

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

Resources and Commercial Development

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 Resources and Commercial Development Service.

Related Policies and Documents

All parts of the Officers scheme of delegation
Resources and Commercial Development Service Schemes of Delegations

Who is governed by this policy?

The scheme of authorisation 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 officer within 28 days of the authorisation being approved.

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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 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

DELEGATIONS

Number	Function	Authorised Position
FINANCE If the officer is required to be a Member of Cipfa and/or the S151 officer this will affect the application of the delegation		
Financial Management		
DF1	Maintaining financial regulations	No Authorisation to any officer other than the Director of Finance
DF2	Making amendments to risk management policy and strategy with appropriate consultation with Audit Board.	Head of Internal Audit Corporate Risk Manager
DF3	Making appropriate arrangements for the use of banking services including accounts held jointly with others	No Authorisation to any officer other than the Director of Finance
DF4	Making provision for insurance in respect of the Council's functions, premises, property, employees, Members and third parties including self insurance	Head of Internal Audit Insurance Manager
DF5	Dealing with any claims against the Council where the losses are insured including those below any excess and approve any settlements or other action in respect of such claims	Head of Internal Audit Insurance Manager Insurance Officers
DF6	Instructing the Councils Insurance providers with regard to defending any actions or threatened actions where the Council has insurance cover or is self insured.	Head of Internal Audit Insurance Manager Insurance Officers
DF7	Preparing, proposing, and implementing a treasury management policy statement, annual strategies (including an annual investment strategy) and plan for the year ahead and report at year close (for approval by Cabinet and Full Council).	No Authorisation to any officer other than the Director of Finance
DF8	Spending and maintaining reserves in accordance with prudential finance strategies	No Authorisation to any officer other than the Director of Finance
DF9	Borrowing, investing or lending money on behalf of the Authority in accordance with the Treasury Management Policy Statement, any borrowing limits and the Prudential Code. Including raising, varying, repaying loans, taking overdrafts, bonds and stock and arranging	Head of Financial Control Corporate Finance Manager

Number	Function	Authorised Position
	for investment of funds	
DF10	Approving all loans or other financial assistance to Housing Associations/Register Social Landlords and fixing interest rates under the Housing Act in respect of any such advances	No Authorisation to any officer other than the Director of Finance
DF11	Maintaining relevant statutory accounts and registers in respect of the Council's financial arrangements including the maintenance of relevant separate accounts (capital and revenue) and any register of loans or loan investments	No Authorisation to any officer other than the Director of Finance
DF12	Suspending 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 51). (See also Operations Scheme of Delegation)	No Authorisation to any officer other than the Director of Finance or Director Childrens Services
DF13	Applying for any subsidy due to the Council	Heads of Finance Services Strategic Finance Managers
DF14	Approving any incentive schemes in respect of management of the Council's housing stock including incentives for under occupation. (See also Executive Director of Operations Scheme of Delegation)	No Authorisation to any officer other than the relevant Executive Director, Director for Finance or Director for Community Infrastructure
DF15	Giving instructions to debt collection agencies agreeing to any form of ADR, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exceeding powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council.	Head of Financial Control Revenue and Exchequer Manager Revenues Manager and Officers Head of Customer Transactions Council Tax and Benefits Managers and Officers Strategic Property and Valuation Officers Principal, Senior and Assistant Lawyers and Legal Officers

Number	Function	Authorised Position
DF16	Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council	Head of Financial Control Revenue and Exchequer Manager Revenues Manager and Officers Head of Customer Transactions Council Tax and Benefits Managers and Officers Strategic Property and Valuation Officers Principal, Senior and Assistant Lawyers and Legal Officers
DF17	To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council	Head of Financial Control Revenue and Exchequer Manager Revenues Manager Head of Customer Transactions Council Tax and Benefits Managers Strategic Property and Valuation Officers Principal, Senior and Assistant Lawyers Head of Information Governance Officers dealing with Information Sharing as part of the remit of their role
DF18	Agreeing any apportionment in respect of the expenses of the Coroners Service under the Coroners Act 1988	No Authorisation to any officer other than the Director of Finance
DF19	Pay any expenses incurred by Electoral Registration Officer	No Authorisation to any officer other than the Director of Finance

