



Rutland County Council

PART 8 – OF THE CONSTITUTION

TERMS OF REFERENCE AND SCHEME OF DELEGATION TO OFFICERS

**APPROVED BY COUNCIL
at each Annual Meeting but subject to
amendment at any Council Meeting**

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RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

CONTENTS

SECTION	SUBJECT	PAGE NUMBER
Section 1	General Principles	2
Section 2	Matters Reserved for Council	2
Section 3	General Delegated Powers	2
Section 4	Matters Delegated to the Chief Executive and Chief Officers of the Council	3
Section 5	“Proper Officer” Designation for statutory purposes	3
Section 6	Audit and Risk Committee	6
Section 7	Development Control and Licensing Committee	8
Section 8	Employment and Appeals Committee	12
Section 9	Licensing Act Committee	13
Section 10	Alcohol and Entertainment Panels	14
Section 11	Conduct Committee	15
Section 12	Delegation to Officers	
	People	16
	Places	19
	Resources	27

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

1. GENERAL PRINCIPLES

- 1.1 The Scheme is subject to other provisions of the Council's Constitution and in particular Part 3 relating to the responsibility for functions, the provisions contained in the Council's Procedure Rules and also to the roles of the officers appointed as the Council's Head of Paid Service, Monitoring Officer and Section 151 Officer.
- 1.2 Any arrangements made by the Council or Cabinet for the discharge of functions by a Committee, Sub-Committee or Officer shall not prevent the Council or Cabinet by whom such arrangements were made from exercising those functions, subject to Procedure Rule 110 (Referral of Decisions) or the provisions for the call-in of decisions in the Constitution and the Council's Procedure Rules.
- 1.3 Delegated powers may only be exercised within the Terms of Reference of the Committee or Sub-Committee exercising the power and within the framework of the Council's policy.
- 1.4 Delegated powers to purchase property, goods or services may only be exercised if provision is made in the Annual Budget or if a Supplementary Estimate has been approved.
- 1.5 All references to Acts, Orders, Regulations etc., in this Scheme shall be deemed to include references to amending or extending legislation in force from time to time.
- 1.6 Unless the Council or Cabinet directs otherwise, no Working Party, Working Group or Issue Panel shall have any executive powers. Their functions will be of investigation, consultation, research and reporting any recommendations to their appointing body for approval. No Working Party, Working Group or Issue Panel has any authority to commit the Authority to any expenditure.
- 1.7 Where a function is not reserved specifically for a Committee or Sub-Committee, it shall be deemed to be delegated to the Chief Officer responsible for the function.

2. MATTERS RESERVED TO COUNCIL

- 2.1 The functions reserved for Council are contained in Part 3 of the Council's Constitution.

3. GENERAL DELEGATED POWERS

- 3.1 The General Scheme of Delegation to all Committees is contained in Part 3 of the Council's Constitution.

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

4. MATTERS DELEGATED TO OFFICERS OF THE AUTHORITY

4.1 The matters delegated to the Chief Executive and other Chief Officers are contained in Part 3 of the Council’s Constitution.

5. “PROPER OFFICER” DESIGNATIONS FOR STATUTORY PURPOSES:-

5.1 The following officers are authorised to undertake the duties of the proper officer as determined by the relevant requirements of the appropriate legislation.

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
1.	LOCAL GOVERNMENT ACT 1972 S.13(3) AND S.97	Parish Trustee	Chief Executive
2.	LOCAL GOVERNMENT ACT 1972 S.83(1)	Receipt of declaration of acceptance of office	Chief Executive and Monitoring Officer
3.	LOCAL GOVERNMENT ACT 1972 S.84	Receipt of notice of resignation	Chief Executive
4.	LOCAL GOVERNMENT ACT 1972 S.88(2)	Convening a Council meeting to fill casual vacancy in office of Chair	Chief Executive
5.	LOCAL GOVERNMENT ACT 1972 S.89(1)(b)	Receipt of notice of casual vacancy in office of Councillor from two local government electors	Chief Executive
6.	LOCALISM ACT 2011 S.29(1) and LOCAL GOVERNMENT ACT 1972 S. 117	Receipt of notice and record of pecuniary interests under S.29 in respect of members and S.117 in respect of officers	Monitoring Officer
7.	LOCAL GOVERNMENT ACT 1972 S.111	Registrar of Bonds	Section 151 Officer
8.	LOCAL GOVERNMENT ACT 1972 S.101	Statutory determinations regarding borrowing limits	Section 151 Officer
9.	LOCAL GOVERNMENT ACT 1972 S.115	Receipt of monies due from officers required to account	Section 151 Officer
10.	LOCAL GOVERNMENT ACT 1972 S.146(1)(a)(b)	Declarations and certificates relating to securities in case of transfer	Section 151 Officer
11.	LOCAL GOVERNMENT ACT 1972 S.151	The officer responsible for financial administration (Section 151 Officer)	Assistant Director - Finance
12.	LOCAL GOVERNMENT ACT 1972 S.191(2)	Matters relative to Ordnance Survey	Chief Executive
13.	LOCAL GOVERNMENT ACT 1972 S.210(6) & (7)	Charity functions transferred to the District Council	Chief Executive
14.	LOCAL LAND CHARGES ACT 1975 (c.76, SIF 98:2), S.19(1), Sch. 2	Local Land Charges Registrar under the Land Charges Act 1925	Chief Executive
15.	THE REGULATORY REFORM (GAME) ORDER 2007 (S.I. 2007/2007), art.6. Sch.para.1(m)	The Collection of Licence Duties	Director for Places (Environment, Planning and Transport)
16.	LOCAL GOVERNMENT ACT 1972 S.223(1)	The conduct of Legal proceedings before Magistrates’ Court for recovery of Council Tax and non-domestic rate arrears	Section 151 Officer or Director of Resources or Chief Executive
17.	LOCAL GOVERNMENT ACT 1972 S.225(1)	Deposit of documents	Chief Executive

