

EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

Committee: Council **Date:** 28 May 2015

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.05 pm

Members Present: Councillors A Boyce (Chairman), E Webster (Vice-Chairman), N Avey, K Angold-Stephens, R Bassett, N Bedford, H Brady, G Chambers, K Chana, T Church, D Dorrell, R Gadsby, A Grigg, L Hughes, R Jennings, S Jones, H Kane, S Kane, H Kauffman, P Keska, J Knapman, Y Knight, J Lea, M McEwen, L Mead, A Mitchell MBE, G Mohindra, R Morgan, S Murray, S Neville, J Philip, C P Pond, C C Pond, C Roberts, B Rolfe, B Sandler, M Sartin, G Shiell, D Stallan, S Stavrou, B Surtees, T Thomas, L Wagland, G Waller, S Watson, C Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

Apologies: Councillors W Breare-Hall, R Butler, L Girling, J Hart, A Lion, H Mann, A Patel and S Weston

Officers Present: G Chipp (Chief Executive), R Palmer (Director of Resources), C O'Boyle (Director of Governance), A Hall (Director of Communities), S G Hill (Assistant Director (Governance & Performance Management)), T Carne (Public Relations and Marketing Officer), P Seager (Chairman's Secretary), A Hendry (Democratic Services Officer), J Leither (Democratic Services Assistant) and R Perrin (Democratic Services Assistant)

1. WEBCASTING INTRODUCTION

The Assistant Director of Governance and Performance Management reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

2. DISTRICT COUNCIL ELECTION - 7 MAY 2015

The Chairman welcomed the newly elected and re-elected members of the Council following the election held on 7 May 2015;

Lynn Hughes	Broadley Common, Epping Upland and Nazeing
Aniket Patel	Buckhurst Hill West
Paul Keska	Chipping Ongar, Greensted and Marden Ash
Nigel Avey	Epping Hemnall
Chris Whitbread	Epping Lindsey and Thornwood Common
Kewal Chana	Grange Hill
Richard Morgan	Hastingwood, Matching and Sheering Village
Brian Rolfe	Lambourne
Richard Bassett	Lower Nazeing

Gary Waller	Lower Sheering
Anne Grigg	North Weald Bassett
Mary Sartin	Roydon
Nigel Bedford	Shelley
Syd Stavrou	Waltham Abbey High Beech
Sam Kane	Waltham Abbey Honey Lane
Ann Mitchell	Waltham Abbey North East
Elizabeth Webster	Waltham Abbey Paternoster
Ricki Gadsby	Waltham Abbey South West

The Chairman presented declaration of acceptance of office certificates to the four newly elected Members present Councillors Avey, Bedford, Hughes and S Kane.

3. RETIRING CHAIRMAN OF THE COUNCIL - YEAR OF OFFICE

Councillor Boyce addressed the Council on his year of office and presented a slide show of the various events attended. The Chairman reported that he had raised approximately £24,000 for his chosen charities.

Councillor Whitbread, Angold-Stephens and the Chief Executive, G Chipp on behalf of the staff, expressed their appreciation for the hard work and enthusiasm shown by Councillor Boyce during in his term of office.

4. ELECTION OF CHAIRMAN

The nomination of Councillor E Webster for the Office of Chairman of the Council having been moved formally by Councillor Stavrou and seconded by Councillor Knapman, it was:

RESOLVED:

That Councillor E Webster be elected Chairman of the Council for the ensuing year.

Councillor Webster thereupon made a Declaration of Acceptance of Office of the Chairman of the Council and thanked the Council for the honour. She informed the Council that she endeavoured to represent the Council to the best of her ability and would be concentrating on attending events within the boundaries of Epping Forest District and asked that members when asked, would join her at events in their wards.

Councillor Webster announced that her chosen charity for her term of office would be the Royal British Legion.

Councillor Webster in the Chair

5. PAST CHAIRMAN'S BADGE

The new Chairman presented Councillor Boyce with a past Chairman's badge of office.

6. APPOINTMENT OF VICE-CHAIRMAN

The nomination of Councillor J Lea for the Vice-Chairman of the Council having been moved formally by Councillor Stavrou and seconded by Councillor Mitchell, it was:

RESOLVED:

That Councillor J Lea be appointed Vice-Chairman of the Council for the ensuing year.

Councillor Lea thereupon made a declaration of Acceptance of Office of Vice-Chairman of the Council and thanked the Council for her appointment.

7. MINUTES**RESOLVED:**

That the minutes of the Council meeting held on 21 April 2015 be taken as read and signed by the Chairman as a correct record.

8. DECLARATIONS OF INTEREST

There were no declarations of interest by members of the Council under this item.

9. ANNOUNCEMENTS**(a) Announcements by the Chairman of the Council****(i) Floral Display**

The Chairman announced that she intended to send the flowers from tonight's meeting to St Clare's Hospice, Hastingwood

(b) Announcements by the Leader of Council and Portfolio Holders

There were no announcements under this heading.

(c) Members not seeking re-election or not re-elected

The Council noted that P Gode, R Glozier, A Watts and H Ulkun had not sought re-election on 7 May 2015. In recognition of his 12 years service as a Ward Member for Shelley, the Chairman presented an award to Peter Gode. Also an award for 16 years service as a Ward Councillor for Waltham Abbey High Beech and Waltham Abbey Honey Lane, A Watts would be sent his service award.

10. ELECTION OF LEADER

The nomination of Councillor C Whitbread for the Leader of the Council having been moved formally by Councillor Knapman and seconded by Councillor Stavrou, it was:

RESOLVED:

That, in accordance with Section 44C(2) of the Local Government Act 2000, Councillor Whitbread be appointed Leader of the Council for a four year term of office, as prescribed by Section 44E of the Act, expiring on the day of the

Annual Council meeting following Councillor Whitbread's normal day of retirement as a Councillor.

11. REPORT OF THE APPOINTMENTS PANEL

Mover: Councillor Whitbread, (Chairman of the Panel and Leader of the Council)

Councillor Whitbread reported on the appointments which he had made to the Cabinet, Cabinet Committees and to Outside Organisations carrying out executive Functions.

Councillor Whitbread also reported the recommendations of the Appointments Panel in relation to the membership, chairmanship and vice chairmanship of Committees, Sub-Committees and Panels (non-Executive bodies), and to outside organisations carrying out Council, regulatory or non Cabinet functions. Councillor Whitbread reported on changes made to the nominations since the Panel had met.

The Council voted on appointments where the number of nominations exceeded the number of places available.

RESOLVED:

- (1) That in accordance with Regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the Constitution of Political Groups as set out in Appendix 1 to these minutes be noted;
- (2) That the appointment made by the Leader of the Council to the Cabinet and Cabinet Committees and the allocation of Portfolios as set out in Appendix 2 to these minutes be noted;
- (3) That the membership, chairmanship and vice-chairmanship of Committees, Sub-Committees and Panels (non-Executive bodies) as set out in Appendix 3 to these minutes be approved
- (4) That the appointment of Councillor Waller to nominate Group substitute members on any Committees, Sub-Committees, Panels, Boards, Select Committees or Working Groups of the Council be noted;
- (5) That Group Leaders confirm nominations to the Proper Officer for appointments to be made to Select Committees by the Overview and Scrutiny Committee by 9 June 2015;
- (6) That the appointments made by the leader of the Council to Outside Organisations carrying out Executive functions as set out in Appendix 4 to these minutes be noted; and
- (7) That appointments to Outside Organisations carrying out Council, regulatory or non-Cabinet functions be as set out in Appendix 5 to these minutes.

12. SCHEME OF OFFICER DELEGATION - COUNCIL AND REGULATORY FUNCTIONS

The Council's Constitution required that the Scheme of Delegation be agreed at the Annual meeting. The current scheme had been reviewed with minor revised items highlighted. The scheme had been issued in Part 3 of the Council's Constitution and would be reviewed by the Constitution Working Group in 2015/16.

RESOLVED:

That the Scheme of Officer Delegation for Council and Regulatory Functions attached be agreed.

13. SCHEME OF OFFICER DELEGATION - EXECUTIVE FUNCTIONS

The schedule of Officer Delegation in respect of Executive Functions approved by the Leader of the Council following the 2014/15 review was noted.

RESOLVED:

That the schedule of Officer Delegation in respect of the Executive Functions attached be noted.

14. COUNCIL MEETINGS - 2015/16

On 16 December 2014, the Council had adopted a calendar of meetings for the period of May 2015 to May 2016, which had included the ordinary meetings of the Council. The Council's Constitution required that a programme of ordinary meetings of the Council was approved at the annual meeting. The Council was also asked to note the extraordinary meeting of the Council on Tuesday 23 June 2015 in relation to the Langston Road Shopping Park.

RESOLVED:

(1) That during 2015/16 ordinary meetings of the Council be held on the following dates:

28 July 2015;
29 September 2015;
3 November 2015;
15 December 2015;
16 February 2016;
18 February 2016 (reserve date for budget meeting)
26 April 2016;
26 May 2016 (Annual Council)

(2) That an extraordinary Council meeting of the Council had been arranged for Tuesday 23 June 2015 in relation to the Langston Road Shopping Park.

CHAIRMAN

This page is intentionally left blank

ANNUAL COUNCIL MEETING – 28 May 2015 CONSTITUTION OF POLITICAL GROUPS AND GROUP LEADERS

Local Government and Housing Act 1989 – Notice of Constitution of Political Groups and Group Leaders

To note in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990, the constitution of political groups as follows:

Conservative Group:

Councillor Chris Whitbread (Group Leader)

Councillor Syd Stavrou (Deputy Group Leader)

Councillor Nigel Avey

Councillor Susan Jones

Councillor Brian Rolfe

Councillor Richard Bassett

Councillor Helen Kane

Councillor Brian Sandler

Councillor Nigel Bedford

Councillor Sam Kane

Councillor Mary Sartin

Councillor Anthony Boyce

Councillor Paul Keska

Councillor Glynis Shiell

Councillor Heather Brady

Councillor John Knapman

Councillor David Stallan

Councillor William Breare-Hall

Councillor Yolanda Knight

Councillor Lesley Wagland

Councillor Gavin Chambers

Councillor Jeane Lea

Councillor Gary Waller

Councillor Kewal Chana

Councillor Alan Lion

Councillor Sylvia Watson

Councillor Anthony Church

Councillor Ann Mitchell

Councillor Elizabeth Webster

Councillor Ricki Gadsby

Councillor Maggie McEwen

Councillor Neville Wright

Councillor Anne Grigg

Councillor Gagan Mohindra

Councillor James Hart

Councillor Aniket Patel

Councillor Lynn Hughes

Councillor John Philip

Members 38

Liberal Democrats Group:

Group Leader – Councillor Jon Whitehouse Deputy Group Leader - Councillor Janet Whitehouse

Councillor B Surtees

Members 3

Loughton Residents' Association Group:

Councillor Ken Angold-Stephens (Group Leader) Councillor Caroline Pond (Deputy Group Leader)

Councillor Leon Girling

Councillor Robert Jennings

Councillor Howard Kauffman

Councillor Harvey Mann

Councillor Louise Mead

Councillor Chris Pond

Councillor Chris Roberts

Councillor Tracey Thomas

Councillor Sharon Weston

Councillor David Wixley

Members 12

United Kingdom Independence Party (UKIP) Group:

Councillor David Dorrell (Group Leader)

Councillor Rod Butler (Deputy Group Leader)

Members 2

Appendix 2
Annual Council meeting
28 May 2015

Item 9 - Report of the Appointments Panel

Additional items for report by the Leader.

Recommendation:

To note the following appointments by the Leader for Cabinet Members and Cabinet Subcommittees carrying out Executive functions:

(a) Deputy Leader

	2015/16
Deputy Leader	Syd Stavrou

(b) Other Cabinet Members/Allocation of Portfolios

Portfolio Title	Portfolio Holder 2015/16
Leader	Chris Whitbread
Asset Management and Economic Development	Anne Grigg
Environment	Will Breare-Hall
Finance	Syd Stavrou
Governance and Development Management	John Philip
Housing	David Stallan
Leisure and Community Services	Helen Kane
Safer, Greener and Transport	Gary Waller
Planning Policy	Richard Bassett
Technology and Support Services	Alan Lion

(c) Cabinet Committee Memberships (not part of pro rata allocations)

(i) Finance and Performance Management Cabinet Committee

Leader

Finance Portfolio Holder (Chairman)

Housing Portfolio Holder

Governance and Development Management Portfolio Holder

Technology and Support Services Portfolio Holder

(ii) Asset Management and Economic Development Cabinet Committee

Asset Management and Economic Development Portfolio Holder (Chairman)
Environment Portfolio Holder
Finance Portfolio Holder
Leisure and Community Services Portfolio Holder
Safer, Greener and Transport Portfolio Holder

(iii) Local Plan Cabinet Committee

Leader
Asset Management and Economic Development Portfolio Holder
Governance and Development Management Portfolio Holder
Technology and Support Services Portfolio Holder
Planning Policy Portfolio Holder (Chairman)

(iv) Council Housebuilding Cabinet Committee

Housing Portfolio Holder (Chairman)
Planning Policy Portfolio Holder
Environment Portfolio Holder
Finance Portfolio Holder
Safer, Greener and Transport Portfolio Holder

Committee Appointments 2015-16

Appendix 3

Area Plans Sub-Committee East (19 Members)						
		Conservatives	Liberal Democrats	LRA	UKIP	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chair	(Chair) S Jones (V/C) P Keska				
		N Avey	B Surtees			R Morgan
		N Bedford	J H Whitehouse			
		A Boyce	J M Whitehouse			
		H Brady				
		W Breare-Hall				
		T Church				
		A Grigg				
		S Jones				
		P Keska				
		M McEwen				
		J Philip				
		B Rolfe				
		D Stallan				
		C Whitbread				
		G Waller				

Area Plans Sub-Committee West (14 Members)

		Conservatives	Liberal Democrats	LRA	UKIP	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice-Chair	(Chair) Y Knight (V/C) A Mitchell				
		R Bassett			R Butler	
		R Gadsby			D Dorrell	
		L Hughes				
		H Kane				
		S Kane				
		Y Knight				
		J Lea				
		A Mitchell				
		M Sartin				
		G Shiell				
		S Stavrou				
		E Webster				

Area Plans Sub-Committee South (24 Members - subject to opt in)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16	Chairman/Vice-Chair	(Chair) J Hart (V/C) N Wright			
		G Chambers		K Angold-Stephens	
		K Chana		B Jennings	
		J Knapman		H Kauffman	
		J Hart		H Mann	
		A Lion		L Mead	
		G Mohindra		C C Pond	
		A Patel		Mrs C P Pond	
		B Sandler		C Roberts	
		L Wagland		T Thomas	
		S Watson		S Weston	
		N Wright		D Wixley	

Opting-out for 2015/16: L Girling, S Murray, S Neville

Audit and Governance Committee (3 members plus 2 co-opted persons)					
		Conservatives	Liberal Democrats	LRA	Independent
MEM 2015/16	Chairman/Vice-Chair	Chairman appointed at first meeting of Committee			
		L Hughes		S Weston	
		J Knapman			

Constitution Working Group (11 members) *NEW					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16	Chairman/Vice-Chair	M McEwen (Chairman) M Sartin (Vice-Chairman)			
		M McEwen	J H Whitehouse	C C Pond	D Dorrell
		A Mitchell		C P Pond	
		J Philip			
		M Sartin			
		D Stallan			
		G Waller			
		S Watson			

9 District Development Management Committee (15 members)

		Conservatives	Liberal Democrats	LRA	UKIP
MEMBERSHIP 2015/16	Chairman/Vice-Chair	B Sandler (Chairman) B Rolfe (Vice-Chairman)			
		A Boyce	J M Whitehouse	B Jennings	R Butler (UKIP)
		H Brady		H Kauffman	
		J Hart		C C Pond	
		S Jones			
		J Knapman			
		Y Knight			
		A Mitchell			
		G Mohindra			
		B Rolfe			
		B Sandler			

