

Constitution Review

Part 3 – Responsibility of Functions

Following approval to implement a new format for the Council's Constitution, Part 3 of the document is a new Responsibility of Functions section.

This document seeks to map out how areas of the original Constitution have transitioned to the new Responsibility of Functions section, together with those areas that are recommended for deletion. It should be read in conjunction with the newly proposed Responsibility for Functions section, together with the working copy of the original Constitution which is colour coded as follows:

Green = transferred and embedded into the new Responsibility of Functions section

Red = recommended deletion

The below table sets out those pages of the original Constitution impacted in developing the new Responsibility of Functions section:

Pages	Function	Explanation
20-21	Functions of the Council Meeting	Included under Part 3(a) (Council Functions)
20	Functions of the Council Meeting	Deletion of 'Core Strategy' under the Policy Framework as this no longer exists
21	Reference to local choice functions	Already included in the Scheme of Delegation so unnecessary duplication
44	Review Board – Licensing and Members' Code of Conduct	Included under Part 3(a) (Council Functions)
44	Review Board – Members' Code of Conduct	Deletion of paragraph (b) – this is contrary to current practice whereby the Monitoring Officer undertakes an investigation upon receipt of a complaint and, if necessary, reports this to the Review Board
44	Appeal Panel	Included under Part 3(a) (Council Functions)
79	Planning Committee	Included under Part 3(a) (Council Functions)
84	Licensing Committee	Included under Part 3(a) (Council Functions)
85	Alcohol, Entertainment and Late Night Refreshment Licensing Committee	Included under Part 3(a) (Council Functions)
85	Sub-Committee	Included under Part 3(a) (Council Functions)
91-94	Governance and Audit Committee	Included under Part 3(a) (Council Functions)

97-99	Companies Committee	Included under Part 3(a) (Council Functions)
100-102	Employment Committee	Included under Part 3(a) (Council Functions)
106	Authorisation to prosecute, defend or appear in proceedings	Included under Part 3(c) (Delegated Powers to Officers - Head of Paid Service)
107	Service Management	Included under Part 3(a) (Council Functions)
107	Implementation of orders or Council decisions	Included under Part 3(a) (Council Functions)
108-110	Chief Executive	Included under Part 3(c) (Delegated Powers to Officers - Head of Paid Service)
111-114	Section 151 Officer	Included under Part 3(c) (Delegated Powers to Officers – Section 151 Officer)
115-117	Legal and Democratic	Included under Part 3(c) (Delegated Powers to Officers – Monitoring Officer)
118	Functions under the Town and County Planning Act 1990	Deletion of this section under delegation to the Assistant Director, Legal and Democratic Services as duplicated elsewhere under planning delegations
121-122	Development Management: Enforcement	Included under Part 3(c) (Delegated Powers to Officers) under 'Planning and Planning Policy'
122	Neighbourhood Planning	Included under Part 3(c) (Delegated Powers to Officers)
122	Street Naming	Included under Part 3(c) (Delegated Powers to Officers) under 'Planning and Planning Policy'
122	Business Grant Scheme	Included under Part 3(c) (Delegated Powers to Officers)
122-123	Planning Policy	Included under Part 3(c) (Delegated Powers to Officers) – Development Management
122	Planning Policy	Deletion of the words 'of the Service Manager, Development Management and Implementation' – this is no longer relevant
124	Housing	Included under Part 3(c) (Delegated Powers to Officers)
124	Housing	Deletion of 'Serve requisitions for information under relevant legislation' – this is no longer relevant