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
18.	LOCAL GOVERNMENT ACT 1972 S.228(3) & (4)	The Proper Officer whose accounts are open to inspection by members and whose audited accounts are open to public inspection	Section 151 Officer
19.	LOCAL GOVERNMENT ACT 1972 S.229(5)	Certificate of photographic copies of documents	Any Director
20.	LOCAL GOVERNMENT ACT 1972 S.234(1) & (2)	Authentication of Documents	Any Director
21.	LOCAL GOVERNMENT ACT 1972 S.236(9)	Service and receipt of copies of bylaws made by the County or District Council	Chief Executive
22.	LOCAL GOVERNMENT ACT 1972 S.238	Certification of bylaws	Chief Executive
23.	LOCAL GOVERNMENT ACT 1972 Sch 12 para 4(2)(b) & (3)	Signatures of Summons to Council meetings, receipt of Notices of addresses to which summons should be sent	Chief Executive
24.	LOCAL GOVERNMENT ACT 1972 s.12(a)	Certification of resolutions under the paragraph	Chief Executive
25.	PLANNING (CONSEQUENTIAL PROVISIONS) ACT 1990 (c. 11, SIF 123:1, 2), s. 3, Sch. 1 Pt. I, Sch. 3 paras. 1, 2, 4, 6	Receipt of deposit of lists of protected buildings S54(4) of Town & Country Planning Act 1971	Director for Places (Development and Economy)
26.	LOCAL GOVERNMENT ACT 1972 Sch 29 para 4(1)(a) and (c)	General provisions of existing legislation, not expressly covered by preceding provisions where reference is made to specific officers; for references to Surveyor, Public Health Inspector and Medical Officer of Health except in respect of matters which can only be dealt with by registered Medical practitioners	Director for Places (Environment, Planning and Transport)
27.	LOCAL GOVERNMENT ACT 1972	For references to Town Clerk or Clerk of the Council	Chief Executive
28.	LOCAL GOVERNMENT ACT 1972 S.100B(2)	Circulation of reports and agenda	Chief Executive
29.	LOCAL GOVERNMENT ACT 1972 S.100B(7)(c)	Supply of papers to the press	Chief Executive
30.	LOCAL GOVERNMENT ACT 1972 S.100C(2)	Summaries of minutes	Chief Executive
31.	LOCAL GOVERNANCE ACT 1972 SCHEDULE 12A	Access to information	Chief Executive
32.	LOCAL GOVERNMENT ACT 1972 S.100D(1)(a)	Compilation of lists of background papers and S.100D(5)(a) Identification of background papers	Directors having responsibility for subject matter of report with the first named officer being designated in case of a joint report.
33.	LOCAL GOVERNMENT ACT 1974 S.30(5)	Public notice of publication of a Local Commissioner's report	Chief Executive
34.	REGISTRATION SERVICE ACT 1953	Registration of Births Deaths and Marriages	Senior Culture and Leisure Services Manager
35.	REPRESENTATION OF THE PEOPLE ACT 1983 S.8	Electoral Registration Officer	Chief Executive

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
36.	REPRESENTATION OF THE PEOPLE ACT 1983 S.52(2)	Deputy Electoral Registration Officer	Director for Resources
37.	REPRESENTATION OF THE PEOPLE ACT 1983 S.35	Returning Officer for Parish and District Council elections	Chief Executive
38.	REPRESENTATION OF THE PEOPLE ACT 1983 S.24	Returning Officer Parliamentary Elections	Mayor of Melton Borough Council
39.	REPRESENTATION OF THE PEOPLE ACT 1983 S.28	Acting Returning Officer for Parliamentary Elections	Chief Executive Melton Borough Council
40.	LOCAL GOVERNMENT AND HOUSING ACT 1989 P1.S4.1(a)	Head of the Paid Service	Chief Executive
41.	LOCAL GOVERNMENT AND HOUSING ACT 1989	Acting Head of the Paid Service in the Head of Paid Service's absence	Director for People
42.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.5	Monitoring Officer	Director of Resources
43.	LOCAL GOVERNMENT (COMMITTEES AND POLITICAL GROUPS) REGULATIONS 1990 P3, S.8	Receipt of notice of formation and membership of a political group	Chief Executive
44.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.16	Receipt of notice of wishes of political groups as to appointments to committees and sub-committees and termination of appointments	Chief Executive
45.	LOCAL GOVERNMENT AND HOUSING ACT 1989 S.18 and Reg 14 of Local Authorities (Members' Allowances)	Receipt of notice in writing that a Councillor wishes to forgo any part of his entitlement to an allowance	Director for Resources
46.	The Local Authorities (Referendums)(Petitions)(England) Regulations 2011 P2 S.4(1)	Publication of 5% of local government electors for validating petitions	Electoral Registration Officer
47.	PUBLIC HEALTH (CONTROL OF DISEASE) ACT 1984	The Proper Officer for the purposes of the Public Health (Infectious Diseases) Regulations	Director of Public Health
48.	NATIONAL ASSISTANCE ACT 1948	The Proper Officer for the Purposes of Section 47	Director of Public Health
49.	LOCAL GOVERNMENT ACT 2000 S.52	Undertakings by Members and Co-opted Members to observe the Council's Code of Conduct	Chief Executive and Monitoring Officer
50.	FREEDOM OF INFORMATION ACT 2000 S 36(2) and (5)	The qualified person for the purposes of deciding whether information is exempt from disclosure to the public relating to the prejudice to the conduct of public affairs	Monitoring Officer
51.	FREEDOM OF INFORMATION ACT 2000 S 36	Determination of all exemptions apart from those relating to the prejudice to the conduct of public affairs	Head of Corporate Governance or Director or representative appointed by a Director
52.	REGULATION OF INVESTIGATORY POWERS ACT 2000	Authorising Officer and Designated Person for the use of surveillance and the acquisition and disclosure of communications data	Chief Executive or Any Director or Head of Corporate Governance

