

## **APPENDIX 1 : Delegation of Functions and Responsibilities**

### **General Principles**

1. The Councils agreed at their respective Cabinet meetings in November 2013 that the Shared Services listed in the Business Case approved by Cabinet will be provided through a Joint Committee which shall be responsible for the provision of the Shared Service under delegated authority from the Councils, which is set out set out below at Part 1 in respect of the London Borough of Havering and Part 2 in respect of the London Borough of Newham. The delegations are subject to the conditions, limitations and the specific reservations, set out below. It is intended that only executive functions are delegated to the Joint Committee. The Chief Executives of the two Councils will separately enter into an agreement under s113 of the Local Government Act 1972 to place the officers within the shared services functions at each others disposal, for the purpose of carrying out any non executive functions which it is necessary for them to fulfil to enable the efficient operation of the shared service.
2. In order to facilitate the efficient and effective conduct of the Shared Services, the Joint Committee shall delegate certain functions and responsibilities to the Managing Director and to the Directors. Any delegations to Directors may also be exercised by the Managing Director.
3. The Managing Director and the Directors, where they consider it necessary and expedient, may sub delegate to officers within their respective service Directorates. If such delegations are made, the relevant Director shall prepare and maintain a written schedule of delegations to be available for inspection by the Monitoring Officers and S.151 Officers of the Councils.

### **Conditions Relating to the Exercise of Delegated Authority**

4. The exercise of functions delegated to officers under this scheme must comply with:-
  - i) any legal requirement or restriction;
  - ii) the relevant Council's Constitution;
  - iii) the relevant Council's policy framework and any other plans and strategies approved by the Cabinet;
  - iv) the relevant in-year budget;
  - v) the relevant officers code of conduct;
  - vi) Relevant Procurement Standing orders and financial regulations;
  - vii) And all other relevant policies, procedures, protocols and provisions.

### **Limitations to the Exercise of Delegated Powers**

5. Officers in the exercise of functions delegated by this scheme may not:-

- i) Make Key Decisions except as defined in the relevant Council's Constitution;
- ii) Change or contravene policies or strategies approved by the Council or the Cabinet in the absence of specific delegated authority to do so;
- iii) Create or approve new policies or strategies, in the absence of specific delegated authority to do so;
- iv) Take decisions to withdraw public services, in the absence of specific delegated authority to do so;
- v) Take decisions to significantly modify public services without consulting the appropriate Cabinet Member before exercising the delegated power;

<b>PART 1 – HAVERING</b>
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<b>Delegation to Joint Committee</b>
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<b>A</b>	<b>General</b>	<b>Delegation to Officer</b>
A1	To have overall responsibility for the provision to the client Councils of the shared services	None
A2	To consider and approve the annual report of the activities performance and finances of the shared services operation	None
A3	To consider and approve the annual service plan for each shared service	None
A4	To determine the strategic direction of the shared services operation	None
A5	To determine any strategic issue referred to it by the Managing Director	None
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	None
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.	None

<b>A</b>	<b>General</b>	<b>Delegation to Officer</b>
A8	To incur expenditure within the 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.	Managing Director
A9	To oversee the delivery of programmes agreed by Council and Cabinet.	Managing Director
A10	In consultation with the relevant Cabinet Member to apply for, accept and manage external funding up to a limit of £500,000 per grant in support of any function within their Directorate provided that any financial contributions by the Council are made from within existing budgets.	Managing Director
A11	To authorise the making of ex gratia payments up to the limit specified from time to time by the Director of Finance to individuals where the Local Government Ombudsman has recommended that such payment be made in local settlement of a complaint.	Managing Director
A12	To authorise activities under the Regulation of Investigatory Powers Act 2000.	Managing Director
A13	To approve commencement of a tendering process for all contracts above a total contract value of £156,000.	Managing Director
A14	To award contracts with a total contract value of under £5,000,000.	Managing Director
A15	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	Managing Director
A16	Payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties must be	Director

<b>A</b>	<b>General</b>	<b>Delegation to Officer</b>
	made in consultation with Head of Shared Services.	
A17	To approve applications for leave for trade union conferences and training courses in consultation with the Head of Shared Services.	Director
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 Director of Finance otherwise payment must be made in consultation with the Group Director Resources.	Director
A19	To grant permission for employees to undertake outside work or duties whether paid or unpaid subject to there being no conflict of interest.	Director
A20	To approve honoraria payments in consultation with the service personnel manager.	Director
A21	To approve commencement of a tendering process for, and to award all contracts below a total contract value of £156,000.	Director
A22	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	Director
A23	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.	Director

<b>A</b>	<b>General</b>	<b>Delegation to Officer</b>
A24	To implement any approved financial programme, including the authorisation of expenditure and procurement of goods and services.	Director
A25	To implement approved fees, charges, rents etc. and to ensure that proper arrangements exist for their collection.	Director
A26	In consultation with the relevant Cabinet Member, to apply for, accept and manage external funding up to a limit of £250,000 per grant in support of any function within their service provided that any financial contributions by the Council are made from within existing budgets.	Director

