

## APPENDIX 3



<b>Functions delegated by LBH and LBN to the Joint Committee</b>	
<b>A</b>	<b>General</b>
A1	To have overall responsibility for the provision to the client Councils of the shared services
A2	To consider and approve the annual report of the activities performance and finances of the shared services operation
A3	To consider and approve the annual service plan for each shared service
A4	To determine the strategic direction of the shared services operation
A5	To determine any strategic issue referred to it by the Managing Director
A6	To advise the client Councils what financial resources are desirable for the delivery of the shared services operation for three financial years ahead from the current financial year
A7	To consider and approve the internal budget for the shared services operation within the overall financial constraints set by the client Council's and to make representation to the council's on the consequences of those restraints as appropriate.
A8	To incur expenditure within the OneSource revenue and capital budgets as approved by the Joint Committee, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.
A9	To incur expenditure within the revenue and capital budgets for the relevant service as approved by the Council, subject to any ICT variation permitted by the Council's contract and financial procedure rules.
A10	To oversee the delivery of programmes agreed by Council and Cabinet.
A11	After consultation with the relevant Cabinet Member to apply for, accept and a. manage external funding to an unlimited amount in support of any function; b. as above up to a financial limit of up to £500k.
A12	To accept grants and the terms and conditions thereof for and on behalf of the Council.
A13	To authorise the making of ex gratia payments up to the limit specified in the financial procedures where the Local Government Ombudsman has recommended that such payment be made in local settlement of a complaint.
A14	To authorise activities under the Regulation of Investigatory Powers Act 2000

<b>Functions delegated by LBH and LBN to the Joint Committee</b>	
<b>A</b>	<b>General</b>
A15	Acting as Council's reporting officer to the National Criminal Intelligence Service under the Proceeds of Crime Act.
A16	Payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties must be made after consultation with Director of Human Resources or the Director of Legal & Governance.
A17	To approve applications for leave for trade union conferences and training courses after consultation with the Director of Human Resources.
A18	To approve payment of claims by employees for loss or damage to property and clothes up to the limit specified from time to time by the S151 officers.  Payment above the limit specified from time to time.
A19	To grant permission for employees to undertake outside work or duties whether paid or unpaid subject to there being no conflict of interest.
A20	To approve honoraria payments after consultation with the Director of Human Resources.
A21	To implement any approved financial programme, including the authorisation of expenditure and procurement of goods and services in accordance with the financial regulations and procedures.
A22	Agreeing provision to another public body under the Local Government Goods and Services Act 1970 and provision of staff under S112 and S113 of the Local Government Act 1972 (or such other provision as may permit sharing of resources between public authorities) and deciding on the charges levied for such provision provided the decision will not incur additional costs or potential redundancy costs for the councils at the end of the arrangement.  If there is a potential for additional costs for the councils at the end of the arrangement or redundancy costs arising to one of the councils the decision will require Mayoral approval (LBN) or Executive approval (LBH).

