

Director's Sub-Delegation Scheme ¹Director of Communities and Environment

Signed²³ _____ 

Dated__3rd July 2018

Review Date ³	Initial of reviewing officer

¹ Insert title of Director here

² Approving a sub-delegation scheme should be treated as a Significant Operational Decision, and the Delegated Decision Notice, together with supporting report, and the scheme should be published on the Council's website.

³ This scheme is first made at the beginning of the Municipal Year following delegations being made by the Leader and at the Annual Council Meeting. After this the subdelegation scheme should be kept under review to ensure that it is up to date and fit for purpose – use this table to record the dates when the scheme is reviewed if no changes are necessary.

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Introduction

The⁴ Director of Communities and Environment is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive. Each Director has the benefit of a number of delegations – these are set out separately in two schemes; one for Council functions (delegated by Full Council) and one for Executive Functions (delegated by the Leader of Council). Each scheme is further separated into the general functions which are shared so that all Directors can carry out those functions in relation to areas within their remit, and specific functions which may only be carried out by or on behalf of the named Director. Details of those delegations can be found in Part 3 of the Council's Constitution. Follow these links to find delegations in relation to [Council Functions](#) and [Executive Functions](#).

The Director has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate. These officers are identified by reference to their job title rather than by name. If the Director delegates functions to a fellow Director he/she makes it clear in this sub-delegation scheme whether that Director can sub-delegate those functions. This scheme details the officers who can carry out each function on the Director's behalf, together with the details of any terms and conditions which the Director has imposed on that sub-delegation (examples can be found in footnote⁵ below). All officers are bound by the [Employee Code of Conduct](#) and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme.

Even though the Director has sub-delegated the functions he/she remains accountable for all decisions taken in accordance with this scheme. An officer with sub-delegated authority may decide not to exercise that authority, or the Director may indicate that the authority should not

⁴ title of Director

⁵ The Director may limit the delegation by imposing a term or condition, for example he/she may:-

- Impose a financial limit (e.g. decisions up to and including £100,000 per annum in value);
- Impose a limit in relation to the category of the decision (e.g. Administrative decisions only);
- Require that certain decisions are referred to the Director or another senior officer (e.g. Key decisions to be referred to the Chief Officer (Environmental Action));
- Require an officer to consult specified people before making a particular type of decision (e.g. in consultation with the City Solicitor or in consultation with relevant ward Members);

- Limit decisions to those within an officer's role (e.g. in relation to matters within their remit);
- Limit decisions to those relating to a specific function or project (e.g. decisions relating to the Basic Need Programme);

be exercised, in respect of any individual matter. In either case that matter should be referred to the Director for a decision or for referral to the relevant Committee if appropriate.

In some circumstances not all Directors have functions delegated to him/her in the delegation scheme. In these cases the relevant part of this subdelegation scheme is marked as 'not applicable'.

Where the Director has chosen not to sub-delegate his/her authority, this is clearly stated within the scheme. Decisions in relation to those functions should be taken by the Director unless the absence provisions at the end of this scheme apply.

Glossary

Council Functions	Functions which must be carried out by or on behalf of full Council. Functions which are reserved to Full Council can be found here . Other Council functions are delegated to Committees of Elected Members or to individual officers.
Elected Members	Councillors elected by the citizens of Leeds.
Executive Board	The group of 10 Elected Members including and selected by the Leader, responsible for carrying out Executive functions.
Executive Functions	Functions which must be carried out by or on behalf of the Executive.
Full Council	The meeting of all 99 Elected Members of Leeds City Council
Functions	Things which Leeds City Council must or may do. All functions are set out in legislation which will state whether the function is permissive or mandatory.
Leader	The Leader of Council, elected by all 99 Members of Council. (Usually the chosen leader of the largest political group represented at full Council.)

Local Choice Functions	The Council must decide whether these functions should be treated as Council functions or Executive functions. Details of the responsibility for these functions can be found here .
Officers	Staff employed by the Council.
Relevant Executive Member	The Leader gives Portfolios of responsibility to individual members of Executive Board. Details of specific responsibilities are set out in the Executive Members Portfolios and Overview of Executive Member's Roles and Responsibilities .

Group Delegations – Definitions and Priorities

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

Group Title	Officers included in group authorisation	Order of responsibility
Information Asset Owner (IAO)	This is a senior person identified as responsible for a specific information asset and understanding, identifying and controlling risks to the business in relation to their information asset(s), contributing to the information risk management process and providing assurance to the SIRO.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Officer, Environment • Deputy Chief Officer Waste Management • Chief Officer, Parks & Countryside • Chief Officer, Community Safety

Delegation of Functions Under Articles

The functions set out in this part of the sub-delegation scheme are delegated to the Director by Full Council through the relevant Article of the Constitution.

General Delegations

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to all Directors, for matters within his/her Director's remit only.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
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14.5	To sign as agent for the Council all contracts of a value below £100,000 agreed to be entered into by the Council or any part of it	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside • Head of Safeguarding and Community Safety Partnership Development	Contracts of a value below £100,000 ⁴ In relation to those areas within their remit.
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Specific Delegations⁷

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to the Director alone, with general effect.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
	NA		

⁷ Specific Delegations are made under:-

- Article 12 to the Chief Executive as Head of Paid Service and Director of Resources and Housing as his deputy; the City Solicitor as Monitoring Officer and the Head of Governance and Scrutiny Support as her deputy; and the Chief Officer (Financial Services) as Chief Finance Officer and XXX as his deputy;
- Article 14 to the Chief Executive and the City Solicitor;

⁴ Contracts above the value of £100,000 are signed in accordance with Article 14 and the sub-delegation scheme of the City Solicitor.

- Article 15 to the City Solicitor as Monitoring Officer;
- Article 16 to the City Solicitor as Monitoring Officer

Council Functions –

Introduction

The functions set out in this part of the sub-delegation scheme are Council Functions as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)⁵ which have been delegated to the Director by Full Council, or by a Council Committee.

Decisions in relation to these functions should be categorised in accordance with [Article 13](#) and taken in accordance with [the Access to Information Procedure Rules](#)⁶.

Where a Significant Operational Decision is taken in relation to a Council Function it should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice, both of which can be found in the [Decision Making Toolkit](#). The decision may be implemented immediately. The report supporting the decision should be published together with the Delegated Decision Notice on the Council's website as soon as practicable after the decision has been taken.

Where an Administrative Decision is taken in relation to a Council Function you should keep a written record for audit purposes. You can use a Delegated Decision Notice to make this written record if it is helpful to do so. The decision may be implemented immediately.

Council Functions –

⁵ And those Local Choice Functions which are the responsibility of Full Council and have been delegated to the Director

⁶ These rules incorporate the requirements of the Openness of Local Government Bodies Regulations 2014 in relation to the publication of written records of relevant decisions.

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
General			
(a)	To make payments or provide other benefits in cases of maladministration	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	• In accordance with guidance notes jointly prepared by the City Solicitor and the Director of Resources and Housing and, • where a payment exceeds £100, only following consultation with the Director of Communities and Environment

	Function Delegated	Officer to whom delegated	Terms and Conditions
(b)	Functions relating to health and safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that these functions are discharged otherwise than in the Council's capacity as employer	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	For areas within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
Personnel			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	For areas within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(ii)	To appoint staff on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	1. Subject to there being budgetary provision. 2. Such staff should be employed on terms set out in the guidance issued by the Director of Resources and Housing. 3. Decision to establish or extend a temporary contract for more than one year to only take place following consultation with the Director of Communities and Environment.

	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(iii)	To determine issues relating to officers' terms and conditions of employment and to take such action and enter into such agreement as may be required to give effect to such determinations	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	For areas within their remit, excluding posts graded DIR 40% and above.

	Function Delegated	Officer to whom delegated	Terms and Conditions
Byelaws			

(d)	The enforcement of byelaws	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	
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Council Functions –

Specific Delegations

The sub-delegation scheme for Council functions set out below includes a number of powers authorising the named officer to make decisions in relation to approvals, licenses, permissions and registrations. In accordance with his/her general delegations, and unless otherwise stated, the Director includes in relation to those authorisations the power to:-

- Impose conditions, limitation or restrictions;
- Determine any terms to which they are subject;
- Determine whether and how to enforce any failure to comply;
- Amend, modify, vary or revoke; and

e) Determine whether a charge should be made or the amount of such a charge.

