

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
A1 Council - 29.10.85 (Minute 57(2))	ASSISTANT TO THE CHIEF EXECUTIVE	ACCESS TO INFORMATION ACT 1985 - PROPER OFFICER To act as Proper Officer for the purposes of the Act generally and in particular for the purposes of - 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
A2 Policy & Co-ordinating Committee (Minute 62(1) - 11.2.86)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	ACCESS TO INFORMATION ACT 1985 - DEPOSIT OF BACKGROUND DOCUMENTS 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.
A3 Development Committee (Minute 6 - 22.5.84)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	ADVERTISEMENTS - CAPTIVE BALLOONS To determine, under the Town and Country Planning (Control of Advertisements) Regulations 1992, applications requiring consent.
A4 Policy & Co-ordinating Committee (Minute 56 - 30.9.97)	DIRECTOR OF CORPORATE SUPPORT SERVICES	AFFIDAVITS - SWEARING OF To secure sworn affidavits from any member of Council staff where required by the Council.
A5 Finance Sub-Committee (Minute 398 - 31.1.80)	DIRECTOR OF FINANCE AND ICT	AGENDA AND MINUTES - CHARGES TO SUBSCRIBERS To approve charges.
A6 Housing Committee (Minute 74 - 4.3.92)	DIRECTOR OF HOUSING SERVICES	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.
A7 Environmental Health & 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.

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A8 Council (Minute 104(6) - 19.4.83)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	APPRAISAL OF STAFF* To implement the Council's scheme for staff appraisal (*n.b. 'Staff' denotes staff who donot fall with the definition of 'Top Management').
A9 Council (Minute 104(5) - 19.4.83)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE	APPRAISAL OF TOP MANAGEMENT* To implement the Council's scheme for staff appraisal (*n.b. 'Top Management' includes Heads of Service)
A10 Personnel Sub-Committee (Minute 13 - 7.6.88)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	ATTENDANCE ALLOWANCES FOR OFFICERS To authorise, in cases where the Heads of Service 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.

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B1 Council (Minute 78(5) - 27.2.90)	DIRECTOR OF FINANCE AND ICT	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.
BRIDLEWAYS (SEE FOOTPATHS)		
B2		
Development Committee (Minute 23(1) - 6.2.74) Council Minute (Minute 24(1) - 9.7.91)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	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.
Development Committee (Minute 35(1) - 15.7.99)	POST PBC/01 (ASST DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES)	To act as Proper Officer for the purposes of Section 78 of the Building Act 1984.
	POST PBC/02 & 03 (PRINCIPAL BUILDING CONTROL SURVEYOR)	
	POSTS PBC/05-10 (SENIOR BUILDING CONTROL SURVEYORS)	
Development Committee (Minute 35(2) - 15.7.99)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	To carry out the following functions under the Building Act 1984: (a) Section 34 - serve notices requiring work contravening building regulations to be removed or altered to achieve compliance;

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Development Committee (Minute 19 - 30.5.2000)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	(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. To authorise designated postholders within the Planning and Economic Development Service to exercise powers under Section 98 of the Building Act 1984 to enter premises in connection with the enforcement of the Building Regulations.
B3 Personnel Sub-Committee (Minute 138 - 20.3.90) and Development Committee	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	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.
B4 Policy & Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	BYELAWS - CERTIFICATION To act as Proper Officer for the purposes of section 238 of the Local Government Act 1972.
B5 Policy & Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	BYELAWS - PARISH & COUNTY COUNCIL COPIES To act as Proper Officer for the purposes of section 236(a) of the Local Government Act 1972.

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C1	Policy & Co-ordinating Committee (Minute 48 - 3.12.85)	CAR LEASING SCHEME
	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	(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.
	Personnel Sub-Committee (Minute 37 - 25.7.89)	CORPORATE EXECUTIVE FORUM
	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	(d) To authorise early termination charges to members of staff with leased cars who receive redundancy notices; (e) To determine the appropriate user business mileage contribution banding for each member of staff receiving authorisation for a leased car.
C2	Transportation Committee (Minute 115 - 26.1.93)	CAR PARK TARIFFS
	DIRECTOR OF ENVIRONMENT AND STREET SCENE	To determine individual tariffs in off-street Pay and Display Car Parks within agreed policy.
C3	Personnel Sub-Committee (Minute 79 --17.11.81)	CAR PARKS (COUNCIL)
	DIRECTOR CORPORATE SUPPORT SERVICES (after consideration of any comments of the Chairman of the Resource Committee)	To determine applications to use Council office car parks. (See also under "Offices - Use of")
C4	Policy & Co-ordinating Committee (Minute 44(3) - 29.11.83)	CAR PARKS (PUBLIC)
	DIRECTOR OF ENVIRONMENT AND STREET SCENE	To approve the use of Council car parks by charitable organisations or for other charitable purposes.
C5	Policy & Resources Committee (Minute 3 - 11.10.73)	CHAIRMAN OF COUNCIL - CASUAL VACANCY
	CHIEF EXECUTIVE (or in his absence the Deputy Chief Executive)	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).

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C6 Finance Sub-Committee (Minute 13 - 14.11.73)	DIRECTOR OF FINANCE AND ICT SERVICES (or other duly authorised signatory)	CHEQUES - SIGNING To sign cheques on behalf of the Council.
C7 Council (Minute 90(4) - 22.4.97) S.O. F1(3), F1(4)	MR R PALMER DIRECTOR OF FINANCE AND ICT SERVICES (MR P 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.
C8 Policy and Co-ordinating Committee (Minute 51 - 4.1.94)	DIRECTOR OF FINANCE AND ICT SERVICES	COLLECTION FUND To calculate the surplus or deficit on the Collection Fund in accordance with the Local Authorities (Funds)(England) Regulations 1992.
C9 Policy and Co-ordinating Committee (Minute 66(a) - 4.12.90)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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.
C10 Council (Minute 90(4) - 22.4.97)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL) ASSISTANT TO THE CHIEF EXECUTIVE	COMMON SEAL - ATTESTATION OF To attest the Common Seal of the Council.

