under the Refuse Disposal (Amenity) Act 1978 including powers of entry on to land, removal and disposal of abandoned vehicles, recovering expenses and taking enforcement action in respect of fly tipping and illegal depositing of controlled waste	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE379.	Authority to instigate legal proceedings and attend court on behalf of the Council and such other action as maybe necessary for the purposes of such proceedings under S.87 of the Environmental protection act (littering offence).	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE380.	Authority to instigate legal proceedings under the Refuse Disposal (Amenity) Act 1978	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE381.	Authority to exercise powers under section 5 of the Removal and disposal of vehicles regulations 1986 (power to remove vehicles) and section 8 (service of notice of removal)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE382.	Authority to exercise powers under the GLC (General Powers) Act 1972 obtaining details of vehicle ownership for enforcement purposes	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE383.	Authority to instigate legal proceedings under the GLC (General Powers) Act 1972 in respect of obtaining details of vehicle ownership	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE384.	Authority to exercise powers under section 16 of the Local Government (Miscellaneous Provisions) Act 1976 in relation to obtaining details of persons with an interest in land	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE385.	Authority to instigate legal proceedings under the Local Government (Miscellaneous Provisions) Act 1976	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE386.	Authority to exercise relevant powers including the service of notices under the Business Names Act 1985	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE387.	Authority to instigate legal proceedings under the Business Names Act 1985	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE388.	Authority to instigate legal proceedings for trespass to land in Local Authority ownership and recovery of associated costs and all actions therein	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE389.	Authority to exercise powers under the Highways Act 1980 , in respect of sections 130,(protection of the public's rights), 131 (damage to the highway and streets,) 132 (unauthorised marks on the highway), 137 (obstruction of the highway and streets), 138 (erecting building etc on a highway), 140(removal of builders skips), 141(restriction on planting of trees etc in or near carriageway), 143 (removal of structures from highways),148 (penalty for depositing things or pitching booths on the highway), 149 (removal of things so deposited on highways as to be a nuisance), 151 (prevention of soil and debris being washed onto street), 152 (powers to remove projections from buildings), 153 (opening of doors onto street), 154 (cutting or felling trees and vegetation that overhangs or are a danger to roads or footpaths,)161(danger or annoyance to users of the highway and streets) 162 (placing rope etc across highways), 163 (prevention of water falling or flowing onto highway), 164 (power to require removal of barbed wire), 166 (forecourts abutting on streets), 170 (control of mixing of mortar etc on highways), 171 (control of depositing of building materials on the highway), 178 (restriction on placing rails, beams etc over the highway), 184 (vehicles crossing over footways and verges), including the issue of fixed penalty notices, service of notices, removal of offensive/ obstructive materials to safe keeping and destruction, regulation of hoardings, authorising works in default and recovering monies	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE390.	Authority to issue notices under sections 137, 143, 154, 184 and 303 of the Highways Act 1980	Enforcement Manager Neighbourhood Managers

NO.	FUNCTION	AUTHORISED POSITION
		Street Scene Enforcement Officers
DSE391.	Decision to instigate legal proceedings under the Highways Act 1980 in respect of all sections listed at CASB43	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE392.	Authority to exercise powers under the London Local Authorities Act 1990, 1994, 1995, 1996, 2000 and 2004 enforcing all enactments in respect of illegal forecourt and street trading and the sale of vehicles on the public highway including the service of prohibition notices and removal of materials into safekeeping/destruction and instigating legal action.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE393.	Decision to instigate legal proceedings under section 34 of the London Local Authorities Act 1990- s 34.1 (contravention of a street trading license or temporary license), s38 (power to remove receptacles), s43 (unlicensed street trading) and (removal of shopping or luggage trolleys found in the open air)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE394.	Decision to instigate legal proceedings under section 4 of the London Local Authorities Act 1994, (distribution of free literature).	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE395.	Decision to instigate legal proceedings under section 10 of the London Local Authorities Act 1995 (enforcing illegal placards and posters) s11 (unauthorised advertisements) and s12 (defacement of buildings)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE396.	