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
B1	To advise on and monitor the revenue and capital budgets of the Council, including the Housing Revenue Account and the determination of Council Tax and housing rent levels.	Director of Finance
B2	To write off sums which are irrecoverable and to settle claims on behalf of the Council	Director of Finance
B3	To manage the Council's loan debt, 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 and arrange insurance of property and the selecting and accepting of tenders for insurance cover and related services which are considered to offer best value for the Council promoting good risk management practices at all	S.151 Officer

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
	times.	
B4	<p>To undertake all other financial matters arising within the Council, subject to the following requirements:</p> <ul style="list-style-type: none"> <li>(i) authority to incur expenditure being approved or sanctioned by the Council or the Cabinet</li> <li>(ii) powers of borrowing being exercised within guidelines agreed by the Council and any current codes of practice</li> <li>(iii) all matters being within accepted accounting practice and standards and within statutory requirements</li> <li>(iv) any necessary reference to the Council's external Auditors.</li> <li>(v) an annual report being presented to the Audit Committee by 30 September in each year on the activities undertaken in respect of treasury management powers in the preceding financial year</li> <li>(vi) reports of the external Auditors and other relevant Inspectorates upon the audit of the Council's activities being considered.</li> <li>(vii) To make direct investments in local infrastructure assets as part of the Pension Fund local infrastructure portfolio in consultation with the Chairman of Pensions</li> </ul>	S,151 Officer
B5	To implement the Council's early retirement, retirement and redundancy policies in consultation with the Director of Human Resources and the Director of Legal and Governance.	Director of Finance
B6	To set the Council Tax Base and Commercial Rate yield each year unless it involves matters of policy	S.151. Officer
B7	To award all gas and electricity supply contracts where offers are made on a short restricted time basis and where there is insufficient time to obtain a Cabinet Member decision.	Director of Finance

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
B8	To accept grants and the terms and conditions thereof for and on behalf of the Council.	S.151 Officer
B9	To instruct the Council's insurers and, upon their advice, to negotiate and settle insurance claims up to maximum of £145,000 for motor insurance, £147,750 for liability insurance and motor vehicles, and £50,000 for property insurance.	Director of Finance
B10	To review and, if necessary, amend the limits in (B9) above on an annual basis, following discussion with the Council's insurers.	Director of Finance
B11	To set future inter-authority and standard charges for residential and day-care accommodation, in accordance with the formula recommended by the Local Government Association.	Director of Finance
B12	To increase the specified sums set out in delegations to staff in accordance with Retail Prices Index (RPI).	Director of Finance
B13	To approve the Financial Framework and any amendments to it.	S.151 Officer
B14	In consultation with the relevant CMT Member, to authorise virements.	Director of Finance
B15	To make or enter into leasing arrangements for vehicles, plant and equipment.	Director of Finance
B16	<b>To monitor the implementation of the charging policy</b>	Director of

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
	<b>including any relevant deadlines. To advise on reviews of fees and charges.</b>	Finance
B17	To act upon and make decisions as a Pensions Panel consisting of the Director of Finance, Director of HR, 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.	Director of Finance

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
C1	To prepare, approve and issue or serve all legal documentation on behalf of the Council.	Director of Legal & Governance
C2	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.	Director of Legal & Governance
C3	To defend all legal proceedings brought against the Council and to take any steps that are in their opinion expedient to that end.	Director of Legal & Governance
C4	To sign, serve, advertise and receive notices and documents on behalf of the Council in relation to any formal or legal procedures.	Director of Legal & Governance
C5	To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.	Director of Legal & Governance
C6	To sign or endorse any documents on behalf of the borough	Director of Legal



<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	where so requested by a citizen.	& Governance
C7	To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.	Director of Legal & Governance
C8	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.	Director of Legal & Governance
C9	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Director of Legal & Governance
C10	To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or appropriate Group Director, Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Director of Legal & Governance
C11	In 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 £100,000. Settlement of claims that exceed £100,000 require the approval of the relevant individual Cabinet Member or of the Cabinet, unless the decision is required to be made immediately before, at, or during a hearing.	Director of Legal & Governance
C12	To name, rename, number and renumber streets and	Director of Legal

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	premises	& Governance
C13	To maintain the register of highways that are maintainable at public expense.	Director of Legal & Governance
C14	To arrange for the administration of all statutory appeals.	Director of Legal & Governance
C15	To allocate information technology facilities to members, including ordinary telephones, mobile telephones and facsimile machines.	Director of Legal & Governance
C16	To implement the Council's early retirement, retirement and redundancy policies in consultation with the Director of Finance and the Director of HR.	Director of Legal & Governance
C17	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of HR 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.	Director of Legal & Governance
C18	To alter the financial amounts in Contract Procedure Rules specifically relating to EU contracts and occurring either due to exchange rate changes or EU directed amendments.	Director of Legal & Governance
C19	To authorise Council staff to represent the Council in proceedings in the County Court and the Magistrates Court.	Director of Legal & Governance
C20	To prepare, approve and issue or serve the form and	Solicitors appointed by the