Number	Function	Authorised Position
Council Tax and NNDR		
DF20	Calculating the Council Tax Base and keeping on deposit a copy of the valuation list.	No Authorisation to any officer other than the Director of Finance
DF21	Levying and collecting Council Tax in respect of dwellings in the Council's area under the Local Government Finance Act 1992 (see also the Executive Director Customer Services Scheme of Delegation)	Head of Financial Control Revenue and Exchequer Manager Revenues Manager Head of Customer Transactions Council Tax and Benefits Managers
DF22	Instituting proceedings, agreeing to any form of ADR in respect of collection of NNDR or Council Tax and other related enforcement action in respect of such actions including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exercising powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council.	Head of Financial Control Revenue and Exchequer Manager Revenues Manager Head of Customer Transactions Council Tax and Benefits Managers Principal, Senior and Assistant Lawyers
DF23	Power to levy discretionary discounts under Section 13A of the Local Government Finance Act 1992	No Authorisation to any officer other than the Director of Finance
DF24	To prepare, deposit, alter and give notice of any adopted non-domestic rating list under the Local Government Finance Act 1988	No Authorisation to any officer other than the Director of Finance
DF25	The administration, collection and recovery of non-domestic rates and exercise of powers and duties under Local Government Finance Act 1988	Head of Financial Control Revenue and Exchequer Manager Revenues Manager Head of Customer Transactions Council Tax and Benefits Managers

Number	Function	Authorised Position
		Principal, Senior and Assistant Lawyers
DF26	Providing relief from non-domestic rates under Sections 43, 45, 47 or 49 of the Local Government Finance Act 1988 as amended by Part 4 Localism Act 2011	No Authorisation to any officer other than the Director of Finance
DF27	Determining chargeable amounts payable by charities, non-profit making bodies, recreational clubs and societies and the exercise of any discretionary relief.	No Authorisation to any officer other than the Director of Finance
DF28	Exercise of the Council's functions in relation to any Business Improvement District under the Local Government Act 2000	No Authorisation to any officer other than the Director of Finance
DF29.	Deciding applications for housing and council tax benefit including hardship payments and backdating including discretionary housing the calculation and recovery of over payments.	Revenues Manager Head of Customer Transactions
DF30.	Determining whether landlords or agents are fit and proper to receive payment of benefit direct.	Head of Customer Transactions Council Tax and Benefits Managers
DF31.	Revising decisions on claims for housing or council tax benefit.	Head of Customer Transactions Council Tax and Benefits Managers
DF32.	Representing the Council at Appeals Service Tribunals	Head of Financial Control Revenue and Exchequer Manager Revenues Manager Head of Customer Transactions Council Tax and Benefits Managers Principal, Senior and Assistant Lawyers
Internal Audit and Fraud		
DF33	Proposing, adopting, implementing, and monitoring policies to tackle fraud including but not limited to Fraud Policy, Fraud Response Plan and Fraud Prosecution Policy, Annual and	Head of Internal Audit Senior Audit Manager

Number	Function	Authorised Position
	Strategic Internal Audit Plans, money laundering. Includes any relevant consultation with the Executive, Audit Board or Standards Advisory Committee	Fraud Manager
DF34	Exercising the Authority's functions and powers to administer cautions and administrative penalties with regard to benefit offences under the Social Security Fraud Act 2001.	Head of Internal Audit Fraud Manager Officers in the Fraud Team
DF35	Acting as Council's reporting officer to the National Criminal Intelligence Service under the Proceeds of Crime Act.	Head of Internal Audit Senior Audit Manager Fraud Manager
DF36	Authorising a prosecution for fraud by an employee or third party in accordance with the Fraud Prosecution Policy.	Head of Internal Audit Senior Audit Manager Fraud Manager (for employee fraud this must be agreed by the relevant Director for the Service)
DF37	Applying for communications Data in accordance with the powers conferred by the Social Security Fraud Act 2001	Such officers as are authorised for these purposes. The Head of Internal Audit is authorised for these purposes.
Pensions		
DF38	All Decisions relating to the administration of the Superannuation Fund, crediting contributions, dividends and interest and realising and making investments, providing notices to members, arranging for periodical valuations, actuarial certificates and keeping audited accounts	Director of Finance in accordance with the overall policy agreed by the Investment Committee within the requirements of the Local government Pension scheme 1997.
DF39	To exercise all powers and duties of the Council as an employer in respect of contracted-out persons under the Pensions Schemes Act 1993	No Authorisation to any officer other than the Director of Finance
DF40	To make payments of remuneration or pension payable to an officer or pensioner of the Council, specified dependants or release permitted sums under the Local Government Act 1972 Sections 118 or 119. (See also Chief Executive's Scheme of Delegation)	No Authorisation to any officer other than the Chief Executive and Director of Finance
DF41	Approval of any discretionary payments permitted by the Superannuation Act 1972. (See	No Authorisation to any officer other than the Director of Finance