Housing Appeals and Review Panel (5 members and 5 substitutes)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16	Chairman/Vice-Chair	B Rolfe (Chairman) A Mitchell (Vice-Chairman)			
		J Lea		L Mead	
		A Mitchell		T Thomas (Substitute)	
		B Rolfe			
		G Shiell			
		M Sartin (Substitute)			
		L Hughes (Substitute)			
		N Avey (Substitute)			

Joint Consultative Committee (9 members plus 9 staff side representatives)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16	Chairman/Vice-Chair	A Lion (Vice-Chairman)			
		S Kane	J H Whitehouse	L Girling	
		J Knapman		C Roberts	
		A Lion			
		G Shiell			
		D Stallan			
		G Waller			

Licensing Committee (15 members)						
		Conservatives	Liberal Democrats	LRA	UKIP	Independent
MEMBERSHIP 2015/16	Chairman/Vice-Chair		B Surtees (Vice Chairman)	K Angold Stephens (Chairman)		
		N Bedford	B Surtees	H Mann	D Dorrell	R Morgan
		A Boyce		T Thomas		
		K Chana				
		R Gadsby				
		P Keska				
		A Lion				
		B Rolfe				
		M Sartin				
		G Shiell				
	TBA					
Sub-Committee Chairs (6)		A Boyce P Keska M Sartin		K Angold Stephens T Thomas		R Morgan

Overview and Scrutiny Committee (17 Members)

		Conservatives	Liberal Democrats	LRA	UKIP	Independent/Other
MEMBERSHIP 2015/16	Chairman/Vice Chair			K Angold Stephens (Vice Chairman)		R Morgan (Chairman)
		T Church	B Surtees	K Angold Stephens	D Dorrell	R Morgan
		S Kane		L Girling		S Murray
		P Keska		D Wixley		S Neville
		A Mitchell				
		G Mohindra				
		B Rolfe				
		G Shiell				
		M Sartin				
		N Avey				

Staff Appeals Panel (5 members and 5 substitutes)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16	Chairman/Vice Chair	B Sandler (Chairman) B Rolfe (Vice-Chairman)			
		G Chambers		C P Pond	S Neville
		B Sandler		B Jennings (Substitute)	
		B Rolfe			
		L Hughes (Substitute)			
		A Mitchell (Substitute)			
		Y Knight (Substitute)			

Other Bodies

Local Highways Panel (7 District, 7 County members – ECC Chair)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16		R Bassett		L Mead	
		G Chambers			
		K Chana			
		T Church			
		P Keska			
		J Lea			

Leisure Management – Contract Monitoring Board (6 members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16		G Chambers	J M Whitehouse		R Morgan
		H Kane			
		P Keska			
		G Shiell			

Leisure Management Portfolio Holder Advisory Group					
		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16		G Chambers	J H Whitehouse	B Jennings	R Morgan
		H Kane			
		P Keska			
		G Shiell			
		E Webster			

20

Portfolio Holder Advisory Group on the Procurement of the Waste Management Contract (7 members)

No longer required

Portfolio Holder Advisory Group on the Procurement of the Car Parking Strategy (7 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16		T Church	J H Whitehouse	K Angold-Stephens	D Dorrell (UKIP)
		J Lea			
		A Patel			
		G Waller			

Portfolio Holder Advisory Group on the Procurement of the Superfast Broadband (5-7 members)

		Conservatives	Liberal Democrats	LRA	Independent
MEMBERSHIP 2015/16		A Lion	B Surtees	K Angold-Stephens	D Dorrell (UKIP)
		M McEwen			R Morgan (Ind)
		G Waller			

Standards Committee (9 Members)					
		Conservatives	Liberal Democrats	LRA	Independent
MEM 2015/16		G Chambers (Chairman)	B Surtees	C P Pond	
		M McEwen		C Roberts	
		A Mitchell			
		B Rolfe			
		S Kane			
		D Stallan			

Waste Management Partnership Board (2 Members plus 2 Officers and 4 representatives of the Council's Waste Management Contractor)					
		Conservatives	Liberal Democrats	LRA	Independent
MEM 2013/14		Environment Portfolio Holder			
		Finance Portfolio Holder			

This page is intentionally left blank

APPENDIX 4

Leader Appointments

Representation on Outside Organisations – Appointments by Leader Organisations Carrying Out Executive Functions

Organisation and Allocation Category		Representation for 2014/15	Representation for 2015/16
1.	Association of Retained Council Housing (ARCH) – Executive Board	D Stallan *See also officer appointment	D Stallan
2.	Civil Enforcement of Parking and Traffic Regulations Outside London (PATROL) – Adjudication Joint Committee	G Waller	G Waller
3.	Crime and Disorder Strategy Panel	G Waller W Breare-Hall (Deputy)	G Waller W Breare-Hall
4.	East of England Local Government Association	C Whitbread	C Whitbread
5.	Enfield Essex Herts Border Liaison Group	R Bassett, Mrs M Sartin, E Webster (J Lea, G Shiell, Y Knight - Deputies)	R Bassett, Mrs M Sartin, E Webster (J Lea, G Shiell, Y Knight - Deputies)
6.	Epping Forest District Local Strategic Partnership (Executive) (a) LSP Board (b) Health Equalities Group (c) Safer Communities Partnership (d) Sustainable Communities Group (e) Epping Forest Children's Partnership	(a) C Whitbread/ A Grigg (b) B Sandler (c) G Waller (d) A Grigg (e) E Webster	(a) C Whitbread/ A Grigg (b) B Sandler (c) G Waller (d) A Grigg (e) E Webster
7.	Essex Community Wide Traveller Unit	R Bassett (non voting member)	R Bassett
8.	(Essex) Waste Partnership - Inter-Authority Member Working Group	W Breare-Hall G Waller (deputy)	W Breare-Hall G Waller (Deputy)
9.	Harlow Stansted Gateway Transportation Board (HSGTB)	G Waller A Grigg (deputy)	G Waller A Grigg (Deputy)
10.	Housing Repairs Advisory Group	Defunct	Defunct

Organisation and Allocation Category		Representation for 2014/15	Representation for 2015/16
11.	Local Government Association - General Assembly	C Whitbread S Stavrou (Deputy)	C Whitbread S Stavrou (Deputy)
12.	North Essex Parking Partnership	G Waller W Breare-Hall (Deputy)	G Waller W Breare-Hall (Deputy)
13.	South East Local Enterprise Partnership	C Whitbread A Grigg (Deputy)	C Whitbread A Grigg (Deputy)
14.	Waste Partnership Member Board	W Breare-Hall G Waller (Deputy)	W Breare-Hall G Waller (Deputy)
15.	West Essex Alliance	C Whitbread A Grigg (Deputy)	C Whitbread A Grigg (Deputy)

APPENDIX 5

Council Appointments

Representation on Outside Organisations

Organisations Carrying Out Council Regulatory or Non-Cabinet Functions

Organisation and Allocation Category		Representation for 2014/15	Representation for 2015/16
1.	Care and Repair - Management Committee	A Grigg A Mitchell J H Whitehouse	A Grigg A Mitchell G Shiell
2.	Epping Forest Citizens' Advice Bureau	K Chana G Shiell	K Chana G Shiell
3.	Campaign to Protect Rural England (Essex Branch)	A Boyce Y Knight (deputy)	A Boyce Y Knight (Deputy)
4.	Epping Forest Community Transport Steering Group	G Waller	G Waller
5.	Epping Forest Housing Aid Committee	G Shiell	G Shiell
6.	Essex Health Overview and Scrutiny Committee Must not be a member with executive responsibilities	Nomination to this Committee is decided by ECC at their Annual meeting. EFDC will only be offered a place if those County Councillors nominated do not include a local ECC member.	N/A
7.	Grange Farm Managing Trustees (Term to 31.05.19)	M Sartin M McEwen C Scrutton (Chigwell PC)	M Sartin M McEwen C Scrutton (Chigwell PC)
8.	Lee Valley Regional Park Authority (Term to 30/6/2017)	M Sartin S Stavrou (G Shiell and E Webster - Deputies)	M Sartin S Stavrou (G Shiell and E Webster - Deputies)

Organisation and Allocation Category		Representation for 2014/15	Representation for 2015/16
9.	Leisure Centres Liaison Groups -Ongar Leisure Centre - Epping Sports Centre - Loughton Leisure Centre - Waltham Abbey Swimming Pool	 B Surtees P Keska W Breare-Hall T Church T Thomas G Chambers J Lea G Shiell	 P Keska N Bedford W Breare-Hall T Church G Chambers A Patel J Lea G Shiell
10.	Local Councils' Liaison Committee	K Angold Stephens J H Whitehouse A Boyce M Sartin B Rolfe	A Boyce K Angold-Stephens B Rolfe L Webster M Sartin
11.	Local Government Association – Rural Commission	Defunct	Defunct
11.	Police and Crime Panel	G Waller M Sartin (Deputy)	G Waller M Sartin (Deputy)
12	Outer North-East London Joint Health Overview and Scrutiny Committee	No appointment	G Chambers
13.	Princess Alexandra Hospital - Partnership Governor	G Waller	G Waller
14.	Roding Valley Meadows Local Nature Reserve (a) Management Committee (b) Working Group	 (a) S Murray (b) Officer representative see officer schedule *	 (a) S Murray (b) Officer representative see officer schedule *
15.	Stansted Airport Consultative Committee	M Sartin G Waller (Deputy)	M Sartin G Waller (Deputy)
16.	Stansted Airport Community Trust Fund	R Morgan	R Morgan

Organisation and Allocation Category		Representation for 2014/15	Representation for 2015/16
17.	Town Centre Partnerships (a) Buckhurst Hill Town Centre Partnership (b) Epping Town Centre Partnership (c) Loughton Broadway Town Centre Partnership (d) Loughton High Road Town Centre Partnership (e) Ongar Town Forum - Steering Group (f) Waltham Abbey Town Partnership	N Wright J Hart J M Whitehouse T Church L Girling C Roberts B Jennings T Thomas B Surtees P Keska H Kane J Lea	N Wright J Hart T Church N Avey L Girling C Roberts B Jennings T Thomas P Keska N Bedford H Kane J Lea
18.	Voluntary Action Epping Forest	G Shiell	G Shiell
19.	Waltham Abbey Royal Gunpowder Mills Ltd	H Kane	H Kane
20.	Waltham Abbey Tourist Information Centre - Joint Management Committee	J Lea A Mitchell E Webster	J Lea A Mitchell E Webster
21.	Waste Management and Street Cleansing – Loughton Stakeholders' Group	H Mann T Thomas J Hart	B Jennings T Thomas
22.	West Essex Wellbeing Joint Committee	G Chambers J H Whitehouse	G Chambers B Rolfe

Representation on Outside Organisations - Appointments Held by Officers

Appointments by Leader – Organisations Carrying Out Executive Functions

Number:	Organisation and Committee Responsible	Representative 2015/16
1	Access Group – Joint Management Team	Defunct
2	Association of Retained Council Housing (ARCH)	Director of Communities (or representative)
3	Essex Archaeological and Historical Congress	Defunct
4	Museum Service (South Eastern)	Defunct
5	National Society for Clean Air (SE Division)	Director of Neighbourhoods (or representative)
6	Standing Conference – Investigation of Air Pollution	Director of Neighbourhoods (or representative)
7	Roding Valley Meadow Local Nature Reserve Working Group	Director of Neighbourhoods (or representative)

Organisations Carrying Out Council Regulatory or Non-Executive Functions

This Appendix indicates those organisations where the Council determined on 25 April 1995 that the representatives should be officers.

Number:	Organisation and Committee Responsible	Representative
1	East Anglian Home Safety Committee	Director of Neighbourhoods (or representative)
2	Essex Water Safety Liaison Committee	Director of Neighbourhoods (or representative)
3	Victoria County History Association	Defunct
4	Voluntary Action Epping Forest (see also member appointments schedule)	Grants Officer (+ 1 member delegate)

**PART TWO – COUNCIL AND
REGULATORY FUNCTIONS**

**DELEGATION APPROVED BY
OR ON BEHALF OF THE COUNCIL**

30	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL1	Council - 29.10.85 (Minute 57(2))	DIRECTOR OF GOVERNANCE	<p>ACCESS TO INFORMATION ACT 1985 – PROPER OFFICER</p> <p>To act as Proper Officer for the purposes of the Act generally and in particular for the purposes of –</p> <ul style="list-style-type: none"> Section 100(B)(2) – circulation of reports and agenda Section 100(B)(7)(c) – supply of documents to the press Section 100(C)(2) – summaries of minutes Section 100(D)(1)(a) – compilation of lists of background papers Section 100(D)(5)(a) – identification of background papers Section 100(F)(2) – papers not open to members
CL2	Policy & Co-ordinating Committee (Minute 62(1) - 11.2.86)	CHIEF EXECUTIVE SERVICE DIRECTORS	<p>ACCESS TO INFORMATION ACT 1985 – DEPOSIT OF BACKGROUND DOCUMENTS</p> <p>Proper Officers for the purpose of Section 100(D)(1)(b) – provision of one copy of relevant background papers to be open for inspection by the public at all reasonable times.</p>
CL3	Policy & Co-ordinating Committee (Minute 56 – 30.9.97)	DIRECTOR OF GOVERNANCE	<p>AFFIDAVITS – SWEARING OF</p> <p>To secure sworn affidavits from any member of Council staff where required by the Council.</p>
CL4	Council (Minute 104(5) – 19.4.83)	<p>CHIEF EXECUTIVE</p> <p>SERVICE DIRECTORS</p>	<p>APPRAISAL OF TOP MANAGEMENT*</p> <p>To implement the Council’s scheme for staff performance development reviews (*NB. ‘Top Management’ includes Service Directors)</p> <p>APPRAISAL OF STAFF</p> <p>To implement the Council’s scheme for staff performance development reviews (NB excluding Service Directors).</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL5	Personnel Sub-Committee (Minute 13 – 7.6.88)	CHIEF EXECUTIVE SERVICE DIRECTORS	ATTENDANCE ALLOWANCES FOR OFFICERS To authorise, in cases where the Service Directors determine that time off in lieu cannot be allocated due to workload, the attendance of such officers at any function or meeting and to grant payments on rates applicable for weekend working, in the same way as currently applies to Members' approved duties.
CL6	Council (Minute 78(5) – 27.2.90)	DIRECTOR OF RESOURCES	BORROWING DETERMINATION (a) To discharge all powers regarding sources of borrowing available to the Council under Section 43(2) of the Local Government and Housing Act 1989 subject to regular monitoring reports to the Cabinet, and (b) To compile and maintain a register of loan instruments.
CL7	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	BYELAWS – CERTIFICATION To act as Proper Officer for the purposes of Section 238 of the Local Government Act 1972.
CL8	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	BYELAWS – PARISH & COUNTY COUNCIL COPIES To act as Proper Officer for the purposes of Section 236(a) of the Local Government Act 1972.
CL9	Policy & Co-ordinating Committee (Minute 48 – 3.12.85)	CHIEF EXECUTIVE SERVICE DIRECTORS	CAR LEASING SCHEME (a) To approve applications from eligible staff under the Scheme; (b) To check eligibility of applicants, approve ordering of vehicles, notify users of outcome of applications; and (c) To be responsible for the financial administration of the Scheme;