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C11 Personnel Sub-Committee (Minute 13 - 15.11.73)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	COMPASSIONATE LEAVE To grant to staff up to five days leave (with pay) per year for compassionate reasons. (NOTE: Leave in excess of five days to be granted at the discretion of the Management Board.)
C12 Executive Committee (Minute 449 - 11.3.02)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE	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
C13 Council (Minute 74(3) - 20.12.88)	DIRECTOR OF HOUSING DIRECTOR OF ENVIRONMENT AND STREET SCENE	COMPULSORY COMPETITION - AUTHORITY TO SUBMIT BIDS FOR WORK INSIDE THE DISTRICT To submit bids for work inside the District, to utilise spare capacity/manpower only.
C14 Council (Minute 74(3) - 20.12.88)	CHIEF EXECUTIVE	WORKS UNIT - AUTHORITY TO SUBMIT BIDS FOR WORK OUTSIDE THE DISTRICT To refer to the Corporate Executive Forum 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.
C15 Policy and Resources Committee (Minute 347 - 14.2.78)	CHIEF EXECUTIVE DEPUTY 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.
C16 Policy and Resources Committee (Minute 3 - 11.10.73)	CHIEF EXECUTIVE (or in his absence the Deputy Chief Executive)	COUNCIL MEETINGS - NOTICES AS TO ADDRESSES FOR DELIVERY OF SUMMONS 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.

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C17 Policy & Resources Committee (Minute 3 - 11.10.73)	CHIEF EXECUTIVE (or in his absence the Deputy 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.
C18 Policy & Resources Committee (Minute 3 - 11.10.73)	CHIEF EXECUTIVE	COUNCILLORS - ACCEPTANCE OF OFFICE 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.
C19 Policy & Resources Committee (Minute 3 - 11.10.73)	CHIEF EXECUTIVE (or in his absence the Deputy 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.
C20 Council Minute 49 - 18.12.01	ASSISTANT TO THE CHIEF EXECUTIVE	COUNCILLORS - SUBSTITUTES To receive notices from Group Leaders regarding the appointment of substitute members, subject to certain conditions.
C21 Council (Minute 100(7) - 18.4.2000)	DIRECTOR OF CORPORATE SUPPORT SERVICES	COURT, TRIBUNAL, INQUIRY PROCEEDINGS - ENGAGEMENT OF STAFF AND ADVICE To appoint appropriate staff and/or external Solicitors and/or Counsel to appear for and conduct proceedings on behalf of the Council in Courts, tribunals, inquiries and other similar venues.

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D1 Council (Minute 78(4) - 17.2.85)	DIRECTOR OF FINANCE AND ICT SERVICES	DATA PROTECTION ACT 1984 To act as proper officer for the purposes of the Data Protection Act 1984 for the receipt of notices.
D2	DIRECTOR OF CORPORATE SUPPORT SERVICES (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.
D3 Development Committee (Minute 30 - 25.8.92)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	DEMOLITION APPROVALS To determine whether prior approval of the method of any proposed demolition and any proposed site restoration is required under the Town and Country Planning (General Permitted Development Order) 1995 and to give such approval where required except where objections from interested parties are received which shall be determined by the Area Plans Sub-Committees.
D4 Finance Sub-Committee (Minute 67(iii) - 6.3.74)	DIRECTOR OF FINANCE AND ICT SERVICES	DIRECT DEBITING To execute a direct debiting indemnity on behalf of the Council.
D5 Policy & Co-ordinating Committee (Minute 44 - 29.11.83)	SERVICE DIRECTORS/ DIRECTOR OF FINANCE AND ICT SERVICES	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.
D6 Policy & Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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.
D7 Policy & Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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.

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D8 Policy & Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	DOCUMENTS - DEPOSIT To act as proper officer for the purposes of Section 225(1) of the Local Government Act 1972 in relation to the deposit of documents.
D9 Standing Order A32 Council (Minute 24(1) - 9.7.91)	CHIEF EXECUTIVE (or in his absence the Deputy Chief Executive)	DOCUMENTS - INSPECTION AND SUPPLY FOR COUNCILLORS To determine requests by members of the Council to inspect or to be provided with copies of Council documents.

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E1 Council Minute - 19.4.05	MR I WILLETT	ELECTORAL REGISTRATION OFFICER (AND DEPUTY) To act as electoral registration officer for the Epping Forest District in accordance with Sections 8 and 52 of the Representation of the People Act 1983.
Council Minute 87 - 15.2.05	MR G LUNNUN	To act as Deputy Registration Officer with full powers to act on behalf of the Registration Officer in the event of the latter's unavoidable absence, in accordance with Section 52 of the Representation of the People Act 1983.
E2 Council Minute 75(8) - 14.12.04	MR I WILLETT RETURNING OFFICER	ELECTIONS - DISCRETIONARY FEES AND CHARGES 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.
E3 Council Minute 115 - 19.4.05	MR I WILLETT ELECTORAL REGISTRATION OFFICER	ELECTIONS – ESSEX COUNTY COUNCIL, EUROPEAN PARLIAMENT AND REGIONAL ELECTIONS AND NATIONAL OR LOCAL REFERENDUMS AND POLLS To act in election, referendum and polling duties as the Council's Registration Officer
E4 Council Minute 115 - 19.4.05	MR I WILLETT RETURNING OFFICER	ELECTIONS - FEES AND EXPENSES FOR RETURNING OFFICER To determine the scale of fees and expenses payable to the Returning Officer at elections of District and Parish Councils, adjusting the schedule for inflation and rounding up to the nearest whole number.
E5 Policy & Co-ordinating Committee (Minute 101 - 1.12.98)	DIRECTOR OF CORPORATE SUPPORT SERVICES	ELECTORAL REGISTRATION - PROSECUTIONS To institute and pursue proceedings in relation to electoral registration offences.
E6 Policy & Co-ordinating Committee (Minute 78 - 1.12.81)	DIRECTOR OF CORPORATE SUPPORT SERVICES	ENERGY MANAGEMENT & CONSERVATION To implement the Council's policy.

