

**PART TWO – COUNCIL AND
REGULATORY FUNCTIONS**

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

| | Authorising Committee and Minute Ref or Other Authority | Officer(s) Authorised | Subject and Function(s) Delegated |
|------------|--|--|--|
| CL1 | 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 |
| CL2 | 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 |
| CL3 | 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. |
| CL4 | Council (Minute 104(5) – 19.4.83) | CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS | APPRAISAL OF TOP MANAGEMENT* To implement the Council’s scheme for staff performance development reviews (*NB. ‘Top Management’ includes Service Directors) APPRAISAL OF STAFF To implement the Council’s scheme for staff performance development reviews (NB excluding Service Directors). |
| CL5 | 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. |
| CL6 | Council (Minute 78(5) – 27.2.90) | DIRECTOR OF FINANCE & 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. |
| CL7 | 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. |

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| CL8 | 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 |
| CL9 | Policy & Co-ordinating Committee (Minute 48 – 3.12.85) Cabinet (Minute 61 – 1.9.08) Personnel Sub-Committee (Minute 37 – 25.7.89) | CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS CORPORATE EXECUTIVE FORUM CHIEF EXECUTIVE DEPUTY 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; (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 (or in his absence the DEPUTY 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 FINANCE & ICT SERVICES (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 FINANCE & 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. |
| CL13 | Policy & Co-ordinating Committee (Minute 51 – 4.1.94) | DIRECTOR OF FINANCE & ICT SERVICES | COLLECTION FUND To calculate the surplus or deficit on the Collection Fund in accordance with the Local Authorities (Funds)(England) Regulations 1992. |

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| CL14 | Council (Minute 90(4) – 22.4.97) | <p>CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE DIRECTOR OF CORPORATE SUPPORT SERVICES</p> <p>ASSISTANT DIRECTOR (LEGAL) ASSISTANT TO THE CHIEF EXECUTIVE</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 Corporate Executive Forum)</p> |
| CL16 | Council (Minute 18 - 18.6.12) | MONITORING OFFICER (or in the absence of the Monitoring Officer, 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> <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:</p> |

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| | Standards Committee (Minute - 13.12.12) | MONITORING OFFICER (or in her absence, the DEPUTY MONITORING OFFICER) | <p>(i) consultation with the independent person and the complainant;</p> <p>(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 (or in his absence the DEPUTY 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: (a) statutory changes over which the Council has no control; and (b) minor drafting and clerical errors.</p> |
| CL19 | Policy & Resources Committee (Minute 3 – 11.10.73) | CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE) | <p>COUNCIL MEETINGS – SIGNATURE OF SUMMONS TO ATTEND</p> <p>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.</p> |
| CL20 | Policy & Resources Committee (Minute 3 – 11.10.73) | CHIEF EXECUTIVE | <p>COUNCILLORS – ACCEPTANCE OF OFFICE</p> <p>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.</p> |
| CL21 | Policy & Resources Committee (Minute 3 – 11.10.73) | CHIEF EXECUTIVE (or in his absence the DEPUTY CHIEF EXECUTIVE) | <p>COUNCILLORS – RESIGNATION FROM OFFICE</p> <p>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.</p> |

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| CL22 | 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. |
| CL23 | 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, 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 FINANCE & 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. |
| CL25 | Finance Sub-Committee (Minute 67(iii) – 6.3.74) | DIRECTOR OF FINANCE & ICT SERVICES | 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 FINANCE & 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. |
| CL27 | 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. |
| CL28 | 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. |
| CL29 | 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. |
| CL30 | 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. |
| CL31 | 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. |

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| | 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. |
| CL32 | 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. |
| CL33 | 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. |
| CL34 | 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. |
| CL35 | 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. |
| CL36 | Council (Minute 71 – 17.12.02) | DIRECTOR OF CORPORATE SUPPORT SERVICES (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 Planning and Economic Development, or his nominee, considers the circumstances to be urgent. |

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| CL37 | Cabinet (Minute 138 – 25.11.02) Council (Minute 29 - 28.6.11) | ASSISTANT TO THE CHIEF EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE. CHIEF EXECUTIVE DEPUTY CHIEF EXECUTIVE SERVICE DIRECTORS | FREEDOM OF INFORMATION ACT 2001/RE-USE OF PUBLIC SECTOR INFORMATION 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. |
| CL38 | Council (Minute 19.12.06) | DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL) SENIOR LICENSING OFFICER | GAMBLING ACT 2005 – LICENSING FUNCTIONS See Appendix A. |
| CL39 | Development Committee (Minute 31 – 25.8.92) | DIRECTOR OF PLANNING & 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. |
| 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. |
| CL41 | 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 AND 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 Directorate 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 |