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

No	Act Section of Schedule	FUNCTION	PROPER OFFICER
53.	THE LOCAL DEMOCRACY, ECONOMIC DEVELOPMENT AND CONSTRUCTION ACT 2009 S 31	The Statutory Scrutiny Officer responsible for the promotion of the authority's scrutiny function and the provision of support and guidance to Members and Officers of the authority.	Corporate Support Coordinator
54.	DATA PROTECTION ACT 1998	Data Protection Officer/Senior Information Risk Owner	Director for Resources
55.	CALDICOTT REVIEW 1997	Caldicott Guardian	Deputy Director for People
56.	CHILDREN ACT 2004 S 11	Local Authority Designated Officer (LADO)	Head of Safeguarding and Service Improvement

6. AUDIT AND RISK COMMITTEE

6.1 PURPOSE

The purpose of an Audit Committee is to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the authority's financial and non-financial performance to the extent that it affects the authority's exposure to risk and weakens the control environment, and to oversee the financial reporting process.

6.2 CORE FUNCTIONS

- (1) Approve (but not direct) internal audit's strategy, plan and monitor performance.
- (2) Review summary internal audit reports and the main issues arising, and seek assurance that action has been taken where necessary.
- (3) Receive the annual report of the head of internal audit.
- (4) Consider the reports of external audit and inspection agencies.
- (5) Consider the effectiveness of the authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements. Seek assurances that action is being taken on risk related issues identified by auditors and inspectors.
- (6) Be satisfied that the authority's assurance statements, including the Annual Governance Statement, properly reflect the risk environment and any actions required to improve it.

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

- (7) Ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- (8) Review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.

6.3 TERMS OF REFERENCE

Audit Activity

- (1) To consider the head of internal audit's annual report and opinion, and a summary of internal audit activity (actual and proposed) and the level of assurance it can give over the council's corporate governance arrangements.
- (2) To consider summaries of specific internal audit reports as requested.
- (3) To consider reports dealing with the management and performance of the providers of internal audit services.
- (4) To consider a report from internal audit on agreed recommendations not implemented within a reasonable timescale.
- (5) To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.
- (6) To consider specific reports as agreed with the external auditor.
- (7) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (8) To liaise with the Audit Commission over the appointment of the council's external auditor.
- (9) To commission work from internal and external audit.

Regulatory Framework

- (10) To maintain an overview of the council's constitution in respect of contract procedure rules, financial regulations and codes of conduct and behaviour.
- (11) To review any issue referred to it by the chief executive or a Strategic Director, or any council body.

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

- (12) To monitor the effective development and operation of risk management and corporate governance in the council.
- (13) To monitor council policies on 'Raising Concerns at Work' and the antifraud and anti-corruption strategy and the council's complaints process.
- (14) To approve the Annual Governance Statement.
- (15) To consider the council's arrangements for corporate governance and agreeing necessary actions to ensure compliance with best practice.
- (16) To consider the council's compliance with its own and other published standards and controls.

Accounts

- (17) To approve the audited annual statement of accounts for publication. In reviewing the statement, to consider whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the Council.
- (18) To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.

7. DEVELOPMENT CONTROL AND LICENSING COMMITTEE

7.1 TERMS OF REFERENCE

The exercise of the Council's functions, powers and duties in relation to: -

Development Control

- 1 The determination of all and any planning, listed building, advertisement or other allied applications and functions not specifically delegated to officers;
- 2 Any agreement regulating development or use of land under Sections 106 and/or 106A of the Town and Country Planning Act (TCPA)1990;
- 3 Any enforcement powers under any legislation relating to town and country planning or associated matters;
- 4 Any formal comment or view on applications or proposals to be determined by any Statutory Body and government departments relating to matters within the remit of the Committee;

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

5 Making any Direction, Order or issuing or serving any Notice under any legislation relating to town and country planning; and

6 Any function under the Planning (Hazardous Substances) Act 1990 or the Planning (Listed Buildings and Conservation Areas) Act (LBA) 1990.

Licensing

7 The licensing of hackney carriages and private hire vehicles and proprietors, drivers and operators, other than appeals which shall be dealt with by the Appeal Panel.