Number	Function	Authorised Position
	also the Chief Executive's Scheme of Delegation)	
DF42	Administration of Discretionary Pension powers. (See also the Chief Executive's Scheme of Delegation)	No Authorisation to any officer other than the Chief Executive and Director of Finance
DF43	Approving any gratuity scheme for part-time workers who were not eligible to join the Superannuation Scheme in consultation with Director with responsibility for HR. (See also the Chief Executive's Scheme of Delegation)	No Authorisation to any officer other than the Chief Executive and Director of Finance
DF44	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. (See also the Director with responsibility for Children's Social Care and Safeguarding Scheme of Delegation)	Director with responsibility for Children's Social Care and Safeguarding in consultation with Director for Finance
DF45	To exercise and perform any powers and duties under The Welfare Reform and Pensions Act 1999 which fall to be exercised or performed by the Council by virtue of its being an employer (powers and duties relating to stakeholder pensions). (See also Chief Executive's Scheme of Delegation)	No Authorisation to any officer other than the Chief Executive and Director of Finance
DF46	Apply to Secretary of State for a forfeiture certificate under S111 of the Local Government Pension Scheme Regulations (as amended) (see also the Chief Executive's Scheme of Delegation).	No Authorisation to any officer other than the Director of Finance
DF47	Determining any appeal against the terminations set out in the Superannuation Regulations 1972 in the absence of the Chief Executive or where the Chief Executive is unable to make the decision or otherwise requests that the Director for Finance deal with the appeal.	No Authorisation to any officer other than the Director of Finance
PEOPLE AND CHANGE		
Human Resources		
DLPC1	Agreeing policies and procedures for recruitment, retention, change/reorganisation, redundancy, redeployment, absence, capability, conduct, Terms and Conditions of Employment, including dismissal of staff under Section 112 of the Local Government Act 1972 in consultation with Head of Paid Service and SLG/CMT where appropriate. (See also Chief Executive's Scheme of Delegation)	Deputy Directors HR in consultation with the Chief Executive

Number	Function	Authorised Position
DLPC2	Approval of staffing related Corporate policies and procedures (including those related to Health and Safety) not otherwise referred to in delegation EDR43 [where those are not specifically reserved to the Mayor in his Scheme of Delegation or where they affect the terms and conditions of staff and would be a non executive matter] in consultation with SLG where appropriate and Head of Paid Service. (See also Chief Executive's Scheme of Delegation)	Deputy Directors HR in consultation with the Chief Executive
DLPC3	Evaluating job descriptions and approving changes to job grading and issuing statements of particulars to all staff.	Deputy Directors for HR Strategic HR Business Managers Head of Shared Services HR Business Partners HR Customer Advisors Resourcing Manager
DLPC4	Designing and implementing job application forms and criteria.	Deputy Directors for HR Strategic HR Business Managers Head of Shared Services HR Business Partners HR Customer Advisors Resourcing Manager
DLPC5	Comply with and exercise powers and duties of the Authority as an employer under the Transfer of Undertakings (TUPE) Regulations.	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors
DLPC6	Appointing or engaging trainers to facilitate the Council's corporate training scheme and managing the corporate management training programme in compliance with relevant procurement rules	Deputy Directors for HR Head of Leadership and

Number	Function	Authorised Position
		Organisational Development Head of Talent Head of People Projects and Participation
DLPC7	Consulting with recognised Trades Unions and in particular in respect of redundancies under the Trade Union and Labour Relations (Consolidation) Act 1992, s.188 including giving all appropriate notices.	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors
DLPC8	Complying with, exercising and performing powers and functions of the Authority as an employer under the Trade Union and Labour Relations (Consolidation) Act 1992	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors Head of People Projects and Participation
DLPC9	Giving notice of redundancy, make redundancy payments, serve counter notices and written statements of redundancy calculations under ERA 1996 Sections 135, 143, 149 and 165 (save that any pension payments payable shall be subject to the relevant pensions decisions as provided for elsewhere in the Scheme of Delegation).	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors Head of People Projects and Participation
DLPC10	In a redundancy situation, consideration of the suitability of alternative employment and the impact on redundancy pay of an employee's rejection of the alternative role and reasons for refusal	Deputy Directors for HR Strategic HR Business Managers HR Business Partners Head of People Projects and Participation
DLPC11	In a redundancy situation, deciding to end the trial period for potential suitable alternative employment before the end of the normal four weeks or not to confirm the employee in post at	Deputy Directors for HR Strategic HR Business Managers