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	content of all legal documentation on behalf of the Council.	Director of Legal & Governance
C21	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.	Solicitors appointed by the Director of Legal & Governance
C22	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.	Solicitors appointed by the Director of Legal & Governance
C23	To serve requisitions for information and other documents to enable the Council to receive information in the pursuance of legal proceedings.	Solicitors appointed by the Director of Legal & Governance
C24	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.	Solicitors appointed by the Director of Legal & Governance
C25	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Solicitors appointed by the Director of Legal & Governance
C26	To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the appropriate Group Director, Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Solicitors appointed by the Director of Legal & Governance
C27	To undertake those functions assigned under:  (i) Part 3, Section 5 of the Constitution of the London	Director of Legal & Governance

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	<p>Borough of Havering: local choice functions</p> <p>(ii) Part 3, Section 6 of the Constitution of the London Borough of Havering: Proper Officer function</p>	
C28	To authorise activities under the Regulation of Investigatory Powers Act 2000 and to monitor proper use of activities under that Act.	Director of Legal & Governance
C29	To develop and implement the Council's Health & Safety Strategy	Director of Legal & Governance
C30	To develop and implement the Council's information governance policies and protocols.	Director of Legal & Governance
C31	To undertake all the administrative procedures for Schools Appeals, Hearings Panels and any other panels or Sub-Committees required under the terms of reference of the Adjudication and Review Committee and Licensing Committee: 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.	Director of Legal & Governance and Committee Services Manager
C32	In 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.	Director of Legal & Governance and Committee Services Manager
C33	In consultation with Cabinet Members, Group Leaders and the Chairmen of Committees, to determine the schedule of meetings for each municipal year (including dates, times and	Director of Legal & Governance and Committee

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	<p>places of meeting), on the basis that, so far as possible and practicable:</p> <p>(a) The Regulatory Services Committee shall meet every three weeks (except around the Christmas/New Year period)</p> <p>(b) The Audit, Governance, Pensions and Standards Committees and the Overview &amp; Scrutiny Committees shall generally meet once during each period between ordinary Council meetings</p> <p>(c) Meetings will only be arranged for Monday or Friday evenings in exceptional circumstances.</p>	Services Manager
C34	<p>To exercise general use and hire of the Town Hall for the purpose of meetings and other authorised events in accordance with approved fee scales and principles and guidelines agreed by the Governance Committee, 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 therein.</p>	Director of Legal & Governance and Committee Services Manager
C35	<p>To approve arrangements for members' training.</p>	Director of Legal & Governance and Committee Services Manager
C36	<p>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.</p>	Director of Legal & Governance and Committee Services Manager
C37	<p>Undertake those functions assigned under:</p>	Director of Legal & Governance

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	(a) Part 3, Section 6 of Constitution of the London Borough of Havering: Proper Officer functions	and Committee Services Manager
C38	To undertake those election functions assigned to the Proper Officer in the Constitution of the London Borough of Havering.	Director of Legal & Governance

<b>D</b>	<b>ICT/BUSINESS SYSTEMS</b>	<b>Delegation to Officer</b>
D1	To develop the Council's e-government and t-government strategies.	Director of ICT
D2	To develop the Council's information systems, and information technology and e-government strategies.	Director of ICT
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.	Director of ICT
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.	Director of ICT

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
E1	To develop and implement the Council's human resources, organisation development, remuneration and occupational	Director of Human

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
	health strategies.	Resources
E2	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.	Director of Human Resources
E3	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.	Director of Human Resources
E4	<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>	Director of Human Resources

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
E5	In consultation with the Director of Legal and Governance, to amend HR policies where necessary in consequence of legislative, organisational or other changes that have no adverse financial effect.	Director of Human Resources

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
F1	To exercise general use and hire of public halls and buildings owned by the Council (except the Town Hall) for the purpose of community use, meetings and other authorised events in accordance with approved fee scales and principles but to be able to waive or reduce scales of fees and charges in suitable cases.	Director of Asset Management
F2	Subject to the availability of finance to be responsible for any alteration or improvement of facilities to the Council Chamber, Committee Rooms and other accommodation for Members.	Director of Asset Management
F3	To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs, where relevant.	Director of Asset Management
F4	To exercise all the powers delegated to the Property Strategy Manager so far as legally permissible.	Director of Asset Management
F5	To exercise the powers and duties of the Council in relation to concessionary fares and similar schemes (including the taxicard scheme).	Director of Asset Management
F6	In relation to the taxicard scheme:	Director of Asset



<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
	<ul style="list-style-type: none"> <li>(i) To admit to the scheme persons from the waiting list of applicants.</li> <li>(ii) To agree a higher trip limit where justified by the degree of disability of the individual Director of Asset Management</li> <li>(iii) To approve dual holding of a concessionary fares permit and a taxicard where, in view of the individual's condition, it is appropriate to do so.</li> </ul>	Management
F7	To issue permits under the Minibus and Other Section 19 Permit Buses Regulations 1987 to appropriate organisations.	Director of Asset Management
F8	To provide a security service for the Council's Administrative buildings	Director of Asset Management
F9	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	Director of Asset Management and Property Strategy Manager
	To undertake marketing of any Council property.	Director of Asset Management and Property Strategy Manager
F10	To instruct external property advisors, surveyors, auctioneers and consultants where necessary on property transactions.	Director of Asset Management and Property Strategy Manager
F11	To procure property and property services to meet the Council's occupation needs including responsibility for space	Director of Asset