	Function Delegated	Officer to whom delegated	Terms and Conditions
1	Regulatory Functions		
1a	To approve premises for the solemnisation of marriages Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995(SI 1995/510)	• Head of Elections, Licensing and Registration • Entertainment Licensing Section Head • Principal Licensing Officers (Entertainment Licensing) • Principal Liaison and Enforcement Officer (Entertainment Licensing) • Senior Liaison and Enforcement Officers (Entertainment Licensing) • Licensing Officers (Entertainment Licensing)	The Director is not authorised to discharge the function where objections have been received.

	Function Delegated	Officer to whom delegated	Terms and Conditions
1b	To issue licences authorising the use of land as a caravan site ("site licenses") - Section 3(3) of the Caravan Sites and Control of Development Act 1960	• Director of Resources and Housing	The Director of Resources and Housing has authority to sub delegate.
1c	To license the use of movable dwellings and camping sites (Section 269(1) of the Public Health Act 1936)	• Director of Resources and Housing	The Director of Resources and Housing has authority to sub delegate.

1d	To license premises for acupuncture, tattooing, ear-piercing and electrolysis (Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager
1e	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)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager
1f	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 Act 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)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager
	Function Delegated	Officer to whom delegated	Terms and Conditions
1g	To register animal trainers and exhibitors (Section 1 of the Performing Animals (Regulation) Act 1925)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers	Within their area of work after their competence has been confirmed by their line manager

1h	To license zoos (Section 1 of the Zoo Licensing Act 1981)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager
1i	To license dangerous wild animals (Section 1 of the Dangerous Wild Animals Act 1976)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager
1j	To grant consent for the operation of a loud speaker (Schedule 2 to the Noise and Statutory Nuisance Act 1993)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers	Within their area of work after their competence has been confirmed by their line manager
1k	To issue licenses for the movement of pigs (The Disease Control (England) Order 2003)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers	Within their area of work after their competence has been confirmed by their line manager
		• Administrative Assistants	As a licence grantor only

1l	To license the sale of pigs	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers	Within their area of work after their competence has been confirmed by their line manager
		• Administrative Assistants	As a licence grantor only
1m	To license collecting centres for the movement of pigs	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers	Within their area of work after their competence has been confirmed by their line manager
		• Administrative Assistants	As a licence grantor only

1n	To issue a licence to move cattle from a market (Schedule 1 (3)(3) of the Cattle identification Regulations 2007)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers	Within their area of work after their competence has been confirmed by their line manager
		• Administrative Assistants	As a licence grantor only
1o	To sanction use of parts of buildings for storage of celluloid (Section 1 of the Celluloid and Cinematograph Film Act 1922)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager
1p	Duty to enforce Chapter 1 and Regulations made under it (Section 10(3) of the Health Act 2006)	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers	Within their area of work after their competence has been confirmed by their line manager
1q	Power to authorise officers (Section 10(5) of, and paragraph 1 of Schedule 2 to, the Health Act 2006)	• Environmental Health Manager • Service Managers (EAS)	Within their area of work after their competence has been confirmed by their line manager

1r	Functions related 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 2006/760))	• Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • LASBT Team Leaders • LASBT Supervisors • ASB Supervisors (EHO) • ASB Case Officer	Within their area of work after their competence has been confirmed by their line manager
1s	Power to transfer enforcement functions to another enforcement authority (Smoke-free (Premises and Enforcement) Regulations 2006 (SI 2006/3368))	• Not delegated	
1t	To license pleasure boats and pleasure vessels	• Chief Officer Parks and Countryside	
1u	To authorise erection of stiles etc on footpaths or bridleways	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer • Public Rights of Way	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1v	To create footpath bridleway or restricted byway by agreement	• Natural Environment Manager • Public Rights of Way Manager	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1w	To create footpaths bridleways and restricted byways	• Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1x	Duty to keep register of information with respect to maps, statements and declarations	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1y	To stop up footpaths bridleways and restricted byways	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1z	To determine application for public path extinguishment order	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1aa	To make a rail crossing extinguishment order	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1bb	To divert footpaths bridleways and restricted byways	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1cc	To make a public path diversion order	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1dd	To make a rail crossing diversion order	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1ee	To make a special diversion order	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1ff	To require applicant for order to enter into agreement	• Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1gg	To make an SSSI diversion order	• Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1hh	To keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1ii	To decline to determine certain applications	• Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1jj	To assert and protect the rights of the public to use and enjoyment of highways	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Senior Definitive Map Officer • Definitive Map Officer • Principal Development Officer • Acting Enforcement Officer • Public Rights of Way	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1kk	To apply for variation of order under section 130B of the Highway Act 1980	• Natural Environment Manager • Public Rights of Way Manager	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1ll	To authorise temporary disturbance of surface of footpath, bridleway or restricted byway	• Natural Environment Manager • Public Rights of Way Manager • Acting Enforcement Officer • Public Rights of Way	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1mm	To divert footpath, bridleway or restricted byway temporarily	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1nn	To extinguish certain public rights of way	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1oo	To keep definitive map and statement under review	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1pp	To include modifications in other orders	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1qq	To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1rr	To prepare map and statement by way of consolidation of definitive map and statement	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1ss	To designate footpath as cycle track	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1tt	To extinguish public right of way over land acquired for clearance	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1uu	To authorise stopping up or diversion of footpath bridleway or restricted byway	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1vv	To extinguish public rights of way over land held for planning purposes	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
1ww	To enter into agreements with respect to means of access	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

1xx	To provide access in absence of agreement	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
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2	Functions of the Licensing Authority delegated by Full Council		
2a.	Any function of a Licensing Authority ⁷ Licensing Act 2003 and any regulations or orders made under that Act ⁸ .		The Director of Communities and Environment is not authorised to discharge any function of the Licensing Authority reserved to Full Council ⁹
2b	Powers and functions relating to late night levy requirements Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that Chapter.		

⁷ These functions will be carried out to support those matters which cannot be delegated by the Licensing Authority.

⁸ Including functions which, by virtue of the Gambling 2005 Act are delegated to the Licensing Committee.

⁹ Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2011 Act.

3	Functions of the Licensing Authority delegated by Licensing Committee		
3a	The licensing functions ¹⁰ of the licensing authority which are delegated to the Director of Communities and Environment	• Head of Elections, Licensing and Registration • Entertainment Licensing Section Head • Principal Licensing Officers (Entertainment Licensing) • Principal Liaison and Enforcement Officer (Entertainment Licensing) • Senior Liaison and Enforcement Officers (Entertainment Licensing)	The Director of Communities and Environment is not authorised to discharge:- • Any function of Licensing authority reserved to full council. • Any function of the Licensing Authority where full Council has referred a matter to a committee other than the Licensing Committee¹¹ • Any function of the Licensing Authority reserved to the Licensing Committee; • Any function of the Licensing Authority within the terms of reference of the Licensing Sub-committees¹² and; to object when the Authority is consultee and not the relevant authority considering an application under the 2003 Act
		• Licensing Officers (Entertainment Licensing)	Except for the making of representations, and/or the application for reviews, and determining applications made pursuant to section 41A and 86A of the Licensing Act 2003 and s193 of the Gambling Act 2005

¹⁰ "Licensing functions" means functions under the Licensing Act 2003, the Gambling Act 2005 and the Police Reform and Social Responsibility Act 2011..

¹¹ Under the provisions of Section 7(5)(a) of the 2003 Act.