Decision to instigate legal proceedings under sections 42 and 43 of the London Local Authorities Act 2000 (relating to busking) s46 (service of notices under the highways act 1980 relating to identity of persons where notices are served.) s50 (obstruction of an authorised officer), s52 (liability of directors under this act)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE397.	Decision to instigate legal proceedings under section 3 of the London Local Authorities Act 2004 (disposal of vehicles), s4 (recovery of expenses in connection of removed vehicle), s6 (powers of entry into vehicles), s7 (disclosure of information) , s9 (nuisance birds), s11 (repairing vehicles on the highway)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE398.	Authority to issue fixed penalty notices under section 15 of the London Local Authorities Act 2004, in respect of Chapter 7 Section 34(3) (resisting or obstructing an authorised officer), Section 34(4) (failure to produce a street trading licence on demand), Section 38(1) (unlicensed street trading), and Chapter 8 Section 224(3) of the Town & Country Planning Act 1990 (displaying advertisement in contravention of regulations).	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE399.	Authority to exercise powers under the London Local Authorities and Transport for London Act 2003 including issuing fixed penalty notices, the service of notices, removal of things deposited on the highway and disposal under s8 (fixed penalty notices offences), Highways act 1980 s132 para 1 (painting or other wise ascribing or affixing anything to the highway or a structure), s137 para 1 (wilful obstruction of the highway), s138 (erecting a building fence on the highway), s139 para3 (depositing builders skip on highway without permission), s239 para4a (failure to secure lighting or other markings to builders skip), s139 Para 4b (failure to secure markings on builders skip of name and address), s139 Para 4 c (failure to secure removal of a builder skip), s139 Para 4d (failure to comply with condition or permissions), s140 para3 (failure to remove or reposition builder skip), s141 Para 3 (failure to comply with notice to requiring removal of a tree or shrub), s147 Para 2 (using a stall for road side sales), s148a (depositing material on a made up carriage way), s148c (depositing anything on the highway to the disruption of the user), s148d (pitching of booths, stalls or stands or encamping on highway) s.151(3) (failure to comply with notice requiring works to prevent soil or refuse escaping onto street or into sewer) s152(4) (failure to comply with notice requiring removal of projection from a building.), s153(5) (failure to comply with notice requiring alteration of a door, gate or bar opening outwards into a street), s161(1) (depositing things on the highway which cause injury or danger), s169(5) (erecting scaffolding or other structure without a licence or failing to comply with terms of a licence or perform duty under subsection 4), s16 (vehicle crossing over footways and verges) s17 (removal of things deposited on a highway).	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE400.	Authority to instigate legal proceedings under the Criminal Justice and Public Order Act 1994 with regard to section 77 - Power of local authority to direct unauthorised campers to leave land	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE401.	Authority to exercise powers under the Criminal Justice and Public Order Act 1994 including the enforced vacation of land occupied by unauthorised caravans through service of a notice to quit	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE402.	Authority to instigate legal proceedings under the Criminal Justice and Public Order Act 1994 with regard to	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
	section 77 - Power of local authority to direct unauthorised campers to leave land	Neighbourhood Managers Street Scene Enforcement Officers
DSE403.	Authority to propose to the council land to be designated as a controlled zone for the purpose of distributing free literature under the Environment Protection Act 1990 . Authority to determine applications, approve consents and conditions and revoke consent where the conditions set have not been complied with	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE404.	Authority to exercise powers under section 48-52 of the Anti-Social Behaviour Act 2003 including the service of defacement removal notices, authorising the removal of graffiti and fly posting and recovering costs	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE405.	Authority to instigate legal proceedings in relation to fly posting and graffiti under the Anti-Social Behaviour Act 2003	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE406.	Authority to serve litter clearing notices under section 92 of the Environmental Protection Act 1990	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE407.	Authority to serve street litter control notices under section 93 of the Environmental Protection Act 1990	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE408.	Authority to exercise powers under the Environment Protection Act 1990 (including sections 33, 34, 46, 47, 59, 87, 90, 91 and 99) as amended by the Clean Neighbourhoods and Environment Act 2005, in relation to trolleys, litter, waste and fly tipping including the service of appropriate notices, removal of waste, authorising works in default, recovering monies, powers to search and seize vehicles, applying for a forfeiture order and destruction of vehicles on conviction	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE409.	Authority to serve duty of care notices pursuant to regulations made under section 34(5) of the Environmental Protection Act 1990 as amended	Enforcement Manager Neighbourhood Managers