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
	use and allocation together with strategic facilities management. This function must be exercised subject to obtaining members authority for any financial approval not within budget.	Management and Property Strategy Manager
F12	To agree with a potential purchaser of a Council-owned property that the Council should retain an area of land where it is expedient to do so.	Director of Asset Management and Property Strategy Manager
F13	Following notification to the relevant ward members, to vary but not extend existing agreements for mobile phones masts at school sites in circumstances where installations are to be upgraded and lower emissions will result to enable Landlord's consent to be granted for the installation.	Director of Asset Management and Property Strategy Manager
F14	<p>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.</p> <p>These functions must be exercised in accordance with the following requirements:</p> <ul style="list-style-type: none"> <li>(i) complying with the Code of Practice on the Disposal of Surplus Property, set out in Appendix B</li> <li>(ii) in cases where the Cabinet has already approved the principle but not the terms of a property disposal without the invitation of competitive bids, the provisionally agreed terms of any disposal exceeding £1,000,000 shall be reported to Cabinet for approval before the transaction is concluded.</li> <li>(iii) in cases that have not been the subject of competitive bids but are below £1,000,000 in value, the</li> </ul>	Director of Asset Management and Property Strategy Manager

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
	<p>provisionally agreed terms of disposal should shall be reported to the Group Director Resources, before the transaction is concluded.</p> <p>(iv) complying with relevant Council policy on property transactions</p> <p>(v) referring a matter for Member decision where it is proposed to recommend other than the best financial bid</p> <p>(vi) concluding valuation and property disputes forming part of a pending or active court or arbitration proceedings, after consultation with either the Director of Legal &amp; Governance or the Director of Finance, where there is insufficient time or opportunity to obtain a Member decision</p> <p>(vii) Making or settling rating appeals only in the Council's financial interests.</p>	
F15	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.	Director of Asset Management
F16	To exercise all powers relating to Romford Market, including granting and revoking licences and enforcing relevant bylaws.	Director of Asset Management & Strategic Property Manager

<b>G</b>	<b>TRANSACTIONAL SERVICES</b>	<b>Delegation to Officer</b>
G1	To advise on, co-ordinate and manage all payroll functions on behalf of the Council.	Director of Transactional Services
G2	To administer the Council's pension fund.	Director of Transactional Services
G3	The exercise of the client monitoring function in respect of occupational health and the Council's recruitment advertising contracts, and the power to select and accept tenders for external consultants or contracts in accordance with the Council's standing orders.	Director of Transactional Services
G4	To grant gifts for long service up to the limit specified from time to time by the Director of Finance.	Director of Transactional Services
G5	To approve the arrangements for members' training and development.	Director of Transactional Services
G6	To act and make decisions on behalf of a pensions panel consisting of the Director of Finance, Director of HR 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.	Director of Internal Transactions
G7	To approve proposals for the payment of allowances in accordance with the "Croydon Scheme" to staff injured in the course of their duties.	Director of Transactional Services
G8	To undertake the role of appointed person for the Council in all matters relating to the Disclosure and Barring Service.	Director of Transactional Services
G9	To grant car and season loans to eligible staff.	Director of Transactional Services

<b>G</b>	<b>TRANSACTIONAL SERVICES</b>	<b>Delegation to Officer</b>
G10	<b>To exercise the Council's discretionary powers in relation to writing off amounts due for national non-domestic rate or surcharge on grounds of hardship or general rate on grounds of poverty, up to a maximum level of £10,000.</b>	Director of Transactional Services
G11	To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates.	Director of Transactional Services
G12	To act as statutory officer pursuant to for the collection of council tax and commercial rates	Director of Transactional Services
G13	To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs.	Director of Transactional Services

<b>PART 2 - NEWHAM</b>
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<b>Delegation to Joint Committee</b>
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<b>A</b>	<b>General</b>	<b>Delegation to Officer</b>
A1	To have overall responsibility for the provision to the client Councils of the shared services	None
A2	To consider and approve the annual report of the activities performance and finances of the shared services operation	None
A3	To consider and approve the annual service plan for the shared service	None
A4	To determine the strategic direction of the shared services operation	None
A5	To determine any strategic issue referred to it by the Managing Director	None
A6	To advise the client Councils what financial resources are	None

<b>A</b>	<b>General</b>	<b>Delegation to Officer</b>
	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 Councils and to make representation to the councils on the consequences of those restraints as appropriate.	None
A8	To incur expenditure within the budgets approved by the Joint Committee, or as otherwise approved, subject to any variation permitted by the Council's contract and financial procedure rules.	Managing Director
A9	To oversee the delivery of programmes agreed by Council and Cabinet.	Managing Director
A10	To approve commencement of a tendering process and award contracts in accordance with the council's financial procedure rules and contract procedure rules	Managing Director
A11	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	Managing Director
A12	To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution.	Director
A13	To incur expenditure within the budgets for the relevant service as approved by the Council, subject to any variation permitted by the Council's contract and financial procedure rules.	Director
A14	To implement any approved financial programme, including the authorisation of expenditure and procurement of goods and services.	Director
A15	To implement approved fees, charges, rents etc relevant to the shared service, and to ensure that proper arrangements exist for their collection.	Director