<b>Functions delegated by LBN and LBH to the Joint Committee</b>	
<b>B</b>	<b>Finance (including Procurement)</b>
B1	<p>To:</p> <ul style="list-style-type: none"> <li>• Advise on revenue and capital budgets of the Council, including the Housing Revenue Account and advising on housing rent levels</li> <li>• Monitor the revenue and capital budgets of the Council, including the Housing Revenue Account</li> </ul>
<b>Council Tax/Housing Benefit/NNDR</b>	
B2	<ul style="list-style-type: none"> <li>• Levying, collecting and recovery of Council Tax in respect of dwellings in the Council's area under the Local Government Finance Act 1992</li> <li>• The administration, collection and recovery of non-domestic rates and exercise of powers and duties under Local Government Finance Act 1988.</li> <li>• To prepare, deposit, alter and give any adopted non-domestic rating list under the Local Government Finance Act 1988.</li> <li>• Providing relief from non-domestic rates under Section 43, 45, 47 or 49 of the Local Government Finance Act 1988 as amended by Part 4 Localism Act 2011.</li> <li>• Power to levy discretionary discounts under Section 13A of the Local Government Finance Act 1992</li> <li>• Exercise of the Council's powers and duties in respect of housing and Council tax benefits</li> <li>• Determine hardship payments and backdating including discretionary payments or discounts and calculation and recovery of over payments</li> <li>• Determining whether landlords or agents are fit and proper to receive payment of benefit direct.</li> <li>• Revise decisions on claims for housing or council tax benefit</li> <li>• Instituting proceedings, agreeing to any form of ADR in respect of collection of NNDR or Council Tax and other related enforcement action in respect of such options including attending creditor meetings, co-operating with administrators, trustees in bankruptcy, liquidators, receivers and exercising powers to seek administration, bankruptcy or liquidation in relation to debts owed to the Council.</li> <li>• Exercise of the Council's functions in relation to any Business Improvement District under the Local Government Act 2000</li> </ul>
B3	<ul style="list-style-type: none"> <li>• To write off sums which are irrecoverable pursuant to financial procedures</li> <li>• To settle claims on behalf of the Council in compliance with the Council's write off policy in compliance with financial procedures</li> <li>• Give instructions to debt collection agencies with regards to all processes pursuant to the financial procedures to recover debts owed to the Council</li> <li>• Serving statutory demands and placing and enforcing charges, recovering interest and expenses, appointing receivers.</li> <li>• Institute proceedings and enforcement action to recover debts</li> <li>• To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council</li> </ul>
B4	Authorising or approving purchase orders and payments pursuant to the limits set out in the financial procedures.

<b>Functions delegated by LBN and LBH to the Joint Committee</b>	
<b>B</b>	<b>Finance (including Procurement)</b>
B5	<ul style="list-style-type: none"> <li>• To manage the Council's loan debt (including borrowing, investing or lending money on the behalf of the Authority), investments, and temporary investments, pension scheme and pension fund, insurance fund, act as registrar of loan instruments, manage all banking arrangements including numbers and types of accounts at all times subject to compliance to the financial procedures, Treasury Management Policy Statement and borrowing limits and Prudential Code.</li> <li>• To apply for any subsidy due to the Council</li> <li>• To prepare, propose and implement a treasury management policy statement, annual strategies pursuant to the councils' financial regulations and procedures.</li> <li>• To maintain relevant statutory accounts and registers in respect of the Council's financial arrangements as prescribed in the financial regulations.</li> </ul>
B6	Approving all loans in accordance with the financial regulations and procedures.
B7	<p>To undertake all other financial matters arising within the Council, subject to the following requirements:</p> <ul style="list-style-type: none"> <li>• authority to incur expenditure being approved or sanctioned by the Council or the Cabinet as appropriate pursuant to limits stipulated in the financial procedures or otherwise</li> <li>• powers of borrowing being exercised within guidelines agreed by the Council and any current codes of practice</li> <li>• all matters being within accepted accounting practice and standards and within statutory requirements</li> <li>• any necessary reference to the Council's external Auditors.</li> <li>• an annual report being presented to the relevant committee by 30 September in each year on the activities undertaken in respect of treasury management powers in the preceding financial year</li> <li>• reports of the external Auditors and other relevant Inspectorates upon the audit of the Council's activities being considered.</li> <li>• To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio after consultation with the Chair of the relevant committee.</li> <li>• All financial functions except ones retained by S151 officers of the respective councils.</li> </ul>
B8	<ul style="list-style-type: none"> <li>• With regards to contracts, obtaining quotes, to provide tender documents and specifications, invite tenders, evaluate tenders (PQQ) and make recommendations to award tender or select contractors using available frameworks in compliance with the council's procedure rules</li> <li>• Approving contractual documents up to the values stated in the financial procedures including contractual extensions and renewals, amendments or variations to contracts</li> <li>• Referring contracts to arbitration, terminating contracts, withholding payments, enforcing contract terms pursuant to financial procedures.</li> </ul>