¹² Except where a Licensing sub-committee has arranged for the discharge of any of their functions by an Officer

4.	Functions relating to the Licensing functions delegated by Licensing Committee		
4a.	To licence hackney carriages and private hire vehicles As to hackney carriages, the Town Police Clauses Act 1847 as extended by section 171 of the Public Health Act 1875 and section 15 of the Transport Act 1985 and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (b) As to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	• Head of Elections, Licensing and Registration • Taxi and Private Hire Licensing Manager Operations Manager (Taxi and Private Hire) • Licensing and Finance Manager (Taxi and Private Hire)	
		• Licensing and Compliance Officers (Taxi and Private Hire) • Principal Vehicle Examiner (Taxi and Private Hire) • Vehicle Examiners (Taxi and Private Hire)	Renewals only Suspensions only Suspensions only
4b.	To licence drivers of hackney carriages and private hire vehicles Section 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	• Head of Elections, Licensing and Registration • Taxi and Private Hire Licensing Manager	
		• Operations Manager (Taxi and Private Hire) • Licensing and Finance Manager (Taxi and Private Hire)	In absence of Taxi and Private Hire Licensing Manager only

		Licensing Supervisors (Taxi and Private Hire)	To issue only in the absence of the Operations Manager and/or Licensing and Finance Manager where the DBS check is clean or the application has been approved by them or the Taxi and Private Hire Licensing Manager where there are convictions.
4c.	To licence operators of hackney carriages and private hire vehicles - Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	- Head of Elections, Licensing and Registration - Taxi and Private Hire Licensing Manager - Operations Manager (Taxi and Private Hire) - Licensing and Finance Manager (Taxi and Private Hire)	
		Licensing and Compliance Officers (Taxi and Private Hire)	Renewals only
4d.	To licence sex shops and sex cinemas and sexual entertainment venues. The Local Government (Miscellaneous Provisions) Act 1982, Section 2, Schedule 3, the Policing and Crime Act 2009, Section 27	- Head of Elections, Licensing and Registration - Entertainment Licensing Section Head - Principal Licensing Officers (Entertainment Licensing) - Principal Liaison and Enforcement Officer (Entertainment Licensing) - Senior Liaison and Enforcement Officers (Entertainment Licensing) - Licensing Officers	The Director of Communities and Environment is not authorised to discharge this function where the application is for the grant, renewal, variation or transfer of a sexual entertainment venue licence irrespective of whether objections have been received, or the grant or variation of a sex shop or sex cinema licence irrespective of whether objections have been made, or renewal or transfer of a sex shop or cinema licence where objections have been received.

		(Entertainment Licensing)	
4e.	To licence performances of hypnotism The Hypnotism Act 1952	• Head of Elections, Licensing and Registration • Entertainment Licensing Section Head • Principal Licensing Officers (Entertainment Licensing) • Principal Liaison and Enforcement Officer (Entertainment Licensing) • Senior Liaison and Enforcement Officers (Entertainment Licensing) • Licensing Officers (Entertainment Licensing)	

4f.	*** To licence persons to collect for charitable and other causes Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939	• Head of Elections, Licensing and Registration • Entertainment Licensing Section Head • Principal Licensing Officers (Entertainment Licensing) • Licensing Officers (Entertainment Licensing)	The Director of Communities and Environment) is not authorised to discharge this function where objections have been received.
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Executive Functions –

Introduction

The functions set out in this part of the sub-delegation scheme are Executive Functions as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)¹³ which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member¹⁷ directs that the Director should not exercise his/her delegated authority in respect of any Executive function, then the officer with sub-delegated authority may not exercise that authority, and the matter must be referred to Executive Board.

Decisions in relation to these functions should be categorised in accordance with [Article 13](#) and taken in accordance with [the Executive and Decision Making Procedure Rules](#).

Where a Key Decision is proposed in relation to an Executive Function it should be publicised on the Council's web site using the Request to add a Key Decision to the 'List of Forthcoming Key Decisions' form. The decision itself should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice. The necessary templates can be found in the [Decision Making Toolkit](#). In most cases a Key Decision will be open to Call In and should not be implemented until the Call In period has expired.

Where a Significant Operational Decision is taken in relation to an Executive Function it should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice. The report supporting the decision should be published together with the Delegated Decision Notice on the Council's website as soon as practicable after the decision has been taken. A Significant Operational Decision may be implemented immediately.

Where an Administrative Decision is taken in relation to a Council Function you should keep a written record for audit purposes. You can use a Delegated Decision Notice to make this written record if it is helpful to do so. There is no requirement to publish the decision and it may be implemented immediately.

¹³ And those Local Choice Functions which are the responsibility of the Executive Board and have been delegated to the Director

¹⁷ See glossary.

Executive Functions –

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
1 Financial¹⁴			
a)	To incur expenditure and to generate and collect income in line with Financial Regulations , Contracts Procedure Rules and within approved revenue and capital estimates.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer (Waste Management) • Chief Officer Parks and Countryside	For matters within their remit

¹⁴ See [Financial Regulations Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to Chief Finance Officer at the first opportunity.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	For matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
2 Procurement¹⁵			
a)	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules .	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	Such activity should be carried out in accordance with the Contracts Procedure Rules.

¹⁵ See [Procurement and Category Management Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	
c)	Subject to the approval of the City Solicitor and the Chief Finance Officer, to sign certificates under the Local Governments (contracts) Act 1997 in relation to contracts.	NOT TO BE SUB-DELEGATED ¹⁶	

¹⁶ In the event of the absence of the Director the certificate must be signed by the Deputy Chief Executive or City Solicitor or in their absence one of the Statutory Chief Officers or Non-Statutory Chief Officers to whom authority is delegated under the Officer Delegation Scheme (Executive Functions) General Delegations paragraph 5.

	Function Delegated	Officer to whom delegated	Terms and Conditions
3 General			
a)	Community Right to Challenge¹⁷ In consultation with the Chief Officer (Financial Services)¹⁸, to make a decision on an expression of interest under community right to challenge.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	

¹⁷ Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

¹⁸ Or the officer to whom the Chief Officer (Financial Services) has sub-delegated this function

b)	Data Protection, Human Rights, Surveillance activities, and Freedom of Information ¹⁹		
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	Function Delegated	Officer to whom delegated	Terms and Conditions
	a) To implement and ensure compliance with: - the legal rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act), and freedom of information²⁰ - the Council's policies and procedures on these matters - guidance and advice from the SIRO²¹ and SRO²² and from the DPO²³ on these matters.	- Chief Officer (Customer Access & Welfare) - Chief Officer (Communities) - Head of Elections, Licensing and Registration - Head of Council Tax and Benefits - Chief Community Safety Officer - Chief Officer Environment - Deputy Chief Officer Waste Management - Chief Officer Parks and Countryside	In relation to those areas within their remit.

¹⁹ See [Managing Information Toolkit](#)

²⁰ Contained within the following: Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 and subsidiary legislation

²¹ The Council's SIRO (Senior Information Risk Owner) is the Director of Resources and Housing

²² The Council's SRO (Senior Responsible Officer) in relation to the use of powers under RIPA, is the City Solicitor

²³ The Head of Information Management and Governance has been designated as the Council's DPO (Data Protection Officer)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) To designate officers with specific responsibilities for these matters.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) To advise the SIRO of any new types of data processed; • new ways of processing personal data; and • new persons or organisations to whom data is given.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
c)	Media²⁴ To issue statements to the press and other news media about their delegated functions within the council's adopted budget and policy framework.²⁵	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit. And Only following consultation with the Director of Communities and Environment

²⁴ See [Dealing with the Media Toolkit](#)

²⁵ The Budget and Policy Framework is defined in Article 4 of the Constitution

	Function Delegated	Officer to whom delegated	Terms and Conditions
d)	Authorising officers ²⁶ To authorise officers possessing such qualifications as may be required by law or in accordance with the council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the council (however described) and to issue any necessary certificates of authority.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.

²⁶ This delegation gives the officer detailed power to grant authority for other officers to carry out certain statutory powers or duties (e.g. entering onto land or appearing in court). This part of the sub-delegation scheme does not detail those 'authorised officers' – Authorised officers are given separate evidence of their authority (e.g. an ID card or certificate), signed by the person named here who has the power to authorise them. Their details are kept in a separate list together with details of who authorised them, the date they were authorised and the functions for which they are authorised.