NO.	FUNCTION	AUTHORISED POSITION
		Street Scene Enforcement Officers
DSE410.	Authority to instigate legal proceedings for powers listed at CS74, CS75, CS76, and CS77 with regard to the Environmental Protection Act 1990	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE411.	Authority to exercise powers under the Control of Pollution (Amendment) Act 1989 in relation to unauthorised transportation	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE412.	Authority to instigate legal proceedings under the relevant sections of the Control of Pollution (Amendment) Act 1989	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE413.	Authority to consider complaints relating to high hedges, determine them and issue remedial notices where appropriate under the Anti-Social Behaviour Act 2003	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE414.	Authority to be consulted by any court in connection with the making of any activity requirement under section 201 of the Criminal Justice Act 2003	Enforcement Manager
DSE415.	Responsibility to comply with and to exercise and perform any powers and duties contained in any order made by the Secretary of State under Section 201 allowing for the performance of the Council's functions under section 1 to 1E the Crime and Disorder Act 1998 by another person	Enforcement Manager
DSE416.	Responsibility to have regard to any code of Practise issued by the Secretary of State under section 32 of the Domestic Violence, Crime and Victims Act 2004 in respect of services to be provided to victims of criminal conduct	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE417.	Responsibility to consider any recommendations made by the Commissioner for Victims and Witnesses under section 49 of the Domestic Violence, crime and Victims Act 2004 and to act as consultant for the Council	Enforcement Manager
DSE418.	Authority to act as consultant for the Council on the creation of a community safety accreditation scheme under section 40 of the Police Reform Act 2002	Enforcement Manager
DSE419.	Authority to exercises powers under the London Local Authorities Act 2007 in respect of section 7 (service of notices requiring the removal of unauthorised hoardings used for advertising), section 11 (service of notices on the owners or occupiers of land used for unauthorised advertising, carrying out works in default and recovery of costs), section 13 (seizure of 'relevant objects' on suspicion of a fly posting offence being committed), section 23 (service and enforcement of Penalty charge notices for failure to comply with regulations about waste receptacles, section 24 (service of a penalty charge notice on a vehicle owner where a littering offence has been committed –when penalty charge regime in force), section 27 (removal of abandoned and nuisance vehicles without serving notice) , section 28 (authority to dispose of removed vehicles) section 45 (seizure of perishable items), section 47 (power to apply for a disposal order in relation to seized motor vehicles)	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE420.	Authority to instigate legal proceedings under the London Local Authorities Act 2007	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE421.	Authority to propose land to be designated as a controlled zone for the purpose of portable advertising under the London Local Authorities Act 2007. Authority to determine applications, approve consents and conditions and revoke consent where the conditions set have not been complied with	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE422.	Authority to propose land to be designated as an enforcement action zone for the enablement of enhanced environmental crime enforcement under the London Local Authorities Act 2007.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE423.	Authority to exercise the Authority's powers under Part 111 Sections 79-82, of the Environmental Protection Act 1990 including exercising powers of entry and/or seeking a warrant of entry under schedule 3	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE424.	Authority to exercise the Authority's powers under Sections, 8 and , Schedule 2 of the Noise and Statutory Nuisance Act 1993	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE425.	Authority to exercise the Authority's powers under the Noise Act 1996 and subordinate legislation	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE426.	Authority to exercise the Authority's powers under s.40 and 41 of the Anti-Social Behaviour Act 2003	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE427.	Authority to exercise the Authority's powers under Sections 2-7, 9 and 22 of the Prevention of Damage by Pests Act 1949	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE428.	Authority to exercise the Authority's powers under Sections 51 and 179 of the Licensing Act 2003	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE429.	Authority to exercise the Authority's powers under Sections 77 – 79 of the Clean Neighbourhood and Environment Act 2005	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE430.	Authority to exercise Authority's powers under Section 108 of the Environment Act 1995 specifically for waste related matters under the Environmental Protection Act 1990, Section 46 Household Waste Receptacles, Section 47 Commercial Waste Receptacles Non Food, Section 33 Fly Tipping, Section 34 Duty of Care Non Food' ,and any other relevant Acts. Powers to require individuals to disclose information.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers

NO.	FUNCTION	AUTHORISED POSITION
DSE431.	Authority to exercise the Authority's powers under Section 78, 79, 275, 287 and 291 of the Public Health Act 1936	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE432.	Authority to exercise the Authority's powers under Section 29 of the Local Government (Miscellaneous Provisions) Act 1982	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE433.	Exercising the Authority's powers under they Highways Act 1980 (Ss 130,130A,130B,130D, 131, 138, 139, 140, 147A, 148, 153, 154, 155, 161, 162, 166, 170,) including the service of appropriate notices, removal of offensive / obstructive materials to safe keeping or destruction, authorising works in default, recovering monies and instigating legal proceedings.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
DSE434.	Exercising the Authority's powers under the Local Government (Miscellaneous Provisions) Act 1976 – obtaining details of persons with an interest in land	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers
PARKING		
DSE435.	To pay compensation to motorists who have suffered loss as a result of the Council or its parking contractor(s) not correctly following procedures – where it would be appropriate/in the best interest of the Council to do so	Enforcement Manager
DSE436.	To exercise the powers conveyed by the London Local Authorities Act 2000 and London Local Authorities and Transport for London Act 2003 in respect of the enforcement of certain moving traffic infringements decriminalised under the said Acts	Enforcement Manager
DSE437.	To exercise the powers conveyed by the Road Traffic Act 1991 (as amended) in respect of the decriminalised enforcement of parking, waiting and loading restrictions	Enforcement Manager
DSE438.	To grant or refuse applications for Doctor Parking Permits	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE439.	To grant or refuse applications for suspension of parking places	Enforcement Manager
DSE440.	To determine charges for the suspension of designated street parking spaces.	Enforcement Manager
DSE441.	To grant or refuse applications for Business Parking Permits.	Enforcement Manager
DSE442.	To grant or refuse applications for dispensations from the waiting and loading restrictions	Enforcement Manager
DSE443.	To grant or refuse applications for Resident Parking Permits.	Enforcement Manager Operations Manager Processing and Customer Liaison Officers
DSE444.	To approve the refund of parking permit fees on surrender of the permit and to determine any administrative fee to be deducted there from.	Enforcement Manager
DSE445.	To cancel and as necessary authorise the seizure of any parking permits issued by the Council, where there is reasonable evidence to suggest that the permit is improperly held or is being improperly used.	Enforcement Manager
DSE446.	To grant or refuse contract parking facilities at normal or special rates at the Council's car parks and to agree terms in relation to special events carried out at any of the Council's car parks, including "event parking" and any "special promotions" carried out in conjunction with other local providers of goods and services.	Enforcement Manager
DSE447.	To refuse permission to a customer or vehicle seeking to use one of the Council's car parks	Enforcement Manager

NO.	FUNCTION	AUTHORISED POSITION
DSE448.	To waive one or more of the requirements for the issue of a resident's or other parking permit where r to do so would be equitable or in the best interest of the Council.	Enforcement Manager
DSE449.	To approve issue of residents' or other parking permits to security personnel when required in the furtherance of their duties.	Enforcement Manager
DSE450.	To cancel penalty charges and/or additional parking charges, where it would, in circumstances, be inappropriate to pursue the notice further. This to include the ability to accept part payment in full, and to negotiate the payment of debts in instalments and for the payment of multiple debts owed by the same debtor(s).	Enforcement Manager
DSE451.	To write off any Road Traffic Debts where further recovery action is uneconomical or statute barred; the debtor is deceased or cannot be found; the debtor is insolvent or has insufficient goods to enable recovery of the debt. Also if in the history of the case there is sufficient evidence to suggest that it would be unsafe to pursue recovery action further. This power must be exercised in accordance with the permitted thresholds set out in Section 2 of the Scheme of Delegation for write offs of debts.	Enforcement Manager Revenues and Exchequer Manager
DSE452.	To exercise the Council's powers under the Traffic Management Act 2004 to inspect Disabled person's parking Exemptions (Disabled Blue Badges)	Enforcement Manager
DSE453.	To use any sums received in respect of fixed penalties issued under S88 of the Environmental Protection Act 1990 or S4 of the Dogs (Fouling of Land) Act 1996 or such other fixed penalties permitted under this scheme of delegation for qualifying purposes	Enforcement Manager
DSE454.	Exercising the Authority's powers under the GLC (General Power) Act 1982 including enforcing the cessation of vehicle repairs on the public highway for public gain.	Enforcement Manager