<b>Functions delegated by LBN and LBH to the Joint Committee</b>	
<b>B</b>	<b>Finance (including Procurement)</b>
B9	To approve commencement of a tendering process for all contracts up to the limit specified for all contracts in the contracts standing orders.
B10	To award contracts on behalf of both councils with a total contract value of under £5,000,000
B11	To sign contracts on behalf of the Council which do not require sealing.
<b>Grants</b>	
B12	Approving grants to voluntary organisations in accordance with the councils' policies and budget provision under any relevant legal powers
<b>Insurance</b>	
B13	To instruct the Council's insurers and, upon their advice, to negotiate and settle insurance claims up to limits provided for in the financial procedures
B14	<ul style="list-style-type: none"> <li>• Settling insurance claims – including claims for personal injury where the losses are insured including those below any excess and approve any settlements or other actions in respect of such claims. Includes any action to instruct insurance providers with regard to defending any actions or threatened actions. Provided any settlement is on advice from Director of Legal and Governance, Insurers and/or Director of Finance.</li> <li>• Making provision for insurance in respect of the Council's functions, premises, property, employees, Members and third parties including self-insurance and the selecting of and accepting of tenders for insurance cover and related services which are considered to be best value</li> </ul>
B15	Approving indemnities to officers/members including insurance cover. Provided with consent of the S151 officer/monitoring officer and is within the Council's agreed policy.
<b>Fees &amp; Charges</b>	
B16	To implement approved fees, charges, rents etc and to ensure that proper arrangements exist for their collection.
B17	Setting Statutory Fees and Charges for services where the fee/charge is levied under a statutory obligation to do so.
B18	To monitor the implementation of the charging policy including any relevant deadlines. To advise on reviews of fees and charges.
<b>Pensions</b>	

<b>Functions delegated by LBN and LBH to the Joint Committee</b>	
<b>B</b>	<b>Finance (including Procurement)</b>
B19	To act upon and make decisions as a Pensions Panel consisting of the Director of Finance, Director of Human Resources/Organisational Development and Director of Legal & Governance for the purpose of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Scheme.
B20	<p>All decisions relating to the administration of the Superannuation Fund including making payments of remuneration or pensions, crediting contributions, dividends and interest and realising and making investments, providing notices to members, arranging for periodical valuations, actuarial certificates, keeping audited accounts and applying to the Secretary of State for forfeiture certificate</p> <ul style="list-style-type: none"> <li>• Administration of Discretionary Pension powers.</li> <li>• Approval of any discretionary payments permitted by the Superannuation Act 1972.</li> <li>• To exercise all powers and duties of the Council as an employer.</li> <li>• To agree early retirements granted by any school governing body with delegated powers to do so and to make discretionary severance payments in accordance with regulations and guidelines for making such payments to non-school based staff.</li> </ul>
B21	Suspending financial delegation to any school where there is a failure to comply with requirements of Financial Management under the School Standards and Framework Act 1998 (S51, sch 15).
B22	To make or enter into leasing arrangements for vehicles, plant and equipment.
B23	Pay any expenses incurred by Electoral Registration Officer
B24	Determining chargeable amounts payable by charities, non-profit making bodies, recreational clubs and societies and the exercise of any discretionary relief.
B25	Representing the Council at Appeals Service Tribunals
B26	<ul style="list-style-type: none"> <li>• Exercising the councils' functions and powers to administer cautions and administrative penalties with regard to benefit offences under the Social Security Fraud Act 2001.</li> <li>• Applying for communications Data in accordance with the powers conferred by the Social Security Fraud Act 2001</li> <li>•</li> </ul>
B27	Authorising a prosecution for fraud by an employee or third party in accordance with the Fraud Prosecution Policy.