124	Housing	Decision of 'Implement and ensure compliance with the Tenancy and Neighbourhood Services Tenancy Agreement' – this is no longer relevant
124	Housing	Deletion of 'Sign and serve Notice to Quit and take action for possession of any Council dwelling or garage occupied under licence, non-secure tenancy as a result of breach of tenancy or trespass' – duplication
124	Housing	Delete 'Draw up and serve anti-social behaviour contracts' – no longer relevant
125	Housing	Delete 'Providing and securing the provision of advisory services and assistance in relation to homelessness' – duplication
125	Buy back of ex-Council Properties	Included under Part 3(c) (Delegated Powers to Officers)
126-128	Building Control	Included under Part 3(c) (Delegated Powers to Officers)
129	Property	Included under Part 3(c) (Delegated Powers to Officers)
130	Private Sector Housing	Included under Part 3(c) (Delegated Powers to Officers)
130	Private Sector Housing	Deletion of specific reference to discretionary disabled grants and determination by the relevant Cabinet Member. A new policy was introduced whereby decisions regarding discretionary disabled grants no longer requires Cabinet approval
130-131	Waste Services	Included under Part 3(c) (Delegated Powers to Officers) - Neighbourhoods
131-133	Licensing	Included under Part 3(c) (Delegated Powers to Officers)
132	Licensing	Deletion of approval of requests for busking in Stamford pedestrian precinct – this is currently not enforceable as no Bye-Law associated with such powers can be identified in the Council's records
133	Community Safety	Included under Part 3(c) (Delegated Powers to Officers) - Neighbourhoods
133	Community Safety	Deletion of reference to Anti-Social Behaviour Orders – these no longer exist

133-135	Public Health	Included under Part 3(c) (Delegated Powers to Officers)
135	Animals	Included under Part 3(c) (Delegated Powers to Officers)
135	Food Safety	Included under Part 3(c) (Delegated Powers to Officers)
135	Air Pollution	Included under Part 3(c) (Delegated Powers to Officers)
136	Health and Safety	Included under Part 3(c) (Delegated Powers to Officers)
136	Noise	Included under Part 3(c) (Delegated Powers to Officers)
136	Sunday Trading	Included under Part 3(c) (Delegated Powers to Officers)
136	Contaminated Land	Included under Part 3(c) (Delegated Powers to Officers)
136	Statutory Nuisance	Included under Part 3(c) (Delegated Powers to Officers)
159-160	Local Choice Functions	Deletion of all Local Choice Functions – all already included in the Scheme of Delegation so unnecessary duplication
161	Common Seal of the Council	Included under Part 3(c) (Delegated Powers to Officers)
162-163 and 165-184	Appendices to Article 16	Deletion of all appendices – all delegated functions already included in the Scheme of Delegation so unnecessary duplication. It is also not necessary to specifically list relevant legislation as the list is not exhaustive

The below table sets out recommended additions not included in the current Constitution, or recommended amendments to sections set out in the current Constitution for inclusion in the new document. These are highlighted in **yellow** on the new Part 3 – Responsibility for Functions document:

Recommended Additions:

Relevant section	Function	Delegation/Addition	Body or Officer(s) Granted Delegation
Part 3(a)	Council Functions	Inclusion of 'setting the Authority's Council Tax' in the list of Council functions	Council
Part 3(b)	Executive Functions	Addition of introductory text at paragraphs 3.5 – 3.10	Cabinet
Part 3(b)	Executive Functions	Addition of explanatory text at paragraphs 3.11 – 3.15	Cabinet
Part 3(b)	Executive Functions	The formulation, review and monitoring of the policy and budget framework, including consultation with the relevant Overview and Scrutiny Committees, members of the public and interested parties and the submission of recommendations for amending the policy and budget framework to Council	Cabinet
Part 3(b)	Executive Functions	Implementation of the approved policy and budget framework, except in relation to those Council Functions set out in Part 3(a) above	Cabinet
Part 3(b)	Executive Functions	Representing the Council and District to the public, other organisations and agencies, both within the District and at national level	All Cabinet Members
Part 3(b)	Executive Functions	To authorise virements to revenue budgets in accordance with thresholds set out in the Council's Financial Procedure Rules	Cabinet, Cabinet Members and Officers
Part 3(b)	Executive Functions	To authorise virements to capital budgets in accordance with thresholds set out in the Council's Financial Procedure Rules	Cabinet, Cabinet Members and Officers