Number	Function	Authorised Position
	the end of the trial period.	HR Business Partners HR Customer Advisors
DLPC12	Exercising any powers in respect of statutory sick, parental, incapacity or industrial injuries pay under The Social Security Administration Act 1992, Social Security Contributions and Benefits Act 1982 or in relation to the reserve forces under the Reserve Forces (Safeguard of Employment) Act 1985 and Reserve Forces Act 1996.	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors
DLPC13	Adjusting payment to officers, implementing binding decisions of national negotiating bodies and implementing single status agreement	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors
DLPC14	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. (See also Chief Executive's and the Executive Director with responsibility for Children and/or Education Services Scheme of Delegation)	Deputy Directors for HR [note this maybe a function for Newham Partnership Working Ltd]
DLPC15	Applying for and giving notices or information in respect of any attachment of earnings orders made in relation to any debtor who is an employee of the Council under Attachment of Earnings Act 1971 Sections 07, 15 and 16	Deputy Directors for HR Strategic HR Business Managers HR Business Partners HR Customer Advisors Head of Shared Services Resourcing Manager Trent Maintenance and Support Manager

Number	Function	Authorised Position
		Employee Services Manager
DLPC16	Approving applications for specific staff monitoring where warranted under the Council's policy and in accordance with the Information Commissioners Code	Deputy Directors for HR Strategic HR Business Managers
DLPC17	Amendments to the Council's whistle blowing policy in consultation with the Audit Board and Standards Advisory Committee	Deputy Directors for HR Strategic HR Business Managers
PROCUREMENT		
DLPC18	Maintaining any approved list of contractors and providing written statement of reasons in respect of such a list under Section 20 of the Local Government Act 1988	Head of Procurement
DLPC19	Maintaining arrangements for keeping a corporate contracts register in respect of any contract over the agreed threshold as set out in the Procurement Code	Head of Procurement
DLPC20	Maintaining Standing Orders with regard to the making of contracts for the supply of goods, services and works under Section 135 of the Local Government Act 1972	Head of Procurement
LEGAL If the officer is required to hold a practising certificate issued by the Law Society and/or be the monitoring officer this may affect the application of the delegation		
DLPC21	In so far as not referred to elsewhere. Instituting, proceedings, agreeing to arbitration or ADR, defending, entering a plea in, admitting facts in, giving and seeking disclosure in, settling (within budget), issuing cautions, seeking costs, taking relevant enforcement action, injunctions, confiscation and restraint orders and taking other relevant procedural action in respect of any actual or contemplated legal or other formal proceedings on behalf of or against the Authority and appearing by counsel or other person or to authorise an officer to so appear in any proceedings. Including all and any such action in relation to bringing or defending any appeal arising out of such legal proceedings.	Deputy Head of Legal Services Principal Lawyers Senior Lawyers Assistant Lawyers Education Welfare Officers

Number	Function	Authorised Position
DLPC22	Instituting proceedings under Section 222 of the Local Government Act 1972	Deputy Head of Legal Services Principal Lawyers Senior Lawyers Assistant Lawyers Education Welfare Officers
DLPC23	Authorising/affixing the Authority's seal to deeds and other documents	Principal Lawyers Senior Lawyers (as authorised by Director for Legal Services)
DLPC24	Issuing Right to Buy completion notices, and all other action in relation to RTB sales and assignments providing certificates in respect of non registered land (Right to Buy and other) paying relevant stamp duty land tax, waiving RTB discount repayments, Registry Charges/Local Land Charges, creating, waiving and enforcing easements and covenants, and discharging mortgages on behalf of the Authority and such other actions maybe necessary in relation to the sale, purchase or enforcement/creation of rights of land or property.	Principal Lawyers Senior Lawyers Assistant Lawyers Legal Officers Legal Assistants
DLPC25	Exercising the Council's discretionary power under Section 133 of the Housing Act 1985	Executive Director for Resources and commercial Development Director for Legal No other officer authorisations
DLPC26	Waiving legal professional fees	Principal Lawyers
DLPC27	Instructing Counsel to advise or represent the Council in the name of instructing solicitor	Principal Lawyers Senior Lawyers Assistant Lawyers Legal Officers Legal Assistants
DLPC28	Making any application to apply a caution, withdrawing any caution, objecting to any caution, registering, or objecting to notice or interest or restriction, applying to upgrade any title.	Principal Lawyers Senior Lawyers Assistant Lawyers Legal Officers Legal Assistants

