

# Part D – Supplementary Documents





## Part D – Supplementary Documents

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## 42 Introduction and List of Delegations

### Introduction

1. Part D of the Constitution contains documents which hold information supplementary to, and to be read in conjunction with, Parts A to C of the Constitution.
2. For example, Part B contains Terms of Reference for all the Council's Committees. Where additional procedures are useful for a particular committee, they will be published here in Part D.
3. To enable efficient updating and control of Part D information, each Section within Part D has its own agreed delegation for making changes to that Section. For the most part this means changes are agreed by the relevant Officer/Body and then forwarded to the Monitoring Officer for publication. However, it is for the General Purposes Committee to agree whether new Sections should be added or existing Sections deleted entirely.
4. At the appropriate time the Monitoring Officer will report any changes made to the General Purposes Committee for information.

### Individual Delegations

5. The following table lists the agreed delegations to make changes to each Section within Part D of the Constitution.

Section	Title	Delegation
42	Introduction and List of Delegations	General Purposes Committee
	<b>Council Wide Decision-Making</b>	
43	Council Functions	Monitoring Officer (following changes in law)
44	Local Choice and Local Act Functions	Council
45	Statutory and Proper Officer Appointments	Council
46	Corporate Operating Procedures (delegations applicable to all Directorates)	Chief Executive
47	Scheme of Financial Delegations (Council-Wide Financial Delegations)	Chief Finance Officer

<b>Section</b>	<b>Title</b>	<b>Delegation</b>
	<b>Directorate Schemes of Delegation</b>	
48	Scheme of Delegation – Children’s Services	Corporate Director, Children’s Services
49	Scheme of Delegation – Communities	Corporate Director, Communities
50	Scheme of Delegation – Director of Legal	Director of Legal
51	Scheme of Delegation – Health and Social Care	Corporate Director, Health and Social Care
52	Scheme of Delegation – Housing and Regeneration	Corporate Director, Housing and Regeneration
53	Scheme of Delegation – Resources	Corporate Director, Resources
<b>54</b>	<b>Executive, Committee and Partnership Procedure Rules</b>	
	Individual Mayoral Decision Procedures	Mayor
	Children and Education Scrutiny Sub-Committee Procedures	Statutory Scrutiny Officer
	Health and Adults Scrutiny Sub-Committee Procedures	Statutory Scrutiny Officer
	Housing and Regeneration Scrutiny Sub-Committee Procedures	Statutory Scrutiny Officer
	Licensing Committee – Rules of Procedure governing applications for Premises Licenses and other permissions under the licensing act 2003	Licensing Committee
	Licensing Committee – Rules of Procedure Governing Applications for Sex Establishment Licenses under Section 2 of and Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982	Licensing Committee
	Pensions Committee procedures	Pensions Committee
	Pensions CIV Sectoral Committee	Chief Finance Officer
	Standards Advisory Committee Procedures	Standards Advisory Committee
	Strategic Development / Development Committees – Council Guidelines for Determining Planning Applications under the Town and County Planning Act 1990	Strategic Development Committee

<b>Section</b>	<b>Title</b>	<b>Delegation</b>
	Strategic Development / Development Committees – Development Procedure Rules	Strategic Development Committee
<b>55</b>	<b>Panel and Board Procedure Rules</b>	
	Adoption Panel	Monitoring Officer (following consultation with the appropriate Corporate Director)
	Fostering Panel	Monitoring Officer (following consultation with the appropriate Corporate Director)
	Children’s Safeguarding Board	Monitoring Officer (following consultation with the appropriate Corporate Director)
	Pensions Board	Monitoring Officer (following consultation with the appropriate Corporate Director)
	Private Fostering Panel	Monitoring Officer (following consultation with the appropriate Corporate Director)
	Safeguarding Adults Board	Monitoring Officer (following consultation with the appropriate Corporate Director)
	Schools Admissions Forum	Monitoring Officer (following consultation with the appropriate Corporate Director)
<b>56</b>	<b>Filming Protocol</b>	General Purposes Committee
<b>57</b>	<b>Miscellaneous Documents</b>	
	Any documents added to Part D which do not fit in the above Sections will be added here.	Monitoring Officer

## 43 Council Functions

1. Local Authority Functions are split between Executive Functions which are the responsibility of the Mayor and Executive and then Non-Executive Functions which are the responsibility of Council and its Committees.
2. The functions derive from specific legislation and cannot be the responsibility of the Executive. The Council is required to set out where there are delegations of Council functions to Committees and officers. Where the delegation is to be exercised by a Committee/Officer, the matters reserved to the Committee are specified in the relevant Committee's functions and terms of reference set out in Section 20.
3. These functions derive from specific legislation. When changes to legislation require it, the Monitoring Officer will update the Council Functions' Section necessary.
4. Note that the tables may only includes those functions applicable to a London Borough Council. Where two or more posts are listed either post can take the decision unless otherwise stated.

### 1. A Functions relating to Town and Country Planning

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. -	-	-
2. -	-	-
3. -	-	-
4. -	-	-
5. Power to determine application for planning permission.	Sections 70(1)(a) and (b) and 72 of the Town and Country Planning Act 1990	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
6. Power to determine applications to develop land without compliance with conditions previously attached.	Section 73 of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
7. Power to grant planning permission for development already carried out.	Section 73A of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/



		Corporate Director, Housing and Regeneration
<b>8.</b> Power to decline to determine application for planning permission.	Section 70A of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>9.</b> Duties relating to the making of determinations of planning applications.	Sections 69, 76 and 92 of the Town and Country Planning Act 1990 and Articles 8, 10 to 13, 15 to 22 and 25 and 26 of the Town and Country Planning (General Development Procedure) Order 1995 (S.I. 1995/419) and directions made thereunder. <b>[Section 76 has been repealed and the Regulations have been revoked and replaced with the Town and Country Planning (Development Management Procedure) (England) Order 2010 (S.I. 2010/2184)]</b>	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>10.</b> Power to determine application for planning permission made by a local authority, alone or jointly with another person.	Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992 (S.I. 1992/1492).	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>11.</b> Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.	Parts 6, 7, 11, 17, 19, 20, 21 to 24, 26, 30 and 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995 (S.I. 1995/418).	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>12.</b> Power to enter into agreement regulating development or use of land.	Section 106 of the Town and Country Planning Act 1990.	Development Committee/ Corporate Director, Housing and Regeneration

13. Power to issue a certificate of existing or proposed lawful use or development.	Sections 191(4) and 192(2) of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
14. Power to serve a completion notice.	Section 94(2) of the Town and Country Planning Act 1990	Corporate Director, Housing and Regeneration
15. Power to grant consent for the display of advertisements.	Section 220 of the Town and Country Planning Act 1990 and the Town and Country Planning (Control of Advertisements) Regulations 1992. <b>[The Regulations have been revoked and replaced with the Town and Country Planning (Control of Advertisements) (England) Regulations 2007 (S.I. 2007/783)]</b>	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
16. Power to authorise entry onto land.	Section 196A of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
17. Power to require the discontinuance of a use of land.	Section 102 of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
18. Power to serve a planning contravention notice, breach of condition notice or stop notice.	Sections 171C, 187A and 183(1) of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
18A. Power to issue a temporary stop notice.	Section 171E of the Town and Country Planning Act 1990.	Corporate Director, Housing and Regeneration
19. Power to issue an enforcement notice.	Section 172 of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/

		Corporate Director, Housing and Regeneration
<b>20.</b> Power to apply for an injunction restraining a breach of planning control.	Section 187B of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>21.</b> Power to determine applications for hazardous substances consent, and related powers.	Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990.	Licensing Committee/ Corporate Director, Housing and Regeneration
<b>22.</b> Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject.	Paragraph 2(6)(a) of Schedule 2 to the Planning and Compensation Act 1991, paragraph 9(6) of Schedule 13 to the Environment Act 1995 (c. 25) and paragraph 6(5) of Schedule 14 to that Act.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>23.</b> Power to require proper maintenance of land.	Section 215(1) of the Town and Country Planning Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>24.</b> Power to determine application for listed building consent, and related powers.	Sections 16(1) and (2), 17, 27(2) and 33(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>26.</b> Duties relating to applications for listed building consent.	Sections 13(1) and 14(1) and (4) of the Planning (Listed Buildings and Conservation Areas) Act 1990 and regulations 3 to 6 and 13 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (SI 1990/1519) and paragraphs 8, 15 and 26 of the Department of the	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration

	Environment Transport and the Regions Circular 01/01.	
<b>27.</b> Power to serve a building preservation notice, and related powers.	Sections 3(1) and 4(1) of the Planning (Listed Buildings and Buildings in Conservation Areas) Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>28.</b> Power to issue enforcement notice in relation to demolition of listed building in conservation area.	Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>29.</b> Powers to acquire a listed building in need of repair and to serve a repairs notice.	Sections 47 and 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>30.</b> Power to apply for an injunction in relation to a listed building.	Section 44A of the Planning (Listed Buildings and Conservation Areas) Act 1990.	Strategic Development and Development Committees/ Corporate Director, Housing and Regeneration
<b>31.</b> Power to execute urgent works.	Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990	Corporate Director, Housing and Regeneration

### 1. B - Licensing and Registration Functions

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
<b>1.</b> Power to issue licences authorising the use of land as a caravan site ("site licences").	Section 3(3) of the Caravan Sites and Control of Development Act 1960	Corporate Director, Communities
<b>2.</b> Power to license the use of moveable dwellings and camping sites.	Section 269(1) of the Public Health Act 1936	Corporate Director, Communities
<b>6.</b> Power to register pool promoters.	Schedule 2 to the Betting, Gaming and Lotteries Act	If objection - Licensing Committee

	1963 as saved for certain purposes by article 3 (3) (c) of the Gambling Act 2005 (Commencement No 6 and Transitional Provisions) Order 2006 (hereafter called the Gambling Act Order). <b>[This area of law is now governed by the Gambling Act 2005]</b>	If no objection - Corporate Director, Communities
<b>7.</b> Power to grant track betting licenses	Schedule 3 to the Betting, Gaming and Lotteries Act 1963 as saved for certain purposes by article 3 (3) (d) and 4 of the Gambling Act Order. <b>[This area of law is now governed by the Gambling Act 2005]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>8.</b> Power to license inter-track betting schemes	Schedules 5ZA to the Betting, Gaming and Lotteries Act 1963 as saved for certain purposes by article 3 (3) (d) and 4 of the Gambling Act Order. <b>[This area of law is now governed by the Gambling Act 2005]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>9.</b> Power to grant permits in respect of premises with amusement machines.	Schedule 9 to the Gaming Act 1968 as saved for certain purposes by article 3 (3)(e) of the Gambling Act Order. <b>[This area of law is now governed by the Gambling Act 2005]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>10.</b> Power to register societies wishing to promote lotteries.	Schedule 1 to the Lotteries and Amusements Act 1976 as saved for certain purposes by article 5(2)(a) and (3) of the Gambling Act Order. <b>[This area of law is now governed by the Gambling Act 2005]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>11.</b> Power to grant permits in respect of premises where	Schedule 3 to the lotteries and Amusements Act 1976 as saved for certain	If objection - Licensing Committee

amusements with prizes are provided.	purposes by article 5(2) (d) and (5) of the Gambling Act Order. <b>[This area of law is now governed by the Gambling Act 2005]</b>	If no objection - Corporate Director, Communities
<b>12.</b> Power to issue cinema and cinema club licences.	Section 1 of the Cinema Act 1985 <b>[This area of law is now governed by the Licensing Act 2003]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>13.</b> Power to issue theatre licences.	Sections 12 to 14 of the Theatres Act 1968 <b>[This area of law is now governed by the Licensing Act 2003]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>14.</b> Power to issue entertainments licences.	Section 12 of the Children and Young Persons Act 1933, section 52 of, and Schedule 12 to, the London Government Act 1963, section 79 of the Licensing Act 1964, sections 1 to 5 and 7 of, and Parts I and II of the Schedule to, the Private Places of Entertainment (Licensing) Act 1967 and Part I of, and Schedules 1 and 2 to, the Local Government (Miscellaneous Provisions) Act 1982 <b>[This area of law is now governed by the Licensing Act 2003]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>14A.</b> Any function of a licensing authority.	Licensing Act 2003 and any regulations or orders made under that Act.	Council/Licensing Committee/Licensing Sub-Committee/ Corporate Director, Communities
<b>14AZA.</b> Powers and functions relating to late night levy requirements	Chapter 2 and Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that Chapter	Council
<b>14AA.</b> Duty to comply with requirement to provide information to	Section 29 of the Gambling Act 2005.	Corporate Director, Communities

Gambling Commission.		
<b>14AB.</b> Functions relating to exchange of information.	Section 30 of the Gambling Act 2005.	Corporate Director, Communities
<b>14AC.</b> Functions relating to occasional use notices.	Section 39 of the Gambling Act 2005	Corporate Director, Communities
<b>14B.</b> Power to resolve not to issue a casino premises licence.	Section 166 of the Gambling Act 2005.	Licensing Committee
<b>14C.</b> Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises.	Section 304 of the Gambling Act 2005.	Corporate Director, Communities
<b>14CA.</b> Power to make Order disapplying Section 279 or 282(1) of the Gambling Act 2005.in relation to specified premises.	Section 284 of the Gambling Act 2005.	Corporate Director, Communities
<b>14D.</b> Power to institute criminal proceedings	Section 346 of the Gambling Act 2005.	Director of Legal
<b>14E.</b> Power to exchange information.	Section 350 of the Gambling Act 2005.	Corporate Director, Communities
<b>14F.</b> Functions relating to the determination of fees for premises licences.	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 (SI 2007/479).	Corporate Director, Communities
<b>14G</b> Functions relating to the registration and regulation of small society lotteries	Part 5 of Schedule 11 to the Gambling Act 2005	Corporate Director, Communities
<b>15.</b> Power to license sex shops and sex cinemas.	The Local Government (Miscellaneous Provisions) Act 1982, section 2 and Schedule 3 <b>[On 26 March 2014 the Council resolved that Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by section 27 of the Policing and</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities

	<b>Crime Act 2009 shall apply in the London Borough of Tower Hamlets area and which shall come into force on 1 June 2014 and therefore this power relates to all sex establishments (i.e. a sexual entertainment venue, sex cinema, a hostess bar, or a sex shop)]</b>	
<b>16.</b> Power to license performances of hypnotism.	The Hypnotism Act 1952	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>17.</b> Power to license premises for acupuncture, tattooing, ear- piercing and electrolysis	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982 <b>[The Council has adopted the provisions of Part II of the London Local Authorities Act 1991 to become effective from 13 July 1992 and therefore it is this legislation that contains the power to Licence]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>20.</b> Power to license market and street trading.	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982, Part III of the London Local Authorities Act 1990 and section 6 of the London Local Authorities Act 1994 <b>[The Council adopted the provisions of Part III of the London Local Authorities Act 1990 to become effective from 11 March 1991 and therefore it is this legislation that contains the power to Licence]</b>	Corporate Director, Communities
<b>21.</b> Power to license night cafes and take-	Section 2 of the Late Night Refreshment Houses Act	If objection - Licensing Committee If no objection



away food shops.	1969, Part II of the London Local Authorities Act 1990 and section 5 of the London Local Authorities Act 1994 <b>[This area of law is now governed by the Licensing Act 2003]</b>	- Corporate Director, Communities
<b>24.</b> Power of register and license premises for the preparation of food.	Section 19 of the Food Safety Act 1990.	Corporate Director, Communities
<b>25.</b> Power to license scrap yards.	Section 1 of the Scrap Metal Dealers Act 1964 <b>[This area of law is now governed by the Scrap Metal Dealers Act 2013]</b>	Corporate Director, Communities
<b>26.</b> Power to issue, amend or replace safety certificates (whether general or special) for sports grounds.	The Safety of Sports Grounds Act 1975	Corporate Director, Communities
<b>27.</b> Power to issue, cancel, amend or replace safety certificates (whether general or special) for sports grounds.	Part III of the Fire Safety and Safety of Places of Sport Act 1987.	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>29.</b> Power to license premises for the breeding of dogs.	Section 1 of the Breeding of Dogs Act 1973 and section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>30.</b> Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business.	Section 1 of the Pet Animals Act 1951 section 1 of the Animal Boarding Establishments Act 1963; the Riding Establishments Acts 1964 and 1970 (1964 and 1970); section 1 of the Breeding of Dogs Act 1973, and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999.	If objection - Licensing Committee If no objection - Corporate Director, Communities

31. Power to register animal trainers and exhibitors.	Section 1 of the Performing Animals (Regulation) Act 1925.	Corporate Director, Communities
32. Power to license zoos.	Section 1 of the Zoo Licensing Act 1981.	If objection - Licensing Committee If no objection - Corporate Director, Communities
33. Power to license dangerous wild animals.	Section 1 of the Dangerous Wild Animals Act 1976	Corporate Director, Communities
35. Power to license the employment of children.	Part II of the Children and Young Persons Act 1933 byelaws made under that Part, and Part II of the Children and Young Persons Act 1963	Corporate Director of Children's Services
36. Power to approve premises for the solemnisation of marriages.	Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995 (S. I. 1995/510). <b>[The Regulations were revoked by the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 (S.I. 2005/3168)]</b>	Chief Executive
37. Power to register common land or town or village greens, except where the power is exercisable solely for the purpose of giving effect to - (a) an exchange of lands effected by an order under section 19(3) of, or paragraph 6(4) of Schedule 3 to, the Acquisition of Land Act 1981 (c. 67) or (b) an order under section 147 of the Inclosure Act 1845 (c. 8 & 9 Vict. c. 118).	Regulation 6 of the Commons Registration (New Land) Regulations 1969 (S.I. 1969/1843). <b>[The Regulations have been revoked and such applications are now under the Commons Registration (England) Regulations 2014 (S.I. 2014/3038)]</b>	Corporate Director, Communities

<b>38.</b> Power to register variation of rights of common.	Regulation 29 of the Commons Registration (General) Regulations 1966 (S.I. 1966/1471).	Corporate Director, Communities
<b>40.</b> Power to grant consent for the operation of a loudspeaker.	Schedule 2 to the Noise and Statutory Nuisance Act 1993	Corporate Director, Communities
<b>41.</b> Power to grant a street works licence.	Section 50 of the New Roads and Street Works Act 1991	Corporate Director, Communities
<b>46A.</b> Power to grant permission for provision, etc. of services, amenities, recreation and refreshment facilities on highway, and related powers.	Sections 115E, 115F and 115K of the Highways Act 1980.	Corporate Director, Communities
<b>47.</b> Power to permit deposit of builder's skip on highway.	Section 139 of the Highways Act 1980	Corporate Director, Communities
<b>47A.</b> Duty to publish notice in respect of proposal to grant permission under section 115E of the highways Act 1980.	Section 115G of the Highways Act 1980.	Corporate Director, Communities
<b>48.</b> Power to license planting, retention and maintenance of trees etc. in part of highway.	Section 142 of the Highways Act 1980.	Corporate Director, Communities
<b>49.</b> Power to authorise erection of stiles etc. on footpaths or bridleways.	Section 147 of the Highways Act 1980.	Corporate Director, Communities
<b>50.</b> Power to license works in relation to buildings etc. which obstruct the highway.	Section 169 of the Highways Act 1980.	Corporate Director, Communities
<b>51.</b> Power to consent to temporary deposits or excavations in streets.	Section 171 of the Highways Act 1980.	Corporate Director, Communities
<b>52.</b> Power to dispense with obligation to erect hoarding or fence.	Section 172 of the Highways Act 1980.	Corporate Director, Communities
<b>53.</b> Power to restrict the placing of rails,	Section 178 of the Highways Act 1980.	Corporate Director, Communities

beams etc. over highways.		
54. Power to consent to construction of cellars etc. under street.	Section 179 of the Highways Act 1980.	Corporate Director, Communities
55. Power to consent to the making of openings into cellars etc. under streets, and pavement lights and ventilators.	Section 180 of the Highways Act 1980.	Corporate Director, Communities
57. Power to approve meat product premises.	Regulations 4 and 5 of the Meat Products (Hygiene) Regulations 1994. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
58. Power to approve premises for the production of minced meat or meat preparations.	Regulation 4 of the Minced Meat and Meat Preparations (Hygiene) Regulations 1995. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
59. Power to approve dairy establishments.	Regulations 6 and 7 of the Dairy Products (Hygiene) Regulations 1995. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
60. Power to approve egg product establishments	Regulation 5 of the Egg Products Regulations 1993. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
61. Power to issue licences to retail butchers' shops carrying out	Schedule 1A to the Food Safety (General Food Hygiene) Regulations 1995 (S.I. 1995/1763).	Corporate Director, Communities

commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods.	<b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	
<b>62.</b> Power to approve fish products premises.	Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998 (S.I. 1998/994). <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
<b>63.</b> Power to approve dispatch or purification centres.	Regulation 11 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
<b>64.</b> Power to register fishing vessels on board which shrimps or molluscs are cooked.	Regulation 21 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
<b>65.</b> Power to approve factory vessels and fishery product establishments.	Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
<b>66.</b> Power to register auction and wholesale	Regulation 26 of the Food Safety (Fishery Products	Corporate Director, Communities

markets.	and Live Shellfish) (Hygiene) Regulations 1998. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	
<b>67.</b> Duty to keep register of food business premises.	Regulation 5 of the Food Premises (Registration) Regulations 1991 (S.I. 1991/2828). <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
<b>68.</b> Power to register food business premises.	Regulation 9 of the Food Premises (Registration) Regulations 1991. <b>[This area of law is now governed by the Food Hygiene (England) Regulations 2013 (S.I. 2005/3280)]</b>	Corporate Director, Communities
<b>69.</b> Power to issue near beer licence.	Sections 16 19 and 21 of the London Local Authorities Act 1995 and, to the extent that it does not have effect by virtue of regulation 2(3), section 25 of that Act <b>[Repealed by virtue of section 35 of the London Local Authorities Act 2007 as Council resolved under section 2 of the Local Government (Miscellaneous Provisions) Act 1982 that Schedule 3 to the Act of 1982 as amended by section 27 of the Policing and Crime Act 2009 is to apply to its area]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>70.</b> Power to register premises or stalls for the sale of goods by	Section 28 of the Greater London Council (General Powers) Act 1984	Corporate Director, Communities

way of competitive bidding		
<b>71.</b> Power to register motor salvage operators	Part 1 of the Vehicles (Crime) Act 2001 <b>[This area of law is now governed by the Scrap Metal Dealers Act 2013]</b>	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>72.</b> Functions relating to the registration of common land and town or village greens	Part 1 of the Commons Act 2006 and the Commons Registration (England) Regulations 2008 (SI 2008/1961) <b>[The Regulations have been revoked and the Commons Registration (England) Regulations 2014 (S.I. 2014/3038) are now the appropriate Regulations]</b>	Corporate Director, Housing and Regeneration

## 1 C - Functions relating to health and safety at work

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
Functions under any of the "relevant statutory provisions" within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.	Part I of the Health and Safety at Work etc. Act 1974	Corporate Director, Communities

## 1 D - Functions relating to elections

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. Duty to appoint an electoral registration officer.	Section 8(2) of the Representation of the People Act 1983 (c. 2).	General Purposes Committee
2. Power to assign officers in relation to requisitions of the registration officer.	Section 52(4) of the Representation of the People Act 1983.	Chief Executive (as Returning Officer, Electoral Registration Officer)
3. Functions in relation to parishes and parish councils.	Part II of the Local Government and Rating Act 1997 and subordinate legislation under that Part.	Council
4. Power to dissolve small parish councils.	Section 10 of the Local Government Act 1972	Council
5. Power to make orders for grouping parishes, dissolving groups and separating parishes from groups.	Section 11 of the Local Government Act 1972	Council



<b>6.</b> Duty to appoint returning officer for local government elections.	Section 35 Representation of the People Act 1983	General Purposes Committee
<b>7.</b> Duty to provide assistance at European Parliamentary elections.	Section 6 (7) and (8) of the European Parliamentary Elections Act 2002.	General Purposes Committee
<b>8.</b> Duty to divide constituency into polling districts.	Section 18A to 18E of and Schedule A1 to the Representation of the People Act 1983.	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>9.</b> Power to divide electoral divisions into polling districts at local government elections.	Section 31 of the Representation of the People Act 1983.	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>10.</b> Powers in respect of holding of elections.	Section 39(4) of the Representation of the People Act 1983.	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>11.</b> Power to pay expenses properly incurred by electoral registration officers.	Section 54 of the Representation of the People Act 1983.	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>12.</b> Power to fill vacancies in the event of insufficient nominations.	Section 21 of the Representation of the People Act 1985.	Not applicable to London borough councils
<b>13.</b> Duty to declare vacancy in office in certain cases.	Section 86 of the Local Government Acts 1972.	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>14.</b> Duty to give public notice of a casual vacancy.	Section 87 of the Local Government Act 1972.	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>15.</b> Power to make temporary appointments to parish councils.	Section 91 of the Local Government Act 1972.	Not applicable to London borough councils
<b>16.</b> Power to determine fees and conditions for supply of copies of, or extracts from, elections documents.	Rule 48(3) of the Local Elections (Principal Areas) Rules 1986 (SI 1986/2214) and rule 48(3) of the Local Elections (Parishes and Communities) Rules 1986 (SI 1986/2215)	Director of Legal

<b>17.</b> Power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.	Section 10 of the Representation of the People Act 2000 (c. 2).	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>18.</b> Duty to consult on change of scheme for elections	Section 33(2), 38(2) and 40(2) of the Local Government and Public Involvement Health Act 2007 (the 2007 Act)	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>19.</b> Duties relating to publicity	Sections 35, 41 and 52 of the 2007 Act	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>20.</b> Duties relating to notice to Electoral Commission	Section 36 and 42 of the 2007 Act	Chief Executive (as Returning Officer, Electoral Registration Officer)
<b>21.</b> Power to alter years of ordinary elections of parish councillors	Section 53 of the 2007 Act	Not applicable
<b>22.</b> Functions relating to change of name of electoral area	Section 59 of the 2007 Act	Chief Executive (as Returning Officer, Electoral Registration Officer)

### 1. E - Functions relating to name and status of areas and individuals

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
<b>1.</b> Power to change the name of a county, district or London borough.	Section 74 of the Local Government Act 1972.	Council
<b>2.</b> Power to change the name of a parish.	Section 75 of the Local Government Act 1972.	Not applicable
<b>3.</b> Power to confer title of honorary alderman or to admit to be an honorary freeman.	Section 249 of the Local Government Act 1972.	Council

4. Power to petition for a charter to confer borough status.	Section 245b of the Local Government Act 1972.	Council
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### 1. EB - Functions relating to community governance

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. Duties relating to community governance reviews	Section 79 of the 2007 Act	Chief Executive
2. Functions relating to community governance	Sections 80, 83 to 85 of the 2007 Act	Chief Executive
3. Functions relating to terms of reference review	Section 81 (4) to (6) of the Act 2007	Chief Executive
4. Power to undertake a community governance review	Section 82 of the 2007 Act	Chief Executive
5. Functions relating to making of recommendations	Section 87 to 92 of the 2007 Act	Chief Executive
6. Duties when undertaking review	Section 93 to 95 of the 2007 Act	Chief Executive
7. Duty to publicise outcome of review	Section 96 of the 2007 Act	Chief Executive
8. Duty to send two copies of order to Secretary of State and Electoral Commission	Section 98 (1) of the 2007 Act	Chief Executive
9. Power to make agreements about incidental matters	Section 99 of the 2007 Act	Chief Executive

## 1. F - Byelaws

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. Power to make, amend, revoke, enforce, or re-enact byelaws.	Any provision of any enactment (including a local Act), whenever passed, and section 14 of the Interpretation Act 1978 (c. 30).	General Purposes Committee to recommend to Council

## 1. FA - Functions relating to smoke-free premises

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. Duty to enforce Chapter 1 and Regulations made under it	Section 10(3) of the Health Act 2006	Corporate Director, Communities
2. Power to authorise officers	Section 10(5) of and paragraph 1 of Schedule 2 to the Health Act 2006	Corporate Director, Communities
3. Functions relating to fixed penalty notices	Paragraphs 13, 15 and 16 of Schedule 1 to the Health Act 2006. Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 (SI 2007/760)	Corporate Director, Communities
4. Power to transfer enforcement functions to another enforcement authority	Smoke-free (Premises and Enforcements) Regulations 2006 (SI 2006/3368)	Corporate Director, Communities

## 1. - G Local or Personal Bills

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. Power to promote or oppose local or personal Bills.	Section 239 of the Local Government Act 1972.	Council

## 1. H Functions relating to pensions etc.

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
1. Functions relating to local government pensions, etc.	Regulations under section 7, 12 or 24 of the Superannuation Act 1972 (c. 11).	Pensions Committee
2. Functions under the Fireman's Pension Scheme relating to pensions, etc. as respects persons employed as members of fire brigades maintained pursuant to section 4 of the Fire Services Act 1947	Section 26 of the Fire Services Act 1947	Not applicable to London borough councils

## 1. I - Miscellaneous functions

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
<b>Part I: functions relating to public rights of way</b>		
1. Power to create footpath, bridleway or restricted byway by agreement.	Section 25 of the Highways Act 1980 (c. 66).	Corporate Director, Communities
2. Power to create footpaths, bridleways, and restricted byways.	Section 26 of the Highways Act 1980.	Corporate Director, Communities
3. Duty to keep register of information with respect to maps, statements and declarations.	Section 31A of the Highways Act 1980.	Corporate Director, Communities
4. Power to stop up footpaths, bridleways and restricted byways.	Section 118 of the Highways Act 1980.	Corporate Director, Communities
5. Power to determine application for public path extinguishment order.	Sections 118ZA and 118C(2) of the Highways Act 1980. <b>[This area of law is not currently in force]</b>	Corporate Director, Communities

6. Power to make a rail crossing extinguishment order.	Section 118A of the Highways Act 1980.	Corporate Director, Communities
7. Power to make a special extinguishment order.	Section 118B of the Highways Act 1980.	Corporate Director of Communities
8. Power to divert footpaths, bridleways and restricted byways.	Section 119 of the Highways Act 1980	Corporate Director, Communities
9. Power to make a public path diversion order.	Sections 119ZA and 119C(4) of the Highways Act 1980.	Corporate Director, Communities
10. Power to make a rail crossing diversion order.	Section 119A of the Highways Act 1980.	Corporate Director of Communities
11. Power to make a special diversion order.	Section 119B of the Highways Act 1980.	Corporate Director, Communities
12. Power to require applicant for order to enter into agreement.	Section 119C(3) of the Highways Act 1980.	Corporate Director, Communities
13. Power to make an SSSI diversion order.	Section 119D of the Highways Act 1980.	Corporate Director, Communities
14. Duty to keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980.	Section 121B of the Highways Act 1980. <b>[This area of law is not currently in force]</b>	Corporate Director, Communities
15. Power to decline to determine certain applications.	Section 121C of the Highways Act 1980. <b>[This area of law is not currently in force]</b>	Corporate Director, Communities
16. Duty to assert and protect the rights of the public to use and enjoyment of highways.	Section 130 of the Highways Act 1980.	Corporate Director, Communities
17. Duty to serve notice of proposed action in relation to obstruction.	Section 130A of the Highways Act 1980.	Corporate Director, Communities
18. Power to apply for variation of order under section 130B of the Highways Act 1980.	Section 130B(7) of the Highways Act 1980.	Corporate Director, Communities

19. Power to authorise temporary disturbance of surface of footpath, bridleway or restricted byway.	Section 135 of the Highways Act 1980.	Corporate Director, Communities
20. Power temporarily to divert footpath or bridleway	Section 135A of the Highways Act 1980. <b>[This area of law is not currently in force]</b>	Corporate Director, Communities
21. Functions relating to the making good of damage and the removal of obstructions.	Section 135B of the Highways Act 1980. <b>[This area of law is not currently in force]</b>	Corporate Director, Communities
22. Powers relating to the removal of things so deposited on highways as to be a nuisance.	Section 149 of the Highways Act 1980.	Corporate Director, Communities
23. Power to extinguish certain public rights of way	Section 32 of the Acquisition of Land Act 1981 (c. 67).	Corporate Director, Communities
24. Duty to keep definitive map and statement under review.	Section 53 of the Wildlife and Countryside Act 1981 (c. 69).	Corporate Director, Communities
25. Power to include modifications in other orders.	Section 53A of the Wildlife and Countryside Act 1981.	Corporate Director, Communities
26. Duty to keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981.	Section 53B of the Wildlife and Countryside Act 1981.	Corporate Director, Communities
28. Power to prepare map and statement by way of consolidation of definitive map and statement.	Section 57A of the Wildlife and Countryside Act 1981.	Corporate Director, Communities
29. Power to designate footpath as cycle track.	Section 3 of the Cycle Tracks Act 1984 (c. 38).	Corporate Director, Communities
30. Power to extinguish public right of way over land acquired for clearance.	Section 294 of the Housing Act 1981 (c. 68). <b>[The correct year of the Act is 1985 and not 1981]</b>	Corporate Director, Communities

	<b>as cited in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000]</b>	
<b>30A.</b> Power to authorise stopping up or diversion of highway.	Section 247 of the Town and Country Planning Act 1990.	Corporate Director, Communities
<b>31.</b> Power to authorise stopping-up or diversion of footpath, bridleway or restricted byway.	Section 257 of the Town and Country Planning Act 1990.	Corporate Director, Communities
<b>32.</b> Power to extinguish public rights of way over land held for planning purposes.	Section 258 of the Town and Country Planning Act 1990.	Corporate Director, Communities
<b>33.</b> Power to enter into agreements with respect to means of access.	Section 35 of the Countryside and Rights of Way Act 2000 (c. 37).	Corporate Director, Communities
<b>34.</b> Power to provide access in absence of agreement.	Section 37 of the Countryside and Rights of Way Act 2000.	Corporate Director, Communities
<b>Part II: other miscellaneous functions</b>		
<b>36.</b> Power to make standing orders.	Section 106 of, and para 42 of Schedule 12 to, the Local Government Act 1972 (c.70).	Council
<b>37.</b> Power to appoint staff, and subject to compliance with major policy determinations, to determine the terms and conditions on which they hold office (including procedures for their dismissal).	Section 112 of the Local Government Act 1972.	Chief Executive except for those chief officer and deputy chief officer appointments reserved to the Appointments Sub-Committee
<b>38.</b> Power to make standing orders as to contracts.	Section 135 of the Local Government Act 1972.	Council
<b>39.</b> Duty to make arrangements for proper administration of financial affairs etc.	Section 151 of the Local Government Act 1972.	Council



40. Power to appoint officers for particular purposes (appointment of "proper officers").	Section 270(3) of the Local Government Act 1972.	Council
41. Power to make limestone pavement order.	Section 34(2) of the Wildlife and Countryside Act 1981 (c. 69).	Corporate Director, Communities
42. Power to make closing order with respect to take-away food shops.	Section 4 of the Local Government (Miscellaneous Provisions) Act 1982 (c. 30). <b>[This area of law is now governed by the Licensing Act 2003]</b>	Corporate Director, Communities
43. Duty to designate officer as the head of the authority's paid service, and to provide staff, etc.	Section 4(1) of the Local Government and Housing Act 1989 (c. 42).	Council
44. Duty to designate officer as the monitoring officer, and to provide staff, etc.	Section 5(1) of the Local Government and Housing Act 1989.	Council
44A. Duty to provide staff etc. to person nominated by monitoring officer.	Sections 82A(4) and (5) of the Local Government Act 2000.	Council
44B. Powers relating to overview and scrutiny committees (voting rights of co-opted members).	Paragraphs 12 and 14 of Schedule 1 to the Local Government Act 2000. <b>[This area of law is now governed by the Paragraphs 11 and 13A of Schedule 1A to the Local Government Act 2000]</b>	Council
45. Duty to approve authority's statement of accounts, income and expenditure and balance sheet, or record of payments and receipts (as the case may be).	The Accounts and Audit Regulations 1996 (S.I. 1996/590). <b>[This area of law is now governed by the Accounts and Audit Regulations 2015 (S.I. 2015/ 234)]</b>	Audit Committee
46. Powers relating to the protection of important hedgerows.	The Hedgerows Regulations 1997 (S.I. 1997/1160).	Corporate Director, Communities

47. Powers relating to the preservation of trees.	Sections 197 to 214D of the Town and Country Planning Act 1990, and the Trees Regulations 1999 (S.I. 1999/1892). <b>[The correct name of the Regulations is the Town and Country Planning (Trees) Regulations 1999 and not as cited in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000]</b>	Chief Executive
47A. Powers relating to complaints about high hedges	Part 8 of the Anti-Social Behaviour Act 2003.	Corporate Director, Communities
48. Power to make payments or provide other benefits in cases of maladministration etc.	Section 92 of the Local Government Act 2000.	Director of Legal
49. Power to make an order identifying a place as a designated public place for the purposes of police powers in relation to alcohol consumption.	<b>Section 13(2) of the Criminal Justice and Police Act 2001.</b> <b>[Replaced by public place protection orders under section 59 of the Anti-social Behaviour, Crime and Policing Act 2014]</b>	Council
50. Power to make or revoke an order designating a locality as an alcohol disorder zone.	Section 16 of the Violent Crime Reduction Act 2006 <b>[Repealed by the Police Reform and Social Responsibility Act 2011]</b>	General Purposes Committee
51. Power to apply for an enforcement order against unlawful works on common land	Section 41 of the Commons Act 2006	Corporate Director, Communities
52. Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference	Section 45(2) (a) of the Commons Act 2006	Corporate Director, Communities
53. Power to institute proceedings for	Section 45(2) (b) of the Commons Act 2006	Director of Legal

offences in respect of unclaimed registered common land and unclaimed town or village greens		
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## 44 Local Choice Functions and Local Act Functions

5. Local Authority Functions are split between Executive Functions which are the responsibility of the Mayor and Executive and then Non-Executive Functions which are the responsibility of Council and its Committees.
6. This Section includes functions which the Council can choose to set as Executive or Non-Executive Functions. The Council is required to set out where there are delegations of Council functions to Committees and officers. Where the delegation is to be exercised by a Committee/Officer, the matters reserved to the Committee are specified in the relevant Committee's functions and terms of reference set out in Section 20.
7. Any changes to whether these are Executive or Non-Executive functions must be agreed by Council.

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
Any function under a local Act other than a function specified or referred to in regulation 2 or schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended	Various as listed below	As listed below in respect of each function
<b>1.</b> Licensing of Buskers.	London Local Authorities Act 2000 – Part V	If objection – Licensing Committee If no objection - Corporate Director, Communities
<b>2.</b> Removal of distribution containers on the highway.	London Local Authorities Act 1991 – Section 22	Corporate Director, of Communities
<b>3.</b> Licensing of special treatment premises.	London Local Authorities Act 1991 – Part II	If objection – Licensing Committee If no objection - Corporate Director, Communities
<b>4.</b> Crime Prevention Measures.	London Local Authorities (No. 2) Act 1990	Chief Executive
<b>5.</b> Consent for demolition works under street.	Greater London Council (General Powers) Act 1986 – Section 5	Corporate Director, Housing and Regeneration  Corporate Director, Communities

<b>6.</b> Consent for construction which causes obstruction to access to vaults and cellars.	Greater London Council (General Powers) Act 1986 – Section 6	Corporate Director, Housing and Regeneration  Corporate Director, Communities
<b>7.</b> Consent for infilling of vaults and cellars.	Greater London Council (General Powers) Act 1986 – Section 7	Corporate Director, Housing and Regeneration  Corporate Director, Communities
<b>8.</b> Powers relating to certain retaining walls.	Greater London Council (General Powers) Act 1986 – Section 8	Corporate Director, Housing and Regeneration  Corporate Director, Communities
<b>9.</b> Registration of sleeping accommodation.	Greater London Council (General Powers) Act 1984 – Part IV	Corporate Director of Housing and Regeneration
<b>10.</b> Provision relating to the sale of goods by competitive bidding – including registration of premises or stalls.	Greater London Council (General Powers) Act 1984 – Part VI	Corporate Director, Communities
<b>11.</b> Removal of occupants of buildings in vicinity of dangerous structures etc. – apply to court.	Greater London Council (General Powers) Act 1984 – Section 38	Corporate Director, Communities  Corporate Director, Housing and Regeneration
<b>12.</b> Control of overcrowding in certain hostels including the ability to serve notices.	Greater London Council (General Powers) Act 1981 – Part IV	Corporate Director, Housing and Regeneration
<b>13.</b> Closure of unsanitary food premises/stalls – Council to seek an order from the court.	Greater London Council (General Powers) Act 1973 – Section 30	Corporate Director, Communities
<b>14.</b> Licenses to erect scaffolding.	Greater London Council (General Powers) Act 1970 – Section 15	Corporate Director, Communities
<b>15.</b> Walkways.	Greater London Council (General Powers) Act 1969 – Section 11	Corporate Director, Communities
<b>16.</b> Byelaws as to artificial lighting of common staircases	London County Council (General Powers) Act 1956 – Section 63	Council

<b>17</b> Gratuities to non-pensionable employees	London County Council (General Powers) Act 1930 – Section 61	Chief Executive
<b>18.</b> Power to register premises or stalls for the sale of goods by way of competitive bidding	Section 28 of the Greater London Council (General Powers) Act 1984 (c.xxvii)	If objection - Licensing Committee If no objection - Corporate Director, Communities
<b>19.</b> Cleansing relevant land of refuse and litter.	London Local Authorities Act 2000 – Section 19	Corporate Director, Communities
<b>20.</b> Making special temporary prohibitions within a special parking area.	London Local Authorities Act 1995 – Section 9	Corporate Director, Communities
<b>21.</b> Making of regulations relating to dangerous structure fees.	London Local Authorities Act 1994 – Section 8	The Council
<b>22.</b> Approval of policies in respect of special treatment licenses.	London Local Authorities Act 1991 – Part II	The Council
<b>24.</b> Determination of charges for London Building Acts consents etc.	Greater London Council (General Powers) Act 1982 – Section 3	Corporate Director, Housing and Regeneration
<b>25.</b> Control of Brown Tail Moth.	Greater London Council (General Powers) Act 1979 – Section 8	Corporate Director, Communities
<b>26.</b> Power to extinguish rights of interment in cemeteries.	Greater London Council (General Powers) Act 1976 – Section 9	Corporate Director, Communities
<b>27.</b> Prohibition of person entering upon grass verge.	Greater London Council (General Powers) Act 1974 – Section 14(2)	Corporate Director, Communities
<b>28.</b> Authorisation of parking on verges.	Greater London Council (General Powers) Act 1974 – Section 15(4)	Corporate Director, Communities
<b>29.</b> Removal of vehicles for street cleaning.	Greater London Council (General Powers) Act 1974 – Section 21	Corporate Director, Communities
<b>30.</b> Contributions in respect of railings.	Greater London Council (General Powers) Act 1972 – Section 18	Corporate Director, Communities

<b>31.</b> Restoration of gas, water and electricity services.	Greater London Council (General Powers) Act 1972 – Section 19	Corporate Director, Communities
<b>32.</b> Boundary walls.	London County Council (General Powers) Act 1963 – Section 6	Corporate Director, Housing and Regeneration
<b>33.</b> Acquisition of easements etc.	London County Council (General Powers) Act 1963 – Section 8	Corporate Director, Housing and Regeneration
<b>34.</b> Underpinning of houses near a street improvement.	London County Council (General Powers) Act 1963 – Section 9	Corporate Director, Housing and Regeneration
<b>35.</b> Approval of trade refuse disposal facilities.	London County Council (General Powers) Act 1963 – Section 11	Corporate Director, Communities
<b>36.</b> Provision of shops etc. in subway.	London County Council (General Powers) Act 1963 – Section 14	Corporate Director, Communities
<b>37.</b> Power to provide illumination, floodlighting etc.	London County Council (General Powers) Act 1963 – Section 17	Corporate Director, Communities
<b>38.</b> Restriction of vehicular access to and from street improvements.	London County Council (General Powers) Act 1960 – Section 13	Corporate Director, Communities
<b>39.</b> Acquisition of land for the purpose of providing facilities for storage etc. of horticultural produce.	London County Council (General Powers) Act 1959 – Section 12	Corporate Director, Communities
<b>40.</b> Provision of accommodation and charges.	London County Council (General Powers) Act 1959 – Section 13	Corporate Director, Communities
<b>41.</b> Power to lease and enter into agreements.	London County Council (General Powers) Act 1959 – Section 14	Corporate Director, Communities
<b>42.</b> Provision of advances for erection etc. of buildings.	London County Council (General Powers) Act 1957 – Section 78	Corporate Director, Housing and Regeneration
<b>43.</b> Removal of bottles from streets.	London County Council (General Powers) Act 1957 – Section 81	Corporate Director, Communities
<b>44.</b> Powers of borough councils to maintain burial grounds.	London County Council (General Powers) Act 1955 – Section 36	Corporate Director, Communities
<b>45.</b> Return of library books	London County Council (General Powers) Act 1955 – Section 37	Corporate Director, Communities

<b>46.</b> Recovery of expenses of fencing certain lands.	London County Council (General Powers) Act 1955 – Section 39	Corporate Director, Communities
<b>47.</b> Defacement of streets with slogans etc.	London County Council (General Powers) Act 1954 – Section 20	Corporate Director, Communities
<b>48.</b> Powers of sanitary authority to cleanse aged and feeble persons in their homes	London County Council (General Powers) Act 1953 – Section 43	Corporate Director, Health and Social Care
<b>49.</b> Expenses of councils in connection with ceremonies etc.	London County Council (General Powers) Act 1951 – Section 32	Chief Executive
<b>50.</b> Improvement of roadside amenities etc.	London County Council (General Powers) Act 1951 – Section 33	Corporate Director, Communities
<b>51.</b> Supply of heat.	London County Council (General Powers) Act 1949 – Part II	Corporate Director, Communities
<b>52.</b> Maintenance of forecourts to which public have access and power to serve improvement notices	London County Council (General Powers) Act 1948 – Section 43	Corporate Director, Communities
<b>53.</b> Fencing of dangerous land in or near streets.	London County Council (General Powers) Act 1948 – Section 44	Corporate Director, Communities
<b>54.</b> Recovery of expenses and costs.	London County Council (General Powers) Act 1948 – Section 45	Corporate Director, Communities
<b>55.</b> Power to provide concert halls etc.	London County Council (General Powers) Act 1947 – Section 4	Corporate Director, Communities
<b>56.</b> Power to provide entertainment.	London County Council (General Powers) Act 1947 – Section 5	Corporate Director, Communities
<b>57.</b> Contributions to cultural bodies.	London County Council (General Powers) Act 1947 – Section 59	Corporate Director, Communities
<b>58.</b> Acquisition of buildings or places of historic interest.	London County Council (General Powers) Act 1947 – Section 61	The Council/ Corporate Director, Communities
<b>59.</b> Enclosure of unenclosed land adjoining streets.	London County Council (General Powers) Act 1925 – Section 33	Corporate Director, Communities
<b>60.</b> Compensation to persons in the Council's service on abolition of office.	London County Council (General Powers) Act 1921 – Section 31	Chief Executive





## Responsibility for Council Functions – Other Local Choice Functions

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	DELEGATION OF FUNCTION
1. The determination of an appeal against any decision made by or on behalf of the Authority.	As per paragraph 2 of Schedule 2 to the Local Authorities (Functions & Responsibilities) Regulations 2000 (SI 2853) as amended	Director of Legal or Licensing Committee in relation to Licensing matters. Director of Legal or Appeals Committees in relation to other matters
2. The making of arrangements in respect of appeals against the exclusion of pupils from maintained schools.	Section 51A of the Education 2002 and Regulations made thereunder	Corporate Director, Children's Services
3. The making of arrangements in respect of school admission appeals.	Sections 94(1), 1A and (4) of the School Standards and Framework Act 1998.	Corporate Director, Children's Services
4. The making of arrangements in respect of appeals by a school governing body of a requirement that they take a pupil excluded from another school.	Section 95(2) of the School Standards and Framework Act 1998	Corporate Director, Children's Services
5. Any function relating to contaminated land.	Environmental Protection Act 1990 – Part IIA	Corporate Director, Communities
6. The discharge of any function relating to the control of pollution or the management of air quality.	Pollution Prevention and Control Act 1999; Environment Act 1995 (Part IV); Environmental Protection Act 1990 (Part I); Clean Air Act 1993	Corporate Director, Communities
7. The service of an abatement notice in respect of a statutory nuisance.	Environmental Protection Act 1990 – Section 80(1)	Corporate Director, Communities

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	DELEGATION OF FUNCTION
<p><b>8.</b> In relation to or in support of Council functions only, or in relation to any appointment of a Councillor to a paid position except that of Cabinet Member, the appointment of any individual</p> <p>(a) to any office other than an office in which he is employed by the authority;</p> <p>(b) to any body other than -</p> <ul style="list-style-type: none"> <li>• the authority;</li> <li>• a joint committee of two or more authorities; or</li> </ul> <p>(c) to any committee or sub-committee of such a body, and the revocation of any such appointment</p>	<p>As per paragraph 19 of Schedule 2 to the Local Authorities (Functions &amp; Responsibilities) Regulations 2000 (SI 2853) as amended.</p>	<p>General Purposes Committee</p> <p><b>NB:</b> This function in relation to or in support of an Executive function is allocated to the Executive, except that the Mayor may not appoint a Councillor to any paid position (including external bodies) other than that of Cabinet Member (see Part 3.2.2).</p>
<p><b>9.</b> The making of agreements with other local authorities for the placing of staff at the disposal of those other authorities.</p>	<p>As per paragraph 20 of Schedule 2 to the Local Authorities (Functions &amp; Responsibilities) Regulations 2000 (SI 2853) as amended</p>	<p>All Chief Officers</p>
<p><b>10.</b> The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply in the authority's area.</p>	<p>Noise and Statutory Nuisance Act 1993 – Section 8</p>	<p>Council</p>

<b>FUNCTION</b>	<b>PROVISION OF ACT OR STATUTORY INSTRUMENT</b>	<b>DELEGATION OF FUNCTION</b>
<b>11.</b> The inspection of the authority's area to detect any statutory nuisance.	Environmental Protection Act 1990 – Section 79	Corporate Director, Communities
<b>12.</b> The investigation of any complaint as to the existence of a statutory nuisance.	Environmental Protection Act 1990 – Section 80	Corporate Director, Communities
<b>13.</b> The obtaining of information as to interests in land.	Town and Country Planning Act 1990 – Section 330	Corporate Director, Housing and Regeneration
<b>14.</b> The obtaining of particulars of persons interested in land.	Local Government (Miscellaneous Provisions) Act 1976 – Section 16	All Corporate Directors
<b>15.</b> The making of agreements for the execution of highways works	Highways Act 1980 – Section 278 (substituted by the New Roads and Street Works Act 1991 – Section 23	Corporate Director, Communities

## 45 Statutory and Proper Officer Appointments

1. In addition to those set out in Section 26 of the Constitution, the Council has a number of statutory and proper officer designations to officers. Statutory officer designations to the Chief Executive and members of the Corporate Management Team are set out in Section 26 of the Constitution. Below are tables setting out further Statutory Officer posts and the Council's Proper Officer designations to the Chief Executive, Corporate Directors and other posts.