	Function Delegated	Officer to whom delegated	Terms and Conditions
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e)	Corporate procedures²⁷ To take any action remitted to him/her under corporate procedures.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.
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²⁷ This function refers to any powers delegated to the Director under the Procedure Rules set out at Part 4 of the Council's Constitution which are not specifically included elsewhere (for example functions under the Financial Regulations and the Contracts Procedure Rules which are delegated at Paragraphs 1 to 4 above)

	Function Delegated	Officer to whom delegated	Terms and Conditions
f)	Local Choice Functions (see Section 1, Part 3 of the Constitution)		
	i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
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	ii) To obtain particulars of persons interested in land	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.
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	Function Delegated	Officer to whom delegated	Terms and Conditions
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g)	Budget and policy framework To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.
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	Function Delegated	Officer to whom delegated	Terms and Conditions
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4 Employment²⁸

a)	Miscellaneous employment issues To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	In relation to those areas within their remit.
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	Function Delegated	Officer to whom delegated	Terms and Conditions
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²⁸ See [Recruitment and Staffing Toolkit](#)

b)	Changes to staff structure Decisions in relation to restructures except where the decision: (i) involves changes to existing National or Local Agreements and policies; and/or (ii) cannot be achieved within delegated powers in respect of budgets	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	Decisions are subject to: i. appropriate professional advice being sought, ii. prior consultation with all appropriate parties affected by the decision including all officially recognised trade unions, and iii. appropriate consideration of pay and grading requirements Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.
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	Function Delegated	Officer to whom delegated	Terms and Conditions
5 Ways of Working			
a)	Matching service to need i) To understand relevant information in relation to local population and communities and to identify emerging trends; ii) To identify and review provision and to ensure it is appropriately matched to current and anticipated level of need; iii) To engage with locality management teams to maximise value of local experience and engagement; and iv) To work appropriately with Community Committees to ensure local democratic engagement in needs analysis and service provision	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	Partnerships i) To engage in partnerships with organisations in public, private, and voluntary sector; ii) To promote and influence partnership working with organisations across the city; and iii) To work in partnership beyond the city boundaries to support and participate in regional and sub-regional arrangements.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	

	Function Delegated	Officer to whom delegated	Terms and Conditions
c)	Functions on Behalf of an NHS Body i) To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	

	Function Delegated	Officer to whom delegated	Terms and Conditions
d)	Provision of Statutory Returns To provide such statutory returns as are necessary within the Director's remit	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Head of Elections, Licensing and Registration • Head of Council Tax and Benefits • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	

Executive Functions –

Specific Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
1 Integrated locality working and its associated citywide support and delivery functions including:-			
	a) Community Committees;	• Chief Officer (Communities)	
	b) Area Leadership Teams;	• Chief Officer (Communities)	
	c) Neighbourhood Improvement Boards;	• Chief Officer (Communities)	
	d) Parish and Town Councils;	• Head of Elections, Licensing and Registration • Chief Officer (Communities)	
	e) Locally devolved functions;	• Chief Officer (Communities)	
	f) Multiagency working in neighbourhoods;	• Chief Officer (Communities)	
	g) Cohesion and integration;	• Chief Officer (Communities)	
	h) Community centres	• Chief Officer (Communities)	

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Administration of the well-being and youth activity fund budgets	Chief Officer (Communities)	This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the annual capital and revenue allocation to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.
	j) Migration;	Chief Officer (Communities)	
	k) Volunteering;	Chief Officer (Communities)	
	l) Consultation and engagement;	Chief Officer (Communities)	
	m) Relationships with the Third Sector;	Chief Officer (Communities)	
	n) Commissioning of Third Sector infrastructure; and	Chief Officer (Communities)	
	o) The promotion and improvement of economic, social and environmental well being²⁹	- Chief Officer (Communities) - Area Leaders	

²⁹ This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the annual capital and revenue allocation to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	p) Community Infrastructure Levy spending relating to the Neighbourhood Fund.	Chief Officer (Communities)	This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the CIL Neighbourhood Fund allocated to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.
2 Equalities			
	All equalities functions	Chief Officer (Communities)	
3 The council's corporate customer services functions including:-			
(a)	a) The telephone contact centre; b) Digital access including the council's website and e-services; c) Community hubs covering provision of the Councils:- i) One Stop Centre Services; ii) Community based housing management and advice services; iii) Front line community library services and mobile library services; and iv) Local job-shop provision; and d) Interpretation and translation services.	Chief Officer (Customer Access & Welfare)	
4. Library and information service including:			

	Function Delegated	Officer to whom delegated	Terms and Conditions
	a) Development of the library service across the city; b) Management of central library including front line staff; and c) Library volunteers and 'At home'.	Chief Officer (Customer Access & Welfare)	
5 Community Safety			
5	Any function which has not been specifically delegated at paragraphs 5a to 5d below in relation to Community Safety	- Chief Community Safety Officer - Head of Service Development and Intelligence - Head of Safe-guarding and Community Safety Partnership Development - Head of Operational Delivery	Excluding key decisions
5a	CCTV	- Chief Community Safety Officer - Head of Operational Delivery - Head of Safeguarding and Community Safety Partnership Development - Head of Service Development and Intelligence	Excluding key decisions

5b	Reduction of crime and disorder (save where specifically delegated in 5b(i) below)	• Chief Community Safety Officer • Head of Operational Delivery • Head of Safeguarding and Community Safety Partnership Development • Head of Service Development and Intelligence	Excluding key decisions
5b(i)	Drugs and Alcohol Treatment, and offender management	• Chief Community Safety Officer • Chief Officer Strategy and Commissioning	Excluding key decisions
5c	Tackling anti-social behaviour (save where specifically delegated in 5c(i)-(ii) below)	• Chief Community Safety Officer • Head of Operational Delivery • Head of Safeguarding and Community Safety Partnership Development • Head of Service Development and Intelligence	Excluding key decisions
5c(i)	Public safety including the following Anti-Social Behaviour authorisations: • Closure Notices & Closure Orders; • Public Space Protection Orders;	• Chief Community Safety Officer • Head of Operational Delivery - Closures and PSPOs only • Head of Community Safety Partnerships & Localities • Head of Safeguarding and Community Safety Partnership Development	Excluding key decisions

		• Environmental Action Heads of Service • Environmental Action service managers • Environmental action senior team leaders and team leaders	Enforce and implement PSPOs in respect of environmental related anti-social behaviour.
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	Function Delegated	Officer to whom delegated	Terms and Conditions
5c(ii)	Legal action in respect of Enforcement of Community Protection Notices, injunctions and possessions, Section 80 Noise Abatement Notices, Application for warrants for seizures Officers will be authorised to issue CPNs and fixed penalty notices, not just enforce notices	• Head of Operational Delivery • LASBT Team Leader • ASB Supervisor (EHO) • LASBT Team Supervisor • ASB Case Officer • ASB OOH Response Team Supervisor • ASB OOH Team Response Officers • Environmental Action Heads of Service • Environmental Action Service Managers • Environmental Action senior team leaders and team leaders • Environmental action officers • Dog wardens • Environmental Health Team Manager • Senior Environmental Health Officer • Environmental Health Officer • Senior Technical Officer • Technical Officer • Gypsy & Traveller Service Officer, Leeds Housing Options	Excluding key decisions

5d	Tackling domestic violence	• Chief Community Safety Officer • Head of Safeguarding and Community Safety Partnership	Excluding key decisions
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		Development	
6 Public health protection and control of statutory nuisance			
6	Any function which has not been specifically delegated at paragraphs 2a to 2d below in relation to public health protection and control of statutory nuisance	• Chief Officer Environment • Chief Community Safety Officer	
6a	Rubbish accumulations and fly tipping	• Environmental Action Heads of Service • Environmental Action Service Managers • Environmental Action Team Managers (City Centre Team) • Environmental Action Senior Team Leader and Team Leaders • Environmental Action Officers	Schedules 1, 3, 4 and 14 only;
		• Senior Environmental Health Officers • Environmental Health Officers Supervisors (city centre team)	Schedules 1, 3 and 14 only;

6a(i)	Littering	• Environmental Action Service Managers • Team Manager (City Centre) • Environmental Action Senior Team Leaders • Environmental Action Team Leaders	Schedules 1, 3, 4 and 14 only;
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Environmental Action Officers • Dog Wardens • Environmental Enforcement Co-ordinator (3gs)	
		• Senior Environmental Health Officers • Environmental Health Officers • Supervisors (city centre teams) • Environmental Enforcement Officers (3gs) • City Centre Liaison Officer	Schedules 1, 3 and 14 only;

6b	Domestic, commercial and industrial noise, fumes and odours	• Chief Officer Environment • Environmental Action Heads of Service • Environmental Action Service Managers • Team Managers (city Centre) • Environmental Action Senior Team Leaders and Team Leaders • ASB Supervisors (EHO) • LASBT Team Leaders • LASBT Team Supervisors • ASB Case Officer • ASB Supervisors (EHO)	Schedules 3, 4, 12,14
		• Senior Environmental Health Officers • Environmental Health Officers	Schedules 3,12 & 14