DSE455.	Exercising the Authority's powers under the Local Government (Miscellaneous Provisions) Act 1976 – obtaining details of persons with an interest in land	Enforcement Manager
ENVIRONMENTAL SERVICES		

NO.	FUNCTION	AUTHORISED POSITION
CLEANSING		
DE1.	Exercising the Authority's powers under the Dogs (fouling of Land) Act 1996 including serving notices and fixed penalties to people contravening the Act.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers Head of Operations Cleansing Managers Cleansing Officers
DE2.	Exercising the Authority's powers under the Refuse Disposal (Amenity) Act 1978 including taking enforcement action in respect of fly tipping and illegal depositing of trade refuse.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers Head of Operations Cleansing Managers Cleansing Officers
DE3.	Exercising the Authority's powers under the Environmental Protection Act 1990, including making charges and enforcement action in respect of depositing litter in public places and the application of fines.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers Head of Operations Cleansing Managers Cleansing Officers
DE4.	Exercising the Authority's powers under the Environmental Protection Act 1990 – serving fixed penalty notices to persons dropping litter.	Enforcement Manager Neighbourhood Managers Street Scene Enforcement Officers Head of Operations Cleansing Managers Cleansing Officers
DE5.	Exercising the Authority's powers under the Road Traffic Act 1988 concerning holding of a vehicle operations licence.	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
DE6.	Exercising the Authority's powers under the Vehicle Excise and Registration Act 1994 – taxing of vehicles.	Head of Traffic and Transportation
DE7.	Exercising the Authority's powers under the Goods Vehicles (Licensing of Operators) Act 1995.	Head of Operations
DE8.	Exercising the Authority's powers under the Environmental Protection Act 1990 Part 2 Ss.45 46 47 48. (Duty to collect / transport domestic waste, prescribe receptacles etc.)	Head of Operations Cleansing Managers
DE9.	Exercising the Authority's powers under the Environmental Protection Act 1990 Part 2 as defined in the Control of Pollution Act 1974. (Entering into trade refuse agreements with businesses in the borough.)	Head of Operations Cleansing Managers
DE10.	Enforcing compliance with the Environmental Protection Act 1990 Part 2 S.34. (Duty of care applied to the storage, collection and disposals of commercial waste.)	Head of Operations Cleansing Managers
DE11.	Enforcing compliance with the refuse Amenity and Disposal Act 1968 (To provide suitable civic amenity sites or alternative means of collection within the borough.)	Head of Operations Cleansing Managers
DE12.	Exercising the Authority's powers under the Environmental Protection Act 1990 Part 4 S.89. (Duty to keep relevant land and highways free of litter.)	Head of Operations Cleansing Managers
DE13.	Authorising Officers to exercise powers of duty under Section 18 of the London Local Authorities Act 2000 and service of cleansing notices under Section 19.	Head of Operations Cleansing Managers
DE14.	All powers and duties in relation to receptacles for household and commercial or industrial waste including the making or amending of Regulations in relation thereto. Section 20-22 London Local Authorities Act 2007	Head of Operations Cleansing Managers
HIGHWAYS AND TRANSPORTATION		
DE15.	To carry out the Council's powers and duties in respect of street naming, including, but not limited to, assigning names provided they appear on any approved list of street names held by the Authority, objecting	Head of Network Management (in consultation with the

NO.	FUNCTION	AUTHORISED POSITION
	on behalf of the Authority to any name proposed which is not on any approved list, service of notices, consultation, considering objections, keeping records, issuing proceedings and necessary costs etc. under the London Building Acts (Amendment) Act 1939 and objecting to or setting requirements for street naming signage under Sections 17 & 19 of the Public Health Act 1925.	Lead Member as well as local Councillors under the Influential Councillor Scheme)
DE16.	To exercise the Council's powers and duties with regard to notices, plans, costs, consent etc. in relation to watercourses, streams, ditches and sewers under the Public Health Act 1936	Head of Network Management
DE17.	Taking action to prevent soil being washed into the street.	Head of Network Management
DE18.	Exercising the Authority's powers under the New Roads and Street Works Act 1991.	Head of Network Management
DE19.	Exercising the Authority's powers under the Land Drainage Act 1976.	Head of Network Management
DE20.	Exercising the Authority's powers under the London Building Acts (Amendment) Act 1939 Part 2.	Head of Network Management
DE21.	Numbering and naming of buildings.	Head of Network Management
DE22.	Numbering and naming of Streets.	Head of Network Management
DE23.	Approving the details of proposals for adoption of highways and bridges.	Executive Director and Director. No other authorisations
DE24.	Approving the details of new highway and bridge schemes or improvement schemes for highways and bridges.	Head of Network Management Head of Traffic and Transportation
DE25.	Exercising the Authority's powers under the Road Traffic Regulations Act 1984, as amended, and Regulation made there under.	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