### Statutory Officers

	<b>LEGISLATION</b>	<b>DESIGNATION</b>	<b>POST</b>
.	Section 30 Health and Social Care Act 2012	Director of Public Health	Director, Public Health
2.	Section 9FB Local Government Act 2000	Scrutiny Officer	Head of Corporate Strategy and Communities

## Proper Officers

NO.	STATUTE & FUNCTION	OFFICER
	<b>Registration Service Act 1953</b>	
2.	Sections 9(1) and (2), 13(2)h and (3)b and 20 (b) - Proper officer for Births, Deaths and Marriages	Corporate Director, Resources
	<b>Local Government Act 1972</b>	
3.	Section 83(1) – The officer to whom a person elected to the office of the Mayor or a Councillor shall deliver a declaration of acceptance of office on the prescribed form	Chief Executive
4	Section 84 – The officer to whom written notice of resignation of office shall be delivered	Chief Executive
5.	Section 86 - To declare any vacancy in any office under the Section	Chief Executive
6.	Section 88(2) - The officer who may call a Council meeting for the election to the vacant office of Chair of Council	Chief Executive
7.	Section 89(1)(b) - The officer to whom notice in writing of a casual vacancy occurring in the office of Councillor may be given by two local government electors for the borough	Chief Executive
8.	Section 100B(2) - The officer authorised to exclude from committees, sub committees, Council or Executive meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	Monitoring Officer
9.	Section 100B(7)(c) - The officer to supply to any newspaper copies of documents supplied to Members of committees, sub-committees, Council or Executive meetings in connection with an item for consideration	Monitoring Officer
10.	Section 100C(2) - The officer to prepare a written summary of proceedings of committees, sub-committees, Council or the Executive from which the public were excluded	Monitoring Officer

<b>NO.</b>	<b>STATUTE &amp; FUNCTION</b>	<b>OFFICER</b>
	<b>Local Government Act 1972</b>	
<b>11.</b>	Section 100D(1)(a) - The officer to prepare a list of background papers for reports considered by committees, sub-committees, Council or the Executive	Director of Legal
<b>12.</b>	Section 100D(5) – The Officer to determine which documents constitute background papers and section 100H - ability to charge for the provision of such documents	Director of Legal
<b>13.</b>	Section 100F(2) – The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Director of Legal
<b>14.</b>	Section 100G - To maintain a register of the names and addresses of Members and membership of committees, lists of delegations and the like	Monitoring Officer
<b>15.</b>	Section 115 – The officer to whom money properly due from officers shall be paid	Chief Finance Officer
<b>16.</b>	Section 137A – The officer to receive statements in connection with the provision of financial assistance	Chief Finance Officer
<b>17.</b>	Section 146 – The officer to make statutory declarations and issue any certificate with regard to securities held by local authority companies	Chief Finance Officer
<b>18.</b>	Section 223 Authorising officers to attend court and appear on behalf of the Council under Local Government Act 1972 and the County Courts Act 1984	Director of Legal
<b>19.</b>	Section 225(1) – The officer to receive and retain statutory documents on behalf of the Authority	Director of Legal
<b>20.</b>	Section 229(5) – The officer to certify copies of documents	Director of Legal
<b>21.</b>	Section 233 – The officer to receive documents required to be served on the Authority	Director of Legal

<b>NO.</b>	<b>STATUTE &amp; FUNCTION</b>	<b>OFFICER</b>
	<b>Local Government Act 1972</b>	
<b>22.</b>	Section 234(1) and (2) – The officer to authenticate documents on behalf of the Authority	Director of Legal
<b>23.</b>	Section 238 – The officer to certify printed copies of bylaws	Director of Legal
<b>24.</b>	Section 248 – The officer responsible for the keeping of the roll of freemen	Monitoring Officer
<b>25.</b>	Schedule 12 (paragraphs 4(2)(b)) – The officer responsible for signing summonses to attend meetings	Chief Executive
<b>26.</b>	Schedule 12 (paragraphs 4(3)) – The officer responsible for the receipt of notices regarding address to which summons to meetings is to be sent	Monitoring Officer
<b>27.</b>	Schedule 14 (paragraph 25(7)) – The officer responsible for the certification of true copies of resolutions	Monitoring Officer
	<b>Local Government Act 1974</b>	
<b>28.</b>	Section 30(5) – The officer responsible for giving notice of Local Government Ombudsman Report	Director of Legal
	<b>Local Government (Miscellaneous Provisions) Act 1976</b>	
<b>29.</b>	Section 41 - The officer to certify as evidence of resolutions of proceedings	Director of Legal
	<b>Highways Act 1980</b>	
<b>30.</b>	Section 59(1) – The officer to certify that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight or extraordinary damage	Director of Public Realm
<b>31.</b>	Section 205(3) – The officer to prepare a specification of the street works referred to in the resolution, with any necessary plans and sections, an estimate of the probable expenses of the works, and a provisional apportionment apportioning the estimated expenses between the premises liable to be charged with them under the private street works code	Director of Public Realm



<b>NO.</b>	<b>STATUTE &amp; FUNCTION</b>	<b>OFFICER</b>
	<b>Highways Act 1980</b>	
<b>32.</b>	Section 205(5) – The officer to certify copies of resolution and approved documents	Director of Public Realm
<b>33.</b>	Section 210(2) – The officer to certify amendments to estimated costs and provisional apportionment of costs under the private street works code	Director of Public Realm
<b>34.</b>	Section 211(1) – The officer to make the final apportionment of costs under the private street works code	Director of Public Realm
<b>35.</b>	Section 216(2) and (3) – The officer to settle the proportion of the amount of costs under the private street works code in respect of railway undertakers or canal undertakers	Director of Public Realm
<b>36.</b>	Section 259 – The officer to issue notice requiring removal of materials from non-maintainable streets in which works are due to take place	Director of Public Realm
<b>37.</b>	Section 321 – The officer to authenticate notices, consents, approvals, orders, demands, licenses, certificates or other documents	Director of Public Realm
<b>38.</b>	Schedule 9 (paragraphs 4) – The officer responsible for signing plans showing proposed prescribed improvement or building lines	Director of Public Realm
	<b>Representation of the People Act 1983</b>	
<b>39.</b>	Section 8 – Person appointed as Registration Officer	Chief Executive
<b>40.</b>	Section 28 – Person appointed as Acting Returning Officer	Chief Executive
<b>41.</b>	Section 35 – Person appointed as Returning Officer	Chief Executive
<b>42.</b>	Section 37(7)(b) – The officer to receive declarations and give public notice of election agents' appointments	Chief Executive
<b>43.</b>	Section 131(1) – The officer to provide accommodation for holding election court	Chief Executive

NO.	STATUTE & FUNCTION	OFFICER
	<b>Building Act 1984</b>	
44.	Section 93 – The officer to sign any notice, order or other document which the Council is authorised or required to give, make or issue under this Act, to authorise any officer in writing to do so, and to authenticate any such document	Director of Planning and Building Control
	<b>Public Health (Control of Disease) Act 1984</b>	
45.	Section 45F(2)(a) and (b) and 45P(2) – The proper officer for the purposes of the Health Protection (Notification) Regulations 2010	Director of Public Realm
	<b>Weights and Measures Act 1985</b>	
46.	Section 72(1) – Person appointed as Chief Inspector of Weights and Measures	Director of Public Realm
	<b>Local Government Finance Act 1988</b>	
47.	Section 116(1) – The officer to notify the external auditor of a meeting under the Act to consider a report from the Chief Finance Officer	Chief Finance Officer
	<b>Local Government and Housing Act 1989</b>	
48.	Section 2(4) – The officer to hold on deposit the Council's list of politically restricted posts	Director of Legal
49.	Section 3A – The officer who, in consultation with the Monitoring Officer, determines applications for exemption from political restriction or for designation of posts as politically restricted	Chief Executive (in consultation with the Monitoring Officer)
50.	Section 15 to 17 (and Regulations made thereunder) – the officer to receive and give notices relating to the membership of political groups	Chief Executive
	<b>Freedom of Information Act 2000</b>	
51.	Section 36 – The 'qualified person'	Corporate Director, Resources

NO.	STATUTE & FUNCTION	OFFICER
	<b>Local Government Act 2000</b>	
52.	Section 9G and 9GA(4) – The proper officer for the purposes of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Monitoring Officer
	<b>Regulation of Investigatory Powers Act 2000</b>	
53.	Part I, Chapter II (acquisition and disclosure of communications data) and Part II (directed surveillance and use of covert human intelligence source) – The officers who are designated to grant authorisation	Director of Public Realm
	<b>Data Protection Act 2018</b>	
54.	Requirement under Art 37(1) GDPR – incorporated into domestic legislation through s.69 Data Protection Act 2018	Head of Information Governance

## 46 Corporate Operating Procedures

1. The Operating Procedures apply to the operation and management of all Council directorates. The procedures authorise relevant officers to exercise delegated functions of the Council as set out in these procedures and the Constitution.
2. The procedures enable the Chief Executive and Managers to carry out the functions of the Council as set out in this document. The procedures repeal and replace all previous schemes of delegation and apply in addition to the Council's Corporate Scheme of Delegation and individual Directorate Schemes of Delegation.
3. All powers in these procedures may also be exercised by the Chief Executive, by the Deputy Chief Executive when the Chief Executive is unavailable for any reason, or any other officer designated by the Council as Acting/Interim Chief Executive on a temporary basis.
4. In relation to all delegated authority given to officers by these procedures, the Chief Executive may allocate or re-allocate responsibility for exercising particular powers to any officer of the Council in the interests of effective corporate management as they think fit.
5. Where there is doubt over the responsibility for the exercise of a delegated power under these procedures, the Chief Executive and the Monitoring Officer or any person nominated/appointed to act on their behalf, is allowed to act.
6. All further delegations conferred under these procedures must be recorded in writing. Any decision taken under such authority shall remain the officer's responsibility, and must be taken in their name.
7. In exercising their delegated powers under these procedures the officers concerned shall have broad discretion, subject to complying with all relevant legislation, the Council's constitution, including its contract and financial procedures and regulations, and overall Council policy, to use the most efficient effective and economic means available, including the deployment of staffing and other resources within their control and the procurement of other resources necessary, whether within or outside the Council.
8. For the avoidance of doubt anything which is not covered by these procedures or the Council's constitution, including the appointment of a proper officer for the purpose of any statutory function, will (subject to any statutory prohibition) be determined by the Chief Executive in consultation with the Monitoring Officer.

## Operating Procedures – General Principles

9. For the purposes of these procedures, a service manager is defined as a manager reporting to a Corporate Director who is not designated as a Director or a manager reporting to a Director, whilst a line manager is defined as a postholder who has line management responsibility for at least one employee.
10. All procedures referred to in this section are available to all staff on the Council's intranet. Different levels of authorisation may apply to some procedures and if so the levels of authorisation are specified within the procedure.
11. The table below explains who has the authority to make the type of decision.

Decision	CE	D	S M	L M	Notes
<b>Type of Decision</b>	√				The Chief Executive or Corporate Director only has the authority to make the decision. A Director, Service Manager or Line manager does not have the authority to make the decision.
<b>Type of Decision</b>	√	√			A Director has the authority to make the decision.  It does not mean that the Chief Executive/ Corporate Director has to approve the decision made by the Director unless other applicable Council procedures require this.  A Service Manager or Line Manager does not have the authority to make the decision.
<b>Type of Decision</b>	√	√	√		A Service Manager has the authority to make the decision. It does not mean that the Chief Executive/Corporate Director and/or Director have to approve the decision made by the Service Manager unless other applicable Council procedures require this. A Line Manager does not have the authority to make the decision.
<b>Type of Decision</b>	√	√	√	√	A Line Manager has the authority to make the decision. It does not mean

					that the Chief Executive/Corporate Director and/or Director and/or Service Manager have to approve the decision made by the Line Manager unless other applicable Council procedures require this.
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## Corporate Operating Procedures

### 1. Establishment

	Decision	CE	D	SM	LM	Notes
1.1	Establishment Control: Creating posts	√	√			New posts must be funded within the Director's approved budget and authorised in accordance with the Establishment Control Procedure.  See also relevant People: Establishment Control Procedure Handling Organisational Change Procedure
1.2	Making all other changes to the establishment	√	√	√	√	All changes must be authorised in accordance with the Establishment Control Procedure and other people procedures where appropriate. Different levels of authorisation may apply and these are clearly defined in every procedure.  See also relevant HR Procedures: Handling Organisational Change Procedure JE Evaluation Procedure

### 2. Appointments

	Decision	CE	D	SM	LM	Notes
2.1	Taking a decision to advertise and recruit to a vacant post	√	√			All decisions in relation to recruitment and appointments must comply with the recruitment processes and people procedures referred to below. Each procedure states the applicable authorisation levels. See also relevant People: Recruitment and Selection Standards Establishment Control Procedures

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Notes</b>
2.2	Making decisions in relation to recruitment activities (including interview panels; offers and terms of appointments; pre – employment checks; probation)	√	√	√	√	<p>All decisions in relation to recruitment and appointments must comply with the people recruitment processes and procedures referred to below. Each procedure states the applicable authorisation levels.</p> <p>See also relevant People Procedures:  Recruitment and Selection standards  DBS Procedure  DBS Risk Assessment Procedure  Reference Procedure  Probation Procedure</p>
2.3	Determine the outcome of a DBS Risk Assessment	√	√			<p>The outcome may be to withdraw an offer of employment, continue employment or terminate employment in line with the following Procedures.</p> <p>See also relevant people Procedures:  Recruitment and Selection standards  DBS Procedure  DBS Risk Assessment Procedure</p>
2.4	Probation – Termination of contract following unsuccessful probation	√	√			<p>Decision must comply with the following people procedures and advice sought from HR services where appropriate.</p> <p>See also relevant People Procedures:  Probation Procedure  Standards for Managing Employee Performance</p>
2.5	Procuring/engaging agency workers and contractors	√	√			<p>Decisions must be taken in line with the Temporary Worker Guidelines</p> <p>See also relevant People Procedure:  Temporary Worker Guidelines</p>

### 3. Remuneration

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Notes</b>
3.1	Appointment onto pay scales	√	√	√		<p>All new starters are appointed at bottom of scale, by exception directors can authorise appointment to one spinal column point higher. All other requests are approved by Heads of HR/Senior HR Business Partners on behalf of the Director of Workforce, OD and Business Services</p> <p>See also relevant People Procedure: Recruitment Procedure</p>
3.2	Authorising acting up and honoraria payments	√	√			<p>Decisions must be taken in line with the Acting up and Honoraria Procedure.</p> <p>See also relevant People Procedure: Acting up and Honoraria Procedure</p>
3.3	Authorising additional payments/allowances/expenses	√	√	√	√	<p>Decisions must be taken in line with Terms and Conditions of Employment and People Procedures.</p> <p>See also relevant People Procedures: Subsistence and expenses Work Related Travel Expenses Schemes Guidance</p>
3.4	Authorising market supplement payment	√	√			<p>Decisions must comply with the Market Supplement Procedure and are approved by the Director of Workforce and Business Support Services and Corporate Director.</p> <p>See also relevant People Procedure: Market Supplement Procedure</p>



#### 4. Discipline, capability, sickness absence and grievance

	Decision	CE	D	SM	LM	Notes
4.1	Suspending a member of staff	√	√	√		In exceptional circumstances a service manager may suspend an employee. All suspensions must be regularly reviewed by the commissioning manager.  See also relevant People Procedure: Disciplinary Procedure
4.2	Instructing a member of staff to leave the premises	√	√	√		With advice from HR services.  See also relevant People Procedure: Disciplinary Procedure
4.3	Instructing a member of staff to leave premises outside normal working hours	√	√	√	√	In exceptional circumstances and where this has to happen outside normal hours it may be undertaken by the line manager in conjunction with HR services.  See also relevant People Procedure: Disciplinary Procedure
4.4	Disciplinary - Initiating proceedings/confirming disciplinary charges, action taken and outcomes including dismissal	√	√	√		Decisions must comply with the Disciplinary Procedure and HR advice sought where appropriate.  See also relevant People Procedure: Disciplinary Procedure
4.5	Disciplinary - Initiating proceedings/confirming disciplinary charges, action taken and outcomes ( <b>except where may lead to dismissal</b> )	√	√	√	√	Decisions must comply with the Disciplinary Procedure and HR advice sought where appropriate. Different level of authorisations may apply depending on seriousness of allegations.  See also relevant People Procedure: Disciplinary Procedure

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Notes</b>
4.6	Performance/ Capability – initiating proceedings/confir ming action taken and outcomes <b>including dismissal</b>	√	√	√		See also relevant People Procedures: Standards for Managing Performance and Probation Probation Procedure Standards for Managing Employee Performance
4.7	Performance/ Capability – initiating proceedings/confir ming action taken and outcomes <b>(except where may lead to dismissal)</b>	√	√	√	√	Decisions must comply with Performance Management procedures and HR advice sought where appropriate.  See also relevant People Procedures: Probation Procedure Standards for Managing Employee Performance
4.8	Sickness Management Procedure – initiating proceedings/confir ming action taken and outcomes <b>including dismissal</b>	√	√	√		Decisions must comply with Sickness Management Procedure and HR advice sought where appropriate. Different levels of authorisation may apply and these are clearly defined in the procedure.  See also relevant People Procedure: Sickness Management Procedure
4.9	Sickness Management Procedure – initiating proceedings/confir ming action taken and outcomes <b>(except where may lead to dismissal)</b>	√	√	√	√	Decisions must comply with Sickness Management Procedure and HR advice sought where appropriate. Different levels of authorisation may apply and these are clearly defined in the procedure.  See also relevant People Procedure: Sickness Management Procedure
4.10	Grievance and Harassment Procedures – initiating proceedings/confir ming action taken and outcomes	√	√	√	√	Decisions must be comply with relevant People Procedures and HR advice sought where appropriate. Different levels of authorisation may apply and these are clearly defined in the procedure.  See also relevant People Procedures: Combatting Harassment & Discrimination Procedure Grievance Resolution Procedure

## 5. Attendance

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Notes</b>
5.1	Dealing with requests for changes to contractual hours / flexible working	√	√	√	√	Decisions must comply with Flexible Working and other relevant People procedures. Different levels of authorisation may apply and these are clearly defined in the procedure.  See also relevant People Procedure: Flexible Working Policy
5.2	Agreeing hours of working	√	√	√	√	Different levels of authorisation may apply and these are clearly defined in the procedures  See also relevant People Procedures: Flexible Working Policy Flexi Time Scheme
5.3	Approving leave (including annual, special, flexi, paid, unpaid)	√	√	√	√	Decisions must comply with relevant People Leave procedures. Different levels of authorisation may apply and these are clearly defined in the procedures.  See also relevant People Procedures: Annual Leave and Special Leave Procedure Career Break Scheme Extended Leave Scheme Flexi Time Scheme Guide to Adoption Leave Guide to Maternity Entitlements Parental Leave Scheme Shared Parental Leave Policy Staggered Hours Scheme Term Time Only

## 6. Leavers

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Notes</b>
6.1	Confirming resignations	√	√	√	√	To be confirmed in line with the Guidance for Leavers.  See also relevant People Procedure: Guidance for Leavers
6.2	Agreeing terms on which staff leave the Council e.g. outstanding leave, notice periods	√	√	√	√	Decisions must comply with Terms and Conditions of Employment and relevant People Procedures. Note: Where appropriate Director of Workforce and Business Services will authorise payment of statutory/contractual entitlements.  See also relevant People Procedures: Annual Leave and Special Leave Procedure And see Employee's Terms and Conditions of Employment
6.3	Providing references	√	√	√	√	References must be provided in line with relevant recruitment procedures and processes and HR advice sought where appropriate.  Relevant People Procedure: Reference Procedure
6.4	Designating a member of staff as a redeployee	√	√			Decisions must comply with relevant HR organisational change processes. Different levels of authorisation may apply and these are clearly defined in the procedures.  See also relevant People Procedure: Handling Organisational Change Procedure

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Notes</b>
6.5	Agreeing redundancy	√	√	√		Decisions must comply with relevant People Organisational Change and sickness management processes. Different levels of authorisation may apply and these are clearly defined in the procedures.  See also relevant People Procedures: Handling Organisational Change Procedure Sickness Management Procedure
6.6	Agreeing early retirement	√	√			Decisions must comply with relevant People Organisational Change processes.  See also relevant People Procedures: Flexible Retirement Policy

## Other Matters

### A. Managing budgets

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>S M</b>	<b>LM</b>	<b>Constraint</b>	<b>Notes</b>
A.1	Incurring revenue expenditure within approved budget limits	√	√	√	√		May be delegated further to designated line managers with budget responsibility  See also relevant Procedure: FM1 Financial Management Standards
A.2	Incurring Capital expenditure only within terms of agreed capital programme	√	√	√		Complying with Financial regulations	See relevant Procedure: FP2 Capital Strategy
A.3	Authorising virements within approved service budget	√	√	√		Provided no additional overall budget liability	May be delegated further to designated budget managers within agreed limits

							See also relevant Procedure: FM2 Virement
A.4	Authorising virements between approved service budgets up to £1M	√				Except i) Capital Financing ii) support services/Internal charges iii) Rates iv) Insurance v) pensions which require specific approval of Corporate Director Resources / Chief Finance Officer	Corporate Director – Resources /Chief Finance Officer to be advised of virements over £100,000  Other requirements may also apply, for full thresholds see table D2 in Part C, Section 36 Financial Procedure Rules.
A.5	All virements	√	√	√		Consider whether “key decision” required.	See also: Constitution Key decisions

## B. Payroll

	Decision	CE	D	SM	LM	Constraint	Notes
B.1	Authorising payroll submissions	√	√	√	√	Only if within existing budget/establishment	Including authority to include a new employee on the payroll  See also relevant procedure: CR9 Staffing FA4 Payments to employees and Members
B.2	Authorising payroll corrections	√	√	√			See also relevant Procedure: CR3 Internal Control

## C. Income

	<b>Decision</b>	<b>CE</b>	<b>D</b>	<b>SM</b>	<b>LM</b>	<b>Constraint</b>	<b>Notes</b>
C.1	Determining whether income is due	√	√	√	√		See also relevant Procedure: FM5 Budgetary Control and FA 2 Income
C.2	Collecting all income due	√	√	√	√	And banking promptly	May be delegated further.  See also relevant Procedure: FM5 Budgetary Control and FA 2 Income
C.3	Determining local fee rates	√				Annually [Except where the fee is required to be set by either Council or the Executive]	As part of budget setting.  See also relevant Procedure: FM5 Budgetary Control
C.4	Initiating debt recovery action	√	√	√	√		See also Relevant Procedure: FM5 Budgetary Control FA2 income
C.5	Cancelling and reversal of debts including where debt raised in error	√	√	√		If raised in error and within approved limits	Only with a documented audit trail.  See also relevant Procedure: CR3 Internal Control FA2 Income
C.6	Writing off debts	√	√	√			See also relevant Procedure: CR3 Internal Control

							FA2 Income
C.7	Making claims for grant payments	√	√	√	√	By due date with claims properly evidenced and payment banked promptly.	See also relevant Procedure: CR3 Internal Control FA2 Income

#### D. Purchasing and Procurement

	Decision	CE	D	S M	LM	Constraint	Notes
D.1	Contracts and procurement Corporate Director retains ultimate responsibility for all contracting procedures	√				Compliance with Contracts and procurement procedure rules	See also relevant Procedure:  FA3 Ordering and Paying for work goods and services Contract Procedure Rule 8
D.2	Seeking tenders and quotations	√	√	√		Within approved limits according to management level and Executive approval required if over £1M (goods and services) and £5,000,000 (works)	See also relevant Procedures: Using e procurement system unless waiver granted. Contract Procedure Rule 6 Financial thresholds Rule 2 E Procurement Rules and EU procedures
D.3	Waiving competition requirements for contracts and orders (RCDAs, novations etc)	√				Up to EU threshold and in accordance with procurement procedures	Liaising with Corporate Director, Resources / Chief Finance Officer and reporting to



	I think we need to add that this is under review?						Executive if over £100,000.  See also relevant Procedures: Procurement Rule 6 and Financial thresholds
D.4	Awarding contracts following the appropriate procurement Procedure	√	√	√		Within approved limits	See also relevant Procedures:  Executive approval required if contract for services over £1,000,000 and capital works over £5,000,000. Procurement Rule 6 contract award
D.5	Placing orders	√	√	√			
D.6	Authorising variations / extensions to contracts	√	√	√		If provided for within original contract	After taking legal and procurement advice and, over specified financial levels approval of the Executive required.  See also relevant Procedure: Procurement Rule 7 Extensions and variations
D.7	Authorisation of the execution of non procured contracts including contracts derived from	√	√	√		Services between £0 and £1,000,000, works below £5,000,000	See also relevant Procedures: Procurement Rule 6

	framework agreements						Financial thresholds Procurement rule 10 Waiving procurement procedures
D.8	Signing Contracts	√	√			Above £1,000,000 (services) and £5,000,000 (works)	Only after decision by the Executive and specific delegation.  See also relevant Procedure: Procurement Procedure Rule 48 limits
D.9	Terminating contracts	√	√	√			Subject to advice from the Director of Legal or their nominee
D.10	To advertise concession opportunities	√	√	√			Executive approval required if over £1,000,000 goods and services Award to be noted if value greater than £100,000.  See also relevant Procedures: Financial procedure EA 1 External arrangements Contract Procedure Rule 8
D.11	To award contract for concession	√	√	√			Executive approval required if over £1,000,000

							<p>goods and services Noting Executive procedure if value greater than £100,000.</p> <p>See also relevant Procedure: Contract Procedure Rule 6</p>
D.1 2	Varying terms of concession	√	√	√		If provided for within original contracts	<p>After taking legal and procurement advice, and with Executive approval if over £1,000,000.</p> <p>See also relevant Procedure: Procurement Rules 7</p>
D.1 3	Terminating the award of a concession	√	√	√			Subject to advice from the Director of Legal or their nominee
D.1 7	Contracts generally Authorising invoices	√	√	√	√		<p>May be delegated further to designated budget managers within agreed limits.</p> <p>See also Relevant Procedures: Financial Procedure FA 3 Ordering and Paying for goods and services</p>

D.1 8	Maintaining an inventory of assets	√	√	√	√		See also relevant Procedure: CR8 Inventories
D.1 9	Disposal of Equipment/furniture and other obsolete assets	√	√	√	√	After consultation with the Chief Finance Officer	See also relevant Procedure: In compliance with Financial CR10 Disposal of property and obsolete assets

## E. Authorisations

	Decision	CE	D	SM	LM	Constraint	Notes
E.1	Signing off reports to Executive and committee	√	√			With input from legal and resources	See also relevant Procedure: In compliance with FM9 Comments for reports
E.2	Signing off Government and other returns	√	√	√			See also relevant Procedure: FA8 Grants
E.3	Signing off bids and applications for funding	√				With Cabinet approval/"key decision" if necessary	See also relevant Procedure: FA8 Grants
E.4	Approving service and business plans	√	√				See also relevant Procedure: FM5 Budgetary Control

## F. Complaints

	Decision	CE	D	SM	LM	Constraint	Notes
F.1	To receive, investigate and respond to complaints at			√		With oversight from Director	See also relevant Procedure:

	Stage 1 of the Corporate Complaints Procedure						Corporate Complaints Procedure
F.2	To receive, investigate and respond complaints at Stage 2 of the Corporate Complaints Procedure	√	√	√		With advice from Corporate Director on terms of response where appropriate	See also relevant Procedure: Corporate Complaints Procedure
F.3	To agree Local Settlement with the Local Government Ombudsman	√	√			Within compensation limits	See also relevant Procedure: Corporate Complaints Procedure
F.4	Authorising compensation	√	√	√		Subject to financial limits - Director up to £25,000 and Service Manager up to £3,000	See also relevant Procedure: Corporate Complaints Procedure
F.5	Authorising Compensation for contravention of the GDPR and other data protection legislation in accordance with sections 168 and 169 of the Data Protection Act 2018	√	√	√		Subject to financial limits – Director up to £25,000 and Service Manager up to £3,000	

## G. Engaging Specialists

	Decision	CE	D	SM	LM	Constraint	Notes
G.1	Engaging legal advice and entering into legal actions	√	√			After consultation with the Director of Legal or their nominee.	

G.2	Engaging consultants to provide other specialist advice	√	√				
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## H. Legal Matters

	Decision	CE	D	SM	LM	Constraint	Notes
H.1	To authorise the issue of a Simple Caution where criminal offences are admitted by adult offenders having regard to the Council's Enforcement Policy and all other relevant Policies and Guidelines	√	√	√		After consultation with the Director of Legal or their nominee if necessary	See also relevant Procedure: Constitution Chapter 15
H.2	To take the action necessary to comply with any Court Order made against the Council (including an Order agreed by consent)	√	√	√			See also relevant Procedure: Constitution Chapter 15
H.3	Manage all information (including Confidential information)	√	√	√		in accordance with the Council's Information Management and Retention Policies	

## I. Companies / Partnerships and other collaboration agreements

	Decision	CD	D	SM	LM	Constraints	Notes
I.1	To propose the formation of a company jointly with third parties	√	√			Supported by a Council or Executive decision	Taking appropriate professional advice
I.2	Form any company with its shareholders named as the Council's Executive	√	√			Making provision for the Council's Executive to agree any reserved matters	and to delegate such agreement to the Chief Executive or Corporate Director

I.3	<p>To ensure that any company formed</p> <p>A) Makes provision for any changes in the Company's Memorandum and Articles of Association to be approved by the Council's Executive</p> <p>B) Makes provision for the company to report on an annual basis to the Council's Executive.</p>	√	√	√		Taking appropriate professional advice	
I.4	Enter into a partnerships "ie arrangements designed to secure some shared or mutual operational benefit" or other collaboration agreements	√	√	√		Risk appraisal required	<p>Fully documented and with appropriate advice (including legal advice) and after informing Chief Finance Officer.</p> <p>See also relevant Procedure: In compliance with Financial procedure EA1 Partnerships</p>

## 47 Corporate Scheme of Financial Delegations

### Introduction

The purpose of the Financial Regulations is to set out the Council's financial policies and the framework for managing the Council's financial affairs. The Regulations aim to ensure that the Council conducts its affairs in a way that complies with specific statutory provisions and best professional practice. All financial and accounting procedures and delegations must therefore be carried out in accordance with the Financial Regulations and all other relevant guidelines.

The purpose of the Scheme of Financial Delegation is to set out the powers, duties and responsibilities delegated to each role level. This schedule sets out the approved financial limits within which the Council's business may be conducted. Changes to limits within this Scheme may only be made with the approval of the Corporate Director of Resources.

### Roles and Responsibilities

The Council operates a system of devolved financial management which, in practice, means certain responsibilities are devolved to services, as follows:

- Ensuring that there is proper stewardship of public resources;
- Ensuring that statutory and regulatory standards are met;
- Ensuring value for money;
- Identifying, evaluating and managing risk;
- Supporting good decision making through the provision of financial information and advice to decision makers;
- Analysis of service activity costs and trends to feed into performance information;
- Aligning resource allocations with business objectives;
- Maximising income sources without being diverted from business priorities.

It is therefore important that there is clarity over roles and responsibilities within these areas of activity.

### Budget Holders

The default Budget Holder is deemed to be the Corporate Director in the absence of another specific budget holder being formally identified and nominated by the service. Corporate Directors are required to maintain a definitive schedule of all current employees in the directorate with delegated financial powers, which must be reviewed and updated at least quarterly (this may be in the form of a download from



the Agresso finance system). Delegated financial authority at all levels is limited to the specific cost centres allocated to each staff member and recorded on the Agresso finance system (and supporting feeder systems).

## Approval Limits

In order to facilitate compliance with the Financial Regulations and Scheme of Financial Delegation, the Council has an authorised signatory process, primarily managed through the Agresso system workflows. All staff within posts deemed to have delegated financial authority are required to complete an authorised signatory form. This sets out the extent of the individual's authority, requires them to confirm the cost centres they have authority against. By signing this form, managers are confirming that they will abide by the rules and regulations set out both within the Financial Regulations and the Scheme of Financial Delegation. The details are held within the Agresso Financial Ledger system and are used to notify the relevant authorised signatories that transactions need to be approved.

Each role has a limit to the amount they can authorise, with anything above £5m always requiring Chef Executive approval. The designated approval level for each establishment role is determined by Budget Holder (by default the service director or alternatively a senior manager with appropriate delegated authority in the management hierarchy). All designated approvals for Service Manager and Director are designated by the Budget Holder in partnership with the Finance Manager/Business Partner for the service. All individual employees with delegated financial powers are subject to the systems administration process for new starters, leavers and role changes.

The table below sets out the current approval limits that are recorded on the Agresso Financial Ledger system, alongside the role/grade definitions:

Amount	Approval Level	Comment/Role
<£1k	Approval Level 1	Designated Appropriate approval level for each establishment role is by determined by Budget Holder
£1k-£5k	Approval Level 2	Designated by Budget Holder
£5k-£25k	Approval Level 3	Designated by Budget Holder
£25k-£50k	Approval Level 4	Designated by Budget Holder
£50k-£250k	Service Manager/Head	Designated in partnership with finance
£250k-£1m	Divisional Director	Designated in partnership with finance
£1m-£5m	Corporate Director	Person in Corporate Director Role
>£5m	Chief Exec	Person in Chief Exec Role
	Journal Approval	Finance Manager
	Cost Centre Forecast and Sales Order Approval	Budget Holder

## London Borough of Tower Hamlets – Scheme of Financial Delegation

The following table sets out the core financial delegated powers cross referenced to approval limits and role grades. Specific delegated powers are allocated at the discretion of the relevant Budget Holder (by default the Corporate Director) and must comply with this scheme of financial delegation. However, further sub-delegation of service specific financial activity may be included in the Directorate Delegations section of the Constitution (these must be consistent with the limits set below).

	<b>Description</b>	<b>Limit/Value</b>	<b>Financial Authority delegated to</b>
	<b>Managing Budgets</b>		
	Incurring expenditure within approved budget limits	<£1k Approval Level 1 £1k-£5k Approval Level 2 £5k-£25k Approval Level 3 £25k-£50k Approval Level 4	Council staff with roles that include financial approval levels 1-4, as recorded on the Agresso Financial ledger.
		£50k-£250k	Service Manager
		£250k-£1m	Director
		£1m-£5m	Corporate Director
		>£5m	Chief Exec
	Individual revenue/capital virements	Refer to table D2 of the Financial regulations	Refer to table D2 of the Financial regulations
	<b>Income and Debtors</b>		
	Determining whether income is due (raising an invoice).	<£1k Approval Level 1 £1k-£5k Approval Level 2 £5k-£25k Approval Level 3 £25k-£50k Approval Level 4	Council staff with roles that include financial approval levels 1-4, as recorded on the Agresso Financial ledger.
		£50k-£250k	Service Manager
		£250k-£1m	Director
		£1m-£5m	Corporate Director
		>£5m	Chief Exec
	Individual Sundry debtor accounts write offs (note this is the sum of debt on an account to be written off not individual invoices).	<£1m	Director with written approval from Chief Finance Officer
		>£1m	Corporate Director with written approval from Chief Finance Officer

Individual Council Tax, NNDR, housing benefits overpayments and former client rent arrears write offs (per account / reference)	<£1m	Director with written approval from Chief Finance Officer
	>£1m	Director with written approval from Chief Finance Officer plus another Corporate Director
Individual Housing rent or service charge write offs (per account reference).	<£5k	Service Manager (Housing only).
	£5k-£20k	Director or Corporate Director with written approval from Chief Finance Officer.
	>£20k	Corporate Director with written approval from Chief Finance Officer
Individual Council Tax and NNDR Refunds (per account / reference).	<£1m	Director with written approval from Chief Finance Officer
	>£1m	Director with written approval from Chief Finance Officer plus one other Corporate Director
Cancellation and reversal of debts raised in error	<£250k	Service Manager, providing that a clear documented evidence trail is maintained.
	£250k-£1m	Director, providing that a clear documented evidence trail is maintained.
	>£1m	Corporate Director, providing that a clear documented evidence trail is maintained.
Fees and charges - Increases	Any value	Requires minuted decision from Mayor's Executive
Fees and charges – New charges	Any value	Requires minuted decision from Mayor's Executive

	Signing off bids and applications for funding	Any value	Corporate Director
	<b>Purchasing and Procurement</b>		
	Approving placement of individual orders (commitments) with suppliers/contractors	<£1k Approval Level 1 £1k-£5k Approval Level 2 £5k-£25k Approval Level 3 £25k-£50k Approval Level 4	Council staff with roles that include financial approval levels 1-4, as recorded on the Agresso Financial ledger.
		£50k-£250k	Service Manager
		£250k-£1m	Director
		£1m-£5m	Corporate Director
		>£5m	Chief Exec
	Approving expenditure commitments on capital schemes	<£1k Approval Level 1 £1k-£5k Approval Level 2 £5k-£25k Approval Level 3 £25k-£50k Approval Level 4	Council staff with roles that include financial approval levels 1-4, as recorded on the Agresso Financial ledger.
		£50k-£250k	Service Manager
		£250k-£1m	Director
		£1m-£5m	Corporate Director
		>£5m	Chief Exec
	Approving additional budget on capital schemes/new capital schemes	<£5m	Corporate Director in addition to written authorisation from Director of Resources
		>£5m	Chief Exec
	Authorising payment of invoices	<£1k Approval Level 1 £1k-£5k Approval Level 2 £5k-£25k Approval Level 3 £25k-£50k Approval Level 4	Council staff with roles that include financial approval levels 1-4, as recorded on the Agresso Financial ledger.
		£50k-£250k	Service Manager
		£250k-£1m	Director
		£1m-£5m	Corporate Director
		>£5m	Chief Exec
	Approving compensatory payments	<£3k	Service Manager
		£3k-£25k	Service Manager
		£25k-£5m	Corporate Director or Director
		>£5m	Chief Exec

Corporate credit card transactions (emergency use) or other payment card transactions	<£1k Approval Level 1 £1k-£5k Approval Level 2 £5k-£25k Approval Level 3 £25k-£50k Approval Level 4	Council staff with roles that include financial approval levels 1-4, as recorded on the Agresso Financial ledger.
	£50k-£250k	Service Manager
	£250k-£1m	Director
	£1m-£5m	Corporate Director
	>£5m	Chief Exec
Cash payments (exceptional use)	Up to £500	Service Manager in addition to authorisation from Chief Finance Officer
CHAPS Payments	Any value	Chief Finance Officer
Emergency expenditure	<£5m	Chief Finance Officer
	>£5m	Chief Exec
		Director in addition to authorisation from Chief Finance Officer
Procurement of supplier contracts: • Seeking tenders and quotations • Awarding contracts • Placing orders • Authorising variations • Terminating contracts	<£1m	Director – subject to procurement procedures
	>£1m	Corporate Director – subject to procurement procedures
<b>Payroll/ Remuneration</b>		
Authorising payroll submissions (including authority to include a new employee on the payroll)	Any value	Director and Service Head
Authorising payroll corrections	Any value	Director and Service Head

	<b>Treasury Management</b>		
	Expenditure and investment relating to treasury management and investments	Refer to Treasury Management Strategy Statement and Treasury Management Scheme of Delegation.	Refer to Treasury Management Strategy Statement and Treasury Management Scheme of Delegation.
	Expenditure and investment relating to the operating of contracts for the pension fund	Any value	Delegated to Pension Fund Managers in line with the London Borough of Tower Hamlets Pension Fund Investment Strategy.
	Transfers between, withdrawals from or additions to Pension Managers Funds	Any value	Chief Finance Officer
	<b>Asset management</b>		
	Writing off deficiencies in stocks, stores and inventories	Any value	Chief Finance Officer
	Acquisitions and Disposals of land at full market value.  <i>(including leases or easements where the annual rent multiplied by the length of the lease does not exceed that figure assuming that the rent is not increased on review).</i>	<£250k	Director (Housing and Regeneration only) and Corporate Director.  <i>Subject to reference to Mayor's Executive by the Corporate Director of Housing and Regeneration or land in the nature of open space if there is significant public interest in the preservation of the same.</i>
	Acquisitions and Disposals of land at full market value.	>£250k	Chief Finance Officer with reference to Mayor's Executive
	Acquisition and Disposals of land at below market value.  <i>where in respect of a purchase the value of</i>	<£250k	Director (Housing and Regeneration only) or Corporate Director  <i>Subject to reference to Mayor's Executive by the Director of areas of</i>

	<p><i>the consideration does not exceed the limit or in respect of a sale the value of the consideration and the undervalue foregone do not together exceed the limit.</i></p> <p><i>Where a sale is pursuant to Section 123 Local Government Act 1972, Section 32 Housing Act 1985 or Section 25 Local Government Act 1988, consent to the Secretary of State may be sought as necessary.</i></p>		<p><i>open space or land in the nature of open space if there is significant public interest in the preservation of the same.</i></p>
	<p>Acquisition and Disposals of land at below market value.</p>	<p>&gt;£250k</p>	<p>Chief Finance Officer with reference to Mayor's Executive</p>
	<p>Compulsory Disposals of land.</p> <p><i>Any sale or lease of land pursuant to the Right to Buy or the Right of Enfranchisement under the Housing Act 1985, the Leasehold Reform Act 1967 or The Leasehold Reform Housing and Urban Development Act 1993 subject to compliance with the statutory procedures.</i></p>	<p>&lt;£250k</p>	<p>Director (Housing and Regeneration only) or Corporate Director</p>
		<p>&gt;£250k</p>	<p>Chief Executive and Chief Finance Officer with reference to Mayor's Executive</p>

	Acquisition or Disposal of property and other assets	<£250k	Director (Housing and Regeneration only) in consultation with Corporate Director.
		£250k-£5m	Corporate Director with written approval from Chief Finance Officer - Subject to guidance in the Financial Procedures Manual.
		>£5m	Chief Executive - Subject to guidance in the Financial Procedures Manual.
	Purchase, surrender, renewal, variation and re-gearing of property or other leases	<£250k	Director (Housing and Regeneration only) with written approval from Chief Finance Officer – Subject to guidance in the Financial Procedures Manual.
		£250k-£5m	Corporate Director with written approval from Chief Finance Officer - Subject to guidance in the Financial Procedures Manual.
		>£5m	Chief Executive - Subject to guidance in the Financial Procedures Manual.



## Appendix A – Other Financial Guidelines Documents

<b>Guidelines:</b>	<b>Available From:</b>
<b>Financial Procedures Manual</b>	Chief Accountant's Team
<b>Budget Practitioners' Guide</b>	Corporate Finance Team
<b>Medium Term Financial Plan</b>	Corporate Finance Team
<b>Budget Setting Timetable</b>	Corporate Finance Team
<b>Closure of Accounts Guidance</b>	Chief Accountant's Team
<b>CIPFA Code of Practice on Local Authority Accounting</b>	Chief Accountant's Team
<b>CIPFA Code of Practice on Financial Management (Consultation draft)</b>	Chief Accountant's Team
<b>Value Added Tax (VAT) Manual</b>	Chief Accountant's Team
<b>Procurement Procedures</b>	Procurement Team
<b>Asset Management Plan</b>	Capital Finance Team
<b>Council Constitution</b>	Monitoring Officer
<b>Hospitality Procedure</b>	HR Services

## Appendix B - Glossary and Abbreviations

Note – also relevant to the Financial Procedures set out in Part C.

<b>Term</b>	<b>Definition</b>
<b>ACOP</b>	Accounting Code of Practice published by the Chartered Institute of Public Finance setting out the policies and practices to be adopted in the operation of the Council's accounts.
<b>Accrual</b>	Accounting procedure to charge expenditure to the year it relates to rather than the year it is paid. Correspondingly it enables income to be credited to the year income is earned rather than when the cash is received.
<b>Asset Management Plan (AMP)</b>	Document detailing the strategy for the Council's property portfolio.
<b>Balances</b>	Sums available for consideration for carry forward from one financial year to the next.
<b>Balance Sheet Codes</b>	Cost centres used for expenditure and income not directly chargeable to revenue or capital. Contain all balances available for carry forward at year-end.
<b>Approved Budget</b>	The Council's spending plans for a financial year. The revenue budget, when approved by full Council and after deduction of Revenue Support Grant and Business Rates, determines the Council Tax for the year. The capital budget represents the approved amount of capital expenditure for a year. Budget can refer to the total budget or to a service or part of a service.
<b>Budgetary Control</b>	Comparison of actual expenditure and income against approved budgets during the year and the taking of action to resolve any variations, which arise.
<b>Budget Head</b>	The lowest level of expenditure or income at which budgets are monitored. Generally this will be a line in the budget book although for departmental purposes these budgets will be broken down on the financial accounting system (Agresso) and monitoring undertaken at this lower level.
<b>Capital Charges</b>	Charges in respect of depreciation and interest made to revenue accounts in respect of their utilisation of assets.
<b>Capital Expenditure</b>	The acquisition and/or construction of a fixed asset that increases the value or extends the useful life of the asset as defined in IAS16, Property, Plant and Equipment.
<b>Capital Programme</b>	A document that sets out the Council's capital expenditure plans for the current year and subsequent two years.
<b>Capital Receipts</b>	The net proceeds arising from the sale of land, buildings and other fixed assets.
<b>Capital Resources</b>	Amounts available to finance capital expenditure. Includes borrowing, capital receipts, capital grants and revenue.
<b>Cash Limit</b>	Budget set at a fixed level with no scope for subsequent increases to compensate for price or volume increases.

<b>Charges</b>	Income raised from the users of services (external or internal). These may be statutory (set by government) or discretionary (set by the Council).
<b>CLT (Corporate Leadership Team)</b>	Group comprising all Corporate Directors, which determines authority-wide policies and practices, discusses corporate issues and makes recommendations to Members where appropriate.
<b>Code of Practice</b>	The Code of Practice on Local Authority Accounting in the UK. This outlines the accounting regulatory framework for Councils. The "Code" replaced the Statement of Recommended Practice for Local Authority Accounting (SORP).
<b>Commitment</b>	Agreement to incur expenditure.
<b>Contingency</b>	Sum set aside within an approved budget but not assigned for a specific purpose.
<b>Contingent Liability</b>	Defined in IAS37 "Provisions, Contingent Liabilities and Contingent Assets" as: "a possible obligation arising from past events whose existence will be confirmed only by the occurrence of one or more uncertain future events not wholly within the control of the entity."
<b>Deferred Charge</b>	Capital expenditure which does not increase the stock of assets available to the Council.
<b>De Minimis</b>	A level specified by the Council below which normal accounting procedures do not apply.
<b>MHCLG</b>	The Ministry of Housing, Communities and Local Government
<b>DMT (Departmental Management Team)</b>	Corporate Directors and Service Heads within Directorates.
<b>Estimate</b>	Projected expenditure or income.
<b>Income</b>	Revenue income received by the Council.
<b>Original Estimate</b>	Budget approved at the time of fixing the Council Tax each year.
<b>Overspending</b>	The amount of actual expenditure at the end of a year or contract which is greater than the approved budget or actual income which is less than the approved budget.
<b>Performance Plan</b>	Document which establishes and explains overall priorities and objectives, current performance, and proposals for further improvement.
<b>Provision</b>	According to IAS37, "Provisions, Contingent Liabilities and Contingent Assets", a <i>provision</i> is a liability that is of uncertain timing or amount, to be settled by the transfer of economic benefits.
<b>Reserves</b>	Amounts set aside for specific purposes to meet future expenditure which do not qualify as Provisions.
<b>Revenue Budget</b>	Approved amount of revenue expenditure or income.

<b>Revenue Expenditure</b>	Expenditure met from the Revenue Account. This will include capital charges and any capital expenditure not met from capital resources.
<b>Revised Estimate</b>	The approved amendment of an Original Estimate during the financial year.
<b>Scheme of Delegation</b>	The matters that Council Members determine can be undertaken by officers.
<b>Service</b>	A separate function undertaken by the Council. Normally the first summary level in the Budget Book.
<b>Slippage</b>	Expenditure on a capital scheme delayed from one financial year into the next but which does not affect the total cost of the scheme.
<b>SORP</b>	Statements of Recommended Practice (SORPs) are recommendations on accounting practices for specialised industries or sectors. They supplement accounting standards and other legal and regulatory requirements in the light of the special factors prevailing or transactions undertaken in a particular industry or sector. The SORP for Local Authorities is produced by the Chartered Institute for Public Finance and Accountancy (CIPFA), and agreed with the Accounting Standards Board (ASB).
<b>Supplementary Estimate</b>	Approved addition to a previously agreed budget.
<b>Target Adjustment</b>	Target adjustments are a form of virement that involve transferring budgets between Directorates, or between a Directorate budget and a Corporate budget.
<b>Underspending</b>	The amount of actual expenditure at the end of a year or contract which is less than the approved budget or actual income which is above the approved budget. This represents amounts that will not be incurred or received and should be distinguished from Slippage (see above).
<b>Virement</b>	The approved transfer of budget from one head of account to another.

## 48 Children’s Services Directorate Scheme of Delegation

The Council’s legal powers are granted by law either to the Mayor or full Council, allowing the authority to carry out its functions for the benefit of the residents, workers and businesses in the borough of Tower Hamlets.

The Mayor and full Council both have power to delegate the exercise of these duties to members and officers. These delegations are set out in the Constitution. In addition, each Corporate Director also has the power to further delegate powers to individual officers and these are set out for the Children’ Services Directorate in this scheme of delegation.

Note that - under the Local Government Act 2000, all of the Council’s functions, its legal powers and duties, are the responsibility of the Mayor and are known as “executive functions”, except where they are expressly specified under sch.1, sch.3 or sch.4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to not be the responsibility or sole responsibility of an authority’s executive.