<b>C</b>	<b>Legal &amp; Governance</b>
	<b>Legal Proceedings</b>
C1	To lay information, complaints and claims on behalf of the Council for the purpose of any proceedings before the Magistrates' Court, County Court and other courts and tribunals, including all civil and criminal proceedings.
C2	In so far as not referred to elsewhere. Instituting, proceedings, agreeing to arbitration or ADR, defending, entering a plea in, admitting facts in, giving and seeking disclosure in, settling (within budget), issuing cautions, seeking costs, taking relevant enforcement action, injunctions, confiscation and restraint orders and taking other relevant procedural action in respect of any actual or contemplated legal or other formal proceedings on behalf of or against the Authority and appearing by counsel or other person or to authorise an officer to so appear in any proceedings. Including all and any such action in relation to bringing or defending any appeal arising out of such legal proceedings.
C3	To defend all legal proceedings brought against the Council and to take any steps that are in his or her opinion expedient to that end.
C4	Instituting proceedings under Section 222 of the Local Government Act 1972.
C5	To arrange for the administration of all statutory appeals
C6	After consultation with the Director of Finance to settle claims in proceedings commenced or about to be commenced against the Council in a court or tribunal up to a limit of £250,000. Settlement of claims that exceed £250,000 require the approval of the relevant individual Cabinet Member unless the decision is required to be made immediately before, at, or during a hearing in which case the decision maker must report to the relevant Cabinet member for information.
C7	To sign, serve, advertise and receive notices and documents on behalf of the Council in relation to any formal or legal procedures.
C8	To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.
C9	Where the issue of any document, notice or order will be a necessary step in legal proceedings on behalf of the Council, to sign such document unless any enactment otherwise requires or unless the Council has given the necessary authority to some other person for the purposes of such proceedings.
C10	To authorise Council staff to represent the Council in proceedings in the County Court of the County Courts Act 1984 and the Magistrates Court under Section 223 Local Government Act 1972.
C11	To alter the financial procedures in Financial and Contract Procedures specifically relating to EU contracts and occurring either due to exchange rate changes or EU directed amendments.
C12	To give notice, publish and take any necessary action in respect of Compulsory

<b>C Legal &amp; Governance</b>	
	Purchase Orders under the Acquisition of Land Act 1981 or any other enabling legislation, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and 1973 but not confirming CPO's
C13	Signing Statements of Truth, providing witness statements and statutory declarations in respect of matters within their own knowledge and giving evidence in person on behalf of the Authority
C14	Administering cautions in any criminal proceedings.
C15	Applying for Confiscation Orders, restraint, Charging Orders, deduction of wages, injunctions, possession and any other appropriate orders in connection with all criminal legal proceedings initiated by the Council
C16	To instruct and or seek the opinion of Counsel and or external solicitors to advise or represent the Council in the name of instructing solicitor
<b>Authentication of Documents</b>	
C17	Authorising/affixing the Authority's seal to deeds and other documents and sign any documents not requiring the authorities' seal.
C18	To prepare, approve and issue or serve all legal documentation.
C19	To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.
C20	To sign or endorse any documents on behalf of the borough where so requested by a citizen.
C21	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer
C22	To sign or endorse any documents on behalf of the borough where so requested by a citizen.
<b>Administration</b>	
C23	To develop and implement the Council's information governance policies and protocols.
C24	To exercise general use and hire of the Town Hall and other halls and buildings for the purpose of meetings and other authorised events in accordance with approved fee scales and principles and guidelines but to be able to waive or reduce scales of fees and charges in suitable cases. To exercise general management of the Council Chamber, Committee Rooms and other accommodation for Members, including any audio-visual or other information technology equipment installed