8 To hear, consider and determine applications for scrap metal dealer licences where objections are received.

7.2 DELEGATION TO OFFICERS

Any application under the TCPA 1990, LBA 1990, the Planning (Hazardous Substances) Act 1990, the Control of Advertisements Regulations 2007 and the determination and expression of the Council's views where the Council, as local planning authority, is a statutory or other consultee and the making of observations on proposals made by or being determined by any other body subject to the following exceptions:-

- The applicant is the Council or someone acting as applicant on its behalf, with the exception of minor proposals.
- There is an Officer recommendation of approval and the application is submitted by or on behalf of a Rutland County Councillor, or an Officer of the Council directly or indirectly involved in planning work, a member of the Council's Strategic Management Team or any other officer where the Director of Places considers that the application should be determined by the Committee in the interests of openness and transparency.
- An application which has been requested by a Member to be determined by the Committee (which must include the reason for the request)
 - a) Where the request is made by the Ward Member; or
 - b) Where the request is made by any other Members and the Development Control Manager considers that the reasons given are sufficient

shall be subject to specific additional assessment by the Operational Director for Places or the Development Control Manager, in consultation with the Chairman or Vice-Chairman of the Development Control and

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

Licensing Committee, who will decide whether the application should go to that Committee.

- An application which officers consider would normally be approved under delegated powers, but which has been submitted by a Member or Officer of the Council acting as an agent, shall be subject to specific additional assessment in consultation with the Chairman or Vice-Chairman of the Development Control and Licensing Committee.
- There is an Officer recommendation of approval which is materially contrary to the National Planning Policy Framework and/or the Development Plan.
- There is an Officer recommendation of approval contrary to a previous refusal by the Development Control and Licensing Committee and the policy framework has remained substantially unchanged since the refusal.
- Material planning objections have been received from a town/parish council or local resident, unless it is considered upon assessment that the development will result in no significant adverse impact. Such assessment to be carried out in consultation with the Chairman or Vice-Chairman of the Development Control and Licensing Committee.

DELEGATED FUNCTION OFFICER

No.	Function	Officer
1	All functions, applications and powers under The Hedgerow Regulations 1997, Tree Preservation Orders and Trees in Conservation Areas under the T CPA 1990 and Part 8 (High Hedges) of the Anti-Social Behaviour Act 2003	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
2	To consult and respond to consultations from neighbouring authorities, government departments and other bodies on all day to day matters	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
3	To determine applications to discharge conditions on any planning or related applications	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
4	To exercise powers under the General Permitted Development Order, the Development Management Procedure Order, any other such Regulations present and future and all directions and prior notifications in these Orders.	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
5	To formulate conditions and reasons for refusal the	Director for Places

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

No.	Function	Officer
	substance of which has been determined by Committee.	(Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
6	Any certificate of existing or proposed lawful use or development under the TCPA 1990	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
7	Requiring information as to interests in land, planning contravention notices and breach of condition notices under the TCPA 1990	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
8	The authorisation to enter onto land for any purpose permitted by any provision under TCPA 1990, LBA 1990 or any other legislation relating to town and country planning	All Officers in Development Control team
9	To issue and serve Temporary Stop Notices when it is thought expedient that any activity on any land that is in breach of planning control should be stopped immediately	Director for Places (Development and Economy) in consultation with Legal Services
10	Requiring the condition of land to be remedied under Section 215 of the TCPA 1990	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
11	To negotiate, agree and where appropriate amend terms of legal agreements and secure their fulfilment	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
12	To defend appeals against the Council's decisions and to represent the council at Hearings, Inquiries and the Courts	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
13	To decline to determine any application pursuant to Section 70(A) of the TCPA 1990	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
14	Determination of any matter under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 and any similar or successor regulations	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

No.	Function	Officer
15	Any application for a certificate of appropriate alternative development under Section 17 of the Land Compensation Act 1961 (as amended)	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
16	Determinations on overhead lines matters under Section 37 of the Electricity Act 1989 and subordinate Regulations.	Director for Places (Environment, Planning and Transport) or Senior Development Manager or Nominated Deputy
17	The agreement and operation of protocols, management agreements and/or Service Level Agreements	Director for Places (Environment, Planning and Transport)
18	The determination of applications for scrap metal dealer licences where no objections are received.	Director for Places (Environment, Planning and Transport)

8. **EMPLOYMENT AND APPEALS COMMITTEE**

8.1 TERMS OF REFERENCE

1. To consider employee procedures, including dismissal procedures, and make Recommendations to Council.
2. To hear, consider and determine appeals against dismissal by employees.
3. To hear, consider and determine any other appeals made under a statutory appeals process and/or where no other appeals body has been established for the specific purpose. This will include:-
 - a. Access to Personal Files
 - b. Approved Marriage Premises
 - c. Curriculum Complaints
 - d. Home to School Transport
 - e. Housing Improvement Renovation or Repair Grants
 - f. Discretionary Rate Relief (NNDR)
 - g. Children's Social Services Complaints

Note: Panels hearing items at g should comprise two elected members and an independent chair.

4. The constitution of any special human resources panels or working parties as may be required from time to time.

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

5. The discharge of such human resources functions that cannot be delegated under statute to the Cabinet or have not been delegated to officers, as may be delegated by the Council from time to time.
6. To consider and approve HR policies (this requires two thirds voting members present to approve a policy subject to its financial impact not exceeding the virement threshold of the Director for Resources . If this cannot be achieved the policy in question will be referred to Full Council for further consideration and determination).