	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Senior Technical Officers • Technical Officers	

6c	Air quality management	• Chief Officer Environment • Environmental Action Service Managers • Environmental Action Team Managers • Environmental Action Senior Team Leaders	Schedules 3, 4, 12,14
		• Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers	Schedules 3,12 & 14
6d	Other forms of pollution harmful to public health	• Chief Officer Environment • Environmental Action Service Managers • Environmental Team Managers • Environmental Action Senior Team Leaders	Schedules 3, 4, 12,14
		• Senior Environmental Health Officers	Schedules 3, 5, 12,14
		• Environmental Health Officers • Senior Technical Officers • Technical Officers	Schedules 3,12 & 14
7 Environmental health and consumer protection			
	Function Delegated	Officer to whom delegated	Terms and Conditions

7	Any function which has not been specifically delegated at paragraphs 7a to 7e below in relation to environmental health and consumer protection	• Chief Officer Environment	
7a	Food hygiene and safety	• Chief Officer Environment • Environmental Health Manager • Environmental Action Service Managers • Environmental Action Team Managers	Schedules 3, 4, 7, 8, 12, 17
		• Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • Environmental Health Practitioners (Contractors) • Administrative Assistants	Schedules 3, 7, 8, 12, 17
7b	Health and safety at work other than in relation to Leeds City Council staff or activities	• Environmental Health Manager • Environmental Action Service Managers • Environmental Action Team Managers • Senior Environmental Health Officers • Environmental Health Officers	Schedules 1, 3, 4, 12,

		• Senior Technical Officers	
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Technical Officers • Administrative Assistants	Schedules 1, 3, 12,
7b(i)	Applications for Warrants under Paragraph 2 of Schedule 3 of the Environmental Protection Act 1990	• Head of Maintenance Operations (for CO Property & Contracts to delegate [or not]) • M&E Service Manager • Gas Services Manager • Programme Support Officer • Gas Senior Officer • Project Officer • ASB Supervisors (EHO) • LASBT Team Leaders • LASBT Supervisors • ASB Case Officers	Only in respect of gaining access to premises to inspect the gas appliances at the premises so as to ascertain whether or not a statutory nuisance exists and/or to take action to execute works required to abate the likely occurrence or recurrence of a statutory nuisance at the premises.
7c	Monitoring and control of infectious diseases	• Environmental Health Manager • Environmental Action Service Managers • Environmental Action Team Managers	Schedules 3, 4, 12,

		• Senior Environmental Health Officers • Environmental Health Officers • Communicable Disease Nurses • Senior Technical Officers • Technical Officers	Schedules 3 and 12
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Administrative Assistants	
		• Medical Officer for Environmental Health	Schedule 10
		Public Analyst	Schedule 11
7d	Private water supply monitoring	• Environmental Health Manager • Environmental Action Service Managers • Environmental Action Team Managers	Schedules 3,4 &12
		• Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • Administrative Assistants	Schedules 3 & 12

7e	Animal health and welfare	• Environmental Health Manager • Environmental Action Service Managers • Environmental Action Team Managers • Service Support Managers	Schedules 1, 3, 4, 9 and 13 only;
		• Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers	Schedules 1, 3, 9, and 13 only;
		• Dog Wardens	Schedules 1, 3 and 13 only;

	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Environmental Action Officers	
		• Private Contractor	Schedules 13 only;
8 Streetscene and environmental management			
8	Any function which has not been specifically delegated at paragraphs 8a to 8e below in relation to streetscene and environmental management	• Chief Officer Environment	

8a	Street cleaning	• Chief Officer Environment • Environmental Action Heads of Service • Environmental Action Service Managers • Senior Team Leaders and Team Leaders	
8b	Litter bin provision and maintenance	• Chief officer Environment • Environmental Action Heads of Service • Environmental Action Service Managers • Environmental Action Senior Team Leaders	
8c	Provision and cleaning of public conveniences	• Chief Officer Environment • Environmental Action Heads of Service	

	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Environmental Action Service Managers • Environmental Action Senior Team Leaders and Team Leaders	

8d	Graffiti removal	• Chief Officer Environment • Environmental Action Heads of Service • Environmental Action Service Managers • Environmental Action Senior Team Leaders and Team Leaders	
8e	Dog control and dog warden service (including dog fouling)	• Chief Officer Environment • Environmental Action Heads of Service • Environmental Action Service Managers • Environmental Action Senior Team Managers • Environmental Action Team Leaders • Environmental Action Enforcement Co-ordinator (3gs)	Schedules 1, 3, 4 and 14 only;
		• Senior Environmental Action Officers	Schedules 1, 3 and 14 only;

	Function Delegated	Officer to whom delegated	Terms and Conditions
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		• Environmental Action Officers • Environmental Enforcement Officers (3gs) • Dog Wardens	
		• City Centre Liaison Officer	Schedules 1 and 14 only;
9 Car parking			
9	Any function which has not been specifically delegated at paragraphs 9a to 9d below in relation to car parking	• Chief Officer Environment • Service Manager (Parking)	
9a	Operation and maintenance of on and off street car parking provision	• Chief Officer Environment • Service Manager (Parking)	Schedules 2, 3, 4 and 14 only;
		• Senior Civil Enforcement Officer • Civil Enforcement Officer	Schedules 2, 3 and 14 only;
9b	Decriminalised parking functions including:- (i) Issuing of parking contravention notices; and (ii) Camera operated bus lanes.	• Chief Officer Environment • Service Manager (Parking)	Schedules 2, 3, 4 and 14 only;
		• Senior Civil Enforcement Officer • Civil Enforcement Officer	Schedules 2, 3 and 14 only;
9c	Provision of commercial and residential parking permits	• Chief Officer Environment • Service Manager (Parking)	Schedules 2, 3, 4 and 14 only;

		• Senior Civil Enforcement Officer	Schedules 2, 3 and 14 only;
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Civil Enforcement Officer	
9d	Monitoring and enforcement of disabled 'blue badge' parking use.	• Chief Officer Environment • Service Manager (Parking)	Schedules 2, 3, 4 and 14 only;
		• Senior Civil Enforcement Officer • Civil Enforcement Officer	Schedules 2, 3 and 14 only;

10 Waste

10	Any function which has not been specifically delegated at paragraphs 10a to 10c below in relation to waste	• Chief Officer Environment • Deputy Chief Officer Waste Management	
10a	Development and implementation of a municipal waste policy	• Chief Officer Environment • Deputy Chief Officer Waste Management • Waste Strategy & Policy Manager	
10b	Refuse collection	• Chief Officer Environment • Deputy Chief Officer Waste Management • Head of Refuse Service	
10c	Waste treatment and disposal	• Chief Officer Environment • Deputy Chief Officer Waste Management • Head of Service Waste Strategy and Information	

11 Cemeteries, crematoria, burial grounds and mortuaries			
11	Any function which has not been specifically delegated at paragraphs 11 (i to xvii) below in relation to cemeteries, crematoria, burial grounds and mortuaries including:- a) The authority's role as burial authority; b) Provision, management and maintenance of public burial grounds and crematoria;	• Chief Officer Parks and Countryside • Trading and Operational Support Manager	Schedule 28

	Function Delegated	Officer to whom delegated	Terms and Conditions
	c) Provision of burial and cremation services for the public; and d) Contribution to the regional mortuary service serving West Yorkshire.		
11(i)	Power to provide and regulate cemeteries and crematoria under the relevant legislation	• Chief Officer Parks and Countryside • Trading and Operational Support Manager	Schedule 28
11(ii)	The power to acquire land for the provision of cemeteries and crematoria	• Chief Officer Parks and Countryside	Schedule 28
11(iii)	To grant exclusive rights of burial and rights to erect monuments and memorials	• Bereavement Services Manager	Schedule 28
11(iv)	Authority to transfer grave deeds	• Bereavement Services Manager	Schedule 28
11(v)	The provision of an exhumation service		
11(vi)	Management and maintenance of public burial grounds		