<b>C Legal &amp; Governance</b>	
	therein.
C25	To approve arrangements for members' training.
C26	To approve the attendance of members at conferences or training events outside the borough but within the United Kingdom, including any travel and accommodation arrangements.
C27	After consultation with the Executive and the Chairmen of Committees as appropriate, to determine the schedule of meetings for each municipal year (including dates, times and places of meeting).
C28	To undertake all the administrative procedures for all statutory and non-statutory appeals, including Schools Appeals, Hearings Panels and any other panels or Sub-Committees required including but not limited to the appointment and re-appointment of independent persons for school appeals and other hearings, the selection of members or independent persons to consider specific cases, the consideration of applications for re-hearing of School Admission Appeals, the arrangement of panels and dates and the appointment of Chairmen of panels.
C29	Approving travelling and subsistence and any other claims of Members in accordance with the agreed Schemes.
C30	To grant use of the Council's coat of arms.
C31	After consultation with the Leader of the Group of which the previous appointee is a Member, to appoint a Member of the Council to fill a casual vacancy in any appointment to another organisation arising during the course of a municipal year.
C32	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of Exchequer and Transactional Transactions and Director of Legal & Governance for the purposes of Stage 2 appeals within the Internal Dispute Resolution Procedure Regulations and exercising other discretions within the Local Government Pension Schemes.
C33	Waiving legal professional fees.
C34	Making any application to apply a caution, withdrawing any caution, objecting to any caution, registering, or objecting to notice or interest or restriction, applying to upgrade any title.
C35	To give notice, publish and take any necessary action including confirmation in respect of Compulsory Purchase Orders under the Acquisition of Land Act 1981 or any other enabling legislation, and pay or recover compensation, home loss, disturbance, serve notices, reach agreement, accept undertakings, instruct the Services to issue notices, warrants for possession, redeem mortgages, approval of claims for successful objectors and such functions and powers position to Compulsory Purchase (Vesting Declarations) Act 1981, and Compulsory Purchase Act 1965 and any other related legislation and Land Compensation Acts 1961 and

<b>C Legal &amp; Governance</b>	
	1973.
C36	To register a notice, apply for a certificate, under The Rights of Light Act 1959 Section 2.
C37	To publish notice of any intention to dispose of open space under The Local Government Act 1972 and The Town and Country Planning Act 1990.
C38	To agree payments for relevant professional fees incurred by the Council, by lessees or prospective lessees of the Council's commercial premises.
C39	To serve any notices and exercise any powers and duties including payment of compensation arising out of the Council's ownership of land.
C40	Approving compensatory payments under section 92 Local Government Act 2000.
C41	Providing legal support (including payment of external lawyers' fees etc.) to staff assaulted in the course of their duties. Includes agreeing any conditions applicable including a cap on contributions and circumstances for repayment.
C42	Authorising officers to use powers of entry and seizure where permitted in law.
C43	Applying to register any Land Charge, search the Land Charges Register pay any request fee and request Office Copy Entries from Land Registry
C44	Serving notice on registered keeper of vehicle requiring information about the identity of driver person in charge of the vehicle in relation to any offence concerning the vehicle and to bring proceedings for failure to provide information.
C45	Serving notices on occupiers of any land or premises requiring them to furnish information regarding details of all those with an interest in the land.
C46	Issuing Right to Buy completion notices, and all other action in relation to RTB sales and assignments providing certificates in respect of non-registered land (Right to Buy and other) paying relevant stamp duty land tax, waiving RTB discount repayments, Registry Charges/Local Land Charges, creating, waiving and enforcing easements and covenants, and discharging mortgages on behalf of the Authority and such other actions maybe necessary in relation to the sale, purchase or enforcement/creation of rights of land or property.
C47	Authorise the taking of photocopies of material open for public inspection under a statutory requirement as permitted by copyright Designs & Patents Act 1984.
C48	Providing legal support (including payment of external lawyers' fees etc.) to staff assaulted in the course of their duties. Includes agreeing any conditions applicable including a cap on contributions and circumstances for repayment.
C49	To name, rename, number and renumber streets and premises. [LBH only]