8.2 DELEGATION TO OFFICERS

The following powers and duties are delegated to the named officer(s)

DELEGATED FUNCTION	OFFICER
To deal with day to day administration of Human Resources matters.	Head of Human Resources

9. LICENSING ACT COMMITTEE

9.1 TERMS OF REFERENCE

- 1 To oversee the discharge of all licensing functions of the Council as the licensing authority under the Licensing Act 2003 and the Gambling Act 2005, except the determination of the Council's Statement of Licensing Policy and Gambling Policy Statement and the publication of those Statements. The Committee may, however, make recommendations on the Policies, amendments to them and their publication to the Council.
- 2 To establish Panels (sub-committees) to determine matters within the Licensing Act 2003 regarding personal licences, premises licences, club premises certificates, provisional statements, designated premises supervisor, interim authorities, temporary event notices and objections as consultee; and within the Gambling Act 2005 regarding premises licences and permits relating to casinos, bingo premises, betting premises, tracks, adult gaming centres, club gaming and prize gaming premises, temporary use notices and the registration of small societies.
- 3 To arrange for the discharge of the functions governed by the Licensing Act 2003 and the Gambling Act 2005 by one or more Panels (sub-committees) or by officers.
- 4 To receive and consider annual reports, where appropriate, on the needs of the local tourist economy, employment and investment in the area and

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

any other matter directly relating to the Licensing Act 2003 and Gambling Act 2005 functions in the County.

- 5 To direct officers to report to the Development Control and Licensing Committee, where appropriate, on the situation regarding licensed premises in the area, including the general impact of alcohol related crime and disorder.

9.2 DELEGATION TO OFFICERS

The following powers and duties are delegated to the named officer(s)

DELEGATED FUNCTION	OFFICER
Decisions on application for personal licence if no objection is made.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Application for premises licence/club premises certificate if no relevant representation is made.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Application for provisional statement.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Application to vary premises licence/club premises certificate if no relevant representation is made.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Decisions on minor variation application	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Application to vary designated premises supervisor if no Police objection is made.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Request to be removed as designated premises supervisor in all cases.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Application for transfer of premises licence if no Police objection is made.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Applications for interim authorities if no Police objection is made.	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager
Decision on whether a complaint is irrelevant or vexatious etc. (All cases)	Director for Places (Environment, Planning and Transport) or Senior Environmental Services Manager

10. ALCOHOL AND ENTERTAINMENT PANEL

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

10.1 TERMS OF REFERENCE

1. To determine applications for personal licences where:
 - a) a police objection is received; and/or
 - b) the applicant has an unspent conviction;
2. To determine applications for premises licences, club premises certificates, provisional statements where a relevant representation is made.
- 3) To determine applications to vary premises licences and club premises certificates where a relevant representation is made.
- 4) To determine applications to vary a designated premises supervisor where a police objection is received.
- 5) To determine applications for transfer of a premises licence where a police objection is received.
- 6) To determine applications to review premises licences and club premises certificates.
- 7) To determine applications for interim authorities where a police objection is received
- 8) To determine a police objection to a temporary event notice.
- 9) To consider when to object where the Council is a consultee and not the relevant authority considering the application.
- 10) To determine any applications or variations which are capable of being determined by officers but which the Operational Director for Places, Operational Director for Places or Licensing Officer considers appropriate for the Committee to consider.

11. **CONDUCT COMMITTEE**

11.1 TERMS OF REFERENCE

1. To promote and maintain high standards of conduct by Members of the authority.
2. To assist Members of the authority to observe the authority's code of conduct.

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

3. To advise the authority on the adoption or revision of a Code of Conduct.
4. To monitor the operation of the authority's Code of Conduct for Members.
5. To assess, consider and determine complaints of breaches of the authority's Code of Conduct.
6. To consider granting dispensations to Members from requirements relating to interests set out in the authority's Code of Conduct.
7. To advise the Council on maintaining high standards of ethics and probity and to review all codes of conduct relating to ethic and probity affecting officers and Members.
8. To consider reports which may come from Government, the Ombudsman or other external sources relating to standards of conduct and to make recommendations to the Council.
9. To consider any Monitoring Officer reports relating to Members' conduct and probity.
10. To carry out all of the functions contained within paragraphs 1 to 9 above inclusive in relation to parish councils within the county and their Members.

12. **DELEGATION TO OFFICERS - GENERAL**

The following powers and duties are delegated to the named officer(s):

PEOPLE

	DELEGATED FUNCTION	OFFICER
	<u>Adult Social Care, Health and Housing Functions</u>	
1.	To arrange appropriate care for persons in need, including young persons in transition	Director for People
2.	To prepare reports to Courts relating to individuals as requested by the Court	Director for People in conjunction with Chief Executive
3.	To receive persons into the Guardianship of the Authority under the Mental Health Act	Director for People
4.	To apply to the Courts for the displacement of the nearest relative	Director for People in conjunction with Chief Executive

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

	DELEGATED FUNCTION	OFFICER
	or to the Court of Protection under the Mental Health Act	
5.	Payment of grants and negotiation of Service Level Agreements with Voluntary Organisations	Director for People
6.	To report to the Cabinet on new legislation, regulations or guidance and their implications for the Council	Director for People and Chief Executive
7.	To report to the Portfolio Holder and the Care Quality Commission, as appropriate, significant events relating to persons receiving services provided or arranged by the Department excluding the expected death or natural illness of elderly persons	Director for People
	<u>People - Children And Young People's Services Functions</u>	
8.	To arrange care for Children and Young Persons in need and in response to the directions of the Court, including those young persons in transition .	Director for People
9.	To prepare reports to the Court relating to care proceedings	Director for People
10.	To report to the Portfolio Holder for Children and Young People's Services and OFSTED, as appropriate, the death of a child in care	Director for People
11.	Power to give approval to County pupils and students attending schools and colleges outside the County and authorisation of recoupment charges	Director for People
12.	Power to establish teams of peripatetic staff as necessary within schemes approved by the Cabinet	Director for People
13.	To agree allocation, transport and attendance of pupils and welfare of schools, colleges and other establishments where those powers are not delegated to Governing and Managing Bodies, Heads and Principals.	Director for People
14.	To allocate responsibility	Director for People