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E7 Council (Minute 71 - 17.12.02)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR OF CORPORATE SUPPORT SERVICES (or, in the absence of these two office holders, a nominated deputy)	ENFORCEMENT ACTION 1. Authority to issue Enforcement Notices, Breach of Condition Notices, Listed Buildings Enforcement Notices, Conservation Area Notices, Temporary Stop Notices, Stop Notices, Requisitions for Information, Planning Contravention Notices and Section 215 Notices under the Town and Country Planning Act 1990 as amended (and any subsequent legislation or regulations) and Planning (Listed Buildings and ESTATES Conservation Areas) Act 1990 as amended (and any subsequent legislation or regulations) for all breaches of planning legislation in accordance with the Council's adopted enforcement policy. 2. 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. 3. Authority to take the appropriate enforcement action, including serving an injunction where the Head of Planning Services, or his nominee, considers the circumstances to be urgent. 4. Authority to vary steps required to comply with enforcement notices already authorised, including altering period required for compliance, service of further notices and withdrawal of notices. 5. Authority to determine when action is not expedient in relation to inconsequential or insignificant breaches of control. 6. Authority to determine complaints and issue relevant notices in relation to the High Hedges provision of the Act; Social Behaviours Act 2003 to determine that such notifications are valid and to respond to any relevant appeals.
E8 Development Committee (Minute 32 - 25.8.92)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	ENFORCEMENT - CERTIFICATES OF LAWFUL USE AND DEVELOPMENT To determine applications under Section 191-3 of the Town and Country Planning Act 1990.
E9 Personnel Sub-Committee (Minute 67 - 24.11.87)	CHIEF EXECUTIVE DEPUTY 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.

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F1 Leisure Services Committee (Minute 5 - 23.5.91)	DIRECTOR OF ENVIRONMENT AND STREET SCENE DEPUTY CHIEF EXECUTIVE	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.
F2 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.
F3 Cabinet (Minute 138 – 25.11.02)	ASSISTANT TO THE CHIEF EXECUTIVE CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	FREEDOM OF INFORMATION ACT 2001 To be responsible for co-ordinating compliancy 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.

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G1 Council Minute (19.12.06)	DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL) SENIOR LICENSING OFFICER	GAMBLING ACT 2005 – LICENSING FUNCTIONS See Appendix C.

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H1 Housing Services Committee (Minute 155 - 12.2.80)	DIRECTOR OF HOUSING SERVICES DIRECTOR OF HOUSING SERVICES	HARDSTANDINGS - COUNCIL HOUSES (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 (b) To apply the above policy to hardstandings provided by tenants without permission.
H2 Development Committee (Minute 31 - 25.8.92)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	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.
H3 Council (Minute 12(11)(a) - 27.2.90)	P HAYWOOD CHIEF EXECUTIVE (or in has 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.
H4 Council (Minute 54(4) - 20.12.77) Personnel Sub-Committee (Minute 49(6) - 4.10.88)	CHIEF EXECUTIVE SERVICE DIRECTORS ALL MANAGERS OR SUPERVISORS RESPONSIBLE FOR ONE OR MORE STAFF	HEALTH & SAFETY AT WORK - IMPLEMENTATION (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; (b) To be directly responsible for the implementation in each department of the Council's general policy for safety, health and welfare; (c) To ensure that adequate budgetary provision is made to meet the cost of any safety programme; and (d) To be responsible in the work area under his control for:

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		<ul style="list-style-type: none"> (i) implementation of general policy of health, safety and welfare; (ii) annual review of work areas to assess training needs and priorities for improvements; (iii) identification of hazards for employees and the public; (iv) consultation with employee representatives on safety matters; and (v) setting an example in safe behaviour.
H5 Council (Minute 52(c) - 12.12.00)	DIRECTOR OF CORPORATE SUPPORT SERVICES (or nominated Deputy)	<p>HIGH COURT ACTION</p> <p>To instigate High Court action in the following circumstances:</p> <ul style="list-style-type: none"> (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 Corporate Support Services; (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 ; (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 Corporate Support Services in consultation with the appropriate Portfolio Holder; (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 (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.
Council (Minute 100(5) - 18.4.00)	DIRECTOR OF CORPORATE SUPPORT SERVICES (or nominated Deputy)	<p>To defend High Court proceedings instituted against the Council (subject to reporting on action taken to the next Cabinet meeting).</p>

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H6 Cabinet (Minute 142 – 14.3.05)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	HIGH HEDGEROWS Authority to exercise the powers contained in Part 8 of the Anti Social Behaviour Act 2003 on behalf of the Council.
H7 Housing Committee (Minute 125-27.1.97)	DIRECTOR OF HOUSING SERVICES DIRECTOR OF HOUSING SERVICES HOUSING NEEDS MANAGER	HOUSING ACCOMMODATION - ALLOCATION To allocate accommodation in accordance with the Housing Allocations Scheme.
H8 Housing Committee (Minute 49 - 30.10.91)	DIRECTOR OF HOUSING SERVICES	HOUSING ACCOMMODATION - DESIGNATION FOR ELDERLY To cancel designations.
H9 Housing Committee (Minute 41(20) & (21) - 17.9.96)	DIRECTOR OF HOUSING SERVICES	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.
H10 Housing Committee (Minute 93(b) - 11.3.87)	DIRECTOR OF HOUSING SERVICES	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.
H11 Portfolio Holder Decision (1.3.04)	DIRECTOR OF HOUSING SERVICES	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.