Part 3(b)	Executive Functions	To authorise additions to budgets in accordance with thresholds set out in the Council's Financial Procedure Rules	Cabinet
Part 3(b)	Executive Functions	To respond to consultations by the Government, Government agencies and other Local Authorities on draft guidance, policies or regulations, or similar documents	Cabinet and Cabinet Members
Part 3(b)	Executive Functions	To approve bad debt write offs in accordance with thresholds set out in the Council's Financial Procedure Rules	Cabinet
Part 3(b)	Executive Functions	To approve emergency payments under the Emergency Plan, in accordance with thresholds set out in the Council's Financial Procedure Rules	Leader of the Council
Part 3(c)	Air Pollution	To inspect premises and issue permits to operate under the Pollution, Prevention and Control Act 1999 To enter premises, serve notices and take all necessary action under relevant legislation	Chief Executive, Director for Commercial and Operations, Assistant Director, Operations and Public Protection and other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Arts, Culture and Events	To undertake management of the Council's art, culture and event provision	Chief Executive, Director of Growth and Culture and any other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Animals	To include day care for dogs and keeping or training animals for exhibition within the list of activities under this delegated authority	Assistant Director, Operations and Public Protection and any other officer he or she authorises in writing as being appropriately

			qualified and trained
Part 3(c)	Contaminated Land	Addition of the words 'enter premises'	Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Disposal of Lost and Uncollected Property	To dispose of lost and uncollected property on premises and land owned by the Council in accordance with Section 41 of the Local Government (Miscellaneous Provisions) Act 1982.	Chief Executive, Director for Housing and Property and any other officer they authorise in writing as being appropriately qualified and trained
Part 3(c)	Equality and Diversity	To ensure that all officers act in accordance with relevant legislation and maintain the highest levels of consideration relating to equality and diversity in the delivery of the Council's functions and services.	Chief Executive, Directors and Assistant Directors
Part 3(c)	Grant Funding	To submit applications for external grant funding	Chief Executive, any Director and any other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Housing	To manage all landlord functions in relation to tenancy and estate management leaseholders within the Housing Revenue Account To authorise appropriate action in relation to empty homes in the district To act as necessary in accordance	Chief Executive, Director for Housing and Property and any other officers they authorise in writing as being appropriately qualified and

		with the Anti-Social Behaviour, Crime and Policing Act 2014	trained
Part 3(c)	Leisure	To undertake management of the Council's leisure provision, including buildings in relation to the Council's Leisure Centres	Director of Growth and Culture and any other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Licensing	Addition of the words 'enter premises' Addition of the word 'violence' in the list of offences	Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Noise	To enter premises, service notices and take all necessary action under relevant legislation	Chief Executive, Director for Commercial and Operations, Assistant Director, Operations and Public Protection and other officers they authorise in writing as being appropriately qualified and trained
Part 3(c)	Private Sector Housing	To act as the Proper Officer in relation to the signature of documents under the Housing Act 2004, Parts 1, 2 and 4 and other relevant legislation in relation to the condition of houses To determine applications for mandatory disabled facilities grants and other grants provided under the Housing grants, Construction and Regeneration Act 1996 in accordance	Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being

		<p>with Council policies</p> <p>To serve remedial notices and penalty charge notices under the Smoke and Carbon Monoxide Alarm (England) Regulations</p>	<p>appropriately qualified and trained</p>
Part 3(c)	Property	<p>Responsibility for managing the Council's commercial property and development function and external consultants retained for that purpose</p> <p>Appointing Valuation Surveyors as appropriate and required to conduct negotiations for the sale of purchase of any land or property</p> <p>To purchase at auction any land within the district on the Council's behalf pursuant to agreement from Full Council or Cabinet</p> <p>Managing the maintenance of a property terrier and property asset register for the Council</p> <p>To negotiate and conclude, subject to Council policy and procedure, land, property acquisitions and disposals of housing working with relevant partners where appropriate</p>	<p>Chief Executive, Director for Housing and Property and any other officers they authorise in writing as being appropriately qualified and trained</p>
Part 3(c)	Public Health	<p>To appoint a public analyst under Section 77 of the Food Safety Act 1990</p> <p>The addition of 'cleansing of filthy or verminous premises or persons' under the list of powers</p>	<p>Assistant Director, Operations and Public Protection</p>
Part 3(c)	Submission of Applications for Planning Permission	<p>To submit applications for planning permission on behalf of the Council</p>	<p>Chief Executive, Director for Housing and Property and any other officer they authorise in writing as being appropriately qualified and trained</p>