Number	Function	Authorised Position
DLPC29	Making arrangements in respect of all meetings of the Council, Committees, Sub-Committees and the Executive including the administration of school appeals for exclusions (see also Chief Executives scheme of delegation).	Head of Committees and Partnerships
DLPC30	Spending a reasonable sum for the purposes of presenting an address or casket to a person on whom the title of honorary alderman or freeman has been conferred. (see also Chief Executives scheme of delegation).	No other authorisations
DLPC31	Approving the attendance of a Member or Members at any conference where attendance is in the interests of the Council (See also delegation Part 2 of the Scheme of Delegations and (see also Chief Executives scheme of delegation).	As provided for in Part 3 of the scheme of delegation/authorisation (general management scheme)
DLPC33	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme (See also Part 2 of the Scheme of Delegations and see also Chief Executives scheme of delegation).	Head of Committees and Partnerships Head of Revenue and Exchequer Services
DLPC34	Approving expenditure for Members' library and other resources and development, as necessary to enable them to carry out their office and the functions of the Authority. (See also Part 2 of the Scheme of Delegations)	Head of Committees and Partnerships Head of Revenue and Exchequer Services
DLPC35	To grant use of the Newham coat of arms and agree the purchase of badges for holders of civic office. (see also Chief Executives scheme of delegation)	No other authorisations
DLPC36	To provide and furnish halls, offices and other buildings for the use of public meetings (See also delegation in Part 2 of the Scheme of Delegations)	No other authorisations
DLPC37	Prepare and Comment on reports where maladministration is found and manage the process of dealing with the finding.	Head of Complaints and Members Enquires

Number	Function	Authorised Position
DLPC38	Ensure appropriate arrangements are made to comply with the Council's duties in respect of the provision of an effective Overview and Scrutiny Committee and function.	Head of Overview and Scrutiny
DLPC39	Co-ordinate and implement an annual programme of Scrutiny reviews.	Head of Overview and Scrutiny
DLPC41	Confirming CPOs	Director for Legal No other authorisations
DLPC42	To agree to waiver the Council's legal professional fees in relation to any land transaction	Principal Lawyers
DLPC43	To give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981 or any other enabling legislation, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 but not confirming CPO's	Principal Lawyers
DLPC44	To register a notice, apply for a certificate, under The Rights of Light Act 1959 Section 2 (also see Regeneration scheme of delegation)	Principal Lawyers
DLPC45	To publish notice of any intention to dispose of open space under The Local Government Act 1972 and The Town and Country Planning Act 1959 (Section 26) or instruct the Director for Legal to do so	Principal Lawyers Senior Lawyers Assistant Lawyers Senior Law Clerks Legal Assistants
DLPC46	To agree payments for relevant professional fees incurred by the Council by lessees or prospective lessees of the Council's commercial premises (but not waiver for Legal fees which is dealt with above).	Principal Lawyers in consultation with the relevant service area affected by the waiver of the fees
DLPC47	To serve any notices and exercise any powers and duties including payment of compensation	Principal Lawyers

Number	Function	Authorised Position
	arising out of the Council's ownership of land	
DLPC48	Approval of claims of costs for successful objectors to CPO	Principal Lawyers
REGISTRATION		
DLPC49	Maintain the register of Parliamentary, Local Government and London Government and European Electors, allocate electoral members, take reasonable steps to obtain information in relation to the performance of these duties and take appropriate steps to encourage participation in elections.	Head of Registration and Electoral Services No other officer authorisations
DLPC50	Approve anonymous registration applications	Head of Registration and Electoral Services No other officer authorisations
DLPC51	Conduct annual canvass of electors, determine applications for registration, consider objections, determine whether any persons was not resident at any address and publish a register of the conclusion of the canvas.	Head of Registration and Electoral Services No other officer authorisations
DLPC52	Make determinations that the electoral register requires alteration, issue notices of alteration, make necessary changes following any change in polling districts, designate polling places in any case of emergency, publish notices of polling districts and places and carry out, on behalf of the Returning Officer, reviews of polling places and districts.	Head of Registration and Electoral Services No other officer authorisations
DLPC53	Provide reports and expenditure information to the Electoral Commission as requested by them including information on performance.	Head of Registration and Electoral Services No other officer authorisations
DLPC54	Provide any co-ordinated online register (CORE) with specified electoral registration information and comply with such regulations as maybe made under the Electoral Administration Act 2006.	Head of Registration and Electoral Services No other officer authorisations
DLPC55	Comply with Regulations for the provision of Local, Parliamentary, London, European Elections, and Referenda, including power to incur expenditure in relation to such elections and make claims for such expenditure where it is not to be met by the Council.	Nominated Returning and Acting Returning Deputies

Number	Function	Authorised Position
INFORMATION TECHNOLOGY		
CIO1	Agreeing arrangements for the use of any spare capacity in any computers or associated equipment owned by the Council under Section 38 of the Local Government (Miscellaneous Provisions) Act 1976	Assistant Head of ICT Head of Portfolio Management and Service Systems ICT Programme Manager
CIO2	Notifying all staff of any electronic communications monitoring routinely carried out	Assistant Head of ICT Head of Portfolio Management and Service Systems ICT Programme Manager ICT Service Manager Head of Information Governance and Corporate Systems
CIO3	Approving sales of computer software developed and owned by the Council	Assistant Head of ICT Head of Portfolio Management and Service Systems ICT Programme Manager
CIO4	Agreeing policies procedures and standards relating to the security, integrity and accessibility for ICT infrastructure and systems	Assistant Head of ICT Head of Portfolio Management and Service Systems ICT Programme Manager ICT Service Manager Head of Information Governance and Corporate Systems
CIO5	Maintaining the Council's Publication Scheme, the Freedom of Information Act charging policy and re-use policy	Head of Information Governance and Corporate Systems Head of Complaints and Members Enquires
PROGRAMMES		