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	<b>Adoption and Children Act 2002</b>				
1.1	Section 18 and 19 – placing a child for adoption	Children’s Services	Children’s Social Care (Supporting Families)		
1.2	Section 22 - taking a decision that a child ought to be placed for adoption and applying for a placement order.	Children’s Services	Children’s Social Care (Supporting Families)		
1.3	Section 23 and 24 – applying to vary or revoke a placement order	Children’s Services	Children’s Social Care (Supporting Families)		
1.4	Section 26 – applying for a contact order	Children’s Services	Children’s Social Care (Supporting Families)	Children’s Social Care	
1.5	Section 35 – giving notice to prospective adopters that the local authority is of the opinion that the child should not remain with them	Children’s Services	Children’s Social Care (Supporting Families)		
1.6	Section 41 - Power to apply for a recovery order in respect of a child who is or may be placed by an adoption agency	Children’s Services	Children’s Social Care (Supporting Families)	Regulated Services and Resources	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.7	Section 43 - making reports to Court on the placing of a child for adoption.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Children's Social Care
1.8	Section 44 - 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 who it is known is looked after by that other authority	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.9	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 associated regulations made by the Secretary of State.	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>
1.10	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 associated regulations made by the Secretary of State.	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>
1.11	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	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>
1.12	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 who it is known is looked after by that other authority.	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>
1.13	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	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Children's Social Care

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	accordance with associated regulations made by the Secretary of State.				
1.14	Authorising payment of legal expenses in respect of prospective adopter's adoption application.	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>	<i>Delegated to the Regional Adoption Agency</i>
1.15	Authorising payment of medical expenses incurred in connection with adoption application.	Children's Services	Children's Social Care (Supporting Families)	Regulated Services and Resources	Team Manager Children's Social Care
	<b>Supreme Court Act 1981</b>				
1.16	Applying to make a minor a ward of court or for orders under the inherent jurisdiction of the high court.	Children's Services	Children's Social Care (Supporting Families)		
	<b>Mental Health Act 1983</b>				
1.17	Section 27 Powers of nearest relative in relation to children and young persons in care of local authority	Children's Services	Children's Social Care (Supporting Families)		
	<b>Chronically Sick and Disabled Act 1970</b>				
1.18	Section 1 – Establishing and maintaining an information and advice relating to care and support for children	Children's Services	Education  Children's Social Care (Supporting Families)	Special Educational Needs (SEN) Family Support & Protection & Children with Disabilities (CWD)	
1.19	Section 2 – provision of services as they relate to need the needs of a disabled child		Children's Social Care (Supporting Families)	Family Support & Protection & Children with Disabilities (CWD)	
1.20	Section 2A – making arrangements for transition to adult services		Education  Children's Social Care (Supporting Families)	SEN  Family Support & Protection & Children with	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
				Disabilities (CWD)	
	<b>Disabled Persons (Services, Consultation &amp; Representation) Act 1986</b>				
1.21	Section 5 - Power to appoint appropriate officer for disabled child	Children's Services	Children's Social Care (Supporting Families)	Family Support & Protection & Children with Disabilities (CWD)	Team Manager CWD
	<b>Children Act 1989</b>				
1.22	General – Authority to recommend the removal of a Schedule One offender from the department of health list.	Children's Services			
1.23	Section 4 - Applying for the discharge of Parental Responsibility Order or Agreement.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.24	Section 6 - Applying for the discharge of appointment of a child's guardian.	Children's Services	Children's Social Care (Supporting Families)		
1.25	Section 7 - Reporting to the Court on matters relating to the welfare of a child.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.26	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.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.27	Section 14A – Undertake an assessment of the suitability of a prospective special guardian	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.28	Section 14D – apply to discharge or vary a special guardianship order	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.29	Section 14F(3) – undertake an assessment of a person's need for special guardianship support services	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.30	Section 14F(4) – take a decision as to whether to provide special guardianship support services to an individual	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.31	Section 15 - 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	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.32	Section 16 - Agreeing to make an Officer of the Authority available to 'advise, assist and befriend a child'. Agreeing to a Family Assistance Order. Applying for the discharge or variation of a section 8 Order while a Family Assistance Order is in force.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.33	Section 17 and Schedule 2 – Exercise of the powers and duties in relation to providing assistance and safeguarding and promoting the welfare of children.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.34	Sections 17ZA-C – undertaking a young carer's assessment and taking a decision as to whether to provide support	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.35	Sections 17ZD-F – undertaking a parent carer's assessment and taking a decision as to whether to provide support	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.36	Sections 17G-I – undertaking an assessment in respect of a young person on an EHCP transitioning to adult service and taking a decision as to whether to provide support	Children's Services	Education	SEN	
1.37	Section 17A – providing direct payments for services for a disabled child	Children's Services	Education  Children's Social Care (Supporting Families)	SEN  Family Support & Protection & Children with Disabilities (CWD)	
1.38	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.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.39	Sections 20, 21 and 22 - Determining the welfare needs for the	Children's Services	Children's Social Care	Children's Social Care	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	accommodation of children and young persons.		(Supporting Families)		
1.40	Section 22C – make arrangements for a looked after child to live with a parent or a connected person, if consistent with their welfare	Children's Services	Children's Social Care (Supporting Families)		
1.41	Section 23ZA – exercising duty to visit a looked after child	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.42	Section 23ZB – arranging an independent visitor for a looked after child	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.43	Section 23A-B – exercising functions in relation to relevant children	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Through Care
1.44	Section 23C-CA– exercising functions in relation to former relevant children	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Through Care
1.45	Section 23CZA – making arrangements for a former relevant child to continue living with their former foster carer	Children's Services	Children's Social Care (Supporting Families)	Children Looked after (CLA) and Through Care Services	
1.46	Section 23D - allocating a personal advisor for relevant and former relevant children	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Through Care
1.47	Section 23E – assessing the needs of relevant and former relevant children and preparing a pathway plan	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Through Care
1.48	Sections 24-24B – exercising functions in respect of eligible persons and providing financial support to meet their expenses of attending training or education	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Through Care
1.49	Section 25 - Applying to the Court for authority to keep a child in secure accommodation.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Through Care
1.50	Section 25A-25B – appointing an independent reviewing officer	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.51	Section 26 -26A - Establishing a complaints procedure and providing an advocacy service for complainants.	Children's Services	Children's Social Care (Supporting Families)		
1.52	Sections 27 and 28 - Asking other authorities for assistance and power to consult with Local Education Authority.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.53	Section 29 - Recovering the cost of providing services.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.54	Section 31 - Power to make application for Care/Supervision Orders.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.55	Section 31A – Preparing a care plan for a child and keeping this under review	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.56	Section 33 - Applying for leave for child subject to a Care Order to be known by a new surname or travel abroad.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.57	Section 34 - Restricting contact and to make related court applications.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Social Care
1.58	Section 35 – Providing assistance to children subject to a Supervision Order.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.59	Section 36(8) - Responding to consultations by the Local Education Authority prior to that Authority making an application for an Education Supervision Order.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.60	Section 37 – Preparing a report in respect of a child's welfare on direction of the court	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.61	Section 38 – 38B- Applying for an Interim Care Order or Supervision Order, including applying for a variation of directions, an exclusion order or seeking undertakings from parties.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.62	Section 39 - Applying to the Court for the discharge or variation of a Care or Supervision Order.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.63	Section 42 - Making records available to an officer of CAFCASS.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Children's Social Care
1.64	Section 43 - Applying for a Child Assessment Order.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Children's Social Care
1.65	Sections 44 and 45 - applying for an Emergency Protection Order, including seeking exclusion requirements.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.66	Section 46 – providing accommodation for a child subject of police protection	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.67	Section 47- Carrying out investigations to determine whether action should be taken to safeguard or promote the welfare of a child.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Manager Children's Social Care
1.68	Section 50 - Applying for a Recovery Order.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.69	Section 53, 57, 62 – exercise of functions in relation to community homes and voluntary home	Children's Services	Children's Social Care (Supporting Families)		
1.70	Section 63(12) Schedule 7, Para 4 - Granting exemptions from the usual fostering limit in appropriate circumstances.	Children's Services	Children's Social Care (Supporting Families)	Regulated Services and Resources	
1.71	Section 67(3) - Authorising officers to visit foster homes.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.72	Section 68 - Consenting to private fostering by disqualified foster parents.	Children's Services	Children's Social Care (Supporting Families)		
1.73	Section 69 - Prohibiting private fostering.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.74	Schedule 8 - Imposing requirements on private foster carers	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.75	Section 70 - Prosecution in relation to private fostering.	Children's Services	Children's Social Care (Supporting Families)		
1.76	Section 86 - Safeguarding the welfare of children in residential care, nursing or mental nursing homes.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	Team Managers Children's Social Care
1.77	Sections 102 - applying for warrants of entry.	Children's Services	Children's Social Care (Supporting Families)		
1.78	Schedule 2 para 12D – Approval of a looked after child at key stage 4 being placed out of borough	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.79	Schedule 2 para 19 - Arranging for children to live abroad.	Children's Services	Children's Social Care (Supporting Families)		
1.80	Schedule 3 para 9 - Agreeing to a Supervision Order.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.81	Schedule 3 para 11 - Power to exercise supervision function under regulations and defraying costs.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.82	General - To exercise such other powers and duties of the Council in the Children Act 1989 not otherwise referred to above.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
	<b>Adoption Agency Regulations 1983 and 1997</b>				
1.83	Power to appoint members of the Adoption Panel except Councillor Panel members.	Children's Services	Children's Social Care (Supporting Families)		
	<b>The Fostering Services (England) Regulations 2011</b>				
1.84	Power to establish and maintain a fostering service.	Children's Services	Children's Social Care (Supporting Families)	Regulated Services and Resources	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.85	Regulation 27 - Approval of foster carers following consideration by the Fostering Panel	Children's Services	Children's Social Care (Supporting Families)		
1.86	Regulation 28 - Reviewing and terminating the approval of foster parents following consideration by Fostering Panel.	Children's Services	Children's Social Care (Supporting Families)		
	<b>Care Planning, Placement and Case Review Regulations 2010</b>				
1.87	Regulation 18 - Approving placements of looked after child with parents.	Children's Services	Children's Social Care (Supporting Families)		
1.88	Regulation 23 - Approving emergency placement of looked after child with foster carer.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
1.89	Regulation 24 - temporary approval of connected person as foster carer for looked after child	Children's Services	Children's Social Care (Supporting Families)		
1.90	Regulation 25A - temporary approval of adopter as foster carer for looked after child	Children's Services	Children's Social Care (Supporting Families)		
1.91	Regulation 39 – decision to cease to look after a child who has been accommodated more than 20 days or is aged 16/17	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
	<b>Crime and Disorder Act 1998</b>				
1.92	General - Applying for a Child Safety Order (and securing appropriate youth justice services) (Sections 11 and 38).	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	
1.93	Section 40: To prepare, submit and publish the annual youth justice plan which sets out the youth justice services are to be provided and funded; the reasonable steps that are to be taken to encourage children and young people not to commit offences	Children and Culture	Children's Social Care (Supporting Families)	Youth Justice Service	
1.94	Section 65 - Acting as an appropriate adult for an offender under 17 when a reprimand or warning is given under this section	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Team Manager Children's Social Care,

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
				Children's Social Care	Social Worker Youth Justice worker
	<b>Adoption (Intercountry Aspects) Act 1999</b>				
1.95	Section 2(4) collection etc. of information to facilitate and expedite adoption proceedings, services and counseling.	Children's Services	Children's Social Care (Supporting Families)	Service Manager Regulated Services and Resources	Team Manager Children's Social Care
	<b>Part 3 - National Health Service Act 2006</b>				
1.96	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.	Children's Services	Children's Social Care (Supporting Families)		
	<b>Immigration &amp; Asylum Acts 1999 and 2002</b>				
1.97	To make any necessary referral of matters under guidance issued by the Secretary of State.	Children's Services	Children's Social Care (Supporting Families)	Service Manager Children's Social Care	Team Manager Children's Social Care
	<b>Protection of Children Act 1999</b>				
1.98	Referring to Secretary of State details of any person who should be included in the list maintained under Section 1 (individuals who are considered unsuitable to work with children).	Children's Services	Children's Social Care (Supporting Families)	Service Managers Children's Social Care	
	<b>Children Act 2004</b>				
1.99	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.	Children's Services	Children's Social Care (Supporting Families)		
1.100	Section 3 - to state in writing what actions have been or are proposed to	Children's Services	Children's Social Care		

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	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		(Supporting Families)		
1.101	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.	Children's Services	Children's Social Care (Supporting Families)		
1.102	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.	Children's Services	Children's Social Care (Supporting Families)		
1.103	Section 16C – notification to the Child Safeguarding Practice Review Panel	Children's Services	Children's Social Care (Supporting Families)		
1.104	Section 16E – 16L - to comply with and exercise and perform any powers and duties in relation to the exercise of the Council's functions in relation to the Local Safeguarding Partnership and Local Child Safeguarding Practice Reviews	Children's Services	Children's Social Care (Supporting Families)		
1.105	Section 16M – 16Q - to comply with and exercise and perform any powers and duties in relation to the exercise of the Council's functions in relation to Child Death Reviews	Children's Services	Children's Social Care (Supporting Families)		
1.106	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.	Children's Services	Children's Social Care (Supporting Families)		



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	(This delegation is limited to preliminary and administrative functions only, the functions of adopting and revising any such plan are not hereby delegated).				
1.107	Section 17A - To prepare and implement a children and young person's plan and publish an annual report in respect of compliance	Children's Services	Children's Social Care (Supporting Families)		
1.108	To prepare and publish annual statement of purpose for adoption, annual statement of purpose for fostering and annual statement of purpose for private fostering.	Children's Services <i>Delegated to the RAA except the annual statement</i>	Children's Social Care (Supporting Families)	Family Support and Protection and CWD	
1.109	General - to carry out such other powers and functions not otherwise specifically delegated above under the Children Act 2004.	Children's Services	Children's Social Care (Supporting Families)	Children's Social Care	
	<b>Children and Families Act 2014</b>				
1.110	Section 26 – joint commissioning of health, education and social care provision	Children's Services	Children's Social Care (Supporting Families)  Commissioning and Youth	Children's Social Care  Integrated Children's commissioning	
1.111	Section 37-50 – exercise functions respect of preparing and reviewing EHCP plans		Education	SEN	
	<b>Children and Social Work Act 2017</b>				
1.112	Section 2 – publication of local offer to care leavers	Children's Services	Children's Social Care (Supporting Families)	Children Looked After & Through Care Service	
	<b>Decision</b>	<b>Director</b>	<b>Divisional Director</b>	<b>Head of Service</b>	<b>Other</b>
	<b>Childcare Act 2006</b>				
2.1	Section 1 - to improve the well-being of young children in the Borough	Children's Services	Education	Early Education & Childcare	
2.2	Section 3 - to make arrangements to secure early childhood services	Children's Services	Education	Early Education	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
				& Childcare	
2.3	Section 4 - 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	Children's Services	Education	Early Education & Childcare	
2.4	Sections 5A – 5G – to make arrangements for sufficient provision of children's centres, comply with relevant regulations and consult in respect of any significant changes.	Children's Services	Education	Early Education & Childcare	
2.5	Section 6 -to secure, so far as is reasonably practicable, that the provision of childcare is sufficient to meet the requirements of working parents in the Borough and to have regard to any guidance issued by the Secretary of State.	Children's Services	Education	Early Education & Childcare	
2.6	Sections 7, 7A and 9A - 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.	Children's Services	Education	Early Education & Childcare	
2.7	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.	Children's Services	Education	Early Education & Childcare	
2.8	Section 9 – to enter into an arrangement with a childcare provider to provide childcare in exchange for financial assistance	Children's Services	Education	Early Education & Childcare	
2.9	Section 10 – enter into an agreement to charge for childcare	Children's Services	Education	Early Education & Childcare	
2.10	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	Children's Services	Education	Early Education & Childcare	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	under this section with regard to the preparation of such assessments.				
2.11	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.	Children's Services	Education	Pupil Access and Schools Sufficiency  Parent and Family Support	
2.12	Section 13A – to obtain information from the Secretary of State for the purpose of determining eligibility for free childcare	Children's Services	Education	Early Education & Childcare	
2.13	Section 39 - to comply with any learning & development order	Children's Services	Education	Early Education & Childcare	
2.14	To exercise powers and duties in relation to later years provision – sections 54 – 61G.	Children's Services	Education	Early Education & Childcare	
2.15	Section 49 - To comply with and exercise any powers and duties in relation to inspection of early years provision	Children's Services	Education	Early Education & Childcare	
2.16	Section 50 - To publish any inspection reports in respect of early years provision	Children's Services	Education	Early Education & Childcare	
2.17	General - such other powers and duties contained in the Children Act 2006 not specifically delegated above.	Children's Services	Education	Early Education & Childcare	
	<b>Children Act 1989</b>				
2.18	Section 22 – appointment of a Virtual School Head	Children's Services	Education		
2.19	Section 36 and Part III of Schedule 3 - the power to apply for an Education Supervision Order and the duties of the Supervising Officer	Children's Services	Education	Pupil Access and Schools Sufficiency	
	<b>Children and Young Persons Act 1963</b>				
2.20	Section 37 - Granting licences under the Children and Young Persons Act 1963 to children under 16 to take part	Children's Services	Education	Pupil Access and Schools	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	in performances, or sports, or to work as a model, for payment and doing everything else necessary in connection therewith.			Sufficiency	
	<b>Education Act 1996</b>				
2.21	Section 13A – comply with duty to promote high standards and fulfilment of potential	<i>Delegated to the Tower Hamlets Education Partnership</i>			
2.22	Section 14A – consider parental representations	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.23	Section 316A - Agreeing to the admission of a child to a special school for the purposes of assessment, or following a change of circumstances	Children's Services	Education	SEN	
2.24	Sections 323 and 324 - Making and maintaining a statement of special needs in respect of a child and doing everything else necessary in connection therewith.	Children's Services	Education	SEN	
2.25	Section 436A – duty to identify children not receiving education	Children's Services	Education	Pupil Access and Schools Sufficiency Behaviour and Attendance	
2.26	Section 437 – duty to act if a child of compulsory school age is not receiving suitable education.	Children's Services	Education	Pupil Access and Schools Sufficiency Behaviour and Attendance	
2.27	Section 444 - serve a school attendance order on the parent of a child and doing everything else necessary in connection therewith.	Children's Services	Education	Pupil Access and Schools	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
				Sufficiency  Behaviour and Attendance	
2.28	Section 508B and 508C - make decisions regarding the hire and use of taxis or other transport for home to school transport for children with special needs.	Children's Services	Education	Integrated Children's Commissioning  SEN	
2.29	Section 508E and Schedule 35C – make arrangements to give effect to the Council's travel scheme	Children's Services	Education		
2.30	Section 509A – power to provide travel assistance for a child receiving nursery education otherwise than at schools	Children's Services	Education		
2.31	Section 527A - 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.	Children's Services	Education	SEN	
2.32	Such other provisions as remain in force under the Education Act 1996 not specifically delegated in this scheme of delegation.	Children's Services	Education	SEN	
	<b>School Standards and Framework Act 1998</b>				
2.33	Section 8 - 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	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.34	Section 51A – comply with regulations in relation to reviews of exclusions, including the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012 and the Education (Provision of Full-Time Education for Excluded Pupils) (England) Regulations 2007	Children's Services	Education	Pupil Access and Schools Sufficiency	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
2.35	Section 62 - Taking such steps in relation to a maintained school as are required to prevent the breakdown of standards and 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.	Children's Services	Education		
2.36	Sections 86-87 - Duty to comply with parental preferences, with certain exceptions.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.37	Sections 88, 88C, 88D and 88E - Determining the number of pupils that it is intended to admit to any maintained school and admission arrangements.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.38	Section 92 - Duty to publish information for parents re: admission arrangements.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.39	Sections 94 and 95 - Duty to make arrangements to enable parents to appeal against decisions regarding admissions.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.40	Section 95A - Duty to make arrangements for a governing body to appeal against the admission of an excluded child to whom Section 87(2) applies.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.41	Section 96 - Power to give direction to admit a child to a specified school.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.42	Section 96 - Power to give direction to admit a looked after child to a specified school.	Children's Services	Education	Pupil Access and Schools sufficiency	
2.43	Section 123 – comply with the code of practice in respect of early years education for children with special educational needs	Children's Services	Education	SEN	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
2.44	General - such other duties and powers contained in the School Standards and Framework Act 1998 not specifically delegated above which are not reserved to the Cabinet	Children's Services	Education	Education <i>Delegated to the Tower Hamlets Education Partnership</i>	
2.45	All duties and powers concerning arrangements for the admission of children.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.46	Duty to review sufficiency of childcare in the LEA's area.	Children's Services	Education	Early Education & Childcare	
2.47	Duty to prepare an early year's development plan.	Children's Services	Education	Early Education & Childcare	
	<b>Education Act 2002</b>				
2.48	Section 20 - Approve instruments of government for all School Governing Bodies	Children's Services	Education	School Governance	
2.49	Chapter 1 - Powers in relation to the membership and proceedings of governing bodies and other matters including the appointment of a clerk.	Children's Services	Education	School Governance	
2.50	Section 207 - Power to recoup cost of providing education for persons not belonging to the Council's own area.	Children's Services	Education		
	<b>Anti-social Behaviour Act 2003</b>				
2.51	Sections 19 to 23 of the ASBA 2003 for powers in relation to Parenting Orders, Parenting Contracts and Penalty Notices (also s105 of the EIA 2006).	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	
	<b>Education Act 2005</b>				
2.52	Section 6 - 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).	Children's Services	Education	<i>Delegated to the Tower Hamlets Education Partnership</i>	
2.53	Section 40 - Prepare a written statement of action to be taken as a	Children's Services	Education	<i>Delegated to the</i>	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	result of any inspection under this Act.			<i>Tower Hamlets Education Partnership</i>	
2.54	Section 51 - Power to enter and inspect any maintained school.	Children's Services	Education	<i>Delegated to the Tower Hamlets Education Partnership</i>	
	<b>Education and Inspections Act 2006</b>				
2.55	Section 60 and 60A – give a warning notice to a governing body at a maintained schools	Children's Services	Education		
2.56	Section 63 – give notice to a governing body at a maintained schools to enter into arrangements	Children's Services	Education	School governance	
2.57	Section 64 – appoint additional governors to a governing body	Children's Services	Education	School governance	
2.58	Section 65 – give notice that a governing body will consist of interim executive members and appoint those members	Children's Services	Education	School governance	
2.59	Section 66 – suspend a delegated budget	Children's Services	Education		
2.60	Section 70A – notify the Secretary of State of interventions	Children's Services	Education		
2.61	Section 77 and 78– To make such travel arrangements as are considered necessary.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.62	Section 101– Arrangements for the provision of suitable full time education for excluded pupils, at school or otherwise.	Children's Services	Education	Pupil Access and Schools Sufficiency	
2.63	Section 137 – prepare and publish a written statement in response to an inspection report	Children's Services	Education	<i>Delegated to the Tower Hamlets Education Partnership</i>	
2.64	Section 23 and Schedule 2 paragraphs 10-16 - Make referrals, withdraw proposals and all other	Children's Services	Education	Pupil Access and	



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	functions in relation to proposals referred to the adjudicator			Schools Sufficiency	
	<b>Children Act 1989</b>				
2.65	Section 36 and Schedule 3 Part III - Applying for an Education Supervision Order in respect of a child and doing everything else necessary in connection therewith.	Children's Services	Education	Pupil Access and Schools Sufficiency  Behaviour and Attendance	
2.66	Nominating Education Welfare officers to represent the Authority in Court.	Children's Services	Education	Pupil Access and Schools sufficiency  Behaviour and Attendance	
	<b>Crime and Disorder Act 1998</b>				
2.67	Section 16 - 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.	Children's Services	Education		
	<b>Criminal Justice Act 1991</b>				
3.1	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.	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	
3.2	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.	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	
3.3	Section 256AA - supervision of a young person sentenced to detention, or supervision after the end of the period of detention	Children's Services	Children's Social Care (Supporting Families)		

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	<b>Crime and Disorder Act 1998</b>				
3.4	Section 38 – to cooperate with partners to ensure that there is provision for a youth justice service in the area	Children's Services	Children's Social Care (Supporting Families)		
3.5	Section 39 – to establish, provide funding for and appoint officers to the youth offending team	Children's Services	Children's Social Care (Supporting Families)		
3.6	Section 39A – to notify the young person's home and host authorities that a young person has been detained or is due for release	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	YOT worker
3.7	Section 40 – to formulate the youth justice plan	Children's Services	Children's Social Care (Supporting Families)		
3.8	Section 66ZA - to act as or arrange an appropriate adult for a looked after child receiving a youth caution or youth conditional discharge	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	YOT Social Worker Youth Justice Worker
3.9	Section 66ZB - the assessment of children and young persons, and the provision for them of rehabilitation programmes	Children's Services	Children's Social Care (Supporting Families)		
	<b>Powers of Criminal Courts (Sentencing) Act 2000</b>				
3.10	Section 21 and 22 – duty 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.	Children's Services	Children's Social Care (Supporting Families)		
3.11	Section 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.	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Service Worker
3.12	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	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	final meeting of a youth offender panel				
3.13	Section 27A and 27B – to refer matter to court for revocation or extension of referral order	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Worker
3.14	Section 29 – to make arrangements for supervising an offender's compliance with a youth offending contract and keep records	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Worker
3.15	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.	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	
3.16	Section 103 - to appoint a Social Worker to supervise an offender subject to a detention and training order.	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	
	<b>Criminal Justice and Immigration Act 2008</b>				
3.17	Section 4 – appoint a qualifying officer in relation to an offender to whom a youth rehabilitation order relates	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Worker
3.18	Schedule 1, paragraph 4 and 18 – consult with the court in respect of a youth rehabilitation order with fostering requirement	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Worker
3.19	Schedule 1, paragraph 17 – consult with the court in respect of a youth rehabilitation order with residential requirement	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Worker
	<b>Legal Aid, Sentencing and Punishment of Offenders Act 2012</b>				
3.20	Section 92 – provide or arrange for the provision of accommodation for a child remanded to local authority care	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service Children's Social Care	Youth Justice Worker

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.21	Section 93 – apply to the court to impose, vary or revoke any conditions or requirements imposed by the court	Children's Services	Children's Social Care (Supporting Families)	Youth Justice Service	Youth Justice Worker
	<b>Children and Young Persons Act 1969</b>				
3.22	Section 9 to investigate factors concerning any child to be prosecuted by the Council.	Children's Services	Children's Social Care (Supporting Families)		
3.23	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.	Children's Services	Children's Social Care (Supporting Families)		
	<b>School Standards and Framework Act 1998</b>				
4.1	Section 48 - Agreeing licensed deficits by schools up to £500,000 under the Council's financial scheme.	Children's Services	Education		
4.2	Section 51 and Schedule 15 - 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	Children's Services	Education <i>Some shared responsibilities with Schools Finance team</i>		
4.3	Section 30 - power to maintain any such school should the governing body issue notice or discontinuation.	Children's Services	Education		
4.4	Section 90 reference of objections regarding admission arrangements to the Adjudicator or Secretary of State.	Children's Services	Education	Pupil Access and Schools sufficiency	
4.5	Schedule 22 – exercise functions in respect of disposals of land	Children's Services	Education	Pupil Access and Schools sufficiency	
	<b>Education Act 1996</b>				
4.6	Section 14 - secure sufficient primary and secondary schools in the area	Children's Services	Education	Pupil Access and Schools sufficiency	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.7	Section 507A – exercise functions in respect of recreational and training facilities for children under 13 years.	Children's Services	Commissioning and Youth	Young People's Service	
	<b>Education Act 2002</b>				
4.8	Section 2 - Applying to the Secretary of State 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	Children's Services	Education		
4.9	Section 19 and School Governance (Constitution)(England) Regulations 2012 - Making appointments for Council representation on school governing bodies.	Children's Services	Education	School governance	
4.10	Sections 122 and 127 - 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	Children's Services	Education		
4.11	Section 176 - Consultation with pupils as provided in guidance or Regulations when exercising the Council's functions.	Children's Services	Commissioning and Youth Education	Young People's Service  Parenting and Family Support Service	
	<b>Education and Inspections Act 2006</b>				
4.12	Sections 6A-12 - Publish any notice in relation to establishment of new schools, carry out relevant consultation and seek appropriate approvals, including consultation with the Secretary of State for any academy under Schedule 2 and discontinuance of any proposals under Schedule 2.	Children's Services	Education	Pupil Access and Schools Sufficiency	
4.13	Sections 13 and 14 - To develop the Council's policy with regard to the duty in relation to diversity and choice	Children's Services	Education	Pupil Access and Schools	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	to discharge the Council's duty to provide high standards and consider parental representations.			Sufficiency	
4.14	Section 16 – undertake consultation in respect of proposal to close a school	Children's Services	Education	Pupil Access and Schools Sufficiency	
4.15	Section 19 - Publish proposals by the Council to alter a maintained school, such other duties and powers under the School Organisation (prescribed Alterations to Maintained Schools) (England) Regulations 2007.	Children's Services	Education	Pupil Access and Schools Sufficiency	
4.16	Section 23 and Schedule 2 paragraphs 10-16 - Make referrals, withdraw proposals and all other functions in relation to proposals referred to the adjudicator	Children's Services	Education	Pupil Access and Schools Sufficiency	
4.17	Schedule 2 - Implement and discharge the Council's proposals relating to community schools (paragraph 23) 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.	Children's Services	Education	Pupil Access and Schools Sufficiency	
4.18	Exercise the Council's powers and functions under the School Organisation (Establishment and Discontinuance of Schools) (England) Regulations 2007.	Children's Services	Education	Pupil Access and Schools Sufficiency	
4.19					
	<b>Children and Families Act 2014</b>				
4.20	Section 22 – duty to identify children and young people with special educational needs or disabilities	Children's Services	Education Children's Social Care (Supporting Families)	SEN Head of Family Support & Protection & CWD	
4.21	Section 25 – duty to ensure integration of provision of education and training with health care and social care	Children's Services	Education Children's Social Care	SEN	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
			(Supporting Families)	Head of Family Support & Protection & CWD	
4.22	Section 26 – enter joint commissioning arrangements for education, health and care provision	Children's Services	Commissioning and Youth	Integrated Children's Commissioning	
4.23	Section 27 – keep education and care provision under review and consult with relevant persons when exercising these functions	Children's Services	Education  Children's Social Care (Supporting Families)	SEN  Head of Family Support & Protection & CWD	
4.24	Section 28 and 29 – cooperate with education partners	Children's Services	Education  Children's Social Care (Supporting Families)	Heads of Service, Children's Services	Team Managers , Children's Services
4.25	Section 30 – publish local SEND offer	Children's Services	Education	Pupil Access and Schools sufficiency  Parent and Family Support Service	
4.26	Section 32 – provide advice and information in relation to SEND	Children's Services	Education	SEN  Pupil Access and Schools Sufficiency  Parent and Family Support Service	
4.27	Sections 33-35 - make arrangements for children with EHC plans or special needs to attend a maintained nursery or mainstream school	Children's Services	Education	SEN	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.28	Sections 37 – 50 - exercise functions respect of preparing and reviewing EHCP plans	Children's Services	Education	SEN	
	<b>Miscellaneous Functions</b>				
4.29	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.	Children's Services	Head of Strategic Finance – Children's Services		
4.30	Authority to exercise discretionary powers under the Teachers' Pay and Conditions document.	Children's Services	Education		

**Care Act 2014 [NOTE – Responsibilities shared with Health and Adults Social Care Directorate]**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.1	Sections 58 and 59 - Undertaking a child's needs assessments where it appears that a child may have needs for care and support post-18	Health and Social Care  Children's Services	Adult Social Care  Children's Social Care (Supporting Families)	Service Managers  Principal Social Worker  Principal Occupational Therapist	Children's Social Care  Team Manager ASC,  Social Worker  Occupational Therapist Long Term Support Officer  First Response Officer
1.2	Sections 60 and 61 - Undertaking a child's carer's assessment where it appears that a child may	Health and Social Care  Children's Services	Adult Social Care	Service Managers	Children's Social Care



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	have needs for care and support post-18		Children's Social Care (Supporting Families)	Principal Social Worker  Principal Occupational Therapist	Team Manager ASC,  Social Worker  Occupational Therapist  Long Term Support Officer  First Response Officer
1.3	Sections 63 and 64 - Undertaking a young carer's assessment where it appears that a person may have needs for care and support	Health and Social Care  Children's Services	Adult Social Care  Children's Social Care (Supporting Families)	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager ASC, Children's Social Care  Team Manager ASC,  Social Worker  Occupational Therapist  Long Term Support Officer  First Response Officer

### Award of grants

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.1	Setting, reviewing and updating priorities for Community Languages funding	Children's Services	Education	Community Languages	

### Planning contributions

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.13	Liaising with Place on the negotiation of S106 agreements and subsequent amendments on the basis of adopted strategies	Children's Services	Education	Head of Service Pupil Access and Schools Sufficiency	

## 49 Communities Directorate Scheme of Delegation

The Council's legal powers are granted by law either to the Mayor or full Council, allowing the authority to carry out its functions for the benefit of the residents, workers and businesses in the borough of Tower Hamlets.

The Mayor and full Council both have power to delegate the exercise of these duties to members and officers. These delegations are set out in the Constitution. In addition, each Corporate Director also has the power to further delegate powers to individual officers and these are set out for the Communities Directorate in this scheme of delegation.

Note that - under the Local Government Act 2000, all of the Council's functions, its legal powers and duties, are the responsibility of the Mayor and are known as "executive functions", except where they are expressly specified under sch.1, sch.3 or sch.4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to not be the responsibility or sole responsibility of an authority's executive.

### Landlord consent for events in public open spaces

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.1	Capacity of up to 25,000	Communities	Culture	Arts & Events	
3.2	Capacity above 25,000	Communities	Culture	Arts & Events	

### Award of grants

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.3	Events fund (Arts & Events Service)	Communities	Culture	Arts & Events	
3.4	Support for Sport (Sport & Physical Activity Service)	Communities	Culture	Sport & Physical Activity	

## Entering into Service Level Agreements

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.6	Negotiation and variation of service level agreements where Cultural Services is the service provider (internal & external)	Communities	Culture	Arts & Events Sport & Physical Activity	
3.7	Negotiation and variation of service level agreements where Cultural Services is the client (internal & external, including, but not only, festival organisers, city farms, Tower Hamlets Cemetery Park, etc.)	Communities	Culture	Arts & Events Idea Stores Sport & Physical Activity	
3.8	Signing of service level agreements where Cultural Services is the service provider (internal & external) or client (including, but not only, PCT, ALMO, Youth Service, Football Foundation, etc.)	Communities	Culture	Arts & Events Sport & Physical Activity	

### Fees and charges (other than inflationary uplift)

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.9	Negotiation of event fees and penalties for events in public open spaces	Communities	Culture	Arts & Events	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.10	Setting fees and charges for Leisure Centres and playing pitch bookings  (Where decision not taken by Cabinet)	Communities	Culture	Sport & Physical Activity	
3.11	Authorisation of variations to or waiving of set charges	Communities	Culture	Arts & Events Sport & Physical Activity	

### Management of external funding

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.14	Signing of applications/bids for external funding at or below £10k	Communities	Culture	Arts & Events Sport & Physical Activity	
3.15	Signing of applications/bids for external funding from £10K - £100K	Communities	Culture	Arts & Events Sport & Physical Activity	
3.16	Signing of applications/bids for external funding over £100K	Communities	Culture		

3.17	Signing funding claims up to £100K	Communities	Culture	Arts & Events Sport & Physical Activity	
3.18	Signing funding claims over £100K	Communities	Culture		

### Applications for statutory licences/ permissions

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.17	Applications for entertainments licence	Communities	Culture	Arts & Events	Brady Centre Manager Kobi Nazrul Centre Manager Senior Arts & Events Manager
	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.18	Application for alcohol licence	Communities	Culture	Arts & Events	Brady Centre Manager Kobi Nazrul Centre Manager Senior Arts & Events Manager
3.19	Application for Planning Permission or Listed Building Consent	Communities	Culture		

### Granting permission for the use of Cultural Services premises

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.20	Permission for filming on premises	Communities	Culture	Arts & Events Sport & Physical Activity	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.23	Letting of sports pitches and cancellation of bookings in accordance with agreed procedures, fees and charges	Communities	Culture	Arts & Events  Sport and Physical Activity	
3.24	Casual letting of premises and cancellation of bookings in accordance with agreed procedures, fees and charges	Communities	Culture	Arts & Events Sport & Physical Activity	Parks Strategy and Business Development Manager Parks Contracts and Infrastructure Manager Area Parks Manager Area Community Ranger Manager Kobi Nazrul Centre Manager Brady Centre Manager

## General

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.27	Instructions to Legal Services or external legal services providers on behalf of Cultural Services	Communities	Culture	Arts & Events Sport & Physical Activity	
3.28	Making requests to Legal Services for information in relation to property	Communities	Culture	Arts & Events Sport & Physical Activity	Parks Strategy and Business Development Manager

## Community Safety Services, Safer Neighbourhood Operations Service, Drugs Action and Alcohol Team

### Anti-Social Behaviour Crime and Policing Act 2014

<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
<b>Part 1 of the Antisocial Behaviour and Crime Policing Act 2014</b>	<b>Communities</b>	<b>Community Safety</b>	Head of Safer Neighbourhood Operations  Head of Community Safety  Head of Service Drugs and Alcohol Team	Neighbourhood ASB and Enforcement Manager  Community Safety Team Leader  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs



				<p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
Section 5 - To give instructions to the Director of Legal or their nominated deputy to apply for an injunction under section 1 of the Act	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>Community Safety Team Leader</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers</p>

				<p>and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p>Section 6 - To give instructions to the Director of Legal or their nominated deputy to apply for an injunction under section 1 of the Act without notice being given to the respondent</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p>

				<p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p>Section 8 - To give instructions to the Director of Legal or their nominated deputy to apply for the variation or discharge of an injunction under section 1 of the Act, to make a further application for variation or discharge of an injunction when an application under this section is dismissed but only with the consent of the court or with the agreement of the other party</p>	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p>

				Relationship Managers
Section 10 - To apply for the issue of an arrest warrant if the respondent is believed to be in breach of any of the provisions of an injunction	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
Section 14 - To consult the local youth offending	Communities	Community Safety	Head of Safer Neighbourhood Operations	Neighbourhood ASB and

<p>team and inform any other appropriate body or individual before an application (including an application for variation or discharge) is made under section 1 if the respondent will be under 18 when the application is made or when the respondent will be under 18 on the date of the first on-notice hearing when the court has adjourned a without-notice application</p>			<p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p>
<p>Section 19 - To have regard to any guidance issued by the Secretary of State to persons entitled to apply for injunctions under section 1 about the exercise of functions under this Part</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p>

				<p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p>Section 22 - To give instructions to the Director of Legal or their nominated deputy to apply for a criminal behaviour order and to find out the views of the local youth offending team before applying for an order to be made if the offender will be under the age of 18 when the application is made</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community</p>

				<p>Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
Section 23 - To provide evidence in proceedings for the application of a criminal behaviour order	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse</p>

				<p>Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 27</b> - To give instructions to the Director of Legal or their nominated deputy to apply for a variation or discharge of a criminal behaviour order, to make a further application for variation or discharge of a criminal behaviour order when an application under this section is dismissed but only with the consent of the court which made the order or with the agreement of the other party</p>	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p>



				Assertive Engagement Workers  Relationship Managers
<b>Section 28</b> - To have regard to any relevant guidance issued by the Secretary of State under Section 32 in relation to participation in a review of a criminal behaviour order when considering how the review should be carried out, what particular matters the review should deal with and what action (if any) it would be appropriate to take as a result of the findings of the review	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers  Assertive Engagement Workers  Relationship Managers

<p><b>Section 29</b> - To cooperate with the police in carrying out a review under section 28.</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations  Head of Community Safety</p>	
<p><b>Section 32</b> - To have regard to any guidance issued by the Secretary of State about the exercise of functions under this Part (Criminal Behaviour Orders)</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations  Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers  Assertive Engagement Workers  Relationship Managers</p>

<p><b>Section 43</b> - To issue, or designate a person to issue in accordance with section 53 (or an enactment amended by that section) of the Act a community protection warning or/and community protection notice.</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 45</b> - To post a community protection notice on the premises after reasonable enquiries to find out the name or proper address of the</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p>

<p>occupier have failed</p>			<p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 47</b> - To take remedial action on failure by the defaulter to comply with the requirements of a community protection notice, to give notice to the defaulter of the work carried out and the cost</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p>

				<p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 49</b> - To give instructions to the Director of Legal or their nominated deputy to apply for a remedial order under section 48</p>	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p>

				Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers  Assertive Engagement Workers  Relationship Managers
<b>Section 50</b> - To destroy or dispose of any forfeited item used in the commission of an offence under section 48 if ordered to do so by a court in accordance with the order or, if no arrangements are specified in the order, in whatever way seems appropriate	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety  Head of Service Drugs and Alcohol Team	Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers

				<p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 52</b> - To issue a fixed penalty notice to anyone who it is believed has committed an offence under section 48 (failing to comply with a community protection notice)</p>	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p>

				Relationship Managers
<b>Section 53</b> - To designate a person of a description specified in an order made by the Secretary of State to issue a community protection notice or a fixed penalty notice or to enter a premises and seize an item used in the commission of an offence under a warrant issued by a justice of the peace under section 51 of this Act	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<b>Section 55</b> - To issue a community protection notice in the manner	Communities	Community Safety	Head of Safer Neighbourhood Operations	Neighbourhood ASB and Enforcement Manager



<p>prescribed by this section</p>			<p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 56</b> - To have regard to any guidance issued by the Secretary of State to local authorities about the exercise of their functions under this Chapter and those of persons</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p> <p>Head of Service Drugs and Alcohol Team</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p>

designated under section 53(1)(c).				<p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<b>Section 59</b> - To make a public spaces protection order, to publish a public spaces protection order in accordance with regulations made by the Secretary of State	Communities	Community Safety	<i>None</i>	<i>Mayor/Cabinet if it affects more than one ward and likely to have a significant impact and/or considered politically sensitive.</i>
<b>Section 60</b> - To extend a public spaces protection order, to publish an extension of a public spaces protection order in accordance with regulations made	Communities	Community Safety	<i>As above</i>	<i>As above</i>

by the Secretary of State				
<b>Section 61</b> - To vary or discharge a public spaces protection order, to publish details of a varied or discharged order in accordance with regulations made by the Secretary of State	Communities	Community Safety	<i>As above</i>	<i>As above</i>
<b>Section 63</b> - To authorise a person to exercise the functions described in this section (consumption of alcohol in breach of prohibition in public spaces protection order)	Communities	Community Safety	<i>As above</i>	<i>As above</i>
<b>Section 64</b> - To comply with the requirements of this section when making a public spaces protection order which restricts the public right of way over a highway, to install, operate and maintain barriers authorised under subsection (7)	Communities	Community Safety	<i>As above</i>	<i>As above</i>
<b>Section 68</b> - To authorise a person to issue a fixed penalty notice to anyone believed to have committed an offence under section 63 or 67 in relation to a public	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  Neighbourhood Manager  THEOs

spaces protection order _				
<b>Section 72</b> - To have regard to the rights of freedom of expression and freedom of assembly set out in articles 10 and 11 of the Convention (as defined by section 21(1) of the Human Rights Act 1998) before deciding whether to make, extend, vary or discharge a public spaces protection order, to carry out the necessary consultation and the necessary publicity and the necessary notification (if any) before making, extending, varying or discharging a public spaces protection order	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers  Assertive Engagement Workers  Relationship Managers
<b>Section 73</b> - To have regard to any guidance issued to local authorities by the Secretary of	Communities	Community Safety	Head of Safer Neighbourhood Operations	Neighbourhood ASB and Enforcement Manager

<p>State in regard to the exercise of functions under this Chapter and those of persons authorised by local authorities under section 63 or 68</p>			<p>Head of Community Safety</p>	<p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 76</b> - To issue a closure notice in accordance with the requirements of this section, to consult with any appropriate body or individual before issuing a closure notice, to comply with and perform any powers and</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p>

<p>duties contained in any regulations made by the Secretary of State under this section with regard to specifying premises or descriptions of premises in relation to which a closure notice may not be issued</p>				<p>DAAT Criminal Justice Manager THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 78</b> - To issue a cancellation notice or variation notice in accordance with the provisions of this section</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>Neighbourhood Manager</p>
<p><b>Section 79</b> - To serve a closure notice, an extension notice, a cancellation notice or a variation notice in the manner prescribed by this section, to enter any premises (using reasonable force if necessary) for the purposes of</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p>

<p>fixing a copy of the notice or giving it to a person appearing to have control of or responsibility for the premises, to designate a person, or employee of a person, to act on behalf of the Council for the purposes of this section (a 'representative')</p>				<p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 80</b> - To give instructions to the Director of Legal or their nominated deputy to apply to a magistrate's court for a closure order (unless cancelled under section 78) within 48 hours of service of a closure notice</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community</p>

				<p>Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 82</b> - To give instructions to the Director of Legal or their nominated deputy to make an application to a justice of the peace, by complaint, for an extension (or further extension) of the period for which a closure order is in force, to consult the chief officer of police for the area in which the premises are situated before applying for an extension</p>	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse</p>



				<p>Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p> <p>Assertive Engagement Workers</p> <p>Relationship Managers</p>
<p><b>Section 83</b> - To give instructions to the Director of Legal or their nominated deputy to make an application to a justice of the peace, by complaint, for the discharge of a closure order</p>	Communities	Community Safety	<p>Head of Safer Neighbourhood Operations</p> <p>Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager</p> <p>DAAT Criminal Justice Manager</p> <p>Neighbourhood Manager</p> <p>DAAT Criminal Justice Manager</p> <p>THEOs</p> <p>ASB and Community Safety Officers and Team Leader</p> <p>Specialist Substance Misuse Investigation Officers</p> <p>Neighbourhood Community Safety Officers</p>

				Assertive Engagement Workers  Relationship Managers
<b>Section 84</b> - To give instructions to the Director of Legal or their nominated deputy to appeal to the Crown Court against a decision not to make or extend a closure order or a decision not to order the continuation in force of a closure notice	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers  Assertive Engagement Workers  Relationship Managers

<p><b>Section 85</b> - To authorise a person to enter premises in respect of which a closure order is in force (producing evidence of identity or authority if required to do so), to do anything necessary to secure the premises against entry (using reasonable force if necessary) and to carry out essential maintenance or repairs</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations  Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager  Neighbourhood Manager</p>
<p><b>Section 88</b> - To apply for reimbursement of expenditure incurred for the purpose of clearing, securing or maintaining premises in respect of which a closure order is in force</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations  Head of Community Safety</p>	<p>NONE</p>
<p><b>Section 91</b> - To have regard to any guidance issued by the Secretary of State about the exercise of the functions of local authorities and those of their representatives (within the meaning of section 79)</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations  Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs</p>

				ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers  Assertive Engagement Workers  Relationship Managers
<b>Section 104 and Schedule 4</b> - To establish and publish an ASB case review procedure, to carry out a review following receipt of a complaint about anti-social behaviour if requested to do so by the complainant and subject to the threshold for a review being met, to inform the applicant whether the review threshold has been met, to inform the applicant of the outcome of the review and of any recommendations made, to make recommendations	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	NONE

<p>to a person who exercises public functions in respect of any matters arising from the review, to publish prescribed information concerning reviews as soon as practicable after the end of a reporting period</p>				
<p><b>Schedule 2</b> - To give instructions to the Director of Legal or their nominated deputy to apply for a supervision order or a detention order if a person aged under 18 is believed to be in breach of a provision of an injunction under section 1 and to consult with the relevant youth offending team and inform any individual or body thought appropriate before applying for an order, to supply to a person specified in paragraph [This function is also included in the Scheme of Delegation for Children's Services in so far as it relates to complying with and exercising and performing</p>	<p>Communities</p>	<p>Community Safety</p>	<p>Head of Safer Neighbourhood Operations  Head of Community Safety</p>	<p>Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers</p>

<b>any powers and duties contained in Part 2 of the Schedule]</b>				Assertive Engagement Workers  Relationship Managers
<b>Provisions as regards Noise Enforcement (THEOS currently retain this role – Out of Hours response)</b>				
Environmental Protection Act 1990	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  THEOs
Clean Neighbourhoods and Environment Act 2005	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  THEOs
Local Government (Miscellaneous Provisions) Act 1976 Section 16 – requisition of information regarding building/land ownership	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  THEOs
Control of Pollution Act 1974 and Noise Act 1996	Communities	Community Safety	Head of Safer Neighbourhood Operations  Head of Community Safety	Neighbourhood ASB and Enforcement Manager  THEO  ASB and Community Safety Officers

				and Team Leader
Road Traffic (Vehicle Emissions) (fixed penalty) (England) Regulations 2002	Communities	Community Safety	Head of Safer Neighbourhood Operations	Neighbourhood ASB and Enforcement Manager  THEOs
London Local Authorities Act 2007 Sections 24 and 61 – Littering from Vehicles	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
<b>Greater London Council (General Powers) Act 1972 Section 17 –</b> Power to require registered keeper to disclose driver at time of offence.	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
Local Government Act 1972 (Breach of Bylaws)	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
London Local Authorities Act 1990 (Part III) – Street Trading Issues	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
Refuse Disposal (Amenity) Act 1978 – Abandoned Vehicles	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
Town and Country Planning Act 1990 (Part VIII Chapter III)	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager

				THEOs
Highways Act 1980 (Part IX)	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
Noise Act 1996 as amended by the Antisocial Behaviour Act 2003	Communities	Community Safety	Head of Safer Neighbourhoods Operations	Neighbourhood ASB and Enforcement Manager  THEOs
Dogs (Fouling of Land) Act 1996 Neighbourhood	Communities	Community Safety	Head of Safer Neighbourhoods Operations	ASB and Enforcement Manager  THEOs

## Public Realm

### 1. General Delegations

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.1	Appointment of officers or nomination of other person to exercise powers	Communities	Public Realm	All Heads of Service	
1.2	Issue credentials and authorise in writing any officer or other person to exercise powers	Communities	Public Realm	All Heads of Service	
1.3	Authority to act as a proper officer, authorised officer, inspector or other designation, and exercise powers for all relevant legislation after being appropriately nominated	Communities	Public Realm	All Heads of Service	All Communities officers



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.4	Authority to approve the institution of legal proceedings subject to the Divisional Director Legal Assistant Chief Executive (Legal Services) or his/her nominated Officer being satisfied with the sufficiency of evidence	Communities	Public Realm	All Heads of Service	Community Safety Operations Manager; Head of Environmental Health and Trading Standards And Team Leaders in Environmental Health and Trading Standards Head of Parking; Abandoned Vehicle Controller; All Environmental Services Managers and Officers; Head of Transportation & Highways; Head of Markets; Market Officer, Legal and Finance Officer
1.5	Authority to approve the defending of legal proceedings subject to the Assistant Chief Executive (Legal Services) or their nominated Officer being satisfied with the sufficiency of evidence	Communities	Public Realm	All Heads of Service	Community Safety Operations Manager; Head of Environmental Health and Trading Standards; Head of Parking; Abandoned Vehicle Controller; All

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
					Environmental Services Managers; All Transportation & Highways Managers; All Markets Officers, Legal and Finance Officer

