

## Scheme of Management: Place Directorate

In accordance with the Council's Constitution (Section 3 - Responsibility for Functions Part 3 – Scheme of Delegations of Authority to Officers) all matters which have not been reserved to Council or a Committee are delegated to Officers. This document sets out how decision making powers are delegated at the appropriate level within the Place Directorate. It is published on the Council's website and will be updated as and when delegations change.

**General Notes:** With the exception of matters that are delegated to an officer due to their Statutory Role or where a specified professional qualification is required, the authority delegated to an officer within a team for any matter is automatically delegated to any officer within the team at a more senior level.

<b>Proper Officers</b>	Disposals / occupations of Council owned property and general estate management functions	AD Property/ Corporate Head of Property
	Corporate Property Officer (CPO) function with regard to the development and improvement of the Council's Corporate Asset Management Plan (AMP)	AD Property/ Corporate Head of Property
	Compilation of background paper lists under the Access to Information legislation	Appropriate Director / Head of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
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Delegated Matter		Officer Level
Management of Staff	1. Authorising appointment of agency staff	Assistant Director
	2. Authorising recruitment of permanent staff	Corporate Head of Service
	3. Authorising overtime & expenses payments	Line Manager
	4. Authorising loan payments (car, season ticket)	Corporate Head of Service
	5. Authorising acting-up payments and honoraria	Corporate Head of Service
	6. Approval of special leave and unpaid leave	Line Manager
	7. Approval of extension of sick pay	Corporate Head of Service
	8. Approval of carry over and buy-out of annual leave	Team Leader
	9. Approval of career break applications	Corporate Head of Service
	10. Approval of applications for additional employment	Assistant Director
	11. Service structure changes	Assistant Director
	12. Approval of changed and new job descriptions	Corporate Head of Service
	13. Authorisation for retirement, redundancy and pension transfer	Assistant Director
	14. Issue notices of termination – redundancy & retirement	Assistant Director
	15. Authorising the appointment of consultants	Assistant Director

Type of activity	Specific function or decision-making	Officer responsible for that function
Contracts	To sign up to new EU compliant frameworks procured by another public body, a local authority consortium, a national agency which is recognised as carrying out procurement for the benefit of public bodies or another local authority as part of a joint purchasing arrangement of which the Council is permitted to use in accordance with the Public Procurement Regulations 2015	Assistant Director
	To authorise contract variations where the overall financial implications of the variation is contained within the agreed contract sum for a project and is compliance with conditions of the signed contract.	Authorised Contract Officer

Contracts (applies to all contracts under £1m) – and must be processed in accordance with Contract Standing Orders	1. Contract awards between £500,001 – £1 million in total	Chief Executive or Section 151 Officer
	2. Contract awards £100,001 -£500,000	Directors
	3. Contract awards up to £100,000	Asst Dirs and Corp. Heads of Service
Contract variations (applies to all contract spend over £150,000 and under £1m) – and must be processed in accordance with Contract Standing Orders	1. Contract variations <u>less than 10%</u> (a) variation of value between £500,001 – £1 million in total (b) variation of value £100,001 - £500,000 (c) variation of value up to £100,000	(a) Chief Executive or Section 151 Officer (b) Directors (c) Assistant Directors and Corporate Heads of Service
	2. Contract variations of <u>10-25%</u>	As above, and in consultation with the Corporate Head of Commissioning
	3. Contract variations of <u>25-49%</u>	As above, and in consultation with the Commissioning Board

Type of activity	Specific function or decision-making	Officer responsible for that function
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Directors
	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Assistant Directors and Corporate Heads of Service
New Capital Schemes	1. New Capital Schemes – £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. New Capital Schemes - £100,001 - £250,000	Directors
	3. New Capital Schemes – up to £100,000	Assistant Directors and Corporate Heads of Service
Capital virements	1. Capital virements - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Capital virements - £100,001 - £250,000	Directors
	3. Capital virements - up to £100,000	Assistant Directors and Corporate Heads of Service
Variations to Capital Schemes	1. Variations to Capital Schemes - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Variations to Capital Schemes - £100,001 - £250,000	Directors
	3. Variations to Capital Schemes - up to £100,000	Asst Dirs and Corp. Heads of Service
Revenue virements	1. Revenue Virements - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Revenue Virements - £100,001 - £250,000	Directors
	3. Revenue Virements - up to £100,000	Asst Dirs and Corporate Heads of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
New Delivery models	1. New Delivery Models - £250,001 - £500,000 / 25 up to 50 staff	Chief Executive or Section 151 Officer
	2. New Delivery Models - £100,001 - £250,000 / 10 up to 25 staff	Directors
	3. New Delivery Models – up to £100,000 / up to 10 staff	Assistant Directors and Corporate Heads of Service
Acquisition and Disposal of land	1. To authorise the acquisition and disposal of land where value is £500,001 - £1m	Chief Executive or Section 151 Officer
	2. To authorise the acquisition and disposal of land where value is £100,001 - £500,000	Directors  and Director of Development - Cambridge Road Estate Regeneration (with respect to disposals / acquisitions relating to CRE project)
	3. To authorise the acquisition and disposal of land where value is up to £100,000	Assistant Directors and Corporate Heads of Service
Debt Write-offs	1. To authorise write offs of value £50,001 - £100,000	Chief Executive or Section 151 Officer
	2. To authorise write offs of value £10,001 - £50,000	Directors
	3. To authorise write offs of value up to £10,000	Assistant Directors and Corporate Heads of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Report sign off	Standing Committees	Assistant Director
	Local Committees	Corporate Head of Service (or duly authorised officer)
	Regulatory Committees <ul style="list-style-type: none"> <li>• Planning (political sensitivity/contentious)</li> <li>• Planning (standard)</li> </ul>	Assistant Director Head of Development Management (or duly authorised officer)
	Delegated Decision Notices  Other Decision Notices	Head of Development Management (or duly authorised officer) Head of Development Management (or duly authorised officer)
	SLT	Director
	Member Briefings	Corporate Head of Service
Communications	Members' enquiries responses	Lead Officer
	FOI responses	Lead Officer
	Complaint Stage 1 responses	Corporate Head of Service (or duly authorised officer)
	Complaint Stage 2 responses	Asst Director (or duly authorised officer)
	LGO Complaint responses	Assistant Director
	Press releases – political or reputational impact	Assistant Director
	Press releases – without political or reputational impact	Corporate Head of Service
	Sign and serve statutory/non-statutory notices	Asst Director (or duly authorised officer)