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
32	Cabinet (Minute 61 – 1.9.08) Personnel Sub-Committee (Minute 37 – 25.7.89)	MANAGEMENT BOARD CHIEF EXECUTIVE SERVICE DIRECTORS	(d) To determine essential car user status for relevant staff posts. (e) To authorise early termination charges to members of staff with leased cars who receive redundancy notices; (f) To determine the appropriate user business mileage contribution banding for each member of staff receiving authorisation for a leased car.
CL10	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	CHAIRMAN OF COUNCIL – CASUAL VACANCY To act as Proper Officer for the purposes of Section 88(2) of the Local Government Act 1972 (Convening of special Council meeting to fill casual vacancy in the office of Chairman of the Council).
CL11	Finance Sub-Committee (Minute 13 – 14.11.73)	DIRECTOR OF RESOURCES (or other duly authorised signatory)	CHEQUES – SIGNING To sign cheques on behalf of the Council.
CL12	Council (Minute 90(4) – 22.4.97) S.O. F1(3), F1(4)	MR R PALMER DIRECTOR OF RESOURCES (MR PETER MADDOCK, ASSISTANT DIRECTOR AS DEPUTY)	CHIEF FINANCIAL OFFICER Designated as Chief Finance Officer being the officer having responsibility under Section 151 of the Local Government Act 1972, Section 73 of the Local Government Act 1985 and Section 114 of the Local Government Finance Act 1988.
CL13	Policy & Co-ordinating Committee (Minute 51 – 4.1.94)	DIRECTOR OF RESOURCES	COLLECTION FUND To calculate the surplus or deficit on the Collection Fund in accordance with the Local Authorities (Funds) (England) Regulations 1992.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL14	Council (Minute 90(4) – 22.4.97)	<p>CHIEF EXECUTIVE/ DEPUTY CHIEF EXECUTIVE/ DIRECTOR OF GOVERNANCE</p> <p>ASSISTANT DIRECTOR (LEGAL SERVICES)</p> <p>ASSISTANT DIRECTOR (GOVERNANCE & PERFORMANCE MANAGEMENT)</p>	<p>COMMON SEAL – ATTESTATION OF</p> <p>To attest the Common Seal of the Council.</p>
CL15	Personnel Sub-Committee (Minute 13 – 15.11.73)	CHIEF EXECUTIVE SERVICE DIRECTORS	<p>COMPASSIONATE LEAVE</p> <p>To grant to staff up to five days leave (with pay) per year for compassionate reasons.</p> <p>(Note: Leave in excess of five days to be granted at the discretion of the Management Board).</p>
CL16	Council (Minute 18 - 18.6.12)	MONITORING OFFICER (or in the absence of, the DEPUTY MONITORING OFFICER)	<p>CONDUCT OF COUNCILLORS</p> <p>In accordance with Sections 26-37 of the Localism Act 2011:</p> <p>(a) To determine whether a complaint merits formal investigation after consultation with the independent person;</p> <p>(b) To arrange any such investigation;</p> <p>(c) To seek resolution of complaints without formal investigations wherever practicable;</p> <p>(d) To submit regular reports to the Standards Committee on the exercise of this delegated authority under (a), (b) and (c) above;</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
34	Standards Committee (Minute 21 – 13.12.12)	MONITORING OFFICER (or in the absence of, the DEPUTY MONITORING OFFICER)	<p>(e) To refer decisions on whether to investigate any complaint to the Standards Committee, if it is considered that this is appropriate;</p> <p>(f) To close any complaint where an investigation finds no breach of the Code of Conduct, subject to the report and the findings from the investigation being provided to the subject councillor, the independent person and to the Standards Committee;</p> <p>(g) To seek local resolution of any complaint where an investigation finds evidence of a failure to comply subject to the following: (i) consultation with the independent person and the complainant; (ii) a summary report being made to the Standards Committee on the action taken;</p> <p>(h) To refer any investigation report where local resolution is not possible to a hearing Sub-Committee of the Standards Committee for consideration;</p> <p>(i) To prepare, maintain and publish registers of members' interests in respect of this Council and all Parish and Town Councils in the District and to make these available for public inspection at the Civic Offices, Epping, on the District Council's website and (where appropriate) on the websites of parish and town councils; and</p> <p>(j) To determine applications for dispensations from the effect of Section 31(4) of the Localism Act 2011 in the following categories: Section 33(2)(a) (Quorum) Section 33(2)(b) (Political Balance) Section 33(2)(d) (Executive Business)</p>
CL17	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	<p>COUNCIL MEETINGS – NOTICES AS TO ADDRESSES FOR DELIVERY OF SUMMONS</p> <p>To act as Proper Officer in accordance with Schedule 12 (paragraph 4(3) of the Local Government Act 1972 as to the receipt of these notices.</p>
CL18	Council (Minute 127 – 23.4.13)	MONITORING OFFICER	<p>CONSTITUTION – MINOR AMENDMENTS</p> <p>To make amendments to the Constitution to reflect the following:</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
			(a) statutory changes over which the Council has no control; and (b) minor drafting and clerical errors.
CL19	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	COUNCIL MEETINGS – SIGNATURE OF SUMMONS TO ATTEND To act as Proper Officer in accordance with Schedule 12 (paragraph 4(2)(b) of the Local Government Act 1972 as to the signing of the summons.
CL20	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE DIRECTOR OF COMMUNITIES / DIRECTOR OF FINANCE / DIRECTOR OF GOVERNANCE / DIRECTOR OF NEIGHBOURHOODS	COUNCILLORS – ACCEPTANCE OF OFFICE (a) To act as Proper Officer under Section 83(1)-(4) of the Local Government Act 1972 in respect of the witness and receipt of declarations and acceptances of office by councillors; and (b) That in the absence through unavailability, absence, incapacity or vacancy to undertake the functions specified in the delegation.
CL21	Policy & Resources Committee (Minute 3 – 11.10.73)	CHIEF EXECUTIVE	COUNCILLORS – RESIGNATION FROM OFFICE To act as Proper Officer for the purposes of Section 84 of the Local Government Act 1972, in respect of the receipt of notices of resignation from office by councillors.
CL22	Council (Minute 49 – 18.12.01)	DIRECTOR OF GOVERNANCE	COUNCILLORS – SUBSTITUTES To receive notices from Group Leaders regarding the appointment of substitute members, subject to certain conditions.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL23	Council (Minute 100(7) – 18.4.2000)	DIRECTOR OF GOVERNANCE	COURT, TRIBUNAL, INQUIRY PROCEEDINGS – ENGAGEMENT OF STAFF AND ADVICE To appoint appropriate staff and/or external Solicitors and/or Counsel to appear for, conduct and settle proceedings on behalf of the Council in Courts, tribunals, inquiries and other similar venues.
CL24	Council (Minute 78(4) – 17.2.85)	DIRECTOR OF GOVERNANCE	DATA PROTECTION ACT 1984 To act as Proper Officer for the purposes of the Data Protection Act 1984 for the receipt of notices.
CL25	Finance Sub-Committee (Minute 67(iii) – 6.3.74)	DIRECTOR OF RESOURCES	DIRECT DEBITING To execute a direct debiting indemnity on behalf of the Council.
CL26	Policy & Co-ordinating Committee (Minute 44 – 29.11.83)	SERVICE DIRECTORS/ DIRECTOR OF RESOURCES	DISTURBANCE COMPENSATION To grant disturbance allowances following home loss in appropriate cases and subject to the budgetary provision of the Council, in any one year, not being exceeded and in accordance with the Land Compensation Acts.
CL27	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	DOCUMENTS – AUTHENTICATION To act as Proper Officer for the purposes of Section 234(1) – (2) of the Local Government Act 1972 for the purposes of authentication of documents.
CL28	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	DOCUMENTS – CERTIFICATION OF PHOTOGRAPHIC COPIES To act as Proper Officer for the purposes of Section 229(5) of the Local Government Act 1972 for the purposes of certifying photographic copies of documents.
CL29	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	DOCUMENTS – DEPOSIT To act as Proper Officer for the purposes of Section 225(1) of the Local Government Act

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
			1972 in relation to the deposit of documents.
CL30	Standing Order A32 Council (Minute 24(1) – 9.7.91)	CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE)	<p>DOCUMENTS – INSPECTION AND SUPPLY FOR COUNCILLORS</p> <p>To determine requests by members of the Council to inspect or to be provided with copies of Council documents.</p>
CL31	Council Minute – 19.4.05	<p>G CHIPP CHIEF EXECUTIVE</p> <p>(Deputy registration officer : TBD)</p>	<p>ELECTORAL MATTERS</p> <p>(a) Registration Officer under section 8(2)(a) of the Representation of the People Act (RPA) 1983 and</p> <p>(i) through Section 28 of the RPA, Acting Returning Officer for the purposes of UK Parliamentary elections; and</p> <p>(ii) through Section 6 of the European Elections Act 2002, Local Returning Officer for European Parliamentary elections.</p> <p>(Duties: responsibility for the electoral register, for EU parliamentary elections (under the direction of the Regional Returning Officer) and for UK Parliamentary elections.)</p> <p>(b) Counting Officer for the purposes of Section 61E of the Town & Country Planning Act 1990 and the Localism Act 2011 (Section 116)</p> <p>(Duties: responsibility for the local referendums on Neighbourhood Plans)</p> <p>(c) District Returning Officer for the Epping Forest District under Section 35(1) of the RPA 1983</p> <p>(Duties: responsibility for the conduct of District Council/Parish Council elections and, through Sections 52ZQ and 113 of Local Government Finance Act 1992, Proper Officer for local referendums in connection with Council Tax precepts.)</p> <p>(d) Proper Officer under Sections 34, 35 and 105(2) of the Local Government Act 2000</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
38			<p>(Duties: responsibility for petitions and referendums in connection with the Executive Constitution of the Council).</p> <p>(e) Nominated Deputy County Returning Officer under Section 35(1) of the RPA 1983</p> <p>(Duties: responsibility for County Council elections as appointed by and under the direction of the County Returning Officer.)</p> <p>continued</p> <p>(f) Nominated Local Returning Officer under Section 54 of the Police & Social Responsibility Act 2011</p> <p>(Duties: conduct of elections for Police & Crime Commissioners under the direction of County Returning Officer.)</p> <p>(g) Nominated Local Counting Officer for the purposes of Section 128 of the Political Parties, Elections and Referendums Act 2000.</p> <p>(Duties: conduct of national referendums under the direction of the Chief Counting Officer (i e the Chief Executive of the Electoral Commission).</p>
CL32	Council Minute 75(8) – 14.12.04	G CHIPP RETURNING OFFICER (With effect from 15 June 2014)	<p>ELECTIONS – DISCRETIONARY FEES AND CHARGES</p> <p>To determine annually the scale of discretionary fees and charges, for which there is no statutory amount, by allowing for inflation and rounding up to the nearest whole number.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL33	Council Minute 115 – 19.4.05	G CHIPP RETURNING OFFICER (With effect from 15 June 2014)	ELECTIONS – FEES AND EXPENSES To determine the scale of fees and expenses payable by the Returning Officer at elections of District and Parish Councils, adjusting the schedule for inflation and rounding up to the nearest whole number.
CL34	Policy & Co-ordinating Committee (Minute 101 – 1.12.98)	DIRECTOR OF GOVERNANCE	ELECTORAL REGISTRATION – PROSECUTIONS To institute and pursue proceedings in relation to electoral registration offences.
CL35	Council (Minute 71 – 17.12.02)	DIRECTOR OF GOVERNANCE (or, in the absence of the office holder, a nominated deputy)	ENFORCEMENT ACTION 1. Authority to prosecute the unauthorised display of advertisements, unauthorised works to a listed building or in a conservation area breach of Tree Preservation or Hedgerow Regulations, and non-compliance where enforcement action has previously been authorised. 2. Authority to take the appropriate enforcement action, including serving an injunction where the Director of Governance, or his nominee, considers the circumstances to be urgent.
CL36	Cabinet (Minute 138 – 25.11.02) Council (Minute 29 - 28.6.11)	PERFORMANCE IMPROVEMENT MANAGER ASSISTANT DIRECTOR (GOVERNANCE & PERFORMANCE MANAGEMENT) SERVICE DIRECTORS	FREEDOM OF INFORMATION ACT 2001/RE-USE OF PUBLIC SECTOR INFORMATION To be responsible for co-ordinating compliance with the requirements of the Freedom of Information Act throughout the Council, including providing guidance and promoting compliance with the Act so as to assist with the easy, appropriate and timely retrieval of information. To be responsible for establishing and operating procedures for their service areas for managing requests for information under the Act and ensuring that requests are dealt with in accordance with statutory deadlines.
CL37	Council	DIRECTOR OF	GAMBLING ACT 2005 – LICENSING FUNCTIONS

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
40	(Minute 19.12.06)	NEIGHBOURHOODS	See Appendix A.
CL38	District Development Control Committee (Minute 49 (3) - 26.6.13)	DIRECTOR OF COMMUNITIES	GROWTH AND INFRASTRUCTURE ACT 2013 To determine applications received under Section 7 to modify, remove or discharge affordable housing obligations, subject to: (a) Prior consultation with the Director of Governance; the Chairman (or in his/her absence, the Vice-Chairman) of the relevant Area Plans Sub-Committee and local ward members; and (b) Details of the application and the resultant Determination being reported in the following issue of the Council Bulletin.
CL39	Development Committee (Minute 31 – 25.8.92)	DIRECTOR OF GOVERNANCE	HAZARDOUS SUBSTANCES To determine applications for hazardous substances consent under the Planning (Hazardous Substances) Regulations 1992 except where there are objections from interested parties, which shall be determined by the Plans Sub-Committees.
CL40	Council (Minute 12(11)(a) – 27.2.90)	CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE)	HEAD OF PAID SERVICE In accordance with Section 4 of the Local Government and Housing Act 1989 designated as Head of the Authority's Paid Service.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL41	<p>Council (Minute 54(4) – 20.12.77)</p> <p>Personnel Sub-Committee (Minute 49(6) – 4.10.88)</p>	<p>CHIEF EXECUTIVE</p> <p>SERVICE DIRECTORS</p> <p>ALL MANAGERS OR SUPERVISORS RESPONSIBLE FOR ONE OR MORE STAFF</p>	<p>HEALTH AND SAFETY AT WORK – IMPLEMENTATION</p> <p>(a) To be responsible on behalf of the Council for the general policy for the safety, health and welfare of employees as set out in the Council’s statement of policy;</p> <p>(b) To be directly responsible for the implementation in each Directorate of the Council’s general policy for safety, health and welfare;</p> <p>(c) To ensure that adequate budgetary provision is made to meet the cost of any safety programme; and</p> <p>(d) To be responsible in the work area under their control for:</p> <p>(i) implementation of general policy of health, safety and welfare;</p> <p>(ii) annual review of work areas to assess training needs and priorities for improvements;</p> <p>(iii) identification of hazards for employees and the public;</p> <p>(iv) consultation with employee representatives on safety matters; and</p> <p>(v) setting an example in safe behaviour.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
<p>CL42</p>	<p>Council (Minute 52(c) – 12.12.00)</p> <p>Council (Minute 100(5) – 18.4.00)</p>	<p>DIRECTOR OF GOVERNANCE (or nominated Deputy)</p> <p>DIRECTOR OF GOVERNANCE (or nominated Deputy)</p>	<p>HIGH COURT ACTION</p> <p>To instigate High Court action in the following circumstances:</p> <p>(a) appeals lodged in accordance with Sections 288 and 289 of the Town and Country Planning Act 1990 (as amended) which shall be authorised by the Director of Governance;</p> <p>(b) applications for High Court injunctions to secure planning enforcement under the Town and Country Planning Act 1990 (as amended) which shall be authorised by the District Development Control Committee or an Area Plans Sub-Committee, or to deal with breaches of Abatement Notices under the Environment Act 1995 or Amendments thereof which shall be authorised by the Cabinet;</p> <p>(c) any applications for High Court injunctions where immediate emergency action is required to prevent serious distress to public safety or residential amenity which shall be authorised by the Director of Governance in consultation with the appropriate Portfolio Holder.</p> <p>(d) any other category of High Court action which shall not admit of delay resulting from reference to the full Council – which shall be authorised by the Cabinet or any appropriate committee or subcommittee; and</p> <p>(e) to make applications in consultation with the appropriate members under High Court injunctions where immediate emergency action is required to prevent serious distress to public safety or residential amenity.</p> <p>To defend High Court Proceedings instituted against the Council (subject to reporting on action taken to the next Cabinet meeting).</p>
<p>CL43</p>	<p>Council (Minute 34 – 22.7.97)</p>	<p>DIRECTOR OF GOVERNANCE</p>	<p>INSOLVENCY – ENFORCEMENT OF DEBTS</p> <p>To issue statutory demands pursuant to Section 268(1)(a) of the Insolvency Act 1986.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
			To take steps to enforce a debt following the commencement of bankruptcy proceedings, subject to action taken being reported to the next appropriate Cabinet meeting.
CL44	Council (Minute 100(6) – 18.4.2000)	DIRECTOR OF RESOURCES (or nominated Deputy)	INSURANCE – INSTITUTION OF LEGAL PROCEEDINGS To institute, defend, appeal, withdraw or agree a compromise in connection with any legal proceedings concerning the Council's insurance matters, subject to reporting on any significant issues to the next appropriate Cabinet meeting.
CL45	Policy & Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	LAND CHARGES To act as proper officer to the Council for the purposes of Section 212(1) and (2) of the Local Government Act 1972 (local registrar of land charges)
CL46	Cabinet (Minute 184 – 10.4.06)	DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES) Appropriate Portfolio Holder	LICENSING To authorise suitably qualified officers to exercise those functions relating to licensing set out in the attached list of environmental health legislation as set out in Appendix B, subject to the policies from time to time agreed by the Licensing Committee. To delegate appropriate powers to the Director of Neighbourhoods relating to the management and provision of service set out in the attached list of environmental health legislation as set out in Appendix B.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL47	Licensing Committee (Minute 12 – 15.10.08)	DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES) SENIOR LICENSING OFFICER or suitably qualified officer authorised by them	LICENSING – HACKNEY CARRIAGE AND PRIVATE VEHICLE LICENCES To determine Licences in respect of hackney carriage and private hire licensing (as set out in Appendix C) except in those circumstances where under the Council’s policy they stand referred to the Licensing Sub Committee (see Minute 12 opposite).
CL48	Council (Minute 48 – 26.9.13)	DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (NEIGHBOURHOOD SERVICES)	LICENSING – SCRAP METAL DEALERS ACT 2013 To implement Appendix D (Schedule of delegations under the Act) insofar as they relate to matters to be undertaken by officers. To authorise officers to carry out inspections of the sites and vehicles used and conduct investigations and to issue and undertake prosecutions that may arise under the Act.
CL49	Policy & Co-ordinating Committee (Minute 24(2) – 8.10.91)	DIRECTOR OF RESOURCES	LOCAL GOVERNMENT AND HOUSING ACT 1989 – DETERMINATIONS UNDER PART IV To make determinations under the following sections of the Local Government and Housing Act 1989: Section 42(2)(g) – Reimbursable expenditure Sections 50(3)(b) and 60(2) – Usable capital receipts