#### 4. Environmental Health

##### General

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.1	Responsibility for the discharge of Environmental Health & Environmental Health Licensing functions	Communities	Public Realm	Environmental Health & Trading Standards	
4.2	Appointment of officers or nomination of other person to exercise powers for all relevant legislation	Communities	Public Realm	Environmental Health & Trading Standards	
4.3	Authority to authorise any other persons accompanying EHO's to TO's when exercising their powers under Section 20 of the Health and Safety at Work etc Act 1974	Communities	Public Realm	Environmental Health & Trading Standards	Team Leaders of all designations within Environment Health and Trading Standards  Environmental Health Officers of all designations
4.4	Authority to execute and	Communities	Public Realm	Head of Environmen	Team Leaders of all

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	authorise the carrying out of works in default			tal Health & Trading Standards	designations within Environmental Health and Trading Standards

### **Legal Proceedings for Environmental Health Commercial Licensing Matters**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.5	Authority to authorise inspectors pursuant of section 39 of the Health & Safety at Work etc. Act 1974 to prosecute in the magistrates court	Communities	Public Realm	Head of Environmental Health & Trading Standards	
4.6	Authority for inspectors, appropriately nominated, pursuant of section 39 of the Health & Safety at Work etc. Act 1974 to prosecute in the magistrates court	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leaders of all designations within Environmental Health and Trading Standards, Environmental Health Officers, Technical Officers, Consumer Services Officers, Licensing Officers and, Trading Standards Officers of all designations.
4.7	Chair Street Markets Panel and revoke licences	Communities	Public Realm	Head of Environmental Health &	

				Trading Standards	
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**Administration of Licenses/Registrations and Approvals**  
**Granting of Licences/Registrations and Approvals**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.8	Authority under the London Local Authorities Act 1991 to grant, renew, vary and transfer licences and grant occasional licences where no objections are received for Massage and Special Treatments	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
4.9	Authority under the Animal Boarding Establishment Act 1963 & 1970/Animal Welfare Act 2006 to grant Animal Boarding licences where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
4.10	Authority under the Animal Welfare Act 2006 to grant Breeding of Dogs Licences where no objections are received	Communities	Public Realm	Head of Environmental Health Trading Standards	Team Leader Licensing and Safety
4.11	Authority under the Dangerous Wild Animals Act 1976 to grant Dangerous Wild Animal licences where no	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	objections are received				
4.12	Authority under the Pet Animals Act 1951/ Animal Welfare Act 2006 to grant Pet Shop Licences where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
4.13	Authority under the Animal Welfare Act 2006 to grant Licences where no objections are received and register performing animals	Communities	Public Realm	Head of Environmental Health and Trading Standards	Team Leader Licensing and Safety
4.14	Authority under the General Product Safety Regulations 1994 and the relevant enforcement provisions of the Consumer Protection Act 1987 to register the use of filling materials and grant Filling Material Licences for storage and manufacture where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.15	Authority under the Riding Establishments Act 1964 & 1970 to grant Riding/ Animal Welfare Act	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety

	2006 Establishments Licences where no objections are received and authority to grant provisional licences where not satisfied that a licence can be granted under the principal Act				
4.16	Authority under the Zoo Licencing Act 1981/ Animal Welfare Act 2006 to grant Zoo Licences where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
4.17	Authority under the Food Safety Act 1990, European Communities Act 1972 – [Regulation (EC) No 853/2004] refuse or revoke approvals for establishments.	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Food Safety, Environmental Health Officers of all designations within the Food Safety Team
4.18	Authority under the Food Safety Act 1990, European Communities Act 1972 – [Regulation (EC) No 853/2004] to grant, refuse, revoke or suspend licences/approvals to food businesses as prescribed by Regulations made under the Act/Regulation	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Food Safety, Environmental Health Officers of all designations within the Food Safety Team
4.19	Public Health (Control of Diseases) Act 1984 section 45F (2)(a) and (b) and 45P(2) – the	Communities	Public Realm	Head of Environmental Health & Trading Standards	

	proper officer for the purposes of the Health Protection (Notification) Regulations 2010				
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	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.20	The Road Traffic (Vehicle Emissions) (Fixed Penalty) (England) Regulations 2002  Authority to revoke Fixed Penalty Notices under the Health Act 2006 and anti-idling legislation subject to the agreement of two Officers.	Communities	Public Realm, Divisional Director for Community Safety.	All Heads of Service in Public Realm, Head of Community Safety.	All Public Realm Officers, THEOs
4.21	Health Act 2006 Part I – all sections.  The Smoke-Free (premises & enforcement) Regulations 2006	Communities	Public Realm, Divisional Director for Community Safety.	All Heads of Service in Public Realm, Head of Community Safety.	All Public Realm Officers, THEOs

## 5. Environmental Health Protection – Mortuary Services

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
5.1	To exercise powers as licence holder under the provisions of Human Tissues Act 2004	Communities	Public Realm		
5.2	To exercise powers as Designated individual under the provisions of the Human Tissue Act 2004	Communities	Public Realm		Team Leader Corporate Health and Safety, Mortuary Manager

5.3	Authority to act as an authorised officer for the purposes of the Human Tissues Act 2004 and Coroner's legislation pertaining to the mortuary service	Communities	Public Realm		Mortuary Manager and Mortuary Technicians (all grades)
5.4	Authority to approve and make payments for the cost of parish funerals where the deceased has no financial means	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Corporate Health and Safety

### Animal Warden Services

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
5.5	Authority to act an exercise powers as a proper Officer under the Dangerous Dogs Act 1991, Dogs Acts 1871 and 1906, Dogs Fouling of Land Act 1996, Clean Neighbourhoods and Environmental Act 2005 and Environmental Protection Act 1990 concerning animal welfare issues, Anti-Social Behaviour, Crime and Policing Act 2014, The Microchipping of Dogs (England) Regulations 2015, Control of Dogs Order 1992	Communities	Public Realm	Operational Services	Animal Wardens (all designations)



	Road Traffic Act 1988 (Section 27), Appointed Inspectors under Animal Welfare Act 2006				
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### Environmental Health Pest Control

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
5.6	Authority to act and exercise powers as a proper Officer under the Prevention of Damage by Pests Act 1949, Environmental Protection Act 1990 and Public Health Act 1936 relating to pest control matters	Communities	Public Realm	Head of Environmental Health & Trading Standards)	Pest Control Supervisors Environmental Health Officers and Technical Officers of all designations Team Leaders

### Environmental – Health and Environment Duties

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
5.7	Authority under the Environmental Protection Act 1990 to grant refuse, revoke, impose conditions upon, and vary existing conditions of Authorisations in respect of processes for which the Council is the enforcing authority	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Pollution,
5.8	The determination of contaminated land under the	Communities	Public Realm	Head of Environmental Health &	

	provisions of the Environment Act 1995			Trading Standards	
5.9	Authority to act and exercise powers as a proper officer under the Environment Act 1995 section 57, Part IIA of the Environmental Protection Act 1990, EU directive 2004/35/EC and under all other Acts amending or extending the said Acts and any regulations, byelaws or orders made thereunder, including the determination and remediation of contaminated land.	Communities	Public Realm	Environmental Health & Trading Standards	Team Leader Pollution Contaminated Land Officer
5.10	Authority to act and exercise powers under section 108 and 109 of the Environment Act 1995 in respect of Power of Entry and Power to deal with cause of imminent danger of serious pollution etc.	Communities	Public Realm	All Heads of Service	All Public Realm Officers

### Coronavirus Regulations

Decision	Director	Director	Head of Service	Other
<b>The Health Protection (Coronavirus, Restrictions) (All Tiers) (England) Regulations 2020 and The Health Protection (Coronavirus,</b>				

<b>Decision</b>	<b>Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
<b>Restrictions) (Local Authority Enforcement Powers and Amendment) (England) Regulations 2020</b>				
Responsibility for the Environmental Health and Trading Standards discharge of the powers, enforcement notices, enforcement actions and institution of legal proceedings	Communities	Public Realm	Environmental Health & Trading Standards	

### **Environmental Health – Housing**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
5.11	Authority under the Housing Act 2004 to i) Licence Houses in multiple occupation ii) Refuse to licence, vary or revoke licences attached to a House in multiple occupation iii) undertake selective licensing of other residential accommodation	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Health and Housing, Principal Environmental Health Officers – Health and Housing
5.12	Authority to issue a notice of direction and to enforce the removal of vehicles, caravans and belongings under section 77 of the Criminal Justice and Public Order Act	Communities	Public Realm	Head of Environmental Health & Trading Standards	
5.13	To inspect or survey any premises under	Communities	Public Realm	Head of Environmental Health	Team Leaders Health and Housing

	section 4(1) of the Housing Act 2004 or otherwise to determine whether any functions under Parts 1 to 4 should be exercised			and Trading Standards	Environmental Health Officers of all designations and Technical Officers of all designations within Environmental Health and Trading Standards
5.14	To require the production of any relevant document for any purpose connected with the exercise of any functions under any Parts 1 to 4 or to investigate whether any offence has been committed under any of those Parts.	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leaders Health and Housing Environmental Health Officers of all designations and Technical Officers of all designations within Environmental Health and Trading Standards

## 6. Parking Services – On Street Maintenance and Suspension Team

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
6.1	Grant or refuse suspensions of parking places	Communities	Public Realm	Parking	On Street Services Manager & On Street Services Officer
6.2	Suspend vehicle parking in a designated bay	Communities	Public Realm	Parking	On Street Services Manager, On Street Services Officer, Maintenance Controller, Maintenance Officers
6.3	Issue dispensation to allow vehicles	Communities	Public Realm	Parking	On Street Services

	to park in a restricted street				Manager, On Street Services Officer, Maintenance Controller, Maintenance Officers
6.4	Invoice and charge for suspensions and dispensations	Communities	Public Realm	Parking	On Street Services Manager & On Street Services Officer
6.5	Authorise the refund of suspension charges	Communities	Public Realm	Parking	On Street Services Manager & On Street Services Officer
6.6	Discount charges and exception from payment of suspensions and dispensation charges	Communities	Public Realm	Parking	On Street Services Manager, Maintenance Controller & Maintenance Officers
6.7	Introduce and paint road markings as and when necessary	Communities	Public Realm	Parking	On Street Services Manager & On Street Services Officer
6.8	Install and maintain street infrastructure including pay and display machines	Communities	Public Realm	Parking	On Street Services Manager, Maintenance Controller & Maintenance Officers
6.9	Manage the collection and banking of monies from pay and display machines	Communities	Public Realm	Parking	On Street Services Manager
6.10	Designating on street parking place (street works)	Communities	Public Realm	Parking	On Street Services Manager, Maintenance Controller & Maintenance Officers

6.11	Manage 'off street' car parks Roman Road and Watney Street)	Communities	Public Realm	Parking	On Street Services Manager, Maintenance Controller & Maintenance Officers
6.12	Carrying out changes to layouts and markings.	Communities	Public Realm	Parking	On Street Services Manager, Maintenance Controller & Maintenance Officers
6.13	Authorise the release of removed vehicles free of charge.	Communities	Public Realm	Parking	On Street Services Manager
6.14	Approve free suspensions of dispensations.	Communities	Public Realm	Parking	On Street Services Manager
6.15	Install and replace traffic and parking signs.	Communities	Public Realm	Parking	On Street Services Manager, Maintenance Controller & Maintenance Officers

## 7. Waste, Streets and Parks

### Environmental Protection Act 1990, Parts II and IV Cleansing Section

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.1	Section 33 Fly-tipping	Communities	Public Realm	Operational Services, Waste Management	Waste Management Officers, Operational Services Officers
7.2	Section 34 Duty of care etc as respects waste	Communities	Public Realm	Operational Services, Waste Management	Waste Management Officers, Operational

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
					Services Officers
7.3	Section 45 collection of controlled waste	Communities	Public Realm	Operational Services. Waste Management	Waste Management Officers, Operational Services Officers
7.4	Section 46, 46A, 46B, 46C, 46D Receptacles for household waste,	Communities	Public Realm	Operational Services. Waste Management	Waste Management Officers, Environmental Services Team Officers
7.5	Section 47 Receptacles for commercial or industrial waste	Communities	Public Realm	Operational Services. Waste Management	Waste Management Officers, All Environmental Services Team Officers
7.6	47ZA Fixed penalty notices for offences under sections 46 and 47	Communities	Public Realm	Operational Services. Waste Management	All Environmental Services Team Officers
7.7	Section 48 duties of waste collection authorise as respects disposals of waste collected	Communities	Public Realm	Operational Services, Waste Management	Operational Services Officers, Waste Management officers
7.8	Section 51 function of waste disposal authorities	Communities	Public Realm	Operational Services, Waste Management	Environmental Services Improvement Team
7.9	Section 52 payments for recycling and disposal etc. of waste	Communities	Public Realm	Operational Services, Waste Management	Environmental Services Improvement Team
7.10	Section 55 powers for recycling waste	Communities	Public Realm	Operational Services, Waste Management	Environmental Services Improvement Team
7.11	Section 57 power of Secretary of	Communities	Public Realm	Operational Services,	Environmental Services

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	State to require waste to be accepted, treated, disposal of or delivered			Waste Management	Improvement Team
7.12	Section 59 Powers to require removal of waste unlawfully deposited, Sections 59ZA, 59ZB, 59ZC	Communities	Public Realm	Operational Services	All Environmental Services Team Officers
7.13	Section 60 Interference with waste site and receptacles for waste	Communities	Public Realm	Operational Services	All Environmental Services Team Officers
7.14	Power to issue Fixed Penalty Notice (FPN) under Section 80 (4) – Abatement Notice – contravention of.  Provided for in Schedule 2 of London Local Authorities Act 2004	Communities	Public Realm	Operational Services	All Environmental Services Team Officers
7.15	Section 86 Provisions relating to litter	Communities	Public Realm	Operational Services, Waste Management	
7.16	Section 87 offence of leaving litter	Communities	Public Realm	Operational Services, Waste Management	All Public Realm Officers, Tower Hamlets Enforcement Officers (THEOs)
7.17	Section 88 fixed penalty notices for leaving litter	Communities	Public Realm	Operational Services, Waste Management	All Public Realm Officers, Tower Hamlets Enforcement Officers (THEOs)



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.18	Section 88A – littering from vehicles: civil penalty regime for offences pursuant to section 87(1)	Communities	Public realm	Operational Services, Waste Management	All Public Realm Officers, Tower Hamlets Enforcement Officers (THEOs)
7.19	Section 89 duty to keep land and highway clear of litter etc	Communities	Public Realm	Operational Services, Waste Management	
7.20	Section 90 litter control areas	Communities	Public Realm	Operational Services, Waste Management	All Operational Service Officers, All Waste Management Officers
7.21	Section 91 summary proceedings by persons aggrieved by litter	Communities	Public Realm	Operational Services, Waste Management	
7.22	Section 95 public registers	Communities	Public Realm	Operational Services, Waste Management	All Operational Service Officers, All Waste Management Officers
7.23	Section 98 powers in relation to abandoned shopping and luggage trolleys	Communities	Public Realm	Operational Services, Waste Management	All Operational Service Officers, All Waste Management Officers

### **Clean Neighbourhoods and Environment Act 2005**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
8.1	Clean Neighbourhoods and Environment Act 2005 - All relevant sections within.  Including powers under section 73	Communities	Public Realm,  Community Safety	Operational Services,  Head of Community Safety	All Public Realm Officers, THEO's

	(2) to issue FPN for failure to nominate key holder within an alarm notification area.				
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### All London Local Authorities Acts

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
8.2	All London Local Authorities Acts - All relevant sections	Communities	Public Realm,  Community Safety	Operational Services,  Head of Community Safety	All Public Realm Officers, THEO's

### All London Local Authorities and Transport for London Acts

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
8.3	All London Local Authorities and Transport for London Acts - All relevant sections including S.9(3) of the 2013 Act being the power to issue a PCN or FPN in respect of A builders' skip contraventions under the relevant sections (including section 139) of the Highways Act 1980 Act and any other relevant statutory legislation.	Communities	Public Realm,  Community Safety	Operational Services,  Head of Community Safety	All Public Realm Officers, THEO's

## Refuse Disposal (Amenity) Act 1978 and any regulations made thereunder

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.24	Penalty for unauthorised dumping: Section 2, 2A, 2B, 2C	Communities	Public Realm	Operational Services, Waste Management	All Operational Services Officers, All Waste Management Officers
7.25	Abandoned vehicles and other refuse: Section 3 removal of abandoned vehicles	Communities	Public Realm	Parking	Civil Enforcement Officers
7.26	Section 4 Disposal of removed vehicles	Communities	Public Realm	Parking	Civil Enforcement Officers
7.27	Section 5 Recovery of expenses connected with removed vehicles	Communities	Public Realm	Parking	Civil Enforcement Officers
7.28	Section 6 Removal and disposal etc. of other refuse	Communities	Public Realm	Operational Services, Waste Management	All Operational Services Officers, All Waste Management Officers

## Highways Act 1980

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.29	Section 8 Agreements between local highway authorities	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.30	Section 25 creation of footpath or bridleway by agreement	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.31	Section 35 creation of walkways by agreement	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.32	Section 38 to enter into an agreement on behalf of the Council for the adoption of highway and walkway infrastructure	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.33	Section 67 provision of guard rails etc in private streets	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.34	Section 68 provision of pedestrian refuges	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.35	Section 72 widening of highways	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.36	Section 73 power to prescribe and revoke improvement line for widening street	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.37	Section 75 variation of width of carriageway and footway	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.38	Section 76 levelling of highways	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.39	Section 77 Alteration of levels	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.40	Section 78 cutting off of corners	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.41	Section 79 prevention of obstruction to view at corners	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.42	Section 81 provision of highway boundary posts	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.43	Section 100 (1) (c) Local Authority is empowered to scour, cleanse and keep open all drains situated in the highway	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.44	Sections 115B, 115C, 115F Provision of amenities on certain highways	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.45	Section 117 application for stopping up and diversion of highways	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.46	Section 118 provision of stopping up of footpaths and bridleways (and related sections 120-129)	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.47	Section 130 protection of public rights	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.48	Sections 131-133 penalties	Communities	Public Realm	Transportation & Highways	All Transportation

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	for damage to highways				& Highways Officers
7.49	Section 136 Damage to highway consequent on exclusion of sun and wind	Communities	Public Realm	Transportation & Highways	All Transportation & Highways Officers
7.50	Section 137 Penalty for wilful obstruction	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.51	Section 138 penalty for erecting building etc on highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.52	Section 139 to provide a licence for use of builder's skips on the highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.53	Section 140 power to remove builder's skips	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.54	Section 141 restriction of planting of trees in or near carriageway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.55	Section 142 licence to plant trees, shrubs in a highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.56	Section 143 Power to remove structures from highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.57	Section 144 Powers to erect flagpoles etc. on highways	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.58	Section 145 Powers as to gates across highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.59	Section 148 Penalty for depositing things or pitching booths on highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.60	Section 149 removal of things so deposited on highway as to be a nuisance	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.61	Section 150 Duty to remove snow, salt etc from the highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.62	Section 151 prevention of soil etc being washed onto a street	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.63	Section 152 Powers as to removal of projection from highways	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.64	Section 153 doors etc in streets not to open outwards	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.65	Section 154 cutting and felling trees etc that overhang or are a danger to roads and footpaths	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.66	Section 161 penalties for causing certain	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	kinds of danger or annoyance				
7.67	Section 162 penalty for placing rope etc across highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.68	Section 163 prevention of water falling on or flowing onto highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.69	Section 164 power to require removal of barbed wire	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.70	Section 165 dangerous land adjoining street	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.71	Section 166 forecourt abutting on streets	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.72	Section 167 powers relating to retaining walls near streets	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.73	Section 168 building operations affecting public safety	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.74	Section 169 to provide a licence to control use of scaffolding and other temporary structures	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.75	Section 170 control of mixing mortar	Communities	Public Realm	Transportation & Highways	All Public Realm Officers



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	etc on highways				
7.76	Section 171 Control of deposit of building materials and making of excavations in streets	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.76 .1	Section 171A Works under s. 169 or s. 171: charge for occupation of the highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.76 .2	Section 171B Scaffolding, building materials and excavations: charge determined by reference to duration of occupation of highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.77	Section 172 to Hoardings to be set up during buildings	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.78	Section 173 to Hoardings to be securely erected	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.79	Section 175 liability of certain persons in respect of materials left in highways.	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.80	Section 176 Restrictions on construction	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	bridges over highways.				
7.81	Section 177 to grant a licence for structures over and under the public highway (incl cables and signs).	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.82	Section 178 restriction on placing rails, beams, etc over highways	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.83	Section 179 control of construction of cellars under street	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.84	Section 180 control of openings into cellars under streets and pavements lights and ventilators	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.88	Section 184 vehicle crossings over footways and verges	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.89	Section 185 power to install refuse or storage bins in streets	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.90	Section 256 power to exchange land to adjust boundaries of highway	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.91	Section 278 Agreements and	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	Contributions towards highway works by persons deriving special benefit from them				
7.92	Section 85 power to negotiate and agree boundary maintenance agreements with other authorities	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.93	Powers to remove obstructions and other objects from the highway under Sections 133, 149, 151 and 175	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.93 .1	SCHEDULE 22B Power to give fixed penalty notices	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.93 .2	Section 333 Saving for rights and liabilities as to interference with highways.	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

**Greater London Council (General Powers) Act 1974 and all or any such other Greater London Council (General Powers) Acts**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.94	Section 5 to deal with businesses using public highway to	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

	repair motor vehicles				
7.95	Section 11 provision and declaration of walkways	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.96	Section 13 Exercise of power of part III Act	Communities	Public Realm	Transportation & Highways	All Public Realm Officers
7.97	Section 15 paving etc of walkways	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

#### **Road Traffic Regulation Act 1984**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.102	Section 6 orders for controlling or regulating vehicular and other traffic	Communities	Public Realm	Transportation & Highways	Transportation & Highways officers
7.103	Section 9 Experimental Traffic Order	Communities	Public Realm	Transportation & Highways	Transportation & Highways officers

#### **Road Traffic Regulation Act 1984 and all or any such other Road Traffic Regulation Acts**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.104	All of the relevant sections of the Acts	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

#### **Road Traffic Act 1991**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.105	All of the relevant sections of the Act	Communities	Public Realm	Transportation & Highways	All Public Realm Officers

### New Roads and Street Works Act 1991

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.105	All of the relevant sections of the Act	Communities	Public Realm	Transportation & Highways	Transportation & Highways officers

### Flood & Water Management Act 2010

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.106	All of the Act	Communities	Public Realm	Transportation & Highways	Transportation & Highways officers

### Traffic Management Act 2004

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.107	All of the Act	Communities	Public Realm	Transportation & Highways	Transportation & Highways officers

### Town & Country Planning Act 1990 c.8

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.108	Section 215-219 Land Adversely Affecting Amenity of Neighbourhood	Communities	Public Realm	All Heads of Service in Public Realm	All Public Realm Officers
7.109	Power to issue an FPN under Section 224(3) provided for in Schedule 2 of London Local Authorities Act 2004 Displaying advertisement in contravention of regulations (flyposting)	Communities	Public Realm	All Heads of Service in Public Realm	All Public Realm Officers

7.110	Section 225 A-E Enforcement of control over advertisements	Communities	Public Realm	All Heads of Service in Public Realm	All Public Realm Officers
7.111	Section 225 F-J Remedying defacement of premises	Communities	Public Realm	All Heads of Service in Public Realm	All Public Realm Officers

### **Prevention of Damage by Pests Act 1949 c.55**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.112	Part I – Rats and Mice, Sections 2 to 10	Communities	Public Realm	All Heads of Service	All Public Realm Officers
7.113	Part II – Infestation of Food, Sections 13 to 18	Communities	Public Realm	All Heads of Service	All Public Realm Officers
7.114	Part III – Supplemental – sections: 22 – Power of Entry and 26 – Legal Proceedings	Communities	Public Realm	All Heads of Service	All Public Realm Officers

### **8. London Local Authorities Act 1990 and all or any such other London Local Authorities Acts for Street Markets and Trading**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
8.0	Powers under Part III – Street Trading of the London Local Authorities Act 1990 and all other relevant sections of the said Act and all or any such other relevant powers available within the other London Local Authorities Acts	Communities	Public Realm	Head of Market Services	Market Manager, Principal Licencing and Development Officer, Legal and Finance Officer

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	All of which relate to the specific delegations as below (8.1 to 8.22)				
8.1	Convene Revocation Panel.	Communities	Public Realm	Head of Market Services	Market Manager, Principal Licencing and Development Officer, Legal and Finance Officer
8.2	Chair panel and revoke licence.	Communities	Public Realm	Head of Market Services	
8.3	Treat and agree terms of trader debt repayment.	Communities	Public Realm	Head of Market Services	Market Manager, Principal Licencing and Development Officer, Market Officer, Legal and Finance Officer
8.4	Non renewal of temporary licence.	Communities	Public Realm	Head of Market Services	Market Manager, Principal Licencing and Development Officer, Market Officer, Legal and Finance Officer
8.5	Withdraw prosecution on settlement of trader debt or 'other cause'.	Communities	Public Realm	Head of Market Services	Market Manager, Market Officer, Principal Licencing and Development Officer, Market Officer
8.6	Designation and de-designation of permanently licensed pitches/markets.	Communities	Public Realm	Head of Market Services	Market Manager, Market Officer, Principal Licencing and

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
					Development Officer
8.7	Designation of temporary pitches.	Communities	Public Realm	Head of Market Services	Market Manager, Market Officer, Principal Licencing and Development Officer
8.8	Determination and confirmation of pitch size.	Communities	Public Realm	Head of Market Services	Market Manager, Market Officer, Principal Licencing and Development Officer
8.9	Production of standard licence conditions.	Communities	Public Realm	Head of Market Services	Market Manager, Principal Licencing and Development Officer
8.10	Annual review of fees and charges.	Communities	Public Realm	Head of Market Services	Market Manager, Principal Licencing and Development Officer
8.11	Waiving or suspending fees and charges.	Communities	Public Realm	Head of Market Services	Market Manager
8.12	Issue written confirmation of verbal warning.	Communities	Public Realm	Head of Market Services	Market Officer, Legal and Finance Officer
8.13	Issues Head of Markets warning.	Communities	Public Realm	Head of Market Services	Market Manager
8.14	Withdraw serials 12 and 12 above.	Communities	Public Realm	Head of Market Services	Market Manager
8.15	Issue a fixed penalty notice for breach of licence conditions.	Communities	Public Realm	Head of Market Services	Market Officer, Legal and Finance Officer



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
8.16	Issue temporary and permanent licences to trade.	Communities	Public Realm	Head of Market Services	Principal Licencing and Development Officer, Market Administration and Development Officer, Market Officer
8.17	Refuse to issue or renew a licence to trade on not meeting terms of application acceptance.	Communities	Public Realm	Head of Market Services	Principal Licencing and Development Officer, Market Administration and Development Officer
8.18	Convene and chair Traders Representatives Meetings.	Communities	Public Realm	Head of Market Services	Market Manager
8.19	Set limitations on commodities in market.	Communities	Public Realm	Head of Market Services	Principal Licencing and Development Officer, Market Administration and Development Officer
8.20	Make at discretion refunds on licence applications and for unused vouchers.	Communities	Public Realm	Head of Market Services	Principal Licencing and Development Officer, Market Administration and Development Officer
8.21	Invite and make variations to licences.	Communities	Public Realm	Head of Market Services	Principal Licencing and Development Officer,

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
					Market Administration and Development Officer
8.22	Authorise Market Service staff to act upon and deliver in their person the powers identified in Appendix A as applicable to usage of or on public footway and in street markets.	Communities	Public Realm	Head of Market Services	Market Officer, Legal and Finance Officer, Market Administration and Development Officer & Market Officer

## 9. Trading Standards & Licensing

### Responsibilities for the discharge of Trading Standards and Licensing functions:-

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
9.1	Authority to issue and serve Suspension Notices under the Consumer Protection Act 1987 and other authorised regulations made under the European Communities Act 1972. This authority can only be used by TSOs and CSOs with the approval of DD Public Realm, HEH & TS	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Trading Standards, Trading Standards Officers of all designations, Consumer Services Officers of all designations, Licensing Officers of all designations

## Legal Proceedings for Trading Standards and Licensing Matters

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
9.2	Authority to authorise inspectors pursuant of section 39 of the Health & Safety at Work Act 1974 to prosecute in the magistrates court	Communities	Public Realm	Head of Environmental Health & Trading Standards	
9.3	Authority for inspectors, appropriately nominated, pursuant of section 39 of the Health & Safety at Work Act 1974 to prosecute in the magistrates court	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Trading Standards, Trading Standards Officers of all designations, Consumer Services Officers of all designations, Licensing Officers of all designations
	Delegated to sign the Memex Data Sharing Agreement	Communities	Public Realm	Head of Environmental Health and Trading Standards	
	Weights and Measures Act 1985: section 72(1) person appointed as Chief Inspector of Weights and Measures	Communities	Public Realm	Head of Environmental Health and Trading Standards	Team Leader Trading Standards, Senior Trading Standards Officer
	Authority to issue Penalty Charge Notices under legislation detailed	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Trading Standards, Trading Standards Officers of all designations,

					Consumer Services Officers of all designations, Licensing Officers of all designations
	Authority to permit revocation or vary a Penalty Charge Notices under relevant legislation	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Trading Standards

**Administration of Licences  
Licensing Act 2003**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
9.4	Authority to grant a Personal Licence where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.5	Authority to grant or vary a Premises Licence where no relevant representation is made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.6	Authority to transfer a premises Licence where no Police representation is made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.7	Authority to grant or vary Club premises certificate where no relevant	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	representation is made				
9.8	Authority to grant a Provisional statement where no relevant representation is made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.9	Authority to remove a designated personal licence holder	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.10	Authority to grant Interim Authorities where no Policy representation is made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.11	Authority to decide on whether a Complaint or Representation (other than a statutory authority) is irrelevant, frivolous or vexatious	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.12	Authority to decide to object when the Local Authority is a consultee and not the Lead Authority	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.12.1	Authority to grant or refuse Minor variations	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.12.2	Authority to apply	Communities	Public Realm	Head of Environmental	Team Leader

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	conditions to a Premises Licence that are consistent with the operating schedule			Health & Trading Standards	Licensing and Safety
9.12.3	Authority to grant a sexual entertainment venue licence where there are no objections under Schedule 3, Local Government (Miscellaneous Provisions) Act 1982	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.12.4	Authority to grant or reject a Temporary Events Notice	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety, Licensing officer of all designations
9.12.5	6. Power to close premises – Anti-social Behaviour, Crime and Policing Act 2014 Chapter 3 - 24 hour duration	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing & Safety
9.12.6	7. Power to close premises – Anti-social Behaviour, Crime and Policing Act 2014 Chapter 3 - 48 hour duration	Communities	Public Realm	Head of Environmental Health & Trading Standards	

## Scrap Metal Dealers Act 2013

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
9.12.7	Powers under all the relevant sections of the entire Scrap Metal Dealers Act 2013 together with the provisions of Schedules 1 and 2.	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing & Safety Licensing Officer of all designations

## Anti-Social Behaviour Crime and Policing Act 2014 c.12

<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
<b>PART 4 COMMUNITY PROTECTION</b>  <b>CHAPTER 1</b>  <b>Community Protection Notices</b>  Under Section 43 To 58	Communities	Public Realm	All Heads of service	All Public Realm Officers  Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse

				Investigation Officers Neighbourhood Community Safety Officers
Chapter 2 Public spaces protection orders Under Section 59 to 75	Communities	Public Realm	All Heads of service	All Public Realm Officers  Neighbourhood ASB and Enforcement Manager  DAAT Criminal Justice Manager  Neighbourhood Manager  DAAT Criminal Justice Manager  THEOs  ASB and Community Safety Officers and Team Leader  Specialist Substance Misuse Investigation Officers  Neighbourhood Community Safety Officers
To give instructions to the Director of Legal or their nominated deputy to make application to or lodge an appeal to the appropriate Court	Communities	Public Realm	All Heads of Service	All Public Realm Officers

**Gambling Act 2005**



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
9.13	Authority to grant a Premises Licence where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.14	Authority to grant a Temporary use notice where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.15	Authority to grant a Small Society Lottery where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.16	Authority to grant a Family Entertainment Centre Gaming Machine Permit where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.17	Authority to grant a Club Gaming Permit where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.18	Authority to grant a Club Machine Permit where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.19	Authority to grant a Licensed Premises Gaming Machine permit where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.20	Authority to grant a Prize Gaming Permit where no representations are made	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
	Section 33 Provision of	Communities	Public Realm	All Heads of Service	All Public Realm Officers,

	facilities for gambling				THEOs
	Section 42 Cheating	Communities	Public Realm	All Heads of Service	All Public Realm Officers  THEOs

### Other Legislation

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Section Head</b>	<b>Other</b>
9.21	Authority under the Gaming Act 1968 to grant, renew and transfer Gaming Permits where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
	Authority under the Vehicle Crime Act 2001 to serve notices proposing to refuse or revoke a Motor Salvage Operator Registration	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
	Authority under the Vehicle Crime Act 2001 to hear and determine representations to refuse or revoke a registration	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
	Authority under Vehicles (Crime) Act 2001 to register and renew registration of Motor Salvage Operators where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
	Authority under Greater London Council (General Powers) Act 1984	Communities	Public Realm	Head of Environmental Health &	Team Leader Licensing and Safety

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Section Head</b>	<b>Other</b>
	Part VI to grant, renew and vary Registration for the Sale of Goods by Way of Competitive Bidding where there are no objections			Trading Standards	
	Betting Gaming and Lotteries Act 1963 to grant, renew and vary Pools Promoters Registrations where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.22	Authority under the Lotteries and Amusements Act 1976 to grant, renew and vary Society Lottery Registrations where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety
9.23	Authority under Game Act 1831 to grant Game Licences where no objections are received	Communities	Public Realm	Head of Environmental Health & Trading Standards	Team Leader Licensing and Safety

## London Building Acts (Amendment) Act 1939

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.101	Section 15 proceedings by local authority under s.10 and other provisions within this section (15)	Communities	Public Realm	Transportation & Highways	Transportation & Highways officers

## 50 Director of Legal's Scheme of Delegation

The Council's legal powers are granted by law either to the Mayor or full Council, allowing the authority to carry out its functions for the benefit of the residents, workers and businesses in the borough of Tower Hamlets.

The Mayor and full Council both have power to delegate the exercise of these duties to members and officers. These delegations are set out in the Constitution. In addition, each Corporate Director also has the power to further delegate powers to individual officers and these are set out in the Constitution. The Director of Legal also has powers of delegation in relation to those duties set out below.

Note that - under the Local Government Act 2000, all of the Council's functions, its legal powers and duties, are the responsibility of the Mayor and are known as "executive functions", except where they are expressly specified under sch.1, sch.3 or sch.4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to not be the responsibility or sole responsibility of an authority's executive.

### 1. Ceremonial and name/status of areas and individuals

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.1	To keep the roll of Freemen (Section 248, Local Government Act 1972)		Director of Legal / Monitoring Officer	Democratic Services	
1.2	Power to incur expenditure of a reasonable sum for the purposes of presenting an address or casket to a person on whom the title of freeman has been conferred. (as above, Section 249)		Director of Legal / Monitoring Officer	Democratic Services	

## 2. Councillors/Appointment of Committees etc

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
2.1	Appointment of Members to ad-hoc committees and sub-committees for Appeals, Appointments and Licensing hearings in accordance with the requirements of the Constitution.		All appointments: Monitoring Officer  Employee Appeals & Appointments: Director Workforce, OD and Business Support	Licensing: Democratic Services	Licensing: Democratic Services Officer

## 3. Meetings of Committees

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.1	Creating, changing or cancelling the date, time or place of a meeting following discussion with the Chair and any further requirements as set out in the Constitution.		All meetings: Monitoring Officer  Appointment Sub-Committee and Employee Appeals: Director of Workforce, OD and Business Support	Licensing: Democratic Services	Licensing: Democratic Services Officer

## 4. General

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.1	To deputise for the Director of Legal in their absence as directed by the Chief Executive or Director of Legal.		As Monitoring Officer: Deputy Monitoring Officers	Any Head of Service within Legal Services	
4.2	To provide legal sign-off of RCDAs			Any Heads of Service	

	(Records of Corporate Director Actions)			within Legal Services	
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## **LEGAL SERVICES**

### **6. Appointment of Committees etc**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
6.1	Recruiting and recommending to the Council the appointment of Independent Persons and Co-opted members to the Standards Committee.		Monitoring Officer		

### **7. Legal Proceedings**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.1	Instituting Proceeding - Taking a decision to commence proceedings in a particular case		Legal	Litigation Safeguarding	
7.2	Issuing proceedings/ application - including signing and finalising any instituting summons or application pursuant to court rules		Legal	Litigation Safeguarding	Principal Lawyers , Seniors and Lawyers
7.3	Laying of Information/ Complaint		Legal	Litigation Safeguarding	Principal Lawyers, Seniors and Lawyers
7.4	Appear on behalf of the Local Authority in proceedings		Legal	Litigation Safeguarding	Principal Lawyers Senior Lawyers Lawyers Legal Assistants

					Trainee Solicitor
7.5	Settle Proceedings- Generally		Legal	Litigation Safeguarding (Up to 20K costs or damages) save own cases).	<i>Principal Lawyer Civil Litigation</i> (Up to 8k costs or damages) save own cases).
7.6	Settling by way of <ul style="list-style-type: none"> <li>- signing or administering simple cautions</li> <li>- License appeals by consent</li> <li>- Market license revocations appeals by consent</li> </ul>		Legal	Litigation Safeguarding	Principal Lawyer (Enforcement)
7.7	Providing undertakings to Court or parties (other than an undertaking as to fees)		Legal	Litigation Safeguarding	
7.8	Providing Undertakings as to payment of an application fee		Legal	Litigation Safeguarding	Principal Lawyers



**8.**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
8.1	Release of restrictions and grant of consents where required by operation of law or effluxion of time.		Legal	Commercial & Contracts	Principal Lawyer – Property & Regen

**9. Authentication of Documents**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
9.1	Sign legal Documents		Legal	Litigation Safeguarding Commercial & Contracts	Practice Manager, Principal Lawyers Property and Regen, Planning and Contracts but must not sign own team's documents
9.2	Signing Claim Forms includes Statement of Truth		Legal	Litigation Safeguarding	Principal Lawyers Civil Litigation, Senior lawyers, lawyers

**10. Common Seal of Council**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
10.1	Attest seal.		Legal	Litigation Safeguarding Commercial & Contracts	Practice Manager, Principal Lawyers Property and Regen, Planning and

					Contracts but must not attest own team's documents
10.2	Signing documents on behalf of the Council.		Legal	Litigation Safeguarding Commercial & Contracts	Practice Manager, Principal Lawyers Property and Regen, Planning and Contracts but must not sign own team's documents,

## 51 Health and Adult Social Care Directorate Scheme of Delegation

The Council's legal powers are granted by law either to the Mayor or full Council, allowing the authority to carry out its functions for the benefit of the residents, workers and businesses in the borough of Tower Hamlets.

The Mayor and full Council both have power to delegate the exercise of these duties to members and officers. These delegations are set out in the Constitution. In addition, each Corporate Director also has the power to further delegate powers to individual officers and these are set out for the Health and Adult Social Care Directorate in this scheme of delegation.

Note that - under the Local Government Act 2000, all of the Council's functions, its legal powers and duties, are the responsibility of the Mayor and are known as "executive functions", except where they are expressly specified under sch.1, sch.3 or sch.4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to not be the responsibility or sole responsibility of an authority's executive.

### 1. CARE AND SUPPORT

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	<b>Care Act 2014</b>				
1.4	Section 2 – Provide services to prevent needs for care and support developing	Health and Adult Social Care	Integrated Commissioning  Adult Social Care  Public Health		
1.5	Section 4 - Establish and maintain an information and advice service	Health and Adult Social Care	Integrated Commissioning  Adult Social Care		
1.6	Sections 9 and 12 - Undertaking a needs	Health and Adult Social Care		Service Managers	Team Manager ASC

	assessment where it appears that a person may have needs for care and support:		Adult Social Care	Principal Social Worker Principal Occupational Therapist	Social Worker, Occupational Therapist Long Term Support Officer First Response Officer Social Work Apprentice Occupational Therapy Apprentice
1.7	Sections 10 and 12 - Undertaking a carer's assessment where it appears that a person may have needs for care and support, now or in the future	Health and Adult Social Care	Adult Social Care	Service Managers Principal Social Worker Principal Occupational Therapist	Team Manager ASC Social Worker, Occupational Therapist Long Term Support Officer First Response Officer Social Work Apprentice Occupational Therapy Apprentice

1.8	Sections 58 and 59 - Undertaking a child's needs assessments where it appears that a child may have needs for care and support post-18	Health and Adult Social Care  Children's Services	Adult Social Care  Supporting Families	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager ASC  Social Worker,  Occupational Therapist Long Term Support Officer  First Response Officer  Social Work Apprentice  Occupational Therapy Apprentice
1.9	Sections 60 and 61 - Undertaking a child's carer's assessment where it appears that a child may have needs for care and support post-18	Health and Adult Social Care  Children's Services	Adult Social Care  Supporting Families	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager ASC  Social Worker,  Occupational Therapist Long Term Support Officer  First Response Officer  Social Work Apprentice

					Occupational Therapy Apprentice
1.10	Sections 63 and 64 - Undertaking a young carer's assessment where it appears that a person may have needs for care and support	Health and Adult Social Care  Children's Services	Adult Social Care  Supporting Families	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager ASC  Social Worker,  Occupational Therapist Long Term Support Officer  First Response Officer  Social Work Apprentice  Occupational Therapy Apprentice
1.11	Sections 13 and 18 and the Care and Support (Eligibility Criteria) Regulations 2014) - Decisions as to whether identified needs meet the eligibility criteria and if so consider what could be done to meet those needs	Health and Adult Social Care	Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager ASC  Social Worker,  Occupational Therapist Long Term Support Officer  First Response Officer

					<p>Social Work Apprentice</p> <p>Occupational Therapy Apprentice</p> <p>Brokerage Manager /Seniors. Brokerage officer -</p> <p>All within approved expenditure</p>
1.12	Sections 25 and 27 - Preparing or reviewing a care and support plan	Health and Adult Social Care	Adult Social Care	<p>Service Managers</p> <p>Principal Social Worker</p> <p>Principal Occupational Therapist</p>	<p>Team Manager ASC</p> <p>Social Worker,</p> <p>Occupational Therapist</p> <p>Long Term Support Officer</p> <p>First Response Officer</p> <p>Social Work Apprentice</p> <p>Occupational Therapy Apprentice</p>
1.13	Section 14 - Exercising power to charge for care	Health and Adult Social Care	Adult Social Care	<p>Service Managers</p> <p>Principal Social Worker</p>	<p>Team Manager ASC</p>

				Principal Occupational Therapist	Social Worker, Occupational Therapist Long Term Support Officer  First Response Officer  Social Work Apprentice  Occupational Therapy Apprentice
1.14	Section 17 - Undertake an assessment of financial resources	Health and Adult Social Care  Resources	Adult Social Care	Service Managers	Team Manager Client Financial Assessment Team  Financial Assessment Officers – Client Financial Assessment Team
1.15	Section 26 – prepare a personal budget in respect of the costs of meeting a person’s eligible care needs	Health and Adult Social Care	Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager ASC  Social Worker,  Occupational Therapist Long Term Support Officer



					<p>First Response Officer</p> <p>Social Work Apprentice</p> <p>Occupational Therapy Apprentice</p>
1.16	Section 30 - Provide or arrange accommodation in a person's preferred accommodation	Health and Adult Social Care	<p>Adult Social Care</p> <p>Integrated Commissioning</p>	<p>Service Managers</p> <p>Principal Social Worker</p> <p>Principal Occupational Therapist</p>	<p>Team Manager ASC</p> <p>Social Worker,</p> <p>Occupational Therapist</p> <p>Long Term Support Officer</p> <p>First Response Officer</p> <p>Social Work Apprentice</p> <p>Occupational Therapy Apprentice</p> <p>Brokerage Manager /Seniors. Brokerage officer - All within approved expenditure</p>
1.17	Sections 31 and 32, and The Care and Support (Direct Payments)	Health and Adult Social Care	Integrated Commissioning	Service Managers	Team Manager ASC

	Regulations 2014 Agreement to offer a Direct Payment		Adult Social Care	Principal Social Worker  Principal Occupational Therapist	Social Worker,  Occupational Therapist Long Term Support Officer  First Response Officer  Social Work Apprentice  Occupational Therapy Apprentice  Brokerage Manager /Seniors. Brokerage officer  Within approved expenditure
1.18	Sections 34-36 and The Care and Support (Deferred Payment) Regulations 2014- Enter into a deferred payment agreement where the conditions are met.	Resources / Health and Adult Social Care	Adult Social Care	Financial Assessment Team Manager	Financial Assessment Officers
1.19	Section 69 – Take a decision to recover a debt owing to the Council under the Act	Health and Adult Social Care  Resources	Adult Social Care	Service Managers ASC  Principal Social Worker	Income Collection and Enforcement Manager

				Principal Occupational Therapist	
				Head of Revenue and Benefits	
1.20	Section 70 – Take a decision to recover the value of assets transferred to avoid charges	Health and Adult Social Care	Adult Social Care	Service Managers ASC  Principal Social Worker  Principal Occupational Therapist  Head of Revenue and Benefits	Income Collection and Enforcement Manager
1.21	Section 19 – Take decision to meet the care needs of someone who is ordinarily resident in another local authority’s area in urgent circumstances	Health and Adult Social Care	Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager
1.22	Section 37 – notify another local authority that an adult in need of care and support intends to move to their area and provide relevant documentation	Health and Adult Social Care	Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager  Social Worker  Occupational Therapist  Long term support worker

					First Response Officer  Brokerage Manager  Brokerage Officer
1.23	Sections 40 and 41 Apply to the Secretary of State or determination of ordinary residence and recover costs of support from another local authority	Health and Adult Social Care	Adult Social Care		
1.24	Section 42 – carrying out a safeguarding enquiry	Health and Adult Social Care	Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	Social Worker and Occupational Therapists trained as Enquiry Officers.
1.25	Section 43 & Schedule 2 - Establishing and maintaining a Safeguarding Adults Board	Health and Adult Social Care	Adult Social Care  Integrated Commissioning	Service Manager Safeguarding  Principal Social Worker  Head of Strategy, Policy and Improvement	Strategic Boards Manager  Partnership Board Coordinator
1.26	Section 48 - Temporary duty on local authority to meet care and support needs where there has	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers in ASC and IC	Team Managers ASC

	been a care provider business failure			Principal Social Worker  Principal Occupational Therapist	
1.27	Section 67 and 68 - Arrange independent advocacy to represent and support the individual.	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Manager ASC and IC Principal Social Worker  Principal Occupational Therapist	Team Manager  Social Worker  Occupational Therapist  Long term support worker  First Response Officer
1.28	Section 74 and Schedule 3 - Assessment of needs and provision of services upon discharge from hospital	Health and Adult Social Care	Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	Team Manager  Social Worker  Occupational Therapist  Long term support worker  First Response Officer  within approved expenditure limits

1.29	Section 74 Schedule 3, Paragraph 4 - Making daily reimbursement payments to the relevant NHS body if the local authority is solely responsible for any delays in the discharge of a patient from hospital.	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Manager Within approved expenditure	
1.30	Section 77 - establish and maintain a register of sight-impaired and severely sight- impaired adults, and a register of adults in needs of care and support if appropriate	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Manager Reablement	Team Manager Reablement Service
	<b>Miscellaneous</b>				
1.31	Disabled Persons (Services, Consultation and Representation) Act 1986 Section 10 - Consultation with organisations of disabled people regarding appointment or co- option to committees of persons with special knowledge of the needs of disabled persons	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers ASC and IC  Principal Social Worker  Principal Occupation al Therapist	
1.32	Health and Social Care (Community Health and Standards) Act 2003, Section 114, the Local Authority Social Services and National	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers ASC and IC Principal Social Worker	Team Manager

	Health Service Complaints (England) Regulations 2009 - Consider a complaint made about Social Services or services commissioned by Social Services			Principal Occupational Therapist	
1.33	Disabled Persons (Employment) Act 1958, Section 3 - Arranging for the provision of facilities for enabling seriously disabled persons to be employed under special conditions.	Health and Adult Social Care	Integrated Commissioning Adult Social Care	Service Managers Principal Social Worker Principal Occupational Therapist	Commissioning Managers within agreed budgets and Financial Regulations Team Managers ASC  Principal Social Worker

## 2. MENTAL HEALTH

	Decision	Corporate Director	Director	Head of Service	Other
	<b>Mental Health Act 1983</b>				
2.1	Section 11 - Applications for admission for assessment or for treatment or for guardianship. Specification of the qualification of the applicant is to be detailed.				Delegated to approved Mental Health Professional only
2.2	Section 13 - Applications for admission to hospital or guardianship in				Delegated to approved Mental Health Professional only

	respect of a patient in any case where an approved mental health professional is satisfied that an application ought to be made.				
2.3	Section 14 - Providing an approved mental health professional's report on the patient's social circumstances to the hospital managers pursuant to an application made by a patient's nearest relative.				Delegated to Approved Mental Health Professional only
2.4	Section 17A – agreement to a person being placed under a community treatment order				Delegated to Approved Mental Health Professional only
2.5	Section 29 - Applications to Court to displace the nearest relative where the conditions are met.				Delegated to Approved Mental Health Professional only
2.6	Section 37 - Arrangements for reception into guardianship where such directions are made by the criminal courts.	Health and Adult Social Care	Integrated Commissioning Adult Social Care	Service Managers Principal Social Worker	
2.7	Section 114 & 130A - Appointment of a sufficient number of approved mental health professionals and Independent mental health advocates	Health and Adult Social Care	Integrated Commissioning Adult Social Care	Service Manager Principal Social Worker	
2.8	Section 115 - Entry and inspection of any premises in the	Health and Adult Social Care	Integrated Commissioning		Approved Mental Health Professional



	area of the authority in which a mentally disordered patient is living, with reasonable cause to believe that the patient is not under proper care.		Adult Social Care		with warrants/legal authorisation appropriate to the circumstances
2.9	Section 116 - Visiting and attending to the welfare of the following patients admitted to a hospital or care home: - a looked after child; - where the local authority holds guardianship - where the local authority is the nearest relative	Health and Adult Social Care  Children's Services	Integrated Commissioning  Adult Social Care  Supporting Families	Service Manager  Principal Social Worker	Team Managers  Approved Mental Health Professional
2.10	Section 117 - Identification of and arranging provision of after-care services together with the Integrated Care Board; and discharge from such services.	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Manager  Principal Social Worker	Delegated to Team Managers/ Senior Practitioners, social workers [within approved expenditure limits for the provision of services]
2.11	Section 117A - Provide or arrange accommodation in a person's preferred accommodation	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Manager  Principal Social Worker	Delegated to Team Managers/ Senior Practitioners, social workers [within approved expenditure limits for the provision of services]
	<b>Miscellaneous</b>				

2.12	Tribunal Procedure (First-tier Tribunal) (Health, Education and Social Care Chamber) Rules 2008, Rule 32 - Provision of reports to Mental Health Act Review Tribunals.	Health and Adult Social Care	Integrated Commissioning Adult Social Care	Service Manager Principal Social Worker	Delegated to social work staff, Community Mental Health Teams
2.13	National Assistance Act 1948, Section 49 – compliance with duty to protect the property of a person temporarily admitted to hospital	Health and Adult Social Care	Integrated Commissioning Adult Social Care	Service Manager Principal Social Worker Principal Occupational Therapist	Delegated to Team Managers/ Senior Practitioners, social workers within approved expenditure limits
2.14	Disabled Persons (Services Consultation and Representation) Act 1986, Section 7 - Assessment of needs and provision of services upon discharge from hospital after 6 months treatment for a mental disorder	Health and Adult Social Care	Integrated Commissioning Adult Social Care	Service Manager	Delegated to Team Manager Senior Practitioner Social worker/Occupational Therapist  Occupational Therapist Social Workers within approved expenditure limits

### 3. MENTAL CAPACITY ACT

	Decision	Corporate Director	Divisional Director	Head of Service	Other
	<b>Mental Capacity Act 2005</b>				
3.1	Section 2 and Schedule A1 – Assessment as to whether an individual has	Health and Adult Social Care	Adult Social Care	Service Manager	Team Manager  Senior Practitioner

	capacity to make a particular decision			Principal Social Worker  Principal Occupational Therapist	Occupational Therapist  Social Workers  Long term support officers  First response officers
3.2	Section 4 and Schedule A1– carry out a Best Interest assessment				Best Interest assessors  Social Workers for general BI decisions with exclusion of deprivation of liberty BI assessments.
3.3	Section 4A – authority to deprive a person of their liberty on behalf of the Council if authorised to do so under the provisions of the MCA	Health and Adult Social Care	Adult Social Care	Service Manager	Team Manager Senior Practitioner Social worker Occupational Therapist
3.4	Section 16 – Apply to become the welfare or financial deputy for a person lacking capacity	Health and Adult Social Care	Adult Social Care	Service Manager	Team Managers  Social Workers
3.5	Section 19 – be appointed to position of deputy as a consequence of holding a position or office within the Council, and if appropriate, seek reimbursement of reasonable expenses in	Health and Adult Social Care	Adult Social Care		

	carrying function of deputy				
3.6	Section 22 and 23 – apply to court for invalidation or variation of lasting power of attorney	Health and Adult Social Care	Adult Social Care	Service Manager  Principal Social Worker	
3.7	Section 35 – Make arrangements for independent mental capacity advocates to be available to represent and support persons to under the relevant provisions.	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers ASC and IC  Principal Social Worker	Team Manager  Social Workers  Occupational Therapists
3.8	Schedule A1 - Responsibility to undertake deprivation of liberty safeguards assessments on request from the managing authority	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers	Approved Best Interest Assessors
3.9	Schedule A1 - Decision to give a standard authorisation for the deprivation of a person's liberty on behalf of the council as the supervisory body.	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers  Principal Social Worker  Principal Occupational Therapist	
3.10	Schedule A1 - Duty to inform the hospital or care home management, the person concerned, any IMCA instructed and all interested persons consulted by the best interest assessor of their decision and the reason for it where	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers	Central Safeguarding Team

	the Local Authority is the supervisory body.				
3.11	<b>Miscellaneous</b>				
3.12	The Mental Capacity (Deprivation of Liberty: Standard Authorisations, Assessments and Ordinary Residence) Regulations 2008 - Approval of sufficient numbers of qualified Best Interest Assessors for the conducting of Best Interest Assessments	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers	Team Manager and Senior Practitioners in the Central Safeguarding Team
3.13	The Mental Capacity (Deprivation of Liberty: Appointment of Relevant Person's Representative) Regulations 2008 - appointment of relevant person's representatives	Health and Adult Social Care	Integrated Commissioning  Adult Social Care	Service Managers	

#### 4. PUBLIC HEALTH

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	<b>National Health Act 2006</b>				
4.1	Section 2B - Comply with the council's duty to take steps to improve public health through provision of advice, information, services, incentives and training	Health and Adult Social Care	Public Health  Integrated Commissioning	Associate Directors of Public Health  Service Managers	

4.2	Section 111 - Exercise functions in respect of dental public health (National Health Act 2006)	Health and Adult Social Care	Public Health	Associate Directors of Public Health	
4.3	Section 75 - Enter into prescribed arrangement with an NHS body	Health and Adult Social Care	Public Health Integrated Commissioning Director of Adult Social Care	Associate Directors of Public Health Service Managers IC and ASC	
4.4	Section 76 and <u>National Health Service (Conditions Relating to Payments by Local Authorities to NHS bodies) Directions 2013</u> - Authorising payments to the NHS Board or clinical commissioning group	Health and Adult Social Care	Public Health Integrated Commissioning Adult Social Care	Associate Directors of Public Health Service Manager, ASC within financial limits	
4.5	Schedule 1 - Making provision for health assessments of school children, the weighing and measuring of junior school and early years children	Health and Adult Social Care	Public Health	Associate Directors of Public Health	
	<b>Care Act 2014</b>				
4.6	Section 3 - Exercise duties under the Care Act with a view to promoting integration of health and social care	Health and Adult Social Care	Public Health Integrated Commissioning Adult Social Care	Associate Directors of Public Health Service Managers	Team Managers ASC
	<b>Health and Social Care Act 2012</b>				

4.7	Section 199 – provide information requested by the Health and Wellbeing Board	Health and Adult Social Care	Public Health Integrated Commissioning Adult Social Care	Associate Directors of Public Health Service Managers	Team Managers
	<b>Local Government and Public Involvement in Health Act 2007</b>				
4.8	Section 116A – Comply with the Council’s duties in respect of preparing, refreshing and publishing a joint health and wellbeing strategy	Health and Adult Social Care	Public Health		
4.9	Section 221 and 222 – enter contractual arrangements and provide funding for services to promote and support the involvement of local people in the commissioning, provision, scrutiny and review of local care services and how these could be improved	Health and Adult Social Care	Public Health Integrated Commissioning Adult Social Care	Associate Directors of Public Health Service Managers ASC and IC	

## 52 Housing and Regeneration Directorate Scheme of Delegation

The Council's legal powers are granted by law either to the Mayor or full Council, allowing the authority to carry out its functions for the benefit of the residents, workers and businesses in the borough of Tower Hamlets.

