

The Directorate for Children and Young People Scheme of Delegation

1. Purpose

- 1.1 The Children and Young People's Directorate Scheme of Delegation sets out the post titles of those officers whom the Executive Director for Children and Young People (CYP) has nominated to take decisions on areas from the Council and Mayoral Schemes of Delegation where responsibility has been delegated to the Executive Director for CYP. The Executive Director for Resources and Regeneration delegates the financial matters listed in this scheme to the Executive Director for Children and Young People unless otherwise stated.
- 1.2 This Scheme of Delegation will remain in force until it is amended or revoked by the Executive Director for CYP or via changes to the Council and Mayoral Schemes of Delegation.
- 1.3 The purpose of the CYP Directorate scheme of delegation is to be clear about which officer has been nominated to make delegated decisions within this directorate.
- 1.4 The scheme is subject to the Council's Constitution, the Council and Mayoral Schemes of Delegation, Financial Regulations and Standing Orders.
- 1.5 Heads of Service will continue to be responsible for running their own services and taking decisions in line with their service requirements, unless specifically required in this scheme of delegation or determined by the Executive Director for CYP to seek other agreement.
- 1.6 Some decisions in this scheme of delegation will still be required to be taken directly by the Executive Director for CYP or, in their absence, they will nominate an appropriate officer/s to assume these responsibilities but, unless otherwise notified, the following delegations will apply:
 - Directorate financial decisions – schools : Head of Resources & Performance (CYP); non-schools : Head of Financial Services
 - Legal decisions – Head of Law or Deputy Monitoring Officer/Principal Lawyers as appropriately nominated by the Head of Law
 - Schools Personnel/Human Resources decisions - Head of Resources
 - Acts under authority delegated to the Executive Director for CYP in his/her absence - Head of Resources and Performance (CYP), (unless specifically delegated to a Head of Service)
 - Contract matters – schools : Head of Resources & Performance (CYP) ; non-schools : Head of Corporate Resources

Note : schools covers all expenditure on the following services - school improvement, resources and educational development. It also includes all Special Education Needs expenditure and any other expenditure contained within the Dedicated Schools Grant.

- 1.7 Where the word 'nominee' is used the nomination is to be made by the post holder referred to, in writing, and a record of all such nominations within the directorate must be kept in the directorate and available for inspection at any time.
- 1.8 Where power is delegated to the Executive Director, and officers are nominated by him/her under this Scheme of Delegation, the power will be exercised in a manner that decisions are not made in isolation and that the decision-maker takes into account the broader corporate implications for the Council. If officers take key decisions, as defined in Article 16 of the Constitution of the London Borough of Lewisham, the law requires them to comply with prevailing access to information regulations. In addition, for key executive decisions which are to be taken by officers individually, the Chief Executive may, from time to time, put in place a procedure to ensure that officer decision making is exercised in a manner which reflects

corporate considerations. Officers may only exercise delegated authority in relation to key executive decisions by complying with the procedures as stated in the Constitution.

- 1.9 Please note that when the DEP/CEP process is in place, the necessary authorisation as specified by the process is required before any spend can be initiated.

Delegations

Unless required otherwise by law, the Constitution, the Council and Mayoral Schemes of Delegation or this Scheme of Delegation, the Executive Director for CYP nominates the following post holders to make the decisions set out in the table below as listed. Please note, throughout this document “Executive Director” refers specifically to the Executive Director for Children and Young People (CYP) unless specified otherwise. Where a Head of Service are referred to, it is the relevant and appropriate Head of Service that the authority is delegated to.

Mayoral Areas of Delegation

Area of delegation	Officer with delegated authority
<p>Day to day control and regulation of the directorate’s finances.</p> <p>Strategic oversight and monitoring of the overall directorate budget.</p> <p>Day to day control and monitoring of individual service budgets. The exception is care packages for individual service users which are subject to separate delegated arrangements set out below.</p>	<p>Executive Director</p> <p>Strategic oversight and monitoring of the Dedicated Schools Grant – Head of Resources & Performance (CYP)</p> <p>Strategic oversight and monitoring of the directorate budget : Head of Financial Services in consultation with the Group Finance Manager</p> <p>Budget holders</p>
<p>Budget Virements</p> <p>A Budget Virement is a transfer of a budget from the purposes for which Council originally voted in setting the budget and Council Tax to another purpose.</p> <p>Revenue Budget Virements</p> <p>Within the Directorate</p> <p>a) Up to £20k</p> <p>b) Up to £100k</p>	<p><u>Group Finance Manager in consultation with Head of Service</u></p> <p>Head of Resources & Performance (CYP) or Head of Financial Services in consultation with Head of Service</p> <p>Executive Director in consultation with Head of Financial Services or Head of</p>

<p>c) Up to £500k</p> <p>Cross Directorate</p> <p>a) Up to £50k</p> <p>b) Up to £500k</p> <p>All Revenue Budget Virements above these limits are reserved to Members</p> <p>Capital Budget Virements (on the Council's Capital Programme)</p> <p>Up to £500k</p> <p>Over £500k</p> <p>Budget Adjustments</p> <p>A Budget Adjustment is a transfer of a budget from one cost centre to another whilst retaining the original purpose for which the budget was approved.</p> <p>Within the same Service area in the same Directorate</p> <p>Across Service areas in the same Directorate</p> <p>Across Directorates</p> <p>Budget transfer relating to technical accounting adjustments</p> <p>Any items that fall outside the above definitions must be referred to the Head of Financial Services or Head of Corporate Resources for further clarification.</p> <p>Loans</p>	<p>Resources & Performance (CYP)</p> <p>Head of Financial Services or Head of Resources & Performance (CYP) in consultation with Head of Service</p> <p>Executive Director for Resources & Regeneration (via Executive Management Team)</p> <p>Executive Director for Resources & Regeneration</p> <p>Members</p> <p>Group Finance Manager</p> <p>Group Finance Manager in consultation with both Heads of Service</p> <p>Executive Director of both Directorates</p> <p>Executive Director for Resources & Regeneration or Head of Financial Services or Head of Corporate Resources</p> <p>Executive Director for Resources and Regeneration</p>
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<p>Approval of any loan for Treasury Management purposes and the Employee Loan Scheme (all other loan decisions are reserved to Members)</p>	
<p>Contracts</p> <p>There are three categories of contracts:-</p> <p>Category A - Building construction and engineering works contracts ('works contracts') with an estimated value of over £1m, all other contracts with an estimated value of over £500,000, and contracts that fall within the full provisions of the EU procurement regime (Works, Supplies and Part A Services).</p> <p>Category B - Works contracts with an estimated value of between £50,000 and £1m and all other contracts with an estimated value of between £50,000 and £500,000, and those that fall outside the full requirements of the EU procurement regime (Part B Residual Services).</p> <p>Category C- All other contracts or arrangements with an estimated value of less than £50,000.</p> <p>Inviting Contracts</p> <p>Category A – By public advert</p> <p>Authorise the Approved list</p> <p>Waiver</p> <p>Category B – By public advert</p> <p>Authorise the Approved List</p> <p>Waiver</p> <p>Category C - No approved list or waiver required</p> <p>Receipt of Contracts</p> <p>Category A</p> <p>Category B</p> <p>Category C</p> <p>Opening Envelopes (At least two officers)</p>	<p>Executive Director and the Head of Law</p> <p>Mayor and Cabinet</p> <p>Executive Director</p> <p>Executive Director for Resources & Regeneration</p> <p>Head of Service</p> <p>Chief Executive</p> <p>Executive Director</p> <p>Head of Service</p>

Category A	Chief Executive or nominated officer and Officer approved by Executive Director for Resources & Regeneration /Head of Law
Category B	Executive Director or nominated officer and Officer approved by Executive Director for Resources & Regeneration/Head of Law
Category C	Head of Service and an officer approved by the relevant Executive Director
Award of Contract	
Category A	Mayor and Cabinet (Contracts)
Category B	Executive Director in accordance with his or her delegated financial limits under the Mayoral Schemes of Delegation
Category C	Head of Service in consultation with the Principal Lawyer (Contracts) or the Head of Corporate Resources
Contract Signing	
£200k or more	Executive Director and attested by Head of Law or nominated legal officer and Sealed by Legal Services
Over £100k and less than £200k	Executive Director and at least one other officer
Less than £100k	Executive Director
Grants and Assistance to Voluntary Organisations	
<p>Unless the law, the Constitution, or the Mayoral Schemes of Delegation requires otherwise, the following executive powers are delegated to the Chief Executive and to each Executive Director in relation to grants and assistance to voluntary organisations:-</p> <p>(a) the power to make a grant or to give other assistance (excluding loans) to a voluntary organisation within their area of responsibility, where the total value of the assistance in money or moneys worth does not exceed £10,000</p> <p>(b) the power to reduce or withdraw a grant or other assistance, and the power to award a grant or give</p>	
	Executive Director

<p>other assistance to a voluntary organisation (irrespective of the value of the grant or assistance) within their area of responsibility if the value of the change in grant is no more than 10% or £5,000, (whichever is the greater), than the grant awarded in the previous year.</p> <p>All grants considered to be sensitive or controversial to be included in the forward plan</p>	<p>Executive Director</p>
<p>Recommendation for External Funding <u>Revenue and Capital</u></p> <p>Approval of any application for external funding which is below £1 million with no match funding and/or revenue implications, or</p> <p>a) Is below £1 million, and</p> <p>b) would require match funding from the Council of below £250,000, and</p> <p>c) would have revenue implications of below £250,000 per annum</p> <p>Note: All other applications must be approved by Members.</p> <p><u>Capital Only</u></p> <p>Before submitting a report to Mayor and Cabinet to seek approval to bid for funding, an initial agreement to proceed must be sought from the Capital Programme Delivery Board..</p>	<p>Executive Director or in her absence Head of Corporate Resources or Head of Financial Services or Head of Resources (in consultation with the Capital Programme Delivery Board. for capital funding).</p>
<p>Subscriptions - affiliations to and payment of subscriptions to outside bodies up to a maximum of £25,000 per annum.</p> <p>Within own area of responsibility up to £5k</p> <p>Above £5k up to £25k</p>	<p>Head of Service</p> <p>Executive Director (or in their absence the Head of Financial Services or Head of Resources & Performance (CYP)</p>
<p>Bad Debt Write Off</p> <p>Recommendation of write-off of bad debts (excluding housing rents) to the Executive Director for Resources</p>	<p>Executive Director in consultation with Head of Financial Services or Head of</p>