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
B1	Setting statutory Fees and Charges for Services within the shared service where the fee/charge is levied under a statutory obligation to do so.	Director of Financial Services
B2	Setting Fees and Charges within the shared service where no statutory fee is applicable provided that the Mayor (in consultation with the Cabinet) must approve the levying of the fee/charge in the first instance.	Director of Financial Services
B3	Authorising or approving payments in accordance with all relevant Council policies	Director of Financial Services
B4	Writing off debts, in accordance with the Council's policy on write offs.	Director of Financial Services
B5	Approving extensions and renewals to contracts taking the total value above the original agreed value of the contract and notations including extensions of Contract Hire Agreements (subject to the Code of Procurement).	Director of Financial Services
B6	Approving amendments or variations to contracts relating to the shared services which will have an impact on the value of the contract where the variation is in accordance with the original approval of the Contract	Director of Financial Services
B7	In relation to contracts within the shared service, referring contracts to Arbitration, terminating contracts, withholding payments, enforcing contract terms (including third party rights under Contracts (Rights of Third Parties) Act 1999) and serving notices in accordance with the contract conditions	Director of Financial Services
B8	Making amendments to risk management policy and strategy with appropriate consultation with Audit Board.	Director of Financial Services
B9	Making appropriate arrangements for the use of banking services including accounts held jointly with others	Director of Financial Services
B10	Making provision for insurance in respect of the Council's functions, premises, property, employees, Members and third parties including self insurance	Director of Financial Services

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
B11	Dealing with any claims against the Council where the losses are insured including those below any excess and approve any settlements or other action in respect of such claims	Director of Financial Services
B12	Instructing the Council's Insurance providers with regard to defending any actions or threatened actions where the Council has insurance cover or is self insured.	Director of Financial Services
B13	Maintaining relevant statutory accounts and registers in respect of the Council's financial arrangements including the maintenance of relevant separate accounts (capital and revenue) and any register of loans or loan investments	Director of Financial Services
B14	Giving instructions to debt collection agencies agreeing to any form of ADR, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors 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.	Director of Financial Services
B15	Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council	Director of Financial Services
B16	To exercise the Council's discretion to release information where statutorily permitted to do so in respect of any debt owed to the Council	Director of Financial Services
B17	Agreeing any apportionment in respect of the expenses of the Coroners Service under the Coroners Act 1988	Director of Financial Services
B18	Calculating the Council Tax Base and keeping on deposit a copy of the valuation list.	Director of Financial Services
B19	Levying and collecting Council Tax in respect of dwellings in the Council's area under the Local Government Finance Act 1992 (see also the Executive Director Customer Services Scheme of Delegation)	Director of Financial Services
B20	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 actions	Director of Financial



<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
	including attending creditors 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.	Services
B21	To prepare, deposit, alter and give notice of any adopted non-domestic rating list under the Local Government Finance Act 1988	Director of Financial Services
B22	The administration, collection and recovery of non-domestic rates and exercise of powers and duties under Local Government Finance Act 1988	Director of Financial Services
B23	Providing relief from non-domestic rates under Sections 43, 45, 47 or 49 of the Local Government Finance Act 1988 as amended by Part 4 Localism Act 2011	Director of Financial Services
B24	Determining chargeable amounts payable by charities, non-profit making bodies, recreational clubs and societies and the exercise of any discretionary relief.	Director of Financial Services
B25	Deciding applications for housing and council tax benefit including hardship payments and backdating including discretionary housing the calculation and recovery of over payments.	Director of Financial Services
B26	Determining whether landlords or agents are fit and proper to receive payment of benefit direct.	Director of Financial Services
B27	Revising decisions on claims for housing or council tax benefit.	Director of Financial Services
B28	Representing the Council at Appeals Service Tribunals	Director of Financial Services
B29	Exercising the Authority's functions and powers to administer cautions and administrative penalties with regard to benefit offences under the Social Security Fraud Act 2001.	Director of Financial Services
B30	Acting as Council's reporting officer to the National Criminal Intelligence Service under the Proceeds of Crime Act.	Director of Financial Services

<b>B</b>	<b>Finance (including Procurement)</b>	<b>Delegation to Officer</b>
B31	Authorising a prosecution for fraud by an employee or third party in accordance with the Fraud Prosecution Policy.	Director of Financial Services
B32	Applying for communications Data in accordance with the powers conferred by the Social Security Fraud Act 2001	Director of Financial Services

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
C1	Responsibility for the operational management of the shared services within the remit of legal services	Director of Legal and Governance Services
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.	Director of Legal and Governance Services
C3	Instituting proceedings under Section 222 of the Local Government Act 1972.	Director of Legal and Governance Services
C4	Authorising/affixing the Authority's seal to deeds and other documents	Director of Legal and Governance Services
C4	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	Director of Legal and Governance Services