The Mayor and full Council both have power to delegate the exercise of these duties to members and officers. These delegations are set out in the Constitution. In addition, each Corporate Director also has the power to further delegate powers to individual officers and these are set out for the Housing and Regeneration Directorate in this scheme of delegation.

Note that - under the Local Government Act 2000, all of the Council's functions, its legal powers and duties, are the responsibility of the Mayor and are known as "executive functions", except where they are expressly specified under sch.1, sch.3 or sch.4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to not be the responsibility or sole responsibility of an authority's executive.

### 1. Planning

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.1	<p><b>Development Plans</b></p> <p>Functions relating to development plans (Part 2 of the Town and Country Planning Act 1990) except:</p> <ul style="list-style-type: none"> <li>• where approval by Cabinet is needed for a Supplementary Planning Document, the Local Development Scheme, the Statement of Community Involvement or the Annual Monitoring Report; or</li> <li>• where <u>statutory or constitutional</u> approval by Council</li> </ul>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Strategic Planning	<p>Plan Making Team Leader</p> <p>Place Shaping Team Leader</p>



	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	is needed for a Development Plan Document.				
1.2	<p><b>Development Management</b></p> <p>Functions relating to control over development (Part 3 of the Town and Country Planning Act 1990) except where a matter is delegated to the Development or Strategic Development Committee in accordance with their terms of reference.</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Management	<p>Area Planning Managers</p> <p>Planning Compliance Manager (1) (See conditions key below)</p> <p>Team Leaders DM (1)</p> <p>Principal Planning Officers DM (2)</p>
1.3	<p><b>Enforcement and Compliance</b></p> <p>Functions relating to planning control and enforcement (Part 7 of the Town and Country Planning Act 1990)</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Management	<p>Area Planning Manager</p> <p>Planning Compliance Manager</p> <p>Principal Planning Compliance Officer (3)</p>
1.4	<p><b>Lawful Development Certificates</b></p> <p>Functions relating to the determination and granting of lawful development certificates (Part 7 of the Town and Country Planning Act 1990 as amended)</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Management	<p>Area Planning Manager</p> <p>Planning Compliance Manager (1)</p> <p>Team Leader DM (1)</p> <p>Principal Planning Officer DM (2)</p>

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
					Principal Planning Compliance Officer (3)
1.5	<p><b>Advertisements, trees and land adversely affecting amenity</b></p> <p>Functions relating to special planning controls (eg trees, amenity land and advertisements) (Part 8 of the Town and Country Planning Act 1990).</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Strategic Planning Manager</p>	<p>Area Planning Manager</p> <p>Planning Compliance Manager</p> <p>Team Leader DM (1)</p> <p>Principal Planning Officer DM (2)</p> <p>Place Making Team Leader (for matters relating to trees)</p>
1.6	<p><b>Highways and Planning</b></p> <p>Functions relating to highways and planning (Part 10 of the Town and Country Planning Act 1990).</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Management	Area Planning Manager
1.7	<p><b>Statutory Undertakers</b></p> <p>Functions relating to statutory undertakers and planning (Part 11 of the Town and Country Planning Act 1990) except where a matter is delegated to the Development or Strategic Development Committee in</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Management	<p>Area Planning Manager</p> <p>Team Leader DM</p>

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	accordance with their terms of reference.				
1.8	<b>Crown Land</b> Functions relating to Crown land and planning (Part 13 of the Town and Country Planning Act 1990) except where a matter is delegated to the Development or Strategic Development Committee in accordance with their terms of reference.	Housing and Regeneration	Planning and Building Control  Deputy Director	Development Management	Area Planning Manager  Team Leader DM
1.9	<b>Financial Provisions</b> Functions relating to financial provisions for planning (Part 14 of the Town and Country Planning Act 1990).	Housing and Regeneration	Planning and Building Control  Deputy Director	Development Manager  Divisional Support	Area Planning Manager  Planning & Building Control Support Team Leader
1.10	<b>Miscellaneous planning provisions</b> Functions relating to miscellaneous and general planning provisions (eg rights of entry) (Part 15 of the Town and Country Planning Act 1990).	Housing and Regeneration	Planning and Building Control  Deputy Director	Development Management	Area Planning Manager
1.11	<b>Listed Buildings</b> Functions relating to listed buildings (Part 1 of the Planning (Listed Buildings and Conservation Areas) Act 1990) except	Housing and Regeneration	Planning and Building Control  Deputy Director	Development Management  Strategic Planning	Area Planning Manager  Planning Compliance Manager (1)

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	where a matter is delegated to the Development or Strategic Development Committee in accordance with their terms of reference.				Team Leader DM (1) Place Shaping Team Leader Principal Planning Officers DM (2)
1.12	<p><b>Conservation Areas</b></p> <p>Powers relating to conservation areas (Part 2 of the Planning (Listed Buildings and Conservation Areas) Act 1990) except:</p> <ul style="list-style-type: none"> <li>the designation of a conservation area by Cabinet; or</li> <li>where a matter is delegated to the Development or Strategic Development Committee in accordance with their terms of reference.</li> </ul>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Strategic Planning</p>	<p>Area Planning Manager</p> <p>Planning Compliance Manager (1)</p> <p>Team Leader DM (1)</p> <p>Place Shaping Team Leader</p> <p>Principal Planning Officers DM (2)</p>
1.13	<p><b>Listed buildings and conservation areas - general</b></p> <p>Functions relating to general matters relating to listed buildings and conservation areas (eg Crown land and rights of entry) (Part 3 of the Planning (Listed Buildings and</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Strategic Planning</p>	<p>Area Planning Manager</p> <p>Planning Compliance Manager (1)</p> <p>Team Leader DM (1)</p> <p>Place Shaping Team Leader</p>

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	Conservation Areas) Act 1990).				Principal Planning Officers DM(2)
1.14	<p><b>Control over hazardous substances</b></p> <p>Functions relating to controls over hazardous substances (Planning (Hazardous Substances) Act 1990) except where a matter is delegated to the Development or Strategic Development Committee in accordance with their terms of reference.</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Strategic Planning Manager</p>	Area Planning Manager (4)
1.15	<p><b>Other Bodies or planning authorities</b></p> <p>Planning related matters delegated to the Council by other bodies (eg Olympic delivery Authority) (London Olympic Games and Paralympic Games Act 2006, plus any other similar provisions made in the future) except where a matter is delegated to the Development or Strategic Development Committee in accordance with their terms of reference.</p> <p>Responses to requests for</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Manager	<p>Area Planning Manager</p> <p>Team Leaders DM</p>

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	observations received from neighbouring or other planning authorities.				
1.16	<p><b>Illegal Advertisement Hoardings</b></p> <p>Functions related to the removal of illegal advertising hoardings (Section 11 London Local Authorities Act 1995)</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	Development Management	<p>Area Planning Manager</p> <p>Planning Compliance Manager</p>
1.17	<p><b>Authorising Execution of Documents</b></p> <p>To Authorise the execution of agreements or deeds of variation, pursuant to Section 106 of the Town and Country Planning Act 1990 and to accept Unilateral Undertakings and authority to execute agreements pursuant to Section 278 and section 38 of the Highways Act 1980 in so far as it relates to a Planning Application.</p>	Housing and Regeneration	<p>Planning &amp; Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Infrastructure Planning Manager</p>	<p>Area Planning Manager</p> <p>Planning Compliance Manager</p> <p>Team Leader DM</p> <p>Infrastructure Planning Manager (Programming) (6)</p>
1.18	<p><b>Legal Proceedings</b></p> <p>Authority to institute, conduct, settle and conclude legal proceedings, including section 106 obligations in the course of Appeal proceedings, section 106 injunctions and for the avoidance of doubt authority to use</p>	Housing and Regeneration	<p>Planning &amp; Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Infrastructure Planning Manager</p>	<p>Area Planning Manager</p> <p>Planning Compliance Manager</p> <p>Team Leader DM</p>

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
	rubber stamps and mechanical devices to reproduce the Director's signature where appropriate.				Infrastructure Planning Manager (Programming) (7)
1.19	<p>Planning Obligations</p> <p>Authority to cancel a planning obligation on the land charges register as a result of an application to modify or discharge a planning obligation or where the planning permissions has not been implemented within the required time limit and an application is made to remove the obligation.</p>	Housing and Regeneration	<p>Planning and Building Control</p> <p>Deputy Director</p>	<p>Development Management</p> <p>Infrastructure Planning Manager</p>	<p>Area Planning Manager</p> <p>Planning Compliance Manager</p> <p>Team Leader DM</p> <p>Infrastructure Planning Manager (Programming) (8)</p>

### Conditions and Limitations

- (1) Development Management decisions by Team Leaders (DM) and Planning Compliance Manager shall be LIMITED to the determination of planning applications and permission in principle applications for non-major development (see definition below) and advertisement consent, listed building consent, lawful development certificates, works to tress, approval of details and prior approval applications, where the number of representations received in response to publicity is 5 or less. .
- (2) Development Management Decisions by Principal Planning Officers shall be LIMITED to the determination of planning applications for non-major development (see definition below), advertisement consent, listed building consent, lawful development certificates, works to tress, approval of details and prior approval applications and where no representations have been received in response to publicity.
- (3) Enforcement Functions exercised by Principal Planning Compliance Officers LIMITED to decisions to serve Planning Compliance Notices and Breach of Condition Notices and determination of Lawful Development Certificates for

non-major development and where the number of representations received in response to publicity is 5 or less.

- (4) Decisions by Area Planning Managers EXCLUDES determination of applications to revoke hazardous substance consents.
- (5) For the purposes of conditions (1) and (2), non-major development is defined as development (including changes of use) involving the creation of 1-9 dwellings (unless floor space exceeds 1000m<sup>2</sup>), site areas less than 0.5 hectares, office / light industrial, general industrial, retail and other non-residential development up to 999 m<sup>2</sup> / under 1 hectare, gypsy/traveler sites up to 9 pitches, householder development, advertisement consent, development where no floor space is created (e.g. shop fronts).
- (6) For Deed of Variation to s106 agreements only
- (7) For securing compliance with s106 agreements only
- (8) For applications made to remove an obligation

## 2. Building Regulations

PBCS = Principal Building Control Surveyor

BCS = PBCS, and Building Control Surveyor

SDTL = Spatial Data Team Leader

SN&NO and SN&NA = Street Naming & Numbering Officer and SN&N Assistant

BC Engineer = Building Control Engineer [Structures] and Building Control Engineer [Fire Safety Services]

	<b>Decision (Power)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
2(a)	Powers and duties relating to the relaxation of building regulations, passing or rejection of plans and breach of building regulations (Part I of the Building Act 1984)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)
2(b)	Powers and duties relating to the supervision of building work etc	Housing and Regeneration	Planning & Building Control	Building Control	Team Leader (Building Control) PBCS



	<b>Decision (Power)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
	otherwise than by local Authorities (Part II of the Building Act 1984)		Deputy Director		
2(c)	Powers and duties relating to defective premises, demolitions, etc including the power to serve notice and issue schedules of conditions (Part III of the Building Act 1984)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(d)	Powers and duties relating to the duties of local authorities to execute the Building Act 1984 and to enforce building regulations (Part IV of the Act)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(e)	Authority and power to enter premises for the purpose of enforcing the provisions of the Building Act 1984 (Part IV of the Act)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) BCS BC Engineer
2(f)	Authority to sign documents required under the Building Act 1984	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(f1)	Powers & Duties in respect of Naming & Numbering of Streets & Buildings & (Part II of the London Building Acts [Amendment] Act 1939)	Housing and Regeneration	Planning & Building Control Deputy Director	Divisional Support	SDTL Principal Spatial Data Officer
2(f2)	Section 6 of the London Building Acts [Amendment] Act 1938) Assigning	Housing and Regeneration	Planning & Building Control	Divisional Support	SDTL Principal Spatial Data Officer

	<b>Decision (Power)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
	of names of streets etc.		Deputy Director		
2(f3)	Section 8 of the London Building Acts [Amendment] Act 1939) Setting up of names of streets.	Housing and Regeneration	Planning & Building Control Deputy Director	Divisional Support	SDTL Principal Spatial Data Officer
2(f4)	Section 11 of the London Building Acts [Amendment] Act 1939) Numbering and naming of buildings	Housing and Regeneration	Planning & Building Control Deputy Director	Divisional Support	SDTL Principal Spatial Data Officer
2(g)	Powers and duties, in respect of the construction of buildings (Part III of the London Building Acts (Amendment) Act 1939 (as amended))	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(h)	Powers and duties in respect of special and temporary buildings (Part IV of the London Building Acts (Amendment) Act 1939)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(i)	Powers and duties in respect of precautions against fire in certain old buildings (Part V of the London Building Acts (Amendment) Act 1939)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(j)	Powers and duties in respect of dangerous and neglected structures (Part VII of the London Building Acts (Amendment) Act 1939)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS BC Engineer (Structures)

	<b>Decision (Power)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
2(k)	The power to discharge the duties of the district surveyor (part IX of the London Building Acts (Amendment) Act 1939)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)
2(l)	Powers and duties in respect of legal proceedings (Part XI of the London Building Acts (Amendment) Act 1939)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)
2(m)	The power to issue consents and make regulations under Part XII of the London Building Acts (Amendment) Act 1939	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)
2(n)	Authority and power to enter premises for the purpose of enforcing the provisions of the London Building Acts (Amendment) Act 1939 (all relevant sections)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control Divisional Support	Team Leader (Building Control) BCS SN&N O and SN&NA BC Engineer
2(o)	Power to authorise notices under all relevant sections of the Building (Approved Inspector) Regulations 2000 (as amended)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) PBCS [in TL absence]
2(p)	Power to approve the safety of platforms etc. erected or issued on public occasions (section 37 of the Public Health Acts Amendment Act 1890)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)

	<b>Decision (Power)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
2(q)	The power to act as Client under the (Construction (Design & Management Regulations 1994 ) in appointing planning supervisor in relation to demolition and other works in connection with:- Dangerous and Neglected Structures and works in contravention of legislation	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)
2(r)	Power to act as 'appointing officer' (sections 10(8) and 20(8) of the Party Wall etc. Act 1996)	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control)
2(s)	Authority to modify the Charges Scheme to ensure recovery of the proper costs incurred in performing the Council's building control functions under the Building (Local Authority Charges) Regulations 2010.	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control Divisional Support	
2 (t)	Theatre Act 1968 ~ section 15 Authority and power of entry to premises for the purpose of inspection.	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) BCS
2 (u)	Cinema Act 1985 ~ section 13 Authority and power of entry to premises	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) BCS

	<b>Decision (Power)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
	for the purpose of inspection.				
2 (v)	London Government Act 1963 ~ section 12(1) Authority and power of entry to premises for the purpose of inspection.	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) BCS
2 (w)	Safety of Sports Ground Act 1975 ~ section 11 Authority and power of entry to premises for the purpose of inspection.	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) BCS
2 (x)	Private Places of Entertainment (Licensing) Act 1967 Authority and power of entry to premises for the purpose of inspection.	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	Team Leader (Building Control) BCS
2(y)	<b>Legal Proceedings</b> Authority to institute, conduct and conclude legal proceedings, including specifically the use of rubber stamps and mechanical devices to reproduce the Director's signature where appropriate.	Housing and Regeneration	Planning & Building Control Deputy Director	Building Control	

### 3. Community Infrastructure Levy Regulations

	<b>Decision (Powers and Duties)</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
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<b>3(a)</b>	<b>Powers relating to the issuing of notices, raising of relevant invoices and payments under the Community Infrastructure Levy Regulations 2010 (as amended):</b> <ul style="list-style-type: none"> <li>• Issuing and withdrawing CIL liability notices (including revised liability) and demand notices</li> <li>• Issuing Default liability notices</li> <li>• Apportionment of liability and subsequent information notice</li> <li>• Effect of death on assumed liability</li> <li>• Serving Information Notices and notices re disqualifying events</li> <li>• Referral of applications for exceptional circumstances to the Mayor of London as required</li> <li>• Issuing notice of chargeable development</li> <li>• Suspending demand notices</li> <li>• Acknowledging receipt of notices and payments</li> <li>• Making payments to Charging Authorities</li> </ul>	Housing and Regeneration	Planning & Building Control  Deputy Director	Infrastructure Planning	Infrastructure Planning Manager (Growth) (for any CIL liable amount)  Infrastructure Planning Manager (1)  Principal Growth & Infrastructure Planner (up to CIL liabilities of £100,000 or less)
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	<ul style="list-style-type: none"> <li>• Registering and removing CIL as a local land charge</li> <li>• Determining deemed commencement and serving notice of deemed commencement/commencement notices as required</li> <li>• Providing abatements and overpayment</li> <li>• Review a request for payment deferrals</li> <li>• Reviewing a request for surcharge and interest deferral</li> <li>• Approval of agreements to make payments in kind, administration and collection of payments in kind</li> <li>• Requesting information as a collecting authority to relevant person</li> <li>• Reviewing a request for payment deferrals</li> <li>• Reviewing a request for surcharge and interest deferral</li> <li>• Approval of agreements to make payments in kind; administration and collection of payments in kind</li> </ul>				
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<p><b>3(b)</b></p>	<p><b>Powers relating to Part 9 (Enforcement) of The Community Infrastructure Levy Regulations 2010 (as amended):</b></p> <ul style="list-style-type: none"> <li>• Application of CIL surcharges and late payment interest</li> <li>• Serving Warning Notices, CIL Stop Notices and withdrawal of a CIL Stop Notice and registering</li> <li>• Apply to court for an injunction</li> <li>• Enforcement of local land charges</li> <li>• Power to require information from any owner of a material interest in any relevant land</li> <li>• Authorising powers of entry</li> <li>• Issuing a reminder notice</li> <li>• Issuing applications for liability and charging orders to the Magistrates' Court (or appropriate court) and issuing associated notices</li> <li>• Seizing goods if debtor in pursuance of distress</li> <li>• Dealing with appeals in connections with distress</li> </ul>	<p>Housing and Regeneration</p>	<p>Planning &amp; Building Control</p> <p>Deputy Director</p>	<p>Infrastructure Planning</p>	<p>Infrastructure Planning</p>
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	<ul style="list-style-type: none"> <li>• Issuing applications for the issue of warrant committing a debtor to prison with the Magistrates' Court</li> <li>• Making applications for charging orders</li> <li>• Pursuing CIL debts</li> <li>• Prosecution of CIL offences</li> <li>• Recovering liable CIL from executors or administrators</li> </ul>				
<b>3(c)</b>	<p><b>Powers relating to Part 10 (Appeals) of The Community Infrastructure Levy Regulations 2010 (as amended):</b></p> <ul style="list-style-type: none"> <li>• Considering requests for reviews</li> <li>• Dealing with all matters relating to appeals</li> </ul>	Housing and Regeneration	<p>Planning &amp; Building Control</p> <p>Deputy Director</p>	Infrastructure Planning Manager	<p><i>*(NOTE: Person reviewing must be more senior to the person making the original calculation and has had no previous involvement)</i></p> <p>Infrastructure Planning Manager (Growth) (for any CIL liable amount)</p>
<b>3(d)</b>	<p><b>Powers relating to Part 10A (Reporting) of The Community Infrastructure Levy Regulations 2010 (as amended):</b></p> <ul style="list-style-type: none"> <li>• Publication of Annual Infrastructure Funding Statement</li> </ul>	Housing and Regeneration	<p>Planning &amp; Building Control</p> <p>Deputy Director</p>	Infrastructure Planning	<p>Infrastructure Planning Manager (Growth)</p> <p>Infrastructure Planning Manager (Programming)</p>

	<ul style="list-style-type: none"> <li>Publication of Annual CIL Rate Summary</li> </ul>				
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#### 4. Asset Management & Estates

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
4.1	To grant consent for the change of use, alterations, sub-letting or assignment or any other consents relating to leases or licences.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.2	To authorise any letting where the rent does not exceed £100,000 pa.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.3	To authorise rent reviews and renewal of leases where the Council is the landlord except for renewals of contracted out leases where the rent is over £100,000 pa.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.4	To authorise rent reviews and renewals where the Council is the tenant except for renewals of leases where the rent is over £100,000 pa	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	

4.5	To authorise variations to the terms of leases , licences, easements, wayleaves, covenants, acceptance of surrenders and other legal arrangements where the consideration for the variation does not exceed £100,000 pa or a premium payment of £1m.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.6	To be responsible for all aspects of overall estate management in relation to Council owned, tenanted[non-residential] properties including authorisation of proceedings for rent arrears or any other breach of lease covenant including forfeiture	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
4.7	To be responsible for conducting negotiations in relation to the sale or acquisition of any property or interest, whether freehold, leasehold, covenant or by licence.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.8	To grant wayleaves to statutory undertakers and other third parties over and under land owned by the Council subject to consultation with other departments as appropriate	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.9	To grant easements in, over or through Council land subject to consultation with other departments as appropriate	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.10	To authorise the acquisition of property subject to the purchase price not exceeding £1m	Housing and Regeneration	Property and Major Programmes		
4.11	To authorise the disposal of property, release of covenants and other capital transactions subject to the consideration not exceeding £1m and no public notice or external consent being required	Housing and Regeneration	Property and Major Programmes		
4.12	To grant licences for temporary/short	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	

	term works on Council owned land				
4.13	To approve after consultation with the Corporate Director Resources and other Corporate Directors as appropriate appropriations between relevant function areas and statutory holding powers, except where public notice of the proposed appropriation is required and objections are received	Housing and Regeneration	Property and Major Programmes		
4.14	To exercise the powers and duties of the Council under the Landlord & Tenant (Covenants) Act 1995	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.15	To approve, after consultation with other services and the Divisional Director, Legal Services and Corporate Directors, as appropriate, occupation of Council owned premises or parts of premises by a third party in absence of completed formal documentation in cases of emergency	Housing and Regeneration	Property and Major Programmes		

4.16	To appoint external consultants to advise and/or act for the Council in negotiations and /or transactions	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	Subject to the Procurement Procedures
4.17	To act as the property owner in respect of work to be carried out by an adjoining owner covered by the Party Walls etc. Act 1996	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.18	To agree terms and conclude agreements for the location of telecommunications equipment on Council owned property, subject to consultation with appropriate Corporate Directors in respect of residential property.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.19	Provide valuation advice of all types including asset valuations. Right to buy valuations, CPO compensation, leasehold enfranchisement and rating.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
4.20	Authority to conduct rent reviews, to negotiate lease renewals and carry out negotiations on any associated or similar property transitions.	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	

4.21	<p>Authorising Execution of Documents:</p> <p>To Authorise the execution of agreements or deeds of variation or Unilateral Undertakings for development on Council owned land pursuant to Section 106 of the Town and Country Planning Act 1990</p>	Housing and Regeneration	Property and Major Programmes	Head of Asset Management	
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## 5. Housing

### Housing Development

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.1	Authorising the approval and payment of Mandatory and discretionary Housing Grants (Disabled Facilities, Home Repairs, Houseproud, Landlord Improvement, Assistance with Moving, Empty Property) up to £6,000 - £25,000.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector Housing & Home Improvement Agency Co-ordinator
5.2	Authorising the approval and payment of discretionary Housing Grants (Disabled Facilities, Home Repairs, Houseproud, Landlord	Housing and Regeneration			

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
	Improvement, Assistance with Moving, Empty Property) from £25,000 - £100,000. And: waiver of grant conditions.				
5.3	Authority to extend the period of grant availability.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector Housing & Home Improvement Agency Co-ordinator
5.4	Authority to enter into Development Agreements with Registered Providers.	Housing and Regeneration	Housing		
5.5	Authority to sign Local Authority Social Housing Grant applications, subject to available Capital Funding.	Housing and Regeneration	Housing	Housing Supply	
5.6	Authority to enter into nomination agreements with Registered Providers.	Housing and Regeneration	Housing	Housing Supply	
5.7	To inspect or survey any premises under Section 4 of the Housing Act 2004, or otherwise to determine whether any functions under Parts 1 to 4 should be exercised.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector and Home Improvement Agency Co-ordinator, HIA Surveyor, Private Sector Development Officer and HIA Technical Officers
5.8	To require the production of any relevant documents for any purposes	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector and Home Improvement Agency Co-ordinator, HIA



	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
	connected with the exercise of any of the authority's functions under any of Parts 1 to 4 of the Housing Act 2004 or to investigate whether any offence has been committed under any of those Parts.				Surveyor, Private Sector Development Officer and HIA Technical Officers
5.9	To instigate Compulsory Purchase Procedures in conjunction with the Head of Legal Services where owners have failed to improve or bring empty premises back into use.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector & Home Improvement Agency Co-ordinator, HIA Surveyor, Private Sector Development Officer and HIA Technical Officers
5.10	To serve notices and take enforcement action under legislation to require works or other improvements at premises.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector & Home Improvement Agency Co-ordinator, HIA Surveyor, Private Sector Development Officer and HIA Technical Officers
5.11	To instigate works in default of owners failing to comply with the above notices, or in conjunction with the Head of Legal Services to prosecute persons failing to comply with any notice as served.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector & Home Improvement Agency Co-ordinator, HIA Surveyor, Private Sector Development Officer and HIA Technical Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.12	To recover costs incurred in execution of works in default including by use of the powers in the Law of Property Act 1925.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector & Home Improvement Agency Co-ordinator, HIA Surveyor, Private Sector Development Officer and HIA Technical Officers
5.13	To recover certain administrative and other costs in serving any of the above notices. - and to waive the recover of these costs	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	Private Sector & Home Improvement Agency Co-ordinator, HIA Surveyor, Private Sector Development Officer and HIA Technical Officers

### **Energy Efficiency**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.14	Authority to make decisions as a board member of Barkentine Heat & Power Company. (PFI contract) (No voting rights on board)	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	
5.15	Authorisation of Warm Front grant Applications and energy works through the East London	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	

	Renewal Partnership.				
5.16	Authority to negotiate and recover certain promotional and other costs in relation to marketing the East End Energy Savers' scheme and to manage the Loan Fund.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	
5.17	Authority to set energy efficiency targets for the council as required by the Climate Change and Sustainable Energy Act 2006 and Climate Change Act 2008.	Housing and Regeneration	Housing	Energy, Sustainability and Private Sector	

### Legal Proceedings

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.18	Authority to institute, conduct and conclude legal proceedings, including specifically the use of rubber stamps and mechanical devices or electronic signature to reproduce the Director's signature where appropriate.	Housing and Regeneration	All Housing and Regeneration Directors		

**Management of Tenancies:**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.19	Authority to amend tenancy terms in accordance with Council policy.	Housing and Regeneration	Neighbourhood Services		

**Rent:**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.20	Authority to fix rent for council housing properties.	Housing and Regeneration Resources	Neighbourhood Services  Housing Asset Management  Finance Procurement and Audit		
5.21	Authority to fix rent for new build council properties	Housing and Regeneration Resources	Neighbourhood Services  Housing Asset Management  Finance, Procurement and Audit		
5.22	Service of Notice of Variation of Rent.	Housing and Regeneration Resources	Neighbourhood Services  Housing Asset Management  Finance, Procurement and Audit		

**Compensation:**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.24	Authorisation of refunds of undue expenditure, rent refunds or waivers and similar (not the fault of the tenant) in appropriate circumstances.	Housing and Regeneration	Neighbourhood Services  Housing Asset Management  Finance, Procurement and Audit	Head of Neighbourhood  Head of Repairs  Head of Capital Works	
5.25	Authority to approve payment of compensation for failure of the council to carry out repairs in accordance with the Tenancy Agreement and current landlord and tenant legislation.	Housing and Regeneration	Neighbourhood services  Housing Asset Management	Head of Neighbourhood  Head of Repairs  Head of Capital Works	
5.26	Authority to approve payment of reasonable expenses relating to removal and reconnection of appliances, and/or a disturbance allowance in appropriate cases to tenants who are required to move by the council.	Housing and Regeneration	Housing  Neighbourhood services  Housing Asset Management	Housing Supply  Head of Neighbourhood  Head of Repairs  Head of Capital Works	
5.27	To authorise compensation for loss of service amenities	Housing and Regeneration	Housing  Neighbourhood services	Housing Supply  Head of Neighbourhood	

			Housing Asset Management	Head of Repairs Head of Capital Works	
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### Right to Buy and Leasehold Services

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.28	Approval of Right to Buy sales	Housing and Regeneration	Housing Neighbourhood Services Housing Asset Management	Neighbourhoods Leasehold Services	
5.29	Approval of Section 42 enfranchisement disposals. To us for approval prior to statutory note being issued after valuation.	Housing and Regeneration	Housing Asset Management	Leasehold Services	
5.30	Approve collective enfranchisement disposals.	Housing and Regeneration	Neighbourhood Services Housing Asset Management		
5.30	Approve and exercise discretion permitted in the Acts covering mortgages in relation to assignment of leases.	Housing and Regeneration	Neighbourhood Services Housing Asset Management	Leasehold Services	

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.31	Approve and exercise discretion permitted in the Acts covering mortgages in relation to Rent-to-Mortgage.	Housing and Regeneration	Housing Asset Management	Leasehold Services	
5.32	Determination of service charges and cancellation of service charge accounts.	Housing and Regeneration  Resources	Housing Asset Management  Finance, Procurement and Audit	Leaseholder Services  Finance (Housing Management)	
5.33	Certification of service charge accounts in accordance with the requirements of the council's residential leases.	Housing and Regeneration  Resources	Finance, Procurement and Audit	Finance (Housing Management)	
5.34	Authority to vary a lease.	Housing and Regeneration  Resources	Housing Asset Management  Finance, Procurement and Audit	Leaseholder Services  Finance (Housing Management)	
5.35	Authority to apply the discretionary cap and determine reduction of service charge in relation to extensive and exceptional works.	Housing and Regeneration  Resources	Finance, Procurement and Audit  With  Housing Asset Management  (both need to agree)		

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other (name post)</b>
5.37	Authority to approve leasehold alterations and improvement works	Housing and Regeneration	Neighbourhood Services  Housing Asset Management	Leaseholder Services	

### **London Building Acts (Amendment) Act 1939**

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.98	Section 6 Assigning of names of streets etc	Housing and Regeneration	Growth and Economic Development	Directorate Management Systems	Transportation & Highways officers
7.99	Section 8 Setting up of names of streets etc	Housing and Regeneration	Growth and Economic Development	Directorate Management Systems	Transportation & Highways officers
7.99.1	s. 10 Wrongful setting up of names of streets &c.	Housing and Regeneration	Growth and Economic Development	Directorate Management Systems	Transportation & Highways officers
7.100	Section 11 Numbering of naming of buildings	Housing and Regeneration	Growth and Economic Development	Directorate Management Systems	Transportation & Highways officers



## Housing Options

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service/ Section Head</b>	<b>Other</b>
8.1	Authority to enter into agreements with RPs, private landlords and other organisations for the provision of accommodation for homeless households (statutory and non-statutory).	Housing and Regeneration	Housing		Delegated to Team Manager – Housing Management and Procurement Must be in accordance with the Council's Financial Regulations and Procurement Guidance.
8.2	Determine duties owed to applicants as homeless under statutory definition including the Housing Act 1996, the Homelessness Act 2002 and the Homelessness Reduction Act 2017	Housing and Regeneration	Housing	Team Managers	Delegated to Team Leaders
8.3	Determination of reviews against decisions in homelessness cases in accordance with approved legislation, Code of Guidance and approved policy guidelines.	Housing and Regeneration	Housing	Team Managers	Delegated to Reviews Officers

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service/ Section Head</b>	<b>Other</b>
8.4	Authorisation to give housing guarantees of not more than one month and rent deposit loans as part of the duty to provide advice and assistance or prevent homelessness.	Housing and Regeneration	Housing	Team Managers	Delegated to Team Leaders
8.5	Possession proceedings against occupiers of temporary accommodation to whom it has been established that no homeless duty is owed, or against those occupiers to whom a homeless duty has been lost or against squatters or unauthorised occupants of temporary accommodation.	Housing and Regeneration	Housing	Team Managers	Delegated to Team Leaders
8.6	Authorisation in cases of intentional homelessness to award a concessionary offer of public or private sector accommodation.	Housing and Regeneration	Housing	Head of Housing Options	Delegated to Statutory and Advocacy Team Manager
8.7	Waiving of charges for the provision of temporary	Housing and Regeneration	Housing		Delegated to Team Manager – Housing Management

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service/ Section Head</b>	<b>Other</b>
	accommodation ["Rent"].				and Procurement
8.8	Waiving of charges for removal and storage of furniture.	Housing and Regeneration	Housing		Delegated to Team Manager – Housing Management and Procurement
8.9	Awarding of Emergency Housing Priority (CG 1).	Housing and Regeneration	Housing	Head of Housing Options	Delegated to the Housing Management Panel/Team Manager – Assessment and Attainment
8.10	Awarding Extenuating Social Need Transfer (CG2).	Housing and Regeneration	Housing	Head of Housing Options	Delegated to the Housing Management Panel/Team Manager – Assessment and Attainment
8.11	Authorisation of transfer of tenants of temporary accommodation in rent arrears in exceptional cases.	Housing and Regeneration	Housing	Team Manager – Housing Management and Procurement	Delegated to Housing Management Team Leaders
8.12	Decisions on application for priority housing on management, medical grounds, and emergency housing accommodation	Housing and Regeneration	Head of Housing Options	Team Managers	Delegated to Team Leaders

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service/ Section Head</b>	<b>Other</b>
	from persons who are homeless or threatened with eviction from their present accommodation.				
8.13	Decision on reviews on the above matters.	Housing and Regeneration	Head of Housing Options	Team Managers	
8.14	Authority to amend tenancy terms for temporary accommodation in accordance with Council policy.	Housing and Regeneration	Housing	Team Manager – Housing Management and Procurement	
8.15	Approval of requests to be absent from temporary accommodation.	Housing and Regeneration	Housing	Team Manager – Housing Management and Procurement	Delegated to Housing Management Team Leaders
8.16	Authorise officers to exercise all powers under Schedule 3 of the Environmental Protection Act 1990 (powers of entry etc) including, but not limited to, entry to any premises and applying for, obtaining and executing warrants for such entry with regard to the inspection, repair and maintenance of gas appliances,	Housing and Regeneration	Housing	Team Manager – Housing Management and Procurement	Delegated to Housing Management Team Leaders

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service/ Section Head</b>	<b>Other</b>
	installations and fittings and all associated works.				
8.17	Authority to write-off rent arrears in accordance with financial regulations.	Housing and Regeneration	Housing	Team Manager – Housing Management and Procurement	Delegated according to Financial Regulations
8.18	Authorisation of refunds, compensation and other reasonable expenses to homeless applicants in appropriate circumstances.	Housing and Regeneration	Housing	Head of Housing Options	Team Managers





## 53 Resources Directorate Scheme of Delegation

The Council's legal powers are granted by law either to the Mayor or full Council, allowing the authority to carry out its functions for the benefit of the residents, workers and businesses in the borough of Tower Hamlets.

The Mayor and full Council both have power to delegate the exercise of these duties to members and officers. These delegations are set out in the Constitution. In addition, each Corporate Director also has the power to further delegate powers to individual officers and these are set out for the Resources Directorate in this scheme of delegation.

Note that - under the Local Government Act 2000, all of the Council's functions, its legal powers and duties, are the responsibility of the Mayor and are known as "executive functions", except where they are expressly specified under sch.1, sch.3 or sch.4 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 to not be the responsibility or sole responsibility of an authority's executive.

### 1. Corporate Finance (Resources)

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
1.1	Officer responsible for the proper administration of the Council's financial affairs under s.151 of the Local Government Act 1972.	Resources (Section 151 Officer)  Known as the Chief Finance Officer in this constitution			Includes the responsibilities allotted by legislation to the Chief Finance Officer. See Financial Regulations for more detail.
1.2	Deputise for the Section 151 officer (Chief Finance Officer) in his/her absence.		Finance		
1.3	Prepare a Medium Term Financial Plan for a three year review period	Resources	Finance		See Financial Regulations for more detail.



	annually for consideration by Cabinet, before submission to the full Council.				
1.4	Proposing the adoption of the Council's Local Council Tax Reduction Scheme	Resources	Finance	Benefits Manager	
1.5	Borrow and invest monies on behalf of the Council in accordance with the Local Government Act 2003.	Resources	Finance	Head of Strategic & Corporate Finance	Subject to the policies and limits established by Council in the Treasury Management Strategy and prudential indicators. Borrowing for this purpose shall be taken to include other credit arrangements as defined and permitted by legislation.
1.6	Make banking arrangement, including overdraft facilities.	Resources	Finance	Chief Accountant	In the case of overdraft facilities, as above.
1.7	Create, invest, realise and utilise funds, provisions and reserves.	Resources	Finance		
1.8	Exercise powers in the Local Government Pension Scheme	Resources	Finance	Head of Strategic & Corporate Finance	

	(Management and Investment of Funds) Regulations 2016.				
1.9	Maintain and publicise statutory accounts in accordance with legislation.	Resources	Finance	Chief Accountant	Inter alia; the Local Government Finance Act, the Local Government and Housing Act, the Audit Commission Act, the Accounts & Audit Regulations 2003.
1.10	Exercise powers and duties in relation to pensions fund accounting and actuarial valuation under the Local Government Pension Scheme Regulations 2013.	Resources	Finance	Head of Strategic & Corporate Finance	
1.11	Exercise any functions related to the completion of tax returns.	Resources	Finance	Chief Accountant	
1.12	Make a periodic budget monitoring report to the Cabinet for the purposes of s.28 Local Government Act 2003.	Resources	Finance	Head of Strategic & Corporate Finance	

1.13	Determine the establishment and operation of trading accounts and business units and on the accounting arrangements to be adopted relating to partnerships and joint ventures.	Resources	Finance	Chief Accountant	See Financial Regulations for more detail.
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## 2. Human Resources

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
2.1	Authorising a Settlement Agreement or Special Severance Payment.  Payments up to £20k	Resources	Workforce, OD and Business Support		Subject to proposal by Director, Workforce. VFM and Audit justification must be agreed by Corporate Director of Resources and Director of Legal & Monitoring Officer.
2.2	Authorising a Settlement Agreement or Special Severance Payment.  Payments £20k to £100K	Resources	Workforce, OD and Business Support		Subject to proposal by Director, Workforce. VFM and Audit justification must be agreed by Corporate Director of Resources and Director of Legal & Monitoring Officer.

					Decision only taken following consultation with the Mayor and Chief Executive
2.3	<p>Authorising a Settlement Agreement or Special Severance Payment.</p> <p>Payments above £100k</p>				<p>Subject to proposal by Director, Workforce. VFM and Audit justification must be agreed by Corporate Director of Resources and Director of Legal &amp; Monitoring Officer.</p> <p>Decision to be taken by a meeting of Council</p>
2.4	Authorising settlement of an Employment Tribunal Claim	Resources in consultation with the Director of Legal and Monitoring Officer	Workforce, OD and Business Support		
2.5	Agreeing to establish individual Employee Appeal Sub-Committees including; Membership, Meeting dates/times, training and other procedural matters as required.		Workforce OD and Business Support		

### 3. Information and Communication Technology (ICT)

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
3.1	Approve changes to previously implemented IT system.	Resources	ICT	Head of ICT	
3.2	Implementation of a new IT system.	Resources	ICT	Head of ICT	
3.3	Adoption of any new technology in support of the Council's IT systems and their delivery.	Resources	ICT	Head of ICT	
3.4	Approval of purchase of PC, server, printer, telephones or any allied technology.	Resources	ICT	Head of ICT	

### 4. Revenues & Benefits

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
4.1	Initiate proceedings in the event of non payment of any debt due to the Council, including actions post court or liability order.	Resources	Finance	Revenues Manager	
4.2	Determine local fee rates and costs levels.	Resources	All relevant Divisional Directors		
4.3	Determine entitlement to housing benefit and relief under the Council Tax Reduction Scheme	Resources	Finance	Benefits Manager	

	(LCTRS) including hardship payments and backdating.				
4.4	Approval of Discretionary Housing Payments to all claimant client groups in exceptional circumstances.	Resources	Finance	Benefits Manager	
4.5	Review determination of a claim for housing benefit in the event of an appeal.	Resources	Finance	Benefits Manager	
4.6	Determine applications for relief from business rates by charities and kindred organisations; or hardship in accordance with council guidelines.	Resources	Finance	Revenue Services	
4.7	Determine appeals against refusal to allow relief from business rates.	Resources in consultation with the Director of Legal & Monitoring Officer			
4.8	Determine appeals against refusal to allow applications for discounts or exemptions from council tax.	Resources in consultation with the Director of Legal & Monitoring Officer			
4.9	Authorise staff or contracted agents to act on behalf of the Council as;	Resources	Finance	Revenue Services	

	<ul style="list-style-type: none"> <li>• bailiffs or debt collectors</li> <li>• statutory demand or process servers</li> <li>• Insolvency practitioners in, or to initiate proceedings</li> <li>• Officers able to execute warrants of apprehension backed with, or without bail.</li> </ul>				
4.10	Responsibility for depositing a copy of the valuation and rating lists for public inspection and publicising appeals against the list.	Resources	Finance	Revenue Services	
4.11	Determine whether landlords or agents are fit and proper to receive payment of benefits direct on behalf of their tenants.	Resources	Finance	Benefits Manager	
4.12	Authority to determine completion date and serve relevant notices on developers to initiate liability.	Resources	Finance	Revenue Services	
4.13	To submit proposals to alter the valuation or rating lists or raise objection to a proposed	Resources	Finance	Revenue Services	

	adjustment in respect of council or other property.				
4.14	Authorise the issue of a manual cheque in the event of an emergency payment.	Resources	Finance	Head of Strategic & Corporate Finance	

## 5. Risk Management

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
5.1	Management of the Council's insurance including the renewal; or policies within long term agreements.	Resources	Finance	Head of Internal Audit, Risk & Insurance	
5.2	Approval of payments from the insurance fund in respect of claims meeting the criteria and terms of self insured risks:	Resources	Finance	Head of Internal Audit, Risk & Insurance	
5.3	- up to £20k	Resources	Finance	Insurance Manager	
5.4	- up to £250k	Resources	Finance		
5.5	- over £250k and all claims involving members	Resources			

## 6. Trade Union Facilities

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
6.1	Approving written requests for Branch Meetings	Resources	Workforce, OD and Business Support		
6.2	Approving urgent request to convene an emergency trade	Resources	Workforce, OD and Business Support		



	union meeting at short notice.				
6.3	Recalling an employee from a trade union secondment.	Resources	Workforce, OD and Business Support		All in consultation with the Corporate Director of the staff member's department.

	<b>Decision</b>	<b>Corporate Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
6.4	Approving requests for trade union officials to take allocated time off.	Resources	Workforce, OD and Business Support		
6.5	Resolving disputes in relation to time off for trade union duties.	Resources	Workforce, OD and Business Support		
6.6	Approving requests from trade unions to e-mail large groups of staff or all e-mail users.	Resources	Workforce, OD and Business Support		
6.7	Approving allocation of Trade Union facilities time in accordance with the Facilities Arrangements.	Resources	Workforce, OD and Business Support		
6.8	Monitoring attendance i.e. annual leave and sickness of trade union secondments.	Resources	Workforce, OD and Business Support		
6.9	Approving requests for additional Trade Union facilities time.	Resources	Workforce, OD and Business Support		

**. 7. Registration**

	<b>Decision</b>	<b>Director</b>	<b>Director</b>	<b>Head of Service</b>	<b>Other</b>
7.1	Power to approve premises for the solemnisation of marriages (Section 46A, Marriage Act 1949)	Corporate Director, Resources		Superintendent Registrar	
7.2	To exercise functions under Sections 9(1) and (2), 13 (2)h and (3)b and 20(b) of the Registration Service Act 1953.	Corporate Director, Resources		Superintendent Registrar	

## 54 Executive, Committee and Partnership Procedure Rules

### Procedure for Executive Decision Making by the Mayor or a Cabinet Member

1. Where an Executive decision, including a Key Decision, falls to be made and either:-
  - (a) authority to make that decision has not been delegated by the Mayor under this Executive Scheme of Delegation; or
  - (b) authority has been delegated but the person or body with delegated powers declines to exercise those powers; or
  - (c) authority has been delegated but the Mayor nevertheless decides to take the decision himself,

the decision shall be made by the Mayor individually, after consultation with the Monitoring Officer, the Chief Finance Officer and such other Corporate Director(s), the Head of Paid Service or Cabinet Member(s) as required.