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

	DELEGATED FUNCTION	OFFICER
	allowances within the approved scheme where those powers are not delegated to Governing Bodies	
15.	To exercise the powers and duties through authorisation of the Education Welfare Officer under Sections 443 and 444 of the Education Act 1996	Director for People in consultation with the Chief Executive
16.	Power to apply approved arrangements for centrally appointed teachers	Director for People
17.	Power, in consultation with the Portfolio Holder for Children and Young People's Services to approve claims for compensation up to a maximum of £1,000 in those cases which are not covered by the County Council's insurance	Director for People
18.	Power to approve applications from teachers for premature retirement	Director for People
19.	Power to implement payments and make all necessary arrangements depending on local circumstances, for the supply of meals to pupils eligible for free school meals	Director for People
20.	Power to publish annually information required by the Education Act 1996	Director for People
21.	Power to authorise appropriate transport arrangements where necessary in cases where there has been a difficulty or embarrassing pupil history at a school	Director for People
22.	Power to authorise amendments to Instruments of Government for schools under the responsibility of the Local Authority	Director for People
23.	To respond to National Curriculum Consultation Documents where the timescale for consultation does not allow consideration of responses by the appropriate body.	Director for People
24.	Power to give grants to youth organisations to cover equipment, maintenance and rent of premises, not exceeding £1,000 to any one	Director for People

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

	DELEGATED FUNCTION	OFFICER
	organisation per year and the authorisation of grants for Youth Leaders and members of organisations attending approved courses, not exceeding £200 in any one case.	
	<u>Property</u>	
25.	To deal with day to day management of property under the control of the Services for People department including location of mobile classrooms and property consideration of requests by Governors for disposal of small pieces of land	Director for People in consultation with the Director for Places (Development and Economy)
	<u>Local Management of Schools Scheme</u>	
26.	Following consultation with the Portfolio Holder for Children and Young People's Services to agree minor amendments to the Local Management of Schools Scheme	Director for People
	<u>Education otherwise than at School</u>	
27.	Power to make arrangements to comply with the Local Authority duty under Section 19 of the Education Act 1996 to make exceptional provision of education otherwise than at school, through service provision based on a minimum of 25 hours per week education	Director for People
28.	To deal with all matters under Part IV of the Education Act 1996 relating to special educational needs provision for children in the County	Director for People
	<u>Grants and Awards</u>	
29.	To approve and authorise payment of mandatory and discretionary awards, grants, including the approval and payment of fees,	Director for People

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
loans and travelling expenses in cases of students who are not eligible for awards. Payments to be made in accordance with Approved Schemes including Boarding Grants, assistance to pupils for out of school courses and individual grants to talented students in schools and colleges (to a maximum of £1,000).	

PLACES

DELEGATED FUNCTION	OFFICER
<u>Housing Functions</u>	
To issue all notices, certificates and consents required under the Housing Acts	Chief Executive
To carry out a periodic review of housing needs under S.8 of the Housing Act 1985	Director for Places (Development and Economy)
To authorise officers to enter premises in order to carry out duties	Director for People or Director for Places (Development and Economy) or Director for Places (Environment, Planning and Transport)
To administer the day to day arrangement of the following functions under Housing legislation: a) Homelessness b) the Council's Housing waiting list c) Shared Ownership d) Housing Benefit/Council Tax Benefit	a) and b) Director for Places (Development and Economy) Chief Executive Director for Resources
To consider representations from housing applicants requesting special consideration for housing provision	Director for Places (Development and Economy) after consultation with the ward member and Portfolio Holder
To prepare all legal documents associated with the provision of housing and the administration of social service functions	Chief Executive after consultation with the Director for People or Director for Places (Development and Economy) or Director for Places (Environment, Planning and Transport)
To administer Pt.XIV of the Housing Act	Director for Resources

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
1985 – Housing Advances	
<p>To administer the day to day arrangement of the following functions under Housing legislation</p> <p>a) Heating Grants, Improvement Grants b) Improvement Notices c) Slum Clearance d) Overcrowding e) Houses in multiple occupation and common lodging houses f) Unfit Housing</p>	<p>a) to f) Director for Places (Environment, Planning and Transport)</p>
To receive and advise on a day to day basis issues in respect of property	Director for Places (Development and Economy) and Chief Executive
Community Services Functions	
To take all necessary action to implement programmes in accordance with the Council's approved Economic Development Plan and Tourism Strategy	Director for Places (Development and Economy)
To take all necessary action to implement programmes in accordance with the Council's approved Sports Strategy	Director for Places (Development and Economy)
<p>To arrange the day to day management of Waste Collection and Street Cleansing including provisions under the:</p> <p>(a) Public Health Act 1961 – Accumulation of Rubbish, Filth and Vermin (b) Environmental Protection Act 1990 – Household Waste, Control of Waste, Unauthorised Waste and Privies (c) Refuse Disposal Amenity Act 1978 and Road Traffic Regulation Act 1984 – Unauthorised Dumping of Rubbish and Waste.</p>	Director for Places (Environment, Planning and Transport)
To implement the provisions of the Health Act 2006 in respect of smoke-free environments in premises to which the public has access	Director for Places (Environment, Planning and Transport)
To implement the provisions of the Animal Welfare Act 2006	Director for Places (Environment, Planning and Transport)