Part 3(c)	Surveillance and Investigation	<p>To authorise use of directed surveillance and investigation in accordance with the Regulation of Investigatory Powers Act 2000</p> <p>To undertake interviews and process and store evidence under the provisions of the Police and Criminal Evidence Act 1984</p> <p>To issue Simple Cautions where there is evidence that the offender has committed an offence, the offender admits to the offence, it is not in the public interest to prosecute and the offender agrees to being given the caution</p>	Chief Executive and any other officer he or she authorises in writing as being appropriately qualified and trained
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The below table sets out proposed amendments to the existing Constitution which are set out in the new Part 3 – Responsibility for Functions. These are highlighted in blue within the new Part 3 document:

Recommended Amendments:

Relevant section	Function	Amendment	Reason
Part 3(c)	Air Pollution	Replace 'Assistant Director, Environment'	The role of Assistant Director, Environment no

		<p>with:</p> <p>Chief Executive, Director for Commercial and Operations, Assistant Director, Operations and Public Protection and other officers they authorise in writing as being appropriately qualified and trained</p>	<p>longer exists</p>
Part 3(c)	Animals	<p>Replace the following wording:</p> <p>‘They, or other officers authorised in writing with necessary training and qualifications, will carry out enforcement action under relevant legislation and, where appropriate, enter premises in relation to:</p> <ul style="list-style-type: none"> - Dog fouling - Failure to put a dog on a lead when requested to do so - Allowing a dog into an area from which they are excluded - Seizure and detention of stray dogs’ <p>With:</p> <p>To enter premises, service notices and take all necessary action under relevant legislation in respect of the following:</p> <ul style="list-style-type: none"> - Seizure and detention of stray dogs - Microchipping of dogs <p>Replace the following wording:</p> <p>‘To approve, engage and serve notices and authorise in writing other officers appropriately trained to approve, engage and serve notices in</p>	<p>The amended wording provides much more clarity and makes specific delegations clearer.</p> <p>The role of Assistant Director, Environment no longer exists.</p>

		<p>respect of the following ...'</p> <p>With:</p> <p>To enter premises, serve notices and take all necessary action under relevant legislation in respect of the following ...</p> <p>Replace 'Assistant Director, Environment' with:</p> <p>Assistant Director, Operations and Public Protection and any other officer they authorise in writing as being appropriately qualified and trained</p>	
Part 3(c)	Building Control	<p>Replace the below list of delegations:</p> <ul style="list-style-type: none"> a) Deal with building regulation applications, variations and relaxations and b) Deal with enforcement of building regulations c) To act as the Proper Officer for dealing with dangerous and dilapidated buildings and structures and neglected sites d) To act as the Proper Officer of the Council to deal with the boarding up of dangerous and dilapidated buildings and structures, including emergency measures e) To deal with the demolition of buildings f) To provide advice in dealing with disputes in relation to 'party walls' g) To deal with the protection of abandoned mine openings h) To enter land and 	<p>The delegations within the current Constitution are significantly out of the date and the amendments reflect numerous changes in legislation in respect of the Council's discretionary services</p> <p>The role of Assistant Director, Transformation and Change no longer exists</p>