Number	Function	Authorised Position
EDRCD1	Carry out full range of functions to provide necessary support to deliver the Council's Primary and Secondary school building programmes and schools asset management in so far as the function is not contained within the portfolio of the Executive Director for Operations	BSF Project Team Capital Programme Managers PFI Programme Manager
EDRCD2	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 relevant Executive Director, Director Children's Services and Deputy Director – Children's Social Care and Safeguarding and reporting to cabinet as necessary with any proposals to consult on changes to school sizes	No further authorisation
EDRCD3	Determining in year changes to the number of pupils permitted to a particular year to any maintained school and notifying the relevant Executive Director or Director Children's Services or Deputy Director – Children's Social Care and Safeguarding	No further Authorisation
EDRCD4	Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards	Head of Programmes and Business Analysis
EDRCD5	Support the Council's business improvement processes through; provision of project managers and project support including undertaking business process reviews and service improvement projects	Head of Programmes and Business Analysis
EDRCD6	Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards	Head of Programmes and Business Analysis
CARBON MANAGEMENT AND SUSTAINABILITY		
EDRCD7	To ensure compliance with the Council's Carbon Reduction Commitment Energy Efficiency Scheme	All officers shall have responsibility for complying with the Council's commitment.
COMMUNICATIONS AND PRESS OFFICE		
EDRCD8	Approving corporate publicity on the amenities and advantages of the Borough and functions discharged by the Council and to incur reasonable expenditure in doing so within officers' limits under the Code of Procurement including holding public events for these purposes	Deputy Head of Communications

Number	Function	Authorised Position
EDRCD9	Approving press releases and official statements to press enquiries on behalf of the Authority	Deputy Head of Communications Senior Media Officers
PROPERTY SERVICES		
DBSPC1	Preparing, proposing, and implementing a Corporate Asset Management Plan and Corporate Property Strategy for the Council's property assets.	No further authorisation
DBSPC2	Duty maintain and publish a list of land which is of community value known as "List of assets of Community Value" in the borough under section 87 of the Localism Act 2011.	Head of Property Valuation
DBSPC3	Duty to review a decision to include land in the list of assets of community value when requested under section 92 of the Localism Act 2012	Head of Property Valuation
DBSPC4	Under section 87 of the Localism Act 2011 determining the form and content of lists of assets of community value.	Head of Property Valuation
DBSPC5	Duty to maintain and publish a list of unsuccessful community land nominations under section 93 of the Localism Act 2011.	Head of Property Valuation
DBSPC6	Duty to publicise receipt of notice of disposal of land of community value which is on the list of assets of community value under section 97 of the Localism Act 2011.	Head of Property Valuation
DBSPC7	Calculation and payment of any statutory compensation due to landowners whose property is on the list of land of community value.	Head of Property Valuation
DBSPC8	Duty to inform owner of land of request to be treated as bidder under section 98 of the Localism Act 2011.	Head of Property Valuation
DBSPC9	To instruct Legal Services to apply for (or to vary, discharge, suspend etc.) and to comply with access orders under the Access to Neighbouring Land Act 1992	Head of Property Valuation Head of Strategic Property
DBSPC10	To instruct legal services to give notice, publish and take any necessary action in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings,	Head of Property Valuation

Number	Function	Authorised Position
	instruct the Services to issue notices, warrants for possession, redeem mortgages, settle claims of costs for successful objectors and such functions and powers pursuant to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 and any such other powers and duties as the Council may have arising out of the Council's ownership of land.	
DBSPC11	To apply for a certificate from the local planning authority, issue appeals, give notice of proposal to carry out development, give notice or instruct Legal Services to give notice of withdrawal of any notice to treat and approve consequential compensation and home loss payments under the Land Compensation Acts 1961 and 1973 in respect of Compulsory Purchases	Head of Property Valuation
DBSPC12	To instruct Legal services to object to a compulsory purchase order in respect of land owned by the Council, and to apply to the High Court to question the validity of a compulsory purchase order or any provision contained therein under the Acquisition of Land Act 1981	Head of Property Valuation
DBSPC13	To instruct legal services to recover compensation, home loss, disturbance, reach agreement, accept undertakings, redeem mortgages and such functions and powers in relation to any compulsory purchase order in respect of land owned by the Council under the Compulsory Purchase (Vesting Declarations) Act 1981, the Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973	Head of Property Valuation
DBSPC14	TOWN AND COUNTRY PLANNING ACT 1990 in so far as it relates to extinguishment of rights including service of notices, counter-notices, withdrawal of such notices and associated applications in respect of any statutory undertaker or telecommunications code system operator in any land compulsorily acquired by the Council and to pay compensation as set out in sections 271,272, 273, 279, 280 and 282.	Head of Property Valuation Head of Strategic Property
DBSPC15	To consent to an application to register land as common hold and to instruct Legal Services to make an application to court under The Common hold and Leasehold Reform Act 2002	Head of Property Valuation
DBSPC16	Give notice to the appropriate highway authority so as to negative any intention to dedicate a highway under The Highways Act 1980 Section 31	Head of Property Valuation Head of Strategic Property