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	rights of land or property.	
C5	Exercising the Council's discretionary power under Section 133 of the Housing Act 1985	Director of Legal and Governance Services
C6	Waiving legal professional fees	Director of Legal and Governance Services
C7	Making arrangements in respect of all meetings of the Council, Committees, Sub-Committees and the Executive including the administration of school appeals for exclusions	Director of Legal and Governance Services
C8	Approving travelling and subsistence claims of Members in accordance with the agreed Scheme (See also Part 2 of the Scheme of Delegations and see also Chief Executives scheme of delegation).	Director of Legal and Governance Services
C9	Approving expenditure for Members' library and other resources and development, as necessary to enable them to carry out their office and the functions of the Authority. (See also Part 2 of the Scheme of Delegations)	Director of Legal and Governance Services
C10	To agree to waiver the Council's legal professional fees in relation to any land transaction	Director of Legal and Governance Services
C11	To agree payments for relevant professional fees incurred by the Council by lessees or prospective lessees of the Council's commercial premises (but not waiver for Legal fees which is dealt with above).	Director of Legal and Governance Services
C12	To serve any notices and exercise any powers and duties including payment of compensation arising out of the Council's ownership of land	Director of Legal and Governance Services
C13	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	Director of Legal and Governance Services

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	rights of land or property.	
C14	Exercising the Council's discretionary power under Section 133 of the Housing Act 1985	Director of Legal and Governance Services
C15	To sign, serve, advertise and receive notices and documents on behalf of the Council in relation to any formal or legal procedures.	Director of Legal and Governance Services
C16	To certify as a true and correct record any documents in accordance with section 229 of the Local Government Act 1972.	Director of Legal and Governance Services
C17	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Director of Legal and Governance Services
C18	To instruct and/or seek the opinion of legal counsel and/or external solicitors in consultation with the Chief Executive or appropriate Group Director, Assistant Director or Head of Service and to instruct legal counsel or experts to advise or appear on any matter and to agree fees arising.	Director of Legal and Governance Services
C19	Authorising officers to attend court and appear on behalf of the Council under S.223 Local Government Act 1972 and the County Courts Act 1984	Director of Legal and Governance Services
C20	To authorise, serve or issue all statutory notices, approvals and licences under any enactment other than those specifically delegated to another officer.	Solicitors appointed by the Director of Legal and Governance Services
C21	Approving compensatory payments under section 92 Local Government Act 2000	Director of Legal and Governance Services and Committee Services Manager
C22	Administering cautions in any criminal proceedings.	Director of Legal and Governance Services
C23	Applying for Confiscation Orders, restraint, Charging Orders, deduction of wages, injunctions, possession and any other appropriate orders in connection with all criminal	Director of Legal and Governance Services

<b>C</b>	<b>Legal &amp; Governance</b>	<b>Delegation to Officer</b>
	legal proceedings initiated by the Council	
C24	Settling claims (other than Employment Tribunal claims, debts and those covered by insurance) including Part 36 offers with the approval of the Director with responsibility for Legal Services. Approval of the Director of Financial Services (as Chief Finance Officer) is required where the settlement will have a detrimental budget impact or require use of contingencies.	Director of Legal and Governance Services

<b>D</b>	<b>ICT/BUSINESS SYSTEMS</b>	<b>Delegation to Officer</b>
D1	Responsibility for the operational management of the shared services within the remit of ICT services	Director of ICT Services
D2	To develop the Council's information systems, and information technology and e-government strategies.	Director of ICT Services
D3	To supply connections and services to public sector partners and other organisations, provided that the integrity of the Council's information systems is maintained.	Director of ICT Services
D4	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	Director of ICT Services
D5	Notifying all staff of any electronic communications monitoring routinely carried out	Director of ICT Services
D6	Approving sales of computer software developed and owned by the Council	Director of ICT Services

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
E1	Responsibility for the operational management of the shared services within the remit of Human Resources.	Director of Human Resources and Organisational Development Services
E2	To implement any decisions and recommendations of recognised national negotiating bodies in respect of pay.	Director of Human

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
	Where a supplementary estimate is required, the cost must be reported to the Cabinet.	Resources and Organisational Development Services
E3	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.	Director of Human Resources and Organisational Development Services
E4	<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>(v) Achieving any necessary reduction through voluntary redundancy;</li> <li>(vi) 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>(vii) Deciding upon the ring fence arrangements and inviting applications for assimilation; and</li> <li>(viii) Arranging advertisements and assessment centres, and, subject to compliance with Contract Procedure Rules, appointing external recruitment consultants.</li> </ul>	Director of Human Resources and Organisational Development Services
E5	In consultation with the Director of Legal and Governance, to amend HR policies where necessary in consequence of legislative, organisational or other changes that have no adverse financial effect.	Director of Human Resources and Organisational Development Services
E6	Approval of staffing & service related Equalities Impact Assessments	Director of Human Resources and Organisational Development

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
		Services
E7	Evaluating job descriptions and approving changes to job grading and issuing statements of particulars to all staff.	Director of Human Resources and Organisational Development Services
E8	Designing and implementing job application forms and criteria.	Director of Human Resources and Organisational Development Services
E9	Comply with and exercise powers and duties of the Authority as an employer under the Transfer of Undertakings (TUPE) Regulations.	Director of Human Resources and Organisational Development Services
E10	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	Director of Human Resources and Organisational Development Services
E11	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.	Director of Human Resources and Organisational Development Services
E12	Complying with, exercising and performing powers and functions of the Authority as an employer under the Trade Union and Labour Relations (Consolidation) Act 1992	Director of Human Resources and Organisational Development Services