<b>C</b>	<b>Legal &amp; Governance</b>
C50	To maintain the register of highways that are maintainable at public expense [LBH only]

<b>D</b>	<b>ICT/BUSINESS SYSTEMS</b>
D1	To develop the Council's e-government and t-government strategies.
D2	To develop the Council's information systems, and information technology and e-government strategies.
D3	To develop the Council's information and communications technology strategies including the supply, withdrawal, data protection, security and integrity of the systems to staff and members.
D4	To supply connections and services to public sector partners and other organisations, provided that the integrity of the Council's information systems is maintained.
D5	Agreeing arrangements for the use of any spare capacity in any computers or associated equipment owned by the Council under Section 38 of the Local Government (Miscellaneous Provisions) Act 1976
D6	Approving sales of computer software developed and owned by the Council
D7	Agreeing policies procedures and standards relating to the security, integrity and accessibility for ICT infrastructure and systems

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>
E1	To develop and implement the Council's human resources, organisation development, remuneration and occupational health strategies.
E2	Implementing policies and procedures for recruitment, retention, change/reorganisation, redundancy, redeployment, absence, capability, conduct, Terms and Conditions of Employment, including dismissal of staff.
E3	To implement any decisions and recommendations of recognised national negotiating bodies in respect of pay. Where a supplementary estimate is required, the cost must be reported to the Cabinet.
E4	To implement decisions and recommendations of recognised national negotiating bodies on all employment matters including terms and conditions of employment. Where there is a cost implication, a report must be made to the Cabinet.
E5	<p>Subject to appointments, dismissals, assimilation and redundancies for Heads of Service and above being authorised by Appointments Committee, to implement the procedure for any senior management re-alignment or restructuring including;</p> <ul style="list-style-type: none"> <li>(i) Achieving any necessary reduction through voluntary redundancy;</li> <li>(ii) Considering applications from unaffected Heads of Service or above which would create a suitable alternative employment opportunity for an affected Head of Service or above;</li> <li>(iii) Deciding upon the ring fence arrangements and inviting applications for assimilation; and</li> <li>(iv) Arranging advertisements and assessment centres, and, subject to compliance with Contract Procedure Rules, appointing external recruitment consultants.</li> </ul>
E6	To amend HR policies where necessary in consequence of legislative, organisational or other changes that have no adverse financial effect.
E7	Approval of staffing and service related Equalities Impact Assessments
E8	Comply with and exercise powers and duties of the Authority as an employer under the Transfer of Undertakings (TUPE) Regulations.
E9	Appointing or engaging trainers to facilitate the Council's corporate training scheme and managing the corporate management training programme in compliance with relevant procurement rules.
E10	Consulting with recognised Trades Unions and in particular in respect of redundancies under the Trade Union and Labour Relations (Consolidation) Act 1992, s.188 including giving all appropriate notices.

E11	Complying with, exercising and performing powers and functions of the Authority as an employer under the Trade Union and Labour Relations (Consolidation) Act 1992.
E12	Giving notice of redundancy, make redundancy payments, serve counter notices and written statements of redundancy calculations under Employment Rights Act 1996.
E13	Exercising any powers in respect of statutory sick, parental, incapacity or industrial injuries pay under The Social Security Administration Act 1992, Social Security Contributions and Benefits Act 1982 or in relation to the reserve forces under the Reserve Forces (Safeguard of Employment) Act 1985 and Reserve Forces Act 1996.
E14	Giving effect to a governing body's decision in respect of the remuneration and other terms of employment of school teachers and any pay and conditions orders made by the Secretary of State in accordance with any guideline issued under Education Act 2002.
E15	Applying for and giving notices or information in respect of any attachment of earnings orders made in relation to any debtor who is an employee of the Council under Attachment of Earnings Act 1971.
E16	Approving applications for specific staff monitoring where warranted under the Council's policy and in accordance with the Information Commissioners Code.
E17	Making recommendations to the relevant committees in respect of the Council's whistle blowing policy.