11(vii)	Authority to carry out cremations of the remains of a deceased person including body parts, still born child, NVF, at an approved site		
11(viii)	Retention of documents relating to cremation and burial		
11(x)	Authority to open and close a crematorium and cemetery	• Bereavement Services Manager • Leading Bereavement Services Officer	
11(xi)	Contribution to the regional mortuary service serving West Yorkshire for use by the coroner	• Trading and Operational Support Manager	
11(xii)	The provision of emergency mortuary facilities	• Trading and Operational Support Manager	

	Function Delegated	Officer to whom delegated	Terms and Conditions
11(xiii)	Notify the Home Secretary of the opening of any crematoria, which can then be inspected at any reasonable time by anyone appointed by the Home Secretary or Department of Health	• Trading and Operational Support Manager • Bereavement Services Manager	
11(xiv)	Authority to arrange funerals at the Council's expense in accordance with Section 46 of the Public Health (Control of Disease) Act 1984.	• Bereavement Services Manager	
11(xv)	The ability to revise and set fees and charges for the use of crematoria and burial services	• Chief Officer Parks and Countryside • Trading and Operational Support Manager • Bereavement Services Manager	

11(xvi)	To carry out the statutory requirements regarding the registration of burials and cremations	• Bereavement Services Manager	
11(xvii)	To carry out the statutory requirements regarding the registration of burials and cremations.	• Bereavement Services Manager	
12 Parks and Countryside			
12	Any function which has not been specifically delegated at paragraphs 12a to 12f below in relation to parks and countryside	• Chief Parks and Countryside Officer	
12a	Creation, management and enhancement of parks and green spaces	• Chief Parks and Countryside Officer	
12a (i)	The ability to revise and set fees and charges and implement special offers in relation to parks, green spaces and allotments	• Chief Parks and Countryside Officer	
12a(ii)	Authority to grant approvals, licences,	• Chief Parks and Countryside	
	Function Delegated	Officer to whom delegated	Terms and Conditions
	designations, agreements, concessions, permissions or registrations in relation to the use of parks and green spaces	Officer	
12a(iii)	Authority to revise schedules of land in relation to the Byelaws For Pleasure Grounds, Public Walks And Open Spaces	• Chief Parks and Countryside Officer	

12a(iv)	The provision and management of Allotments save where specifically delegated in paragraphs 13e(a to c) below	• Trading and Operational Support Manager • Allotment's Officer • Horticulture and Landscapes Manager	Schedule 29
12b	Creation, management and enhancement of related visitor attractions and facilities	• Chief Parks and Countryside Officer	
12b(i)	The ability to revise and set fees and charges and implement special offers in relation to visitor attractions and facilities	• Chief Parks and Countryside Officer	
12c	Public rights of way (save where specifically delegated in paragraphs 12c(a to bb) below	• Natural Environment Manager	Schedules 21,22,23,24,25,& 26 only
		• Public Rights of Way Manager	Schedules 21,22,23,24 & 26 only
		• Principal Definitive Map Officer	Schedules 22, 23 & 24 only
		• Senior Definitive Map Officer • Definitive Map Officer • Principal Development Officer	Schedule 23 only
		• Acting Enforcement Officer Public Rights of Way	Schedules 22 & 23
12c(a)	Authority to erect access control barriers or other structures to safeguard members of the public	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Acting Enforcement Officer Public Rights of Way	

12c(b)	To authorise an application to the Magistrates Court to authorise stopping up or diversion of a highway	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Schedule 21
12c(c)	To authorise an application for an order under section 116 on behalf of another person	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Schedule 22
12c(d)	Serve Notice and take any necessary default action regarding disturbance of public right of way	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(e)	Authority to prosecute offences in relation to unlawful disturbance of highway	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(f)	Authority to remove any picture, letter, sign or other mark on or in a public right of way	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(g)	Authority to prosecute offences of non-	• Natural Environment Manager	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
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	indication and reinstatement of path following lawful disturbance	• Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	
12c(h)	Serve Notice and take any necessary default action in respect of non-indication and reinstatement of highway after lawful disturbance	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(i)	To authorise the temporary diversion of path or way ploughed up under section 134	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(j)	Authority to prosecute offences of obstruction of Highway	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(k)	Serve Notice and take any necessary default action in respect of non-indication of line of path and crops growing on highway	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
12c(l)	Authority to prosecute offences in relation to crops growing on surface of highway	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(m)	Authority to serve Notice to remove unauthorised structure across a highway and take default action if necessary	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(n)	Authority to serve Notice on owner of a gate across a right of way which is less than minimum width to enlarge or remove it	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(o)	Authority to serve Notice or take default action in relation to dangerous stiles or gates	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22

12c(p)	Authority to prosecute offences of depositing anything on a highway to the interruption of a	• Natural Environment Manager • Public Rights of Way Manager	Schedule 22
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	Function Delegated	Officer to whom delegated	Terms and Conditions
	user	• Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	
12c(q)	Authority to serve Notice regarding overhanging trees, hedges and shrubs and take any necessary default action	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager	Schedule 22

12c(r)	Authority to serve Notice on owner of land to remove nuisance barbed wire and apply to magistrates for court order if necessary	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	Schedule 22
12c(s)	Power of entry for purposes connected with certain orders relating to footpaths and bridleways	• Natural Environment Manager • Public Rights of Way Manager	Schedule 23

	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Principal Definitive Map Officer • Principal Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Acting Enforcement Officer Public Rights of Way	

12c(t)	Entry etc of premises by highway authority or council for certain purposes	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Principal Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Acting Enforcement Officer Public Rights of Way • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager	Schedule 23
12c(u)	Power of highway authority or council to execute certain works on behalf of other persons	• Natural Environment Manager • Public Rights of Way Manager	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
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		• Principal Definitive Map Officer • Acting Enforcement Officer Public Rights of Way • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager	
12c(v)	To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer	Schedule 24
12c(w)	To produce and publicise a Rights of Way Improvement Plan and keep under review	• Natural Environment Manager • Public Rights of Way Manager	Schedule 21
12c(x)	Making of Traffic Regulation Orders for purposes of conserving natural beauty	• Natural Environment Manager • Public Rights of Way Manager	Schedule 21
12c(y)	To determine modification order applications and to determine the making of modification orders on the discovery of evidence	• Natural Environment Manager	Schedule 25
12c(z)	Supplementary provisions as to definitive	• Natural Environment	Schedule 21

	Function Delegated	Officer to whom delegated	Terms and Conditions
	maps and statements	Manager Public Rights of Way Manager	
12c(aa)	Authority to appoint Wardens for public rights of way	- Natural Environment Manager - Public Rights of Way Manager	Schedule 26
12c(bb)	Power to erect and maintain sign posts along any public right of way	- Natural Environment Manager - Public Rights of Way Manager	Schedule 21
12d	Woodland and Tree Management	- Natural Environment Manager - Forestry Manager - Senior Arboricultural Officer - Arboricultural Officers - Assistant Arboricultural Officers - Woodland Officers - Conservation Officers - Forestry Operations Manager	Section 28
12e	Provision of educational events and programmes	- Chief Officer Parks and Countryside - Development Manager - Outreach Manager	

12f	Grass Cutting and Grounds Maintenance	• Chief Officer Parks and Countryside • Parks Operations Manager • Parks East Area Manager • Parks West Area Manager • Parks Senior Estates Manager	
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Horticultural and Landscapes Manager • Business Development Manager	

13 Countryside Management

13	Any function which has not been specifically delegated at paragraphs 13a to 13h below in relation to Countryside Management	Chief Officer Parks and Countryside	
13a	Provision and maintenance of footpaths and bridleways.	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Principal Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Acting Enforcement Officer Public Rights of Way • Forestry Manager	

13b	Management of the public rights of way network including legal recording, enforcement and maintenance activities	• Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Principal Development Officer • Senior Definitive Map Officer • Definitive Map Officer	
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		• Acting Enforcement Officer Public Rights of Way • Forestry Manager	
13c	Provision and maintenance of landscaping schemes	• Chief Officer Parks and Countryside • Parks Operations Manager • Trading and Operational Support Manager • Development Manager • Parks East Area Manager • Parks West Area Manager • Parks Senior Estates Manager • Horticultural and Landscapes Manager • Business Development Manager • Major Projects Manager	