2. Executive decisions (including Key Decisions) to be taken by the Mayor in accordance with paragraph 1 above shall either be taken:-
  - (a) at a formal meeting of the Executive, notice of which has been given in accordance with the Executive Procedure Rules (Section 29) of the Constitution and to which the Access to Information Rules (Section 27) of the Constitution shall apply; or
  - (b) in accordance with the procedure at paragraph 5 below.
3. In the case of a decision taken at a formal meeting of the Executive, the Mayor will take the decision having received written and oral advice from appropriate officers and consulted those members of the Executive present. In the event that a meeting of the Executive is not quorate, the Mayor may still take any necessary decisions having consulted any Executive members present. All Mayoral decisions taken at a formal meeting of the Executive shall be recorded in the minutes of the meeting.
4. The Cabinet Meeting is not authorised to exercise the Mayor's powers in the absence of the Mayor. If the Mayor is unable to act for any reason, and only in those circumstances, the Deputy Mayor is authorised to exercise the Mayor's powers.
5. The Mayor may at his discretion make a decision in relation to an Executive function, including a Key Decision, alone and outside the context of a meeting

of the Executive. In relation to any decision made by the Mayor under this provision:-

- (a) The decision may only be made following consideration by the Mayor of a full report by the relevant officer(s) containing all relevant information, options and recommendations in the same format as would be required if the decision were to be taken at a meeting of the Executive;
- (b) The provisions of the Overview and Scrutiny Procedure Rules in relation to call-in, including the rules regarding urgent decisions, shall apply;
- (c) In the case of a Key Decision as defined in Section 3 of the Constitution, the provisions of the Access to Information Procedure Rules in relation to prior publication on the Forward Plan shall apply; and
- (d) The decision shall not be made until the Mayor has confirmed his agreement by signing a Mayoral Decision Proforma (example attached) which has first been completed with all relevant information and signed by the relevant Chief Officers.


6. All Mayoral decisions taken in accordance with paragraph 5 above shall be:-

- (a) Recorded in a log held by the Head of Democratic Services and available for public inspection; and
- (b) Published on the Council's website;

save that no information that in the opinion of the Director of Legal / Monitoring Officer is 'exempt' or 'confidential' as defined in the Council's Access to Information Procedure Rules (Section 27) shall be published, included in the decision notice or available for public inspection.

7. Any decision taken by an individual Cabinet Member in relation to any matter delegated to them in accordance with paragraph 6 of the Mayor's Executive Scheme of Delegation shall:-

- (a) be subject to the same process and rules as a Mayoral decision in accordance with paragraphs 5 and 6 above; and
- (b) not be made until the Mayor has confirmed in writing that he has no objection to the decision.

<b>Individual Mayoral Decision Proforma</b>	 <b>TOWER HAMLETS</b>
Decision Log No: (To be inserted by Democratic Services)	
<b>Report of:</b> [Insert name and title of corporate director]	<b>Classification:</b> [Unrestricted or Exempt]

[Insert title here]
---------------------

<b>Is this a Key Decision?</b>	<b>Yes / No</b> (Report author to delete as applicable)
<b>Decision Notice Publication Date:</b>	(Report author to state date of decision notice – either individual notice or within the Forward Plan)
<b>General Exception or Urgency Notice published?</b>	<b>Yes</b> (give details) / <b>Not required</b>  (Report author to delete as applicable)
<b>Restrictions:</b>	(If restricted state which of the exempt/confidential criteria applies)

**EXECUTIVE SUMMARY**

*(To be completed by Chief Officer seeking the decision)*

.....  
.....  
.....

Full details of the decision sought, including reasons for the recommendations and (where applicable) each of the options put forward; other options considered; background information; the comments of the Chief Finance Officer; the concurrent report of the Director of Legal; implications for Equalities; Risk Assessment; Background Documents; and other relevant matters are set out in the attached report.

**DECISION**

*(Proposed decision to be entered here)*

.....  
.....

## APPROVALS

**1. (If applicable) Corporate Director proposing the decision or their deputy**

I approve the attached report and proposed decision above for submission to the Mayor. I confirm that the Mayor and/or Lead Member have agreed to this decision being taken using this process.

Signed ..... Date .....

**2. Chief Finance Officer or their deputy**

I have been consulted on the content of the attached report which includes my comments.

Signed ..... Date .....

**3. Monitoring Officer or their deputy**

I have been consulted on the content of the attached report which includes my comments.

(For Key Decision only – delete as applicable)

I confirm that this decision:-

(a) has been published in advance on the Council's Forward Plan OR

(b) is urgent and subject to the 'General Exception' or 'Special Urgency' provision at paragraph 18 or 19 respectively of the Access to Information Procedure Rules.

Signed ..... Date .....

**4. (If the proposed decision relates to matters for which the Head of Paid Service has responsibility) Head of Paid Service**

I have been consulted on the content of the attached report which includes my comments where necessary.

Signed ..... Date .....

**5. Mayor**

I agree the decision proposed at ..... above for the reasons set out in paragraph ..... of the attached report.

Signed ..... Date .....

## Children and Education Overview and Scrutiny Sub-Committee

### MEETING PROCEDURE AND SCHEDULE OF MEETING DATES

#### 1. Chair and Membership

- 1.1 Sub-Committees will be chaired by a Member of the Overview and Scrutiny Committee. For this Sub-Committee it will be the Lead Scrutiny Member for Children and Education. The membership of the Children and Education Scrutiny Sub-Committee has been determined by the Overview and Scrutiny Committee.

#### 2. Frequency of meetings

- 2.1 The Children and Education Scrutiny Sub-Committee will meet 5 times a year. Dates will be published on the Council's website.
- 2.2 Meetings are scheduled to take place at 6.30pm. The Sub-Committee may arrange other meetings as and when necessary to consider any urgent issues as well as arranging meetings for detailed scrutiny reviews and challenge sessions.

#### Support to the Sub-Committee

- 3.1 The Director for Strategy, Transformation and Improvement, will be the senior officer lead and champion the work of the Sub-Committee.
- 3.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:
- (a) Meeting room bookings, refreshments
  - (b) Agenda preparation and dispatch
  - (c) Taking minutes and recording of actions/decisions
  - (d) Dissemination of minutes and decisions

The Strategy and Communities Team Strategy and Policy Team will provide policy support to the Sub-Committee which will include:

- (e) Research and analysis
- (f) Work programme development
- (g) Support with undertaking reviews and challenge sessions
- (h) Drafting review reports and challenge sessions

#### **4. Proceedings**

4.1 The Children and Education Scrutiny Sub-Committee will generally meet in public and conduct its proceedings in accordance with the rules and procedure contained in the Council's Constitution such as the:

- (a) Council Procedure Rules;
- (b) Access to Information Procedure Rules, and
- (c) The Overview and Scrutiny Procedure Rules.



## Health and Adults Scrutiny Sub-Committee

### MEETING PROCEDURE AND SCHEDULE OF MEETING DATES

#### 1. Chair and Membership

- 1.2 Sub-Committees will be chaired by a Member of the Overview and Scrutiny Committee. For this Sub-Committee it will be the Lead Scrutiny Member for Health & Adults. The membership of the Health and Adults Scrutiny Sub-Committee has been determined by the Overview and Scrutiny Committee.

#### 2. Frequency of meetings

- 2.1 The Health and Adults Scrutiny Sub-Committee will meet 5 times a year. The dates will be published on the Council's Website.
- 2.2 Meetings are scheduled to take place at 6.30pm (unless they fall during the month of Ramadan where they will endeavour to start at 5.30pm). The Sub-Committee may arrange other meetings as and when necessary to consider any urgent issues as well as arranging meetings for detailed scrutiny reviews and challenge sessions.

#### Support to the Sub-Committee

- 3.1 The Director for Strategy, Transformation and Improvement, will be the senior officer lead and champion the work of the Sub-Committee.
- 3.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:
- (i) Meeting room bookings, refreshments
  - (j) Agenda preparation and dispatch
  - (k) Taking minutes and recording of actions/decisions
  - (l) Dissemination of minutes and decisions

The Strategy and Communities Team will provide policy support to the Sub-Committee which will include:

- (m) Research and analysis
- (n) Work programme development
- (o) Support with undertaking reviews and challenge sessions
- (p) Drafting review reports and challenge sessions

#### **4. Proceedings**

4.1 The Health and Adults Scrutiny Sub-Committee will generally meet in public and conduct its proceedings in accordance with the rules and procedure contained in the Council's Constitution such as the:

(d) Council Procedure Rules

(e) Access to Information Procedure Rules, and

(f) The Overview and Scrutiny Procedure Rules.

## Housing and Regeneration Scrutiny Sub-Committee

### MEETING PROCEDURE AND SCHEDULE OF MEETING DATES

#### 1. Chair and Membership

- 1.3 Sub-Committees will be chaired by a Member of the Overview and Scrutiny Committee. For this Sub-Committee it will be the Lead Scrutiny Member for Housing & Regeneration. The membership of the Housing & Regeneration Scrutiny Sub-Committee has been determined by the Overview and Scrutiny Committee.

#### 2. Frequency of meetings

- 2.1 The Housing & Regeneration Scrutiny Sub-Committee will meet 6 times a year. The meeting dates will be published on the Council's website.
- 2.2 Meetings are scheduled to take place at 6.30pm (unless they fall during the month of Ramadan where they will endeavour to start at 5.30pm). The Sub-Committee may arrange other meetings as and when necessary to consider any urgent issues as well as arranging meetings for detailed scrutiny reviews and challenge sessions.

#### Support to the Sub-Committee

- 3.1 The Director for Strategy, Transformation and Improvement, will be the senior officer lead and champion the work of the Sub-Committee.
- 3.2 The servicing of meetings will be undertaken by the Council's Democratic Services Team which will include:
- (q) Meeting room bookings, refreshments
  - (r) Agenda preparation and dispatch
  - (s) Taking minutes and recording of actions/decisions
  - (t) Dissemination of minutes and decisions

The Strategy and Communities Team will provide policy support to the Sub-Committee which will include:

- (u) Research and analysis
- (v) Work programme development
- (w) Support with undertaking reviews and challenge sessions

(x) Drafting review reports and challenge sessions

#### **4. Proceedings**

4.1 The Housing and Regeneration Scrutiny Sub-Committee will generally meet in public and conduct its proceedings in accordance with the rules and procedure contained in the Council's Constitution such as the:

(g) Council Procedure Rules

(h) Access to Information Procedure Rules, and

(i) The Overview and Scrutiny Procedure Rules.

## **Licensing Committee – Rules of Procedure governing applications for premises licenses and other permissions under the Licensing Act 2003**

### **1. Interpretation**

- 1.1 These Procedures describe the way in which hearings will be conducted under the Licensing Act 2003, as set out in the Licensing Act 2003 (Hearings) Regulations 2005 (as amended) ('the Hearings Regulations'). The Procedures take into account the Licensing Act (Premises Licences and Club Premises Certificates) Regulations 2005.
- 1.2 Except where otherwise stated, references in this Code are to the Licensing Committee and its Sub-committees and the expression 'Licensing Committee' should be interpreted accordingly.
- 1.3 The Hearings Regulations provide (Regulation 21) that a Licensing Authority shall, subject to the provisions of those Regulations, determine for itself the procedure to be followed at a hearing.
- 1.4 These Procedures, therefore, set out the way in which Licensing Committee Meetings will be conducted under the Licensing Act 2003, following the requirements of the Hearings Regulations.
- 1.5 Proceedings will not be rendered void only as the result of failure to comply with any provision of the Hearings Regulations (Regulation 31) save that in any case of such an irregularity, the Licensing Committee shall, if it considers that any person may have been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure the irregularity before reaching its determination (Regulation 32).

### **2. Composition of Sub-Committee**

- 2.1 The Sub-Committee will consist of three (3) members and no business shall be transacted unless three (3) members of the Licensing Committee are present and able to form a properly constituted Licensing Sub-Committee. In such cases the Chair shall have a second or casting vote.

### **3. Procedure**

- 3.1 The hearing shall take place in public save that the Licensing Committee may exclude the public from all or part of a hearing where it considers that, on balance, it is in the public interest to do so. The parties and any person representing them may be excluded in the same way as another member of the public. Any person so excluded may, before the end of the hearing, submit to the Licensing Committee in writing, any information which, they would have been entitled to give orally had they not been required to leave. Where there are a number of items on the agenda, the adjournment of that item for a short period, whilst another item is heard, may allow this process to be carried out effectively.

- 3.2 The Chair will begin by asking the parties to identify themselves and confirm whether or not they are represented.
- 3.3 The Licensing Committee should always satisfy itself that sufficient notice of the hearing has been given to all parties and if not satisfied, then the Licensing Committee should take such steps as it thinks fit to deal with that issue before reaching its determination and this could include adjourning that application to a later date.
- 3.4 The Licensing Committee will then consider any requests by a party for any other person to be heard at the hearing in accordance with the Regulations. Permission will not be unreasonably withheld provided proper notice has been given.
- 3.5 The Chair will then explain how the proceedings will be conducted, and indicate any time limits that may apply to the parties to the application. In setting time limits, the Licensing Committee will take into account the importance of ensuring that all parties receive a fair hearing, and the importance of ensuring that all applications are determined expeditiously and without undue delay. Further the Licensing Committee must have regard to the requirement to allow each party an equal amount of time.
- 3.6 If a party considers that any time limit is not sufficient then they should address the Licensing Committee and which will determine accordingly.
- 3.7 If any party has informed the Authority that they will not be attending or be represented at the hearing or any party does not give notice that they will not be attending but fails to attend and is not represented, the Licensing Committee may proceed in their absence or adjourn the hearing if it considers it to be necessary in the public interest. An adjournment will not be considered where due to the operation of the Hearing Regulations it would not be possible to adjourn.
- 3.8 If the Licensing Committee adjourns the hearing to a specified date it must specify the date, time and place to which the hearing has been adjourned and why it is considered necessary in the public interest.
- 3.9 If the Licensing Committee holds the hearing in the absence of a party, it will consider at the hearing the application, representation or notice given by that party.
- 3.10 The Chair will invite an Officer of the Licensing Section to present the report by briefly summarising the application and the number and type of the representations as set out in the papers circulated. The Officer will also advise of any discussions held with the parties; any amendments made to the application; any representations withdrawn; and any agreed conditions that the

Licensing Committee is being asked to consider. The Officer shall not give any opinion on the application or ask the Committee to make an inference based on such an opinion.

- 3.11 Members of the Licensing Committee can then ask questions of clarification of the Licensing Officer or seek legal advice from the Legal Adviser to the Licensing Committee if they require in respect of matters raised during the presentation by the Licensing Officer.
- 3.12 The Legal Adviser to the Licensing Committee will then give any relevant legal advice that the Licensing Committee need to take into consideration.
- 3.13 The Chair will then ask the applicant or their representative, if present, to present a summary of the nature and extent of the application. This should be brief, avoid repetition of material already available to the Licensing Committee in the Officer's report or otherwise, and include any reasons why an exception should be made to the Council's Licensing Policy, where appropriate, and respond to the written representations received. The submission may be followed by the evidence of any person who has been given permission by the Committee to give supporting evidence on behalf of the applicant or who has made a representation in favour of the application.
- 3.14 The application is to be presented within the time limit that has been set.
- 3.15 Where an applicant is unrepresented and having difficulty in presenting their application then the Legal Adviser to the Licensing Committee may ask questions of the applicant so that the relevant points are addressed and clarified for the Licensing Committee.
- 3.16 Members of the Licensing Committee may ask questions of the person presenting the case after their address as well as any other person who has spoken in support of the application. Members can also ask questions of the applicant as well as any other person present for the applicant who they consider can assist.
- 3.17 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.18 The Chair will then ask the persons who have made representations against the application to address the Licensing Committee within the time limit that has been set. They should not repeat what is already set out in their representations or notice or raise new matters. In their address they should provide clarification on

any points previously requested by the Council. The submission may be followed by the evidence of any person who has been given permission by the Committee to give supporting evidence.

- 3.19 Members of the Licensing Committee may then ask questions of the persons making representations against the application and any other person who has spoken in support of such representation. Members can also ask questions of any other person present who they consider can assist.
- 3.20 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.21 Petitions will be treated as representations provided they meet the requirements for relevant representations set out in the Licensing Act 2003. Members should proceed with caution when relying upon petitions used as evidence due to the structure and wording used.
- 3.22 The Licensing Committee will disregard any information given by a party, or any other person appearing at the hearing, which is not relevant to:
- a) their application, representation or notice; and
  - b) the promotion of the licensing objectives or the crime prevention objective where notice has been given by the police.
- 3.23 The Chair will intervene at any stage of the hearing to prevent repetitious or irrelevant points being raised.
- 3.24 Cross examination of any party or any other person allowed to appear will not be allowed unless specifically permitted by the Chair.
- 3.25 There is no right for any party to sum up but they may be permitted to do at the discretion of the Chair and within time limits prescribed by the Chair.
- 3.26 The Licensing Committee will consider its decision in private save that the Legal Adviser and Democratic Services Officer will remain with them.
- 3.27 The Licensing Committee will normally return to open session to announce its decision but in cases where the prescribed time limit allows for a later determination and it is appropriate to determine the matter within that time then the Chair will advise the parties present that the decision will not be announced then but that the determination will take place within the prescribed time limit and that written notification will be dispatched to all parties advising them of the determination.



#### **4. Exclusions**

- 4.1 In addition to any exclusion under paragraph 3.1 above, The Licensing Committee may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit the person to return; or allow them to return only on such conditions as Licensing Committee may specify.
- 4.2 Any person so excluded may, before the end of the hearing, submit to the Authority in writing, any information which, they would have been entitled to give orally had they not been required to leave.

## **Licensing Committee – Rules of Procedure Governing Applications for Sex Establishment Licenses under Section 2 of and Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982**

### **1. Interpretation**

- 1.1 These Procedures describe the way in which hearings will be conducted under section 2 of and schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended.

### **2. Composition of the Licensing Committee**

- 2.1 The Licensing Committee will consist of fifteen (15) members and no business shall be transacted unless at least three (3) members of the Licensing Committee are present and able to form a properly constituted Licensing Committee. The Chair shall have a second or casting vote.

### **3. Procedure**

- 3.1 The hearing shall take place in public save that the Licensing Committee may exclude the public from all or part of a hearing where it considers that, on balance, it is in the public interest to do so. The parties and any person representing them may be excluded in the same way as another member of the public. Any person so excluded may, before the end of the hearing, submit to the Licensing Committee in writing, any information which, they would have been entitled to give orally had they not been required to leave. Where there are a number of items on the agenda, the adjournment of that item for a short period, whilst another item is heard, may allow this process to be carried out effectively.
- 3.2 The Chair will begin by asking the parties to identify themselves and confirm whether or not they are represented.
- 3.3 The Licensing Committee should always satisfy itself that sufficient notice of the hearing has been given to all parties and if not satisfied, then the Licensing Committee should take such steps as it thinks fit to deal with that issue before reaching its determination and this could include adjourning that application to a later date.
- 3.4 The Chair will explain how the proceedings will be conducted, and indicate any time limits that will be imposed on the parties. In setting time limits, the Licensing Committee will take into account the importance of ensuring that all parties receive a fair hearing, and the importance of ensuring that all applications are determined expeditiously and without undue delay. Further the Licensing Committee should allow each party an equal amount of time.
- 3.5 If a party considers that any time limit is not sufficient then they should address the Licensing Committee and which will determine accordingly.

- 3.6 If any party has informed the Authority that they will not be attending or be represented at the hearing or any party does not give notice that they will not be attending but fails to attend and is not represented, the Licensing Committee may proceed in their absence or adjourn the hearing.
- 3.7 If the Licensing Committee adjourns the hearing it should specify the date, time and place to which the hearing has been adjourned.
- 3.8 If the Licensing Committee holds the hearing in the absence of a party, it will consider at the hearing the application or objection given by that party.
- 3.9 The Chair will invite an Officer of the Licensing Section to present the report by briefly summarising the application and the number and type of the representations as set out in the papers circulated. The Officer will also advise of any discussions held with the parties; any amendments made to the application; any objections withdrawn; and any agreed conditions that the Licensing Committee is being asked to consider. The Officer shall not give any opinion on the application or ask the Committee to make an inference based on such an opinion.
- 3.10 Members of the Licensing Committee can then ask questions of clarification of the Licensing Officer or seek legal advice from the Legal Adviser to the Licensing Committee if they require in respect of matters raised during the presentation by the Licensing Officer.
- 3.11 The Legal Adviser to the Licensing Committee will then give any relevant legal advice that the Licensing Committee need to take into consideration.
- 3.12 The Chair will then ask the applicant or their representative, if present, to state their case. This should avoid repetition of material already available to the Licensing Committee in the Officer's report or otherwise, and include any reasons why an exception should be made to the Sex Establishment Licensing Policy, where appropriate; address, where appropriate, the matters stated in the Sex Establishment Licensing Policy that the Licensing Committee will take into account when considering applications; and respond to the written objections received. The submission may be followed by the evidence of any person who is giving supporting evidence on behalf of the applicant or who has made a representation in favour of the application.
- 3.13 The application is to be presented within any time limit that has been set.

- 3.14 Where an applicant is unrepresented and having difficulty in presenting their application then the Legal Adviser to the Licensing Committee may ask questions of the applicant so that the relevant points are addressed and clarified for the Licensing Committee.
- 3.15 The objectors (or their representative) will be invited to question the applicant.
- 3.16 Members of the Licensing Committee may ask questions of the applicant and/ or their representative as well as any other person who has spoken in support of the application. Members can also ask questions of any other person present for the applicant who they consider can assist.
- 3.17 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.18 The Chair will then ask objectors against the application to state their case within any time limit that has been set. The objectors should not repeat what is already set out in their objections. In stating their case, the objectors should provide clarification on any points previously requested by the Council. The submission may be followed by the evidence of any person who is giving supporting evidence.
- 3.19 The applicant (or their representative) will be invited to question the objectors.
- 3.20 Members of the Licensing Committee may then ask questions of the objectors and any other person who has spoken given evidence in support. Members can also ask questions of any other person present who they consider can assist.
- 3.21 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.22 Petitions will be considered but Members should proceed with caution when relying upon petitions used as evidence due to the structure and wording used.
- 3.23 The Chair will intervene at any stage of the hearing to prevent repetitious or irrelevant points being raised.
- 3.24 The objectors (or their representative) will then be permitted to “Sum Up”.
- 3.25 The applicant (or their representative) will then be permitted to “Sum Up”.

- 3.26 The Licensing Committee will consider its decision in private save that the Legal Adviser and Democratic Services Officer will remain with them.
- 3.27 The Licensing Committee will normally return to open session to announce its decision but where they consider it appropriate for the determination to be given at a later time then the Chair will advise the parties present that the decision will not be announced then but that the determination will take place later and that written notification will be dispatched to all parties advising them of the determination.

#### **4. Exclusions**

- 4.1 In addition to any exclusion under paragraph 3.1 above, The Licensing Committee may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit the person to return; or allow them to return only on such conditions as Licensing Committee may specify.
- 4.2 Any person so excluded may, before the end of the hearing, submit to the Authority in writing, any information which, they would have been entitled to give orally had they not been required to leave.

## **Overview and Scrutiny Committee – Councillor Call for Action Procedure**

### **Tower Hamlets Councillor Call for Action (CCfA) Guide**

**November 2020**

## **Introduction**

Councillor Call for Action (CCfA) powers were first introduced in the Local Government and Public Involvement in Health Act (2007) to provide a formal mechanism that allows councillors (in England) to refer an issue of local concern e.g. related to local government matter and affecting their ward for consideration by the Overview and Scrutiny Committee (OSC). The Localism Act (2011) further clarifies that councillors can refer matters which are not restricted to local government that are relevant to the functions of the committee. The Police and Criminal Justice Act (2006) also provides a 'Call for Action' in relation to crime and disorder issues.

A CCfA can be used to tackle problems on a neighbourhood or ward specific level which has been unable to resolve through normal channels e.g. corporate complaints, petitions, Member's Enquiries, Freedom of Information (FOI) requests and mediation. It is at the discretion of each councillor as to what issues they wish to raise for a potential review through the CCfA. However, councillors must demonstrate that other methods of resolution have been exhausted first. A CCfA request should not be considered as merely 'scrutiny process' it should be viewed as a whole council approach, that can assist councillors to resolve issues on behalf of their constituents.

## **Principles**

The CCfA process works on the basis of some broad principles:

- Transparency in the decision-making process, and the involvement of scrutiny in the decision-making process;
- Willingness to identify mistakes and shortcomings, and a recognition of the need to resolve problems through discussions;
- A good level of understanding (amongst Mayor, Cabinet and senior officers) of the role that scrutiny can play to help the Council to improve its services; and
- An understanding and a wish to strengthen and support the role of councillors as champions and leaders of their communities.

## **Prior to undertaking a CCfA**

### **Have existing complaints procedures and other solution options been exhausted?**

Councillors should consider the following to resolve local issues:

- Member's Enquiries and FOI
- Mediation
- Advising a resident to make an individual complaint.
- Supporting residents to submit a petition.
- Seeking an apology from the council/local service involved
- Collecting evidence from their ward to support the issue.

- Request to discuss the issue with relevant agencies.
- Signpost to relevant council committee, if appropriate.

### **When a referral should be made**

Under the CCfA, councillors are able to refer issues to OSC where it can demonstrate the following:

- the issue is of genuine and persistent local concern;
- the issue is not subject to ongoing legal processes; and
- other courses of action have failed to resolve the matter.

Importantly, undertaking a CCfA will be a means of 'last resort' with issues being raised at OSC **only after other methods of resolution have been exhausted**. Furthermore, undertaking a CCfA does not guarantee to resolve an issue but it offers the chance to bring a pressing matter to a wider audience with an opportunity to discuss the item.

### **Benefits of a CCfA**

The CCfA process provides an opportunity:

- for recognition that an issue is significant enough for time, attention and resources to be allocated to the issue in an attempt to resolve it;
- for a public forum for discussion of the issues;
- to discuss the issues in a neutral environment;
- to discuss an issue with others with the sole aim of resolving it; and
- A high-profile process owned by the councillor.

### **Limitations of a CCfA**

There are some issues that are excluded from referral as a CCfA:

- Planning and licensing decisions or pending applications;
- Any matter where a person or entity has a statutory right of review or appeal (not including the right to complain to the Ombudsman) e.g. issues relating to a welfare benefit appeal;
- Any issues that is vexatious, discriminatory or not reasonable; and
- Any matter already on the work programme for OSC or its subcommittees.
- A CCFA would not be accepted if the matter had already been considered by Overview and Scrutiny (including through the Call-in process) unless there has been a material change to the issue.
- Any matter that is not relevant to the functions of the OSC.

### **How will Overview and Scrutiny Committee deal with a CCfA Request?**

A CCfA referral to OSC will place an issue on the OSC's agenda. It is up to the Committee to decide whether or not to take the issue further. To determine if the CCfA needs to be looked at in detail, the OSC will be able to use the following criteria:



- Is the OSC satisfied that appropriate attempts at resolving the issue have been made by the ward councillor before initiating the CCfA?
- Is this a case that is being, or should be pursued, via the council's corporate complaints system?
- Has the OSC considered any similar issue recently - if so, have the circumstances or evidence changed to warrant re-consideration?
- Has the relevant service or partner agency been informed and provided enough time to resolve the issue? What response has the councillor received?
- Is this issue already featured in the OSC's and or subcommittees work programme?

If the OSC decides to take any action, then it will inform the councillor that raised the CCfA and provide that councillor with a copy of any report or recommendations that are made in relation to the CCfA. Where relevant the councillor will also be provided with any response received from the Cabinet or a partner organisation in relation to the CCfA.

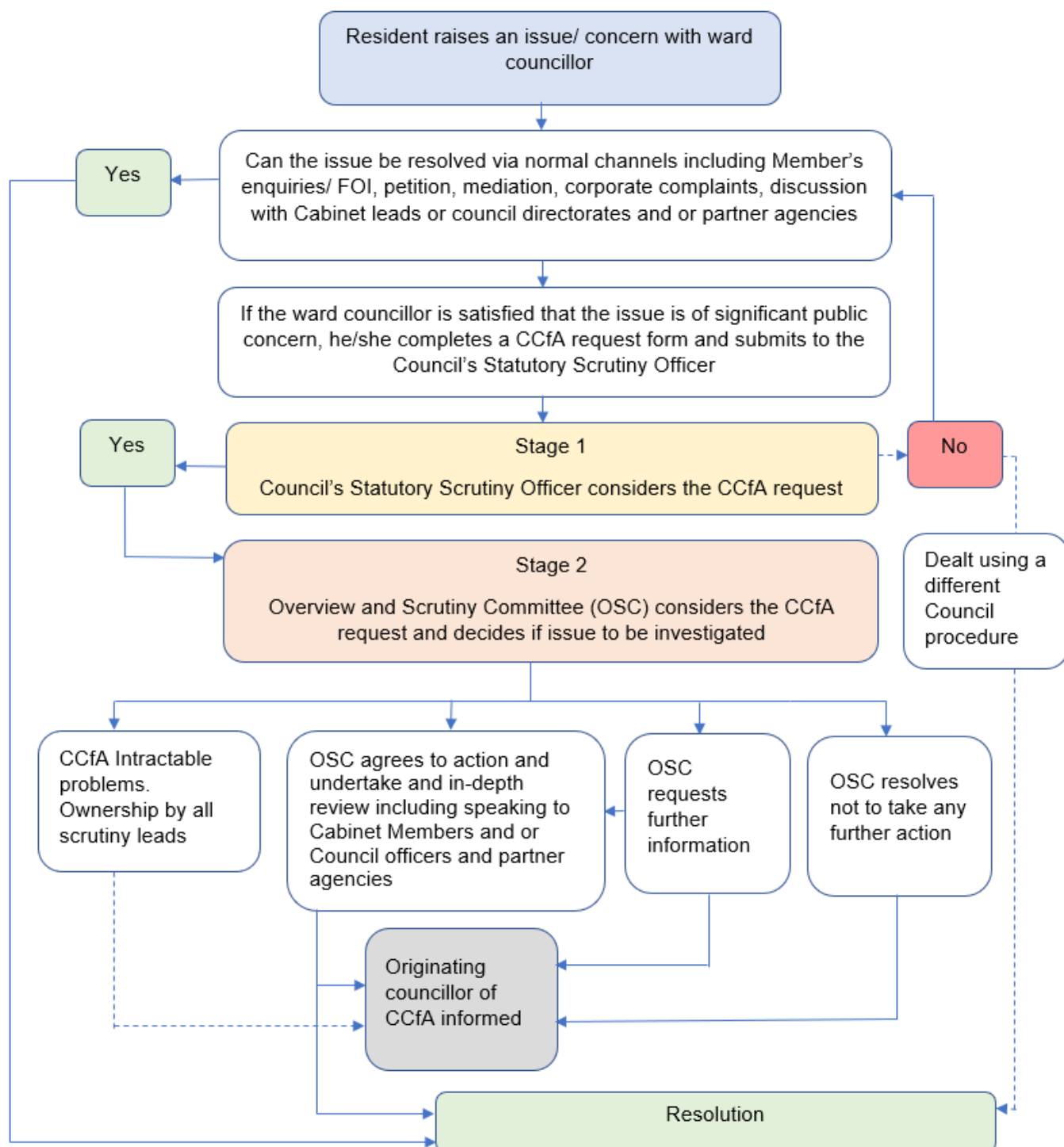
### **Statutory Scrutiny Officer**

There are some circumstance where a CCfA will not be dealt with under this scheme as specified by the limitations of a CCfA; or any other circumstances which, in the opinion of the Statutory Scrutiny Officer would mean the CCfA would be better dealt with using a different Council procedure.

### **Timeframe or a CCfA Requisition**

For a CCfA to be considered, it must be submitted at least 10 working days in advance of the OSC meeting. If a CCfA submission request falls within 10 working days, it will need to be scheduled for the next OSC meeting.

## Councillor Call for Action (CCfA) process



**London Borough of Tower Hamlets  
Overview and Scrutiny Committee  
'Councillor Call for Action' Requisition**

<b>Councillor (s) raising CCfA</b>	
<b>Name</b>	
<b>Signature</b>	
<b>Title of "Councillor Call for Action"</b>	
<b>Reasons for "Councillor Call for Action"</b>	
<b>Approach taken to resolve the Issue</b>	
<b>Is the "Councillor Call for Action" subject to any legal action by any party?</b>	
<b>Are there any deadlines associated with "Councillor Call for Action"</b>	
<b>Within the Council's Policy or Budget Framework</b>	

**Once completed please return to Sharon Godman, Statutory Scrutiny Officer,  
Divisional Director Strategy Policy and Performance Tel: 020 7364 3267**

## Pensions Committee Procedures

### **Membership of the Pensions Committee**

The Council decides the composition and makes appointments to the Pensions Committee. Currently the membership of the Pensions Committee is a minimum of 7 elected Members from Tower Hamlets Council on a politically proportionate basis and the Pensions Committee will elect a Chair and Vice Chair. All Tower Hamlets Council elected Members have voting rights on the Committee and three voting members of the Committee are required to be able to deem the meeting quorate.

In addition there are two co-opted non-voting members representing employer and Scheme member interests. Although the co-opted representatives do not have voting rights they are treated as equal members of the Committee, they have access to all Committee Advisers, officers, meetings and training as if they were Council Members and have the opportunity to contribute to the decision making process.

Voting rights are restricted to elected Members as they are deemed to be fulfilling the role of Trustees as the Pension Fund with all the legal responsibilities that this entails, it was not felt appropriate to apply the same legal definition to the lay members of the Committee and hence their role as non-voting members.

Members of the Pensions Committee, including co-opted members, are required to declare any interests that they have in relation to the Pension Fund or items on the agenda at the commencement of the meeting.

The Constitution allows for the appointment of a Pensions Committee which has responsibility for the discharge of all non-executive functions assigned to it.

### **The following are the terms of reference for the Pensions Committee:**

- 1) To act as Trustees of the Council's Pension Fund, consider pension matters and meet the obligations and duties of the Council under the Superannuation Act 1972, the Public Service Pensions Act 2013, and the various pensions' legislation.
- 2) To make arrangements for the appointment of and to appoint suitably qualified pension fund administrators, actuaries, advisers, investment managers and custodians and periodically to review those arrangements.
- 3) To formulate and publish an Investment Strategy Statement.
- 4) To set the overall strategic objectives for the Pension Fund, having taken appropriate expert advice, and to develop a medium term plan to deliver the objectives.
- 5) To determine the strategic asset allocation policy, the mandates to be given to the investment managers and the performance measures to be set for them.

- 6) To make arrangements for the triennial actuarial valuation, to monitor liabilities and to undertake any asset/liability and other relevant studies as required.
- 7) To monitor the performance and effectiveness of the investment managers and their compliance with the Statement of Investment Principles.
- 8) To set an annual budget for the operation of the Pension Fund and to monitor income and expenditure against budget.
- 9) To receive and approve an Annual Report on the activities of the Fund prior to publication.
- 10) To make arrangements to keep members of the Pension Fund informed of performance and developments relating to the Pension Fund on an annual basis.
- 11) To keep the terms of reference under review.
- 12) To determine all matters relating to admission body issues.
- 13) To focus on strategic and investment related matters at two Pensions Committee meetings.
- 14) To review the Pension Fund's policy and strategy documents on a regular basis and review performance against the Fund's objectives within the business plan
- 15) To maintain an overview of pensions training for Members.

## **Meetings**

The Pensions Committee shall meet at least four times a year in the ordinary course of business and additional meetings may be arranged as required to facilitate its work. Work for the year will be agreed with the Committee to include dedicated training sessions for Committee members.

Agendas for meetings will be agreed with the Chair and will be circulated with supporting papers to all members of the Committee, Officers of the Council as appropriate and the Fund's Investment Advisor.

The Council will give at least five clear working days' notice of any meeting by posting details of the meeting at the Tower Hamlets Town Hall and on the Council's website. The Council will make copies of the agenda and reports open to the public available for inspection at least five clear working days before the meeting. If an item is added to the agenda later, the revised agenda will be open to inspection from the time the item was added to the agenda. The reason for lateness will be specified in the report.

There may on occasions be items which may be exempt from the agenda, reports and minutes of the meetings when it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be

disclosed. Items which are most likely to be excluded are issues where to disclose information would contravene an individual's privacy or where there are financial interests which may be compromised as a result of disclosure for example discussions surrounding contracts.

The Council will make available copies of the minutes of the meeting and records of decisions taken for six years after a meeting. Minutes of meetings and records of decisions are available for inspection on the Council's website:

<https://democracy.towerhamlets.gov.uk/mgCommitteeDetails.aspx?ID=392>

## **Pensions CIV Sectoral Committee**

### **Constitution**

- 1.a.1 The Pensions CIV Joint Committee is a sectoral joint committee operating under the London Councils governance arrangements. (The London Councils' Governing Agreement dated 13 December 2001 (as amended), London Councils' Standing Orders, Financial Regulations and other policies and procedures as relevant.)
- 1.a.2 Each London local authority participating in the arrangements shall appoint a representative to the Pensions CIV Joint Committee being either the Leader of the local authority or the elected mayor as applicable or a deputy appointed for these purposes. (Clause 4.5 of the London Councils' Governing Agreement dated 13 December 2001 (as amended).)
- 1.a.3 The Pensions CIV Joint Committee shall appoint a Chair and Vice-Chair.
- 1.a.4 The Pensions CIV Joint Committee shall meet at least once each year to act as a forum for the participating authorities to consider and provide guidance on the direction and performance of the CIV, In addition, members of the Pensions CIV Joint Committee shall meet at least once each year at an Annual General Meeting of the ACS Operator in their capacity as representing shareholders of the ACS Operator.
- 1.a.5 Subject to Clause 1.a.4 above, meetings of the Pensions CIV Joint Committee shall be called in accordance with London Councils' Standing Orders and the procedure to be adopted at such meetings shall be determined in accordance with those Standing Orders.
- 1.a.6 If the Pensions CIV Joint Committee is required to make decisions on specialist matters in which the members of the Pensions CIV Joint Committee do not have expertise the Pensions CIV Joint Committee shall arrange for an adviser(s) to attend the relevant meeting to provide specialist advice to members of the Pensions CIV Joint Committee.

### **Quorum**

- 1.a.7 The requirements of the Standing Orders of London Councils regarding quorum and voting shall apply to meetings of the Pensions CIV Joint Committee.

### **Terms of Reference**

- 1.a.8 To act as a representative body for those London local authorities that have chosen to take a shareholding in the Authorised Contractual Scheme (ACS)

Operator company established for the purposes of a London Pensions Common Investment Vehicle (CIV).

- 1.a.9 To exercise functions of the participating London local authorities involving the exercise of sections 1 and 4 of the Localism Act 2011 where that relates to the actions of the participating London local authorities as shareholders of the ACS Operator company.

To act as a forum for the participating authorities to consider and provide guidance on the direction and performance of the CIV and, in particular, to receive and consider reports and information from the ACS Operator particularly performance information and to provide comment and guidance in response (in so far as required and permitted by Companies Act 2006 requirements and FCA regulations).

- 1.a.10 In addition, members of the Pensions CIV Joint Committee will meet at least once each year at an Annual General Meeting of the ACS Operator to take decisions on behalf of the participating London local authorities in their capacity as shareholders exercising the shareholder rights in relation to the Pensions CIV Authorised Contractual Scheme operator (as provided in the Companies Act 2006 and the Articles of Association of the ACS Operator company) and to communicate these decisions to the Board of the ACS Operator company. These include:

- 1.a.10.1 the appointment of directors to the ACS Operator board of directors;
- 1.a.10.2 the appointment and removal of auditors of the company;
- 1.a.10.3 agreeing the Articles of Association of the company and consenting to any amendments to these;
- 1.a.10.4 receiving the Accounts and Annual Report of the company;
- 1.a.10.5 exercising rights to require the directors of the ACS Operator company to call a general meeting of the company.

### **Guidance note on the dual role of the Pensions CIV Sectoral Committee**

#### **1. Overview**

The Pensions CIV Joint Committee will in practice be fulfilling two roles:

- a) To consider and provide guidance on the direction and performance of the CIV (“Joint Committee Meetings”). Decisions can be taken at the committee relating to the operation and business of the ACS Operator but they will not be formal decisions of the ACS Operator unless either a general meeting of the ACS Operator (and not the committee) has been formally convened or a Board meeting of the ACS operator adopts the recommendations of the Joint Committee.



- b) The formal shareholder meetings of the ACS Operator to take decisions on behalf of the participating London local authorities in their capacity as shareholders exercising the shareholder rights in relation to the ACS Operator (“Shareholder Meetings”).

There are various differences between the Committee meetings and the Shareholder Meetings, both in terms of how they are convened and who can attend. These differences are summarised below. In practice, the best way to conduct business is for a meeting of shareholders to be convened at the rising of the Joint Committee so that shareholders business can be transacted including any necessary formalising of any business of the joint committee:

## 2. Committee Meetings

The conduct of London Councils committee meetings are governed by London Councils’ Standing Orders which are contained in Schedule 6 of the Leaders’ Committee Governing Agreement.

## 3. Shareholder Meetings

The Shareholder Meetings are private meetings of the shareholders of the ACS Operator and only shareholders or their appointed representative may attend.

The conduct of the shareholder meetings will also be governed by London Councils’ Standing Orders as far as these are compatible with company law, or by company law where the requirements are different e.g. notice periods are longer under company law and there are rules around proxies which must be followed.

## Standards Advisory Committee Procedures

### Standards Advisory Committee Procedures

#### 1. Composition

1.1 The Standards Advisory Committee shall be comprised of 5 Members of the Council (not including the Mayor or more than 1 Cabinet Member) and each political group may appoint up to 3 substitutes, appointed by the Council in accordance with the requirements of political proportionality; and up to 5 persons who are not Members or officers of the Council or any other relevant authority (i.e. Co-opted members).

1.2 The Co-opted member(s) will be entitled to vote at meetings under the provisions of section 13(4)(e) of the Local Government and Housing Act 1989. The Standards Advisory Committee shall be chaired by a Co-opted member.

1.3 The Committee shall establish Hearings and other Sub-Committees in accordance with its terms of reference and these procedures.

#### 2. Appointment of Co-Opted Members

2.1 A person may not be appointed as a Co-opted member of the Standards Advisory Committee or one of its sub-committees unless the appointment is approved by Full Council. The term of appointment shall be for 4 years unless otherwise determined by Council or the Co-optee does not continue to fulfil any required conditions as may be determined by the Authority from time to time. Co-opted members may serve as many terms of appointment as the Council considers appropriate.

#### 3. Roles and Functions

3.1 The Standards Advisory Committee has the following roles:

(a) To recommend to the Monitoring Officer whether or not any complaint of a breach by the Mayor, a Councillor or a co-opted member of the Members Code of Conduct should be referred for investigation by the Monitoring Officer or an investigator appointed by the Monitoring Officer; and where a complaint has been subject to such investigation, to recommend whether or not the complaint should proceed to hearing. Where the Monitoring Officer considers that a complaint should not be subject to investigation or should not proceed to hearing, they shall convene an Investigation and Disciplinary Sub-Committee of the Standards Advisory Committee comprising at least 3 different Members of the Standards Advisory Committee (comprising 2 of the co-opted members and 1 Councillor) which shall make the final decision on the matter;

(b) To receive regular quarterly reports from the Monitoring Officer on the numbers of complaints of the Code received, the decisions taken by the Monitoring Officer (in consultation with the Independent Person) on such complaints and investigation outcomes where the investigation determines there was no evidence of a failure to comply with the code or where the investigation outcome recommends a local resolution;

(c) To convene a Hearings Sub-Committee of 3 Members of the Standards Advisory Committee comprising 2 of the co-opted members and 1 Councillor to consider any matter where the investigation finds evidence of a failure to comply with the Code and a local resolution is not possible or appropriate;

(d) To make such recommendations to Council in respect of the matter as the Hearings Sub-Committee considers appropriate as a result of any matter referred including;

(i) Reporting its findings to Council for information;

(ii) Recommending to the member's Group Leader (or in the case of ungrouped members, recommend to Council or to Committees) removal from any or all Committees or Sub-Committees of the Council;

(iii) Recommending to the Mayor removal from the Executive, or from particular Portfolio responsibilities;

(iv) Recommending the Monitoring Officer arrange training for the member;

(v) Recommending removal from outside appointments to which they have been appointed or nominated;

(vi) Recommending withdrawing facilities provided to the member by the Council, such as a computer, website and/or email and Internet access;

(vii) Recommending excluding the member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Executive Committee and Sub-Committee meetings;

(viii) Recommending the Member to contact the Council via specified point(s) of contact;

(e) To convene a Hearings (Appeal) Sub-Committee of at least three different Members of the Standards Advisory Committee (comprising 2 of the co-opted members and 1 Councillor) to consider any appeal against a finding of, or sanction recommended by, the Hearings Sub-Committee;

(f) To receive reports on compliance with any recommendation(s) made for sanctions to be applied in respect of any member;

(g) Promoting and maintaining high standards of conduct by the Mayor, Members of the Council, co-opted members including church and parent governor representatives and where the Committee considers that there may be issues of concern recommending that the Monitoring Officer considers and reports on the issues raised;

(h) Assisting the Mayor, Members of the Council, co-opted members including church and other faiths and parent governor representatives to observe the Council's Code of Conduct for Members;

(i) Advising the Council on the adoption or revision of the Code of Conduct for Members;

(j) Monitoring the operation of the Code of Conduct for Members;

(k) Advising, training or arranging to train the Mayor, Members of the Council and co-opted members including church and other faiths and parent governor representatives on matters relating to the Code of Conduct for Members;

(l) To act as an advisory body in respect of any matters referred to the Standards Committee by the Local Strategic Partnership (LSP) or Community Forums in respect of probity issues arising out of the codes and protocols applicable to relevant members of the LSP and Community Forums as set out in the Community Forum handbook and as may be amended from time to time;

(m) To advise on allegations of Member breaches of the Protocols set out in the constitution as may be referred to the Committee by the Monitoring Officer and to make recommendations with regard to such allegations as maybe so referred;

(n) Advising on local protocols for both Officer and Member governance;

(o) To monitor and review Member and Officer Procedures for registering interests and declaring gifts and hospitality;

(p) To receive periodic reports on the Council's Ethical Governance arrangements, on whistle blowing arrangements and complaints; and

(q) As requested by the Monitoring Officer, to establish a Dispensations Sub-Committee to advise on any applications for dispensations in relation to participation at a meeting by a member with a Disclosable Pecuniary Interest.

#### **4. Validity of proceedings**

4.1 A meeting of the Standards Advisory Committee or one of its sub-committees shall only be quorate where at least three members of the Committee or Sub-Committee are present for its duration and such quorum must include at least one councillor and at least one co-opted member.

4.2 Part VA of the Local Government Act 1972 applies in relation to meetings of the Standards Advisory Committee or its Sub-Committees as it applies to meetings of the Council.

## **5. Hearings Sub-Committee and Hearings (Appeal) Sub-Committee**

5.1 Any Hearings Sub-Committee or Hearings (Appeal) Sub-Committee shall comprise a minimum of three Members of the Standards Advisory Committee at least two of whom shall be co-opted members.

5.2 The Hearings Sub-Committee shall consider complaints referred to it that the Mayor, an elected or co-opted Member of the Council may have failed to comply with the Council's Code of Conduct for Members or local protocol where the complaint has been subject to an investigation arranged by the Monitoring Officer and shall make recommendations accordingly. The Hearings Sub-Committee shall decide at the outset of the meeting whether it is in the public interest that the Hearing is held in a public or private session in accordance with relevant statutory guidance as advised by the Monitoring Officer.

5.3 The membership of the Hearings (Appeal) Sub-Committee shall not include any member who served on the Hearings Sub-Committee that considered the same complaint.

5.4 The Independent Person, or if that person is unable to act a reserve Independent Person, shall have the right to attend all meetings of the Hearings Sub-Committee or Hearings (Appeal) Sub-Committee as an observer but may not vote or participate in the decision making.

## **6. Attendance Requirements**

6.1 In the event that any Member of the Committee does not attend three or more consecutive meetings of the Committee, the Committee may draw the attention of the Council to such non-attendance and may recommend that the member concerned be replaced on the Committee.

6.2 The Committee shall not do so without first giving the absent Member an opportunity to make representations (which may be made in writing) as to their non-attendance and any matters they wish the Committee to take into account.

## **7. Procedures**

7.1 The Committee shall maintain these procedures to enable it to discharge the arrangements under its Terms of Reference.

## **8. Confidentiality**

8.1 The Committee and any of its Sub-Committees may meet in private in accordance with the relevant legislation as advised by the Monitoring Officer. Any meeting or part of a meeting that considers whether or not a complaint should be referred for investigation or, following an investigation should proceed to hearing,

shall be held in private and all papers relating to that consideration shall remain confidential.