DE26.	Making “permanent” orders for prescribed routes, waiting and loading restrictions, bus stop and school clearways, disabled persons’ parking places, doctors’ parking places, free parking places, loading bays, bus and cycle lanes, pedestrian zones, weight, height and length restrictions. (RTRA 1984, S.6)	Head of Traffic and Transportation
DE27.	Making experimental orders for prescribed routes, waiting and loading restrictions, bus stop and school clearways, disabled persons’ parking places, doctors’ parking places, free parking places, loading bays, bus and cycle lanes, pedestrian zones, weight, height and length restrictions. (RTRA 1984, S.9)	Head of Traffic & Transportation (In consultation with the Lead Member as well as local Councillors under the Influential Councillor)
DE28.	Making modifications to, or suspending all or part of, experimental traffic orders. (RTRA 1984, S.10(2))	Head of Traffic & Transportation
DE29.	Making temporary orders and temporary notices to restrict or prohibit traffic. (RTRA 1984, S.14 &16A)	Head of Network Management Head of Traffic and Transportation
DE30.	Establishing, altering or removing pedestrian crossings. (RTRA 1984, S.23)	Head of Traffic and Transportation
DE31.	Providing off street parking places and making orders imposing control or conditions. (RTRA 1984, Ss.32 & 35)	Head of Traffic and Transportation
DE32.	Processing and making orders appointing/controlling off street bus or coach stations. (RTRA 1984, S.38)	Head of Traffic and Transportation
DE33.	Granting licences to Regulate off-street parking places (RTRA 1984, S.43)	Head of Traffic and Transportation
DE34.	Making orders to designate on-street parking places, prescribe charges payable for such parking places and carrying out such designation and Regulation. (RTRA 1984, Ss.45 & 46)	Head of Traffic and Transportation
DE35.	Making orders to designate off-street loading areas. (RTRA 1984, S.61)	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
DE36.	Making orders to impose speed limits on roads. (other than restricted roads) (RTRA 1984 & 84)	Head of Traffic and Transportation
DE37.	Approving changes to road layouts, markings, direction signs etc.	Head of Traffic and Transportation
DE38.	Agreeing the location of bus stops, bus shelters etc.	Head of Traffic and Transportation
DE39.	Approving the annual programme of highway traffic management and road safety schemes.	Head of Traffic & Transportation (In consultation with the Lead Member as well as local Councillors under the Influential Councillor)
DE40.	To exercise the Council's powers in the recovery of road traffic debts including as necessary the instruction of bailiffs to recover outstanding debts in respect of Penalty Charge Notices.	Head of Traffic and Transportation Revenues and Exchequer Manager
DE41.	Exercising the Authority's powers under the London Local Authorities Act 1994 to enforce all enactments in respect of illegal forecourt and street trading and the sale of vehicles on the public highway, including the removal of materials into safekeeping / destruction and instigating legal action.	Head of Network Management
DE42.	Exercising the Authority's powers under the GLC (General Power) Act 1982 including enforcing the cessation of vehicle repairs on the public highway for public gain.	Head of Traffic and Transportation
DE43.	Exercising the Authority's powers under the Local Government (Miscellaneous Provisions) Act 1976 – obtaining details of persons with an interest in land	Head of Traffic and Transportation Head of Network Management Head of Operations Head of Greenspace and Estate Services Head of Operations Head of Greenspace and Estate Services
DE44.	Exercising the Authority's powers under the GLC (General Power) Act 1972 – obtaining details of vehicle ownership for enforcement purposes.	Head of Traffic and Transportation Head of Network Management

NO.	FUNCTION	AUTHORISED POSITION
		Head of Operations Head of Greenspace and Estate Services
DE45.	Exercising the Authority's powers under the Civil Contingencies Act 2004	Executive Director – No other Authorisations
DE46.	Power to create or stop up a footpath or bridleway and to determine applications for the extinguishment of public rights of way (Highways Act 1980 Sections 25,26, 118,118A and 118B)	Head of Traffic and Transportation Head of Network Management
DE47.	Power to divert a footpath, or to make a special Diversion Order, a rail crossing diversion order or an SSSI diversion order (Highways Act 1980 Section 119)	Head of Traffic and Transportation Head of Network Management
DE48.	Power to require applicants for footpath diversion orders to enter into agreements (Highway Act 1980 Section 119,119A,119B,119D,119E)	Head of Traffic and Transportation Head of Network Management
DE49.	Power to decline to determine applications under Section 121C of the Highways Act 1980.	Head of Traffic and Transportation Head of Network Management
DE50.	Power to serve notice of proposed action in relation to obstruction of Rights of Way and to apply for a variation order :- Highways Act 1980 Section 130,130B,130C	Head of Traffic and Transportation Head of Network Management
DE51.	Power to approve temporary disturbance of the surface of footpaths and bridleways Highways Act 1980 Section 135	Head of Traffic and Transportation Head of Network Management
DE52.	Power to extinguish rights of way Land Acquisition Act Section 32	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