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| | | | <p>(d) To be responsible in the work area under their control for:</p> <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. |
| CL42 | <p>Council (Minute 52(c) – 12.12.00)</p> <p>Council (Minute 100(5) – 18.4.00)</p> <p>Council (Minute 29(2) – 15.7.86)</p> | <p>DIRECTOR OF CORPORATE SUPPORT SERVICES (or nominated Deputy)</p> <p>DIRECTOR OF CORPORATE SUPPORT SERVICES (or nominated Deputy)</p> <p>DIRECTOR OF CORPORATE SUPPORT SERVICES (or nominated Deputy)</p> | <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. <p>To defend High Court Proceedings instituted against the Council (subject to reporting on action taken to the next Cabinet meeting).</p> <p>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.</p> |

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| CL43 | Council (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. |
| CL44 | Council (Minute 100(6) – 18.4.2000) | DIRECTOR OF FINANCE & 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. |
| CL45 | 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) |
| CL46 | Cabinet (Minute 184 – 10.4.06) | DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL) SENIOR LICENSING OFFICER 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 Corporate Support Services relating to the management and provision of service set out in the attached list of environmental health legislation as set out in Appendix B. |
| CL47 | Licensing Committee (Minute 12 – 15.10.08) | DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL 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). |

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| CL48 | Policy & Co-ordinating Committee (Minute 24(2) – 8.10.91) | DIRECTOR OF FINANCE & 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 |
| CL49 | Council (Minute 24(1)(2) – 9.7.91) Council (Minute 24(1)(2) - 9.7.91) Council (Minute 11 – 27.2.90) | DIRECTOR OF CORPORATE SUPPORT SERVICES DIRECTOR OF FINANCE & ICT 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 and maintenance of lists of politically restricted posts). Section 37 (deposit and preparation of statements as to the provision of financial assistance). |
| CL50 | Council (Minute 34 – 22.7.97) (Minute 168 - 20.4.10) Personnel Sub-Committee (Minute 88 – 21.11.89 and 88(b) – 1.12.92) | DIRECTOR OF CORPORATE SUPPORT SERVICES ASSISTANT DIRECTOR (LEGAL) MR G OAKLEY (MANAGING LEGAL EXECUTIVE) | MAGISTRATES’ AND COUNTY COURTS – DEFENCE AND PURSUIT OF PROCEEDINGS 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. 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. |
| CL51 | Council (Minute 10 – 15.5.2001) Council (Minute 70 – 6.11.12) | 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 and Sections 26-37 of the Localism Act 2011 for the purpose of performing the duties imposed by those sections. 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. |

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| | Council (Minute 10 – 15.5.2001) | 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. |
| CL52 | Police and Resources Committee (Minute 3(3) – 11.10.73) | DIRECTOR OF FINANCE & ICT SERVICES | OFFICERS – RECEIPT OF MONEY DUE To act as Proper Officer for the purposes of Section 115 of the Local Government Act 1972). |
| CL53 | Council (Minute 86 – 15.2.05) | 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). |
| CL54 | Council (Minute 87 – 15.2.05) | 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, |
| CL55 | 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. |
| CL56 | 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. |
| CL57 | 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. |
| CL58 | 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 Act 1972 (receipt and deposit of lists of protected buildings). |

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| CL59 | Council (Minute 23 – 15.5.08) | DIRECTOR OF CORPORATE SUPPORT SERVICES (ASSISTANT TO THE CHIEF EXECUTIVE AS DEPUTY) | REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 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="0"> <thead> <tr> <th>Article</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>4</td> <td>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>4</td> <td>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> | Article | Purpose | 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). |
| Article | Purpose | | | | | | | | |
| 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). | | | | | | | | |
| CL60 | 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). | | | | | | |
| CL61 | Council Minute 115 – 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). | | | | | | |
| CL62 | Council Minute 115 – 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). | | | | | | |
| CL63 | Council (Minute 29 – 28.6.11) Council (Minute 29 – 28.6.11) | ASSISTANT TO THE CHIEF EXECUTIVE DIRECTOR OF ENVIRONMENT & STREET SCENE | 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. | | | | | | |

| | Authorising Committee and Minute Ref or Other Authority | Officer(s) Authorised | Subject and Function(s) Delegated |
|-------------|---|--|--|
| CL64 | 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 Assistant Director level except appointments where member involvement is considered desirable. |
| CL65 | Policy & 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. |
| CL66 | 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. |
| CL67 | Development Committee (Minute 73 – 2.3.93) (Minute 108 – 6.3.01) | DIRECTOR OF PLANNING & ECONOMIC DEVELOPMENT | 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 Planning Services consider that an objection should not be raised to the development but where opposition has been received. |
| CL68 | Resource Committee (Minute 40 – 28.9.93) | DIRECTOR OF FINANCE & ICT SERVICES DIRECTOR OF FINANCE & 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. |

| | Authorising Committee and Minute Ref or Other Authority | Officer(s) Authorised | Subject and Function(s) Delegated |
|----------|--|------------------------------|--|
| X | NIL | | |
| Y | NIL | | |
| Z | NIL | | |

**APPENDIX A
(Ref CL36)**

GAMBLING ACT 2005 – TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

| 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 | |

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)

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

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

**APPENDIX C
(CL45)**

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 | |
| Determination of a police objection to a temporary event notice | | All cases | |
| All policy matters except the formulation of the statement of licensing policy | All cases | | |