Type of activity	Specific function or decision-making	Officer responsible for that function
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<b>Service-specific</b>		
Community Housing (Housing need and homelessness)	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Corporate Head of Service (or duly authorised officer)
Housing Management	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Corporate Head of Service (or duly authorised officer)
Repairs & Maintenance	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Corporate Head of Service (or duly authorised officer)
Housing Development	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Assistant Director (or duly authorised officer)
Strategic Housing	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Assistant Director (or duly authorised officer)
Economic Development	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Assistant Director (or duly authorised officer)
All matters relating to Town and Country Planning, Development Control, Conservation Areas and Listed Buildings, Trees, Planning Enforcement and all other matters relating to the development of land, Community Infrastructure Levy Regulations	To determine any appropriate action in respect of all matters EXCEPT for those reserved to the Planning Committee	Head of Development Management (or duly authorised officer)

Type of activity	Specific function or decision-making	Officer responsible for that function
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Biodiversity (in relation to trees and planning enforcement)	Authorisation to ensure compliance with legislation and undertake/implement statutory functions through instruction of third party contractors.	Corporate Head of Service (or duly authorised officer)
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Leases and Licences	To authorise terms for new leases of 7 years or more	Corporate Head of Service (or duly authorised officer)
	To authorise terms for new leases of less than 7 years,	Corporate Head of Service (or duly authorised officer)
	To grant licences, leases, non secure tenancies	Lead Officer (or duly authorised officer)
	To authorise serving of notice and application for possession	Lead Officer (or duly authorised officer)
	To authorise warrant to enforce possession	Corporate Head of Service (or duly authorised officer)
	To carry out lease negotiations and rent reviews	Assets/Estates Managers
	To authorise rent reviews in respect of land under the Council's management	Corporate Head of Service Property (or duly authorised officer)
	To authorise terms of licences, wayleaves etc.	Estates Manager/Principal Valuer
	All routine requests for assignment or consents under the terms of an existing Lease where normal tests for financial standing have been met.	Estates Manager/Principal Valuer
	To negotiate and agree terms for occupation of buildings not owned by the Council	Assistant Director (or duly authorised officer)



Type of activity	Specific function or decision-making	Officer responsible for that function
Asset Valuations and Fire Insurance Assessments	To carry out valuations and assessments of Council property	Estates Manager/Principal Valuer (RICS qualified)
	To counter sign valuations and assessments of Council property	Estates Manager/Principal Valuer (RICS Qualified)
	To sign overall Annual Asset Valuation Certificate	Corporate Head of Service Property or Estates Manager/ Principal Valuer (RICS qualified)
Any other valuations (except Right to Buy)	To carry out/commission any valuations required	Estates Manager/Principal Valuer (RICS qualified)
	To countersign any valuations	Corporate Head of Service Property or Estates Manager/Principal Valuer (RISC qualified)
Right to Buy valuations	To carry out inspections and valuations required for Right to Buy purposes	Corporate Head of Service Property or Estates Manager/Principal Valuer (RISC qualified)
	To counter sign any RTB valuations	Corporate Head of Service (or duly authorised officer)
Other	Appointment of Counsel	Corporate Head of Service (or duly authorised officer)
Other	Provision of loans to prevent homelessness - £10k limit	Corporate Head of Service (or duly authorised officer)
Other	To authorise payment of compensation to landlords - £10k limit	Corporate Head of Service (or duly authorised officer)

Type of activity	Specific function or decision-making	Officer responsible for that function
Provision for Traveller Community	Authorisation to enforce/ comply with legislation and undertake/implement statutory functions	Assistant Director (or duly authorised officer)
Building Control	Authorisation to enforce/comply with legislation and undertake/implement statutory functions	Lead Officer (or duly authorised officer)

Signed:



Matthew Essex  
Executive Director of Place

Date: 17.05.2022