& Regeneration (up to £50,000) or the Mayor (£50,000 and over)	Resources & Performance (CYP)
<p>Write off and disposal of non-land and non-building assets</p> <p>Write off up to £20,000 (must be recorded in the directorate inventory log as stated in the Financial regulations)</p>	<p>Heads of Service in consultation with the Group Finance Manager</p>
<p>Directorate Employment Matters Employment matters relating to the Directorate, namely recruitment, appointments, disciplinary, and grievance</p>	<p>Head of Service</p>

Directorate Specific

Area	Matters to be delegated to Service Unit Manager (SUM) or other named postholder	Matters to be delegated but reserved to Head of Service (or equivalent)	Matters to be reserved to the Executive Director	Matters to be reserved to Members
Educational Psychologists & Learning Support	Educational Psychologists & Learning Support SUM to exercise all statutory powers to identify and meet children's special educational needs under the Education Act 1996 and all Code of Practice stages within the prescribed timescales.			
Governors' Support	Governors' Support Team Leader to exercise powers including governor elections, information packs for governors, governor training programme, resolutions from Annual Parents' meetings, recruitment of governors, clerking provision, servicing of governor fora etc.			
Special Educational Needs	SEN SUM to determine additional support provided through a formal assessment.	Head of Access and Support Services to agree contracts between the LA and Independent/non-maintained schools.		

	SEN SUM to determine provision of free transport for eligible pupils, subject to notifying Head of Pupil Services of any decisions made at SEN Tribunals which are contrary to LA policy.			
Educational Access	<p>Admissions Team Leader to implement policies on admissions matters including:</p> <ul style="list-style-type: none"> • preparation of statements setting out arrangements on limits to infant class sizes • carrying out of statutory consultation on admission policies • publication of information on admissions arrangements • arrangements for admissions and exclusions appeals. 	<p>SUM Educational Access to be responsible for:</p> <ul style="list-style-type: none"> • attendance of children of compulsory school age • arrangements for out of school provision • exceptional admissions decisions e.g. children of teachers and those with social/medical needs • pre-exclusion intervention • monitoring and improving educational outcomes for children looked after • enforcement of child employment legislation <p>Head of Access and Support Services to direct schools to admit specific pupils when they have a vacancy.</p>		

School Interventions as set out in Education and Inspection Act 2006		<p>Head of Standards and Achievement to exercise the intervention powers set out in the Education and Inspections Act 2006 :</p> <ul style="list-style-type: none"> • issue warning notices; • direct governing body to enter into specified arrangements • appointment of additional governors • with Secretary of State consent to provide for the governing body to consist of interim executive members • suspend a school's right to a delegated budget 		The issue of a closure notice in respect of any school under any power of intervention relating to schools causing concern
School Discipline		Exercise of power to intervene to prevent a breakdown or continuing breakdown of discipline in a maintained school.		
Early Years Centres	Placements of children in need Community Placements			
Employment Matters (Schools)				
Probationary appeals		Heads of Service to hear probationary appeals for employees in their division.	Executive Director to hear probationary appeals for Heads of Service.	

Disciplinary and capability appeals		Heads of Service hear disciplinary and capability appeals for employees in their division.	Executive Director to hear disciplinary and capability appeals for Heads of Service	
Suspensions		Heads of Service to approve suspension from duty of any employees within their divisions, advised by personnel SUM.	Suspension of Heads of Service (or equivalent salary level) or any staff reporting directly to them, as advised by head of Corporate personnel.	
Reorganisations	SUMS to prepare proposals for consultation	Heads of Service to approve proposals and take to DMT.		
Settling Employment Tribunal claims out of court.	Personnel SUM to settle claims to £5,000	Head of Resources to settle claims over £5,000 advised by legal and corporate personnel for schools.	All cases where costs to be met by DSG.	
Resignation/Retirement of Headteachers		Head of Standards and Achievements and Head of Resources to approve packages in excess of 6 months gross pay in consultation with Chair of Governors.		
Services for Children's Social Care Placements in Secure Accommodation		Director, Children's Social Care		
Placements in residential or foster care		Service Manager / Care Planning Panel		
<u>Authorisation of Children</u>				

<p><u>Act (1989) foster carer enhancements</u></p> <p>Authorisation levels for Children Act (1989) Sect .17 Children in Need payments:</p> <p>Authorisation levels for Children Act (1989) s.23 payments to LAC & s.24 Leaving Care payments:</p>	<p>up to £50 per payment up to a maximum of £250 per family per annum – Team Leaders</p> <p>up to £500 per payment up to a maximum of £2,500 per family per annum - SUMS</p> <p>up to £50 per payment – Team Leaders</p> <p>up to £1,000 per payment - SUMS</p>	<p>up to £5,000 per payment up to a maximum of £15k per family p.a. – Group Managers</p> <p>up to £15k per payment up to a maximum of £50k p.a – Head of Service</p> <p>up to £5,000 per payment - Group Managers</p> <p>over £5,000 per payment – Head of Service</p>		
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3. General

All non-executive functions not reserved to Members, shall be delegated to the Chief Executive or such officer as he shall nominate in writing, unless there is a statutory requirement that the function be carried out by another officer, for example the personal statutory responsibilities of the Director of Children's Services and the Director of Adult Services.

General Guidance

Unless the law, the Constitution or this Scheme of Delegation requires otherwise, the following powers are delegated to the Executive Director for CYP:-

- (a) Authority to exercise the Council's executive functions in relation to education, including but not limited to, those contained in the Education Act 1996 and School Standards and Framework Act 1998, Learning & Skills Act 2000 and all other relevant legislation in force from time to time, with the exception of the matters listed in Table 2 above.
- (b) The exercise of all executive functions relating to the provision of opportunities for education, training and learning outside the formal school environment, including pre-school.
- (c) All executive decisions relating to the internal management of the Directorate of Children and Young People which are not otherwise reserved to members on any ground.

Exemptions

The Mayoral Schemes of Delegation states that authority to exercise executive functions and make executive decisions is delegated to officers, except where there is an exemption to the contrary. Where such an exemption exists, the general rule is that those decisions will be made by the Mayor individually, in consultation with his colleagues in the Executive. Officers should refer to the Mayoral Schemes of Delegation; to Section I and Table 1 for general exemptions, and to Section J and Table 2 for exemptions specific to the CYP Directorate. Exemptions which may override delegated authority to officers to make decisions, as detailed in Section 2 of the CYP Directorate of Delegation, are repeated below.

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| <ol style="list-style-type: none">1. Any matter in which the officer who would otherwise have delegated authority to act is aware that a councillor (or a person, company or organization with which the councillor is involved) has a personal interest under the Council's Member Code of Conduct.2. Any matter in which the officer who would otherwise have delegated authority to act has an actual or potential interest.3. Any matter which in the opinion of the Executive Director for CYP, the Chief Executive or the Head of Law because of the scale of the decision, its potential impact, the sensitivity of the decision or for any other reason would more appropriately be dealt with by members. |
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Signed

Sara Williams
Executive Director For CYP

Date

The Directorate for Community Services Scheme of Delegation

1. Purpose

- 1.1 The Community Services Directorate Scheme of Delegation sets out the post titles of those officers whom the Executive Director for Community Services has nominated to take decisions on areas from the Council and Mayoral Schemes of Delegation where responsibility has been delegated to the Executive Director for Community Services. The Executive Director for Resources and Regeneration delegates the financial matters listed in this scheme to the Executive Director for Community Services unless otherwise stated.
- 1.2 This Scheme of Delegation will remain in force until it is amended or revoked by the Executive Director for Community Services or via changes to the Council and Mayoral Schemes of Delegation.
- 1.3 The purpose of the Community Services Directorate scheme of delegation is to be clear about which officer has been nominated to make delegated decisions within this directorate.
- 1.4 The scheme is subject to the Council's Constitution, the Council and Mayoral Schemes of Delegation, Financial Regulations and Standing Orders.
- 1.5 Heads of Service will continue to be responsible for running their own services and taking decisions in line with their service requirements, unless specifically required in this scheme of delegation or determined by the Executive Director for Community Services to seek other agreement.
- 1.6 Some decisions in this scheme of delegation will still be required to be taken directly by the Executive Director for Community Services or, in their absence, they will nominate an appropriate officer/s to assume these responsibilities but, unless otherwise notified, the following nominations will apply:
 - Directorate financial decisions – Head of Financial Services
 - Legal Decisions – Head of Law or Deputy Monitoring Officer/Principal Lawyers as appropriately nominated by the Head of Law
 - Acts under authority delegated to the Executive Director for Customer Services in his/her absence - Head of Service with specifically delegated authority otherwise Head of Financial Services
 - Contract matters – Head of Corporate Resources
- 1.7 Where the word 'nominee' is used the nomination is to be made by the post holder referred to, in writing, and a record of all such nominations within the directorate must be kept in the directorate and be available for inspection at any time.
- 1.8 Where power is delegated to the Executive Director, and officers are nominated by him/her under this Scheme of Delegation, the power will be exercised in a manner that decisions are not made in isolation and that the decision maker takes into account the broader corporate implications for the Council. If officers take key decisions, as defined in Article 16 of the Constitution of the London Borough of Lewisham, the law requires them to comply with prevailing access to information regulations. In addition, for key executive decisions which are to be taken by officers individually, the Chief Executive may, from time to time, put in place a procedure to ensure that officer decision making is exercised in a manner which

reflects corporate considerations. Officers may only exercise delegated authority in relation to key executive decisions by complying with the procedures as stated in the Constitution.