Strategic Development Committee / Development Committee –

		<b>Council Guidelines for Determining Planning Applications under the Town and Country Planning Act 1990</b>
( i )		The emphasis in determining applications is upon a plan led system. Section 38(6) of the Planning and Compulsory Purchase Act 2004 and section 70(2) of the Town and Country Planning Act 1990 requires all planning applications to be determined in accordance with the Development Plan (comprised of the <u>London Plan</u> (produced by the Mayor of London), <u>Local Plan</u> and <u>Neighbourhood Plans</u> (should any be adopted)) and any other material considerations. If the Development Plan is material to the application then the statutory position is that the application <b>must</b> be determined in accordance with the Development Plan unless material considerations indicate otherwise.
( ii )		The term “other material considerations” has a wide connotation as expressed by the following judicial comment:- <b><i>“.....I find it impossible, however, to accept the view that such considerations are limited to matters relating to amenity.....it seems to me that any consideration which relates to the use and development of land is capable of being a planning consideration”.</i></b>
( iii )		Material considerations include national planning guidance in the form of Government Circulars, Planning Policy Guidance Notes, Non-Statutory Development Control Guidelines and case law. A ministerial statement may be a material consideration.
( iv )		Material considerations can include (but are not limited to):-
	(a)	Local, strategic, national planning policies and policies in the Development Plan;
	(b)	Emerging new plans which have already been through at least one stage of public consultation;
	(c)	Government and Planning Inspectorate requirements - circulars, orders, statutory instruments, guidance and advice;
	(d)	Previous appeal decisions and planning Inquiry reports;
	(e)	Principles of Case Law held through the Courts;
	(f)	Loss of sunlight (based on Building Research Establishment guidance);
	(g)	Overshadowing/loss of outlook to the detriment of residential amenity (though not loss of view as such);
	(h)	Overlooking and loss of privacy;
	(i)	Highway issues: traffic generation, vehicular access, highway safety;
	(j)	Noise or disturbance resulting from use, including proposed hours of operation;

	(k)	Smells and fumes;
	(l)	Capacity of physical infrastructure, e.g. in the public drainage or water systems;
	(m)	Deficiencies in social facilities, e.g. spaces in schools;
	(n)	Storage & handling of hazardous materials and development of contaminated land;
	(o)	Loss or effect on trees;
	(p)	Adverse impact on nature conservation interests & biodiversity opportunities;
	(q)	Effect on listed buildings and conservation areas;
	(r)	Incompatible or unacceptable uses;
	(s)	Local financial considerations offered as a contribution or grant;
	(t)	Layout and density of building design, visual appearance and finishing materials;
	(u)	Inadequate or inappropriate landscaping or means of enclosure; and
	(v)	Disabled persons access.
( v )		Matters which are <u>not</u> material considerations again can include (but are not limited to):-
	(a)	Matters controlled under building regulations or other non-planning legislation e.g. structural stability, drainage details, fire precautions, matters covered by licences etc.;
	(b)	Private issues between neighbours e.g. land/boundary disputes, damage to property, private rights of access, covenants, ancient and other rights to light etc.;
	(c)	Problems arising from the construction period of any works, e.g. noise, dust, construction vehicles, hours of working (covered by Control of Pollution Acts);
	(d)	Opposition to the principle of development when this has been settled by an outline planning permission or appeal;
	(e)	Applicant's personal circumstances (unless exceptionally and clearly relevant, e.g. provision of facilities for someone with a physical disability – see (vi) below);
	(f)	Previously made objections/representations regarding another site or application;
	(g)	Factual misrepresentation of the proposal;
	(h)	Opposition to business competition;
	(i)	Loss of property value;
	(j)	Loss of view; and
	(k)	Personal remarks (e.g. the applicant's motives).



(vi)		The personal circumstances of an applicant for planning permission are not generally a material consideration because they do not relate to the character or use of the land. However, in exceptional circumstances they may outweigh other material planning considerations. Where this is the case, specific and valid reasons must be given to justify the exception.
(vii)		What constitutes a material consideration is a matter of law. The weight to be attached to the consideration is a matter of planning judgement for the decision-maker having regard to the planning evidence.
(viii)		It is essential to consider thoroughly any advice given by a statutory consultee or relevant Government Department, including views expressed by English Heritage or the Environment Agency.
(ix)		The view of local residents are relevant when determining a planning application, but it must be recognised that such opposition cannot be a reason in itself for refusing or granting planning permission unless founded on valid planning reasons, which are supported by substantial evidence.
(x)		Account should be taken of previous Council decisions, appeal decisions in relation to the site, or other related appeal decisions.
(xi)		It is not permissible to prevent, inhibit or delay development which could reasonably be permitted.
(xii)		Planning Conditions should only be imposed for a planning purpose and not for any ulterior one. They must fairly and reasonably relate to the development. Thus it is essential to avoid conditions which are unnecessary, unreasonable, unenforceable, imprecise or irrelevant.

## Strategic Development Committee / Development Committee – Development Procedure Rules

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## **1. SCOPE**

- 1.1** These rules apply to all meetings of the Development Committee, Strategic Development Committee and Council in relation to the determination of planning applications.
- 1.2** As the determination of planning applications is a quasi-judicial function these rules provide processes and procedures which fulfil legal requirements of impartiality and natural justice.

## **2. REPORTS**

- 2.1** All applications are the subject of written reports with officer recommendations. Reports will be produced in a standard form approved by the Corporate Director, Housing and Regeneration, and will identify and analyse major material considerations of which the Committee need to take account when exercising its planning judgment.
- 2.2** In addition to the written report, illustrative material is usually available at least thirty minutes before the meeting at the meeting to explain the scheme and the planning files will also be available for inspection.

## **3. ADDENDUM UPDATE REPORTS**

- 3.1** It is common for material (such as late representations) to be received after the close of the agenda. This needs to be brought to the attention of the Committee so that it can be taken into account. Such material will be presented to Committee in written form at least 30 minutes before the beginning of the meeting in the Addendum Update Report which will comprise a summary of whatever has been raised, in the same way as representations are summarised in the main Committee report.
- 3.2** When such material is made available to members it will also be placed on the public planning file along with all the other papers for the application, subject only to any public exclusion restrictions.
- 3.3** The practicality of producing such a report means there has to be a cut-off point for receipt of late material which is no later than noon on the working day before the day of the meeting. Generally material received after this time will not be reported to the Committee though the Corporate Director, Housing and Regeneration, has an absolute discretion in this regard.
- 3.4** Material must not be distributed to Committee members by members of the public (including public speakers) or other Members of the Council during the course of the meeting.

#### **4. REPRESENTATIONS AND PETITIONS**

- 4.1 All representations and petitions upon a particular application which are received prior to the cut-off point are summarised either in the main Committee report or in the addendum update report. Copies of these representations and petitions are available for inspection at the meeting.

#### **5. ORDER OF PROCEEDINGS**

- 5.1 Except as otherwise stated on the agenda, generally meetings take place at Tower Hamlets Town Hall, 160 Whitechapel Road, London E1 1BJ commencing at 6.30 pm

- 5.2 At the discretion of the Chair the agenda may be re-ordered at the meeting.

- 5.3 The procedure for considering each application shall be as follows:

- (a) The item will be introduced by the Corporate Director, Housing and Regeneration, or their representative
- (b) The Corporate Director, Housing and Regeneration, or their representative, will present the report and introduce the main issues
- (c) An objector who has registered to speak in accordance with the procedure in Rule 6 will address the Committee
- (d) The applicant/agent or supporter (if registered to speak in accordance with the procedure in Rule 6) will address the Committee
- (e) Committee and non-committee Member(s) may address the Committee for up to three minutes
- (f) Through the Chair, Committee members may ask questions of clarification
- (g) The Committee will consider the item and reach a decision.

- 5.4 The Chair shall have discretion to vary the procedure for hearing an application, following consultation with officers, should that be necessary in specific circumstances.

In order to be able to vote upon an item, a Councillor must be present throughout the whole of the Committee's consideration including the officer introduction to the matter.

- 5.5 In the event that any contributor addresses the Committee through an interpreter, additional time may be allowed but the interpreter must not use the additional time to introduce new material.

- 5.6 The minutes of the meeting will record the members and officers present at the meeting and record any declarations of interest made by members or officers.

## **6. PUBLIC SPEAKING**

- 6.1** Where a planning application is reported on the “Planning Applications for Decision” part of the agenda, individuals and organisations which have expressed views on the application will be sent a letter that notifies them that the application will be considered by Committee. The letter will explain the provisions regarding public speaking. The letter will be posted by 1st class post at least five clear working days prior to the meeting.
- 6.2** When a planning application is reported to Committee for determination the provision for the applicant/ supporters of the application and objectors to address the Committee on any planning issues raised by the application, will be in accordance with the public speaking procedure adopted by the relevant Committee from time to time.
- 6.3** All requests from members of the public to address a Committee in support of, or objection to, a particular application must be made to the Committee Clerk by 4.00pm one clear working day prior to the day of the meeting. It is recommended that email or telephone is used for this purpose. This communication must provide the name and contact details of the intended speaker and whether they wish to speak in support of or in objection to the application. Requests to address a Committee will not be accepted prior to the publication of the agenda.
- 6.4** Any Committee or non-Committee member who wishes to address the Committee on an item on the agenda shall also give notice of their intention to speak in support of or in objection to the application, to the Committee Clerk by no later than 4:00pm one clear working day prior to the day of the meeting.
- 6.5** For objectors, the allocation of slots will be on a first come, first served basis.
- 6.6** For supporters, the allocation of slots will be at the discretion of the applicant.
- 6.7** After 4pm one clear working day prior to the day of the meeting the Committee Clerk will advise the applicant of the number of objectors wishing to speak and the length of their speaking slot. This slot can be used for supporters or other persons that the applicant wishes to present the application to the Committee.
- 6.8** Where a planning application has been recommended for approval by officers and the applicant or their supporter has requested to speak but there are no objectors or Members registered to speak, then the applicant or their supporter(s) will not be expected to address the Committee.
- 6.9** Where a planning application has been recommended for refusal by officers and the applicant or their supporter has requested to speak but there are no objectors or Members registered to speak, then the applicant and their supporter(s) can address the Committee for up to three minutes.
- 6.10** The order of public speaking shall be as stated in Rule 5.3.

- 6.11 Public speaking shall comprise verbal presentation only. The distribution of additional material or information to Members of the Committee is not permitted.
- 6.12 Following the completion of a speaker's address to the Committee, that speaker shall take no further part in the proceedings of the meeting unless directed by the Chair of the Committee.
- 6.13 Following the completion of all the speakers' addresses to the Committee, at the discretion of and through the Chair, Committee members may ask questions of a speaker on points of clarification only.
- 6.14 In the interests of natural justice or in exceptional circumstances, at the discretion of the Chair, the procedures in Rule 5.3 and in this Rule may be varied. The reasons for any such variation shall be recorded in the minutes.
- 6.15 Speakers and other members of the public may leave the meeting after the item in which they are interested has been determined.

## **7. COUNCILLORS EXERCISING THEIR PUBLIC SPEAKING RIGHTS**

- 7.1 A Councillor who is a member of the determining Committee and who wishes to address the meeting but has a prejudicial interest is permitted to speak in accordance with Rule 6 above and must immediately leave the room once he/she has finished addressing the meeting. The Councillor cannot remain in the public gallery to observe proceedings on the matter.

## **8. COUNCILLORS WHO ARE NOT MEMBERS OF THE COMMITTEE**

- 8.1 Councillors who are not members of the determining Committee may make written representations to the Council about a planning application in the same way as can any other interested person.
- 8.2 A Councillor who is not a member of the determining Committee but who attends a meeting must declare any personal or prejudicial interest. The declaration of a prejudicial interest will preclude the member from remaining in attendance during consideration of the relevant item but not during the stages set out at Rules 5.3(a) to 5.3(d) above. The Councillor may address the meeting as set out in Rule 5.3(d).
- 8.3 In the event that three or more Councillors register to speak on an application, the Chair may exercise their discretion to limit either the number of Councillors entitled to speak or the time each Councillor has to speak in order to enable the business of the meeting to be disposed of in the time available. Preference may be given to Ward Councillors who have registered to speak.
- 8.4 A Councillor who is not a member of the determining Committee who speaks at a meeting must include within the speech details of any contact with the

applicant, agent, adviser or other interested party and whether or not the speech is made on behalf of such person(s) or any other particular interest.

- 8.5** A Councillor who is not a member of the determining Committee but who is present at a meeting should sit separately from the Committee members, so as to demonstrate clearly that he/she is not taking part in the discussion, consideration or vote.
- 8.6** A Councillor who is not a member of the determining Committee must not communicate in any way with members of the Committee or pass papers or documents to them before or during the meeting.

## **9. DECISIONS CONTRARY TO OFFICER RECOMMENDATIONS**

- 9.1** Where a Committee proposes to make a decision contrary to the officer recommendation (whether for approval or refusal) and that decision would not necessarily be contrary to the provisions of the Development Plan, in order to ensure that members are clear of the basis upon which they are proposing to vote advice from officers should be sought. That advice will be based upon the material considerations that have been heard by the Committee and whether there are grounds that could be defended in the event of an appeal or legal challenge.
- 9.2** Where a vote on the officer recommendation is lost, it is necessary for a new motion to either grant or refuse the application to be proposed. The Committee should receive advice from officers as to the appropriate form that the new motion should take.

## **10. DECISIONS CONTRARY TO THE DEVELOPMENT PLAN**

- 10.1** The law requires that where the Development Plan is relevant, decisions must be taken in accordance with it unless material considerations indicate otherwise. If a Committee intends to approve an application which is contrary to the Development Plan, the material considerations must be clearly identified and the justification for overriding the Development Plan clearly demonstrated. The application will have to be advertised in accordance with Article 8 of the Planning (General Development Procedure) Order 1985 and, depending upon the type and scale of development proposed, may also have to be referred to the Department for Communities and Local Government. If the officer report recommends approval of a departure, the justification should be included, in full, in that report.
- 10.2** If a Committee is minded to make a decision contrary to the officer recommendation (whether for approval or refusal) and that decision would be contrary to the provisions of the Development Plan, such motion may only contain the Committee's initial view and must be subject to a further report detailing the planning issues raised by such a decision. Further consideration of the matter must be adjourned to a future meeting of the Committee when

officers will present a supplemental report setting out the proposed new position and explaining the implications of the decision.

- 10.3** If, having considered a supplemental report, the Committee decides to determine the application contrary to the Development Plan, a detailed minute of the Committee's reasons, which as a matter of law must be clear and convincing, shall be made and a copy placed on the application file.

## **11. DEFERRALS**

- 11.1** Where it is necessary to defer the determination of an application, the matter will be placed on the list of "Deferred, Adjourned and Outstanding Items" in the agenda to enable further consideration as soon as possible. Generally where the reason for deferral does not involve any substantive new information being brought before the Committee (for example, following deferral for a site meeting or clarification of an issue) the Committee will be updated by means of the addendum update report and can usually proceed to determine the application at the next meeting. In such circumstances at the re-convened consideration there will be no further public speaking pursuant to Rule 6.
- 11.2** Where deferral is for a more substantive reason (such as renegotiating part of the proposal) then it would generally be appropriate for a fresh report to be presented to the Committee in the "Planning Applications for Decision" part of the agenda in order to ensure that that the Committee is apprised of all material considerations. Where a new full report is presented to Committee, public speaking pursuant to Rule 6 is permitted.
- 11.3** Such applications will be placed on the list of deferred items at the beginning of the agenda so that the Committee has a record of all applications that stand deferred.
- 11.4** Where an application is deferred and its consideration recommences at a subsequent meeting only Members who were present at the previous meeting will be able to vote. If this renders the Committee inquorate then the item will have to be reconsidered afresh. This would include public speaking rights being triggered again.

## **12. SITE VISITS BEFORE A COMMITTEE MEETING**

- 12.1** It is advisable that members are familiar with the sites of the applications on the agenda to enable them to make informed decisions on the planning applications before them and to avoid deferring those decisions pending site visits.
- 12.2** Where members visit the site themselves before the meeting, care must be taken to ensure that they comply with the Planning Code of Conduct at Part 5 of this Constitution. Such visits should be carried out discreetly and members should not make themselves known to the applicant or to neighbours. Accordingly members should avoid going onto the actual application site or a neighbouring property. The reason for this is that contact between a member



of the Committee and the applicant or a local resident could be misinterpreted as lobbying. If such contact is made this should be declared in Committee, but this should not in itself prevent that member from taking part in the consideration of that application, provided that the member has followed the advice in the Planning Code of Conduct.

### **13. FORMAL SITE VISITS BY THE COMMITTEE**

**13.1** A formal site visit will be arranged where the Committee have resolved on a majority vote to visit the site or if in the opinion of the Corporate Director, Housing and Regeneration a site visit is recommended. Site visits should only be selected where there is a clear and substantial benefit to be gained.

**13.2** The procedure for formal site visits by the Committee shall be as follows:

- (a) Arrangements for visits will not normally be publicised or made known to applicants, agents or third parties.
- (b) Where permission is needed to go on land, contact will be made with the owner by officers, but the owner cannot take any part in the visit, other than to effect access onto the site.
- (c) The purpose of a site visit is to enable Members to inspect the site and to better understand the impact of the development. The Committee must not receive representations or debate issues during a site visit.
- (d) An application cannot be determined at a formal site visit by a Committee and must be considered at the next appropriate meeting of the Committee.
- (e) The Committee Clerk will make a note of the meeting and include it in the Update Report.
- (f) Failure to attend a Formal Site Visit shall not bar a Member from voting on an item at the meeting that considers the item provided the Member is satisfied that he/she is sufficiently familiar with the site.

### **14. DELEGATED POWERS**

**14.1** The recommendations in the reports to Committees do not set out the full wording of planning conditions or reasons for refusal, but are a summary of them. This communicates the details of the recommended decision more clearly than many pages of detailed conditions or grounds. It is for the Corporate Director, Housing and Regeneration, to communicate the detailed wording to applicants pursuant to delegated powers. Where a particular concern about the precise wording of a condition or ground has been expressed at a meeting the Corporate Director will make the final wording available for inspection.

**14.2** At the beginning of the agenda there is a general resolution to give delegated powers to the Corporate Director, Housing and Regeneration, to vary or add conditions or reasons for refusal. The reason for this is that there can sometimes be a delay before a decision is issued (such as waiting for the

signing of a legal agreement or views from the Mayor of London) and something may arise which necessitates a minor amendment or an addition. Power is delegated to the Corporate Director to obviate the need for further reference to Committee and delay to the process. The exercise of the power by the Corporate Director must not exceed the substantive nature of the Committee's determination and any amendment or addition which would do so shall be referred back to the Committee.

**15. REFERRAL TO COMMITTEE OF A PLANNING APPLICATION DELEGATED TO THE CORPORATE DIRECTOR, HOUSING AND REGENERATION**

- 15.1** Any planning application which would be determined under delegated powers may be referred to the Development Committee pursuant to the following procedure.
- 15.2** Within four weeks of the date of a planning application first being publicised any four Members of the relevant Committee may request that the application be referred to the Committee for determination by completing and signing a Planning Application Referral Request which shall be delivered to the Service Head, Development Decisions.

## 55 Panel and Board Procedure Rules

### Adoption Panel Procedures

<b>THE ADOPTION PANEL – PROCEDURES AND GUIDANCE</b>	
<b>Legislation</b>	<ul style="list-style-type: none"> <li>(a) The Adoption and Children Act 2002</li> <li>(b) The Adoption Agencies Regulations 2005 (<b>AAR</b>)</li> <li>(c) Adoption Agencies &amp; Independent Review of Determinations (Amendment) Regulations 2011 (AIR)</li> <li>(d) Care Planning, Placement and Case Review Regulations 2010</li> </ul>
<b>Guidance</b>	<ul style="list-style-type: none"> <li>(e) Statutory Adoption Guidance 2011 (SG)</li> </ul>
<b>Standards</b>	<ul style="list-style-type: none"> <li>(f) Adoption National Minimum Standards 2011 (NMS)</li> </ul>
<b>Applies to</b>	The Panel Chairperson and Panel Members to guide their practice and decision-making; Social Workers presenting assessments, reviews and recommendations to the panel; Managers within the Adoption Service; and the agency decision-maker
<b>Panel Status</b>	
<p>This panel should be considered as an adoption panel under Regulation <b>4 of the AIR</b> Paragraph 1 of the Adoption and Children Act 2002. It is a requirement for all adoption agencies to have an adoption panel.</p> <p>The Adoption Panel is regulated by the Adoption and Children Act 2002.</p>	
<b>Values</b>	
<p>The service operates within the following value framework:</p> <ul style="list-style-type: none"> <li>(a) Children are entitled to grow up as part of a loving family, which can meet their needs during childhood, and beyond.</li> <li>(b) Where possible it is best for children to be brought up by their own family.</li> <li>(c) The child’s welfare, safety and needs will be at the centre of the adoption process.</li> <li>(d) The child’s wishes and feelings will be actively sought and fully taken into account at all stages.</li> <li>(e) Delays in adoption can have a severe impact on the health and development of children and will be avoided wherever possible.</li> <li>(f) Children’s ethnic origin, cultural background, religion and language will be fully recognised and positively valued and promoted when decisions are made.</li> <li>(g) The particular needs of disabled children will be fully recognised and taken into account when decisions are made.</li> </ul>	

- (h) The role of adoptive parents in offering a permanent family to a child who cannot live with their birth family will be valued and respected.
- (i) Adoption has lifelong implications for all involved and requires lifelong commitment from many different organisations, professions and individuals who have to work together to meet the needs for services of those affected by adoption.
- (j) The adoption agency make quality and appropriate recommendations, and the adoption agency decision maker ensures that appropriate and child-focused decisions are made that positively promote and safeguard the welfare of children up to the age of majority and beyond.

### **Panel Responsibilities**

The panel is responsible for the following in relation to recommendations to the Tower Hamlets Agency Decision Maker:

- (a) To consider each application of adopters for approval and to recommend whether or not a person is suitable to act as an adoptive parent. (Where it recommends the approval of an application **it can advise** on the terms on which the approval is given). The panel has the added responsibility of being able to **recommend the termination** of the approval status of a prospective adopter.
- (b) To make recommendations in relation to a 'match' of an adopter with a child. The adoption panel makes a considered recommendation, taking in to account all of the relevant information sent through to them. The relevant documentation is sent out to the panel members at least ten working days in advance of the actual panel date.
- (c) To make a fresh recommendation if a case is referred back to panel following an applicant being considered unsuitable and where they make representations to the agency.
- (d) To consider a brief report when the assessing social worker is recommending that the applicant's assessment should be terminated.
- (e) To consider the reviews of approved adopters where they may be considered no longer suitable to adopt, and to follow the process set out in AAR 29.4
- (f) Give advice and make recommendations on any other matter or case as appropriate.

In addition the panel has the following duties and functions:

- (a) A quality assurance function reporting back to the agency every six months in relation to the assessment process and the quality of reports being presented to the panel, including checking whether the requirements of the Restrictions on the Preparation of Adoption Reports Regulations 2005 are being met. In particular, monitoring and review of the work carried out by assessors: to provide feedback; to identify problems; and to ensure there is a consistency of approach in assessment across the service, and that assessment is fair to all applicants and has been completed in a thorough and rigorous way.

- (b) Monitoring the range and type of adopters available to Tower Hamlets in comparison with the needs of children requiring adoptive placements and monitoring time scales according to set standards. Where these timescales have not been met, recording accurately the reason for delay.
- (c) Ensuring the written minutes of panel meetings are accurate and informative, and clearly cover the key issues and views expressed by panel members. The minutes should record the panel's recommendation, the reasons for its recommendation and its advice. The panel chair is responsible for checking the accuracy of the minutes, ensuring they are sufficiently full, and give the actual recommendations from the panel meeting.
- (d) Exploring the support offered to adopters and post- and pre-placement children and making recommendations accordingly

### **Time Scales**

Tower Hamlets is committed to minimising delay in all aspects of its adoption service. We are committed to meeting the following time scales:

All necessary information is provided to panel members at least five working days in advance of panel meeting to enable full and proper consideration.

Minutes must be produced promptly, agreed by the panel members and sent to the agency decision maker (ADM) to allow the decision to be made within seven working days of the receipt of the panel's recommendation and final set of panel minutes.

### **The Prospective Adopters:**

- (a) Within two working days written information sent in response to their enquiry. (NMS allows five working days)
- (b) Within two months, a home-visit is undertaken / a follow up interview with a social worker takes place and/or an invitation to an information meeting is offered.
- (c) Within six weeks from the completion of their assessment report, the adoption panel should receive all necessary information from the agency.
- (d) Within eight months of the receipt of their formal application the panel should make a considered recommendation on the suitability of a prospective adopter to adopt. A determination about their suitability to adopt should be made by the agency, following the adoption panel's considerations and recommendation.

## **Matching and Placement:**

The following time-scales should be adhered to, taking into account the individual child's needs:

- (a) Within *six months* of the Agency Decision Maker deciding that the child should be placed for adoption, a match with suitable adoptive parents should be identified and recommended by the panel.
- (b) Within *three months* of the agency deciding that the child should be placed for adoption, where a parent has requested that a child aged less than six months be placed for adoption, a match with suitable adoptive parents should be identified and approved by the panel

Where Tower Hamlets fails to meet these time scales the panel can explore the reasons with the presenting social workers and record the reasons in the written minutes of the panel.

### **Membership**

The agency "Must maintain a list of persons who are considered by it to be suitable to be members of an adoption panel ".The Central list

It must include:-

- (a) One or more social workers who have at least three years relevant post-qualifying experience.
- (b) The medical adviser to the adoption agency

From the central list the agency must appoint:-

- (a) A person to chair the panel, who is independent of the agency,
- (b) One or two people as vice-chairs, who may act as chair if necessary

Members of the central list must have the appropriate qualifications and/or experience to consider the cases submitted to the adoption panel.

Guidance suggests that the agency decides how many panel members should be present at each panel meeting.

There is no tenure requirement, however within Tower Hamlets membership of the central list will be re-considered after three years (in addition to annual appraisal). The central list will contain a diverse group of people and who reflect the community.

Tower Hamlets has a core group of ten panel members, in addition there is also the Legal Adviser, Panel Adviser, and Panel Administrator.

**Chair**

This person must have the “Skills and experience” necessary to chair. The most significant qualities being –

- (a) A sound understanding of the adoption process.
- (b) The authority and competence to chair a panel.
- (c) The ability to analyse and explain complex information.
- (d) The ability to identify key issues, problems and solutions.
- (e) Excellent interpersonal, oral and written communication skills.

**Social Work Members**

Who have at least three years relevant post qualifying experience. This should be in child care work and direct experience of adoption work.

**Elected Members**

Whilst there is no requirement to have someone in this role, the London Borough of Tower Hamlets has two elected members on its central list. Wherever possible this person should be a member of the Corporate Parenting Group

**Medical Adviser**

- (a) This is a requirement for the agency to include on its central list, the medical adviser to the adoption agency
- (b) The medical adviser also contributes to the paper work considered by the panel.
- (c) A summary on the child’s health which forms part of the child’s permanency report. This is sent with the CPR to the Agency Decision Maker as a Medical Report.
- (d) A summary on the prospective adopters’ health which forms part of their report for panel
- (e) The medical adviser should also be consulted when the agency prepares the adoption placement report about a match for panel

**Independent Panel Members**

Suitable members could include specialist in education, child and adolescent mental health, race and culture, and those with personal experience of adoption

**Vice Chair**

The agency should appoint one or two people from the central list to be vice chairs. There is no requirement for the vice chairs to be independent of the agency

**Agency Adviser to the Panel**

The agency must appoint a senior member of staff to act as agency adviser. Their role is to:-

- (a) Maintain the central list and constitution of adoption panel.
- (b) Be responsible for training and induction for new members to the central list
- (c) Act as liaison between the agency and the adoption panel, monitor performance of members and the administration of panel.
- (d) To provide advice and guidance on cases presented to panel

The Agency Adviser must be a social worker with at least five years relevant post qualifying experience. The adviser is not a panel member and cannot take part in the decision making process.

**Legal Adviser**

Whilst it is not a requirement for the agency's legal adviser to be a panel member, this is the case within Tower Hamlets. The role of the legal adviser is -

- (a) To provide legal advice in the form of a Legal Report to the Agency Decision Maker in relation to the case, when the ADM is considering adoption as the plan for a child.
- (b) When considering the suitability of adopters or a match the panel may obtain legal advice as necessary in relation to the case.

**The Panel Administrator**

The role of the Panel Administrator is to:

- (a) Produce an annual schedule of meetings
- (b) Maintenance of a panel booking system
- (c) Preparation of agendas
- (d) Collate CPR's Medical and Legal Reports for the ADM.
- (e) Collate, copy and send all papers to the panel within the set time scales.
- (f) Liaise with the panel adviser in relation to the practical arrangements for the panel.
- (g) To ensure quorum for Panel
- (h) Take minutes of the discussion within the panel on each topic or case presented.
- (i) Clearly record any decisions as dictated by the Panel Chair.
- (j) To type up and circulate minutes within agreed time scales.
- (k) To record any amendments of panel minutes as directed by the Panel Chair.

The Panel Administrator will be situated and line managed within the adoption service.

**Appointment of Members**



New members can only be appointed with consent from Divisional Director Children's Social Care.

Prior to appointment they should be interviewed and receive detailed briefing and written guidance from the panel adviser.

### **Performance**

If Tower Hamlets considers that any member of the adoption panel is unsuitable or unable to remain in office we will terminate their period of office in writing. This can only be done with agreement from Director Children's Social Care (Supporting Families).

The panel's professional adviser is responsible for maintaining records and checks of all panel members. Prior to appointment, each prospective member should be inducted and formally interviewed to ensure they understand their role, task and responsibilities. If required the panel adviser should advertise for appropriate members.

Guidance requires each panel member's performance to be reviewed annually, by way of an appraisal. This will be conducted by the Agency Adviser to the panel and the Panel Chair

The Chair's performance will be conducted by the ADM, who may attend some panels as an observer, to enable them to do the review.

Evaluation forms are provided to social workers and other attending panel in order to ensure quality assurance.

### **Appointment and Checks for Panel Members**

All prospective panel members must have a completed Disclosure and Barring Service (DBS) check. They should provide photographic identification in the form of a passport or drivers licence.

They should also provide two written references of people who have known them for more than five years.

Induction for those joining the central list should be completed within ten weeks of joining the list, not within ten weeks of attending their first panel meeting.

All those on the central list need to be given the opportunity to attend a training day with agency's adoption staff annually. The expectation of attending this should be included in their written undertaking.

In addition to the annual training all those on the central list need access to appropriate training.

### **Reaching a Recommendation**

The Adoption Panel cannot sit unless they are quorate. To be quorate the following must meet as a panel:-

- (a) The Chair or Vice Chair.
- (b) The panel must also have a social worker, (with three years post-qualification experience),
- (c) Three other members. If the chair is not present and the Vice Chair who is chairing the meeting is not independent of the agency, at least one of these members must be an independent person.

During meetings the Chair should ensure that each panel member has an opportunity to raise any appropriate matter, comment and to participate fully. Following discussion each member should be asked in turn whether or not he/she supports a proposed recommendation. An attempt should be made by the chairperson to facilitate the panel reaching a consensus. This will not always be possible.

It is the Panel Chair's role to ensure that panel members take a consistent approach. Often, an evenly divided panel will suggest that there is sufficient doubt to prevent the panel making a confident recommendation. In a matching recommendation the balance of the panel's recommendation should always favour the best interest of the child. If the panel cannot reach a consensus the panel chair has a casting vote.

Where there is a serious difference of opinion amongst members, the chairperson may ask for more information to be made available to the panel before a recommendation is made. The panel chair should ensure a record of significant reservations expressed by individual panel members is made within the minutes.

In the event of the majority of the panel not supporting a recommendation then the recommendation should not be made and the reasons clearly recorded.

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**The Agency Decision-Maker (*For further reference see SG3 67-69*)**

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No panel member may take part in the agency decision.

In Tower Hamlets the agency decision-maker is the Director Children's Social Care (Supporting Families). In the absence of the Director Children's Social Care the Service Manager, Child Protection & Reviewing will act as their deputy.

The Director Children's Social Care (Supporting Families) (the Agency Decision Maker) should receive the panel papers prior to the panel considering them. In the case of CPR's these should be provided by the panel clerk with the Medical and Legal reports, plus other documentation as agreed by the Panel Adviser within the same timetable for other panel papers. The agency's decision maker must make the decision within seven working days of receipt of the panel's recommendation and final set of panel minutes. (The same time frame exists for decisions relating to CPR's.) These must have been produced promptly and a hard copy be given to the ADM by the panel clerk. Prior to making a decision the agency decision-maker may meet/ seek clarification on any of the panel processes or recommendations from either the Panel Chair or Adviser.

The agency decision must be communicated to the birth family member and prospective adopters orally within two working days of the agency decision and in writing within five working days. The oral notification should be given to the birth family by the child's social worker and by a PAST social worker in the case of prospective adopters.

If the agency decision-maker considers that a person is not suitable to act as an adopter they shall:

- (a) Write to them giving notice that they propose not to approve him/her, together with full and detailed reasons for the determination.
- (b) Invite him/her to make any written representations within forty working days of the decision.

In the event of receiving no written representations then the decision will be confirmed.

In the event of written representations being made, the ADM may invite the prospective adopter to meet to discuss their case.

The ADM may instead refer the case to the next possible Adoption Panel for consideration with the original panel papers. The prospective adopter must be invited to this panel. The panel should then make a further recommendation to the agency decision-maker. The agency decision-maker will then write to the adopter either a) giving approval or b) giving written reasons for the decision not to approve.

In the event of a decision not to approve then the person it concerns should be further advised of the Complaints procedure and given information about the Independent Review Mechanism

The panel cannot make any in principle recommendations.

### **Panel Minutes**

These must be taken by the Panel Clerk and meet the following stipulations:

- (a) Be a full and accurate summary of any discussion within the panel.
- (b) Be agreed and signed off by the Panel Chair as accurate.
- (c) Clearly record any differences of opinion in relation to a panel recommendation.
- (d) Record recommendations and advice accurately as dictated by the Panel Chair.

Training should be available to the panel clerk to assist them in taking accurate minutes. In their absence another suitable experienced administrator will be required to cover.

### **Expenses**

Those independent members who are not employed by a partner organisation should receive an expense payment of £100 plus travel per panel. This is paid by the London Borough of Tower Hamlets payroll.

### **Frequency and Venue**

The Adoption Panel will meet twelve times a year usually for a period of not more than four hours. It will be held at a suitable venue with an appropriate waiting area for Social Workers and applicants.

### **Emergency Panels**

An emergency Permanency Panel can be set up at any time providing it is quorate and is chaired by either the Panel Chair or the Vice Chair.

### **Feedback on Quality**

Any member of the panel has two ways in which they can give feedback on the quality of assessments and work.

- (a) Informally: Before, during or after panel the professional advisor who will take back the panel members' feedback and use it to inform management practice.
- (b) Formally: This can be put in writing to the Service Manager Children's Resources via the panel chair or to the Director Children's Social Care (Supporting Families).

### **Social Workers and Adopters Attending Panel**

The Social Worker that has completed the assessment and/or their line manager must attend Panel. Adopters have the opportunity to attend Panel when their assessment is considered. The purpose of this is to:

- (a) Demystify the Panel process and membership.
- (b) Provide an opportunity for carers to make representations and ask questions.
- (c) Questions should come only from the Panel Chair and should be designed only to seek clarification in areas not clear. They should not replace the written assessment as a way of gathering information.
- (d) Their strengths should be highlighted where possible.

Adopters may also attend Panel if they are being recommended for a match with a particular child or children. Carers who wish to be matched to a child but have been turned down by Tower Hamlets may not attend

The Social Worker who has completed the assessment should answer questions that relate to the assessment. They should consequently come prepared to verbally support their assessment. A leaflet explaining the process to the carers attending the panel is available from PAST.

### **Training**

Training for Panel members should come in three forms:

- (1) A briefing/training session prior to starting as a panel representative.
- (2) Attendance at an annual training day. When appropriate additional training days should be provided to panel members.
- (3) Regular facilitated sessions/presentations or discussions at panel on subjects designed to ensure that the panel maintains the level of knowledge required to be effective.

The content of training should be defined by the panel itself and facilitated by the Panel Adviser.

### **Appeals**

If the Applicants are not satisfied by the recommendation or are not in agreement, in addition to the information in the letter from the agency (SG3.65) they should be given a full explanation by their social worker and given information on what action they can take

- (a) Follow the Tower Hamlets Complaints Procedure.
- (b) Make representations to the agency in writing within forty working days of the receipt of the letter outlining the qualifying determination.
- (c) Make an application to the Independent Review Mechanism (see link in letter from ADM and IRM leaflet). The applicant's link worker may provide this leaflet.

### **Referral to the Adoption Register**

The primary objective of PAST is to provide a service to the children who need permanent families within the borough. In accordance with the adoption standards we aim to reduce the delay in matching children with the adoptive families approved by the team.

After a family has been approved at the panel the assessing social worker will actively search for a suitable match. The assessing social worker must advise the adopters about the National Adoption Register and refer the adopters to the register if no match is found within three months of the adopters' approval

The referral form must be completed and sent to the National Adoption Register.

The adopters can now make a referral to the register and must be advised to do so.

**Referral to the Consortium**

The principal of no delay for children can only be achieved when resources are shared. This is the aim of the North East London Adoption Group. The PAST administration should send out a list of all adopters who have been approved to the consortium members on a monthly basis. It is the responsibility of the supporting social worker to ensure that the family's details are given to the administration team to be made a part of the circulation as soon as they have been approved.

## The Fostering Panel Procedures

**Legislation:** Children Act 1989 and Arrangements for Placement of children (General) Regulations 1991

National Minimum Fostering Standards and Fostering Services Regulations 2002, amended in 2009

**Applies to:** Fostering Panel members, social workers and managers

**Applies from:** April 2011

As a registered fostering agency, Tower Hamlets is required to run a fostering panel.

### 1. This Guidance and Procedure should be used by:

- The panel chair person, panel members and panel advisers to guide their practice and decision-making
- Social workers presenting reports to panel
- Managers within the fostering service
- The agency decision-maker

### 2. Relevant Fostering Standards and Regulations

Of particular relevance to this guidance are:

- Standard 14: Fostering Panels and the fostering service's decision-maker
- Regulation 23: Constitution and membership of fostering panel
- Regulation 24: Meetings of a fostering Panel
- Regulation 26: Assessment of prospective foster parents
- Regulation 27: Approval of foster parents
- Regulation 28: Reviews and terminations of approvals

### 3. Membership

There is no requirement for the panel to have a fixed membership, although the ability of the panel to function cohesively and with a level of consistency must be taken into account. There is no limit on the number of people who may be included on the list. Membership should include:

#### ***Member 1: Panel Chair***

This will be a person who is independent of the direct line management of Tower Hamlets' fostering service. The chair should hold a recognised social work qualification and be experienced in chairing complex meetings involving the rights and needs of

looked after children. The Chair will sign a contract for each term of office and receive a fee on receipt of an invoice. See attached document.

Many of the following tasks and responsibilities are carried out in conjunction with the panel adviser.

- Attending pre-panel meetings in order to ensure the quality and relevance of reports submitted to panel
- Deciding who will attend panel, including observers and others involved in presenting cases
- Ensuring that all panel members participate fully and where possible a consensus is reached. Where there are serious reservations, the chair should ensure these are recorded in the minutes and attached to the panel's recommendations.
- Considering the continued membership of panel members who appear to be unfit, unwilling or unable to continue
- Managing the process when a panel member declares an interest in a case
- Being involved in deciding when an extra panel may need to be convened to consider an urgent matter
- Being involved in the appointment, induction and appraisal of panel members
- Taking responsibility to ensure that the panel is clear about the reasons for its recommendations and that these and the minutes are accurately recorded
- Monitoring the attendance of panel members to ensure that they all maintain an attendance level of at least 75%
- Being involved in the preparation of an annual report summarising the work of the panel and fostering team
- Attending a quarterly meeting with the agency decision-maker to discuss any issues arising from panel and the cases presented to it. One of these meetings will constitute the annual appraisal which will review the chair's strengths and areas of development and any suggested improvements in the department's practice
- Ensuring that the panel works within Tower Hamlets' guidance and policy and that the child's needs always remain paramount

### ***Member 2: Vice Chair***

This will normally be the Service Manager for Children's Resources. In the event that there is no-one in this post then another Service Manager with suitable experience should take this role until such a time as the post is filled. The role of the vice chair is to deputise for the panel chair in their absence.

### ***Members 3 & 4: Team Managers or Practice Managers***

Of the two social work representatives, one should have expertise in the provision of children's social care and the other in the provision of a fostering service.

### ***Member 5: Elected Member***

This is a person elected to Tower Hamlets council.



### ***Member 6: Medical Adviser***

The medical adviser should have experience in child health. The agency medical adviser may delegate the panel role to an appropriate person, for instance a CLA nurse.

### ***Member 7: Foster Carer***

This is an independent member, who should have experience of being a foster carer for another provider within the last two years.

### ***Member 8: Looked After Child or Parent of Looked After Child***

This member is independent and should have previously been a looked after child or have had a child who was placed in public care. He/she must be over 24 or their child should have left public care a minimum of 5 years prior to appointment to the panel. The service should have been provided by a borough other than Tower Hamlets.

Independent members will receive a fee.

### ***Member 9: Disabled Person or Parent of Disabled Child Who Has Received a Short Break Service***

If this post is filled by a disabled person, he/she can be independent or a Tower Hamlets' employee; however, if they are in receipt of a short break service, this should be provided by another borough.

### ***Member 10:***

This should be a person with expertise in education and can be an independent member or employee of Tower Hamlets.

At least four panel members should be independent. Independent members will receive a fee on receipt of an invoice. See attached document.

### ***Advisers***

#### ***Adviser 1: Professional Adviser***

This should be the team manager of one of the fostering teams or a discrete role within the Family Placement Service. The adviser's role includes:

- Advising the panel on issues of practice and regulation
- With the chair ensuring that reports presented to the panel are of a consistent standard

- Supporting the chair with their role as described above
- Producing the annual report
- Providing management information to enable the panel to monitor the range of carers available in comparison with the children looked after population and trends in recruitment and retention
- Providing updates on cases presented to panel
- Ensuring that the panel clerk carries out their role efficiently
- Arranging panel training
- Drafting decision letters to foster carers and applicants
- Keeping personnel records for all panel members
- With the chair raising issues of behaviour or attitude with panel members as they arise.

The panel adviser is not a voting member.

### ***Adviser 2: Legal Adviser***

The purpose of this role is to provide legal advice to the panel as requested. This adviser is not required to attend every panel, but should receive the papers and forward comments to the panel adviser.

### ***Adviser 3: Medical Adviser***

The panel should have access to medical advice, either by the medical adviser being a panel member or by providing written advice on the health of applicants and foster carers. The medical adviser will also be able to offer information about the health of children being matched with long term foster carers.

## **4. Appointment of Members**

When appointing new members, consideration should be given to maintaining the diversity of the panel in terms of ethnicity, gender and knowledge and experience.

New members are appointed by the Head of Children's Social Care. All members should receive a letter of appointment. All members should supply two references and photographic ID, such as a passport or driving licence. They are also required to have a Criminal Records Bureau check on a three yearly basis. In the case of elected members, they can opt for the Head of Children's Social Care to carry out this procedure.

Independent members should complete an application form and be interviewed by the chair or vice-chair and the panel adviser.

All members should receive detailed guidance and an information pack about the role. They should be invited to observe a panel before becoming a full member.

### ***Panel Membership Agreement***

On appointment, panel members should sign an agreement which will include the following in their agreement:

- Attend at least 75% of panels per year
- Participate in induction and training
- Safeguard the confidentiality of written and verbal information
- Declare an interest if they have either a personal or professional knowledge of the case under consideration
- Adhere to anti-discriminatory practice and Tower Hamlets Equal Opportunities policy
- Read papers carefully and be prepared to contribute to panel discussion
- Undertake CRB checks on a three yearly basis and inform Tower Hamlets immediately if they have been charged, convicted or cautioned for any criminal offence or if any criminal proceedings are pending
- Give one month's notice of their intention to resign
- Participate in the annual appraisal process for panel members

### ***Appraisal of panel members***

Fostering panel members should have a yearly appraisal conducted by the chair and the panel adviser. The ADM (Agency Decision Maker) will carry out the chair's appraisal. The process will consider strengths, developmental areas and review the members' suggestions for improvements by the agency. It should also address, where appropriate, renewing membership at the expiry of the term of office and deal with any issues of practice.

Any concerns about performance, behaviour or attitude should be discussed and recorded in the appraisal.

### ***Tenure of Office***

There is no prescribed maximum or minimum tenure, although the fostering service should plan and manage turnover in such a way that it avoids the need to replace a large proportion of the members in any one year. Members should give one month's notice of their intention to resign.

Where there is concern that any member of the fostering panel is unsuitable to remain in office, this should be discussed with them, usually by the chair and panel adviser. If there are concerns about the performance of the chair, these should be discussed with them by the ADM and panel adviser. If the concerns continue, the member can be given notice in writing by the ADM.

## 5. Work of the Fostering Panel

The Fostering Panel meets monthly for up to 6 hours. There is an option for an overspill panel to be held on the second Tuesday of each month if there is too much work to be dealt with in one panel.

The Fostering Panel undertakes the following work generated by the Recruitment and Assessment Team, the Fostering Development Team, the Permanency and Adoption Support Team and the Kinship Care Team:

- Approvals of new short term, long term, short break, remand, teenage and when needed of connected persons;
- Annual foster home reviews;
- Specific Issue reports with regard to existing foster carers, including termination of approvals;
- Matches between long term foster carers and children looked after;
- A connected person who is approved as a foster carer is often referred to as a family and friends carer. Subject to the successful completion of the assessment or checks set out in regulation 24(2), the connected person may be approved as a local authority foster carer for a period not exceeding 16 weeks. Regulation 25 of the 2010 regulations sets out the circumstances in which, exceptionally, the period of temporary approval may be extended for a further 8 weeks. This period has been set to allow a sufficient time for the full approval process to be undertaken, including any criminal record checks required;
- Variations and exemptions with regard to foster carers' approval criteria.

The panel has the following areas of responsibility:

- To consider each application for approval and recommend whether or not the person is suitable to act as a foster carer and the terms of approval.
- To recommend whether a foster carer's terms of approval remain appropriate. Annual foster home reviews and specific issues reports following allegations can be signed off by the chair but need to be presented to the panel in the following circumstances:
  - First review and every following third review
  - Following allegations or child protection concerns, whether this is proven or unsubstantiated
  - If a significant change of approval or termination of approval is requested
  - On any other occasion if requested by the panel or the fostering service
- To consider matches between long term foster carers and looked after children
- To give advice at an early stage of the fostering assessment, if there are questions with regard to whether the applicant would ultimately be approved
- To hear appeals from applicants whom the fostering team has turned down
- To make a recommendation in relation to the deregistration of any foster carer and hear representations made by the carer, which are received within 28 days

- To monitor the range and type of foster carers available to Tower Hamlets in relation to the profile of children needing foster carers (Standard 13.6)
- To consider management information about the outcome of foster home reviews (Standard 30)
- To oversee the conduct of assessments and monitor the quality of reports (Standard 13)
- To give advice and make recommendations on any other matter or case that the fostering service feels is appropriate to refer to the panel

### ***Quoracy***

The fostering panel cannot make recommendations unless it is quorate. To be quorate, there must be at least 5 members present, including either the chair or vice-chair. At least one Tower Hamlets social worker and at least two independent members must be present.

To ensure that the panel is quorate the panel clerk will check availability of members prior to each panel and inform the panel adviser if any difficulty is anticipated.

### ***Panel Process***

Before any case is discussed, panel members should declare any conflict of interest that may arise and a decision should be made by the chair in consultation with the panel adviser as to whether the panel member should withdraw.

Having read the papers, panel members will attend the meeting with comments and questions they would like to raise. There will be a preliminary discussion on each case, whereby the chair will ascertain the views of panel members and any questions or points of clarification required. Questions should seek clarification in areas which are not clear and should not replace the written reports as a way of gathering information.

The chair will go to the waiting room to introduce themselves and welcome the applicant or foster carer to the Panel. The social workers and their line managers will be asked into the room first, if it is felt that there are questions which would be better posed without foster carers or applicants being present. Afterwards applicants or foster carers will be invited into the room and will be asked questions about any further points of clarification. It is important to highlight strengths wherever possible.

The professionals and foster carers or applicants will be asked to leave while the panel considers its recommendation, after which the chair will inform them of the outcome.

### ***Making a Recommendation***

The panel can make a positive or negative recommendation or recommend a deferment.

During meetings the chair should ensure that each panel member has an opportunity to put forward comments and questions. Following discussion each panel member should be asked whether he/she supports a proposed recommendation. The chair should attempt to facilitate the panel to reach a consensus, although this might not always be possible.

An evenly divided panel may suggest that there is sufficient doubt to prevent the panel making a confident recommendation. At such times, the balance of the panel's recommendation should always favour the best interests of children.

Where there is a difference of opinion, the chair may request additional information before a recommendation is made. The panel clerk should record the views of individual panel members.

In the event of the majority of panel members not supporting a recommendation, it should be rejected and the reasons for this clearly recorded.

### ***Termination of Approval***

***Resignation:*** The case should be referred to the panel for information with a brief Specific Issue report and a copy of the letter of resignation.

***Termination:*** A full report should be presented to panel detailing the issues and mitigating factors with a clear recommendation. Foster carers should be asked to provide their own written comments and to attend panel.

Where termination of approval is recommended due to serious misconduct or child abuse, the panel should consider whether the foster carer's name should be referred to the Secretary of State for inclusion in the Protection of Children List. This should form part of the recommendation to the ADM.

### ***Exemptions and Variations***

***Exemptions:*** The usual fostering limit is three children unless they are part of the same sibling group. Only the local authority in which the carers live can grant an exemption. However, Tower Hamlets Fostering Panel should also be informed at its next meeting and should raise its concerns if it feels that the exemption should not continue.

***Variations:*** If it is decided to place children outside the foster carers' current approval criteria, the panel should be informed at its next meeting. If the arrangement lasts for more than 6 weeks, a full report should be presented to panel.

When considering variations the panel should be mindful that:

- The needs of other children in the placement will continue to be met

- The accommodation is suitable for an additional child
- The foster carer has sufficient support
- The foster carer has the necessary skills to meet the needs of the child

## **6. The Role of the Agency Decision Maker**

In Tower Hamlets, the ADM is the Head of Children's Social Care. No panel member may take part in the agency decision.

The ADM should receive the panel papers prior to the panel. Following the panel, the ADM should receive the minutes and recommendation sheets, signed by the chair within 5 days. Prior to making a decision, the ADM may seek clarification from the panel adviser or the chair.

Following the ADM's decision, the panel adviser will draft letters to foster carers and applicants with regard to the outcome, the reasons for the decision and the details and current status of their approval. These should be signed by the ADM.

If the ADM considers that a person is not suitable to act as a foster carer or that there needs to be a change to the approval, the letter should inform the applicant/foster carer of the decision and the reasons and inform him/her of their right either:

1. To make written representations to the ADM within 28 days of the date of the letter, setting out why he/she does not agree with the decision.

**Or**

2. To apply to the Independent Review Mechanism (IRM) for a review of the decision.

### ***Option 1***

If written representations are received, the case should be referred back to the earliest possible fostering panel. The applicant/foster carer should be encouraged to attend to present their case. The panel should make a further recommendation to the ADM, taking into account the content of the representations. Once the ADM has made their decision, the panel adviser will draft a letter with the decision and the reasons to inform the foster carer/applicant of the outcome. This decision is final. A copy of the letter should be sent to the local authority in which the carer lives, if this is outside Tower Hamlets.

## **Option 2**

If the person requests a review by the IRM, their recommendation will be considered by the ADM, who can either uphold or reject it. A letter will be sent to the foster carer or applicant outlining the reasons for the decision.

In the event of a decision not to approve, the person concerned should be informed about the Complaints Procedure, which will be able to consider whether the process was fairly carried out, although the decision itself cannot be changed.