		Head of Network Management
DE53.	Powers relating to highways, footpaths, bridleways and other rights of way under The Wildlife and Countryside Act 1981: - Sections 53, 53A,53B.and 57.	Head of Traffic and Transportation Head of Network Management
DE54.	Power to designate footpath as a cycle track Cycle Tracks Act 1984 Section 3	Head of Traffic and Transportation Head of Network Management
DE55.	Power to authorise the stopping up of or diversion of a footpath or bridleway : Town & Country Planning Act 1990 S 257,	Head of Traffic and Transportation Head of Network Management
DE56.	Power to extinguish public rights of way over land held for planning purposes : Town & Country Planning Act 1990 S 258	Head of Traffic and Transportation Head of Network Management
DE57.	Power to enter into agreements about means of access : Countryside and rights of Way Act 2000 S 35	Head of Traffic and Transportation Head of Network Management
DE58.	Power to provide access in absence of agreement. Countryside and Rights of Way Act 2000 S 37	Head of Traffic and Transportation Head of Network Management
DE59.	To exercise the powers conveyed by the London Local Authorities Act 2000 and London Local Authorities and Transport for London Act 2003 in respect of the enforcement of certain moving traffic infringements decriminalised under the said Acts	Head of Traffic and Transportation Head of Network Management
DE60.	To exercise the powers conveyed by the Road Traffic Act 1991 (as amended) in respect of the	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
	decriminalised enforcement of parking, waiting and loading restrictions	Head of Network Management
DE61.	To grant or refuse applications for dispensations from the waiting and loading restrictions	Head of Traffic and Transportation Head of Network Management
DE62.	Authorisation of parking on verges under the Greater London Council (General Powers) Act 1974	Head of Traffic and Transportation Head of Network Management
DE63.	Removal of vehicles for street cleaning - Greater London Council (General Powers) Act 1974	Head of Traffic and Transportation Head of Network Management Head of Operations
DE64.	Grant Licences for the location of builder's skips on the highway - Highways Act 1980 s139	Head of Traffic and Transportation
DE65.	Grant Licences for the location of scaffolding and hoardings on or over the highway. Highways Act 1980	Head of Traffic and Transportation
DE66.	To exercise the Council's powers under the Traffic Management Act 2004	Head of Traffic and Transportation
DE67.	To determine applications for gating or closure of highways, footpaths and alleyways and other public rights of way, and to approve gating orders. (Highways Act 1980, S 129A as amended by Clean Neighbourhoods and Environment Act 2006)	Head of Traffic and Transportation
DE68.	To grant or refuse licences for over sailing of highways. Highways Act 1980, S177)	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
DE69.	Agree exchange of land to adjust boundaries of public highways (Highways Act 1980 S 256)	Head of Traffic and Transportation
DE70.	To use any sums received in respect of fixed penalties issued under S88 of the Environmental Protection Act 1990 or S4 of the Dogs (Fouling of Land) Act 1996 or such other fixed penalties permitted under this scheme of delegation for qualifying purposes	Executive Director and Director only no other authorisations
DE71.	Designating Controlled Parking Places and fixing charges payable for such places. (RTRA 1984, Ss.45,46 & 46A)	Head of Traffic and Transportation
DE72.	Designating Home zones, Safer Route to School Areas.	Head of Traffic and Transportation
DE73.	Making, by notice, a special waiting restriction. (London Local Authorities Act 1995, S9)	Head of Traffic and Transportation
DE74.	Exempting roads or lengths of roads from the footway-parking ban. (GLC (General Powers) Act 1974, as amended by the London Local Authorities Act 2000)	Head of Traffic and Transportation
DE75.	Exercising the Authority's powers under they Highways Act 1980 (Ss 130,130A,130B,130D, 131, 138, 139, 140, 147A, 148, 153, 154, 155, 161, 162, 166, 170,) including the service of appropriate notices, removal of offensive / obstructive materials to safe keeping or destruction, authorising works in default, recovering monies and instigating legal proceedings.	Head of Traffic and Transportation
DE76.	Power to regulate erection of hoardings and scaffolding during building operations (Sections 171 –173 Highways Act 1980)	Head of Traffic and Transportation
DE77.	Exercising the Authority's powers under the Road Traffic Regulations Act 1984 – enforcing the removal of vehicle including abandoned vehicles. Removal & Disposal of Vehicle Regulations 1996	Head of Traffic and Transportation
DE78.	Exercising the Authority's powers under the Road Traffic Act 1991 – obtaining details of drivers.	Head of Traffic and Transportation

NO.	FUNCTION	AUTHORISED POSITION
DE79.	Exercising the Authority's powers under the Road Traffic Act 1988 concerning holding of a vehicle operations licence.	Head of Traffic and Transportation
DE80.	To grant or refuse applications for suspension of parking places	Head of Traffic and Transportation
DE81.	To determine charges for the suspension of designated street parking spaces.	Head of Traffic and Transportation
Street Trading		
DE82.	To Exercise all powers and duties under Part 3 of the London Local Authorities Act 1990 as amended including but not limited to powers listed below.	