- 1.9 Please note that when the DEP/CEP process is in place, the necessary authorisation as specified by the process is required before any spend can be initiated.

2. Scheme of Delegation

Unless required otherwise by the law, the Constitution, the Council and Mayoral Schemes of Delegation or this Scheme of Delegation, the Executive Director for Community Services nominates the following post holders to make the decisions set out in the table below as listed. Please note, throughout this document “Executive Director” refers specifically to the Executive Director for Community Services unless specified otherwise. Where a Head of Service are referred to, it is the relevant and appropriate Head of Service that the authority is delegated to.

Mayoral Areas of Delegation

Area of delegation	Officer with delegated authority
<p>Day to day control and regulation of the directorate’s finances.</p> <p>Strategic Oversight and monitoring of the overall directorate budget.</p> <p>Day to day control and monitoring of individual service budgets. The exception is care packages for individual service users which are subject to separate delegated arrangements set out below.</p>	<p>Executive Director</p> <p>Head of Financial Services in consultation with the Group Finance Manager</p> <p>Budget holders</p>
<p>Budget Virements</p> <p>A Budget Virement is a transfer of a budget from the purposes for which Council originally voted in setting the budget and Council Tax to another purpose.</p> <p>Revenue Budget Virements</p> <p>Within the Directorate</p> <p>a) Up to £20k</p> <p>b) Up to £100k</p> <p>c) Up to £500k</p>	<p>Group Finance Manager in consultation with Head of Service</p> <p>Head of Financial Services in consultation with Head of Service</p> <p>Executive Director in consultation with Head of</p>

<p>Cross Directorate</p> <p>a) Up to £50k</p> <p>b) Up to £500k</p>	<p>Financial Services</p> <p>Head of Financial Services in consultation with Head of Service (and Head of Resources & Performance (CYP) for CYP virements)</p> <p>Executive Director for Resources & Regeneration (via Executive Management Team)</p>
<p>All Revenue Budget Virements above these limits are reserved to Members</p>	
<p>Capital Budget Virements (on the Council's Capital Programme)</p>	
<p>Up to £500k</p>	<p>Executive Director for Resources & Regeneration</p>
<p>Over £500k</p>	<p>Members</p>
<p>Budget Adjustments</p>	
<p>A Budget Adjustment is a transfer of a budget from one cost centre to another whilst retaining the original purpose for which the budget was approved.</p>	
<p>Within the same service area in the same Directorate</p>	<p>Group Finance Manager</p>
<p>Across service areas in the same Directorate</p>	<p>Group Finance Manager in consultation with both Heads of Service</p>
<p>Across Directorates</p>	<p>Executive Director of both Directorates</p>
<p>Budget transfers relating to technical accounting adjustments</p>	<p>Executive Director for Resources & Regeneration or Head of Financial Services or Head of Corporate Resources</p>
<p>Any items that fall outside the above definitions must be referred to the Head of Financial Services or the Head of Corporate Resources for further clarification.</p>	

<p>Loans</p> <p>Approval of any loan for Treasury Management purposes and the Employee Loan Scheme (all other loan decisions are reserved to Members)</p>	<p>Executive Director for Resources and Regeneration</p>
<p>Contracts</p> <p>There are three categories of contracts:-</p> <p>Category A - Building construction and engineering works contracts ('works contracts') with an estimated value of over £1m, all other contracts with an estimated value of over £500,000, and contracts that fall within the full provisions of the EU procurement regime (Works, Supplies and Part A Services).</p> <p>Category B - Works contracts with an estimated value of between £50,000 and £1m and all other contracts with an estimated value of between £50,000 and £500,000, and those that fall outside the full requirements of the EU procurement regime (Part B Residual Services).</p> <p>Category C - All other contracts or arrangements with an estimated value of less than £50,000.</p> <p>Inviting Contracts</p> <p>Category A – By public advert</p> <p>Authorise the Approved list</p> <p>Waiver</p> <p>Category B – By public advert</p> <p>Authorise the Approved List</p> <p>Waiver</p> <p>Category C - No approved list or waiver required</p> <p>Receipt of Contracts</p> <p>Category A</p> <p>Category B</p> <p>Category C</p>	<p>Executive Director and the Head of Law</p> <p>Mayor and Cabinet</p> <p>Executive Director</p> <p>Executive Director for Resources & Regeneration</p> <p>Head of Service</p> <p>Chief Executive</p> <p>Executive Director</p> <p>Head of Service</p>

Opening Envelopes (At least two officers)	
Category A	Chief Executive or nominated officer and Officer approved by Executive Director for Resources & Regeneration /Head of Law
Category B	Executive Director or nominated officer and Officer approved by Executive Director for Resources & Regeneration/Head of Law
Category C	Head of Service and an officer approved by the relevant Executive Director
Award of Contract	
Category A	Mayor and Cabinet (Contracts)
Category B	Executive Director in accordance with his or her delegated financial limits under the Mayoral Schemes of Delegation
Category C	Head of Service in consultation with the Principal Lawyer (Contracts) or the Head of Corporate Resources
Contract Signing	
£200k or more	Executive Director and attested by Head of Law or nominated legal officer and Sealed by Legal Services
Over £100k and less than £200k	Executive Director in consultation with at least one other officer
Less than £100k	Executive Director

<p>Grants and Assistance to Voluntary Organisations</p> <p>Unless the law, the Constitution, or the Mayoral Schemes of Delegation requires otherwise, the following executive powers are delegated to the Chief Executive and to each Executive Director in relation to grants and assistance to voluntary organisations:-</p> <p>(a) the power to make a grant or to give other assistance (excluding loans) to a voluntary organisation within their area of responsibility, where the total value of the assistance in money or moneys worth does not exceed £10,000 with the exception of the rent subsidies as noted in the directorate specific area of this scheme of delegation.</p> <p>(b) the power to reduce or withdraw a grant or other assistance, and the power to award a grant or give other assistance to a voluntary organisation (irrespective of the value of the grant or assistance) within their area of responsibility if the value of the change in grant is no more than 10% or £5,000, (whichever is the greater), than the grant awarded in the previous year.</p> <p>All grants considered to be sensitive or controversial to be included in the forward plan</p>	<p>Executive Director</p> <p>Executive Director</p>
<p>Application for External Funding</p> <p><u>Revenue and Capital</u> Approval of any application for external funding which is below £1 million with no match funding and/or revenue implications, or</p> <p>d) Is below £1 million, and</p> <p>e) would require match funding from the Council of below £250,000, and</p> <p>f) would have revenue implications of below £250,000 per annum</p> <p>Note: All other applications must be approved by Members.</p> <p><u>Capital Only</u> Before submitting a report to Mayor and Cabinet to seek approval to bid for funding, an initial agreement to proceed must be sought from the Regeneration and Capital Programme Board.</p>	<p>Executive Director or in his/her absence Head of Corporate Resources or Head of Financial Services (in consultation with the Regeneration and Capital Programme Board for capital funding).</p>
<p>Subscriptions - affiliations to and payment of</p>	

<p>subscriptions to outside bodies up to a maximum of £25,000 per annum.</p> <p>Within own area of responsibility up to £5k</p> <p>Above £5k up to £25k</p>	<p>Head of Service</p> <p>Executive Director (or in their absence the Head of Financial Services)</p>
<p>Bad Debt Write Off</p> <p>Recommendation of write-off of bad debts (excluding housing rents) to the Executive Director for Resources & Regeneration (up to £50,000) or the Mayor (£50,000 and over)</p>	<p>Executive Director in consultation with the Head of Financial Services</p>
<p>Write off of non-land and non-building assets</p> <p>Write off up to £20,000 (must be recorded in the directorate inventory log as stated in Financial Regulations)</p>	<p>Heads of Service in consultation with the Group Finance Manager</p>
<p>Directorate Employment Matters</p> <p>Employment matters relating to the Directorate, namely recruitment, appointments, disciplinary, and grievance</p>	<p>Head of Service</p>
<p>Spot contracts for care for individual clients</p> <p>Approval of RAS</p> <p>All new placements and packages within RAS Indicative Allocation Value</p> <p>Variations where new value is within RAS Indicative Allocation</p> <p>New and varies placements where value is greater than RAS Indicative Allocation</p> <p>Placements or packages outside working hours – up to 7 days only.</p>	<p>Executive Director Community Services</p> <p>Operational Manager</p> <p>Operational Manager</p> <p>Panel chaired by Head of Service or Service Manager</p> <p>Operational Manager</p>
<p>Community Occupational Therapy Services</p> <p>Adaptations or equipment from the standard list costing up to £500</p>	<p>OT</p>

<p>Specialist equipment costing up to £500 not on the standard list</p> <p>Specialist or standard equipment costing between £500 - £1,000</p> <p>Adaptations costing between £500 - £1,000</p> <p>Major housing adaptations costing more than £1,000</p> <p>Equipment costing more than £1,000</p>	<p>Senior OT</p> <p>Team leader</p> <p>Team leader</p> <p>OT team leader in consultation with private sector housing/ strategic housing Manager</p> <p>Service Manager</p>
<p>Services for adults with mental health problems</p> <p>Residential placements or care packages costing more than £200 per week</p> <p>Placements or care packages costing less than £200 per week</p> <p>Changes to care packages or placement following a review – same thresholds as above.</p>	<p>Joint Community Mental Health Services Manager</p> <p>Community Mental Health Team Manager</p> <p>Community Mental Health Team Manager</p>
<p>Integrated service provision</p> <p>Decisions relating to the integration of services under the provisions of the Health Act 1999 or other management arrangements where the value of the Council's contribution does not exceed £500k per annum.</p>	<p>Executive Director Community Services</p>
<p>Changes to service delivery</p> <p>Decisions relating to the introduction of a new service or the cessation of a service where the value of the service concerned is or would be if introduced less than £500k per annum.</p>	<p>Head of Service</p>
<p>Fees and Charges</p> <p>Library Service Reservations Photocopying Faxes Local History postcards and books Withdrawn stock Open learning Centre: hire of pc's.</p> <p>Hire of Halls/Rooms in Libraries:</p>	<p>Library Service Manager</p>