13d	Management of designated conservation sites	- Natural Environment Manager - Forestry Manager - Woodland Officers - Conservation Officers	
13d (i)	The management of St Aidan's Trust	Chief Officer Parks and Countryside	
14 Ecological Sustainability			
14	Any function which has not been specifically delegated at paragraphs 14a to 14b below in	Chief Officer Parks and Countryside	

	Function Delegated	Officer to whom delegated	Terms and Conditions
	relation to the management of Ecological Sustainability		
14a)	The use of parks and green spaces to promote resilience and mitigate impact of climate change, flooding and extreme weather events	Chief Officer Parks and Countryside	
14b)	Engagement with communities to enhance natural resilience of environment	Chief Officer Parks and Countryside	
15. Registrars functions including:			

	a) Registration of births, deaths, marriages and civil partnerships; and b) Provision of civic weddings, civil partnerships and citizenship ceremonies.	• Head of Elections, Licensing and Registration • Register Office Section Head (Superintendent Registrar)	
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16. Licensing functions including:-

	Function Delegated	Officer to whom delegated	Terms and Conditions
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	a) Taxi and Private hire licensing functions and related enforcement activities; b) The administration and enforcement of licences for entertainment, gambling and the sale of alcohol; and c) Miscellaneous licences.	• Head of Elections, Licensing and Registration • Taxi and Private Hire Licensing Manager • Entertainment Licensing Section Head • Principal Licensing Officers (Entertainment Licensing) • Principal Liaison and Enforcement Officer (Entertainment Licensing) • Operations Manager (Taxi and Private Hire) • Licensing and Finance Manager (Taxi and Private Hire)Principal Enforcement Officers (Taxi and Private Hire) • Enforcement Officers (Taxi and Private Hire) • Vehicle Examiners (Taxi and Private Hire) • Licensing and Compliance Officers (Taxi and Private Hire)	For areas within their remit
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	Function Delegated	Officer to whom delegated	Terms and Conditions
		Senior Liaison and Enforcement Officers (Entertainment Licensing)Licensing Officers (Entertainment Licensing)	Except for the refusal of applications under the Scrap Metal Dealers Act 2013.
17. Local Land Charges functions including:-			
	a) Maintenance of the Local Land Charges Register b) Maintenance of the Street Register c) Maintenance of the Street Gazetteer and Street Database d) Responsibility for processing local authority searches e) The formulation and revision of fees and charges	- Head of Elections, Licensing and Registration - Land and Property Search Manager	
18. Welfare and benefits services including:-			
	a) Welfare rights; b) Housing benefit, including recoverability of overpayments, and education benefit services;	Chief Officer (Customer Access & Welfare)	

	c) Local Council Tax Support and recoverability of excess Council Tax Support payments; d) Local hardship schemes; e) Financial and social inclusion initiatives f) Commissioning of credit union and Leeds advice consortium services	Head of Council Tax and Benefits	Except for: Welfare rights; financial and social inclusion initiatives; commissioning of credit union and Leeds advice consortium services
19. Council tax processing and billing arrangements including:-			
	Function Delegated	Officer to whom delegated	Terms and Conditions
	a) Annual and daily billing; b) Discount schemes including single person discounts; c) Administration of s13 decisions; and d) Empty property charges	Chief Officer (Customer Access & Welfare)	
		Head of Council Tax and Benefits	Except for Administration of s13 decisions

Miscellaneous Functions

The functions set out in this part of the Sub-delegation scheme are derived from:-

- Legislation which provides that a function should be the specific responsibility of the Director;
- Policies and Procedures which form part of the Constitution of Leeds City Council;
- Sub-delegations made by other Directors of Leeds City Council to whom those functions have been delegated; and
- Delegations which have been made to the Director by Full Council or the Executive for a period less than 6 months which are not therefore reflected in the Constitution

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
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Council Constitution Part 3 Section 2A	To act as Deputy Electoral Registration Officer for local government elections	Director of Communities and Environment	Shared with Head of Elections, Licensing and Registration
Council functions sub-delegated by the Director of City Development and the Chief Planning Officer, limited to the enforcement of those functions.	Functions under the Highways Act 1980.	- Service Managers - Team Managers - Team Leaders - Senior Environmental Action Officer - Officer - Environmental Action Officer	Schedules 1, 3, and 4 only
		City Centre Liaison Officer	Schedule 1 only
		Service Manager (Parking)	Schedules 2, 3, and 4 only
		- Senior Civil Enforcement Officer - Civil Enforcement Officer	Schedules 2 & 3 only
	Functions under the Town & Country Planning Act 1990 and Town and Country Planning (Control of Advertisement) Regulations 1992 as set out in the sub delegation scheme of the Chief Planning Officer	- Service Managers - Team Managers - Team Leaders	Schedules 1, 3, and 4 only
		- Senior Environmental Action Officer - Environmental Action Officer City Centre Liaison Officer	Schedules 1 & 3 only
Executive functions in relation to the authority's role as highways	Unauthorised marks on the highway	Not delegated	

authority and road traffic authority except in relation to parking enforcement, sub-delegated by the Director of City Development to the Director of Communities and Environment with the power to sub-delegate, and limited to enforcement of these functions	Damage to the highway consequent on exclusion of sun and wind	• Not delegated	
	Penalty for wilful obstruction of highway	• Not delegated	
	Power to remove structures from highways	• Not delegated	

	Penalty for depositing things or pitching booths etc on the highway (deposits/trading)	• Not delegated	
	Prevention of soil etc being washed onto street (mud on highway)	• Not delegated	
	Cutting or felling etc of trees etc that overhang or are a danger to roads or footpaths	• Not delegated	
	Control of mixing of mortar etc on highways	• Not delegated	
	Vehicle crossings over footways and verges	• Not delegated	

Absence Provisions

The table below sets out details of responsibility for those functions which are not sub-delegated by the Director in the usual course of business. These sub-delegations may only be exercised in the absence of the Director on leave³⁰ or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply³¹.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
All functions	• Chief Officer (Customer Access & Welfare) • Chief Officer (Communities) • Chief Community Safety Officer • Chief Officer Environment • Deputy Chief Officer Waste Management • Chief Officer Parks and Countryside	

Schedules to the Director of Communities and Environment Sub-delegation scheme

For actions and legislation in the Schedules below, staff are authorised to sign documents within their area of work after their competence has been confirmed by their line manager.

Legislation specified includes all relevant amendments and subordinate statutory instruments made under those specified acts.

Schedule	Action
1	The Service of Fixed Penalty Notices

³⁰ Whether annual leave, sick leave or special leave

³¹ It is recommended that a delegated decision form be used to record and publish this as a Significant Operational Decision.

2	• Issue Penalty Charge Notices (PCN's)* □ Suspend the use of parking bays* • Exercise powers specified in the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984* *subject to wearing uniforms as stipulated in the Civil Enforcement Officers (Wearing of Uniforms) (England) Regulations 2007
3	• The issuing of statutory notices (signing & service of) • The enforcement of statutory provisions (gathering evidence, witnessing a breach etc) • The approval of licences, permits and registrations, excluding those listed as a Council function which have other restrictions.
4	The approval of prosecution files to facilitate legal proceedings. The issuing of formal cautions.
5	The issuing of permits under the Environmental Permitting Regulations 2010
7	• The enforcement of the Food & Environment Protection Act 1985 section3 • The approval of premises which handle products of animal origin • Register premises for the preparation of food and maintain that register (EC Regulation 852/2004 Article 6, EC Regulation 882/2004 Article 31, and Regulation 19 and schedule 2 of the Food Hygiene (England) Regulations 2013 • To approve premises which handle products of animal origin (EC Regulation 853/2004 Article 4 and Regulation 19 and Schedule 2 of The Food Hygiene (England) Regulations 2013)

Schedule	Action
8	Exercise the powers specified in the Food Safety Act 1990 and European Communities Act 1972 in relation to food safety.
9	• Issue Animal Movement Licences • Issue Animal Disease Control Notices including Detention and Cleaning Notices