		<p>premises</p> <ul style="list-style-type: none"> i) To lapse building regulation applications j) To serve notice on designated properties in respect of means of escape from fire k) To deal with issues associated with tall buildings against lower chimneys l) To correspond with the Secretary of State to determine issues that require a technical clarification based on individual cases m) To carry out the duties associated with relaxing or dispensing with the requirements of the building regulations n) To alter or amend <p>With:</p> <ul style="list-style-type: none"> (a) To check applications for compliance with the building regulations. (b) To carry out site inspections on building work during construction to ensure compliance with building regulations. (c) To provide pre application advice to customers. (d) To have a development team approach on large projects. (e) Deal with enforcement of building regulations. (f) To provide a register for initial notices applications from approved inspectors. (g) To prepare quotes on applications for fees. (h) To maintain data from competent person register. (i) Process notices received for demolition 	
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		<p>of buildings.</p> <p>(j) To deal with dangerous structure.</p> <p>(k) To maintain a register and keep records for statutory time period.</p> <p>(l) To maintain register for searches.</p> <p>(m) To lapse building regulations.</p> <p>(n) To offer additional construction fee paying services.</p> <p>Replace 'Assistant Director, Transformation and Change' with:</p> <p>Chief Executive, Director for Commercial and Operations, Assistant Director Operations and Public Protection, and any other officers they authorise in writing as being appropriately qualified and trained</p>	
Part 3(c)	Business Grant Scheme	<p>Replace 'Assistant Director, Growth and Development' with:</p> <p>Chief Executive, Director of Growth and Culture and any other officers they authorise in writing as being appropriately qualified and trained</p>	The role of Assistant Director, Growth no longer exists
Part 3(c)	Buy back of ex-Council Properties	<p>Replace 'Strategic Director of Growth' with:</p> <p>'Chief Executive or Director of Housing and Property'</p>	The role of Strategic Director of Growth no longer exists
Part 3(c)	Community Safety	<p>Change of title for this section from 'Community Safety' to:</p> <p>Neighbourhoods</p>	It was more relevant within the current structure to refer to this section as 'Neighbourhoods' as opposed to 'Community

		<p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	<p>Safety'</p> <p>The role of Assistant Director, Environment no longer exists</p>
Part 3(c)	Contaminated Land	<p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	<p>The role of Assistant Director, Environment no longer exists</p>
Part 3(c)	Food Safety	<p>Change of title to incorporate Food Hygiene</p> <p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	<p>The delegation also relates to food hygiene, so it was deemed necessary to ensure this was reflected in the title</p> <p>The role of Assistant Director, Environment no longer exists</p>
Part 3(c)	Health and Safety	<p>Replace the following wording:</p> <p>'To be responsible for enforcing health and safety regulations in offices, shops, warehouses, restaurants, public houses,</p>	<p>The previous wording may not have been an exhaustive list of premises, so the use of the wording 'all relevant premises' provides adequate authority to act accordingly. The other amendments add more clarity over the powers</p>

		<p>clubs, leisure premises, care homes and private nurseries to make sure they are safe for all employees and visitors’</p> <p>And</p> <p>‘To ensure all authorised officers carry out regular inspections and investigate workplace accidents and complaints about health and safety issues when related to this type of premises’</p> <p>With:</p> <p>a) To be responsible for enforcing health and safety regulations in all relevant premises to make sure they are safe for all employees and visitors</p> <p>b) To inspect, issue enforcement notices and take relevant action in respect of workplace health and safety under relevant legislation</p> <p>Replace ‘Assistant Director, Environment’ with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	<p>associated with the delegation</p> <p>The role of Assistant Director, Environment no longer exists</p>
Part 3(c)	Housing	<p>Replace ‘Prepare and implement, with resources provided by the Council, programmes for the refurbishment, repair and maintenance of Council dwellings’ and ‘general</p>	<p>Amendments provide greater clarity regarding the Housing Revenue Account and the Council, as well as setting out clearer accountability</p> <p>The role of Assistant</p>