F	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>
F1	To be the Council's designated corporate property officer responsible for the strategic management of the Council's property portfolio including corporate strategy and asset management, procurement of property and property services, planned and preventative maintenance programmes, property allocation and use, reviews, acquisitions and disposals and commercial estate management, subject to restrictions and limits in the following powers:
F2	Prepare, propose and implement a Corporate Asset management Plan and Corporate Property Strategy for the Council's property assets.
F3	To conduct preliminary negotiations, negotiate, agree and conclude all property matters including the making and settling of rating appeals on Council property and property valuations for all purposes.
F4	To undertake marketing of any Council property.
F5	To instruct external property advisors, surveyors, auctioneers and consultants where necessary on property transactions.
F6	To agree and incur reasonable pre-sale expenses up to a limit of £100,000 per transaction when disposing of property, such expenses to be offset against the capital receipts arising.
F7	The disposal of any freehold or leasehold land where the capital value does not exceed the maximum amount delegated to officers in financial procedures.
F8	The disposal of any land or property subject to a statutory requirement to do so.
F9	The acquisition of freehold or leasehold land where the capital value does not exceed the maximum amount delegated to officers in financial procedures.
F10	The disposal of assets other than land provided the best possible price is obtained.
F11	The disposal of assets other than land with no value (NB this does not extend to disposals at nil value/peppercorn where the asset has a value).
F12	Management, insurance and maintenance of all corporate property.
F13	Applying for planning permission in respect of Council owned land.
F14	Entering into planning and highway agreements in respect of Council owned land.
F15	Serving notices to quit, notices seeking possession and tenants notices; exercising any duty to compensate in respect of land matters or re-housing matters; enforcing covenants; serving notices relating to land and attendant procedures, and disposal of property left on land. Granting wayleaves and easements to and enter similar agreements with statutory undertakers and other

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>
	bodies, extinguish rights of statutory undertakes and pay compensation.
F16	Licensing of access works and demolition on Council owned land and property.
F17	To agree or request guarantee agreements, rent deposits, overriding leases, releases from covenants, to seek mortgagor's consent where required.
F18	To publish notice of intention to dispose of open space.
F19	To make applications to the court or tribunal and all attendant procedures upon matters relating to Council land.
F20	To carry out rent reviews or lease renewals.
F21	To negotiate all relevant terms including payment of professional fees in respect of the letting and management of commercial premises and implement all agreements.
F22	To exercise all powers and duties under the Landlord and Tenant Acts, this may be exercised by the Council as landlord or tenant.
F23	To propose alterations to the valuation list or raise objections to an proposed alterations or appeal against valuation decisions.
F24	To exercise all powers and duties of the Council as landowner in relation to Compulsory Purchase matters.
F25	To maintain the Council's list of Assets of Community Value and to determine applications for inclusion on that list and in respect of appeals and all attendant procedures.
F26	To maintain the Council's register of land held by public bodies.
F27	Management, maintenance, provision and hire of public halls and buildings owned/occupied by the Council, including provision of security services.
F28	To serve demands, place and enforce charges, appoint receivers or debt collection agencies, issue legal proceedings or any other enforcement or other action in relation to debts and interest thereon owed to the Council.
F29	To exercise all powers relating to Romford Market including granting and revoking licences and enforcing relevant byelaws (LBH).
F30	To exercise all powers and duties in relation to concessionary fares and similar schemes, including the taxicard scheme and to issue minibuses and other permits to appropriate organisations (LBH).
F31	Following notification to relevant ward members, to vary but not extend existing



<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>
	agreements for mobile phone masts at school sites in circumstances where installations are to be upgraded and lower emissions will result and to grant Landlord's consent (LBH).
F32	To ensure compliance with the Council's Carbon Reduction Commitment Energy Efficiency Scheme (LBN).