DE83.	Section 38 - To seize, dispose of and sell any article, thing, receptacle or equipment used in relation to unlicensed street trading to commence any relevant legal action in relation to unlawful street trading.	Head of Traffic and Transportation Highways officers
Parks and Green Spaces		
DE84.	Appointment of park keepers with powers to seize tobacco and cigarettes from persons under 16 (under Children & Young Person's Act 1933), power to enforce park byelaws, Dangerous Dogs Act and Dogs (Fouling of Land) Act 1996.	Head of Greenspace and Estates Services
DE85.	Appointment of park keepers with powers to seize tobacco and cigarettes from persons under 16 (under Children & Young Person's Act 1933), power to enforce park byelaws, Dangerous Dogs Act and Dogs (Fouling of Land) Act 1996.	Head of Greenspace and Estates Services
DE86.	To determine opening and closing times of parks and public recreation grounds, including provision for closure on a Sunday under the Greater London Council (General Powers) Act 1978.	Head of Greenspace and Estates Services

NO.	FUNCTION	AUTHORISED POSITION
DE87.	To provide and maintain parks, open spaces, commons etc. facilities for public recreation and ancillary facilities under the Greater London Parks and Open Spaces Order 1967, the Local Government (Miscellaneous Provisions) Act 1976, Metropolitan Commons Acts, Open Spaces Acts and such other powers the Local Authority has in this regard.	Head of Greenspace and Estates Services
DE88.	To permit the exclusive use of any part of a park or pleasure ground for games of recreation or any pavilion, concourse, refreshment room at other building and to make such changes in respect of such use under the provisions of the Public Health Acts	Head of Greenspace and Estates Services
DE89.	To provide boating pools and any ancillary buildings.	Head of Greenspace and Estates Services
DE90.	To layout, plant, improve and maintain land for public walks or pleasure grounds.	Head of Greenspace and Estates Services
DE91.	Make arrangements for the provision and enforcement of byelaws to ensure effective management of the Council's parks and recreational areas.	Head of Greenspace and Estates Services
DE92.	To permit the exclusive use of any park or open space for the purposes of public events under Section 145(2) of the Local Government Act 1972 and power to make charges.	Head of Greenspace and Estates Services
SPORTS AND VENUES		
Museums and Art Galleries		

NO.	FUNCTION	AUTHORISED POSITION
DSV1.	To provide and maintain any museum or art gallery.	Head of Sports and Venues
DSV2.	Licensing of public exhibitions under the Greater London Council (General Powers) Act 1966.	Head of Sports and Venues
DSV3.	Power to contribute to expenses of any person providing or maintaining or benefiting a museum or art gallery under Section 12 of the Public Libraries and Museum Act 1964	Head of Sports and Venues
DSV4.	Power to establishing a fund for purchase of objects for exhibition - Section 15 of the Public Libraries and Museum Act 1964	Head of Sports and Venues
DSV5.	Power to make contributions to any body rendering public services by means of cultural facilities - Section 59 of the London County Councils (General Powers) Act 1947	Head of Sports and Venues
Sports And Leisure Facilities		
DSV6.	To provide and maintain swimming pools and other sports facilities including but not limited to sports centres, skating rinks, racquet courts, boarding centres, dance studios and schools, games pitches, athletics grounds, cycle tracks, boating facilities, including premises and other ancillary facilities under Section 19(1) of the Local Government (Miscellaneous Provisions) Act 1976.	Head of Sports and Venues
DSV7.	Make arrangements for the provision of byelaws and enforcement of byelaws under Section 223 of the Public Health Act 1936.	Head of Sports and Venues
DSV8.	To temporarily close any swimming pool and grant permission for exclusive use by any school or club or for	Head of Sports and Venues

NO.	FUNCTION	AUTHORISED POSITION
	completion, sports of other entertainment and to make charges thereto under Section 19(2) of the Local Government (Miscellaneous Provisions) Act 1976.	
DSV9.	Contribute towards the expenses incurred by any voluntary organization providing facilities which the Council has the power to provide.	Head of Sports and Venues
War Memorials		
DSV10.	To maintain, repair and protect any war memorial in the Borough	Head of Sports and Venues