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL50	Council (Minute 24(1)(2) – 9.7.91)	DIRECTOR OF RESOURCES	<p>LOCAL GOVERNMENT AND HOUSING ACT 1989 – PROPER OFFICER DESIGNATIONS</p> <p>Proper Officer designations made for the purposes of the Sections of the Local Government and Housing Act 1989 indicated:</p> <p>Section and Purpose</p> <p>Section 2 (preparation and maintenance of lists of politically restricted posts).</p> <p>Section 37 (deposit and preparation of statements as to the provision of financial assistance).</p>
CL51	Council (Minute 34 – 22.7.97) (Minute 168 - 20.4.10)	DIRECTOR OF GOVERNANCE ASSISTANT DIRECTOR (LEGAL SERVICES)	<p>MAGISTRATES’ AND COUNTY COURTS – DEFENCE AND PURSUIT OF PROCEEDINGS</p> <p>To institute, defend, pursue and settle proceedings on behalf of the Council and to appear on the Council’s behalf, in any proceedings before the Magistrates’ and County Courts.</p>
	Personnel Sub-Committee (Minute 88 – 21.11.89 and 88(b) – 1.12.92)	MR G OAKLEY (MANAGING LEGAL EXECUTIVE)	To appear for the Council in legal proceedings pursuant to Section 223(1) of the Local Government Act 1972 and Section 60(2) of the County Courts Act 1982.
CL52	Council (Minute 10 – 15.5.2001)	DIRECTOR OF GOVERNANCE	<p>MONITORING OFFICER AND DEPUTY</p> <p>To act as Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989 and Sections 26-37 of the Localism Act 2011 for the purpose of performing the duties imposed by those sections.</p>
	Council (Minute 70 – 6.11.12)	DIRECTOR OF GOVERNANCE	To be responsible for any Parish or Town Councils which are affiliated for the time being to the Epping Forest Standards Committee under Chapter 7 of the Localism Act.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
46	Council (Minute 10 – 15.5.01)	ASSISTANT DIRECTOR (GOVERNANCE & PERFORMANCE MANAGEMENT)	To act as Deputy Monitoring Officer with the power to act in the absence or during any illness of the Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989.
CL53	Policy and Resources Committee (Minute 3(3) – 11.10.73)	DIRECTOR OF RESOURCES	OFFICERS – RECEIPT OF MONEY DUE To act as Proper Officer for the purposes of Section 115 of the Local Government Act 1972).
CL54	Council (Minute 86 – 15.2.05)	DIRECTOR OF GOVERNANCE	OMBUDSMAN – NOTICES To act as proper officer for the purposes of Section 30(5) of the Local Government Act 1974 (publication of notice on receipt of a report from the Local Ombudsman).
CL55	Council (Minute 87 – 15.2.05)	G CHIPP RETURNING OFFICER (With effect from 15 June 2014)	PARISH POLLS To act as Returning Officer for the purposes of a Parish Poll in the District in accordance with the Parish and Community Meetings (Polls) Rules 1987,
CL56	Personnel Sub-Committee (Minute 139 – 20.3.90)	DIRECTOR OF RESOURCES	POLITICALLY RESTRICTED POSTS (a) To notify all politically restricted postholders of their designations; (b) To incorporate the designation as to politically restricted status in contracts of employment; and (c) To maintain and issue revised lists when necessary and notify the independent Adjudicator.
CL57	Policy and Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	PROTECTED BUILDINGS To act as Proper Officer for the purposes of paragraph 28 of Schedule 16 to the Local Government Act 1972 (receipt and deposit of lists of protected buildings).

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL58	Council (Minute 117 – 20.4.04)	MONITORING OFFICER	REGISTRATION OF INTERESTS – DISTRICT COUNCIL Receipt, custody and public deposit of registration of interests of District Councillors under the Local Government Acts 2000 and 2007 and regulations made thereunder.
CL59	Council (Minute 117 - 20.4.04)	MONITORING OFFICER	REGISTRATION OF INTERESTS – TOWN AND PARISH COUNCILS Receipt, custody and public deposit of registration of interests of Parish and Town Councillors in accordance with the Local Government Acts 2000 and 2007 and regulations made thereunder.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated												
<p>14 08 L60</p>	<p>Council (Minute 23 – 15.5.08) as amended by Council 28 May 2015</p>	<p>DIRECTOR OF GOVERNANCE</p> <p>CHIEF EXECUTIVE</p> <p>ASSISTANT DIRECTOR(GOVERNANCE & PERFORMANCE MANAGEMENT)</p> <p>SENIOR LAWYER</p> <p>EXECUTIVE ASSISTANT (GOVERNANCE)</p>	<p>REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000 – as amended by the Protection of Freedoms Act 2012 -DESIGNATION OF SENIOR RESPONSIBLE OFFICER, AUTHORISING OFFICERS and RIPA COORDINATOR</p> <p>For the purposes of RIPA and regulations or orders made thereunder , the following officers of the Council be appointed to the roles specified, to exercise on behalf of the Council, the power to administer and give initial authorisation of covert surveillance :</p> <table border="0"> <thead> <tr> <th data-bbox="1023 475 1088 507">Role</th> <th data-bbox="1319 475 1435 507">Purpose</th> </tr> </thead> <tbody> <tr> <td data-bbox="1023 544 1294 608">Senior Responsible Officer (SRO)</td> <td data-bbox="1319 576 2101 671">To ensure compliance with the Act and associated Codes of Practice. To liaise with Commissioners and Inspectors and implement any post-inspection actions.</td> </tr> <tr> <td data-bbox="1023 746 1294 778">Authorising Officer</td> <td data-bbox="1319 746 2175 842">To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, if confidential material is likely to be captured</td> </tr> <tr> <td data-bbox="1023 882 1294 914">Authorising Officer</td> <td data-bbox="1319 882 2175 946">To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,</td> </tr> <tr> <td data-bbox="1023 1050 1294 1082">Authorising Officer</td> <td data-bbox="1319 1050 2175 1114">To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,</td> </tr> <tr> <td data-bbox="1023 1153 1272 1185">RIPA Coordinator</td> <td data-bbox="1319 1153 2085 1217">To maintain a central record of refusals, authorisations and cancellations as directed by the SRO.</td> </tr> </tbody> </table>	Role	Purpose	Senior Responsible Officer (SRO)	To ensure compliance with the Act and associated Codes of Practice. To liaise with Commissioners and Inspectors and implement any post-inspection actions.	Authorising Officer	To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, if confidential material is likely to be captured	Authorising Officer	To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,	Authorising Officer	To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,	RIPA Coordinator	To maintain a central record of refusals, authorisations and cancellations as directed by the SRO.
Role	Purpose														
Senior Responsible Officer (SRO)	To ensure compliance with the Act and associated Codes of Practice. To liaise with Commissioners and Inspectors and implement any post-inspection actions.														
Authorising Officer	To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source, if confidential material is likely to be captured														
Authorising Officer	To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,														
Authorising Officer	To consider and a give initial authorisation of covert surveillance, whether directed or covert human intelligence source,														
RIPA Coordinator	To maintain a central record of refusals, authorisations and cancellations as directed by the SRO.														

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL61	Policy & Co-ordinating Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	RESOLUTIONS – CERTIFICATION To act as Proper Officer for purposes of paragraph 25 of Schedule 4 to the Local Government Act 1972 (certification of resolutions).
CL62	Council (Minute 29 – 28.6.11) Council (Minute 29 – 28.6.11)	DIRECTOR OF GOVERNANCE DIRECTOR OF NEIGHBOURHOODS	RE-USE OF PUBLIC SECTOR INFORMATION REGULATIONS 2005 To be responsible in accordance with the Council’s policy for administering requests for information under the Re-use of Public Sector Information Regulations 2005, including the level of fees and charges to be made if information supplied is to be re-used. To be responsible for administering requests under the 2005 Regulations in respect of use of CCTV data, taking account of the Council’s policy and charging arrangements.
CL63	Personnel Sub-Committee (Minute 2 – 4.10.73) (As amended by Personnel Sub-Committee Minute 169 – 26.9.78)	CHIEF EXECUTIVE SERVICE DIRECTORS	STAFF – APPOINTMENTS PROCEDURE To make all external appointments to each service in respect of posts graded below Assistant Director level except appointments where member involvement is considered desirable.
CL64	Policy & Co-ordinating Committee (Minute 59(b) – 8.2.94)	CHIEF EXECUTIVE SERVICE DIRECTORS	STAFF – MISCELLANEOUS DELEGATIONS To determine staff issues in terms of grading, structure and local conditions of service (including car leases, posts requiring an increase in hours of up to 1 or 2 per week, creation of junior posts in direct substitution of more senior ones, restructurings which reduce the number of posts and costs within a section, minor re-ranging subject to prior consultation with staff representatives, no increase in budget, maintenance of a register.
CL65	Council (Minute 90(5) – 23.2.82)	MANAGEMENT BOARD (in consultation with appropriate Service Director and the Portfolio Holder with responsibility for Finance)	STAFF – RETIREMENT To offer enhanced early retirement and redundancy under the terms of the superannuation scheme or gratuity scheme to appropriate staff where the resultant vacated posts can be made available for redeployment of otherwise redundant employees.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
CL66	Development Committee (Minute 73 – 2.3.93) (Minute 108 – 6.3.01)	DIRECTOR OF GOVERNANCE	TELECOMMUNICATIONS EQUIPMENT To determine, after prior consultation with ward councillors, whether the prior approval of the Council should be required to the siting and appearance of notified development under the Town and Country Planning (General Permitted Development) Order 1995. To exercise the above-mentioned authority in consultation with the Chairman of the appropriate Committee or Sub-Committee and all ward councillors in respect of those proposals submitted in accordance with the prior approvals procedure where the Director of Governance consider that an objection should not be raised to the development but where opposition has been received.
CL67	Resource Committee (Minute 40 – 28.9.93)	DIRECTOR OF RESOURCES DIRECTOR OF RESOURCES (or staff delegated to act)	TREASURY MANAGEMENT (a) To have control of the aggregated monies under Section 151 of the LGA 1972. (b) To be responsible for all executive decisions on borrowing, investment or financing under Section 151 subject to a requirement to act in accordance with the CIPFA Code for Local Authorities.
X	NIL		
Y	NIL		
Z	NIL		

**GAMBLING ACT 2005 – TABLE OF DELEGATIONS OF LICENSING FUNCTIONS
DIRECTOR OF NEIGHBOURHOODS**

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	ALL OFFICERS
Three-year licensing policy	X		
Policy not to permit casinos	X		
Fee Setting – when appropriate			X (to be approved by Executive Councillor)
Application for premises licences		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Application for a transfer of a licence		Where representations have been received from the Commission	Where no representations received from the Commission
Application for a provisional statement		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Review of a premises licence		X	
Application for club gaming/club machine permits		Where representations have been received and not withdrawn	Where no representations received/representations have been withdrawn
Cancellation of club gaming/club machine permits		X	
Applications for other permits			X
Cancellation of licensed premises gaming machine permits			X
Consideration of temporary use notice			X
Decision to give a counter notice to a temporary use notice		X	

DIRECTOR OF NEIGHBOURHOODS

LICENSING

Charities Act 1992

Part III (Street Collections)

Local Government (Miscellaneous Provisions) Act 1976

S16 (Power to obtain particulars of Persons interested in Land)

Local Government (Miscellaneous Provisions) Act 1982

Sections 14, 15, 16 and 17 (Acupuncture, Tattooing, Ear Piercing and Electrolysis)

Section 37 (Temporary Markets)

Schedule 3 Paragraphs 7, 8, 9, 10, 13, 15 to 19 and 25 (Control of Sex Establishments)

Schedule 4 paragraphs 7, 9 and 10 (Street Trading)

Hackney Carriage and Private Hire Licences

Town and Police Clauses Act 1847 (Sections 37, 41, 42, 43, 45, 46, 47, 50, 68)
(except temporary road closures which are the subject of objections which shall be dealt with by the Licensing Sub-Committee)

Town and Police Clauses Act 1889 (Sections 4, 5 and 6)

Local Government (Miscellaneous Provisions) Act 1976 (Part II)

DIRECTOR OF NEIGHBOURHOODS

LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

Matter to be dealt with	Full Committee	Sub Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Decision to object when local authority is acting as a Responsible Authority			All cases
Determination of an objection to a temporary event notice		All cases	
Determination of application to vary licence at community premises to include alternative licence conditions		If a police objection	All other cases

Matter to be dealt with	Full Committee	Sub Committee	Officers
Decision whether to consult other responsible authorities on minor variation			All cases
Determination of minor variation			All cases
All policy matters except the formulation of the statement of licensing policy	All cases		

**APPENDIX D
(CL48)**

DIRECTOR OF NEIGHBOURHOODS

SCRAP METAL DEALERS ACT 2013 - DELEGATION OF POWERS

MATTER TO BE DEALT WITH	FULL COUNCIL	SUB-COMMITTEE	OFFICERS
Licensing policy	All cases		
Fee Setting - when appropriate	All fees		
Application for or renewal of a Site or Collector's licences		Where representations have been received and not withdrawn	Where no representations received / representations have been withdrawn
Application for a variation to a licence		Where representations have been received and not withdrawn	Where no representations received / representations have been withdrawn
To issue a closure notice on non-residential premises being used as a scrap metal dealer's site		All cases	All cases
Application to the Magistrates Court for a closure order		All cases	All cases
Termination of a closure order		All cases	All cases
Application to the Magistrates Court to discharge a closure order.		All cases	All cases
Revocation of a licence		All cases	All cases
Consideration of and imposition of conditions		All cases	All cases