<p>Applying charging policy</p> <p>Deviation from, or change to existing policy for charges</p> <p>Library fines (overdue items, lost items, replacement tickets)</p> <p>Adult Social Care Buildings</p> <p>Applying charging policy for use of day centres</p> <p>Deviation from, or change to existing policy for charges</p>	<p>Head of service</p> <p>Mayor and Cabinet</p> <p>Mayor and Cabinet</p> <p>Service manager in consultation with Head of AA&CM</p> <p>Mayor and Cabinet</p>
<p>Community Centre Charges</p> <p>Apply charging policy in respect of:</p> <p>Facilities used by the voluntary sector</p> <p>Deviation from, or change to existing policy for charges.</p> <p>Office Premises</p> <p>Rent subsidies up to £10,000 to voluntary organisations in the following office premises:</p>	<p>Head of Culture and Community Services in consultation with the Director of Regeneration and Asset Management</p> <p>Mayor and Cabinet</p> <p>Head of Culture and Community Services in consultation with the Director of Regeneration and Asset Management</p>
<p>Community Use Agreements (e.g. Sports Lottery)</p> <p>Broadway Theatre : Setting ticket prices</p> <p style="padding-left: 100px;">: Policy for hire charges</p>	<p>Cultural Development & Community Resources Manager</p> <p>Theatre Manager</p> <p>Mayor and Cabinet</p>
<p>Leisure Centres</p>	<p>Charges to continue to be dealt with by reference to the terms of agreement (previously approved by M&C). Any changes not in line with terms of agreement would therefore be submitted to members as a variation to the</p>

	agreement.
Fees & Charges for Adult Learning Lewisham Any deviation from or change to existing policy for charges	ALL Service Manager to apply charges within the charging policy Mayor and Cabinet
Rates of Pay Setting casual/seasonal rates of pay. EG Libraries, Sport and Active recreation.	Service manager in consultation with Head of Service
Environmental Matters Trading Standards, Environmental Health, Environmental Enforcement Public Health and Nuisance, Food Safety and Health and Safety.	Head of Crime Reduction and Supporting People
Public Health Contractual Arrangements	Director of Public Health

Council (Non-Executive) Areas of Delegation

Area of delegation	Officer with delegated authority
<p>Non-executive Licensing matters from Licensing (Supplementary) Committee:</p> <p>Authority to exercise all of the Council's licensing and registration functions under all existing and future relevant legislation, and as amended from time to time, including (without limitation) the Acts set out in the Schedule of Delegation from the Licensing (Supplementary) Committee, save for those local choice functions reserved to the Executive and those matters reserved to the Licensing Committee and save for any licensing functions under the Licensing Act 2003. Nothing in this schedule prevents the Licensing (Supplementary) Committee exercising functions within their terms of reference.</p>	Service Group Manager – Private Sector Housing and Regulatory Services

Non-Executive Licensing Matters Delegated by the Licensing Committee

To the Executive Director for Community Services or such officer as he/she may nominate authority to exercise all of the Council's licensing functions under the Licensing Act 2003, as amended from time to time, save for those matters reserved to the Licensing Committee or sub-committees.

The functions to be reserved to the Licensing Committee, sub-committees and those to be delegated to officers are as follows:

Matter to be dealt with	Licensing Committee	Licensing Sub-Committee	Officers
Application for Personal Licence	Any matter which the Head of Regulatory Services considers to be more appropriate for consideration by the main Committee	If a police objection is made	If no objection Made – Licensing Manager
Application for Premises Licence / Club Premises Certificate	Ditto	If a relevant representation made	If no relevant representation made – Licensing Manager
Application for Provisional Statement	Ditto	If a relevant representation made	If no relevant representation made – Licensing Manager
Application to vary Premises Licence / Club Premises	Ditto	If a relevant representation made	If no relevant representation made – Licensing Manager
Application to vary Designated Premises Supervisor	Ditto	If a Police objection is made	All other cases – Licensing Manager
Request to be removed as Designated Premises Supervisor	Ditto		All other cases – Licensing Manager
Application for transfer of Premises Licence	Ditto	If a Police objection is made	All other cases – Licensing Manager
Application for Interim Authorities	Ditto	If a Police objection is made	All other cases – Licensing Manager
Decision on whether a complaint is irrelevant frivolous, vexatious etc	Ditto		All other cases – Licensing Manager

Please refer to the Council Scheme of Delegation for all other matters reserved to the Licensing Committee and Licensing Sub-Committee.

3. General

All non-executive functions not reserved to Members, shall be delegated to the Chief Executive or such officer as he shall nominate in writing, unless there is a

statutory requirement that the function be carried out by another officer, for example the personal statutory responsibilities of the Director of Children's Services and the Director of Adult Services.

4. Exemptions

The Mayoral Schemes of Delegation states that authority to exercise executive functions and make executive decisions is delegated to officers, except where there is an exemption to the contrary. Where such an exemption exists, the general rule is that those decisions will be made by the Mayor individually, in consultation with his colleagues in the Executive. Officers should refer to the Mayoral Schemes of Delegation; to Section I and Table 1 for general exemptions and to Section K and Table 3 for exemptions specific to Community Services. Exemptions which may override delegated authority to officers to make decisions, as detailed in Section 2 of the Community Services Scheme of Delegation, are repeated below.

1. Any matter in which the officer who would otherwise have delegated authority to act is aware that a councillor (or a person, company or organization with which the councillor is involved) has a personal interest under the Council's Member Code of Conduct.
2. Any matter in which the officer who would otherwise have delegated authority to act has an actual or potential interest.
3. Any matter which in the opinion of the Executive Director for Community Services, the Chief Executive or the Head of Law because of the scale of the decision, its potential impact, the sensitivity of the decision or for any other reason would more appropriately be dealt with by members.

Signed

Aileen Buckton
Executive Director for Community Services

Date:

The Directorate of Customer Services Scheme of Delegation

1. Purpose

- 1.1 The Customer Services Directorate Scheme of Delegation sets out the post titles of those officers whom the Executive Director for Customer Services has nominated to take decisions on areas from the Council and Mayoral Schemes of Delegation where responsibility has been delegated to the Executive Director for Customer Services. The Executive Director for Resources and Regeneration delegates the financial matters listed in this scheme to the Executive Director for Customer Services unless otherwise stated.
- 1.2 This Scheme of Delegation will remain in force until it is amended or revoked by the Executive Director for Customer Services or via changes to the Council and Mayoral Schemes of Delegation
 - 1.3 The purpose of the Customer Services Directorate scheme of delegation is to be clear about which officer has been nominated to make delegated decisions within this directorate.
- 1.4 The scheme is subject to the Council's Constitution, the Council and Mayoral Schemes of Delegation, Financial Regulations and Standing Orders.
- 1.5 Heads of Service will continue to be responsible for running their own services and taking decisions in line with their service requirements, unless specifically required in this scheme of delegation or determined by the Executive Director for Customer Services to seek other agreement.
- 1.6 Some decisions in this scheme of delegation will still be required to be taken directly by the Executive Director for Customer Services, or, in their absence, they will nominate an appropriate officer/s to assume these responsibilities but, unless otherwise notified, the following nominations will apply:
 - Directorate financial decisions – Head of Financial Services
 - Legal Decisions – Head of Law or Deputy Monitoring Officer/Principal Lawyers as appropriately nominated by the Head of Law
 - Acts under authority delegated to the Executive Director for Customer Services in his/her absence - Head of Service with specifically delegated authority otherwise Head of Financial Services
 - Contract matters – Head of Corporate Resources
- 1.7 Where the word 'nominee' is used the nomination is to be made by the post holder referred to, in writing, and a record of all such nominations within the directorate must be kept in the directorate and be available for inspection at any time.
 - 1.8 Where power is delegated to the Executive Director, and officers are nominated by him/her under this Scheme of Delegation, the power will be exercised in a manner that decisions are not made in isolation and that the decision-maker takes into account the broader corporate implications for the Council. If officers take key decisions, as defined in Article 16 of the Constitution of the London Borough of Lewisham, the law requires them to comply with prevailing access to information regulations. In addition, for key executive decisions which are to be

taken by officers individually, the Chief Executive may, from time to time, put in place a procedure to ensure that officer decision making is exercised in a manner which reflects corporate considerations. Officers may only exercise delegated authority in relation to key executive decisions by complying with the procedures as stated in the Constitution.

- 1.9 Please note that when the DEP/CEP process is in place, the necessary authorisation as specified by the process is required before any spend can be initiated.

2. Scheme of Delegation

Unless required otherwise by law, the Constitution, the Council and Mayoral Schemes of Delegation or this Scheme of Delegation, the Executive Director for Customer Services nominates the following post holders to make the decisions set out in the table below as listed. Please note, throughout this document “Executive Director” refers specifically to the Executive Director for Customer Services unless specified otherwise. Where a Head of Service are referred to, it is the relevant and appropriate Head of Service that the authority is delegated to.