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H12 Council (Minute 23(7)(2) - 29.6.82) Housing Committee (Minute 116(4) - 26.1.98)	DIRECTOR OF HOUSING SERVICES (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.
H13 Housing Committee (Minute 145 - 25.3.97)	DIRECTOR OF HOUSING SERVICES	HOUSING LAND - WAYLEAVES To grant wayleaves where there is no detrimental effect on the Council, subject to consultation with Ward Members.
H14 Cabinet (Minute 155 - 6.2.06)	DIRECTOR OF HOUSING SERVICES	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.
H15 Housing Committee (Minute 74 - 4.3.92)	DIRECTOR OF HOUSING SERVICES	HOUSING REGISTER RULES - WAIVING To waive Housing Register Rules where the Head of Housing Services considers there are good grounds for so doing.
H16 Housing Services Director Committee (Minute 6(a)(iii) - 29.10.73)	DIRECTOR OF HOUSING SERVICES	(HOUSING) MUTUAL EXCHANGES To approve applications under the Mutual Exchange Scheme.

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I1 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).
I2 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.
I3 Council 7 (Minute 34 - 22.7.97)	DIRECTOR OF CORPORATE SUPPORT SERVICES	INSOLVENCY - ENFORCEMENT OF DEBTS To issue statutory demands pursuant to Section 268(1)(a) of the Insolvency Act 1986. 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.
I4 Council (Minute 100 (6) - 18.4.2000)	DIRECTOR OF FINANCE AND ICT SERVICES (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.

**Authorising Committee
and Minute Ref or
Other Authority**

Officer(s) Authorised

Subject and Function(s) Delegated

J

NIL

**Authorising Committee
and Minute Ref or
Other Authority**

Officer(s) Authorised

Subject and Function(s) Delegated

K

NIL

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
L1 Policy & Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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).
L2 Public Health Committee (Minute 57 - 7.1.98)	DIRECTOR OF ENVIRONMENT AND STREET SCENE (AND RELEVANT STAFF DULY AUTHORISED TO ACT ON HIS BEHALF)	LAND DRAINAGE AND FLOOD DEFENCE To act under the statutory provisions listed below: Epping Forest District Council - Land Drainage Byelaws 2005 Byelaw 4 Control of sluices etc. Byelaw 6 Diversion or Stopping Up of Watercourses. Byelaw 9 Notice to Cut Vegetation. Byelaw 10 No obstruction within 8 metres of the Edge of a Watercourse. Byelaw 11 Repairs to Buildings. Byelaw 12 Control of Vermin. Byelaw 13 Damage by Animals to Banks. Byelaw 16 Not to Dredge or Raise Gravel, Sand etc. Byelaw 17 Fences, Excavations, Pipes etc. Byelaw 21 Removal of Sunken Vessels.

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
		<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>Sections 25, 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>
L3 Land Sub-Committee (Minute 130 - 31.1.95)	DIRECTOR OF CORPORATE SUPPORT SERVICES (after considering any views of the Portfolio Holder)	<p>LANDLORD AND TENANT - ESTATES MANAGEMENT</p> <p>(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.</p> <p>(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.</p> <p>(c) To approve rent reviews and lease renewals for shops and industrial premises.</p> <p>(d) To let Council shops for periods of three years up to a maximum of 12 years.</p> <p>(e) To approve licences to assign and licences for change in use in consultation with the relevant Portfolio Holder.</p>
Resource Sub-Committee (Minute 56 - 24.9.91)	Ditto	

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
L4 Public Health Committee (Minute 15 - 15.6.93)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES	LICENSING - BUILDING CONTROL INSPECTIONS FOR PRIVATE AND PUBLIC ENTERTAINMENTS Holders of Posts PBP/01, PBP/08, PBP/09, PBP/10, PBP/11, PBP/12, PBP/13, PBP/14 and PBP/15 authorised to enter and inspect premises.
L5 Policy and Co-ordinating Committee (Minute 24(2) - 8.10.91)	DIRECTOR OF FINANCE AND ICT SERVICES	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
L6 Council (Minute 24(1)(2) - 9.7.91)	DIRECTOR OF CORPORATE SUPPORT SERVICES	LOCAL GOVERNMENT AND HOUSING ACT 1989 - PROPER OFFICER DESIGNATIONS Proper Officer designations made for the purposes of the Sections of the Local Government and Housing Act 1989 indicated: Section and Purpose Section 2 (preparation, deposit and maintenance of lists of politically restricted posts). Section 37 (deposit and preparation of statements as to the provision of financial assistance).
Council (Minute 24(1)(2) - 9.7.91)	DIRECTOR OF CORPORATE SUPPORT SERVICES	
Council (Minute 11 - 27.2.90)	DIRECTOR OF FINANCE AND ICT SERVICES	

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
M1 Council (Minute 34 - 22.7.97)	DIRECTOR OF CORPORATE SUPPORT SERVICES	MAGISTRATES' AND COUNTY COURTS - DEFENCE AND PURSUIT OF PROCEEDINGS To institute, defend and pursue proceedings on behalf of the Council and to appear on the Council's behalf, in any proceedings before the Magistrates' and County Courts.
Personnel Sub-Committee (Minute 88 - 21.11.89 and 88(b) - 1.12.92)	ASSISTANT DIRECTOR (LEGAL)	
	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.
M2 Council (Minute 10 - 15.5.2001)	C O'BOYLE DIRECTOR OF CORPORATE SUPPORT SERVICES	MONITORING OFFICER AND DEPUTY To act as Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989 for the purpose of performing the duties imposed by that section.
	I WILLETT ASSISTANT TO THE CHIEF EXECUTIVE	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.