Number	Function	Authorised Position
DBSPC17	The approval of the disposal of any freehold or leasehold land and/or property with a capital value up to £500k, with the exception of disposals to community and/or voluntary groups in which case the authority shall be limited to a capital value up to £10,000 or in excess of that if approved by Mayor's decision (excluding statutory rights such as Right to Buy, enfranchisement or a statutory right to lease extension or commercial leases which are dealt with in delegation RPP11 below)	Head of Property Valuation Head of Strategic Property
DBSPC18	Acquisition of land on a freehold or leasehold basis with a capital value of up to £500,000 in consultation with the relevant Chief Officer in accordance with Section 2 of this Scheme of Delegation.	Head of Property Valuation Head of Strategic Property
DBSPC19	Approval of disposal of leases of commercial shop units (on the Council's usual terms at full market rental for 20 years or less and capital value up to £500,000) and land where required as the result of the exercise of statutory right, such as Right to Buy or Enfranchisement	Head of Property Valuation
DBSPC20	To acquire and dispose of land and premises, agree and discharge restrictive covenants, accept and require easements, rights or privileges in respect of any land, including the grant of licences. Subject to approval of the Mayor where required by the thresholds set out in Mayor's Scheme of Delegation and the authority of the relevant Executive Director for the service disposing of or acquiring such land or premises. Carry out such soil surveys, structure surveys and other checks necessary to ensure due diligence in respect of such land transactions, and authorise others to carry out such surveys in respect of the land owned by the Council whether under the Land Registration Act 1925 or other legislation.	Head of Property Valuation Head of Strategic Property
DBSPC21	To negotiate all relevant terms including as to payment of professional fees (but not the waiver of legal professional fees) in respect of the letting and management of commercial premises owned by the Council, apply rent reviews and serve all relevant notices in respect of such premises or instruct the Director Legal Services to issue such notices whether under the lease or statutory provision including retrieval assignments, variations, termination, contracting out of the 1954 Act, and enforcement of such commercial leases and all other relevant landlord action under the Landlord and Tenant Acts and related status	Head of Property Valuation
DBSPC22	To agree or request guarantee agreements, rent deposits, overriding leases, release from covenant, apportion liability under covenants and agree compensation for Leases or	Head of Property Valuation

Number	Function	Authorised Position
	Tenancies under The Landlord and Tenant Act 1927 and Landlord and Tenant (Covenants) Act 1995)	
DBSPC23	To register a notice, apply for a certificate (or instruct the Director for Legal Services to do so) under the Rights of Light Act 1959 (S2)	Head of Property Valuation Head of Strategic Property
DBSPC24	To give any notice, apply to court or loans tribunal, deal with charges, act as mortgagee in possession, deal with proceeds as mortgagee, grant licences and surrender leases (or instruct the Director Legal Services to take any of these actions) under The Law of Property Act 1925	Head of Property Valuation
DBSPC25	To repair, maintain and insure premises in accordance with the terms of any lease and statutory requirement	Head of Property Valuation Head of Strategic Property Strategic Property Officers/Advisors Property Valuation Officers
DBSPC26	To seek mortgagor's consent for the transfer of any interest the Council has as mortgagee under Section 7 of The Local Government Act 1986	Head of Property Valuation Head of Strategic Property
DBSPC27	To propose the alteration of the valuation list or raise objections to any proposed alteration in respect of any property owned by the Council and appealing to the valuation tribunal in respect of such proposals under The Local Government Finance Act 1988 Section 55.	Head of Property Valuation Head of Strategic Property
DBSPC28	To carry out rent reviews or Lease renewals	Head of Property Valuation
DBSPC29	To assess the market value and the value of any improvements on which the sale price should be based for the purposes of sale under the Right to Buy Provisions	Head of Property Valuation
DBSPC30	To grant way leaves and easements to, and enter similar agreements with statutory undertakers and other bodies, relating to services supplied or transmitted across or under premises under the control of the Authority, provided that where the premises are in occupational use by another department this decision is taken in conjunction with the	Head of Property Valuation Head of Strategic Property Strategic Property Officers/Advisors Property Valuation Officers