This page is intentionally left blank

**PLANNING SERVICES – DELEGATION OF
COUNCIL FUNCTIONS**

Schedule 1 – Development Management – Director of Governance

Schedule 2 – Trees, Conservation and Related Functions – Director of Governance

DEVELOPMENT CONTROL FUNCTIONS

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
Care of the Environment District Development Control Committee (Minute 30 – 7.12.10)	Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 1999 Planning (Hazardous Substances) Act 1990, Section 36, 36A and 36B Planning (Hazardous Substances) Regulations 1992	To determine the need for and scope of environmental impact assessments required under the Town and Country Planning Acts. To determine applications for hazardous substances consent except those where there are objections from interested parties, which shall be determined by the relevant Area Planning Sub-Committee. To use necessary powers of entry to the land in relation to the above and duly authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary.	No
Development Control District Development Control Committee (Minute 30 – 7.2.10) Council Minute 29 – 28.6.11	Town and Country Planning Act 1990 - Section 70, 70(A), 191-3, 324, 325 Planning and Compensation Act 1991, Section 10 Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990, Part 1, Reg. 16-19 Town and Country Planning (Development Management Procedure) (England) Order 2010, Part 6, Article 35	1. Subject to Appendix A below, which are matters to be determined by Committee, to determine or decline to determine any: (a) planning applications; (b) applications for approval of reserved matters; (c) applications arising from any condition imposed on any consent, permission order or notice; (d) advertisement consents; and (e) listed buildings. 2. To agree the precise wording of additional/revised conditions to be attached to planning permissions, at members' request, and discharge of conditions.	Yes (See Appendix A to this Schedule)

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
	<p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 3, Reg. 14-15 Town and Country Planning General Permitted Development Order 1995, Part 6 and Part 31 of Schedule 2 As amended by SI2008 No. 2362 and 5</p> <p>Town and Country Planning (Development Management Procedure) (Amendment) (England) Order 2013</p>	<p>3. To determine whether a 28 day prior approval application of the method of any proposed demolition and any proposed site restoration is required and to give such approval where required.</p> <p>4. In relation to prior approval of telecommunications equipment, to determine, after prior consultation with ward Councillors in cases where a valid planning objection has been made, whether the prior approval of the Council should be required to the siting and appearance of notified development.</p> <p>5. In relation to agricultural development, to determine whether to require the formal submission of details.</p> <p>6. Subject to Appendix A(g), to determine applications in relation to certificates of lawful use and development.</p> <p>7. To use necessary powers of entry to the land in relation to the above and duly authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary.</p> <p>8. To determine or decline to determine any non-material amendments.</p> <p>9. Subject to consultation with Ward Members in the cases where a valid objection has been made and are minded to grant, to determine applications for prior approval.</p> <p>Note: The categories of Prior Approval in operation at any particular time can be confirmed by the Assistant Director (Development Management).</p>	

Function	Principal Relevant Legislation (*see note)	Relevant Details	Exceptions
Enforcement District Development Control Committee (Minute 30 – 7.12.10)	<p>Town and Country Planning Act 1990 (as amended), Part 7, section 171-190, 196 A, B, C, 198-200 214(A)-(D), 215-219, 220 or 221, 224, 225, 325 and 330</p> <p>Town and Country Planning (Control of Advertisements) (England) Regulations 2007, Part 5, sections 27 and 30</p> <p>Planning (Listed Buildings and Conservation Areas) Act 1990, Chapter 4, sections 38, 88, 88A and 88B</p> <p>Local Government (Miscellaneous Provisions) Act 1982 (Section 37)</p>	<p>Authority for Director of Governance to:</p> <ol style="list-style-type: none"> 1. Issue Stop Notices, Temporary Stop Notices, Enforcement Notices, Breach of Conditions Notices, Building Preservation Notices, Listed Buildings Enforcement Notices, Planning Contravention Notices, Conservation Area Notices, Discontinuance Notices in respect of advertisements and Section 215-219 Notices for all breaches of planning legislation, in accordance with the Council's adopted enforcement policy. 2. Prosecute the unauthorised display of advertisements, unauthorised works to a listed building, and non-compliance where enforcement action has previously been authorised. 3. Take appropriate enforcement action, including serving an injunction where the Director of Governance or their nominee, having regard to the evidence considers the circumstances to require urgent action. 4. Investigate if a temporary market has been held in breach of Section 37 of the 1982 Act. 5. Vary the requirements for compliance with notices already authorised, including altering the period required for compliance, service of further notices and withdrawal of notices. 6. Determine when action is not expedient in relation to breaches of control considered inconsequential or insignificant. 7. To use necessary powers of entry to the land in relation to the above and duly authorise officers and agents engaged by the Council to use the relevant powers of entry as necessary. 	
	<p>Town and Country Planning Act 1990 (Section 178) (Council Minute 126 – 23.4.13)</p>	<ol style="list-style-type: none"> 8. To authorise direct action (or re-charge the cost of that action) in pursuit of a valid enforcement notice under Section 178. 	<p>Subject to budget provision being available and to local District Councillors being notified</p>

APPENDIX A: MATTERS TO BE DETERMINED BY THE RELEVANT COMMITTEE

- (a) Applications contrary to the provisions of an approved draft Development Plan or Development Plan, and which are recommended for approval;
- (b) Applications contrary to other approved policies of the Council, and which are recommended for approval;
- (c) Applications for major commercial and other developments, (e.g. developments of significant scale and/or of wide concern) and which are recommended for approval;
- (d) Applications for residential development consisting of 5 dwellings or more (unless approval of reserved matters only) and which are recommended for approval);
- (e) The Council's own applications on its land or property which are for disposal;
- (f) Those applications recommended for approval where there are more than two expressions of objections received, material to the planning merits of the proposal to be approved, apart from approvals in respect of householder type developments, telecommunication masts, shop fronts and vehicular crossovers and "other" category developments (changes of use, advertisements, listed building consents), where more than four expressions of objections material to the planning merits of the proposal to be approved are received;
- (g) Applications including certificates of lawfulness in respect of existing use and development, recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;
- (h) Applications referred by a District Councillor, whose own ward must be within the remit of the relevant Area Plans Sub-Committee and who has firstly notified the relevant Ward Councillors in advance, so long as the referral has been requested in writing to Officers within 4 weeks of that applications notification in the weekly list;
- (i) Applications where the recommendation conflicts with a previous resolution of a Committee;
- (j) Applications submitted by or on behalf of a Councillor of the Authority (and/or spouse/partner) or on behalf of a member of staff of Development Control Division of the Governance Directorate and the Forward Planning and Economic Development Division of the Neighbourhoods Directorate (and/or spouse/partner) and also in those cases where a councillor is an objector in a purely personal capacity;
- (k) Any other application which the Director of Governance considers it expedient or appropriate to present to committee for decision (e.g. those raising issues not covered by existing policies, or of significant public interest, or those with a significant impact on the environment);
- (l) An application which would otherwise be refused under delegated powers by the Director of Governance but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.

TREES, CONSERVATION AND RELATED FUNCTIONS

Function	Relevant Legislation	Relevant Details	Exceptions
Buildings	Planning (Listed Buildings and Conservation Areas) Act 1990 Section: 3 (1-8)	To serve Building Preservation Notices in urgent cases, subject to report to and review by the next meeting of District Development Control Committee. To obtain and exercise powers of entry to undertake surveys in connection with: (1) Statutory Plans (2) Applications for Planning Permission	Yes
Dangerous trees on private land	Local Government (Miscellaneous Provisions) Act 1976 Sections: 23 and 24	Discretionary power to take action to make safe trees on private land, including to: (1) Obtain and use necessary Powers of Entry to the land; (2) Serve relevant notices; (3) Respond to appeals; (4) Undertake works directly where necessary; and (5) Recover expenses.	No
Countryside hedgerows	The Hedgerow Regulations 1997 Sections: 5 to 15 incl.	The responsibility to: (1) Regulate the removal of certain hedgerows; (2) Issue relevant notices, including to require hedgerow replacement; (3) Respond to appeals; (4) Take necessary enforcement or legal action;	No

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(5) Obtain and use necessary powers of entry to the land including exercise of rights of entry under warrant;</p> <p>(6) Surveying land in connection with any hedgerow removal notice;</p> <p>(7) Ascertaining whether any offences have been committed under Regulation 7; and</p> <p>(8) Determination of whether a notice should be served under Regulation 8.</p>	
High Hedges	Anti-social Behaviour Act 2003 (Part 8) Sections: 68, 69, 70, 74, 75, 77, 79 and 80.	<p>The responsibility to:</p> <p>(1) Deal with complaints in relation to the height of domestic hedgerows;</p> <p>(2) Issue, withdraw or relax the requirements or relevant notices;</p> <p>(3) Serve relevant documents regarding notifications;</p> <p>(4) Notify interested parties;</p> <p>(5) Respond to appeals;</p> <p>(6) Take relevant legal or enforcement action, including undertaking works directly and recovering expenses; and</p> <p>(7) Obtain and use powers of entry necessary in relation to (1), (2), (3), (5) and (6).</p>	No
Protection of trees	Town and County Planning Act 1990 (as amended) Part VIII Sections: 197, 198, 199, 201, 203, 205, 206, 207, 208, 209, 210, 211, 214, 214A, B, C&D, 324, 325	<p>The duty and responsibility to:</p> <p>(1) Take all necessary measures to make Tree Preservation Orders where trees are at risk, and are of significant existing or potential amenity value, or where they are of wider or strategic importance, subject to publication of the details in the Council Bulletin;</p>	No

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(2) Amend, confirm, decide not to confirm or revoke such orders (i.e. TPOs);</p> <p>(3) Determine applications for works to preserved trees except as set out below:</p> <p>(i) applications recommended for approval where more than two expressions of objection material to the planning merits of the proposal have been received;</p> <p>(ii) applications recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;</p> <p>(iii) applications which a Councillor representing a ward within the relevant Area Plans Sub-Committee area requests in writing within four weeks of notification in the Council Bulletin should be referred to the appropriate Sub-Committee provided that the member has notified the Ward Councillor in advance; and</p> <p>(iv) any application which the Director of Governance considers is expedient or appropriate to present to committee for decision (e.g. those raising issues of subsidence, claims for compensation etc).</p> <p>(4) Take any necessary action in respect of claims for compensation;</p> <p>(5) Take action to ensure replacement planting where appropriate, by serving relevant notices, or by undertaking such planting directly and reclaiming the costs, and to publish any decision not to require replacement planting in the Council Bulletin;</p> <p>(6) Respond to appeals;</p> <p>(7) Take legal action in aspect of breaches of Part VIII of the Act where expedient, in conjunction with the Director of Governance, including injunctive action and recovery of costs;</p>	

Function	Relevant Legislation	Relevant Details	Exceptions
		<p>(8) Take appropriate action in respect of notification of works to trees in Conservation Areas, including the issue of the Tree Preservation Orders as necessary; and</p> <p>(9) Authorise all expedient measures to gain entry to land in respect of the execution of any of the above, including to:</p> <p>(i) issue a warrant if admission has been refused or if a refusal is reasonably anticipated or if the case is urgent;</p> <p>(ii) to take samples of trees or soil; and</p> <p>(iii) for the authorised person(s) to take with them such other persons as may be necessary.</p>	

- Note: The authorities to undertake the stated functions, as set under the relevant sections shall be taken to be automatically updated to take into account changes, modifications and updating as they occur in the relevant legislation, subject to no new authorities being created. All references are to the legislation as currently amended.