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
N1 Policy and Co-ordinating Committee Minute 44(3) - 29.11.83	DIRECTOR OF ENVIRONMENT AND STREET SCENE	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.
N2 Resource Committee (Minute 130 - 31.1.95) North Weald Airfield Sub-Committee (Minute 15(1) - 15.5.80)	DIRECTOR OF CORPORATE SUPPORT SERVICES	NORTH WEALD AIRFIELD - LETTINGS (a) To negotiate all commercial and recreational lettings at North Weald Airfield; (b) To negotiate with all organisations requesting casual or miscellaneous lettings on North Weald Airfield; (c) To approve casual or miscellaneous lettings of North Weald Airfield provided they are for activities which take place at present or are similar and unlikely to give rise to public concern; (d) To renew existing commercial leases on North Weald Airfield at current market rentals; and (e) To negotiate and agree appropriate lettings of the Annexe to Hangar 2 at North Weald Airfield in consultation with the relevant Portfolio Holder.
N3 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.
N4 Cabinet (Minute 142 – 14.3.05)	DIRECTOR OF ENVIRONMENT AND STREET SCENE (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
O1 Policy and Resources Committee (Minute 3(3) - 11.10.73)	DIRECTOR OF FINANCE AND ICT SERVICES	OFFICERS - RECEIPT OF MONEY DUE To act as proper officer for the purposes of Section 115 of the Local Government Act 1972.
O2 Personnel Sub-Committee (Minute 79 - 17.11.81)	DIRECTOR OF CORPORATE SUPPORT SERVICES (after considering any views of the Chairman of Resource Committee)	OFFICES - USE OF To determine applications to use Council offices (See also under "Car Parks (Council)").
O3 Council Minute 86 - 15.02.05	DEPUTY CHIEF EXECUTIVE	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).
O4 Policy and Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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).

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
P1 Council Minute 87 - 15.02.05	MR I WILLETT RETURNING OFFICER	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.
P2 Policy and Co-ordinating Committee (Minute 99 - 21.11.89)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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 Head of Legal and Admin. Services considers that the Attorney General's guidelines for prosecutions in a private prosecution for assault are satisfied.
P3 Council (Minute 29(2) - 15.7.86)	DIRECTOR OF CORPORATE SUPPORT SERVICES	PLANNING APPEALS - SECTIONS 288 AND 289 OF THE TOWN AND COUNTRY PLANNING ACT 1990 To lodge, after prior consultation, appeals in the High Court in accordance with the provisions of Sections 288 and 289 of the Town and Country Planning Act 1990, as amended, subject to a report being made to the next appropriate meeting on the action taken.
P4 Council (Minute 71 - 17.12.02)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT SERVICES (or, in his absence, an officer duly authorised to act on his behalf)	PLANNING APPLICATIONS To determine applications for planning permission as set out below: (1) Subject to the schedule below which are matters to be determined by Committee, to determine planning applications and applications for advertisement consent, listed building consent, conservation area consent and approval of reserved matters (including renewals of temporary permissions). Schedule A (a) Applications contrary to the provisions of an approved or draft 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. development 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) Applications recommended for approval on which there is more than one expression of an objection material to the planning merits of the proposal to be approved other than householder applications;
- (g) Applications recommended for approval contrary to an objection from a local council which are material to the planning merits of the proposal;
- (h) Applications which any Member requests within 4 weeks of the receipt of that application should be the subject of consideration by the relevant Committee;
- (i) Applications where 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 Planning and Economic Development (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 Planning and Economic Development 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) A planning application which would otherwise be refused under delegated powers by the Director of Planning and Economic Development but where there is support from the relevant local council and no other overriding planning consideration necessitates refusal.

SUBJECT TO the prior completion of agreements securing controls over the development or works for the benefit of the community; and to such conditions as the Director of Planning and Economic Development deems appropriate to impose on any grant of permission.

- (2) To respond to consultations from adjoining planning authorities and from Essex County Council except on proposals which are potentially controversial or likely to be of significant public interest.
- (3) To determine applications for works to preserved trees (other than felling) unless subject to criteria (f), (g) and (h) of preceding schedule and dispensing with requirements to replace a preserved tree; and to respond to consultations from Essex County Council.

N.B. All decisions of the Director of Planning and Economic Development to be reported to the appropriate Area Plans Sub-Committees at its next meeting.