Number	Function	Authorised Position
	Relevant Executive Director or Relevant Service Head	
DBSPC31	To provide valuations of land for the purposes of acquisition and disposal by the Council	Head of Property Valuation Head of Strategic Property
DBSPC32	To serve any notices extinguishing the rights of statutory undertakers or telecommunications operators (or instruct the Director Legal Services to do so), to pay compensation arising out of such action and refer any dispute to the Land Tribunal under the Town and Country Planning Act 1990, Sections 271, 272, 273, 279 and 282	Head of Property Valuation Head of Strategic Property
DBSPC33	To approve the Council's participation in Section 106 agreements where the Council is joined in the agreement as landowner. Provided the terms of the Section 106 agreement are in accordance with any decision to dispose of the land.	Head of Property Valuation Head of Strategic Property
DBSPC34	Tribunals Courts And Enforcement Act 2007 - section 72 To use the procedure under Schedule 12 of this Act for the purpose of recovering rent payable under a lease of commercial premises. Sections 81 and 83 To serve, withdraw or replace notice on a sub-tenant of commercial premises demanding payment of rent to the Council as head lessor rather than to the immediate tenant and to comply with and exercise and perform any powers and duties contained in any regulations made under this section with regard to the serving of such notices. Section 83	Head of Property Valuation Revenues and Exchequer Manager
DBSPC35	To exercise and perform any powers and duties contained in Part 1 of the Landlord and Tenant Act 1927 which may or shall be exercised or performed by the Council by virtue of its being the Landlord or Tenant as the case may be of any business tenancies. Including compensation for improvements and goodwill on the termination of business tenancies.	Head of Property Valuation
DBSPC36	To keep a copy of any register sent to the Council under Part X Local Government Planning and Land Act 1980 (register of land held by public bodies) available for inspection, provide copies of such register on payment of a reasonable charge and to amend such register on being notified of amendments made by the Secretary of State. Notify the Secretary of State of any inaccuracies and comply with any directions and make representations as to why proposed directions should not be given or as to the proposed content of any such directions.	Head of Property Valuation Head of Strategic Property

Number	Function	Authorised Position
DBSPC37	To serve notice on the tenant under sections 1 and 3 Landlord and Tenant Act 1988 in response to applications seeking consent for any of the actions to which these sections apply (assignments, underletting etc) taken by the tenant of the subtenant.	Head of Property Valuation
DBSPC38	To exercise and perform any powers and duties contained in the Leasehold Property Repairs Act 1938 which may or shall be exercised or performed by the Council by virtue of its being the landlord or tenant of any premises as the case may be. (Enforcement by Landlord of obligation to repair).	Head of Property Valuation
DBSPC39	To publish notice of any intention to dispose of open space under the Local Government Act 1972 and the Town and Country Planning Act 1959 (s26) or instruct the Director for Legal to do so	Head of Property Valuation Head of Strategic Property
DBSPC40	Giving instructions to debt collection agencies, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exceeding powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council. (see also Executive Director Customer Services, Regeneration and Part 2 Schemes of Delegation)	Head of Property Valuation Head of Strategic Property Revenues and Exchequer Manager
DBSPC41	Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council (see also Executive Director Customer Services, Regeneration and Part 2 Schemes of Delegation)	Head of Property Valuation Head of Strategic Property Revenues and Exchequer Manager
DBSPC42	To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council (see also Executive Director Customer Services, Regeneration and Part 2 Schemes of Delegation)	Head of Property Valuation Head of Strategic Property Revenues and Exchequer Manager
ESTATE SHOPS		
DBSPC43	Manage estate shops falling within the Housing Revenue Account (HRA).	Head of Property Valuation

Number	Function	Authorised Position
MARKET & STREET TRADING		
DBSPC44	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.	Markets Development Manager
DBSPC45	Section 25,28 - To grant and renew street trading licences	Markets Development Manager
DBSPC46	Section 29 - To give notice of refusal, revocation or variation of licence	Markets Development Manager
DBSPC47	Section 26 - To consent to succession of a licence	Markets Development Manager
DBSPC48	To consent to transfer of established traders to other sites	Markets Development Manager
DBSPC49	Section 27 - To attach or vary conditions attached to street trading licences where the licence – holder has applied for such an attachment or variation	Markets Development Manager
DBSPC50	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.	Markets Development Manager
DBSPC51	Section 38 - To seize, dispose of and sell any article, thing, receptacle or equipment used in relation to unlicensed street trading.	Markets Development Manager