Mayoral Areas of Delegation

Area of delegation	Officer with delegated authority
<p>Day to day control and regulation of the directorate’s finances.</p> <p>Strategic oversight and monitoring of the overall directorate budget.</p> <p>Day to day control and monitoring of individual service budgets.</p>	<p>Executive Director</p> <p>Head of Financial Services in consultation with the Group Finance Manager</p> <p>Budget holders</p>
<p>Budget Virements</p> <p>A Budget Virement is a transfer of a budget from the purposes for which Council originally voted in setting the budget and Council Tax to another purpose.</p> <p>Revenue Budget Virements</p> <p>Within the Directorate</p> <p>a) Up to £20k</p> <p>b) Up to £100k</p>	<p><u>Group Finance Manager in consultation with Head of Service</u></p> <p>Head of Financial Services in consultation with Head</p>

<p>c) Up to £500k</p>	<p>of Service</p>
<p>Cross Directorate</p>	<p>Executive Director in consultation with Head of Financial Services</p>
<p>a) Up to £50k</p>	<p>Head of Financial Services in consultation with Head of Service (and Head of Resources & Performance (CYP) for CYP virements)</p>
<p>b) Up to £500k</p>	<p>Executive Director for Resources & Regeneration (via Executive Management Team)</p>
<p>All Revenue Budget Virements above these limits are reserved to Members.</p>	
<p>Capital Budget Virements (on the Council's Capital Programme)</p>	
<p>Up to £500k</p>	<p>Executive Director for Resources & Regeneration</p>
<p>Over £500k</p>	<p>Members</p>
<p>Budget Adjustments</p>	
<p>A Budget Adjustment is a transfer of a budget from one cost centre to another whilst retaining the original purpose for which the budget was approved.</p>	
<p>Within the same Service area in the same Directorate</p>	<p>Group Finance Manager</p>
<p>Across Service areas in the same Directorate</p>	<p>Group Finance Manager in consultation with both Head of Services</p>
<p>Across Directorates</p>	<p>Executive Director of both Directorates</p>
<p>Budget transfers relating to technical accounting adjustments</p>	<p>Executive Director for Resources & Regeneration or Head of Financial Services or Head of Corporate Resources</p>
<p>Any items that fall outside the above definitions must be referred to the Head of Financial Services or the Head of Corporate Resources for further clarification.</p>	

<p>Loans</p> <p>Approval of any loan for Treasury Management purposes and the Employee Loan Scheme (all other loan decisions are reserved to Members)</p>	<p>Executive Director for Resources and Regeneration</p>
<p>Contracts</p> <p>There are three categories of contracts:-</p> <p>Category A - Building construction and engineering works contracts ('works contracts') with an estimated value of over £1m, all other contracts with an estimated value of over £500,000, and contracts that fall within the full provisions of the EU procurement regime (Works, Supplies and Part A Services).</p> <p>Category B - Works contracts with an estimated value of between £50,000 and £1m and all other contracts with an estimated value of between £50,000 and £500,000, and those that fall outside the full requirements of the EU procurement regime (Part B Residual Services).</p> <p>Category C- All other contracts or arrangements with an estimated value of less than £50,000.</p> <p>Inviting Contracts</p> <p>Category A – By public advert</p> <p>Authorise the Approved list</p> <p>Waiver</p> <p>Category B – By public advert</p> <p>Authorise the Approved List</p> <p>Waiver</p> <p>Category C - No approved list or waiver required</p> <p>Receipt of Contracts</p> <p>Category A</p> <p>Category B</p> <p>Category C</p>	<p>Executive Director and the Head of Law</p> <p>Mayor and Cabinet</p> <p>Executive Director</p> <p>Executive Director for Resources & Regeneration</p> <p>Head of Service</p> <p>Chief Executive</p> <p>Executive Director</p> <p>Head of Service</p>

Opening Envelopes (At least two officers)	
Category A	Chief Executive or nominated officer and Officer approved by Executive Director for Resources & Regeneration /Head of Law
Category B	Executive Director or nominated officer and Officer approved by Executive Director for Resources & Regeneration/Head of Law
Category C	Head of Service and an officer approved by the relevant Executive Director
Award of Contract	
Category A	Mayor and Cabinet (Contracts)
Category B	Executive Director in accordance with his or her delegated financial limits under the Mayoral Schemes of Delegation
Category C	Head of Service in consultation with the Principal Lawyer (Contracts) or the Head of Corporate Resources
Contract Signing	
£200k or more	Executive Director and attested by Head of Law or nominated legal officer and Sealed by Legal Services
Over £100k and less than £200k	Executive Director and at least one other officer
Less than £100k	Executive Director
Grants and Assistance to Voluntary Organisations	

<p>Unless the law, the Constitution, or the Mayoral Schemes of Delegation requires otherwise, the following executive powers are delegated to the Chief Executive and to each Executive Director in relation to grants and assistance to voluntary organizations :-</p> <p>(a) the power to make a grant or to give other assistance (excluding loans) to a voluntary organisation within their area of responsibility, where the total value of the assistance in money or moneys worth does not exceed £10,000</p> <p>(b) the power to reduce or withdraw a grant or other assistance, and the power to award a grant or give other assistance to a voluntary organisation (irrespective of the value of the grant or assistance) within their area of responsibility if the value of the change in grant is no more than 10% or £5,000, (whichever is the greater), than the grant awarded in the previous year.</p> <p>All grants considered to be sensitive or controversial to be included in the forward plan</p>	<p>Executive Director</p> <p>Executive Director</p>
<p>Application for External Funding</p> <p><u>Revenue and Capital</u></p> <p>Approval of any application for external funding which is below £1 million with no match funding and/or revenue implications, or</p> <p>g) Is below £1 million, and</p> <p>h) would require match funding from the Council of below £250,000, and</p> <p>i) would have revenue implications of below £250,000 per annum</p> <p>Note: All other applications must be approved by Members.</p> <p><u>Capital</u></p> <p>Before submitting a report to Mayor and Cabinet to seek approval to bid for funding, an initial agreement to proceed must be sought from the Regeneration and Capital Programme Board..</p>	<p>Executive Director and Head of Business Management and Service Support, in conjunction with the Directorate Project Review Group or where necessary the Corporate Project Board.</p> <p>Executive Director or in his/her absence Head of Corporate Resources or Head of Financial Services (in consultation with the Regeneration and Capital Programme Board for capital funding)..</p>

<p>Subscriptions - affiliations to and payment of subscriptions to outside bodies up to a maximum of £25,000 per annum.</p> <p>a) Within own area of responsibility up to £5k</p> <p>b) Above £5k up to £25k</p>	<p>Head of Service</p> <p>Executive Director (or in their absence the Head of Financial Services)</p>
<p>Bad Debt Write Off</p> <p>Recommendation for write-off of bad debts (excluding housing rents) to the Executive Director for Resources & Regeneration (up to £50,000) or the Mayor (£50,000 and over)</p> <p>Write off of bad debts in relation to housing rent arrears up to £10,000</p>	<p>Executive Director in consultation with the Head of Financial Services</p> <p>Executive Director for Customer Services or Executive Director for Resources & Regeneration</p>
<p>Write off of non-land and non-building assets</p> <p>Write off up to £20,000 (must be recorded in the directorate inventory log as stated in the Financial regulations)</p>	<p>Heads of Service in consultation with the Group Finance Manager.</p>
<p>Directorate Employment Matters</p> <p>Employment matters relating to the Directorate, namely recruitment, appointments, disciplinary, and grievance</p>	<p>Head of Service</p>
<p>Housing - the housing management function shall include but not be limited to;</p> <ul style="list-style-type: none"> • the maintenance and management of all land and property held by the Council for housing purposes; • the provision of garden, open spaces and land for housing purposes, • decisions in relation to the right to buy under the Housing Act 1985 (or other relevant legislation in force from time to time, (but not decisions relating to market value and sale prices which are delegated to the Executive Director Regeneration), • responsibility for the management of the Housing Revenue Account and other revenue resources ensuring effective financial control of resources and the achievement of value for money, subject always to the approval of the Executive Director Resources & Regeneration in relation to decisions about the allocation of funds and expenditure to the Housing Revenue Account and General Fund. • dealings with housing associations, save to the 	<p>Head of Strategic Housing & Regulatory Services</p> <p>Head of Strategic Housing & Regulatory Services</p> <p>Head of Strategic Housing & Regulatory Services</p> <p>Head of Financial Services</p> <p>Head of Strategic Housing</p>

<p>extent that such decisions relate to housing development or capital schemes, which are delegated to the Executive Director Resources.& Regeneration.</p> <ul style="list-style-type: none"> responsibility for setting charges for heat, light and power to Council properties served by a communal supply in accordance with policies approved by the Mayor. 	<p>& Regulatory Services</p> <p>Head of Financial Services</p>
<p>Housing – the housing function shall include but not be limited to;</p> <ul style="list-style-type: none"> housing strategy and development, housing need and homelessness including private sector housing, housing partnerships and environmental health (housing). 	<p>Head of Strategic Housing & Regulatory Services</p>
<p>Revenues & Benefits - all executive functions relating to the administration of revenues and benefits (Council Tax, NNDR and Housing Benefits), its one stop shop service, call centre services and cashiers.</p>	<p>Head of Public Services</p>
<p>Registration of births, deaths and marriages</p>	<p>Head of Public Services</p>
<p>Business Continuity - Responsibility for the corporate emergency planning and business continuity functions</p>	<p>Head of Public Services</p>
<p>Environment - The Environment function shall include, but not be limited to:</p> <p>Environmental Matters, Consumer Protection, Burial and Cremation, Refuse, Waste Management, Parks and Community Services, Community Hygiene, Animal Welfare and Pest Control, Street Trading, Fleet Services.</p>	<p>Head of Environment</p>
<p>Housing Benefit Overpayments</p> <p>Applications for judgement</p>	<p>Overpayments Manager</p>
<p>Information Management Technology</p>	<p>Head of Technology & Change</p>

Please refer to the Council Scheme of Delegation for all other matters reserved to the Licensing Committee and Licensing Sub-Committee.

3. General

All non-executive functions not reserved to Members, shall be delegated to the Chief Executive or such officer as he shall nominate in writing, unless there is a statutory requirement that the function be carried out by another officer, for example the personal statutory responsibilities of the Director of Children's Services and the Director of Adult Services.

4. Exemptions

The Mayoral Schemes of Delegation states that authority to exercise executive functions and make executive decisions is delegated to officers, except where there is an exemption to the contrary. Where such an exemption exists, the general rule is that those decisions will be made by the Mayor individually, in consultation with his colleagues in the Executive. Officers should refer to the Mayoral Schemes of Delegation; to Section I and Table 1 for general exemptions and to Section L and Table 4 for exemptions specific to Customer Services. Exemptions which may override delegated authority to officers to make decisions, as detailed in Section 2 of the Customer Services Scheme of Delegation, are repeated below.