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
P5 Development Committee (Minute 79 - 26.10.99)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	<p>PLANNING - ENTRY TO LAND AND BUILDINGS</p> <p>To authorise designated postholders within Planning Services to exercise the following powers:</p> <ul style="list-style-type: none"> (a) Section 88 of the Planning (Listed Buildings and Conservation Areas) Act 1990 - powers of entry; (b) Sections 196A and 196B of the Town and Country Planning Act 1990 (as amended) to enter land and buildings in connection with the enforcement of planning control; (c) Section 324 of the Town and Country Planning Act 1990 (as amended) - powers of entry; (d) Hedgerow Regulations 1997 - powers to enter land. (e) Part VII of the Anti-Social Behaviour Act 2003.
P6 Development Committee (Minute 59 - 6.1.93)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	<p>PLANNING APPLICATIONS - POWER TO DECLINE TO DETERMINE</p> <p>To decline to determine applications in accordance with Section 70A of the Town and Country Planning Act 1990.</p>
P7 Development Committee (Minute 85 - 10.3.92) Development Committee (Minute 85 - 10.3.92)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	<p>PLANNING APPLICATIONS - SUBMISSION OF DETAILS</p> <p>To determine whether to require the formal submission of details in accordance with Part 6 of Schedule 2 of the Town and Country Planning (General Development Procedure) Order 1995.</p> <p>To determine applications for approval of details under the General Development Procedure Order 1995, subject to such determinations not being exercisable under Schedule B of SO64.</p>
P8 Development Committee (Minute 100 - 11.1.00)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	<p>PLANNING APPLICATIONS - ENVIRONMENTAL IMPACT ASSESSMENTS</p> <p>To determine, in accordance with the Town and Country Planning (Environmental Impact Assessments) (England and Wales) Regulations 1999, the need for and scope of environmental impact assessments required under the Town and Country Planning Acts.</p>

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
P9 Development Committee (Minute 1 - 25.5.99)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT (IN CONSULTATION WITH THE CHAIRMAN OF THE APPROPRIATE COMMITTEE OR SUB-COMMITTEE)	PLANNING PERMISSIONS - ADDITIONAL/REVISED CONDITIONS To agree the precise wording of additional/revised conditions to be attached to planning permissions where members so desire.
P10 Personnel Sub-Committee (Minute 139 - 20.3.90)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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.
P11 Housing Committee (Minute 74 - 4.3.92)	DIRECTOR OF CORPORATE SUPPORT SERVICES DIRECTOR OF FINANCE AND ICT SERVICES	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.
P12 Housing Committee (Minute 75 – 14.11.95)	DIRECTOR OF HOUSING SERVICES DIRECTOR OF CORPORATE SUPPORT SERVICES DIRECTOR OF HOUSING SERVICES DIRECTOR OF CORPORATE SUPPORT SERVICES	POSSESSION ORDERS - RENT ARREARS/GAS SAFETY INSPECTIONS (a) To serve notices of seeking possession for any of the grounds contained in Schedule 2 of the Housing Act 1985; (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; (c) To institute proceedings in the Council Court for the possession of properties following service of a notice seeking possession or a notice to quit; (d) To institute proceedings in the County Court for the recovery of rent, court costs and service charges; and (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:

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
Housing Committee (Minute 46 – 12.9.2000)	DIRECTOR OF HOUSING SERVICES, ASST DIRECTOR OF HOUSING SERVICES (PROPERTY AND RESOURCES), ASST DIRECTOR OF HOUSING SERVICES (OPERATIONS), AREA HOUSING MANAGER (NORTH), AREA HOUSING MANAGER (SOUTH)	(f) to approve and sign Notices and Seeking Possession and Notices to Quit; (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 (h) to seek and execute warrants of execution for possession; and 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
Portfolio Holder Decision (24.3.2004)	DIRECTOR OF HOUSING SERVICES HOUSING ASSETS MANAGER (HMT/01) (or any officer authorised to act).	(i) 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; (j) 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 (k) Seek and execute warrants of execution for possession authorised by the Court.
P13 (Council Minute 117 - 20.4.04)	MONITORING OFFICER	PREJUDICIAL AND OTHER 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.
P14 (Council Minute 117 - 20.4.04)	MONITORING OFFICER	PREJUDICIAL AND OTHER 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..
P15 Standing Order A41(4)	CHIEF EXECUTIVE (or in his absence the Deputy Chief Executive)	PRESS RELEASES To issue press releases in advance of publication of relevant committee minutes, if appropriate.

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
P16 Development Committee (Minute 65 - 23.9.81)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	PRESERVATION NOTICES (BUILDINGS) To serve building preservation notices in urgent cases subject to report to and review by, the next meeting of the Development Committee.
P17 Policy and Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	PROTECTED BUILDINGS To act as proper officer for the purposes of paragraph 28 of Schedule 16 to the Local Government 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