		<p>management, regulation and control of the Council's housing stock' with:</p> <ul style="list-style-type: none"> a) Undertake the management, repair, maintenance, improvement and regeneration of the Council's housing stock and ensure regulatory compliance b) To prepare and lead on the implementation of the Housing Strategy including the provision of new Council homes <p>Replace 'Authorise disposal of small parcels of land held for the purposes of Tenancy Services land (not exceeding 0.25 acres) which is no longer required for use by Tenancy Services purposes provided such disposals are in accordance with established policy, the land is not required by any other service of the Council and subject to prior consultation with the Ward Member(s) in which the land is situated' with:</p> <p>'Authorise disposal of small parcels of land held for the purposes of Housing Revenue Account land (not exceeding 0.25 acres) which is no longer required for use by the Council provided such disposals are in accordance with established policy'</p> <p>Replace 'Assistant Director, Housing' with:</p> <p>Chief Executive, Director for Housing and Property and any other officer they authorise in writing as</p>	<p>Director, Housing no longer exists in the context of the delegations currently assigned to it</p>
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		being appropriately qualified and trained	
Part 3(c)	Legal Proceedings	<p>Replace 'Assistant Director, Legal and Democratic' with:</p> <p>Chief Executive, Deputy Chief Executive, Assistant Director of Legal and Democratic Services or any officers they authorise in writing as being appropriately qualified and trained</p>	Amendment provides greater flexibility with the delegation not solely reliant on one postholder
Part 3(c)	Licensing	<p>Replace the following wording:</p> <p>'No hackney carriage or private hire driver's licence shall be issued to an applicant until:</p> <ul style="list-style-type: none"> - The applicant has held a full driving licence for at least one year - Three years have elapsed with no further convictions since his or her driving licence was restored following a conviction for offences involving drink-driving or reckless driving' <p>With:</p> <p>To ensure that no hackney carriage or private hire driver's licence is issued to an applicant unless the criteria set out in the Hackney Carriage and Private Hire Vehicle Policy has been met</p> <p>To remove the words 'in the interests of public safety' regarding the suspension or revocation of a hackney carriage or</p>	<p>Different timescales apply to different circumstances and the wording of the existing delegation does not cover these exhaustively. The Policy sets out the criteria that must be applied, so the amendment signposts the delegated authority to the Policy.</p> <p>Regarding the suspension or revocation of a licence, it was necessary to include reference to a person's right to work in the United Kingdom</p> <p>The role of Assistant Director, Environment no longer exists</p>

		<p>private hire driver's licence and replace with:</p> <p>To suspend or revoke a hackney carriage or private hire driver's licence with immediate effect in situations of urgency or in relation to a person's right to work in the United Kingdom ...</p> <p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	
Part 3(c)	Neighbourhood Planning	<p>Replace 'Assistant Director, Growth and Development' with:</p> <p>Chief Executive, Director of Growth and Culture and any other officers they authorise in writing as being appropriately qualified and trained</p>	The role of Assistant Director, Growth and Development no longer exists
Part 3(c)	Noise	<p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	The role of Assistant Director, Environment no longer exists
Part 3(c)	Planning and Planning Policy	To replace the sections entitled 'Development Management' and	The role of Assistant Director, Growth and Development no longer

		<p>'Development Management Enforcement'</p> <p>Replace 'Assistant Director, Growth and Development' with:</p> <p>'Chief Executive, Director of Growth and Culture and any other officers they authorise in writing as being appropriately qualified and trained'</p> <p>Deletion of reference to the Service Manager, Development and Implementation</p>	<p>exists</p> <p>The role of Service Manager, Development and Implementation no longer exists</p>
Part 3(c)	Private Sector Housing	<p>Replace the following wording:</p> <p>'To act as the Proper Officer in relation to the signature of documents under the Housing Act in relation to the condition of houses or environmental health and carry out and authorise in writing other officers with necessary training and qualifications, to carry out the following functions:</p> <p>a) To carry out enforcement action under relevant legislation and, where appropriate, enter premises in relation to housing standards and houses in multiple occupation</p> <p>b) To serve notices in relation to the repair, closing or demolition of dwellings that fail to meet standards currently set out in the Housing Health and Safety Rating System</p> <p>c) To serve notices to recover expenses incurred in the service</p>	<p>Provides greater clarity regarding the specific powers delegated to officers and updates the specific legislation. Additions are reflected in the table above but included for completeness</p> <p>The role of Assistant Director, Environment no longer exists</p>

