

NEW AND REVISED OFFICER DELEGATION PROPOSALS – EXECUTIVE FUNCTIONS

NO.	DELEGATION REF/STATUS	PRESENT WORDING/DELEGATED OFFICERS	PROPOSED CHANGE
1	Council Garages/NEW	N/A	<p>In April 2010, the Portfolio Holder for Housing agreed a new policy for sales of Council-owned garages. As part of this policy, the following delegation to the Director of Housing was introduced:</p> <p>“To sell isolated garages in accordance with the Council’s policy”.</p>
2	EX/34 (Land Drainage and Flood Defence) REVISION	<p>The present delegation is based on certain of the Epping Forest District Land Drainage Byelaws 2005, allowing officers to take action. Not all of the current byelaws are listed and it is thought preferable that the delegation should refer to the Byelaws overall not just selected provisions.</p> <p>Delegated Officers:</p> <p>Director of Environment and Street Scene.</p> <p>Assistant Director (Technical Services)</p> <p>Drainage Manager (and relevant staff delegated on their behalf)</p>	Listing of individual byelaws deleted. Heading retained.

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3	EX47 (Private Sector Housing) REVISION	<p>The present delegation authorises the Director and Assistant Director (Private Sector and Resources) to exercise the powers and duties set out in Appendix A to EX47 and the relevant Portfolio Holder to authorise updates to the legislation listed in Appendix A.</p> <p>However the present delegation does not authorise powers of entry under warrant when required. It is recommended that the delegation be amended to cover this point. Most of the legislation listed in Appendix A specifies entry by warrant but in some cases this is not the case and a separate delegated authority regarding warrants is recommended.</p>	<p>Under a previous Portfolio Holder decision (HSG/012/2010/11) an additional delegation to the officers listed was approved.</p> <p>In addition a new delegated authority has been added as follows:</p> <p>“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.”</p>
4	EX53 (Safer, Cleaner, Greener Legislation – Authorisation of Officers) REVISION	<p>EX53 authorises the Director of Environment and Street Scene to exercise functions on behalf of the Council under the schedule of legislation set out in Appendix B.</p> <p>Many of these statutes involve powers of entry via warrants and are duplicated under EX71.</p> <p>Delegated Officers:</p> <p>Director of Environment and Street Scene (or in his absence the Assistant Directors) (Environment) and (Technical) or suitably qualified officers authorised by those postholders.</p>	<p>AMEND EX53 (first paragraph of delegation) to read as follows:</p> <p>“To exercise those functions relating to the management and provision of the Environmental Health Service set out in the list of environmental health legislation as set out in Appendix B, including, where necessary, powers of entry by warrant”.</p>

NO.	DELEGATION REF/STATUS	PRESENT WORDING/DELEGATED OFFICERS	PROPOSED CHANGE
5	CL/78 (Staff Vacancies Review) REVISION – approved by the Cabinet on 31.1.11.	Replacement of existing procedures for reviewing staff vacancies which are delegated to the Management Board/CEF with a new arrangement linked to freezing of external recruitment.	The Acting Chief Executive was authorised as follows: "In consultation with the relevant portfolio holder and the Leader of Council to determine the vacant posts meeting the exception criteria identified in the Council's policy which may be recruited externally."