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To implement the provisions of the Clean Neighbourhoods and Environment Act 2005	Director for Places (Environment, Planning and Transport)
To implement the provisions of the Sunbeds (Regulation) Act 2010 including the authorising of officers for the purposes of powers of entry and enforcement	Director for Places (Environment, Planning and Transport)
To authorise Inspectors, officers and persons required to perform statutory duties, including the issuing of fixed penalty notices, the inspection of premises and the issuing of notices	Director for Places (Environment, Planning and Transport)
To arrange for the day to day management of Consumer Protection, Control of Environmental Health, Pest Control, Health and Safety, Food Safety, Drainage, Cemeteries and Burial Grounds under the control of the Council, Sunday Trading, Animals, Pollution, Emergency Planning, Gypsies and Travellers.	Director for Places (Environment, Planning and Transport)
<p>To undertake the functions of the Council as Weights and Measures authority by virtue of</p> <p>(a) Section 8(2) Customs and Excise Management Act 1979 (as amended)</p> <p>(b) Section 169 Licensing Act 1964 (as amended)</p> <p>(c) Part 8 Enterprise Act 2002</p> <p>(d) Tobacco Advertising and Promotion Act 2002</p>	Strategic Regulatory Services Manager, Peterborough City Council
To approve drainage of buildings in combination	Director for Places (Environment, Planning and Transport)
To take all appropriate action under statute to abate Environmental Nuisance including requiring culverting of watercourses, dealing with watercourses, ponds and sanitary appliances	Director for Places (Environment, Planning and Transport)
To carry out, in accordance with Statutory	

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
<p>Powers available to this Authority, the maintenance of all registers, issuing and making representations with regard to all Licences or Consents and exercising associated control and day to day administration, inspection of premises including powers of entry (including obtaining warrants), service of notices and execution of works in default, compliance on behalf of owners or occupiers.</p>	<p>Director for Places (Environment, Planning and Transport) in consultation with the Director of Public Health as appropriate.</p>
<p>Provided always that any such matters which relate to infectious diseases and of food poisoning should be carried out in consultation with a medically qualified proper officer or which relate to meat hygiene for which the Council has appointed an official veterinary surgeon</p>	
<p>To carry out all powers and duties of the Council contained in Statutes relating to matters delegated to the Director for Places (Environment, Planning and Transport) above.</p>	<p>Director for Places (Environment, Planning and Transport)</p>
<p>Day to day grounds management and maintenance</p>	<p>Director for Places (Environment, Planning and Transport)</p>
<p>To implement the plan and policy making of the Council and Consultations with other interested parties</p>	<p>Director for Places (Development and Economy)</p>
<p>To make observations and responses in relation to planning policy consultation documents and to make planning policy related submissions in circumstances where it is not practicable or appropriate to obtain formal Committee approval in advance.</p>	<p>Director for Places (Development and Economy)</p>
<p>To make minor wording and other amendments to planning policy documents in the course of their preparation to correct errors, to update their content and to ensure consistency.</p>	<p>Director for Places (Development and Economy)</p>

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
<p>To administer the Building Act 1984 and Building regulations, make decisions on applications and exercise the Council's powers, duties and responsibilities thereunder, including the issuing of notices, execution of work and recovery of expenses and authorisation of approved inspections and to implement and administer the duties of the council in respect of the receipt of Approved Inspectors and public bodies notices and certificates including the naming, renaming and numbering of streets.</p>	<p>Director for Places (Development and Economy)</p>
Developer Contributions	
<p>To agree variations from the total amount of developer contributions required by agreements made under section 106 TCPA 1990 or in accordance with Supplementary Planning Documents (SPD) up to and including £50,000, provided that any variation does not exceed 20% of the sum required or indicated</p> <p>(Note: with effect from the approval of this delegation by Council on 23 April 2013, the element of the 20% calculation that does not relate to affordable housing shall be measured on the basis of the Community Infrastructure Levy (CIL) proposal agreed by Cabinet on 19 March 2013 where that proposal would require a lower contribution than that required by the relevant SPD for a section 106 obligation)</p>	<p>Director for Places (Development and Economy)</p>

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
<p>To agree variations of payment of developer contributions of any amount where:-</p> <p>a. affordable housing payments from developments of one or two dwellings are deferred until completion or occupation (in accordance with Cabinet Decision No 831 of 2012/13), provided that the full affordable housing contribution still has to be paid by that time; or</p> <p>b. where development of a single new dwelling or annexe is within the curtilage of the existing family home and is to be occupied for up to seven years by a direct family member or carer with no transfer of ownership, with both properties remaining in direct family ownership (in accordance with Cabinet Decision No 831 of 2012/13); or</p> <p>c. the payment is capped to anticipated CIL levels pending the introduction of CIL (in accordance with Cabinet Decision No 830 of 2012/13)</p>	Director for Places (Development and Economy)
Highway Functions	
To administer, make decisions and exercise powers, duties and responsibilities, including the issue of notices, permits and licences, under the provisions of the Highways Act 1980	Director for Places (Environment, Planning and Transport)
To execute works by contract, recover expenses where appropriate, and respond to winter maintenance requirements and other adverse weather conditions	Director for Places (Environment, Planning and Transport)
To arrange for the renewal of traffic signs, lining and road studs	Director for Places (Environment, Planning and Transport)
To undertake local traffic management	Director for Places (Environment, Planning and Transport)
To administer the provisions of the New Road and Streetworks Act 1991	Director for Places (Environment, Planning and Transport)