10	Approved to act as Proper Officer in relation to the Public Health (Control of Diseases) Act 1984, as amended by the Health and Social Care Act 2008 for the purposes of notifiable diseases, food poisoning, vaccination and immunisation. References to Acts of Parliament includes all Regulations, Orders and Circulars there under. When absent, the Medical Officer for Environmental Health may authorise another community physician, with experience in environmental health and the control of communicable diseases, to act as Proper Officer. The Medical Officer for Environmental Health is approved to act in respect of any further legislation where the post is specifically empowered to act on behalf of the Local Authority including all relevant powers under Port Health and associated legislation.
11	The public analysts, possessing approved qualifications and relevant experience, and employed by the West Yorkshire Analytical Services, shall be appointed as Public Analysts for the purposes of the Food Safety Act 1990 within the Leeds City Council area. Appointment shall be confirmed by resolution of the West Yorkshire Joint Services Committee.
12 (environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases))	Agriculture (Miscellaneous Provisions) Act 1968 Anti Social Behaviour Act 2003 Avian Influenza (Preventive Measures) Regulations 2005 Breeding of Dogs Act 1973 & 1991 Breeding and Sale of Dogs (Welfare) Act 1999 Clean Air Act 1993 Clean Housing and Environment Act 2005 Control of Pollution Act 1974 Control of Pollution (Amendment) Act 1989 Environmental Protection Act 1990 Environment Act 1995 Environmental Permitting (England and Wales) Regulations 2010

Schedule	Action
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	European Communities Act 1972 Food and Environment Protection Act 1985 Food Safety and Hygiene (England) Regulations 2013 Food Safety Act 1990 General Food Regulations 2004 Health Act 2006 Highways Act 1980 Home Safety Act 1961 Local Government (Miscellaneous Provisions) Act 1976 and 1982 Local Government and Housing Act 1989 Local Government Act 2003 Licensing Act 2003 Noise Act 1996 Noise and Statutory Nuisance Act 1993 Official Feed and Food Controls (England) Regulations 2009 Prevention of Damage by Pests Act 1949 Public Health Acts 1936 and 1961 Public Health (Control of Disease) Act 1984(as amended by the Social Care Act 2008) Riding Establishments Act 1964 and 1970 Shop Act 1950 Sunbeds (Regulation) Act 2010 Sunday Trading Act 1994 Trade in Animals and Related Products Regulations 2011 TSE (England) Regulations 2002 as amended Water Industry Act 1991 West Yorkshire Act 1980
Schedule	Action

13 (animal health & welfare)	Animal Boarding Establishments Act 1963 Animals Act 1971 Animal Health Act 1981 as amended Animal Health Act 2002 Animal Welfare Act 2006 Breeding of Dogs Act 1973 & 1991 Breeding and Sale of Dogs (Welfare) Act 1999 Control of Horses Act 2015 Dangerous Dogs Act 1991 Dangerous Wild Animals Act 1976 Diseases of Animals Act 1950 European Communities Act 1972 Local Government Act 2003 Local Government (Miscellaneous Provisions) Act 1982 Performing Animals (Regulation) Act 1925 Pet Animals Act 1951 Protection of Animals Act 1911 Protection of Animals (Amendment) Act 2000 Rabies Act 1974 Riding Establishments Act 1964 and 1970 West Yorkshire Act 1980 Zoo Licensing Act 1981
14 (Environment Action management and street and gully cleansing, refuse collection, graffiti removal, fly-tipping and dog warden services public conveniences, waste management,	Anti-Social Behaviour Act 2003 Anti-Social Behaviour Crime and Policing Act 2014 Clean Housing and Environment Act 2005 Criminal Damage Act 1971 Environmental Protection Act 1990 Highways Act 1980 Leeds City Council Act 2013 Local Government (Miscellaneous Provisions) Act 1982 Pedlars Act 1871 Prevention of Damage by Pests Act 1949 Refuse Disposal (Amenity) Act 1978

Schedule	Action
related enforcement functions, including parking enforcement)	Road Traffic Regulation Act 1984 Road Traffic Act 1991 Traffic Management Act 2004 Town and Country Planning Act 1990 (section 215 only)
17	Subject to being a suitably qualified Environmental Health Practitioner: Food Hygiene (England) Regulations 2013 to enter and inspect premises only.
21	Highways Act 1980 Section 116 To authorise an application to the Magistrates Court to authorise stopping up or diversion of a highway. Countryside and Rights of Way Act 2000 Section 60 To produce and publicise a Rights of Way Improvement Plan and keep under review. Countryside and Rights of Way Act 2000 Section 66 Making of Traffic Regulation Orders for purposes of conserving natural beauty. Wildlife and Countryside Act 1981 Section 57 Supplementary provisions as to definitive maps and statements. Countryside Act 1968 Section 27 Power to erect and maintain signposts along any public rights of way.

22	Highways Act 1980 Section 66 Authority to erect access control barriers or other structures to safeguard members of the public. Highways Act 1980 Section 117 To authorise an application for an order under section 116 on behalf of another person. Highways Act 1980 Section 131A Serve notice and take any necessary default action regarding disturbance of public right of way. Highways Act 1980 Section 131A Authority to prosecute offences in relation to unlawful disturbance of highway. Highways Act 1980 Section 132 Authority to remove any picture, letter, sign or other mark on or in a public
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Schedule	Action
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	right of way. Highways Act 1980 Section 134 Authority to prosecute offences of non-indication and reinstatement of path following lawful disturbance. Highways Act 1980 Section 134 Serve notice and take any necessary default action in respect of nonindication and reinstatement of highway following lawful disturbance. Highways Act 1980 Section 135 To authorise the temporary diversion of path or way ploughed up under section 134. Highways Act 1980 Section 137 Authority to prosecute offences of obstruction of highway. Highways Act 1980 Section 137A Serve notice and take any necessary default action in respect of nonindication of line of path and crops growing on highway. Highways Act 1980 Section 137A Authority to prosecute offences in relation to crops growing on highway. Highways Act 1980 Section 143 Authority to serve Notice to remove unauthorised structure across a highway and take default action if necessary. Highways Act 1980 Section 145 Authority to serve Notice on owner of a gate across a right of way which is less than minimum width to enlarge or remove it. Highways Act 1980 Section 146 Authority to serve Notice or take default action in relation to dangerous stiles or gates. Highways Act 1980 Section 148/149 Authority to prosecute offences of depositing anything on a highway to the interruption of a user. Highways Act 1980 Section 154 Authority to serve Notice regarding overhanging trees, hedges and shrubs and take any necessary enforcement action.
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Schedule	Action
	Highways Act 1980 Section 164 Authority to serve Notice on owner of land to remove nuisance barbed wire and apply to magistrates for court order if necessary. Highways Act 1980 Section 296 Power of highway authority or council to execute works on behalf of other persons. 'Local Government (Miscellaneous Provisions) Act 1976 Section 23 Authority to serve Notice to deal with dangerous trees and take any necessary enforcement action'.
23	Highways Act 1980 Section 293 Power of entry for purposes connected with certain orders relating to footpaths and bridleways. Highways Act 1980 Section 294 Entry etc of premises by highway authority or council for certain purposes (discharge of functions conferred or imposed on an authority, being a highway authority or council) (a) Surveying (b) Making plans (c) Executing, maintaining or examining works (d) Ascertaining the course of sewers or drains (e) Ascertaining or fixing boundaries (f) Ascertaining whether any hedge, tree or shrub is dead, diseased, damaged or insecurely rooted
24	Wildlife and Countryside Act 1981 Section 53B To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981.
25	Wildlife and Countryside Act 1981 Section 53 (3B&C) To determine modification order applications and to determine the making of modification orders on the discovery of evidence.
26	Wildlife and Countryside Act 1981 Section 62 Authority to appoint Wardens for public rights of way

27	Section 154 Highways Act 1980 Section 23 Local Government (Miscellaneous Provisions) Act 1976.
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Schedule	Action
28 Cemeteries and Crematoria	Burial Act 1852, 1857 & 1906 Local Government Act 1972 Local Authorities Cremation Order 1977 Cremation Act 1902 & 1952 Cremation Regulations 1930, 1952 & 2000 Births & Deaths Registration Act 1953(2) The Coroners Act 1988(3) The Human Tissue Act 2004(4) The Cremation (Amendment) Regulations 2006 The Cremation (England and Wales) Regulations 2008 Public Health (Control of Disease) Act 1984 The Pollution Prevention (England and Wales) Regulations 2000
29 Allotments	Small Holdings and Allotment Act 1908 Allotment Acts 1908 to 1950 Local Government Act 1972 Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 Localism Act 2011