1. Any matter in which the officer who would otherwise have delegated authority to act is aware that a councillor (or a person, company or organization with which the councillor is involved) has a personal interest under the Council's Member Code of Conduct.
2. Any matter in which the officer who would otherwise have delegated authority to act has an actual or potential interest.
3. Any matter which in the opinion of the Executive Director for Customer Services, the Chief Executive or the Head of Law because of the scale of the decision, its potential impact, the sensitivity of the decision or for any other reason would more appropriately be dealt with by members.

Signed

Kevin Sheehan
Executive Director for Customer Services

Date

The Directorate of Resources & Regeneration Scheme of Delegation

1. Purpose

- 1.1 The Resources & Regeneration Directorate scheme of delegation sets out the post titles of those officers whom the Executive Director for Resources & Regeneration has nominated to take decisions on areas from the Council and Mayoral Schemes of Delegation where responsibility has been delegated to the Executive Director for Resources & Regeneration.
- 1.2 This Scheme of Delegation will remain in force until it is amended or revoked by the Executive Director for Resources & Regeneration or via changes to the Council and Mayoral Schemes of Delegation.
- 1.3 The purpose of the Resources & Regeneration Directorate scheme of delegation is to be clear about which officer has been nominated to make delegated decisions within this directorate.
- 1.4 The scheme is subject to the Council's Constitution, the Council and Mayoral Schemes of Delegation, Financial Regulations and Standing Orders.
- 1.5 Heads of Service will continue to be responsible for running their own services and taking decisions in line with their service requirements unless specifically required in this scheme of delegation or determined by the Executive Director for Resources & Regeneration to seek other agreement.
- 1.6 Some decisions in this scheme of delegation will still be required to be taken directly by the Executive Director for Resources & Regeneration or the Head of Law, in their absence, they will nominate an appropriate officer/s to assume these responsibilities but, unless otherwise notified, the following nominations will apply:
 - Council-wide Section 151 financial decisions – Head of Corporate Resources as deputy S151 officer
 - Directorate financial decisions – Head of Financial Services
 - Legal decisions – Head of Law or Deputy Monitoring Officer/Principal Lawyers as appropriately nominated by the Head of Law
 - Corporate Personnel/Human Resources decisions - Head of Human Resources
 - Contract matters - Head of Corporate Resources
 - Planning – Head of Planning in relation to all Town & Country planning matters
 - Property & Programme matters - Director of Regeneration & Asset Management
- 1.7 Where the word 'nominee' is used, the nomination is to be made by the post holder referred to, in writing, and a record of all such nominations within the directorate must be kept in the directorate and be available for inspection at any time.
- 1.8 Where power is delegated to the Executive Director, and officers are nominated by him/her under this Scheme of Delegation, the power will be exercised in a manner that decisions are not made in isolation and that the decision maker takes into account the broader corporate implications for the Council. If officers take key decisions, as defined in Article 16 of the

Constitution of the London Borough of Lewisham, the law requires them to comply with the prevailing access to information regulations. In addition, for key executive decisions which are to be taken by officers individually, the Chief Executive may, from time to time, put in place a procedure to ensure that officer decision making is exercised in a manner which reflects corporate considerations. Officers may only exercise delegated authority in relation to key executive decisions by complying with the procedures as stated in the Constitution.

- 1.9 Please note that when the DEP/CEP process is in place, the necessary authorisation as specified by the process is required before any spend can be initiated.

2. Scheme of Delegation

Unless required otherwise by law, the Constitution, the Council and Mayoral Schemes of Delegation or this Scheme of Delegation, the Executive Director for Resources & Regeneration nominates the following post holders to make the decisions set out in the table below as listed. Please note, throughout this document "Executive Director" refers specifically to the Executive Director for Resources and Regeneration unless specified otherwise. Where a Head of Service are referred to, it is the relevant and appropriate Head of Service that the authority is delegated to.

Area of delegation	Officer with delegated authority or their nominee
<p>Day to day control and regulation of the Council's finances.</p> <p>Overall co-ordination of council wide revenue and capital budget monitoring.</p> <p>Council wide accounting policies.</p> <p>Strategic oversight and monitoring of the overall directorate budget.</p> <p>Day to day control and monitoring of individual service budgets.</p>	<p>Executive Director for Resources & Regeneration</p> <p>Head of Financial Services</p> <p>Head of Financial Services</p> <p>Head of Financial Services in consultation with the Group Finance Manager</p> <p>Budget holders</p>
<p>Budget Virements</p> <p>A Budget Virement is a transfer of a budget from the purposes for which Council originally voted in setting the budget and Council Tax to another purpose.</p> <p>Revenue Budget Virements</p> <p>Within the Directorate</p> <p>a) Up to £20k</p>	<p>Group Finance Manager in</p>

	consultation with the Head of Service
b) Up to £100k	Head of Financial Services in consultation with Head of Service
c) Up to £500k	Executive Director
Cross Directorate	
a) Up to £50k	Head of Financial Services in consultation with Head of Service (and Head of Resources & Performance (CYP) for CYP virements).
b) Up to £500k	Executive Director for Resources & Regeneration (via Executive Management Team)
All Revenue Budget Virements above these limits are reserved to Members	
Capital Budget Virements (on the Council's Capital Programme)	
Up to £500k	Executive Director for Resources & Regeneration
Over £500k	Members
Budget Adjustments	
A Budget Adjustment is a transfer of a budget from one cost centre to another whilst retaining the original purpose for which the budget was approved.	
Within the same Service area in the same Directorate	Group Finance Manager
Across Service areas in the same Directorate	Group Finance Manager in consultation with both Heads of Service
Across Directorates	Executive Director of both Directorates
Budget transfers relating to technical accounting adjustments	Executive Director for Resources & Regeneration or Head of Financial Services or Head of Corporate Resources

<p>Any items that fall outside the above definitions must be referred to the Head of Financial Services or the Head of Corporate Resources for further clarification</p> <p>Loans</p> <p>Approval of any loan for Treasury Management purposes and the Employee Loan Scheme (all other loan decisions are reserved to Members)</p>	<p>Executive Director for Resources and Regeneration</p>
<p>Contracts</p> <p>There are three categories of contracts:-</p> <p>Category A - Building construction and engineering works contracts ('works contracts') with an estimated value of over £1m, all other contracts with an estimated value of over £500,000, and contracts that fall within the full provisions of the EU procurement regime (Works, Supplies and Part A Services).</p> <p>Category B - Works contracts with an estimated value of between £50,000 and £1m and all other contracts with an estimated value of between £50,000 and £500,000, and those that fall outside the full requirements of the EU procurement regime (Part B Residual Services).</p> <p>Category C- All other contracts or arrangements with an estimated value of less than £50,000.</p> <p>Inviting Contracts</p> <p>Category A – By public advert</p> <p>Authorise the Approved list</p> <p>Waiver</p> <p>Category B – By public advert</p> <p>Authorise the Approved List</p> <p>Waiver</p> <p>Category C - No approved list or waiver required</p> <p>Receipt of Contracts</p> <p>Category A</p> <p>Category B</p>	<p>Executive Director and the Head of Law</p> <p>Mayor and Cabinet</p> <p>Executive Director</p> <p>Executive Director for Resources & Regeneration</p> <p>Head of Service</p> <p>Chief Executive</p> <p>Executive Director</p>

Category C	Head of Service
Opening Envelopes (At least two officers)	
Category A	Chief Executive or nominated officer and Officer approved by Executive Director for Resources & Regeneration /Head of Law
Category B	Executive Director or nominated officer and Officer approved by Executive Director for Resources & Regeneration/Head of Law
Category C	Head of Service and an officer approved by the relevant Executive Director
Award of Contract	
Category A	Mayor and Cabinet (Contracts)
Category B	Executive Director in accordance with his or her delegated financial limits under the Mayoral Schemes of Delegation
Category C	Head of Service in consultation with the Principal Lawyer (Contracts) or the Head of Corporate Resources
Contract Signing	
£200k or more	Executive Director and attested by Head of Law or nominated legal officer and Sealed by Legal Services
Over £100k and less than £200k	Executive Director and at least one other officer
Less than £100k	Executive Director

<p>Capital Finance Regulations</p> <p>To make decisions to earmark the proceeds of sale from asset disposals for expenditure on in/out schemes under the Local Authorities (Capital Finance) Regulations 1997 as amended, including (without limitation) regeneration projects and replacement of asset schemes subject to the approval of the schemes themselves having previously been approved by the Executive or the Executive Director for Resources & Regeneration under delegated powers.</p>	<p>Executive Director for Resources & Regeneration</p>
<p>Insurance arrangements</p> <p>Power to agree insurance arrangements where either</p> <p>(a) the value of the premium payable does not exceed £2.5 million</p> <p>or</p> <p>(b) the renewal premium payable does not exceed the last year's premium by more than 10%</p>	<p>Executive Director for Resources & Regeneration</p> <p>Executive Director for Resources & Regeneration</p>
<p>Energy contracts</p> <p>Power to award energy and water contracts for up to three years, provided that</p> <p>a) the additional cost of green electricity over brown does not exceed 5% per unit, or</p> <p>b) the overall cost of the contract does not exceed the annual value of the previous contract by 50%</p> <p>c) the contract length does not exceed 3 years</p>	<p>Executive Director for Resources & Regeneration</p>
<p>Treasury Management.</p> <p>In so far as they are executive decisions, matters delegated to the Executive Director for Resources & Regeneration in accordance with the Council's Treasury Management Strategy from time to time.</p>	<p>Head of Corporate Resources</p>
<p>Grants and Assistance to Voluntary Organisations</p> <p>Unless the law, the Constitution, or the Mayoral Schemes of Delegation requires otherwise, the following executive powers are delegated to the Chief Executive and to each Executive Director in relation to grants and assistance to voluntary organisations:-</p> <p>(a) the power to make a grant or to give other assistance (excluding loans) to a voluntary organisation within their area of responsibility, where the total value of the assistance in money or moneys worth does not exceed £10,000</p>	<p>Executive Director</p>