<b>E</b>	<b>STRATEGIC HUMAN RESOURCES</b>	<b>Delegation to Officer</b>
E13	Giving notice of redundancy, make redundancy payments, serve counter notices and written statements of redundancy calculations under ERA 1996 Sections 135, 143, 149 and 165 (save that any pension payments payable shall be subject to the relevant pensions decisions as provided for elsewhere in the Scheme of Delegation).	Director of Human Resources and Organisational Development Services
E14	In a redundancy situation, consideration of the suitability of alternative employment and the impact on redundancy pay of an employee's rejection of the alternative role and reasons for refusal	Director of Human Resources and Organisational Development Services
E15	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.	Director Transactions
E16	Adjusting payment to officers, implementing binding decisions of national negotiating bodies and implementing single status agreement	Director of Human Resources and Organisational Development Services
E17	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 Sections 07, 15 and 16	Director Transactions
E18	Approving applications for specific staff monitoring where warranted under the Council's policy and in accordance with the Information Commissioners Code	Director of Human Resources and Occupational Development Services
<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
F1	Responsibility for the operational management of the shared	Director of Asset



<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
	service within the remit of Asset Management	Management Services and Property Strategy Manager
F2	Applying for planning permission from the Council on Council owned land	Director of Asset Management Services and Property Strategy Manager
F3	Serving Notices to Quit, Notices Seeking Possession and tenants notices; exercising any duty to compensate in respect of land matters or re-housing duties, enforcing covenants; serving notices relating to land; and disposal of property left on land.	Director of Asset Management Services and Property Strategy Manager
F4	Enforcement of street trading if approved by the Director of Business Systems, Property and Commercial Development or Markets Development Manager or Director for Enforcement and Safety.	Director of Asset Management Services and Property Strategy Manager
F5	Provision and maintenance of any theatre, concert hall, entertainment room, reading room, pavilion, bandstand, refreshment rooms, cloakrooms, lavatories and the like for the provision of concerts and other entertainments and of developing and improving the knowledge of arts and crafts under Sections 4 and 5 of the London County Council (General Powers) Act 1947 and Section 145 of the Local Government Act 1972.	Director of Asset Management Services and Property Strategy Manager
F6	Carry out full range of functions to provide necessary support to deliver the Council's Primary and Secondary school building programmes and schools asset management in so far as the function is not contained within the portfolio of the Executive Director for Operations	Director of Asset Management Services and Property Strategy Manager

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
F7	Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards	Director of Asset Management Services and Property Strategy Manager
F8	Support the Council's business improvement processes through; provision of project managers and project support including undertaking business process reviews and service improvement projects	Director of Asset Management Services and Property Strategy Manager
F9	Provide project and programme office support for the delivery of the Council's programme of projects across the Council and ensuring compliance with corporate standards	Director of Asset Management Services and Property Strategy Manager
F10	To ensure compliance with the Council's Carbon Reduction Commitment Energy Efficiency Scheme	Director of Asset Management Services and Property Strategy Manager
F11	Under section 87 of the Localism Act 2011 determining the form and content of lists of assets of community value.	Director of Asset Management Services and Property Strategy Manager
F12	To instruct Legal Services to apply for (or to vary, discharge, suspend etc.) and to comply with access orders under the Access to Neighbouring Land Act 1992	Director of Asset Management Services and Property Strategy Manager

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
F13	To negotiate all relevant terms including as to payment of professional fees (but not the waiver of legal professional fees) in respect of the letting and management of commercial premises owned by the Council, apply rent reviews and serve all relevant notices in respect of such premises or instruct the Director Legal Services to issue such notices whether under the lease or statutory provision including retrieval assignments, variations, termination, contracting out of the 1954 Act, and enforcement of such commercial leases and all other relevant landlord action under the Landlord and Tenant Acts and related status	Director of Asset Management Services and Property Strategy Manager
F14	To agree or request guarantee agreements, rent deposits, overriding leases, release from covenant, apportion liability under covenants and agree compensation for Leases or Tenancies under The Landlord and Tenant Act 1927 and Landlord and Tenant (Covenants) Act 1995)	Director of Asset Management Services and Property Strategy Manager
F15	To give any notice, apply to court or lands tribunal, deal with charges, act as mortgagee in possession, deal with proceeds as mortgagee, grant licences and surrender leases (or instruct the Director Legal Services to take any of these actions) under The Law of Property Act 1925	Director of Asset Management Services and Property Strategy Manager
F16	To repair, maintain and insure premises in accordance with the terms of any lease and statutory requirement	Director of Asset Management Services and Property Strategy Manager
F17	To seek mortgagor's consent for the transfer of any interest the Council has as mortgagee under Section 7 of The Local Government Act 1986	Director of Asset Management Services and Property Strategy Manager