This page is intentionally left blank

PART ONE

EXECUTIVE FUNCTIONS – DELEGATION

BY THE LEADER OF COUNCIL

EXECUTIVE FUNCTIONS – DELEGATION BY THE LEADER OF COUNCIL

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX1	Finance Sub-Committee (Minute 398 - 31.1.80)	DIRECTOR OF RESOURCES	AGENDA AND MINUTES - CHARGES TO SUBSCRIBERS To approve charges.
EX2	Housing Committee (Minute 74 – 4.3.92)	DIRECTOR OF COMMUNITIES	AGRICULTURAL DWELLINGS To accept applications for rehousing and offer suitable alternative accommodation where the Agricultural Dwelling House Advisory Committee advises that the property is required for occupation by an agricultural employee in the interest of efficient agriculture.
EX3	Environmental Health and Control Committee (Minute 10 – 10.5.78)	HEALTH PROTECTION AGENCY (HPA) (Any Consultant Staff Member)	AIRCRAFT Proper Officer for the purposes of the Public Health (Aircraft) Regulations 1970.
EX4	Cabinet (Minute 142 – 14.3.05)	DIRECTOR OF COMMUNITIES (or in his absence ASSISTANT DIRECTOR COMMUNITY SERVICES) Ditto Ditto	ANTI SOCIAL BEHAVIOUR ACT 2003 <u>Part 1 (Premises Where Drugs Used Unlawfully)</u> Authority to respond to Police Consultations after discussion with Ward Councillors <u>Part 4 (Dispersal of Groups)</u> Authority to discuss proposals of the Police for dispersal orders with ward members, County Councillors and Town or Parish Councils Authority to consent to the making of Dispersal Orders after considering the results of discussions and after consulting the relevant portfolio holder <u>Part VI (Environment)</u> Authority for making of Closure Orders under Section 40. Authority for notice of cancellation of Closure Orders under Section 41.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	Cabinet (Minute 10 – 6.6.05)	Ditto	To respond to formal consultation procedures in connection with the making of Anti Social Behaviour Orders on behalf of the Council. To issue certificates of consultation under the Act on behalf of the Council.
EX5	Cabinet (Minute 14(4) – 6.10.14)	DIRECTOR OF COMMUNITIES	APPROPRIATIONS OF LAND (a) To seek the consent of the Secretary of State for Communities and Local Government, pursuant to Section 19 of the Housing Act 1985, to appropriate land held for housing purposes and identified for Council housebuilding for planning purposes; and (b) Subject to the receipt of such consent, to advertise the Council's intention to make the appropriation in accordance with the provisions of Section 122(A) of the 1972 Act.
EX6	Development Committee (Minute 19 – 30.5.2000)	DIRECTOR OF GOVERNANCE DIRECTOR OF NEIGHBOURHOODS	BUILDING ACT 1984 – SECTION 95 AUTHORISATION To authorise designated postholders within the Governance and Neighbourhoods Directorates to exercise powers under Section 95 of the Building Act 1984 to enter premises in connection with the enforcement of the Building Regulations.
EX7	Development Committee (Minute 23(1) – 6.2.74) Council Minute (Minute 24(1) - 9.7.91)	DIRECTOR OF GOVERNANCE (or in her absence ASSISTANT DIRECTOR OF DEVELOPMENT MANAGEMENT)	BUILDING REGULATIONS To determine applications under the Building Regulations and associated legislation, including the Building Act 1984, consistent with the instructions of the Development Committee and subject to submission to that Committee of any contentious applications.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
70	Development Committee (Minute 35(1) – 15.7.99)	(ASSISTANT DIRECTOR OF DEVELOPMENT MANAGEMENT) POST PBC/02 & 03 (PRINCIPAL BUILDING CONTROL SURVEYOR) POSTS PBC/04-9 (SENIOR BUILDING CONTROL SURVEYORS)	BUILDING ACT 1984 To act as Proper Officer for the purposes of Section 78 of the Building Act 1984.
	Development Committee (Minute 35(2) - 15.7.99)	DIRECTOR OF GOVERNANCE ASSISTANT DIRECTOR OF DEVELOPMENT MANAGEMENT	BUILDING ACT 1984 To carry out the following functions under the Building Act 1984: <ul style="list-style-type: none"> (a) Section 34 - serve notices requiring work contravening building regulations to be removed or altered to achieve compliance; (b) Section 77 - approve applications to a Magistrates' Court for an order requiring dangerous buildings or structures to be made safe; (c) Section 79 - serve notices where it appears that a building is by reason of ruinous or dilapidated condition seriously detrimental to the amenities of the neighbourhood; and (d) Section 81 - serve notices specifying certain matters and conditions in relation to the demolition of buildings.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX8	Personnel Sub-Committee (Minute 138 – 20.3.90) and Development Committee	DIRECTOR OF GOVERNANCE	BUILDING CONTROL – VETTING OF APPLICATIONS To enter into working arrangements with other local authorities within East Anglia for the checking of one (Minute 66 - 16.1.90) another's building regulation activities on a consultancy basis, this arrangement to be activated where staffing levels fall below establishment or volume of applications submitted exceeds staffing capacity.
EX9		DIRECTOR OF COMMUNITIES	BUY-BACK OF FORMER COUNCIL HOUSING To decide, in consultation with the Housing Portfolio Holder, whether or not the Council would wish to exercise its pre-exemption rights to purchase former Council properties previously sold under the Right to Buy (RTB), in accordance with the Housing Act (Right of First Refusal) (England) Regulations 2005, subject to a sufficient amount of unallocated "One for One Replacement" RTB Receipts or Section 106 financial contributions of affordable housing being available.
EX10	Transportation Committee (Minute 115 – 26.1.93)	DIRECTOR OF NEIGHBOURHOODS	CAR PARK TARIFFS To determine individual tariffs in off-street Pay and Display Car Parks within agreed policy.
EX11	Personnel Sub-Committee (Minute 79 – 17.11.81)	DIRECTOR OF RESOURCES (after consideration of any comments of the relevant portfolio holder)	CAR PARKS (COUNCIL) To determine applications to use Council office car parks. (See also under "Offices – Use of")
EX12	Policy & Co-ordinating Committee (Minute 44(3) - 29.11.83)	DIRECTOR OF NEIGHBOURHOODS	CAR PARKS (PUBLIC) To approve the use of Council car parks by charitable organisations or for other charitable purposes.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX13	Policy and Co-ordinating Committee (Minute 66(a) - 4.12.90)	DIRECTOR OF NEIGHBOURHOODS	COMMERCIAL TENANCIES - SERVICE OF NOTICES To sign notices and answers to originating applications for new tenancies under Part II of the Landlord and Tenant Act 1954.
EX14	Executive Committee (Minute 449 - 11.3.02)	DIRECTOR OF GOVERNANCE	COMPLAINTS AND COMPLIMENTS PROCEDURE To make payments up to £250 in respect of upheld complaints at Stages 1, 2 and 3 and to make payments above £250 with the consent of the Complaints Panel.
EX15	Council (Minute 74(3) - 20.12.88)	DIRECTOR OF COMMUNITIES DIRECTOR OF NEIGHBOURHOODS	COMPULSORY COMPETITION - AUTHORITY FOR THE COUNCIL TO SUBMIT BIDS FOR WORK INSIDE THE DISTRICT To submit bids for work inside the District, to utilise spare capacity/manpower only.
EX16	Council (Minute 74(3) - 20.12.88)	CHIEF EXECUTIVE	COMPULSORY COMPETITION - AUTHORITY FOR THE COUNCIL TO SUBMIT BIDS FOR WORK OUTSIDE THE DISTRICT To refer to the Management Board and through them to the Cabinet any proposal involving the authorisation of bids for work outside the district but only in the context of agreed policy for shared services.
EX17	Policy and Resources Committee (Minute 347 - 14.2.78)	CHIEF EXECUTIVE SERVICE DIRECTORS	CONFERENCES - ATTENDANCE BY OFFICERS To approve the attendance of officers at annual conferences, taking into account the subject matter of the conference and the budgetary provision made.
EX18	Council (Minute 52 – 12.12.2000)	DIRECTOR OF RESOURCES AND DIRECTOR OF GOVERNANCE (or nominated Deputy)	DEBTS To take steps to enforce a debt following the commencement of bankruptcy proceedings, subject to action being reported to the Cabinet.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX19	Policy & Co-ordinating Committee (Minute 78 - 1.12.81)	DIRECTOR OF RESOURCES	ENERGY MANAGEMENT & CONSERVATION To implement the Council's policy.
EX20	Personnel Sub-Committee (Minute 67 - 24.11.87)	CHIEF EXECUTIVE SERVICE DIRECTORS	EX GRATIA PAYMENTS To consider and approve the making of appropriate ex gratia payments to staff at all levels for temporarily undertaking significant additional duties and responsibilities subject, in the case of emergencies where payments are not covered by the approved salary budget, to a report being made to the Cabinet.
EX21	Leisure Services Committee (Minute 5 - 23.5.91)	DIRECTOR OF NEIGHBOURHOODS	FEES AND CHARGES – LEISURE To approve the level of fees and charges within the parameters outlined within the Leisure Management Contract. To introduce individual pricing charges for Cultural and Community Services generally in line with the current level of inflation, or in certain circumstances at a rate which reflects the true cost of providing the service.
EX22	Public Health Committee (Minute 72 - 21.9.83)	HPA (Any Consultant Staff Member) (see also under "Disease Control")	FOOD HYGIENE - ENTRY TO PREMISES To act as registered medical practitioner to the Council under the Public Health (Control of Disease) Act 1984 and thereby authorised to enter any premises, vessel or aircraft for the purpose of regulations made under that section.
EX23	Portfolio Holder Decision HSG-029 – 2009/10	DIRECTOR OF COMMUNITIES	GARAGES To sell isolated garages in accordance with the Council's Policy.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX24 4	Housing Services Committee (Minute 155 - 12.2.80)	DIRECTOR OF COMMUNITIES	<p>HARDSTANDINGS - COUNCIL HOUSES</p> <p>(a) To approve, subject to satisfactory works to boundary walls, hedges and fences and other necessary works and also Essex County Council being satisfied as to the standard of footpath crossings, applications by tenants to construct car hardstandings in front gardens; and</p> <p>(b) To apply the above policy to hardstandings provided by tenants without permission.</p>
EX25	Council Housebuilding Cabinet Committee (Minute 4 (5) – 10.7.13)	DIRECTOR OF COMMUNITIES	<p>HOMES AND COMMUNITIES AGENCY – SHORT FORM AGREEMENTS</p> <p>That the Director of Communities be authorised to enter into Short Form Agreements with the Homes and Communities Agency for all (Council housing) developments, to enable affordable rents to be charged for the properties built under the Housebuilding Programme, and that the “Provider Representative” named in the Agreements be a senior figure at East Thames Group.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX26	Council Housebuilding Cabinet Committee (Minute 5 (3) – 10.7.13)	DIRECTOR OF COMMUNITIES	<p>HOUSEBUILDING PROGRAMME – ALLOCATION OF FUNDING TO SCHEMES</p> <p>That, once the Cabinet Committee has authorised the use and provisional level of subsidy required for individual developments and/or development packages, the Director of Communities be authorised to allocate funding from the sources listed in Minute 5 (1) of the Housebuilding Cabinet Committee held on 10th July 2013 to individual developments and/or development packages – utilising the most appropriate source of funding for the development(s), having regard to the time limits within which they must be utilised - up to and in excess of the provisional level approved by the Cabinet Committee, once tenders to undertake the works have been received from contractors, subject to:</p> <p>(a) The amount allocated being no more than 15% of the level provisionally approved by the Cabinet Committee;</p> <p>(b) Sufficient funds being available at the time of allocation; and</p> <p>(c) The Cabinet Committee receiving a report to its next meeting on the amount of subsidy allocated, and its source of funding.</p> <p>Note - Minute 5 (1) of the Housebuilding Cabinet Committee held on 10th July 2013 lists the following sources of funding:</p> <ul style="list-style-type: none"> • Loans from PWLB • Capital receipts from additional RTB sales covered by the Agreement with CLG • Current and future financial contributions for affordable housing from Section 106 Agreements • Capital receipts from the sale of HRA land or building, where the Cabinet has specifically agreed that they should be used to help fund the Council Housebuilding Programme • Grant from the HCA • Any other external funding sources.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
96 EX27	Housing Committee (Minute 125-27.1.97)	DIRECTOR OF COMMUNITIES HOUSING OPTIONS MANAGER	HOUSING ACCOMMODATION – ALLOCATION To allocate accommodation in accordance with the Housing Allocations Scheme.
EX28	Housing Committee (Minute 49 – 30.10.91)	DIRECTOR OF COMMUNITIES	HOUSING ACCOMMODATION - DESIGNATION FOR ELDERLY To cancel designations.
EX29	Housing Committee (Minute 41(20) & (21) – 17.9.96)	DIRECTOR OF COMMUNITIES	HOUSING ACCOMMODATION – TENANCIES FOR 'LIVE IN' CARERS To grant requests to provide or extend joint tenancies to 'live in' carers where such requests are considered to be justified.
EX30	Housing Committee (Minute 93(b) - 11.3.87)	DIRECTOR OF COMMUNITIES	HOUSING DEFECTS - PLANNING APPLICATIONS FOR REINSTATEMENT WORKS To submit applications for deemed planning consent in connection with the reinstatement of all Council owned designated defective dwellings.
EX31	Portfolio Holder Decision (1.3.04)	DIRECTOR OF COMMUNITIES	HOUSING LAND – USE FOR COMMUNITY EVENTS To grant licences for community events to be held on housing land in the future, subject to consultation with Ward Members and local residents (where residential properties are located nearby) and all health and safety insurance requirements being met by the organisation staging the event.
EX32	Council (Minute 23(7)(2) - 29.6.82) Housing Committee (Minute 116(4) - 26.1.98)	DIRECTOR OF COMMUNITIES (in consultation with the appropriate Portfolio Holder)	HOUSING LAND - SURPLUS PLOTS To negotiate, agree terms and dispose of surplus plots of garden land (in consultation with the relevant Portfolio Holder and appropriate Ward Members) as identified by the Council.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX33	Housing Committee (Minute 145 - 25.3.97)	DIRECTOR OF COMMUNITIES	HOUSING LAND - WAYLEAVES To grant wayleaves where there is no detrimental effect on the Council, subject to consultation with Ward Members.
EX34	Cabinet (Minute 155 – 6.2.06)	DIRECTOR OF COMMUNITIES	HOUSING OPTIONS CONSORTIUM To exercise the Cabinet's functions in respect of the Housing Options Consortium, being a partnership of local authorities of which the Council is a member.
EX35	Housing Committee (Minute 74 - 4.3.92)	DIRECTOR OF COMMUNITIES	HOUSING REGISTER RULES – WAIVING To waive Housing Register Rules where the Director of Communities considers there are good grounds for so doing.
EX36	Housing Services Director Committee (Minute 6(a)(iii) - 29.10.73)	DIRECTOR OF COMMUNITIES	(HOUSING) MUTUAL EXCHANGES To approve applications under the Mutual Exchange Scheme.
EX37	Public Health Committee (Minute 72 - 21.9.83)	HPA (Any Consultant member of staff)	ILLNESS - PERSONS IN NEED OF CARE AND ATTENTION To act as proper officer to the Council for the purposes of Section 47 of the National Assistance Act 1948 (removal to suitable premises of persons in need of care and attention or those suffering from grave chronic illness).
EX38	Public Health Committee (Minute 72 - 21.9.83) (Minute 92 - 17.3.92)	HPA (Any Consultant member of staff)	INFECTIOUS AND COMMUNICABLE DISEASES To act as proper officer to the Council for the purposes of the Public Health (Infectious Diseases) Regulations 1968, the Public Health (Control of Diseases) Act 1984 and Section 47 of the National Assistance Act 1948.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
<p>87 EX39</p>	<p>Council (Minute 23 – 15.5.08)</p> <p>Cabinet (Minute 42 – 29.7.13)</p> <p>NB. Delegated authority to deal with Section 23-25 of the Land Drainage Act 1991 (as amended) will come into operation once final confirmation from Essex County Council has confirmed the delegation (27.8.13)</p>	<p>DIRECTOR OF NEIGHBOURHOODS ASSISTANT DIRECTOR (TECHNICAL SERVICES) DRAINAGE MANAGER (AND RELEVANT STAFF DULY AUTHORISED TO ACT ON HIS BEHALF)</p> <p>RELEVANT PORTFOLIO HOLDER</p>	<p>LAND DRAINAGE AND FLOOD DEFENCE</p> <p>To act under the statutory provisions in the Epping Forest District Council – Land Drainage Byelaws 2005.</p> <p>To act under the statutory provisions listed below:</p> <p>Land Drainage Act 1991</p> <p>Section 14 General drainage powers to maintain, construct and improve drainage works etc</p> <p>Section 15 Disposal of spoil from works to watercourse</p> <p>Section 23, 24 and 25 Consenting to and enforcement of ordinary watercourses as delegated by Essex County Council as amended by the Flood & Water Management Act 2010</p> <p>Sections 26 and 27 Powers to require works for maintaining flow of watercourses etc</p> <p>Section 64 Powers of entry for internal drainage boards and local authorities</p> <p>Public Health Act 1936</p> <p>Section 260 Power to deal with ponds, ditches etc</p> <p>Section 262 Power to require culverting of watercourses and ditches where building operations in prospect</p> <p>Section 263 Approval of plans to culvert or cover any stream or watercourse</p> <p>Section 264 Issue of notice requiring the repair or cleansing of culverts</p> <p>To approve updates to the list of legislation set out above.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX40	Land Sub-Committee (Minute 130 – 31.1.95) Resource Sub-Committee (Minute 56 – 24.9.91)	DIRECTOR OF NEIGHBOURHOODS (after considering any views of the relevant Portfolio Holder) Ditto	LANDLORD AND TENANT - ESTATES MANAGEMENT (a) To serve notices under Part II of the Landlord and Tenant Act 1954 as amended by Part I of the Law of Property Act 1969 in connection with negotiation of new rentals for Council properties. (b) To take immediate corrective management action (except the institution of legal proceedings) for breaches of covenant in leases of shops, industrial estates and industrial land (c) To approve rent reviews and lease renewals for shops and industrial premises. (d) To let Council shops for periods of three years up to a maximum of 12 years. (e) To approve licences to assign and licences for change in use in consultation with the relevant Portfolio Holder.
EX41	Policy and Co-ordinating Committee Minute 44(3) – 29.11.83	DIRECTOR OF NEIGHBOURHOODS	NAMING OF STREETS To approve the names of new streets in accordance with the Town and Police Clauses Act 1847, where, following consultation, one name is agreed by all parties.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX42	Council (Minute 138 – 28.4.09) Portfolio Holder Decision L/001/2005/6 dated 20.5.05	DIRECTOR OF NEIGHBOURHOODS (OR NOMINATED OFFICER) DIRECTOR OF NEIGHBOURHOODS	NORTH WEALD AIRFIELD - NON COMMERCIAL LETTINGS (a) To negotiate and produce agreements and licences for all regular bookings and single events (of a non public character) which comply with the standard licence agreement and fees operated by the Council. (b) To negotiate in liaison with the Airfield Manager, any arrangements regarding use of the Airfield (except those which fall under item (1) above), and, where appropriate, to draft and execute appropriate agreements or licences for all Airfield uses including any negotiated under (a) above, which may be referred to the Director of Neighbourhoods. (c) That subject to compliance with the Council's policy the Director of Neighbourhoods be granted delegated authority to sanction the Concessionary Hire of Leisure Facilities by, or on behalf of, registered charities, for Fundraising Events.
EX43	Public Health Committee (Minute 72 – 21.9.83)	HPA (Any Consultant member of staff) (See also under "Disease Control")	NOTIFIABLE DISEASES To act as proper officer for the purposes of the Public Health (Control of Disease) Act 1984.
EX44	Cabinet (Minute 142 – 14.3.05)	DIRECTOR OF NEIGHBOURHOODS (or authorised Environmental Health Officer)	NUISANCES Authority to make closure orders under Section 40 of the Anti Social Behaviour Act 2003 and to give notices of cancellation of closure orders under Section 41 of that Act