<p>(b) the power to reduce or withdraw a grant or other assistance, and the power to award a grant or give other assistance to a voluntary organisation (irrespective of the value of the grant or assistance) within their area of responsibility if the value of the change in grant is no more than 10% or £5,000, (whichever is the greater), than the grant awarded in the previous year.</p> <p>All grants considered to be sensitive or controversial to be included in the forward plan</p>	<p>Executive Director</p>
<p>Application for External Funding</p> <p><u>Revenue and Capital</u> Approval of any application for external funding which is below £1 million with no match funding and/or revenue implications, or</p> <p>j) Is below £1 million, and</p> <p>k) would require match funding from the Council of below £250,000, and</p> <p>l) would have revenue implications of below £250,000 per annum</p> <p>Note: All other applications must be approved by Members.</p> <p><u>Capital Only</u> Before submitting a report to Mayor and Cabinet to seek approval to bid for funding, an initial agreement to proceed must be sought from the Capital Programme Delivery Board.</p>	<p>Executive Director or in his/her absence Head of Corporate Resources or Head of Financial Services in consultation with the Capital Programme Delivery Board.</p>
<p>Subscriptions - affiliations to and payment of subscriptions to outside bodies up to a maximum of £25,000 per annum.</p> <p>Within own area of responsibility up to £5k</p> <p>Above £5k up to £25k</p>	<p>Head of Service</p> <p>Executive Director for Resources & Regeneration</p>
<p>Bad Debt Write Off</p> <p>Unless the law, the Constitution, or the Mayoral Schemes of Delegation require otherwise, the following executive powers are delegated to the officers in relation to bad debt:-</p> <p>Write off of bad debts (excluding housing rent arrears) up to £50,000.</p>	<p>Executive Director for Resources & Regeneration</p>

<p>If debts of the person or organisation to that total have been written off by the Council in the previous three years, the decision shall not be delegated to the Executive Director for Resources & Regeneration. In such cases the power is reserved to members.</p> <p>Write off of bad debts in relation to housing rent arrears up to £10,000</p> <p>Recommendation of write-off of bad debts to the Executive Director for Resources & Regeneration (up to £50,000).</p>	<p>Executive Directors for Customer Services or Resources & Regeneration</p> <p>Head of Corporate Resources or Head of Financial Services</p>
<p>Write off and/or disposal of non-land and non-building assets</p> <p>Write off up to £20,000</p> <p>(must be recorded in the directorate inventory log as stated in the Financial regulations)</p>	<p>Heads of Service in consultation with Head of Financial Services</p>
<p>Corporate Employment Matters</p> <p>Save as required by law, the Council's Constitution or the Mayoral Schemes of Delegation decisions relating to all employment procedures and processes are delegated to the Executive Director for Resources & Regeneration or such person as he/she may nominate, in so far as they are executive functions, unless they are specifically reserved to members.</p> <p>1)All matters relating to employment procedures and processes other than the following items:</p> <p>a)JNC matters</p> <p>b)matters relating to posts above PO9</p> <p>c)the award/maintenance of market supplements</p>	<p>Head of Human Resources</p> <p>Chief Executive</p> <p>Executive Director for Resources & Regeneration</p>
<p>Directorate Employment Matters</p> <p>Employment matters relating to the Directorate, namely recruitment, appointments, disciplinary, and grievance</p>	<p>Head of Service</p>
<p>Information Security and Governance</p>	<p>Executive Director for Resources and Regeneration</p>
<p>Bidding for External Work</p> <p>Decisions about whether the Council should bid for, and if successful, perform work or provide services to external bodies is delegated to the Chief Executive, to the extent that the proposed contract would relate to executive functions. Before exercising this function, the</p>	<p>Chief Executive in consultation with the Executive Director for Resources & Regeneration and Head of Law</p>

<p>Chief Executive must first consult with the Head of Law and Executive Director for Resources & Regeneration. However, where the estimated value of the work exceeds £1 million per year, or £3 million in total whichever is the smaller, the Chief Executive shall not exercise this delegated power.</p>	
<p>Delegation to the Head of Law</p> <p>a) The Head of Law has delegated authority to initiate, conduct and defend all proceedings brought by or against the Council in any court, Tribunal or Arbitration</p> <p>b) The Head of Law has delegated authority to settle proceedings for up to £500,000 subject to budgetary provision being available if she is of the opinion that it would be in the interests of the Council to do so.</p> <p>c) The Head of Law has delegated authority to settle proceedings up to £1 million if he/she is satisfied that it is in the interests of the Council to do so, has consulted with the Executive Director for Resources & Regeneration and she agrees with the terms of the proposed settlement. Decisions to settle proceedings for a sum above £1 million shall be taken by the Mayor.</p> <p>d) The Head of Law has delegated authority to act as the proper officer for those purposes listed in Table 6 of the Mayoral Schemes of Delegation</p>	<p>Head of Law</p> <p>Head of Law</p> <p>Head of Law</p> <p>Head of Law</p>
<p>Urban Regeneration - The urban regeneration function shall include but not be limited to:</p> <p>a) Urban regeneration (in so far as initiatives do not fall within the remit of another Executive Director).</p> <p>b) The management and implementation of urban regeneration initiatives including single regeneration schemes and housing regeneration schemes which have been approved by the executive including management of the housing investment programme and other capital programmes and resources ensuring effective financial control of resources and achievement of value for money, subject always to the approval of the Executive Director for Resources & Regeneration in relation to decisions about the allocation of funds and expenditure.</p> <p>c) The provision & estate management of travellers' sites.</p>	<p>Director of Regeneration & Asset Management</p> <p>Director of Regeneration & Asset Management</p> <p>Director of Regeneration & Asset Management in conjunction with the Head of Crime Reduction and Supporting People</p>

<p>d) Responsibility for matters relating to housing associations to the extent that such decisions relate to housing development and capital schemes.</p>	<p>Director of Regeneration & Asset Management in conjunction with the Head of Housing Strategy</p>
<p>Planning and Economic Development – The Planning and Economic Development functions shall include but not be limited to:</p> <p>a) Town Planning and Economic Development.</p> <p>b)The encouragement and development of employment and training opportunities and facilities.</p>	<p>Head of Planning</p> <p>Head of Planning</p>
<p>Traffic Management - The Traffic function shall include, but not be limited to:</p> <p>Traffic Management and Regulation, Highways, Transport Planning, promotion of new projects and initiatives relating to the service area.</p>	<p>Director of Regeneration & Asset Management</p>
<p>Property</p> <p>A) Acquisitions The acquisition of freehold and/or leasehold interest in land and property or other interest in land, subject to the necessary financial provision having been made and agreement by Asset Management Board and where the estimated capital value of the property does not exceed £500,000.</p> <p>Authority for the Council to take leases, licences, tenancies, wayleaves or easements (including renewal) of land and property subject to agreement by Asset Management Board where the estimated value does not exceed £50,000 p.a</p>	<p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p>
<p>B) Management</p> <p>In relation to all properties save dwelling houses let on secure tenancies, to take the following actions, provided where applicable, that the necessary financial provision has been made.</p> <p>1) The grant (including renewal) of leases, licences or tenancies of all Council owned land and property for a rental or licence fee reflecting market value.</p> <p>2) The grant (including renewal) of wayleaves or easements over or affecting Council owned land and property, including licences of advertisement</p>	<p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of</p>

<p>hoardings.</p> <p>3) The approval of rent or fee reviews of leases, licences, tenancies, wayleaves or easements granted or held by the Council.</p> <p>4) The alteration or waiver of terms and conditions of leases, licences, tenancies, wayleaves or easements granted or held by the Council.</p> <p>5) The approval of terms for the waiver, variation or amendment of covenants in transfer documents including those in respect of properties sold under the Right to Buy.</p> <p>6) The approval of the terms for the assignment, subletting, surrender or operation of a break clause of any lease, licence, tenancies, wayleaves or easements granted or held by the Council in any land or property.</p> <p>7) The approval of the terms for the settlement of any claim for dilapidations or other breaches of covenants in respect of land and property granted or held etc subject to necessary financial provision.</p> <p>8) The authorisation of service of notices under all legislation relating to Council land ownership.</p> <p>9) The instigation of court proceedings for the recovery of all monies owing to the Council and possession of land and property, including authorisation of the enforcement of a Court Order for Possession.</p>	<p>Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in consultation with Head of Law or their nominee</p> <p>Head of Law in consultation with the Director of Regeneration & Asset Management or their nominee and relevant Budget Manager</p> <p>Head of Law in consultation with the Director of Regeneration & Asset Management or their nominee and relevant Budget Manager</p> <p>Head of Law in consultation with the Director of Regeneration & Asset Management or their nominee and relevant Budget Manager</p>
<p>C) Declaring Property Surplus</p> <p>1) Upon being advised by the Executive Director for the Directorate using a property that it is surplus to the requirements of that Directorate, the Executive Director for Resources & Regeneration may, following consultation with other Directorates as to any alternative use for the property, and having first informed the ward members in which the property is situated, declare the property surplus to corporate requirements and authorise its disposal, if no alternative use is identified by Directorates, provided that the estimated disposal value of the property does</p>	<p>Executive Director for Resources & Regeneration or Director of Regeneration & Asset Management in his/her absence, in consultation with the Asset Management Board</p>