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
F18	To propose the alteration of the valuation list or raise objections to any proposed alteration in respect of any property owned by the Council and appealing to the valuation tribunal in respect of such proposals under The Local Government Finance Act 1988 Section 55.	Director of Asset Management Services and Property Strategy Manager
F19	To carry out rent reviews or Lease renewals	Director of Asset Management Services and Property Strategy Manager
F20	To grant way leaves and easements to, and enter similar agreements with statutory undertakers and other bodies, relating to services supplied or transmitted across or under premises under the control of the Authority, provided that where the premises are in occupational use by another department this decision is taken in conjunction with the Relevant Executive Director or Relevant Service Head	Director of Asset Management Services and Property Strategy Manager
F21	To provide valuations of land for the purposes of acquisition and disposal by the Council	Director of Asset Management Services and Property Strategy Manager
F22	To serve any notices extinguishing the rights of statutory undertakers or telecommunications operators (or instruct the Director Legal Services to do so), to pay compensation arising out of such action and refer any dispute to the Land Tribunal under the Town and Country Planning Act 1990, Sections 271, 272, 273, 279 and 282	Director of Asset Management Services and Property Strategy Manager
F23	To approve the Council's participation in Section 106 agreements where the Council is joined in the agreement as landowner. Provided the terms of the Section 106	Director of Asset Management

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
	agreement are in accordance with any decision to dispose of the land.	Services and Property Strategy Manager
F24	Tribunals Courts And Enforcement Act 2007 - section 72 To use the procedure under Schedule 12 of this Act for the purpose of recovering rent payable under a lease of commercial premises. Sections 81 and 83 To serve, withdraw or replace notice on a sub-tenant of commercial premises demanding payment of rent to the Council as head lessor rather than to the immediate tenant and to comply with and exercise and perform any powers and duties contained in any regulations made under this section with regard to the serving of such notices.  Section 83	Director of Asset Management Services and Property Strategy Manager
F25	To exercise and perform any powers and duties contained in Part 1 of the Landlord and Tenant Act 1927 which may or shall be exercised or performed by the Council by virtue of its being the Landlord or Tenant as the case may be of any business tenancies. Including compensation for improvements and goodwill on the termination of business tenancies.	Director of Asset Management Services and Property Strategy Manager
F26	To keep a copy of any register sent to the Council under Part X Local Government Planning and Land Act 1980 (register of land held by public bodies) available for inspection, provide copies of such register on payment of a reasonable charge and to amend such register on being notified of amendments made by the Secretary of State. Notify the Secretary of State of any inaccuracies and comply with any directions and make representations as to why proposed directions should not be given or as to the proposed content of any such directions.	Director of Asset Management Services and Property Strategy Manager
F27	To serve notice on the tenant under sections 1 and 3 Landlord and Tenant Act 1988 in response to applications seeking consent for any of the actions to which these sections apply (assignments, underletting etc) taken by the tenant of the subtenant.	Director of Asset Management Services and Property Strategy

<b>F</b>	<b>ASSET MANAGEMENT (INCLUDING PROPERTY STRATEGY)</b>	<b>Delegation to Officer</b>
		Manager
F28	To exercise and perform any powers and duties contained in the Leasehold Property Repairs Act 1938 which may or shall be exercised or performed by the Council by virtue of its being the landlord or tenant of any premises as the case may be. (Enforcement by Landlord of obligation to repair).	Director of Asset Management Services and Property Strategy Manager
F29	Giving instructions to debt collection agencies, issuing legal proceedings, applying for attachment of earnings orders, charging orders, bankruptcy and any other relevant enforcement action to recover any debt including attending creditors 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.	Director of Asset Management Services and Property Strategy Manager
F30	Serving statutory demands, placing and enforcing charges, recovering interest and expenses, appointing receivers, collecting interest and expenses in connection with any debt owed to the Council	Director of Asset Management Services and Property Strategy Manager

<b>G</b>	<b>INTERNAL TRANSACTIONS</b>	<b>Delegation to Officer</b>
G1	To advise on, co-ordinate and manage all payroll functions on behalf of the Council.	Director
G2	The exercise of the client monitoring function in respect of occupational health and the Council's recruitment advertising contracts, and the power to select and accept tenders for external consultants or contracts in accordance with the Council's standing orders.	Director
G3	To undertake the role of appointed person for the Council in all matters relating to the Disclosure and Barring Service.	Director
G4	To grant car and season loans to eligible staff.	Director

<b>H</b>	<b>EXTERNAL TRANSACTIONS</b>	<b>Delegation to Officer</b>
H1	To exercise the Council's discretionary powers in relation to writing off amounts due for national non-domestic rate or	Director

H	EXTERNAL TRANSACTIONS	Delegation to Officer
	surcharge on grounds of hardship or general rate on grounds of poverty, up to a maximum level of £10,000.	
H2	To exercise the Council's discretionary powers in relation to relief for Council Tax and commercial rates.	Director
H3	To act as statutory officer pursuant to for the collection of council tax and commercial rates	Director
H7	To manage the operation of the relevant Contract Service Organisations (CSOs) including marketing the CSOs and consideration of the impact of new legislation on the CSOs.	Director