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NIL

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated						
R1 Finance Sub-Committee (Minute 57 - 31.5.79)	DIRECTOR OF FINANCE AND ICT SERVICES	RATING - DISABLED PERSONS To administer the provisions of the Rating (Disabled Persons) Act 1978.						
R2 Leisure Services Committee (Minute 5 – 23.5.91)	DIRECTOR OF ENVIRONMENT AND STREET SCENE	RECREATION CHARGES – LEISURE ACTIVITIES AND EVENTS To make adjustments to the level of fees and charges within the maximum approved by the Cabinet.						
R3 New	DIRECTOR OF CORPORATE SUPPORT SERVICES (ASSISTANT TO THE CHIEF EXECUTIVE AS DEPUTY) DITTO	REGULATION OF INVESTIGATORY POWERS ACT (R.I.P.A.) 2000 - DESIGNATION OF RIPA OFFICER AND DEPUTY For the purposes of the Regulation of Investigating Powers (Directed Surveillance and Covert Human Intelligence Sources) Order 2003, the following officers of the Council be appointed to exercise on behalf of the Council, the power to authorise the carrying out of directed surveillance under the following articles: <table border="1"> <thead> <tr> <th data-bbox="891 815 1016 842"><u>Article</u></th> <th data-bbox="1205 815 1312 842"><u>Purpose</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="891 903 909 924">4</td> <td data-bbox="1205 903 2141 987">Section 28(3)(b) of the Regulation of Investigatory Powers Act 2000 (Directed Surveillance) - for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).</td> </tr> <tr> <td data-bbox="891 1139 909 1160">4</td> <td data-bbox="1205 1139 2141 1251">Section 29(3)(b) of the Regulation of Investigatory Powers Act 2000 (Covert Human Intelligence Sources) - for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).</td> </tr> </tbody> </table>	<u>Article</u>	<u>Purpose</u>	4	Section 28(3)(b) of the Regulation of Investigatory Powers Act 2000 (Directed Surveillance) - for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).	4	Section 29(3)(b) of the Regulation of Investigatory Powers Act 2000 (Covert Human Intelligence Sources) - for the purpose of preventing or detecting crime or of preventing disorder (subject to the restrictions set out in Articles 7, 8 and 9 of the Regulations).
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Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
R4 Housing Committee (Minute 15 - 16.6.98)	DIRECTOR OF HOUSING SERVICES	RENOVATION GRANTS - PRIVATE SECTOR To restrict, if necessary, the approval of applications for renovation grants to the order of priorities set out in the Council=s grant policy to meet the budget provision available. To approve applications in special cases where the merits of an application reasonably justify a departure from the Council=s grant policy.
R5 Housing Management Sub-Committee (Minute 152(c)(2) - 11.3.80)	DIRECTOR OF HOUSING SERVICES	RENT ARREARS - DECEASED TENANTS To write off rent arrears in respect of deceased tenants, where there is no means of recovering the debt.
R6 Housing Management Sub-Committee (Minute 161 - 15.2.77)	DIRECTOR OF HOUSING SERVICES	RENT ARREARS - NORWAY HOUSE To secure the eviction of any homeless person at Norway House who defaults in the payment of accommodation charges for four successive weeks or more.
R7 REQUISITIONS FOR INFORMATION (See under “ENFORCEMENT ACTION”)		
R8 Policy & Co-Ordinating Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	RESOLUTIONS - CERTIFICATION To act as proper officer for purposes of paragraph 25 of Schedule 4 to the Local Government Act 1972 (certification of resolutions).
R9 Council Minute - - 19.4.05	I WILLETT ASSISTANT TO THE CHIEF EXECUTIVE	RETURNING OFFICER - DISTRICT ELECTIONS To act as proper officer for the purposes of Section 41(1) of Local Government Act 1972 and Section 35 of the Registration of the People Act 1983 (returning officer for election of district council).
R10 Council Minute - - 19.4.05	I WILLETT ASSISTANT TO THE CHIEF EXECUTIVE	RETURNING OFFICER - PARISH ELECTIONS To act as proper officer for the purposes of Section 41(1) of the Local Government Act 1972 (returning officer for elections of parish councillors).

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
S1 Cabinet (Minute 184 – 10.4.06)	DIRECTOR OF ENVIRONMENT & STREET SCENE (or in his absence ASSISTANT DIRECTORS (ENVIRONMENT AND NEIGHBOURHOODS) and (TECHNICAL))	“SAFER, CLEANER, GREENER” LEGISLATION – AUTHORISATION OF OFFICERS To authorise suitably qualified officers to exercise those functions 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 A.
	Appropriate Portfolio Holder	To delegate appropriate powers to the Director of Environment and Street Scene 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 A.
	Appropriate Portfolio Holder	To approve updates to the list of environmental legislation set out in Appendix A.
NEW AUTHORITY	DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL) SENIOR LICENSING OFFICER	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.
	Appropriate Portfolio Holder	To delegate appropriate powers to the Director of Corporate Support Services relating to the management and provision of the Environment Health Service set out in the attached list of environmental health legislation as set out in Appendix B.
	Appropriate Portfolio Holder	To approve updates to the list of environmental legislation set out in Appendix B.
S2 Council (Minute 24(2) - 30.6.81)	DIRECTOR OF HOUSING SERVICES (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
S3 Council (Minute 30(4) - 15.7.86)	DIRECTOR OF HOUSING SERVICES	SALE OF COUNCIL HOUSES - RESTRICTIVE COVENANTS, MINOR EXTENSIONS AND ALTERATIONS
Housing Committee Minute 117(5) & (6)	DIRECTOR OF HOUSING SERVICES	To deal with applications for minor extensions or alterations in sold Council houses in accordance with the terms of the house sales agreement.
	DIRECTOR OF CORPORATE SUPPORT SERVICES	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 Housing, subject to the outcome being reported to the Portfolio Holder for approval.
S4 Council (Minute 11(c) - 2.6.77)	DIRECTOR OF CORPORATE SUPPORT SERVICES	SALE OF COUNCIL HOUSES - VALUATIONS
		To carry out all valuations in respect of sale of Council houses.
S5 Policy and Resources Committee (Minute 3 - 11.10.73)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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).
S6 Public Health Committee (Minute 72 - 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.