If the ADM does not receive any representations and the IRM is not requested to carry out a review, the ADM decision will stand.

## **7. The Role of the Panel Clerk**

The role includes the following tasks:

- Produce an annual schedule of panel meetings, pre-panel meetings and submission dates
- Pre-book the venue and waiting room for the pre-panel and panel for the year ahead
- Maintain a panel booking system, including a process for urgent cases
- Contact panel members to ensure that the panel will be quorate
- Attend the pre-panel meeting and prepare, print and send out the agenda to panel members
- Notify social workers, supervising social workers, applicants and foster carers of the time at which their cases will be heard
- Order lunch for panel members and refreshments for attendees
- Ensure panel members sign the confidentiality statement, which also acts as a register of attendance
- Take minutes of discussion at panel and record recommendations as dictated by the chair
- Record any amendments to panel minutes and bring the amended copy of minutes from last but one panel for the chair to sign
- Collect papers from panel members and dispose of these in a way that maintains confidentiality
- Submit draft minutes to panel adviser and make corrections as required
- Ensure that agency decision-maker receives minutes and recommendation sheets in order that he/she can ratify or reject the panel's recommendations
- Print and send out letters, written by panel adviser, to applicants and foster carers about the decisions
- Provide supervising social workers with copies of decision sheet, minute and letter with regard to the case with which they are concerned
- Send out questionnaires to social workers and foster carers who have attended panel to elicit their views about the process and any improvements that could be made



- Maintain the archive of panel papers and separate files of decision sheets and letters
- Send out agendas to panel members ten days in advance of the panel using security bags and a recorded delivery service

Administrative workers in the Recruitment and Assessment Team, Fostering Development and Kinship Care Team should be familiar with the panel process and able to cover for the panel clerk in their absence.

### ***Panel Minutes***

These will be taken by the panel clerk and should:

- Record the key issues and views of panel members
- Clearly record differences of opinion in relation to a panel recommendation
- Record recommendations with regard to approval criteria and the reasons
- Be written up in draft form within 3 days of the panel
- Be checked by the panel adviser prior to inclusion in the next panel agenda
- Be agreed as an accurate record at the next panel meeting and a corrected copy signed by the panel chair

## **8. Emergency Panels**

An emergency fostering panel can be set up at any time providing it is quorate and is chaired by either the chair or vice-chair.

## **9. Pre-panel Meeting**

The pre-panel meeting will be held approximately two weeks prior to each panel. Its role is to consider the reports submitted and to flag up omissions and inaccuracies, thus ensuring more efficient use of panel time.

- Two copies of panel papers should be submitted approximately three weeks before the panel date according to the schedule, maintained by the panel clerk
- The panel clerk will send one copy of the papers to the chair and give one copy to the panel adviser
- The pre-panel should be attended by the chair, panel adviser, manager or practice manager of the Fostering Development Team and manager or practice manager from the Permanent Placements Team (if relevant) and the panel clerk
- A decision will be reached with regard to which reviews can be signed off by the chair and which should be presented to panel
- Additional information or corrections to reports will be requested
- An agenda for the forthcoming panel will be drawn up

## **10. Observers**

One observer may attend panel with the agreement of the chair, provided they have a professional reason for attending and sign and adhere to the confidentiality agreement.

## **11. Training**

Training for panel members should come in three forms:

- A briefing prior to starting as a panel member
- Attendance at an annual training day. When considered appropriate additional training days should be provided to panel members
- Regular presentations or discussions at panel on subjects designed to ensure that the panel maintains the level of knowledge required to be effective. Panel members can also attend training from the Foster Carers' Training Manual.

The content of the training should be defined by the panel itself and facilitated by the fostering service.

## Corporate Parenting Board Procedures

Membership of the Corporate Parenting Board:

The Corporate Parenting Board is chaired by the Lead Cabinet Member for Children, Schools and Young People. Other members of the Board are represented by lead professionals from agencies within the London Borough of Tower Hamlets and their partners.

- Lead Cabinet Member for Cabinet Member for Education, Youth and Lifelong Learning (Chair)
- Three additional co-opted Members
- Director of Legal
- Young people representatives (from the Children in Care Council – Young People’s Group)
- Foster Carer representative
- CAMHS in Social Care Team Lead

In addition the following Officers are in attendance to report to the group:

- Director, Children’s Social Care (Supporting Families)
- Service Manager, Children’s Specialist Services
- Virtual School Head, Learning and Achievement
- Barts Health, Children Looked After representative
- Child and Adolescent Mental Health Services (CAMHS)

Other Officers and partners may be called in to specific meetings. However, the Corporate Parent Board will do more to engage partner agencies to support the wellbeing of all Looked After Children. This will include partners from education, mental health, Jobcentre Plus (inc DWP), housing and the youth offending service.

The quorum for the meeting will be: at least 3 members of the group, to include at least 1 Member/deputy Member and at least 1 young person representative.

The Corporate Parenting Board will maintain close links with children and young people through the Children in Care Council (CiCC). The Young People’s representative on the Corporate Parenting Board will be nominated by the CiCC and will be accompanied by the Children’s Rights Advocacy Service.

### Terms of Reference

The CPB will meet formally 4 times a year. The group will:

- a) Conduct the meeting to maximise the participation of young people, for example, with workshop-based discussion.

- b) Ensure that policy and service developments take into account the views of children, young people and their carers.
- c) Ensure a focus is maintained on the delivery of the Children Looked After Strategy.
- d) Produce a joint annual report with the Children in Care Council.
- e) Ensure the needs of children and young people looked after are prioritised within the Children's and Families Plan.
- f) Receive performance reports and information about the provision of services and progress against the Children Looked After Strategy action plan. The action plan provides a framework that will put our approach to Child Rights into practice within public services. The UNCRC is embedded within our action plan, with a focus on;
  - **Dignity**; each child is valued and respected
  - **Participation**; children are informed and have influence over decisions that affect them
  - **Life, Survival and Development**; children thrive and flourish
  - **Non-Discrimination**; each child is treated fairly and protected from discrimination
  - **Transparency and Accountability**; children can be confident that services work for them
  - **Best interests**; children get the best possible outcome
  - **Interdependence and Indivisibility**; each child enjoys all of their rights
- g) Structure the forward plan around the key priorities identified in the Children Looked After Strategy. Partners will be invited to contribute to the themed areas of discussion, which will include;
  - Housing and Accommodation
  - Employment (jobs and money)
  - Employment
  - Health, Leisure and Wellbeing
- h) Ensure that the council is meeting its corporate parenting responsibilities towards the children and young people it is responsible for
- i) Ensure that the council is meeting government objectives and abiding by statutory guidance in relation to looked after children and care leavers
- j) Ensure that the council is meeting the targets it has set itself in relation to children looked after and care leavers
- k) Have an overview of operational work plans related to children looked after and care leavers

- l) Contribute to and facilitate scrutiny of target areas in relation to children looked after and care leavers.

## Pensions Board Procedures

### Introduction

1. This document sets out the terms of reference of the Local Pension Board of the London Borough of Tower Hamlets (the 'Administering Authority') a scheme manager as defined under Section 4 of the Public Service Pensions Act 2013. The Local Pension Board (hereafter referred to as 'the Board') is established in accordance with Section 5 of that Act and under regulation 106 of the Local Government Pension Scheme Regulations 2013 (as amended).
2. The Board is established by the Administering Authority and operates independently of the Committee. Relevant information about its creation and operation are contained in these Terms of Reference.
3. The Board is not a committee constituted under Section 101 of the Local Government Act 1972 and therefore no general duties, responsibilities or powers assigned to such committees or to any sub-committees or officers under the constitution, standing orders or scheme of delegation of the Administering Authority apply to the Board unless expressly included in this document.
4. Except where approval has been granted under regulation 106(2) of the Regulations the Board shall be constituted separately from any committee or sub-committee constituted under Section 101 of the Local Government Act 1972 with delegated authority to execute the function of the Administering Authority.

### Interpretation

5. The following terms have the meanings as outlined below:

**'the Act'** The Public Service Pensions Act 2013.

**'the Code'** means the Pension Regulator's Code of Practice No 14 governance and administration of public service pension schemes.

**'the Committee'** means the committee who has delegated decision making powers for the Fund in accordance with Section 101 of the Local Government Act 1972 (i.e. the Pensions Committee at LBTH).

**'the Fund'** means the Fund managed and administered by the Administering Authority.

**'the Guidance'** means the guidance on the creation and operation of local pension boards issued by the Shadow Scheme Advisory Board.

**'the Regulations'** means the Local Government Pension Scheme Regulations 2013 (as amended from time to time), the Local Government Pension Scheme

(Transitional Provisions, Savings and Amendment) Regulations 2014 (as amended from time to time) including any earlier regulations as defined in these regulations to the extent they remain applicable and the Local Government Pension Scheme (Management and Investment of Funds) Regulations 2016 (as amended from time to time).

**'Relevant legislation'** means relevant overriding legislation as well as the Pension Regulator's Codes of Practice as they apply to the Administering Authority and the Board notwithstanding that the Codes of Practice are not legislation.

**'the Scheme'** means the Local Government Pension Scheme in England and Wales.

### **Statement of purpose**

6. The purpose of the Board is to assist<sup>1</sup> the Administering Authority in its role as a scheme manager of the Scheme. Such assistance is to:
  - (a) secure compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme and;
  - (b) to ensure the effective and efficient governance and administration of the Scheme.

### **Duties of the Board**

7. The Board should at all times act in a reasonable manner in the conduct of its purpose. In support of this duty Board members should be subject to and abide by the code of conduct for Board members<sup>2</sup>.

### **Establishment**

The Board was established on 01 April 2014; approved Council on 26 November 2014; and by the Pensions Committee on 24 February 2015.

8. As stated above, the Pensions Board is not explicitly bound by the rules governing Committees established under Section 101 of the Local Government Act 1972, however, for consistency and best practice, the Pensions Board will, where practicable and subject to specific rules set out in these Terms of Reference, operate in the same way as the Council's other Committees as set out in the Constitution. This includes:

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<sup>1</sup> Please see paragraph 3.28 of the Guidance for more information on what assisting the Administering Authority means

<sup>2</sup> See paragraphs 7.9 to 7.11 of the Guidance for more information on a Code of Conduct for Boards

- Rules 6 - 10, 17.3, 17.6 and 18 to 25 of the Council Procedure Rules (Part 4 – Rules of Procedures) relating to :
  - Notice and summons to meetings
  - Chair of meeting (except in relation to casting votes)
  - Quorum
  - Duration of meetings
  - Cancellation of meetings
  - Voting (certain rules)
  - Minutes
  - Petitions
  - Record of Attendance
  - Exclusion of the Public
  - Members’ Conduct
  - Disturbance by Public
  - Suspension of Amendment of Council Procedure Rules
- Access to Information Procedure Rules (Part 4.2 of the Constitution)
- Code of Conduct for Members (Part 5.1 of the Constitution) – with specific reference to registering and disclosing interests.
- Members’ Allowance Scheme (Part 6 of the Constitution) – with particular reference to allowances and expenses payable.

## **Membership**

9. The Board shall consist of 6 voting members, as follows:
  - 3 Member Representatives; and
  - 3 Employer Representatives.
10. There shall be an equal number of Member and Employer Representatives.
11. There shall also be 1 other representative who is not entitled to vote.



### ***Member representatives***

12. Member representatives shall either be scheme members<sup>3</sup> or have capacity to represent scheme members of the Fund.
13. Member representatives should be able to demonstrate their capacity<sup>4</sup> to attend and complete the necessary preparation for meetings and participate in training as required.
14. Substitutes may be appointed. Where appointed, substitutes must be named and must undertake the same training as full members.
15. A total of 3 member representatives shall be appointed<sup>5</sup> from the following sources:
  - (a) 1 member representative shall be appointed by the recognised trade unions representing employees who are scheme members of the Fund.
  - (b) 1 member representative shall be appointed by the Admitted Bodies Forum where that body is independent of the Administering Authority and open to and representative of all scheme members of the Fund.
  - (c) 1 member representative shall be appointed following a transparent recruitment process which should be open to all pensioners and be approved by the Administering Authority.

### ***Employer representatives***

16. Employer representatives shall be office holders or senior employees of employers of the Fund or have experience of representing scheme employers in a similar capacity. No officer or elected member of the Administering Authority who is responsible for the discharge of any function of the Administering Authority under the Regulations may serve as a member of the Board.
17. Employer representatives should be able to demonstrate their capacity<sup>6</sup> to attend and complete the necessary preparation for meetings and participate in training as required.
18. Substitutes shall be appointed. Where appointed substitutes should be named and must undertake the same training as full members.

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<sup>3</sup> Active, deferred or pensioner members

<sup>4</sup> See paragraphs 5.16 to 5.20 of the Guidance which outlines what 'capacity' in this context means.

<sup>5</sup> See paragraphs 5.25 to 5.28 of the Guidance for further information on the process for appointing member representatives

<sup>6</sup> See paragraphs 5.16 to 5.20 of the Guidance which outlines what 'capacity' in this context means.

19. A total of 3 employer representatives shall be appointed<sup>7</sup> to the Board from the following sources:

- (a) One elected member employer representative shall be appointed by Council to and representative of all employers in the Fund.
- (b) One employer representative shall be appointed following a transparent recruitment process which should be open to all employers in the Fund and be approved by the Administering Authority.
- (c) One employer representative shall be appointed by the Administering Authority where all employers will have been asked to submit their interest in undertaking the role of employer representative on the Board.

### ***Other members<sup>8</sup>***

20. 1 other member shall be appointed to the Board by the agreement of both the Administering Authority and the Board to act as an Independent Chair.

21. Other members do not have voting rights on the Board.

### **Appointment of chair**

22. Subject to the meeting arrangements in paragraphs 35 to 37 below a chair shall be appointed for the Board as set out below:

- (a) An independent chair to be appointed by the Administering Authority but shall count as an 'other' member under paragraphs 20-21 above. In this respect the term independent means having no pre-existing employment, financial or other material interest in either the Administering Authority or any scheme employer in the Fund or not being a member of the Fund.

### **Duties of chair**

23. The chair of the Board:

- (a) Shall ensure the Board delivers its purpose as set out in these Terms of Reference,
- (b) Shall ensure that meetings are productive and effective and that opportunity is provided for the views of all members to be expressed and considered, and

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<sup>7</sup> See paragraphs 5.25 to 5.28 of the Guidance for further information on the process for appointing employer representatives

<sup>8</sup> When considering whether to have other members on the Board regard should be given to the advice provided in paragraphs 5.21 to 5.24 of the Guidance

- (c) Shall seek to reach consensus and ensure that decisions are properly put to a vote when it cannot be reached. Instances of a failure to reach a consensus position will be recorded and published.

### **Notification of appointments**

- 24. When appointments to the Board have been made the Administering Authority shall publish the name of Board members, the process followed in the appointment together with the way in which the appointments support the effective delivery of the purpose of the Board.

### **Terms of Office<sup>9</sup>**

- 25. The term of office for Board members is 4 years.
- 26. Extensions to terms of office may be made by the Administering Authority with the agreement of the Board.
- 27. A Board member may be appointed for further terms of office using the methods set out in paragraphs 15 and 19.
- 28. Board membership may be terminated prior to the end of the term of office due to:
  - (a) A member representative appointed on the basis of their membership of the scheme no longer being a scheme member in the Fund<sup>10</sup>.
  - (b) A member representative no longer being a scheme member or a representative of the body on which their appointment relied.
  - (c) An employer representative no longer holding the office or employment or being a member of the body on which their appointment relied.
  - (d) A Board member no longer being able to demonstrate to the London Borough of Tower Hamlets their capacity to attend and prepare for meetings or to participate in required training.
  - (e) The representative being withdrawn by the nominating body and a replacement identified.
  - (f) A Board member has a conflict of interest which cannot be managed in accordance with the Board's conflict policy.
  - (g) A Board member who is an elected member becomes a member of the Pensions Committee.

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<sup>9</sup> See paragraphs 5.29 and 5.30 of the Guidance which outlines points to consider when setting out the term of office for Board members. In particular consideration should be given to allowing members to retire on a rolling basis to ensure experience is retained

<sup>10</sup> This includes active, deferred and pensioner members.

- (h) A Board member who is an officer of the Administering Authority becomes responsible for the discharge of any function of the Administering Authority under the Regulations.

### **Conflicts of interest<sup>11</sup>**

29. All members of the Board must declare to the Administering Authority on appointment and at any such time as their circumstances change, any potential conflict of interest arising as a result of their position on the Board.
30. A conflict of interest is defined as a financial or other interest which is likely to prejudice a person's exercise of functions as a member of the Board. It does not include a financial or other interest arising merely by virtue of that person being a member of the Scheme.
31. On appointment to the Board and following any subsequent declaration of potential conflict by a Board member, the Administering Authority shall ensure that any potential conflict is effectively managed in line with both the internal procedures of the Board's conflicts policy and the requirements of the Code.

### **Knowledge and understanding (including Training)<sup>12</sup>**

32. Knowledge and understanding must be considered in light of the role of the Board to assist the Administering Authority in line with the requirements outlined in paragraph 6 above. The Board shall establish and maintain a Knowledge and Understanding Policy and Framework to address the knowledge and understanding requirements that apply to Board members under the Act. That policy and framework shall set out the degree of knowledge and understanding required as well as how knowledge and understanding is acquired, reviewed and updated.
33. Board members shall attend and participate in training arranged in order to meet and maintain the requirements set out in the Board's knowledge and understanding policy and framework.
34. Board members shall participate in such personal training needs analysis or other processes that are put in place in order to ensure that they maintain the required level of knowledge and understanding to carry out their role on the Board.

### **Meetings**

35. The Board shall as a minimum meet 4 times<sup>13</sup> each year.

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<sup>11</sup> See section 7 of the Guidance for more information on Conflicts of Interest.

<sup>12</sup> See section 6 of the Guidance for more information on Knowledge and Understanding.

<sup>13</sup> See 5.35.11 in Guidance for more advice on the number of meetings to hold each year.

36. Meetings shall normally take place between the hours of 9am and 9pm at the Town Hall.

37. The chair of the Board with the consent of the Board membership may call additional meetings. Urgent business of the Board between meetings may, in exceptional circumstances, be conducted via communications between members of the Board including telephone conferencing and e-mails.

### **Quorum**

38. A meeting is only quorate when at least one person of each member and employer representatives are present including an independent chair or 50% of both member and employer representatives are present.

39. A meeting that becomes inquorate may continue but any decisions will be non-binding.

### **Board administration**

40. The Chair shall agree with an officer from Democratic Services (the 'Board Secretary') an agenda prior to each Board meeting.

41. The agenda and supporting papers will be issued at least seven (7) working days (where practicable) in advance of the meeting except in the case of matters of urgency.

42. Draft minutes of each meeting including all actions and agreements will be recorded and published within twenty-one (21) working days of the meeting. These draft minutes will be subject to formal agreement by the Board at their next meeting. Any decisions made by the Board should be noted in the minutes and in addition where the Board was unable to reach a decision such occasions should also be noted in the minutes. Where necessary any information considered exempt as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or considered confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998 shall be included in a Part II minute that is not made available to the public.

43. The Board Secretary, in consultation with the Investment & Treasury Manager shall support Board members in maintaining their knowledge and understanding as determined in the Board's Knowledge and Understanding, Policy and Framework, and other guidance or legislation.

44. The Board Secretary shall arrange such advice as is required by the Board subject to such conditions as are listed in these Terms of Reference for the use of the budget set for the Board.

45. The Board Secretary shall ensure an attendance record is maintained along with advising the Administering Authority on allowances and expenses to be paid under these terms.

46. The Board Secretary shall liaise with the Administering Authority on the requirements of the Board, including advanced notice for officers to attend and arranging dates and times of Board meetings.

### **Public access to Board meetings and information**

47. The Board meetings will be open to the general public (unless there is an exemption under relevant legislation which would preclude part (or all) of the meeting from being open to the general public).

48. The following will be entitled to attend Board meetings in an observer capacity:

- (a) Members of the Pensions Committee,
- (b) Any person requested to attend by the Board.

Any attendees will be permitted to speak at the discretion of the Chair.

49. In accordance with the Act the Administering Authority shall publish information about the Board to include:

- (a) The names of Board members and their contact details.
- (b) The representation of employers and members on the Board.
- (c) The role of the Board.
- (d) These Terms of Reference.

50. The Administering Authority shall also publish other information about the Board including:

- (a) Agendas and minutes
- (b) Training and attendance logs
- (c) An annual report on the work of the Board to be included in the Fund's own annual report.

51. All or some of this information may be published using the following means or other means as considered appropriate from time to time:

- (a) On the Fund's website.

- (b) As part of the Fund's Annual Report.
- (c) As part of the Governance Compliance Statement.

52. Information may be excluded on the grounds that it would either involve the likely disclosure of exempt information as specified in Part 1 of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act and/or they represent data covered by the Data Protection Act 1998.

### **Expenses and allowances<sup>14</sup>**

53. The Administering Authority [SHALL] meet the expenses of Board members in line with the Administering Authority's policy on expenses as set out in the Members Allowances Scheme

### **Budget**

54. The Board is to be provided with adequate resources to fulfil its role. In doing so the budget for the Board will be met from the Fund and determined by:

- a) *The Board will seek approval from the Corporate Director, Resources for any expenditure it wishes to make.*

### **Core functions<sup>15</sup>**

55. The first core function of the Board is to assist<sup>16</sup> the Administering Authority in securing compliance with the Regulations, any other legislation relating to the governance and administration of the Scheme, and requirements imposed by the Pensions Regulator in relation to the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) Review regular compliance monitoring reports which shall include reports to and decisions made under the Regulations by the Committee.
- b) Review management, administrative and governance processes and procedures in order to ensure they remain compliant with the Regulations, relevant legislation and in particular the Code.

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<sup>14</sup> Provision for the payment of expenses and allowances is a decision to be made locally by each Administering Authority. Full consideration should be given to information in Guidance - see section 9 and paragraphs 5.18 and 5.35.17 for more information. Administering authorities should aim to ensure that no Board member is either better or worse off as a result of fulfilling their duties as a member of the Board

<sup>15</sup> In determining the role of the Board, further information can be found in paragraphs 3.27 to 3.29 of the Guidance.

<sup>16</sup> Please see paragraph 3.28 of the Guidance for more information on what assisting the Administering Authority means.

- c) Review the compliance of scheme employers with their duties under the Regulations and relevant legislation.
- d) Assist with the development of and continually review such documentation as is required by the Regulations including Governance Compliance Statement, Funding Strategy Statement and Statement of Investment Principles.
- e) Assist with the development of and continually review scheme member and employer communications as required by the Regulations and relevant legislation.
- f) Monitor complaints and performance on the administration and governance of the scheme.
- g) Assist with the application of the Internal Dispute Resolution Process.
- h) Review the complete and proper exercise of Pensions Ombudsman cases.
- i) Review the implementation of revised policies and procedures following changes to the Scheme.
- j) Review the arrangements for the training of Board members and those elected members and officers with delegated responsibilities for the management and administration of the Scheme.
- k) Review the complete and proper exercise of employer and administering authority discretions.
- l) Review the outcome of internal and external audit reports.
- m) Review draft accounts and Fund annual report.
- n) Review the compliance of particular cases, projects or process on request of the Committee.
- o) Any other area within the statement of purpose (i.e. assisting the Administering Authority) the Board deems appropriate.

56. The second core function of the Board is to ensure the effective and efficient governance and administration of the Scheme. Within this extent of this core function the Board may determine the areas it wishes to consider including but not restricted to:

- a) Assist with the development of improved customer services.
- b) Monitor performance of administration, governance and investments against key performance targets and indicators.
- c) Review the effectiveness of processes for the appointment of advisors and suppliers to the Administering Authority.
- d) Monitor investment costs including custodian and transaction costs.
- e) Monitor internal and external audit reports.
- f) Review the risk register as it relates to the scheme manager function of the authority.



- g) Assist with the development of improved management, administration and governance structures and policies.
- h) Review the outcome of actuarial reporting and valuations.
- i) Assist in the development and monitoring of process improvements on request of Committee.
- j) Assist in the development of asset voting and engagement processes and compliance with the UK Stewardship Code.
- k) Any other area within the statement of purpose (i.e. ensuring effective and efficient governance of the scheme) the Board deems appropriate.

57. In support of its core functions the Board may make a request for information to the Committee with regard to any aspect of the Administering Authority's function. Any such request should be reasonably complied with in both scope and timing.

58. In support of its core functions the Board may make recommendations to the Committee which should be considered and a response made to the Board on the outcome within a reasonable period of time.

## **Reporting<sup>17</sup>**

59. The Board should in the first instance report its requests, recommendations or concerns to the Committee. In support of this any member of the Board may attend a Committee meeting as an observer.

60. Requests and recommendations should be reported under the provisions of paragraphs 59 and 60 above.

61. The Board should report any concerns over a decision made by the Committee to the Committee subject to the agreement of at least 50% of voting Board members provided that all voting members are present. If not all voting members are present then the agreement should be of all voting members who are present, where the meeting remains quorate.

62. On receipt of a report under paragraph 63 above the Committee should, within a reasonable period, consider and respond to the Board.

63. Where the Board is not satisfied with the response received it may request that a notice of its concern be placed on the website and in the Fund's annual report.

64. Where the Board is satisfied that there has been a breach of regulation which has been reported to the Committee under paragraph 63 and has not been

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<sup>17</sup> See section 8 of the Guidance for more information on Reporting.

rectified within a reasonable period of time it is under an obligation to escalate the breach.

65. The appropriate internal route for escalation is to the Monitoring Officer and/or Acting Corporate Director, Resources, the Section 151 Officer.

66. The Board may report concerns to the LGPS Scheme Advisory Board for consideration subsequent to, but not instead of, using the appropriate internal route for escalation.

67. Board members are also subject to the requirements to report breaches of law under the Act and the Code and the whistleblowing provisions set out in the Administering Authority's Whistleblowing Policy.

### **Review of terms of reference**

68. These Terms of Reference shall be reviewed on each material change to those parts of the Regulations covering local pension boards and at least every three years.

69. These Terms of Reference were adopted on 01 April 2015.

## The Private Fostering Panel Procedure

1. This guidance and procedure should be used by:
  - (a) The panel chairperson and panel members to guide their practice and decision-making;
  - (b) Social workers presenting private fostering assessments and recommendations to panel;
  - (c) Managers within the private fostering service;
  - (d) The agency decision maker.
  
2. Panel status
  - (a) To consider and be satisfied of the suitability of each private fostering arrangement and to recommend whether or not a person is suitable to act as a private foster carer. Where the suitability of a private fostering arrangement is agreed, to recommend the terms on which the agreement is given;
  - (b) To make decisions to impose requirements or prohibitions and whether to refuse to consent to allow a person who is disqualified to privately foster a child/young person;
  - (c) To give advice and make recommendations on any other matter or case that Tower Hamlets Private Fostering Service feels appropriate to recommend to it.

In addition, the panel should provide a quality assurance function, as set out in the National Minimum Standards for Private Fostering:

The private fostering panel will provide a quality assurance function in relation to the assessment process – in particular:

- (a) To monitor and review the work of the assessor;
- (b) To provide feedback;
- (c) To identify problems and concerns;
- (d) To ensure there is a consistency of approach in assessment processes across the service which is fair to all parties and has been completed in a thorough and rigorous way, (as indicated in The Children Act 1989 Guidance on Private Fostering and Tower Hamlets Protocol on Private Fostering Arrangements),

### 3. Membership

The panel can have up to ten members and will include:

### 3.1 Member 1 – The panel chair

This will usually be a person employed by the London Borough of Tower Hamlets who is independent of the direct line management of Tower Hamlets' Private Fostering Service. This person should be someone with suitable skills and experience in order to chair a private fostering panel and make judgements concerning children and carers. They should also have a recognised social work qualification.

In Tower Hamlets, the panel chair will be the Service Manager for Child Protection & Reviewing Service. The chair will have particular responsibilities for:

- (a) Deciding who will attend the panel, in addition to the panel members;
- (b) Ensuring that all panel members participate fully and, where possible, a consensus is reached on decision making;
- (c) Considering the status of panel members who appear to be unfit, unwilling or unable to continue;
- (d) Deciding on panel member's Involvement when a panel member declares an interest in a case;
- (e) Deciding when a matter is urgent and when an additional panel meeting needs to be convened;
- (f) Ensuring that the panel is clear about the reasons for its recommendations and that these are accurately recorded;
- (g) Monitoring the attendance of panel members and ensuring that all panel members maintain an attendance level of at least 75% at all panel meetings;
- (h) Ensuring an annual report summarising the work of the panel is written and presented to the LSCB and CSMT;
- (i) Drawing to the attention of the Private Fostering Team Manager and where appropriate The Head of Children's Social Care any issue of concern in relation the private fostering service;
- (j) Ensuring that the panel works within all relevant Tower Hamlets' policies and procedures.

### 3.2 Member 2 – The vice chair

This will be the Service Manager, Family Support and Protection and Private Fostering. The vice chair is to deputise for the panel chair in their absence.

### 3.3 Member 3 – A medical representative

This will be a Safeguarding Professional from the Primary Care Trust.

#### 3.4 Member 4 - An education representative.

This will be a direct representative from education or someone who is involved in promoting the educational needs of children/young people.

#### 3.5 Member 5 – An independent member

This will be an independent member who is registered with the GSCC and has the necessary skills and experience in private fostering to fulfil this role.

#### 3.6 Member 6 – An Agency Member

This will be a person who has extensive experience of private fostering within an appropriately determined community.

### 4. Advisers

#### 4.1 Adviser 1 – Legal adviser

The purpose of this post is to provide legal and regulatory advice to the panel and Tower Hamlets' Private Fostering Service. In reaching a decision, the legal adviser's view should be noted.

#### 4.2 The Panel Administrator

The role of the panel administrator:

- (a) Collate, copy and send all papers to the panel members within the set timescales;
- (b) Liaise with the panel chair in relation to the practical arrangements for convening the panel and the time tabling of the panel agenda;
- (c) Take minutes of the discussion within the panel on each topic or case presented;
- (d) Clearly record any decisions as dictated by the panel chair;
- (e) To word process and circulate any minutes within agreed timescales;
- (f) To record any amendments of panel minutes as directed by the panel chair.

### 5. Appointment of members

New members can only be appointed with the agreement of the chair of the private fostering panel and could include professionals with expertise and experience in safeguarding children being cared for by alternative carers, housing law and policy, law enforcement, cultural, diversity and equality issues.

Prior to appointment, they should be inducted and receive a detailed briefing and written guidance from the panel chair or vice chair.

6. Tenure of office

Panel membership will be reviewed on an ongoing basis to reflect governmental policies, initiatives and the needs of the community. A private fostering panel member shall hold office for a term not exceeding three years, and will be reviewed by the panel chair after two consecutive terms to ensure their continued suitability to fulfil their panel membership role.

7. Checks for panel members

All panel members must have a completed Enhanced Criminal Records Bureau check and, where they are not employed by a partnership agency, they should also provide photographic identification in the form of a passport or driver's licence.

8. Reaching a recommendation

The private fostering panel cannot sit unless it is quorate. To be quorate, there must be at least three voting members including a panel member not employed by the Children's Directorate and also including either the chair or vice chair.

During meetings, the panel chair should ensure that each panel member has an opportunity to raise any appropriate matter, comment and to participate fully. Following discussion, each panel member should be asked in turn whether or not he/she is satisfied as to agreeing the suitability of the private fostering arrangement. An attempt should be made by the chairperson to facilitate the panel reaching a consensus. This will not always be possible.

An evenly divided panel will suggest that there is sufficient doubt about the suitability of a private fostering arrangement and at such times the panel's decision will always favour the best interests of the child.

Where there is a serious difference of opinion amongst members, the chairperson may ask for more information to be made available to the panel before a decision can be made. The chairperson should ensure that a record is made in the panel minutes of any significant reservations expressed by individual panel members about a particular decision.

In the event of the majority of the panel not supporting a decision then the decision should not be made and the reasons for this clearly recorded.

9. The Agency Decision Maker

The panel chairperson will act as Agency Decision Maker and has the ultimate decision as to whether a private fostering arrangement is agreed as suitable or not. To facilitate this, the Agency Decision Maker may meet or seek clarification on any issue or process from any panel member or adviser.

The Agency Decision Maker will write to the private foster carer concerned within ten working days of the panel sitting detailing their decision.

If the Agency Decision Maker considers that a person is not suitable at that time to act as a private foster carer, he/she shall:

Write to them to let them know the reasons for this decision and detailing any actions(Requirements) they need to take before the arrangement can be agreed;

Invite them to make any written representations within twenty-eight (28) days of the decision.

In the event of written representations being made, then these should be referred to the next possible private fostering panel for consideration with the original panel papers. The panel will then make a further decision. The agency decision maker will then write to the private foster carer either a) giving agreement to the arrangement or b) giving reasons for the decision not to agree.

In the event of a decision not to agree, then the person concerned should be further advised of the complaints procedure and their right to appeal to the Family Proceedings Court.

10. Panel minutes

These must be taken by the panel administrator and meet the following stipulations:

- (a) Be a concise and accurate summary of any discussion within the panel;
- (b) Be agreed and signed off by the panel chair as accurate;
- (c) Clearly record any differences of opinion in relation to a panel recommendation;
- (d) Record recommendations accurately as dictated by the panel chair.

The panel clerk will be based in the Private Fostering Service.

Training should be available to the panel clerk to assist them in taking accurate minutes (if appropriate).

11. Expenses

Those independent members who are not employed by a partner organisation should receive an expenses payment.

12. Frequency and venue

The private fostering panel will meet monthly.

13. Emergency panels

An emergency private fostering panel can be set up at any time providing it is quorate and is chaired by either the panel chairperson or the vice chair. Where this is not possible, the Agency Decision Maker can make an emergency decision on any matter within the remit of the Private Fostering panel.

14. Training

Training for panel members should come in two forms:

1. A briefing/ training session prior to starting as a panel representative.
2. Regular facilitated sessions/presentations or discussions at panel on subjects designed to ensure that the panel maintains the level of knowledge required to be effective as the legislation and guidance changes.

15. Confidentiality

A confidentiality agreement is signed by all panel members.



## Safeguarding Adults Board Procedures

### 1. Introduction

1.1 The Care Act 2014 states that the Local Authority must take the leading role in establishing a Safeguarding Adults Board (SAB). Each local authority must set up a Safeguarding Adults Board (SAB). The main objective of a SAB is to assure itself that local arrangements are in place to safeguard any adult who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs); and
- (b) is experiencing, or at risk of, abuse or neglect; and
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

### 2. Purpose

2.1 The role of the SAB is to oversee and lead adult safeguarding across the locality with the aim of preventing abuse and neglect. This includes the safety of patients in its local health services, quality of local care and support services, effectiveness of prisons and approved premises in safeguarding offenders and awareness and responsiveness of further education services.

2.2 The SAB will be a source of advice and assistance in matters relating to adult safeguarding. It will therefore have effective links with other key partnerships in the locality and share relevant information and work plans.

### 3. Duties

3.1 The SAB has three core duties under the Care Act 2014:

- (a) It must publish a strategic plan for each financial year that sets how it will meet its main objective and what the members will do to achieve this.
- (b) It must publish an annual report detailing what the SAB has done during the year to achieve its main objective and implement its strategic plan, and what each member has done to implement the strategy as well as detailing the findings of any Safeguarding Adults Reviews and subsequent action.
- (c) It must conduct any Safeguarding Adults Review in accordance with Section 44 of the Act.

4. Membership and Administration
- 4.1 To comply with The Care Act 2014, there must be representation from the following:
  - (a) The Local Authority
  - (b) The Local Clinical Commissioning Group (CCG)
  - (c) The Police
- 4.2 The Board will comprise of:

### **An Independent Chair**

#### **Representatives from London Borough of Tower Hamlets**

A Councillor

Corporate Director, Health and Social Care

Service Manager for Policy, Programmes and Community Insight

Safeguarding Adults Board Manager

Divisional Director, Disability & Health

Adult Safeguarding Team

Commissioning

Joint Team Manager, CLDT

Community Safety

Children's Social Care

#### **NHS**

Bart's Health NHS Trust

East London NHS Foundation Trust

Tower Hamlets CCG

#### **Metropolitan Police**

Community Safety Unit

#### **Probation Service**

#### **London Fire Service**

#### **London Ambulance Service**

#### **Care Providers / Service Users**

Excelcare Holdings

Toynbee Hall

Mencap

Age UK

Tower Hamlets Council for Voluntary Services

PohWER  
Toynbee Hall  
Real  
Healthwatch Tower Hamlets

### **Housing**

Director of Neighbourhood Services  
Providence Row Housing Association  
Tower Hamlets Housing Forum

### **Quality Assurance**

Care Quality Commission

Other possibilities representatives (as suggested by the Care Act Statutory Guidance Notes)

Department for Work and Pensions;  
General Practitioners;  
Representatives of further education colleges;  
Members of user, advocacy and carer groups;  
Representatives of children's safeguarding boards; and  
Trading Standards.

- 4.3 Representatives from other agencies / organisations may be invited to attend meetings for specific agenda items or may be co-opted for pre-determined periods.
- 4.4 The SAB shall be chaired by an independent Chairperson, recruited externally and appointed after interview by senior representatives from the Tower Hamlets Partnership (THP).
- 4.5 The quorum shall be based not on numbers but on an adequate balance of representation. To be quorate a meeting must be compliant with the Care Act and must therefore include members from the following "core" membership – the Chair, The Police, Local Authority Social Care Representatives, Local Clinical Commissioning Group representatives. In addition, it is locally agreed that to be quorate The Safeguarding Adults Board/LD Strategy Manager and The Adult Safeguarding/ MCA Manager must also be in attendance.
- 4.6 The SAB shall be programmed to meet bi-monthly and as required (e.g. in case of urgent Serious Case Reviews).

## 5. Authority

5.1 The SAB is accountable to the THP through Corporate Director, Health and Social Care.

## 6. Responsibilities

6.1 In accordance with the Care Act 2014, the SAB should:

- (a) identify the role, responsibility, authority and accountability with regard to the action each agency and professional group should take to ensure the protection of adults;
- (b) establish ways of analysing and interrogating data on safeguarding notifications that increase the SAB's understanding of prevalence of abuse and neglect locally that builds up a picture over time;
- (c) establish how it will hold partners to account and gain assurance of the effectiveness of its arrangements;
- (d) determine its arrangements for peer review and self-audit;
- (e) establish mechanisms for developing policies and strategies for protecting adults which should be formulated, not only in collaboration and consultation with all relevant agencies but also take account of the views of adults who have needs for care and support, their families, advocates and carer representatives;
- (f) develop preventative strategies that aim to reduce instances of abuse and neglect in its area;
- (g) identify types of circumstances giving grounds for concern and when they should be considered as a referral to the local authority as an enquiry;
- (h) formulate guidance about the arrangements for managing adult safeguarding, and dealing with complaints, grievances and professional and administrative malpractice in relation to safeguarding adults;
- (i) develop strategies to deal with the impact of issues of race, ethnicity, religion, gender and gender orientation, sexual orientation, age, disadvantage and disability on abuse and neglect;
- (j) balance the requirements of confidentiality with the consideration that, to protect adults, it may be necessary to share information on a 'need-to-know basis';
- (k) identify mechanisms for monitoring and reviewing the implementation and impact of policy and training;
- (l) carry out safeguarding adult reviews;
- (m) produce a Strategic Plan and an Annual Report;
- (n) evidence how SAB members have challenged one another and held other boards to account; and
- (o) promote multi-agency training and consider any specialist training that may be required; and
- (p) Consider any scope to jointly commission some training with other partnerships, such as the Community Safety Partnership.

## School Admissions Forum Procedures

### 1. Purpose

- 1.1 The Local Authority School Admission Forum is community led advisory group representative of key stakeholders in the school admission process, including parents, schools, diocesan authorities, the Council of Mosques and local community representatives.
- 1.2 The forum's primary purpose is to consider and promote a fair and effective schools admission system, which advances social equity and inclusion, ensuring that the interests of local parents and children come first. It will discuss and give advice to the Local Authority and other admission authorities on a range of school admissions issues including:
- (a) Considering existing and proposed admissions arrangements;
  - (b) Promoting local agreement on admission issues;
  - (c) Considering improvements to admissions processes;
  - (d) Reviewing admissions guidance for parents;
  - (e) Promoting agreement on arrangements for dealing with in-year admissions including arrangements for vulnerable and looked after children;
  - (f) Publishing advice representing the agreed views of the Forum, this is distributed to the governors of all schools which are their own admission authorities;
  - (g) Having regard to guidance published from time to time by the Secretary of State, particularly the revised Codes of Practice on School Admissions, School Admission Appeals and 'Hard to Place' Pupils.
- 1.3 The forum does not have a remit with individual admissions cases.

### 2. Obligations and Responsibilities

- 2.1 The Forum shall:
- (a) promulgate its advice and recommendations to all admission authorities, maintained schools and Academies within the area of the LA, and
  - (b) make available such advice and recommendations to any other persons with an interest.
- 2.2 The LA and Admission Authorities within the area of the LA shall have regard in carrying out their functions, to any relevant advice given to them by the Forum.

### 3. **Core Membership**

3.1 The Forum comprises a core membership of twenty representatives, nominated by the following groups and appointed by the LA:

- (a) Four parent representatives, (two from the Tower Hamlets Parent Council, one from the Collective of Bangladeshi Governors and one parent governor)
- (b) One Local Authority (LA) Education Appeal Panel Member
- (c) One community representative from the Parents' Advice Centre (Inclusion/ SEN)
- (d) One community representative from the Early Years/ Childcare Partnership
- (e) One representative from a local voluntary/ community organisation
- (f) One representative from the Council of Mosques
- (g) One representative from the Church of England Diocese
- (h) One representative from the Roman Catholic Diocese
- (i) One headteacher representing community primary schools
- (j) One headteacher representing community secondary schools
- (k) One headteacher representing voluntary aided primary schools
- (l) One headteacher representing voluntary aided secondary schools
- (m) One headteacher representing nursery schools
- (n) One headteacher/representative from primary free school/academy sector
- (o) One headteacher/ representative from secondary free school/ academy sector
- (p) The Headteacher of Tower Hamlets PRU
- (q) One Local Authority Officer

### 4. **Alternate Members**

4.1 If a member is unable to attend they should nominate an alternate member who should be fully briefed before attending the meeting of the forum in their absence with the following provisos:

- (a) LA members may only nominate an alternate member who is a member of the LA.
- (b) A Parent member may only nominate an alternate member who is also a Parent with a child(ren) between the ages of two to sixteen years.
- (c) A school member may only nominate an alternate member who is a headteacher or from the same sector and phase as the school of which the Member in question is a headteacher.
- (d) Diocesan and Council of Mosque members may only nominate an alternate member with the consent of the appropriate Diocese/Council.

4.2 Written notice of the attendance of an alternate member must be provided to the LA's nominated officer at least two days prior to any meeting.

## 5. **Term of Office**

- 5.1 The term of office for members of the Admission Forum shall be four years subject to them remaining eligible. A member may resign at any time and is required to leave if he or she ceases to be eligible in the capacity in which he or she has been appointed.
- 5.2 There is no limit to the number of terms of office to which a member may be nominated or re-nominated if still eligible. Where a member is replaced, the new member serves for the remainder of the term of office.
- 5.3 Diocesan and Council of Mosque representatives must stand down if the body that nominated them decides they should do so and notifies the Clerk to the Forum.
- 5.4 Schools Members and the LA nominated local community member must stand down if, following a recommendation from the Core Members, the LA decides that the member should no longer be a member of the Forum.
- 5.5 Core Members will become ineligible for membership in the following circumstances:
  - (a) Community members – if they cease to be a member of the organisation they represent;
  - (b) LA Education Appeal Panel Members - if they cease to be an Education Appeal Panel Member.
  - (c) School Members – if they cease to be a Headteacher of a school in the schools group;
  - (d) Parent member – if he/she ceases to be a qualifying parent.
- 5.6 Any member may resign at any time by giving written notice to the Clerk to the Forum.
- 5.7 It will be a condition of appointment for all members that a member will cease to be a member of the Forum if they do not attend three consecutive meetings unless they have sought their apologies and those apologies have been accepted by the majority of the Forum members present at the meeting.

## 6. **Conduct**

- 6.1 In carrying out their functions, members of the Admission Forum are expected to act in accordance with the seven principles of public life set out in the first report of the Committee on Standards in Public Life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership [www.public-standards.gov.uk](http://www.public-standards.gov.uk).

6.2 Members of the Admission Forum are required to declare an interest in any individual proposal or matter which directly affects the school at which they are a governor, member of staff or which their children attend, or in which they might have a direct pecuniary interest.

## 7. **Clerk of the Forum**

7.1 The Admission Forum will be clerked by a representative of the Local Authority's Pupil Admissions Team.

## 8. **Election of Chair and Vice Chair**

8.1 Core members must elect a Chairman and Vice-Chairman at the first annual meeting of the Admissions Forum by a majority of votes cast by core members. Where possible, the chair and vice chair should not be drawn from the same membership group unless this is unavoidable. The term of office for the Chair and Vice Chair is one year. However, in keeping with the principle of representation and influence from the widest possible category of members, it is anticipated that the chair and vice-chair will be drawn from a different representative group each year.

8.2 When electing a Chairman and Vice-Chairman, those members nominated for office will be asked to withdraw and a secret ballot taken where appropriate. In the event of there being the same number of votes for two or more candidates a second ballot will be taken. If the voting remains the same a coin will be tossed.

8.3 A chair or vice chair will cease to hold office if they resign by giving notice to the Clerk of the Admission Forum, or if they cease to be a member of the Forum. Where a casual vacancy arises there will be a vote at the next meeting of the Forum.

8.4 The Officer representing the Local Authority on the forum is not permitted to stand for election as chair/vice chair, or vote in the elections.

## 9. **Role of the Chair**

9.1 The Chair or, in their absence, the Vice-Chair, will have the following role:-

- (a) to preside over meetings of the Admission Forum so that its business can be carried out efficiently and with regard to the rights of members and the interests of parents, schools, admission authorities and the community;
- (b) to ensure that meetings provide an opportunity for the debate of matters of concern to parents, schools, admission authorities and the community;



- (c) overseeing preparations of the record of the meeting, liaising with the LA Officers and the Clerk on the agenda for forthcoming meetings.

## 10. **Quorum**

- 10.1 The quorum for the Admissions Forum is seven core members.

## 11. **Meetings and Proceedings**

- 11.1 The Forum normally meets between four and five times a year during term-time. Members decide the time and location of meetings, but meetings take place during the day. Meetings of the Forum are held in private.
- 11.2 The Clerk will ensure that meetings of the Forum are convened by giving a minimum of five working days' notice in advance of the meetings, with a full agenda. Forum members will need to avail themselves of the time to read the agenda and accompanying papers and can expect each meeting to last for up to two hours.
- 11.3 Forum members are required to declare any pecuniary or other interest they might have that is greater than the interests of other members of the Forum in any matter on the agenda for discussion.

## 12. **Publication and Circulation of Meeting Minutes**

- 12.1 The minutes of Forum meetings will be published on the Tower Hamlets website. Members of the Forum are free to circulate copies within the bodies they represent. The Forum's Agendas and Minutes are included on the LA's Publication List required under the Freedom of Information Act 2000.

## 56 Council Meeting Filming Protocol

### **Protocol for Reporting and Filming Council, Cabinet and Committee meetings**

#### **Introduction**

As set out in the Council Procedure Rules (Constitution, Section 26, Paragraph 22), members of the press and public are welcome to film, audio record, take photographs, use social media or otherwise record or report on (collectively referred to as film/record in this protocol) meetings of the Council, Cabinet and Committees. This facility is important in ensuring the transparency and openness of the Council's decision making.

It is equally important that this filming/recording is done in a way which does not:

- Cause a disturbance at the meeting
- Cause health and safety issues
- Unnecessarily impact on the privacy of members of the public

It should be noted that, unless previously agreed for accessibility reasons, the Council would not normally allow oral reporting/commentary on a meeting as it takes place by someone present at the meeting.

The Speaker/Chair of the meeting will in all cases make the final decision on all matters of dispute in regard to filming/recording meetings.

#### **Webcasting Meetings**

The Council webcasts many of its meetings and members of the public may find it easier to link to sections of those webcasts rather than make their own recordings.

#### **Attendance at Meetings**

Whilst the Chair of the meeting will look to ensure those present are aware of all filming/recording taking place and request that members of the public gallery are not filmed no guarantee can be given.

Attendees should also be aware that they may be shown in the background of any Council webcast of the meeting they are attending this includes automated and manually controlled webcasts.

#### **Recommended actions for those wishing to film/record meetings by attending physical meetings**

It is recommended that all those who wish to film/record meetings follow these guidelines to ensure their approach meets with the smooth running of meetings:

- Read any specific guidance in the meeting agenda.
- Notify the clerk to the meeting at least 24 hours in advance (contact details are printed on the agenda front sheet).
  - In particular, it is important to highlight if you wish to bring larger hardware/equipment as facilities arrangements may have to be made.

- Members of the Press should also notify the Communications team (communications@towerhamlets.gov.uk).

When recording the meeting:

- Do not approach the committee Members or tables, remain at the front of the public gallery or any other location directed by staff and generally follow any instructions given by staff present at the meeting.
- Ensure all equipment is set up in advance of the meeting starting to avoid disruption.
- Avoid the use of flashes, bright lights, noisy equipment or anything which could be distracting.
- Only record those who are actively participating in the meeting.
- Do not film the public gallery.
- Obey any instructions of the Chair of the meeting including on who can/cannot be filmed/recorded.
  - Note that Councillors and officers are excluded from this provision in accordance with the Openness of Local Government Bodies Regulations 2014.

### **The Role of the Chair of the meeting**

Should the Chair determine at any time that the recording or filming the meeting is causing a disturbance or is otherwise inappropriate then they have the authority to request the activity cease.

Should anyone refuse a request to cease or adjust their filming/recording, the Chair will ask the person to leave the meeting. If the person refuses to leave then the Chair may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption. This is in line with the meeting conduct procedures set out in the Council Procedure Rules.

### **Restrictions**

You may not film/record:

- Any person(s) who the meeting is informed must not be filmed.
- Any portion of a meeting where a motion has been passed to exclude the press and public.

Whilst officers and others taking part in a Council or Committee meeting can normally be filmed, the Chair may prevent filming of specific individuals where this is necessary. Examples could include cases such as where the individual is a child, or where revealing their identity would impact on their job or could lead to threats or abuse of such an individual.

### **Publishing content**

The Council would expect that those publishing films or recordings made at meetings or from webcast footage would be clear as to the context the recording was made and would not edit the footage in such a way as could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees.

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