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX45	Personnel Sub-Committee (Minute 79 – 17.11.81)	DIRECTOR OF RESOURCES	OFFICES - USE OF To determine applications to use Council offices (See also under "Car Parks (Council)").
EX46	Cabinet Minute 151(10) – 18.4.11	DIRECTOR OF COMMUNITIES	OFF STREET CAR PARKING SCHEMES "To submit planning applications for future off-street parking schemes at the appropriate time after the resident consultation exercise."
EX47	Policy and Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF RESOURCES	ORDNANCE SURVEY To act as proper officer for the purposes of Section 191 of the Local Government Act 1972 (Marking out and checking of reputed boundaries).
EX48	Policy and Co-ordinating Committee (Minute 99 – 21.11.89)	DIRECTOR OF GOVERNANCE	PHYSICAL ASSAULTS ON STAFF In the event of the Crown Prosecution Service not proceeding after physical assault on a Council employee, to give instructions to prosecute where the Director of Governance consider that the Attorney General's guidelines for prosecutions in a private prosecution for assault are satisfied.
EX49	Housing Committee (Minute 74 – 4.3.92)	DIRECTOR OF GOVERNANCE DIRECTOR OF RESOURCES	POSSESSION ORDERS - MORTGAGE ARREARS To obtain and execute in the case of mortgage arrears where an Order for possession is granted by the Courts, a warrant for the possession of a property. To offer for sale on the open market any property subsequently repossessed.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX50 NS	Housing Committee (Minute 75 – 14.11.95)	DIRECTOR OF COMMUNITIES	<p>POSSESSION ORDERS - RENT ARREARS/GAS SAFETY INSPECTIONS AND OTHER RELATED ACTIONS</p> <p>(a) To serve notices of seeking possession for any of the grounds contained in Schedule 2 of the Housing Act 1985;</p> <p>(b) Where considered appropriate, to serve notices to quit in cases where the tenant is not a secure tenant as defined in the Housing Act 1985;</p> <p>(c) To institute proceedings in the County Court for the possession of properties following service of a notice seeking possession or a notice to quit;</p> <p>(d) To institute proceedings in the County Court for the recovery of rent, court costs and service charges; and</p> <p>(e) To obtain and execute a warrant for eviction where possession has been awarded by the Court. In respect of secure and non-secure tenancies of Housing Revenue Account properties:</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
	<p>Housing Committee (Minute 46 – 12.9.2000)</p> <p>Housing Management Sub Committee (Minute 161 – 15.2.77)</p> <p>Portfolio Holder Decision (24.3.2004)</p>	<p>DIRECTOR OF COMMUNITIES, ASSISTANT DIRECTOR (HOUSING PROPERTY AND DEVELOPMENT), ASSISTANT DIRECTOR (HOUSING OPERATIONS) AREA HOUSING MANAGER (NORTH), AREA HOUSING MANAGER (SOUTH)</p> <p>HOUSING OPTIONS MANAGER</p> <p>DIRECTOR OF COMMUNITIES HOUSING ASSETS MANAGER (HMT/01) (or any officer authorised to act)</p>	<p>(f) to approve and sign Notices and Seeking Possession and Notices to Quit;</p> <p>(g) to initiate proceedings in the County Court for possession and the recovery of rent, mesne profits, service charges and court costs, in accordance with relevant legislation; and</p> <p>(h) to seek and execute warrants of execution for possession; and</p> <p>(i) to undertake the actions set out in (a), (b) and (c) above, in respect of non-secure tenancies and licences at the Council’s Homeless Persons’ Hostel (Norway House) including the eviction of any homeless person who defaults in the payment of accommodation charges for four successive weeks or more.</p> <p>(j) Approve and sign Notices of Seeking Possession on the grounds of a breach of tenancy conditions for not allowing the Council access to undertake required repairs and maintenance;</p> <p>(k) Initiate proceedings in the County Court for possession or to provide access for the purpose of undertaking the statutory annual Gas Safety Inspection in accordance with the relevant legislation; and</p> <p>(l) Seek and execute warrants of execution for possession authorised by the Court.</p>

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
84 EX51	Standing Order A41(4)	DIRECTOR OF GOVERNANCE	PRESS RELEASES To issue press releases in advance of publication of relevant committee minutes, if appropriate.
EX52	Cabinet (Minute 109 – 18.12.06)	DIRECTOR OF COMMUNITIES ASSISTANT DIRECTOR OF COMMUNITIES (PRIVATE SECTOR HOUSING COMMUNITIES SUPPORT)	PRIVATE SECTOR HOUSING – ASSISTANCE (including Decent Homes Repayable Assistance, Small Works Repayable Assistance, Thermal Comfort Grants, Conversion Grants, Empty Homes Repayable Assistance and Disabled Facilities Grants) To exercise the powers and duties under relevant legislation. (See also 'Private Sector Housing – General')
EX53	Cabinet (Minute 184 – 10.4.06)	DIRECTOR OF COMMUNITIES ASSISTANT DIRECTOR OF COMMUNITIES (PRIVATE SECTOR HOUSING AND COMMUNITIES SUPPORT) RELEVANT PORTFOLIO HOLDER	PRIVATE SECTOR HOUSING – GENERAL To exercise the powers and duties set out in Appendix A including powers of entry by warrant where this is not specified in the legislation listed. To authorise updates to the list of legislation set out in Appendix A (see also 'Private Sector Housing – Assistance')
EX54	Finance Sub-Committee (Minute 57 – 31.5.79)	DIRECTOR OF RESOURCES	RATING - DISABLED PERSONS To administer the provisions of the Rating (Disabled Persons) Act 1978.
EX55	Leisure Services Committee (Minute 5 – 23.5.91)	DIRECTOR OF NEIGHBOURHOODS	RECREATION CHARGES – LEISURE ACTIVITIES AND EVENTS To make adjustments to the level of fees and charges within the maximum approved by the Cabinet.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX56	Housing Management Sub-Committee (Minute 152(c)(2) – 11.3.80)	DIRECTOR OF COMMUNITIES	RENT ARREARS - DECEASED TENANTS To write off rent arrears in respect of deceased tenants, where there is no means of recovering the debt.
EX57	Cabinet Minute 46 – 12.9.11	DIRECTOR OF COMMUNITIES	RESTRICTIVE COVENANTS – HOUSING IN MULTIPLE OCCUPATION To agree requests to vary restrictive covenants on former Council houses, in order to grant permission for their use as privately-rented shared accommodation, provided all of the conditions set out in Cabinet Minute 46 – 12.9.11 have been met.
EX58	Cabinet (Minute 184 – 10.4.06) Leader decision 2/11 (May 2011) Portfolio Holder Decision ENV/004/2009-10 Council (Minute – 20.4.10)	DIRECTOR OF NEIGHBOURHOODS (or in his absence ASSISTANT DIRECTORS (ENVIRONMENT AND NEIGHBOURHOOD SERVICES AND TECHNICAL) (or suitably qualified officers authorised by the above-named) Appropriate Portfolio Holder DIRECTOR OF NEIGHBOURHOODS	“SAFER, CLEANER, GREENER” LEGISLATION – AUTHORISATION OF OFFICERS To exercise those functions relating to the management and provision of the Environmental Health Service set out in the list of environmental health legislation in Appendix B including, where necessary, powers of entry by warrant. To delegate appropriate powers to the Director of Neighbourhoods relating to the management and provision of the Environmental Health Service set out in the attached list of environmental health legislation as set out in Appendix B. To approve updates to the list of environmental legislation set out in Appendix B.
EX59	Council (Minute 24(2) – 30.6.81)	DIRECTOR OF COMMUNITIES (after considering the views of the Portfolio Holder)	SALE OF COUNCIL HOUSES - DISCOUNTS To determine, under Part V of the Housing Act 1985, applications for discounting of entitlement periods where a potential purchaser lives with their parents.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX60	Council (Minute 40(4) – 15.7.86) Housing Committee Minute 117(5) & (6)	DIRECTOR OF COMMUNITIES	SALE OF COUNCIL HOUSES - RESTRICTIVE COVENANTS, MINOR EXTENSIONS AND ALTERATIONS To deal with applications for minor extensions or alterations in sold Council houses in accordance with the terms of the house sales agreement. To agree, in consultation with the Portfolio Holder, future requests for release of restrictive covenants to allow development within the curtilage of former Council properties, prior to planning permission being obtained. To negotiate terms for the release of covenants agreed by the Director of Communities, subject to the outcome being reported to the Portfolio Holder for approval.
EX61	Council (Minute 11(c) – 2.6.77)	DIRECTOR OF NEIGHBOURHOODS	SALE OF COUNCIL HOUSES - VALUATIONS To carry out all valuations in respect of sale of Council houses.
EX62	Policy and Resources Committee (Minute 3 – 11.10.73)	DIRECTOR OF GOVERNANCE	SECURITIES To act as proper officer for the purposes of Section 146 (1)(a)(b) of the Local Government Act 1972 (declarations and certificates regarding securities).
EX63	Public Health Committee (Minute 73 – 21.9.83)	HPA (Any Consultant member of staff)	SHIPS To act as proper officer to the Council for the purposes of the Public Health (Ships) Regulations 1970.
EX64	Housing Committee (Minute 121 – 8.11.77)	DIRECTOR OF GOVERNANCE (in consultation with Director of Communities)	SQUATTERS - EVICTION To take such urgent action as is necessary to secure the vacation of any Council properties, which are occupied by squatters.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX65	Council (Minute 90(5) – 23.2.82)	DIRECTOR OF RESOURCES	STAFF - APPOINTMENTS TO POSTS REQUIRING LITTLE OR LIMITED TRAINING To determine whether, in respect of the filling of posts requiring little or limited training, appointments should be made from outside the Council's current workforce.
EX66	Personnel Sub-Committee (Minute 3 – 31.5.83)	DIRECTOR OF RESOURCES (or in his absence the Deputy Chief Executive)	STAFF - TRAVELLING ALLOWANCES To consider and adjudicate on any request to make an exception to policy for reimbursement of travelling expenses in pursuance of an officer's duties, being limited to second class rail fare.
EX67	Personnel Sub-Committee (Minute 77 – 28.5.74)	CHIEF EXECUTIVE SERVICE DIRECTORS	STUDY LEAVE To grant, at their discretion, up to one week's leave of absence with full pay for the purposes of final revision in the period preceding an examination.
EX68	Policy & Co-ordinating Committee (Minute 23 – 5.10.93)	DIRECTOR OF GOVERNANCE	SUBSCRIPTIONS - OUTSIDE ORGANISATIONS To pay subscriptions in respect of organisations on which the Council is represented at member level.
EX69	Public Health Committee (Minute 46 – 19.9.84)	DIRECTOR OF GOVERNANCE	SUNDAY TRADING - CAR BOOT SALES To institute proceedings in respect of such sales where complaints have been received and satisfactory evidence is available.
EX70	Portfolio Holder decision reference H/026/2002-3	DIRECTOR OF COMMUNITIES	SUPPORTING PEOPLE – SIGNING OF CONTRACTS To sign the Supporting People “Block Subsidy” and “Block Grants” contracts with Essex County Council for 2003/03, and subsequent years, in order to receive funding from the Essex Supporting People Commissioning Body for the provision of support services.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX71	Council Minute 127 – 23.4.13	CHIEF FINANCIAL OFFICER (DIRECTOR OF RESOURCES)	TAX BASE To declare the Council's Domestic and NNDR Tax Bases in accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Tax Base)(England) Regulations 2012 and any subsequent legislation.
EX72	Personnel Sub-Committee (Minute 37 – 14.2.74)	CHIEF EXECUTIVE SERVICE DIRECTORS	TEMPORARY STAFF To engage temporary staff and/or part time staff and subject to the overall estimated salaries bill for the service concerned not being exceeded in any one year.
EX73	Housing Services Committee (Minute 6(a)(iii) – 29.10.73)	DIRECTOR OF COMMUNITIES	TENANCIES - COUNCIL HOUSES To allocate tenancies in accordance with the Housing Allocation Scheme.
EX74	Portfolio Holder Decision (23.8.04)	DIRECTOR OF COMMUNITIES OR NOMINATED OFFICER	TENANCIES – DEMOTED TENANCY ORDERS Inter alia: (1) To serve demoted tenancy notices in appropriate cases; (2) To apply to the County Court for Tenancy Demotion Orders and subsequent Possession Orders in appropriate cases.
EX75	Housing Management Sub-Committee (Minute 33(c)(2) – 15.5.74)	DIRECTOR OF COMMUNITIES	TENANCIES - SERVICE To accept any application for priority Council housing in cases where a tenant of service accommodation reaches retirement age after having occupied the accommodation for a minimum of 15 years.

	Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
EX76	Housing Portfolio Holder Decision HSG/-33/2013-14	DIRECTOR OF COMMUNITIES	USE OF OPEN SPACES ON LAND HELD UNDER HOUSING ACT POWERS To agree or refuse (in consultation with Ward Members), events managed by Town and Parish Councils or other organisations on any land held under Housing Act powers; provided the Council enters into an Agreement with the organisation meeting the Council's required conditions.
EX77	Housing Services Committee (Minute 6(d)(1) – 29.10.73)	DIRECTOR OF COMMUNITIES	WARRANTS OF DISTRAINT To issue warrants of distraint in housing cases.
EX78	Development Committee (Minute 60 – 6.1.93) Public Health Committee (Minute 52 – 17.11.92) Housing Committee (Minute 56 – 24.11.92) Development Committee (Minute 60 – 6.1.92)	DIRECTOR OF NEIGHBOURHOODS (in consultation with the Director of Governance) ASSISTANT DIRECTOR – NEIGHBOURHOOD SERVICES DIRECTOR OF COMMUNITIES (Housing Act Powers) DIRECTOR OF GOVERNANCE	WARRANTS FOR ENTRY To make applications to the Magistrates Court for entry pursuant to the Environmental Protection Act 1990, Public Health Acts 1936-61, Control of Pollution Act 1974, Clean Air Acts 1956-68, Food Safety Act 1990, Building Act 1984, Housing Acts 1957-85 and Local Government and Housing Act 1989. To make applications to the Magistrates' Court for warrants of entry in accordance with the Building Act 1984 and the Town and Country Planning 1990.
EX79	Public Health Committee (Minute 144(a) – 9.3.77)	DIRECTOR OF NEIGHBOURHOODS (after consideration of any views of the Portfolio Holder and local ward member(s))	WASTE DISPOSAL ON LAND To submit representations to Essex County Council on any proposed licence.