		<p>of notices under the Housing Act 2004</p> <ul style="list-style-type: none"> d) To service notices in relation to defective premises e) To serve notices requiring the production of documents reasonably required to allow the enforcement function to be carried out f) To authorise grants in accordance with Council policies, except discretionary disabled grants which are determined by the relevant Cabinet Member g) To arrange for the restoration of utilities if the supply has been cut off as a result of landlord failure where a building is used as a dwelling h) To serve overcrowding notices to restrict the number of occupants houses in multiple occupation i) To issue licences for houses in multiple occupation and impose conditions where appropriate' <p>With:</p> <p>To carry out the following functions:</p> <ul style="list-style-type: none"> a) To enter premises, service notices and take all necessary action under relevant legislation b) To act as the Proper Officer in relation to the signature of documents under the Housing Act 2004, Parts 1, 2 and 4 and other relevant legislation in relation to 	
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		<p>the condition of houses</p> <ul style="list-style-type: none"> c) To serve notices to recover expenses incurred in the service of notices under the Housing Act 2004 d) To serve notices requiring the production of documents reasonably required to allow the enforcement function to be carried out e) To determine applications for mandatory disabled facilities grants and other grants provided under the Housing grants, Construction and Regeneration Act 1996 in accordance with Council policies f) To arrange for the restoration of utilities if the supply has been cut off as a result of landlord failure where a building is used as a dwelling g) To serve notices to restrict the number of occupants houses in multiple occupation h) To issue licences for houses in multiple occupation and impose conditions where appropriate i) To serve remedial notices and penalty charge notices under the Smoke and Carbon Monoxide Alarm (England) Regulations <p>Replace 'Assistant Director, Environment with Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as</p>	
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		being appropriately qualified and trained	
Part 3(c)	Property	<p>Replace 'Assistant Director, Property' with:</p> <p>Chief Executive, Director for Housing and Property and any other officers they authorise in writing as being appropriately qualified and trained</p>	The role of Assistant Director, Property no longer exists
Part 3(c)	Property	<p>Removal of reference to the Assistant Director, Transformation and Change regarding assets of community value so that the delegation reads:</p> <p>'Consider and determine applications nominating a property as an asset of community value in consultation with the Legal Services'</p>	The role of Assistant Director, Transformation and Change no longer exists
Part 3(c)	Public Health	<p>Replace 'Health Protection Agency' with 'UK Health Security Agency'</p> <p>Replace the following wording:</p> <p>'In making notifications and requesting Orders is also the Proper Officer to receive notifications'</p> <p>With:</p> <p>Will receive notifications of any communicable disease or condition presenting the risk of significant harm to human health on behalf of the Local Authority</p> <p>Replace the following wording:</p> <p>'Can approve, engage, service notices, undertake works in default and, where</p>	<p>The Health Protection Agency no longer exists and the UK Health Security Agency is now the relevant Agency</p> <p>The revised wording makes the power delegated to the Proper more clear and comprehensive</p> <p>The Assistant Director, Environment no longer exists</p>

		<p>appropriate, enter premises in relation to the following and authorise in writing other officers with necessary training and qualifications to undertake these functions ...'</p> <p>With:</p> <p>May enter premises, serve notices and take all necessary action under relevant legislation in respect of the following ...</p> <p>Replace 'Assistant Director, Environment with:</p> <p>Assistant Director, Operations and Public Protection</p>	
Part 3(c)	Statutory Nuisance	<p>Replace the following wording:</p> <p>'To carry out inspections and serve abatement notices in relation to statutory nuisance'</p> <p>With:</p> <p>To carry out inspections, enter premises, serve abatement notices and carry out enforcement action in relation to statutory nuisance in accordance with relevant legislation</p> <p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	<p>The revised wording provides greater clarity regarding the powers delegated to officers</p> <p>The Assistant Director, Environment no longer exists</p>

Part 3(c)	Sunday Trading	<p>Replace 'Assistant Director, Environment' with:</p> <p>Chief Executive, Director of Commercial and Operations, Assistant Director, Operations and Public Protection and any other officers they authorise in writing as being appropriately qualified and trained</p>	The Assistant Director, Environment no longer exists
Part 3(c)	Waste Services	To transfer this section under 'Neighbourhoods'	As per the Neighbourhoods section