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To arrange safety audits of major new works and developers proposals	Director for Places (Environment, Planning and Transport)
To certify interim and final adoption certificates for highways built to standards specified by the Council and put forward for adoption	Director for Places (Environment, Planning and Transport)
To arrange testing of materials in highway works and check on compliance with specification	Director for Places (Environment, Planning and Transport)
To arrange condition surveys of the highway in order to assess maintenance needs	Director for Places (Environment, Planning and Transport)
To investigate claims made against the Council for alleged defects in the highway	Director for Places (Environment, Planning and Transport)
To consider and, if appropriate, agree licences to cultivate the highway verge	Director for Places (Environment, Planning and Transport)
To consider and decide applications for brown tourist and yellow advisory signs	Director for Places (Environment, Planning and Transport)
To implement the requirements of the Traffic Sign Regulations and General Directions Order 2002	Director for Places (Environment, Planning and Transport)
To fulfil the Council's obligations under the various Road Traffic Acts	Director for Places (Environment, Planning and Transport)
To advise on the highway implications of proposals submitted as planning applications	Director for Places (Environment, Planning and Transport)
To advise on the highway implications of development and forward planning on a local regional and national basis	Director for Places (Environment, Planning and Transport)
To liaise with Network Rail and the train operating companies over the provision and improvement of rail services in Rutland	Director for Places (Environment, Planning and Transport)
To administer the sponsorship of planting within the highway	Director for Places (Environment, Planning and Transport)
To administer, make decisions and exercise powers, duties and responsibilities, and implement the provisions of the various Acts of Parliament relating to public rights of way issues, including legal enforcement, in	Director for Places (Environment, Planning and Transport)

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
consultation with the Head of Legal and Democratic Services; this to include the issuing of, and authorisation of, requisite notices and certificates as may be required by statute and associated regulations	
To make minor changes to Traffic Regulation Orders in consultation with the ward Member(s)	Director for Places (Environment, Planning and Transport)
To make amendments to approved highway schemes subject to consultation with the Portfolio Holder	Director for Places (Environment, Planning and Transport)
To substitute highway schemes in place of the approved programme where it is not possible to progress an approved scheme within the year, subject to there being no change in the approved budget and subject to consultation with the Portfolio Holder	Director for Places (Environment, Planning and Transport)
To undertake the duties of Traffic Manager in accordance with the Traffic Management Act 2004	Director for Places (Environment, Planning and Transport)

RESOURCES

DELEGATED FUNCTION	OFFICER
<u>Audit Functions</u>	
To manage day to day internal audit services for the Council	Head of Audit Consortium subject to any action required to be taken by the Section 151 Officer and Monitoring Officer, arising from their statutory responsibilities.
To manage, co-ordinate and review the Council's complaints procedure and handling of individual complaints under that procedure	Director for Resources or Director for People in respect of adult social care complaints
<u>Corporate Services Functions</u>	
Process of making applications for external funding from external agencies	Director for Resources and appropriate Chief Officer
To receive, evaluate and process grant applications	Director for Resources and appropriate Chief Officer

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
To effect debt management	Director for Resources
To write off debits up to the level fixed by Financial Regulations	Assistant Director - Finance
To invest surplus funds	Director for Resources
To arrange the Council's borrowing	Director for Resources
To effect Loan Debt Management, including taking up and repayment of loans and approval of terms	Director for Resources
To implement rent reviews in accordance with Valuer's instructions	Director for Resources
To administer all matters relating to Council Tax and Rating administration including billing collection recovery administration of benefits representation at Court and Tribunals (in consultation with the Chief Executive where appropriate) determination of exemptions maintenance of the valuation list refunds and relief	Director for Resources
To undertake the necessary work to approve the National Non Domestic Rates (NDR) 1 form as required by The Local Government Finance Act 2012.	Assistant Director – Finance in consultation with the Portfolio Holder for Finance
To agree the disposal of surplus assets at open market value in accordance with agreed procedures, where that value is not greater than £50,000	Director for Places (Development and Economy) in conjunction with Strategic Director for Resources
To add small schemes (less than £50k) to the capital programme on the condition that all decisions are reported in the Quarterly Finance Report	Chief Executive in conjunction with relevant Portfolio Holder
To deal with all matters connected with the leasing and management of the Council's industrial and office units and investment properties	Director for Places (Development and Economy) and Head of Legal Services
To collect revenues and disbursements from the collection fund and general fund.	Director for Resources

RUTLAND COUNTY COUNCIL DISTRICT COUNCIL CONSTITUTION

PART 8 – SCHEME OF DELEGATION

DELEGATED FUNCTION	OFFICER
Day to day administration of IT Section and IT matters.	Director for Resources
To review staff resources and consequential action to be taken within budget to alter the organisation structure	Chief Executive with the Strategic Management Team and that reports of these decisions be periodically reported to the Cabinet
In order to create fairness and parity across the Authority, the awarding of re-gradings, the provision of additional or accelerated increments and honoraria for all staff (excluding staff employed in schools)	Chief Executive with the Strategic Management Team