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
S7 Housing Committee (Minute 121 - 8.11.77)	DIRECTOR OF CORPORATE SUPPORT SERVICES (in consultation with Director of Housing Services).	SQUATTERS - EVICTION To take such urgent action as is necessary to secure the vacation of any Council properties which are occupied by squatters.
S8 Council (Minute 90(5) - 23.2.82)	DIRECTOR OF CORPORATE SUPPORT SERVICES	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.
S9 Personnel Sub-Committee (Minute 2 - 4.10.73) (As amended by Personnel Sub-Committee Minute 169 - 26.9.78)	CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS	STAFF - APPOINTMENTS PROCEDURE To make all external appointments to each service in respect of posts graded below Service Director level except appointments where member involvement is considered desirable.
S10 Policy and Co-ordinating Committee Minute 59(b) - 8.2.94	CHIEF EXECUTIVE DEPUTY 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.
S11 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
S12 Personnel Sub-Committee (Minute 3 - 31.5.83)	CHIEF EXECUTIVE (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.
S13 Personnel Sub-Committee (Minute 77 - 28.5.74)	CHIEF EXECUTIVE DEPUTY 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.
S14 Policy & Co-ordinating Committee (Minute 23 - 5.10.93)	ASSISTANT TO THE CHIEF EXECUTIVE	SUBSCRIPTIONS - OUTSIDE ORGANISATIONS To pay subscriptions in respect of organisations on which the Council is represented at member level.
S15 Public Health Committee (Minute 46 - 19.9.84)	DIRECTOR OF CORPORATE SUPPORT SERVICES	SUNDAY TRADING - CAR BOOT SALES To institute proceedings in respect of such sales where complaints have been received and satisfactory evidence is available.
S16 Portfolio Holder decision reference H/026/2002-03	DIRECTOR OF HOUSING SERVICES	SUPPORTING PEOPLE – SIGNING OF CONTRACTS To sign the Supporting People “Block Subsidy” and “Block Gross” 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
<p>T1 Development Committee Minute 73 - 2.3.93</p> <p>Minute 108 - 6.3.01</p>	<p>DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT</p>	<p>TELECOMMUNICATIONS EQUIPMENT</p> <p>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.</p> <p>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 Planning Services consider that an objection should not be raised to the development but where opposition has been received.</p>
<p>T2 Personnel Sub-Committee (Minute 37 - 14.2.74)</p>	<p>CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS</p>	<p>TEMPORARY STAFF</p> <p>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.</p>
<p>T3 Housing Services Committee (Minute 6 (a) (iii) - 29.10.73)</p>	<p>DIRECTOR OF HOUSING SERVICES</p>	<p>TENANCIES - COUNCIL HOUSES</p> <p>To allocate tenancies in accordance with the Housing Allocation Scheme.</p>
<p>T4 Portfolio Holder Decision (23.8.04)</p>	<p>DIRECTOR OF HOUSING SERVICES OR OFFICER NOMINATED BY HIM</p> <p>DIRECTOR OF CORPORATE SUPPORT SERVICES OR NOMINATED OFFICER</p>	<p>TENANCIES – DEMOTED TENANCY ORDERS</p> <p>Inter alia:</p> <p>(1) To serve demoted tenancy notices in appropriate cases;</p> <p>(2) To apply to the County Court for Tenancy Demotion Orders and subsequent Possession Orders in appropriate cases.</p>

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
T5 Housing Management Sub-Committee (Minute 33 (c) (2) - 15.5.74)	DIRECTOR OF HOUSING SERVICES	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.
T6 Resource Committee (Minute 40 - 28.9.93)	DIRECTOR OF FINANCE AND ICT SERVICES DIRECTOR OF FINANCE AND ICT SERVICES (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.
T7 Development Committee (Minute 28 - 24.4.74) (Minute 119 - 28.2.95)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	TREE PRESERVATION To authorise action to preserve trees in consultation with the Chairman of the Committee in cases of great urgency.
District Development Control Committee (Minute 29 - 17.1.06)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	To authorise, serve and execute all unopposed tree preservation orders in accordance with Section 197 of the Town and Country Planning Act 1990 (as amended) and any subsequent legislation and to notify action taken in the Members' Information Bulletin.

**Authorising Committee
and Minute Ref or
Other Authority**

Officer(s) Authorised

Subject and Function(s) Delegated

U NIL

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
V1 Council (Minutes 45(1)(5) - 11.9.90)	CORPORATE EXECUTIVE FORUM (in consultation with appropriate Service Director)	VACANCIES - REVIEW To review the filling of vacant posts when they occur and to implement the final agreement following consultation.

Authorising Committee and Minute Ref or Other Authority	Officer(s) Authorised	Subject and Function(s) Delegated
W1 Housing Services Committee (Minute 6(d)(1) - 29.10.73)	DIRECTOR OF HOUSING SERVICES	WARRANTS OF DISTRAINT To issue warrants of distraint in housing cases.
W2 Development Committee (Minute 60 - 6.1.93) Public Health Committee (Minute 52 - 17.11.92) Housing Committee (Minute 56 - 24.11.92)	DIRECTOR OF ENVIRONMENT AND STREET SCENE (in consultation with the Director of Corporate Support Services) ASSISTANT DIRECTOR - ENVIRONMENT & NEIGHBOURHOODS	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.
Development Committee (Minute 60 - 6.1.93)	DIRECTOR OF PLANNING AND ECONOMIC DEVELOPMENT	To make applications to the Magistrates' Court for warrants of entry in accordance with the Building Act 1984 and the Town and Country Planning Act 1990
W3 Housing Committee (Minute 74 - 4.3.92)	DIRECTOR OF HOUSING SERVICES DIRECTOR OF CORPORATE SUPPORT SERVICES	WARRANTS FOR REPOSSESSION OF COUNCIL PROPERTIES To obtain and issue warrants for the repossession of properties in the case of rent arrears, where possession orders are authorised by the courts, or where suspended orders are authorised by the courts and the ordered payments are not made.
W4 Public Health Committee (Minute 144(a) - 9.3.77)	DIRECTOR OF ENVIRONMENT AND STREET SCENE (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.

**Authorising Committee
and Minute Ref or
Other Authority**

Officer(s) Authorised

Subject and Function(s) Delegated

X NIL

**Authorising Committee
and Minute Ref or
Other Authority**

Officer(s) Authorised

Subject and Function(s) Delegated

Y NIL

**Authorising Committee
and Minute Ref or
Other Authority**

Officer(s) Authorised

Subject and Function(s) Delegated

Z NIL