This page is intentionally left blank

PRIVATE SECTOR HOUSING - SCHEDULE OF DELEGATION

Building Act 1984 Sections 59-62, 63, 64, 66, 67, 68, 70, 71, 76, 79, 84-85, 91-115.	Director of Communities
Caravan Sites and Control of Development Act 1960 Sections 1, 2, 3, 4-5, 8-11, 12, 23, 24, 25, 26.	Director of Communities
Caravan Sites Act 1968 Sections 3, 14.	Director of Communities
Civil Evidence Act 1995 Section 9.	Director of Communities
Clean Neighbourhoods and Environment Act 2005 Sections 102, 103.	Director of Communities
Criminal Procedure and Investigations Act 1996 Section 26.	Director of Communities
Environmental Protection Act 1990 Sections 79-82, Schedule 3.	Director of Neighbourhoods
Home Energy Conservation Act 1995 Sections 2, 5.	Director of Neighbourhoods
Home Safety Act 1961 Section 1.	Director of Communities
Housing Act 1985 Sections 17, 54, 265-275, 289, 290-297, 300-306, 308, 309, 319, 320, 324-340, 435-443, 523, 535-537, 540-542, 544-546, 584A, 584B, 596, 597, 609, 611, 617.	Director of Communities
Housing Grants, Construction and Regeneration Act 1996 Sections 1-3, 19, 21-24, 29-31, 34-44, 51, 52, 55-57, 95.	Director of Communities
Housing Act 2004 Sections 4, 5, 7, 8, 10, 11, 12, 16, 17, 20, 21, 25-29, 31-32, 40-43, 46, 47, 49, 50, 55-62, 64-67, 69, 70, 73, 74, 102-107, 110-113, 115, 116, 121, 122, 127, 129-131, 133, 136-140, 144, 210, 225, 232, 232-236, 239, 243, 255, 256.	Director of Communities
Landlord and Tenant Act 1985 Sections 1, 2, 4, 8, 11, 12, 20, 34.	Director of Communities
Local Government Act 1974 Section 36.	Director of Communities
Local Government and Housing Act 1989 Sections 89-93, 95, 97, 169.	Director of Communities
Local Government (Miscellaneous Provision) Act 1976 Section 13, 15, 16, 33, 35.	Director of Communities
Local Government (Miscellaneous Provision) Act 1982 Sections 27, 29, 30, 31, 32, 33, 37, 41.	Director of Communities

Planning and Compensation Act 1991 Sections 196A-C	Director of Communities
Prevention of Damage by Pests Act 1949 Sections 4-7, 10, 22, 26.	Director of Communities
Protection from Eviction Act 1977 Sections 6, 7.	Director of Communities
Protection from Harassment Act 1997 Sections 1, 6, 7.	Director of Communities
Public Health Act 1936 Sections 1, 45, 48-50, 83, 84-87, 264, 265, 268-270, 275, 276, 278, 284, 287, 290, 291, 293, 298.	Director of Communities
Public Health Act 1961 Section 17, 22, 34, 36, 37, 73, 74.	Director of Communities
Town and Country Planning Act 1990 (as amended) Sections 215 – 219	Director of Communities

LIST OF SAFER, CLEANER, GREENER LEGISLATION

Animal Boarding Establishments Act 1963 Sections 1, 2 and 4	Director of Neighbourhoods
Animal Health Act 1981 Sections 15(6), 17, 18, 50, 52, 56, 63, 64, 64A, 81 and 91(2)	Director of Neighbourhoods
Anti-Social Behaviour Act 2003	Director of Communities
Breeding and Sale of Dogs (Welfare) Act 1999 Sections 1-11	Director of Neighbourhoods
Betting, Gaming and Lotteries Act 1963 Sections 4, 6, 9, 16, 16A and 23, and Schedule 1 Paragraphs 5, 12 and 29 of Schedule 2 Paragraphs 3, 6, 7, 9, 10, 12(4) and 13 of Schedule 3 Paragraphs 8 of Schedule 5	Director of Neighbourhoods
Breeding of Dogs Act 1973 Sections 1, 1(2A) and 2	Director of Neighbourhoods
Breeding of Dogs Act 1991 Section 1	Director of Neighbourhoods
Building Act 1984 Sections 54, 56, 59 to 62, 64 to 68, 70 to 72 – 115	Director of Governance
EFDC bye laws for the control of dogs All	Director of Neighbourhoods
Caravan Sites Act 1968 Section 14	Director of Communities
Caravans Sites and Control of Development Act 1960 Sections 3, 5 and 8 to 11 Sections 24(1), (2) and (3) Sections 25 and 26	Director of Communities
Cattle Identification Regulations 1998 Regulation 5	Director of Neighbourhoods
Celluloid and Cinematograph Film Act 1922 Sections 1 and 4	Director of Neighbourhoods
Charities Act 1992 Sections 68 and 70 Section 78	Director of Neighbourhoods
Chronically Sick and Disabled Persons Act 1970 Sections 4 and 5	Director of Neighbourhoods

Cinemas Act 1985 Sections 1, 1(3)(6D) to 1(3)(6F), 2, 3(2), 3A, 9, 12, 13, 13(3), 14, 18	Director of Neighbourhoods
Civil Evidence Act 1995 Section 9	Director of Neighbourhoods
Clean Air Act 1993 Sections 4, 6 to 12, 15, 16, 18, 19, 22(3), 24 to 26, 30, 31, 34, 35, 35(2), 35(4) 36, 38, 39, 45 to 48, 51, 55, 56, 57(5), 58, 60	Director of Neighbourhoods
Clean Neighbourhoods and Environment Act 2005 All	Director of Neighbourhoods
Contaminated Land (England) Regulations 2000 All	Director of Neighbourhoods
Control of Dogs Order 1992 Sections 4 and 5	Director of Neighbourhoods
Control of Pollution Act 1974 Section 22 Section 23 Sections 57, 60, 61, 62, 68, 91 and 93	Director of Neighbourhoods
Control of Pollution (Amendment) Act 1989 All	Director of Neighbourhoods
Cremation Act 1902 Sections 6, 7 and 9	Director of Neighbourhoods
Crime and Disorder Act 1998 Section 1 Section 12 Section 17 and 37	Director of Communities
Criminal Justice and Police Act 2001 Sections 13, 19, 20, 22 and 25 Sections 50, 52 to 55 and 60 to 62	Director of Communities Director of Neighbourhoods
Criminal Justice and Public Order Act 1994 Sections 77, 78, 79(3), and 163	Director of Communities
Criminal Procedure and Investigations Act 1996 Section 26	Director of Communities Director of Neighbourhoods
Customs and Excise Management Act 1979 Section 176	Director of Communities
Dairy Products (Hygiene) Regulations 1995 (made under the Food Safety Act 1990) Regulations 6, 6(11), 7, 8, 16 and 19	Director of Neighbourhoods
Dangerous Dogs Act 1991 Section 5	Director of Neighbourhoods

Dangerous Wild Animals Act 1976 Sections 1, 3(1) to 3(3) and 4 Defective Premises Act 1972	Director of Neighbourhoods
Dogs (Fouling of Land) Act 1996 Section 4	Director of Neighbourhoods
Egg Products (Regulations) 1993 (made under the Food Safety Act 1990) Regulations 5, 5(5), 8 and 9	Director of Neighbourhoods
Energy Act 1976 Section 18	Director of Neighbourhoods
Energy Conservation Act 1981 Sections 20, 23 and 24	Director of Neighbourhoods
Environment Act 1995 Sections 82 to 84, 88 and 90 Sections 108 to 113 Paragraphs 2 and 6 of Schedule 18	Director of Neighbourhoods
Environmental Damage (Prevention and Remediation Regulations 2009)	Director of Neighbourhoods
Environment and Safety Information Act 1988 Sections 1 and 3	Director of Neighbourhoods
Environmental Protection Act 1990 Sections 2 to 4, 6, 6(6), 7, 8, 8(8), 10, 10(2), 10(3A), 10(5), 11 to 14 19 to 22 and 24 Section 33 Section 46 Section 47 Section 47(5) Sections 48, 49, 52, 55, 57, 59, 60, 62, 63 and 63A Sections 78B to 78E, 78G, 78H, 78N, 78P, 78R to 78V, 78X, 78YC and 79 to 82 Sections 87 to 89, and 91 to 95 Section 140 Section 141 Sections 149 and 150 Section 156	Director of Neighbourhoods
Essex County Council Act 1952 Section 58	Director of Neighbourhoods
European Communities Act 1972 Section 2	Director of Neighbourhoods
Fire Safety and Safety of Places of Sport Act 1987 Sections 26 to 29, 31, 34 and 35	Director of Neighbourhoods
Food and Environment Protection Act 1985 Sections 16 and 19	Director of Neighbourhoods
Food Premises (Registration) Regulations 1991	Director of Neighbourhoods

All

Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998

All Director of Neighbourhoods

Food Safety & Hygiene (England) Regulations 2013

All Director of Neighbourhoods

Food Hygiene (England) Regulations 2006

All Director of Neighbourhoods

Food Safety Act 1990

Sections 5 and 6 Director of Neighbourhoods

Sections 9 and 10 AO

Sections 11, 11(6) and 11(7)

Section 12 AO

Sections 18, 19, 23, 27 and 28

Section 29 AO

Section 30 AO

Section 31

Section 32 AO

Sections 32(2), 40 to 42, 44 to 46 and 49

Game Act 1831

Section 18

Game Licences Act 1860

Sections 4, 8 and 14

Gaming Act 1968

Sections 11 and 34, Schedule 2 and Schedule 9

Guard Dogs Act 1975

Section 3 Director of Neighbourhoods

Health and Safety at Work etc Act 1974

Section 2 CPO Director of Neighbourhoods

Sections 2(1), 3, 4 and 15

Sections 18 and 19

Sections 20 to 23 and 25 INSPS

Sections 26, 27 and 34

Section 38 INSPS

Sections 39 and 43

Highways Act 1980

Sections 131 and 132 Director of Neighbourhoods

Home Safety Act 1961

Section 1 Director of Neighbourhoods

Housing Act 1985

Sections 189, 190, 190A, 191A, 193 to 195, 197 and 202 Director of Communities

Sections 264, 278, 279, 284, 286 to 288,

Sections 310, 315, 346 to 352A, 354, 356 to 358, 363 to 365, 368, 372, 375, 377, 377A, 378 to 381, 383 and 385

Sections 386 and 387

Section 389

Sections 390(2), 392, 395 and 397

Sections 604A, 605 and 606
Sections 611 and 617

Housing Grants, Construction and Regeneration Act 1996 Director of Communities
Sections 4 to 18, 45 to 50, 63, 66 to 68, 70, 71, 71(2), 74, 76 to 79, 81, 82, 84 to 89,
92 and 97
Sections 108 to 111 and 115
Sections 131(4), 132, 134 to 136, 136(2) and 138

Landlord and Tenant Act 1985 Director of Communities
Sections 5, 19, 20B, 20ZA, 21, 21A, 21B, 22, 23, 29, 30, 30B and 31B

Local Government and Housing Act 1989 Director of Neighbourhoods
Parts VII, VIII, IX

Local Government Act 1972 Ditto
Sections 114, 135, 139, 142, 144, 145(2), 214, 214(3), 214(5), 215, 222, 224, 230, 236
Paragraphs 11 and 24 of Schedule 26

Local Government Act 1974 Ditto
Section 36

Local Government (Miscellaneous Provisions) Act 1976 Ditto
Sections 13, 15, 16, 20, 33, 35, Part II

Local Government (Miscellaneous Provisions) Act 1982 Ditto
Sections 27, 29, 30, 31, 32, 33, 37, 41, Paragraphs 7, 8, 9, 10, 13, 15 to 19 and 25
of Schedule 3

Local Government Act 1988 Ditto
Sections 17, 20, 33, 37

Local Government Act 1999 Ditto
Sections 3 to 5
Section 16
Section 26

Local Government Act 2000 Ditto
Sections 150 and 151

Meat and Meat Preparations (Hygiene) Regulations 1995 Director of Neighbourhoods
Regulations 4, 5 and 12

Meat Products (Hygiene) Regulations 1995 Director of Neighbourhoods
Regulations 4 to 6, 12 and 17

Medicines Act 1968 Director of Neighbourhoods
Sections 108, 111 to 114, 117 and 119

Motor Cycle Noise Act 1987 Director of Neighbourhoods
Section 1 and paragraph 3 of the Schedule

National Assistance Act 1948 Director of Neighbourhoods
Section 47

Noise Act 1996 Director of Neighbourhoods
All

Noise and Statutory Nuisance Act 1993 Section 10	Director of Neighbourhoods
Nurses Agencies Act 1957 Sections 2 and 3	Director of Neighbourhoods
Open Spaces Act 1906 Section 10 Sections 11(1) to 11(4) Sections 12 and 13	Director of Neighbourhoods
Pedlars Act 1871 Section 17	Director of Neighbourhoods
Performing Animals (Regulation) Act 1925 Sections 1 to 4	Director of Neighbourhoods
Pigs (Records Identification and Movement) Order 1995 The Order	Director of Neighbourhoods
Plant Health Act 1967 Sections 5 and 6(3)	Director of Neighbourhoods
Poisons Act 1972 Sections 5(1) to 5(3) 6 and 9(5) Section 9(6) INSPS Section 9(7) INSPS	Director of Neighbourhoods
Police and Criminal Evidence Act 1984 Section 67(9)	Director of Communities
Pollution Prevention and Control Act 1999 Section 2	Director of Neighbourhoods
Prevention of Damage by Pests Act 1949 Sections 2, 4 to 7, 10, 19, 22 and 26	Director of Neighbourhoods
Private Places of Entertainment (Licensing) Act 1967 Sections 3, 3A, 3C to 3E, 4, 4A and 4A(3)	Director of Neighbourhoods
Private Water Supplies Regulations 1991 Private Water Supplies Regulations (England) 2009 (when enacted) Private Water Supply Regulations (England) 2009	Director of Neighbourhoods
Protection of Animals Act 1911 to 1960 All relevant parts	Director of Neighbourhoods
Protection of Animals (Amendment) Act 2000 Sections 2, 3, 3(2) and 4	Director of Neighbourhoods
Public Health (Control of Disease) Act 1984 Sections 1, 11, 13, 16, 18 and 20 to 24 Sections 26 to 32 and 34 to 43 Sections 47, 48, 54, 56 to 59, 61, 64 and 69	Director of Neighbourhoods

Public Health Act 1875 Sections 153 and 161 Section 164 Sections 165, 305 and 308	Director of Neighbourhoods
Public Health Act 1925 Section 14 Sections 17 and 19 Section 56	Director of Neighbourhoods
Public Health Act 1936 Sections 1, 45, 48 to 50, 83, 84 to 87, 124, 140, 221, 222, 223, 227, 260, 261, 264, 265, 268 to 270, 275, 276, 278, 284, 287, 290, 291, 293 and 298	Director of Neighbourhoods
Public Health Act 1961 Sections 17, 22, 34, 36, 37, 45, 73, 74 and 77	Director of Neighbourhoods
Refuse Disposal (Amenity) Act 1976 Sections 3, 6, 8	Director of Neighbourhoods
Refuse Disposal Amenity Act 1978 Sections 1, 2, 3, 4, 5, 6 and 7	Director of Neighbourhoods
Safety of Sports Grounds Act 1975 Sections 1 to 5, 10, 10B and 11	Director of Neighbourhoods
Scrap Metal Dealers Act 1964 Sections 1, 1(3), 1(5), 1(6), 1(9), 3(1), 3(3), 9(2) and 9(3)	Director of Neighbourhoods
Slaughter of Poultry Act 1967 Sections 4 and 6	Director of Neighbourhoods
Slaughterhouses Act 1974 Sections 4, 5, 10, 19, 20, 22, 29, 41 and 42	Director of Neighbourhoods
Sunbeds (Regulation) Act 2010	Director of Neighbourhoods
Sunday Entertainments Act 1932 Section 3	Director of Neighbourhoods
Sunday Trading Act 1994 Section 2(3) Paragraphs 4(3) and 5 of Schedule 1 Paragraphs 1 and 2 of Schedule 2 Paragraphs 3(a) to 3(c) of Schedule 2 INSPS Paragraphs 3(d), 8(5) and 8(7) to 8(9) of Schedule 2 Paragraphs 3, 7 and 8 of Schedule 3	Director of Neighbourhoods
Theatres Act 1968 Sections 13(4), 13(5) and 15 Paragraphs 1, 3 to 7 and 7C of Schedule 1	Director of Neighbourhoods
Town and Country Planning Act 1990	Director of Neighbourhoods

Sections 215, 224 and 225

Water Industry Act 1991

Sections 77 to 85

Section 115

Section 200

Director of Neighbourhoods

Water Supply (Water Quality) Regulations 2000 (and any subsequent amending regulations)

Director of Neighbourhoods

Wildlife and Countryside Act 1981

Sections 20 and 25

Director of Neighbourhoods

Zoo Licensing Act 1981

Sections 1, 4 to 7, 10 to 12 and 14 to 27

Director of Neighbourhoods