<p>not exceed £500,000.</p> <p>2) If a property no longer required for use by a Directorate is required for an alternative use, the Executive Director for Resources & Regeneration, having first informed ward members for the ward in which the property is situated, may authorise its appropriation to the new use and the book value at the time of change of use, for capital charge purposes</p> <p>3) If in the view of the Executive Director for Resources & Regeneration, a property ought to be disposed of notwithstanding a proposed alternative use, the matter shall be referred to the Executive for decision, ward members having first been informed as above.</p>	<p>Executive Director for Resources & Regeneration or Director of Regeneration & Asset Management in his/her absence, in consultation with the Asset Management Board</p> <p>Executive Director for Resources & Regeneration or Director of Regeneration & Asset Management in his/her absence, in consultation with the Asset Management Board</p>
<p>D) Disposal</p> <p>A Disposal is defined as the sale of the Council's freehold interest or the grant of a lease exceeding 7 years in length in consideration of a premium and/or ground rent. Disposals will be effected in such a way to ensure that the Council receives the best consideration reasonably obtainable and in accordance with the Property Disposal Procedures approved by the Executive from time to time. Any proposed disposal at less than the best consideration reasonably obtainable will be referred to the Executive for approval. All disposals will be subject to any necessary Ministerial Consents being obtained.</p> <p>1) Following the decision to dispose, the approval of the terms for the disposal, of land or property which has previously been declared surplus to requirements and approved for disposal either by the Executive or by the Executive Director for Resources & Regeneration acting under delegated authority, where the sale is by way of formal or informal tender or public auction and the estimated value or agreed sale price does not exceed £500,000.</p> <p>2) The decision to dispose, and the approval of the terms for the disposal, of land or property which has previously been declared surplus to requirements and approved for disposal either by the Executive or by the Executive Director for Resources & Regeneration acting under delegated authority, where the sale is by way of private treaty or to a special purchaser where the estimated value or agreed sale price does not exceed £500,000</p>	<p>Director of Regeneration & Asset Management in consultation with the Head of Law or their nominee.</p> <p>Director of Regeneration & Asset Management in conjunction with the Head of Law or their nominee</p>

<p>3) The disposal of residential dwellings and agreement of sale terms where there is a legal obligation on the Council to sell where the sale price does not exceed £500,000.</p> <p>4)The approval of terms for the disposal of mortgage repossession properties, subject to the other relevant provisions of this paragraph (d).</p> <p>5)The approval of terms for the disposal of vacant land and property in charge to the Council, subject to the other relevant provisions of this paragraph (d).</p> <p>6)The approval of the terms for the disposal of any residual freehold interest in a block/building to all leaseholders jointly, subject to all other relevant provisions of this paragraph (d). This is also subject all units having previously been sold and subject to the purchasers Solicitor's confirming that suitable arrangements will be entered into by all parties regulating the future management of the whole block/building.</p> <p>7)Authority to take such action as is necessary in accordance with agreed procedures concerning the disposal of land or property.</p> <p>8)The approval of the terms for the assignment, subletting, surrender or operation of any break clause of any lease, licence, tenancies, wayleaves or easements granted or held by the Council in any land or property which has been declared surplus to requirements.</p>	<p>Director of Regeneration & Asset Management on advice from the Head of Law or their nominee.</p> <p>Director of Regeneration & Asset Management on advice from the Head of Law or their nominee.</p> <p>Director of Regeneration & Asset Management on advice from the Head of Law or their nominee.</p> <p>Director of Regeneration & Asset Management on advice from the Head of Law or their nominee.</p> <p>Director of Regeneration & Asset Management on advice from Head of Law or their nominee</p> <p>Director of Regeneration & Asset Management in conjunction with the Head of Law or their nominee</p>
<p>E) Capital Finance Regulations</p> <p>The Executive Director of Resources & Regeneration will take decisions to earmark the proceeds of sale from asset disposals for expenditure on in/out schemes under the Local Authorities (Capital Finance and accounting) England Regulations 2003 as amended, including (without limitation) regeneration projects and replacement of asset schemes subject to the approval of the schemes themselves having previously been approved by the Executive or the Director of Regeneration & Asset Management under delegated powers.</p>	<p>Executive Director for Resources & Regeneration</p>
<p>F) Property - General</p> <p>a) In accordance with the provisions of Part IV I of the constitution, authority to sign property related</p>	<p>Director of Regeneration & Asset Management</p>

documentation for or on behalf of the Council in relation to all powers delegated by this Scheme of Delegation save for documents to be entered into by way of deed.	
b) Authority to agree terms and enter into agreements for any matter of a minor or urgent nature affecting land or property either owned or leased by the Council.	Director of Regeneration & Asset Management
c) Authority to undertake and sign valuations for statutory or other Council purposes.	Director of Regeneration & Asset Management
d) The submission of planning applications.	Director of Regeneration & Asset Management
e) To approve the terms of such other agreements or transactions as may be in the best interests of the Council of a minor or urgent nature	Director of Regeneration & Asset Management
f) To take such actions and incur such expenditure as is necessary to ensure the proper management of council owned property.	Director of Regeneration & Asset Management or their nominee

Council (Non-Executive) Areas of Delegation

Non-executive Planning and Highways Matters

Authority to deal with all town and country planning, development control, high hedges and highway and road traffic functions under all existing and future relevant legislation, and as amended from time to time, including (without limitation) the Acts set out in the Schedule below, save for those local choice functions reserved to the Executive and those matters reserved to the planning committees A, B or C or the strategic planning committee. This includes by way of example but not limitation: -

- Determining applications, (or declining to determine applications where applicable), for planning permission, advertisement consent, listed buildings and conservation area consent, certificates of lawfulness or lawful development, works to trees, hazardous substances, environmental impact assessment screening and scoping opinions, decisions in respect of the prior approval procedure for telecommunication development.

- Issuing planning contravention notices, breach of condition notices, enforcement notices, stop notices, temporary stop notices, untidy land notices and other similar notices and questionnaires.

- Making and confirming tree preservation orders and enforcing their provisions.

Head of Planning

Head of Planning

Head of Planning

Head of Planning

<ul style="list-style-type: none"> • Taking action in relation to unauthorised advertisements, placards or posters. 	Head of Planning
<ul style="list-style-type: none"> • Entering into agreements to regulate the development or use of land (including the approval of the detailed terms for inclusion in such agreements whether the agreement is to be entered into under delegated authority or following a resolution of members). 	Head of Planning
<ul style="list-style-type: none"> • Approving the details of conditions to be imposed on planning permissions (whether the permission is to be granted under delegated authority or following resolution to grant by members). 	Head of Planning
<ul style="list-style-type: none"> • Utilising the powers contained within planning, high hedges and highways legislation to gain entry to premises for the purpose of carrying out surveys and establishing whether there has been a breach of legislation including applying to the magistrates' court for a warrant of entry. 	Head of Planning
<ul style="list-style-type: none"> • Carrying out any other regulatory enforcement functions contained in town and country planning, high hedges, road traffic or highways legislation in force from time to time. 	Head of Planning
<ul style="list-style-type: none"> • Authorising the Head of Law to take any legal action which may be appropriate which relates to any function of the Executive Director including the taking or defending of legal proceedings and entering into legal agreements as may be required. 	Director of Regeneration & Asset Management
<ul style="list-style-type: none"> • Creating, diverting and stopping up footpaths, highways and bridleways 	Director of Regeneration & Asset Management
<ul style="list-style-type: none"> • The making and enforcement of road traffic regulation and highways orders. 	Director of Regeneration & Asset Management
<ul style="list-style-type: none"> • Dealing with applications for street works licences 	Director of Regeneration & Asset Management
<ul style="list-style-type: none"> • Exercise of non-executive powers under local legislation (including without limitation, names of streets under Sections 5 and 6 London Building Acts (Amendment) Act 1939). 	Director of Regeneration & Asset Management
<ul style="list-style-type: none"> • Exercise of powers under Part 8 of the Anti-social Behaviour Act 2003 in relation to high hedges 	Director of Regeneration & Asset Management
<p>Please refer to the Council's Scheme of Delegation for Schedule (non-exhaustive) of relevant statutes (in so far as they relate to non-executive highways and planning matters).</p>	

<p>Nothing in this Schedule of Delegation prevents any Planning Committee or the Strategic Planning Committee exercising any function within their terms of reference.</p> <p>The Committee may from time to time delegate to officers such functions as it considers appropriate.</p>	
<p>Non-Executive Building Control matters:</p> <p>Authority to deal with all non-executive building control functions under existing and future relevant legislation, and as amended from time to time, including (without limitation) the Acts set out in the schedule of delegation in relation to non-Executive Building Control matters, save for those local choice functions reserved to the Executive and those matters reserved to the planning committees A, B or C or the strategic planning committee. This includes by way of example but not limitation: -</p> <ul style="list-style-type: none"> • Determining applications, (or declining to determine applications where applicable), for building control approval. • Issuing enforcement notices, and other similar notices and questionnaires • Issuing notices and orders in relation to building control • Using the powers contained within legislation to gain entry to premises for the purpose of carrying out surveys and establishing whether there has been a breach of legislation including applying to the magistrates' court for a warrant of entry • Carrying out any other regulatory enforcement functions and building control contained in legislation in force from time to time • Authorising the Head of Law to take any legal action which may be appropriate which relates to any function of the Executive Director including the taking or defending of legal proceedings and entering into legal agreements as may be required • Removal of nuisance deposits on the highway • Dealing with applications for street works licences 	<p>Director of Regeneration & Asset Management</p>

3. General

All non-executive functions not reserved to Members, shall be delegated to the Chief Executive or such officer as he shall nominate in writing, unless there is a statutory requirement that the function be carried out by another officer, for example the personal statutory responsibilities of the Director of Children's Services and the Director of Adult Services.

4. Exemptions

The Mayoral Schemes of Delegation states that authority to exercise executive functions and make executive decisions is delegated to officers, except where there is an exemption to the contrary. Where such an exemption exists, the general rule is that those decisions will be made by the Mayor individually, in consultation with his colleagues in the Executive. Officers should refer to the Mayoral Schemes of Delegation; to Section I and Table 1 for general exemptions, and to Section M and Table 5 for exemptions specific to the Resources & Regeneration Directorate. Exemptions which may override delegated authority to officers to make decisions, as detailed in Section 2 of the Resources & Regeneration Scheme of Delegation, are repeated below.

1. Any matter in which the officer who would otherwise have delegated authority to act is aware that a councillor (or a person, company or organisation with which the councillor is involved) has a personal interest under the Council's Member Code of Conduct.
2. Any matter in which the officer who would otherwise have delegated authority to act has an actual or potential interest.
3. Any matter which in the opinion of the Executive Director for Resources & Regeneration, the Chief Executive or the Head of Law because of the scale of the decision, its potential impact, the sensitivity of the decision or for any other reason would more appropriately be dealt with by members.

Signed

Janet Senior
Executive Director for Resources & Regeneration

Date: