



# **NORTH LINCOLNSHIRE COUNCIL**

## **DELEGATIONS TO OFFICERS AND APPOINTMENT OF PROPER OFFICERS**

## NORTH LINCOLNSHIRE COUNCIL

### SCHEME OF DELEGATION TO OFFICERS AND APPOINTMENT OF PROPER OFFICERS

#### 1 GENERAL PRINCIPLES

- 1.1 The scheme of delegation authorises the Chief Executive, Deputy Chief Executive and Executive Director: Commercial and Directors to exercise the functions of North Lincolnshire Council as set out in this document.
- 1.2 The Council and the Executive will make decisions on matters of significant policy, the Chief Executive, Deputy Chief Executive and Executive Director: Commercial and Directors have authority through the scheme of delegation to take all necessary actions to implement decisions of the council and its executive that commit resources within agreed budgets in the case of financial resources as necessary and appropriate.
- 1.3 This scheme of delegation covers both executive and non-executive functions and is subject to the 'cascade' principle and, unless excluded by statute, bestows the power for the Chief Executive, Deputy Chief Executive and Executive Director: Commercial and Directors to further delegate in writing all or any of these delegated powers to other officers (described by post title) either fully or in part and subject to such limitations as considered reasonable by the delegating officer. Any such delegation must be evidenced in writing, dated and signed by the officer delegating the authority, with a copy supplied to the Service Manager: Democracy. The officer delegating the function remains responsible for ensuring that delegated decisions are properly taken by sufficiently senior and experienced officers and for the decisions taken.
- 1.4 Where a function has been delegated to an Officer (including where sub-delegated through the cascade principle), the person or body making the delegation may at any time assume responsibility for the function and may therefore exercise the function despite the delegation.
- 1.5 Delegations relate to all provisions for the time being in force under any applicable legislation and cover executive, non-executive and local choice functions of the Council and all powers and duties incidental to that legislation, as well as authorising entering into contracts or deeds and affixing the common seal in pursuance of those decisions.
- 1.6 It does not delegate to officers:
  - 1.6.1 Any matter which by law may not be delegated to an officer.
  - 1.6.2 Any matter which is specifically excluded from delegation by this scheme, by a decision of the Council, the Cabinet/Executive or a Committee or Sub-Committee.
- 1.7 Any delegation must be exercised:

- 1.7.1 In compliance with the Council Procedure Rules, Contract Procedure Rules and Financial Regulations of the Council.
  - 1.7.2 In accordance with the decision-making requirements set out in Article 13, including requirements for decision-records.
  - 1.7.3 Having identified and managed appropriate strategic and operational risks within the Chief Executive, Deputy Chief Executive and Executive Director: Commercial and Director's area of responsibility as set out in the council's risk management strategy.
  - 1.7.4 Within the approved budget and policy framework approved by the Council from time to time (or separate approval must be sought).
  - 1.7.5 Following any appropriate consultation, legislative, equalities or procedural requirements that may be required.
- 1.8 In relation to all delegated authority conferred on Directors by this scheme, the Chief Executive may allocate or re-allocate responsibilities for exercising particular powers to any officer of the council in the interests of effective corporate management.
- 1.9 An officer, in exercising delegated powers, shall consult other appropriate officers including legal, financial and technical officers and shall have regard to any advice received.

## **2 TO THE CHIEF EXECUTIVE AND DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR: COMMERCIAL AND ALL DIRECTORS**

- 2.1 The Chief Executive, Deputy Chief Executive and Executive Director: Commercial and Directors shall have the power to take all lawful action consistent with overall council policy to deliver agreed strategy, plans and policy and to comply with statutory obligations within their area of responsibility and within approved budgets.
- 2.2 To incur revenue expenditure within estimates subject to prior consultation with the Cabinet Member as appropriate where the proposed expenditure is in respect of any new purpose or project or in pursuance of a new policy or extension of an existing policy involving a continuing financial commitment.
- 2.3 To incur capital expenditure provided that the project is included in the approved Capital Programme.
- 2.4 Subject to the approval of the Director: Governance and Partnerships to vire between heads of expenditure amounts not exceeding £50,000.
- 2.5 To accept tenders and quotations in accordance with Contract Procedure Rules and to approve exceptions to the use of the Council's standard terms and conditions of contract.

- 2.6 To sign contracts (except for the acquisition or disposal of land or of any interest in land which shall be entered into by the Head of Legal and Democracy in consultation with the Director: Operations) provided:-
- 2.6.1 the contract does not exceed £100,000;
  - 2.6.2 the Council's Scheme of Delegations has not been exceeded;
  - 2.6.3 the Head of Legal and Democracy has approved the form of contract as appropriate for the type of contract concerned; and
  - 2.6.4 notification of the exercise of the delegation is given to the Head of Legal and Democracy and in such form and with such information as s/he may require.
- 2.7 To approve Local Government (Contracts) Act 1997 certificates, contract variations and exercise other contractual rights under contracts, including re-financing in consultation with the Director: Governance and Partnerships (acting in the capacity as Chief Financial Officer).
- 2.8 Subject to consultation with the Director: Governance and Partnerships (acting in the capacity as Chief Financial Officer) to set fees and charges for council services, based on a written business plan, including making any necessary changes to service delivery to achieve income targets and policy requirements included in the approved budget, together with the power to undertake consultation as necessary or appropriate, carry out promotional campaigns and take any other actions as may be required to achieve those targets.
- 2.9 To deal with all staffing and human resources matters affecting Directorate staff including:
- 2.9.1 Appointing employees to posts within the approved establishment at the position of Deputy Chief Officer as defined in section 2 (8) of the Local Government and Housing Act 1989 and below.
  - 2.9.2 Taking disciplinary/capability action against employees in accordance with approved procedures. This may include the precautionary suspension of employees provided that the agreement of the Director: Business Development shall be obtained before any decision is made to suspend an employee.
  - 2.9.3 Approving ill health retirements; voluntary redundancy and/or early retirement; and early retirement in the efficiency of the service, subject to agreement with the Director: Business Development.
  - 2.9.4 Training and development, granting special leave, progression, expenses and all remuneration of whatever type including ex gratia payments, and other benefits.
  - 2.9.5 Approving the establishment and grading of posts (including restructures and permanent establishment variations); changing job descriptions and titles; the deletion of posts; and the granting of honoraria and onerous duty

payments subject to the agreement of the Director: Business Development.

- 2.10 The Director: Learning, Skills and Culture shall not have power to relegate or dismiss employees in schools with delegated powers and shall take any action in relation to such employees in accordance with the provisions of any relevant Articles and Instruments of Government for Schools.
- 2.11 To sign indemnities relating to loss or injury suffered by employees in their Directorate or pupils or students undergoing training or work experience.
- 2.12 In respect of functions exercisable through their service, the appointment or authorisation of officers to issue cautions under statutory powers, to act under public protection legislation, to examine and seize food or any other articles, things or matter, to make test purchases and to remove persons from all Council premises.
- 2.13 To serve any notice or requisition for information under any act requiring the owner or occupier of or any person having an interest in or managing any land or premises to give information to the local authority.
- 2.14 The declaration of land not exceeding £5,000 in value surplus to the requirements of their services.
- 2.15 The letting of rooms on licence or lease, or on a hire or use basis (for a day or less) in buildings under their control in consultation with the Director: Operations.
- 2.16 To write off all types of debtor account up to £5,000 for any one debtor following consultation with the Director: Governance and Partnerships.
- 2.17 To represent the Council on partnerships and other bodies and undertake functions delegated to them by Joint Committees or other local authorities or public bodies.
- 2.18 To issue statements to the press and other media concerning the functions delegated to them.
- 2.19 To respond to any Government consultations concerning the functions delegated to them.
- 2.20 In consultation with the Chief Executive and Deputy Chief Executive and Executive Director: Commercial to develop and implement transformational programmes of activity in the functions delegated so as to realise outcomes in the priority areas for the council.
- 2.21 To discharge any other functions assigned to them at the discretion of the Chief Executive.

### **3 CHIEF EXECUTIVE**

- 3.1 To be head of paid service and to discharge the statutory functions thereof.
- 3.2 To be Returning Officer for any constituency or part of a constituency coterminous with or contained in the District; for elections of Councillors for the District; for parishes within the District and any other elections or referenda. To exercise all elections and electoral registration functions not otherwise allocated.
- 3.3 To take any action necessary in connection with an emergency, disaster or business interruption in the District including authorising expenditure.
- 3.4 To exercise any executive functions where the Council does not have a Leader and Deputy Leader in office.
- 3.5 To deal with such other decisions that they consider need to be taken immediately.
- 3.6 To exercise a power delegated to any officer when that officer is unable or unwilling to act.
- 3.7 To determine authorisations for surveillance undertaken under the Regulation of Investigatory Powers Act 2000 including the acquisition of confidential information and the deployment of a juvenile or vulnerable covert human intelligence source.
- 3.8 In consultation with the Monitoring Officer and the Chairman of the Standards Committee to grant dispensations to members who have declared a conflict of interest in decisions taken or to be taken.
- 3.9 In consultation with the Leader of the Council to approve on behalf of Council, on an annual basis, the Council's schedule of appointments to Outside Bodies.
- 3.10 To appoint or remove the Chair of the Local Safeguarding Children's Board (LSCB) under Section 13 of the Children Act 2004, with an appointment panel involving board and lay members.
- 3.11 To hold the Chair of the LSCB to account for the effective working of the LSCB.
- 3.12 To provide strategic leadership and hold to account Directors: Children and Community Resilience, Adults and Community Well-Being, Learning Skills Culture and Public Health for delivery of the statutory functions relating to children, adults and public health and for the performance in their departments.

### **4 DELEGATIONS TO THE DEPUTY CHIEF EXECUTIVE AND EXECUTIVE DIRECTOR: COMMERCIAL**

- 4.1 To deputise for the Head of Paid Service, as required.
- 4.2 To provide strategic leadership and discharge executive functions in relation to Highways and Transport, Housing Services, Environmental and Regulatory, Planning and Development and Central Services.

- 4.3 To hold to account the Directors: Governance and Partnerships, Business Development and Operations for the performance of their departments and delivery of the services and functions within the scope of their delegations.
- 4.4 To be responsible for the Council's Emergency Planning and Business Continuity processes.
- 4.5 To promote North Lincolnshire as an area for economic development and/or tourism and as part of the Northern Powerhouse.
- 4.6 To lead on marketing North Lincolnshire as a premier location for business, leisure and housing.
- 4.7 To be responsible for growing and developing new business.
- 4.8 In consultation with the Leader of the Council to commission and accept fact finding documents that contribute to and inform the evidence base for the Local Development Framework (LDF).
- 4.9 Responsible the development of the commercial portfolio and traded services.
- 4.10 Ensure that land is available for high quality homes.
- 4.11 To promote commercial development including power to acquire, sell, develop and dispose of land; appropriation of land and property.
- 4.12 To oversee operation of the Directors: Governance and Partnerships, Business Development and Operations including ensuring that the statutory functions relating to legal and finance in particular are exercised.
- 4.13 To ensure that there is a constructive relationship between the Council and local and national media.

## **5 DELEGATIONS TO THE DIRECTOR: PUBLIC HEALTH**

- 5.1 To discharge the statutory functions of the Director of Public Health under section 73A National Health Service Act 2006, including exercising the duties and functions set out in statutory guidance.
- 5.2 To lead and exercise the powers and duties of the Council in relation to public health protection and prevention including authority:
  - 5.2.1 To exercise the local authority's functions in planning for, and responding to, emergencies that present a risk to public health.
  - 5.2.2 To deliver any public health protection or health improvement functions delegated by the Secretary of State to local authorities, as mandated by regulations made under the National Health Service Act 2006, including providing healthy start vitamins.

- 5.2.3 To provide the Council's public health response as a Responsible Authority under the Licensing Act.
  - 5.2.4 To lead on health improvement, health protection and public health advice for core services including the NHS, co-ordinate and drive reductions in local health inequalities, and ensure that health and wellbeing remains a key priority across North Lincolnshire.
  - 5.2.5 To produce the Joint Strategic Needs Assessment and the Health and Wellbeing Strategy; ensure they are agreed by the Health and Wellbeing Board; and to ensure that implications are taken into account in decision-making across the exercise of all of the Council's functions.
  - 5.2.6 To act as lead officer for the development of the Health and Wellbeing Board.
  - 5.2.7 To deliver the Public Health Outcome Framework.
  - 5.2.8 To lead on the integration between social care and the NHS both locally within Lincolnshire and across the local health economy.
  - 5.2.9 To produce an annual report on the health of the local population.
  - 5.2.10 To produce, as necessary, health needs audits and health equity audits.
- 5.3 To commission mandatory and other services including:
- 5.3.1 Comprehensive sexual health services (including testing and treatment for sexually transmitted infections, contraception outside of the GP contract, sexual health promotion and disease prevention).
  - 5.3.2 NHS health checks.
  - 5.3.3 The National Child Measurement Programme.
  - 5.3.4 The Healthy Child Programme.
  - 5.3.5 Providing public health advice to NHS commissioners.
- 5.4 To keep under constant review the Council's Emergency Preparedness, Resilience and Response responsibilities to ensure that the Council can deliver such responsibilities effectively.

## **6 DELEGATIONS TO THE DIRECTOR: BUSINESS DEVELOPMENT**

- 6.1 To discharge the functions of the Council relating to:
  - 6.1.1 Human Resources.
  - 6.1.2 Organisational Development.

- 6.1.3 ICT.
  - 6.1.4 Planning Policy, including the Local Development Framework.
  - 6.1.5 Tourism and events.
  - 6.1.6 Economic Development.
  - 6.1.7 Marketing and Public Relations.
  - 6.1.8 Shared Services incorporating functions relating to North Lincolnshire Business Connect.
  - 6.1.9 Commercial/Traded Services.
  - 6.1.10 Catering & Cleaning.
  - 6.1.11 the Registration of Births, Deaths, Marriages and Civil Partnerships, including appointment of the Proper Officer for Registration Services.
- 6.2 To lead on Council wide industrial relations negotiations and related matters and negotiate and implement changes to policy and terms and conditions of service (national and local) including changes to rates of pay where changes are necessitated by way of statutory increases and/or nationally/locally binding agreements.
- 6.3 To compromise employment related claims and act as the Council's signatory to associated compromise and settlement agreements in consultation with the relevant Director.
- 6.4 To be responsible for the development and growth of HR and associated functions of the Council.
- 6.5 To be responsible for communications including approval and issue of all official publicity, press statements and official publications such as News Direct, including responsibility for developing and maintaining the editorial content of all North Lincolnshire Council web-sites including Northern Lincolnshire Business Connect, including maintenance thereof.
- 6.6 To discharge functions in the IT Continuity Plan in a major incident or civil emergency and take action including:
- 6.6.1 Deciding priorities and direct resources.
  - 6.6.2 Shutdown IT services to minimize impact or allow recovery actions to proceed.
- 6.7 In consultation with the Leader and the relevant Cabinet Member to act, negotiate and/or agree binding terms in relation to the purchase, sale, lease, or other disposal of land within the Council's Industrial and Commercial Investment Portfolio and any other appropriate development opportunities.

## **7 DELEGATIONS TO DIRECTOR: GOVERNANCE AND PARTNERSHIPS**

- 7.1 To be the statutory role of Chief Financial Officer (S151 officer).
- 7.2 To discharge the functions of the Council relating to:
  - 7.2.1 Legal & Democratic including civic and ceremonial functions.
  - 7.2.2 Financial Services and the proper management of the Councils financial affairs.
  - 7.2.3 Strategic Commissioning and Procurement.
  - 7.2.4 Council Strategy and council wide Policy & Planning.
  - 7.2.5 Public Engagement.
  - 7.2.6 Customer & Information Services.
  - 7.2.7 Outcomes, Performance & Assurance Frameworks.
- 7.3 To ensure the proper administration of the Council's financial affairs including the accounting arrangements of the Council including (but not limited) to the following:
  - 7.3.1 All officer decisions on borrowing, investment or financing in accordance with the approved Treasury Policy Statement.
  - 7.3.2 The investment of the Council's funds in accordance with such policy as the Council may from time to time approve and with a view to achieving such enhanced returns as is consistent with security and liquidity.
  - 7.3.3 To adjust where necessary the authorised and operational limits agreed each year for external debt, and to effect movement between the separately agreed figures for borrowing and long-term liabilities. Any such changes to be reported to the Council at its next meeting following the change.
  - 7.3.4 Management of the Collection Fund, General and other Funds and accounts and the disbursement of monies therefrom.
  - 7.3.5 Raising of finance including leasing of vehicles, plant and equipment where the acquisition of the item concerned has all necessary approvals.
  - 7.3.6 The administration of Housing Benefits, Council Tax Benefits and Business Rates (NNDR), including recovery thereof and write off of any sums deemed irrecoverable, save as otherwise provided in this Constitution.
  - 7.3.7 The grant of rate relief to charities within principles laid down by the Council.

- 7.3.8 To write off all types of debtor account save where the total for any one debtor account exceeds £5000 the Director shall first consult with the Cabinet Member: Finance and Governance.
- 7.3.9 To make mortgage advances to applicants fulfilling conditions set by the Council.
- 7.3.10 Approve any individual loan or loan scheme.
- 7.3.11 Make applications for funding, receive grants and act as accountable officer.
- 7.3.12 Act in receivership of the property of the mentally ill.
- 7.4 To authorise officers to initiate and conduct legal proceedings in the Magistrates and County Courts on behalf of the council in connection with the council's finance and benefit functions.
- 7.5 On the recommendation of the Director: Operations to accept or reject blight notices in respect of planning or highway proposals and recover unclaimed compensation (from CPO's or otherwise).
- 7.6 The maintenance of the Land Charges Register and the response to Local Searches.
- 7.7 Approve the council's insurance policies and maintain effective insurance cover in consultation, where necessary, with the relevant Cabinet Member and to take all necessary action regarding insurance, claims and uninsured losses, including accident claims.
- 7.8 To exercise functions relating to petitions; community governance reviews; boundary changes and governance reviews.
- 7.9 To determine authorisations for surveillance, maintain the Register and to be the Council's senior responsible officer in connection with the Regulation of Investigatory Powers Act 2000.

## **8 DELEGATIONS TO DIRECTOR: OPERATIONS**

- 8.1 To discharge the functions of the Council relating to:
  - 8.1.1 Asset Management & Construction including asset realization.
  - 8.1.2 Planning, Development control and management.
  - 8.1.3 Building Control.
  - 8.1.4 Regulatory Services: Trading standards; water and food safety; environmental protection, noise and nuisance; housing standards; pest

control; health and safety; animal and public health; licensing, sports ground legislation.

- 8.1.5 Operational Housing Services.
  - 8.1.6 Fleet management and vehicle engineering, transport and other operations.
  - 8.1.7 Street cleaning, grounds maintenance, parks, community assets, public spaces, common land and town and village green functions.
  - 8.1.8 Cemeteries, crematoria and related functions.
  - 8.1.9 Waste management including refuse collection, disposal, recycling and litter.
  - 8.1.10 Highways functions including highways orders, closures, dedication and blight.
  - 8.1.11 Local Transport Planning and delivery, Traffic management and Road safety including orders.
  - 8.1.12 Public rights of way including responsibility for the definitive map.
  - 8.1.13 Drainage and flood risk management.
  - 8.1.14 Car parking services.
- 8.2 Take all necessary steps to secure the removal of any person or persons from land, in accordance with policies established by the Council.
- 8.3 To authorise the service of Enforcement Notices, Listed Building Enforcement Notices, Stop Notices, Traffic related Notices, Highways related Notices and such other Notices as may be required from time to time for the discharge of these functions.
- 8.4 Determination of all other matters required to be dealt with as part of the management and administration of the Council's development control function and powers, including appeals, orders conditions, enforcement and ancillary matters.

#### EXCEPTIONS TO THE SCHEME OF DELEGATION IN RESPECT OF PLANNING FUNCTIONS:

1. Applications made by members of the council, or senior officers (unit manager level and above) or any other officer responsible to the Director : Operations, or the spouse of partner of any of the foregoing who resides at the same address, and/or applications relating to any land in which any of the foregoing have an interest.

2. Applications vetoed by any member of the council.

3. Approvals contrary to policy - i.e. departures and potentially justifiable exceptions.

4. Applications which have aroused significant public interest on valid planning grounds or an objection from a statutory consultee, at the discretion of the Director of Operations or his/her nominated representative.
5. Applications subject to a parish council objection on valid planning grounds where the recommendation is to grant permission or applications specifically supported by the parish council where the recommendation is to refuse.
6. Applications subject to a request from a member of the public that the matter be referred to the Planning Committee so that they may address the committee.
7. Confirmation of tree preservation or other orders or directions which are the subject of an objection.
- 8.5 To carry out minor highway improvement and maintenance schemes, including provision and upkeep of highways signage (including street and town/village entry signs etc) up to a maximum value per scheme not exceeding £50,000.
- 8.6 To discharge the Council's functions under the New Roads and Street Works Act 1991, street lighting, naming and numbering.
- 8.7 To object to applications to the Traffic Commissioners for goods vehicle operator licenses.
- 8.8 To approve or refuse applications for permits at existing authorised parking places for Doctors and at the Market Place, Brigg.
- 8.9 To act as agent to private land owners and land managers in applying to the Forestry Authority for woodland grant schemes on both public and private land and DEFRA for Countryside Stewardship grant schemes.
- 8.10 To deal with matters under Building Acts and Building Regulations including dangerous structures, determining applications for relaxation or dispensation of the Building Regulations and building control fees.
- 8.11 Discharge the functions of the Corporate Property Officer for the Council as required by the Council's Capital Strategy and Corporate Asset Management Plan, including:
  - 8.11.1 To undertake valuation functions and negotiate on the Council's behalf.
  - 8.11.2 To authorise the sale and purchase of land and premises.
  - 8.11.3 To commission development appraisals/project briefs as appropriate.
  - 8.11.4 To submit Planning Applications in relation to council projects or on council land to assist potential disposal.
  - 8.11.5 Office accommodation issues and any modifications to buildings.
  - 8.11.6 To make routine disposals including of reversionary interests up to £100,000 in value.

- 8.11.7 Determine rent reviews, lease renewals, surrenders, applications for assignment or sub-letting, wayleaves, easements, serving notices to quit (including under the Landlord and Tenant Act 1954), repair, consents (including by mortgagors to carry out alterations to residential properties), applications for alterations and closure of properties pursuant to legislation, whether to accept and recommend offers to Cabinet or to decline them (without reference) and all other day to day property management functions in relation to the Council's estate and properties to be acquired as appropriate.
- 8.11.8 To enforce breaches of covenant or non-compliance with the terms of leases, licenses or conditions of sale and determine dilapidation and compensation payments.
- 8.11.9 Manage trespass on Council land (and private land where instructed including applications to court for repossession where appropriate) including all action required to re-possess such land or property, whether removal of persons or property.
- 8.12 To invoke emergency arrangements for property set out in the business continuity plan.
- 8.13 To determine applications under the Licensing Act 2003 as defined and detailed in the Council's statement of licensing policy in accordance with guidance issued by the Secretary of State.
- 8.14 To undertake all operational housing functions including:
  - 8.14.1 To agree, subject to consultation with the Director: Governance and Partnerships, the disposal of housing association properties within North Lincolnshire.
  - 8.14.2 Authority to allocate tenancies outside the policy approved by the Council in exceptional circumstances, with a report being submitted to the cabinet member on a quarterly basis.
- 8.15 To determine authorizations for surveillance to be undertaken under the Regulation of Investigatory Powers Act 2000.

## **9 DELEGATIONS TO THE DIRECTOR: CHILDREN & COMMUNITY RESILIENCE**

- 9.1 To be the Council's statutory director of children's services (appointed for the purposes of Section 18 of the Children Act 2004) with overall responsibility for services for children's social care.
- 9.2 To be responsible for ensuring discharge of the functions conferred on or exercisable by the council in its capacity as Local Education Authority and Children's Services Authority and any other legislation that confers functions on the Council relating to children and families as may be prescribed by legislation or the Secretary of State or which the Council may consider appropriate.

- 9.3 To discharge the functions of the Council relating to:
- 9.3.1 Children's Social Care.
  - 9.3.2 Community Safety and the requirements of Section 17 of the Crime and Disorder Act 1998.
- 9.4 To discharge the functions conferred on or exercisable by the council in its capacity as Children's Services Authority, including for care and support under the Care Act 2014 and all other health and social care legislation for children including in relation to mental health.
- 9.5 To promote the wellbeing of children and lead on the safeguarding for children and young people and ensure that safeguarding is a corporate and universal priority.
- 9.6 To lead on establishing effective working relationships with Central Government, Ofsted and other inspectorates and regulatory bodies, regional and local agencies and partners.
- 9.7 To nominate at least one children's Social Worker and at least one educational professional to work within the Youth Offending Team as required by Section 39(5) of the Crime and Disorder Act 1998.
- 9.8 Discharge the duty to promote the educational achievement of looked after children as set out in the Children Act 1989.
- 9.9 To provide the Secretary of State if he/she so directs, with information on individual children as required by Section 83(4A) of the Children Act 1989 or otherwise.
- 9.10 To hear and determine any complaint by a user of the Children and Young People's Service or by a member of the public relating to the discharge of any functions and designated as the 'responsible person' required by the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009 to ensure compliance with the procedure and ensure action is taken in the light of complaints and also for other statutory complaints procedures relating to children.
- 9.11 To obtain, where needed, any Grant of Probate of Letters of Administration on behalf of a child in the care of the Local Authority.

## **10 DELEGATIONS TO DIRECTOR: ADULTS & COMMUNITY WELL-BEING**

- 10.1 To be the Council's statutory Director of Adult Social Services (appointed for the purposes of Section 6 of the Local Authority Social Services Act, 1970).
- 10.2 To discharge the functions conferred on or exercisable by the council in its capacity as Adult Social Services Authority conferred by the Local Authority Social Services Act 1970, the Care Act 2014 and all other health and social care legislation for adults including in relation to mental health.

- 10.3 To discharge any functions exercisable by the council under Section 75 of the National Health Service Act 2006 on behalf of an NHS body and have responsibility for any adults functions integrated with any NHS body.
- 10.4 To discharge the functions of the Council relating to:
  - 10.4.1 Adult Social Care.
  - 10.4.2 Vulnerable people's housing strategy and development.
  - 10.4.3 Local Safeguarding Adults Board.
  - 10.4.4 Integration with Health.
  - 10.4.5 Community wellbeing.
- 10.5 To be designated as the 'responsible person' required by the Local Authority Social Services and National Health Service Complaints (England) Regulations 2009 to ensure compliance with the procedures and ensure action is taken in the light of complaints and also for other statutory complaints procedures relating to adults complaints.
- 10.6 To obtain, where needed, any Grant of .Probate of Letters of Administration on behalf of an adult in the care of the Local Authority.
- 10.7 To make applications for nearest relative status and receivership of the property of the mentally ill.
- 10.8 To be responsible for developing effective working relationships with Central Government, Care Quality Commission and all other relevant inspectorates and regulatory bodies.

## **11 DELEGATIONS TO DIRECTOR- LEARNING, SKILLS & CULTURE**

- 11.1 To discharge the functions conferred on or exercisable by the council in its capacity as Local Education Authority: Access to school; School Inclusion; SEND Offer; Education Standards and School Improvement; School Governance.
- 11.2 To discharge the functions of the Council relating to:
  - 11.1.2 Adult community learning through further and higher education including under the Employment and Training Act 1973 and the Teaching and Higher Education Act 1998 and other appropriate legislation.
  - 11.2.1 Early years sufficiency and access to free entitlement.
  - 11.2.2 Community Recreation/Youth Services, facilities and support.
  - 11.2.3 Skills and Employability Frameworks.

- 11.2.4 Libraries and culture including under The Public Libraries & Museums Act 1964.
- 11.3 To work with schools and early years providers to promote educational excellence, high standards and tackle poor performance.
- 11.4 To license the employment of children.
- 11.5 To be responsible for developing effective working relationships with Ofsted and all other relevant inspectorates and regulatory bodies.

## **12 HEAD OF LEGAL AND DEMOCRACY**

- 12.1 To be the Solicitor to the Council and the Council's designated Monitoring Officer and discharge Monitoring Officer functions set out in the Localism Act 2011, the Local Government Act 2000, the Local Government and Housing Act 1989 and elsewhere, including:
  - 12.1.1 Maintaining an up-to-date version of the Constitution, keeping it under review and ensuring that it is widely available for consultation by Members, officers and the public, including authority to amend the constitution to reflect re-organisations, changes in job titles/vacancies minor legislative changes or requirements and to correct any typographical errors or inconsistencies subsequently identified.
  - 12.1.2 After consulting with the Head of Paid Service and Chief Financial Officer, the Monitoring Officer reporting to the Full Council, or to the Executive in relation to an Executive function, if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.
  - 12.1.3 Contributing to the promotion and maintenance of high standards of conduct through provision of support, advice and training to the Standards Committee.
  - 12.1.4 Receiving complaints about member conduct (including Town and Parish Council members) determining whether local resolution is appropriate and/or authorising or carrying out investigations; making appropriate reports relating to member conduct and alleged breaches of the Members' Code of Conduct under the Standards arrangements adopted by the Council from time to time, including determining sanctions where an investigation does not proceed to a standards hearing.
  - 12.1.5 Granting dispensations to members on the grounds set out in sub-sections (a) and (d) of Section 33(2) of the Localism Act 2011.

- 12.1.6 Establishing and maintaining the register of members' and co-opted members' interests pursuant to section 29 of the Localism Act 2011 and to consider and decide upon sensitive interests pursuant to section 32 of the Localism Act 2011.
- 12.2 To institute, settle, defend, withdraw, compromise or otherwise deal with claims or legal proceedings on behalf of the Council in cases where such action is necessary to give effect to decisions of the Council or in any case where the officer considers that that action is necessary to protect the Council's interests, following consultation with the relevant Director.
- 12.3 To sign or execute on behalf of the Council any pleading, information, complaint, contract, transfer, lease, licence, agreement, grant application, agreement, notice, order or such other document which requires to be signed or executed pursuant to any Officer delegations, or other authority from the Council, unless some other person has been given authority to sign or execute such document or is required by law to sign or execute such document.
- 12.4 To certify the date when evidence came to the Council's notice for the purpose of health and safety at work and corporate manslaughter or other prosecutions and civil action.
- 12.5 To serve, publicise or advertise any notice, application or order, statutory or otherwise, following a recommendation from any Director and take any steps incidental to completing or obtaining the confirmation of any notice, application, order or other proceedings made by or against the Council.
- 12.6 To authorise officers of the Council to prosecute or defend proceedings in the civil and criminal courts.
- 12.7 To sign certificates under the Local Government (Contracts) Act 1997.
- 12.8 To attest the affixing of the Common Seal of the Council to any legal document required to be executed under seal and to authorise other senior officers to attest the Common Seal as required from time to time.
- 12.9 To sign contracts that exceed £100,000 which, unless determined otherwise by the Head of Legal and Democracy, shall be executed by way of deed under the Common Seal of the Council.

<b>Function</b>	<b>Legislative Provision</b>	<b>Proper Officer</b>	<b>Deputy</b>
Reference in legislation to the "Clerk"	Any legislation before October 1972	Chief Executive	Monitoring Officer
Director of Children's Services	Section 18 Children Act 2004	Director: Children & Community Resilience	Relevant Head of Service
Director of Adult Services	Section 6 Local Authority Social Services Act 1970	Director: Adults & Community Well-being	Relevant Head of Service

Director of Public Health	Section 73A NHS Act 2006	Director: Public Health	Relevant Head of Service
Appointment as Parish Trustee with Chairman of as body corporate for a Parish Meeting; Officer responsible for convening newly created Parish Councils	Local Government Act 1972 Section 13(3)	Chief Executive	Director: Governance and Partnerships
Witness and receipt of declaration of acceptance of office	Local Government Act 1972 Section 83	Chief Executive	Director: Governance and Partnerships
Receipt of notice of resignation by councillor	Local Government Act 1972 Section 84	Chief Executive	Director: Governance and Partnerships
Declare any vacancy in office	Local Government Act 1972 Section 86	Chief Executive	Director: Governance and Partnerships
Convening a meeting of Council to fill casual vacancy in office of Chairman	Local Government Act 1972 Section 88(2)	Chief Executive	Director: Governance and Partnerships
Receipt of notice of casual vacancy from two local government electors (Also for Parish and Community Councils)	Local Government Act 1972 Section 89(1)(b) Local Elections (Parishes and Communities) (England and Wales) Rules 2006/3305	Chief Executive	Director: Governance and Partnerships
Exclusion of reports, etc. from inspection	Local Government Act 1972 Section 100B Schedule 12A	Director: Governance and Partnerships	Monitoring Officer
Written Summary where minutes would disclose exempt information	Local Government Act 1972 Section 100C	Director: Governance and Partnerships	Relevant Head of Service
Compilation of list of background papers	Local Government Act 1972 Section 100D	For each report, the officer named in it as author, or if more than one, the first named	Second named in absence of first named
Exclusion from production to members of documents disclosing exempt information	Local Government Act 1972 Section 100F	Director: Governance and Partnerships	Monitoring Officer
Receipt of money due from officers	Local Government Act 1972 Section 115(2)	Director: Governance and Partnerships	Relevant Head of Service

Declarations and certificates with regard to securities	Local Government Act 1972 Section 146(1)(a)	Director: Governance and Partnerships	Relevant Head of Service
The Officer having responsibility for the proper administration of the financial affairs of the Council.	Local Government Act 1972 Section 151 Also Local Government Finance Act 1988 sections 112-116 and any reference in legislation before October 1972 to the "Treasurer" of a local authority	Director: Governance and Partnerships	Relevant Head of Service
Functions with respect to ordnance survey	Local Government Act 1972 Section 191	Director: Operations	Relevant Head of Service
Charity functions	Local Government Act 1972 Section 210	Director: Governance and Partnerships	Monitoring Officer/ Relevant Head of Service
Authorise Officers to appear in legal proceedings	Local Government Act 1972 Section 223 (Also Section 60 County Courts Act 1984)	Monitoring Officer and all Directors	Deputy Monitoring Officers
Deposit of documents pursuant to the Standing Orders of either Houses of Parliament or to any enactments/instruments and any action as may be directed	Local Government Act 1972 Section 225(1)	Director: Governance and Partnerships	Relevant Head of Service
Certification of photographic copies of documents	Local Government Act 1972 Section 229(5)	Director: Governance and Partnerships	Monitoring Officer
Authentication of documents	Local Government Act 1972 Section 234(1)	Director: Governance and Partnerships	Monitoring Officer
Sending confirmed byelaws to the proper officer of every Parish and Community Council to which they apply	Local Government Act 1972 Section 236	Director: Governance and Partnerships	Monitoring Officer
Certification of byelaws	Local Government Act 1972 Section 238	Director: Governance and Partnerships	Monitoring Officer
Keeping of roll of Freemen	Local Government Act 1972 Section 248	Chief Executive	Director: Governance and Partnerships



	Provisions) Act 1976 with regard to dangerous trees and excavations  (c) any other matter		
Receipt on deposit of lists of buildings of special architectural or historical interest and Building Preservation Notices	Town and Country Planning Act 1971 Section s 54 & 58	Director: Operations	Relevant Head of Service
Exercise of registration functions under various legislative provisions relating to births, deaths and marriages including appointment of superintendent registrars and local schemes and other ceremonies including citizenship ceremonies	Registration Service Act 1953 including Section s 9, 13 and 20 Marriage Act 1949, Civil Partnership Act 2004	Director: Business Development	Relevant Head of Service
Officer having responsibility for the storage and charge of cemetery records	Local Authorities' Cemeteries Order 1977 Article 12	Director: Operations	Relevant Head of Service
Officer having responsibility for the signature of grants under Paragraph 1 of Part II of Schedule 2 of that Order and the granting of permission for the various matters referred to in Paragraph 1 of Part I of that Schedule	Local Authorities' Cemeteries Order 1977 Paragraph 1 of Parts I & II of Schedule 2	Relevant Head of Service	Director:Operations
The Registration Officer for any constituency of part of a constituency coterminous or situated in the Borough.	Representation of the People Act 1983 Section 8 and 52	Chief Executive	Electoral Registration Officer/ Relevant Head of Service
The Returning Officer for elections of Councillors of the	Local Government Act 1972 Section 35(1)	Chief Executive	Electoral Registration Officer/ Relevant

District and for elections of Councillors of Parishes within the District and to receive declarations of Election expenses	Local Government Act 1972 Section 82		Head of Service
Receipt from Returning Officer of: the names of persons elected to the council; and election documents. Retention of election documents and making them available for public inspection	Local Elections (Principal Areas) (England and Wales) Rules 2006/3304	Chief Executive	Electoral Registration Officer/ Relevant Head of Service
Publication of reports of Local Commissioners	Local Government Act 1974 Part 3 Section 30	Director: Governance and Partnerships	Deputy Chief Executive and Executive Director: Commercial
(a) Various purposes with regard to drainage, water supply, sanitary accommodation.  (b) Purposes relating to building control other than those comprised in (a) above  (c) authorise action in relation to dangerous structures under Section 78	Building Act 1984	Director Operations -	Relevant Head of Service
To determine applications for exemption from the list of politically restricted posts  Maintain a list of politically restricted posts	Local Government and Housing Act 1989 Section 3A  Section 2	Chief Executive	Monitoring Officer
Receipt of Notice re changes to Political Groups  Receipt of Notice of	Local Government and Housing Act 1989 Sections 15,16 & 17 Local Government Political Groups)	Chief Executive	Director: Governance and Partnerships/ Relevant Head of Service

<p>Cessation of Membership of Political Groups</p> <p>To accept wishes of Political Groups in respect of proportionality</p> <p>To notify Political Groups of allocations</p>	<p>Regulations 1990 Paras 9, 10, 13 &amp; 14</p>		
<p>Discharging the functions for dealing with stray dogs</p>	<p>Environmental Protection Act 1990 Sections 149 - 151</p>	<p>Director: Operations</p>	<p>Relevant Head of Service</p>
<p>Service of notices requiring details of any interests in land.</p>	<p>Local Government (Miscellaneous Provisions) Act 1976 Section s 16</p>	<p>All Directors</p>	<p>Relevant Heads of Service</p>
<p>Certification of copies of resolutions, minutes and other documents</p>	<p>Local Government (Miscellaneous Provisions) Act 1976 Section 41</p>	<p>Director: Governance and Partnerships</p>	<p>Relevant Head of Service</p>
<p>Duty of local authority to supply forms to doctors for purposes of Section 48 - Removal of dead body to mortuary for burial. Section 58 - Authentication of documents Section 60 - Service of notices and other documents</p>	<p>Public Health Act 1936 Sections 11, 48, 58 &amp; 60 Public Health (Control of Disease) Act 1984</p>	<p>Director: Operations</p>	<p>Director of Public Health</p>
<p>The local registrar within the meaning of the Land Registration Act 2002 and Local Land Charges Act 1975 who shall register any matters specified by these Acts affecting land situate within the district.</p>	<p>Land Registration Act 2002 and Local Land Charges Act 1975</p>	<p>Director: Governance and Partnerships</p>	<p>Relevant Head of Service and Local Land Charges Officer</p>
<p>Entertainments, licensing control of sex shops and public health</p>	<p>Local Government (Miscellaneous Provisions) Act 1982</p>	<p>Director: Operations</p>	<p>Licensing Manager</p>

Licensing and gambling functions	Licensing Act 2003 Gambling Act 2005	Director: Operations	Licensing Manager
Non-disclosure where potential to prejudice the effective conduct of public affairs	Freedom of Information Act 2000 Section 36	Chief Executive	Monitoring Officer
Scrutiny Officer	Local Government Act 2000 Section 9FB	Service Manager: Democracy	Relevant Head of Service
Proper Officer Functions for petitions and referenda	Local Authorities (Referendums) (Petitions) (England) Regulations 2011/2914	Director: Governance and Partnerships	Relevant Head of Service
29 – Establish and maintain a register of members' and co-opted members' interests 30 – 31 – Receipt of Members and co-opted members' declarations of interests and changes to those interests within 28 days 32 – Sensitive Interests 33 – Dispensations from restrictions under Section 31(4)	Localism Act 2011 Sections 29 - 33	Monitoring Officer / Head of Legal and Democracy	Director: Governance and Partnerships/ Deputy Monitoring Officers
Proper Officer functions in relation to referendums	Local Authorities (Conduct of Referendums) (England) Regulations 2012	Returning Officer as the Chief Executive	Director: Governance and Partnerships
Proper Officer functions anti-social behaviour and community protection	Anti-Social Behaviour Act 2003 and Anti-Social Behaviour, Crime and Policing Act 2014	Director: Operations	Relevant Head of Service
Proper Officer for notification to deal with objections by the Executive to appointments or dismissals of Chief and Deputy Chief Officers	Local Authorities (Standing Orders) (England) Regulations 2001/3384	Chief Executive	Director: Governance and Partnerships
Arrangements for network management	Section 17 of the Traffic Management Act, 2004	Director : Operations (or	Relevant Head of Service

and appointment of Traffic Manager		any contractor appointed by him)	
Any other provisions for which arrangements are not made above or in the scheme of delegation to officers (whether made before or after this list was last updated) requiring a proper officer or authorised officer from time to time – either to nominate a proper officer or exercise the functions.	Any	Chief Executive	Director: Governance and Partnerships

NB. The Chief Executive is also the Head of Paid Service.  
The Head of Legal and Democracy is the Council's Monitoring Officer.

The officer of the Council named in the second column below is appointed the proper officer of the Council in relation to references to the officer named in the first column in:-  
(i) any enactment passed before the 26 October 1972 which reference is to be construed as a reference to the proper officer of the Council;  
(ii) any reference in any local statutory provision which, by virtue of any Order made under the Local Government Act 1972, is to be construed as a reference to the proper officer of the Council.

**Reference Proper Officer**

Town Clerk or Clerk of the Council  
Treasurer (Chief Financial Officer)  
Surveyor  
Public Health Inspector  
Public Health in North Lincolnshire

Chief Executive  
Director: Governance and Partnerships  
Director: Operations  
Director: Operations  
Director: Public Health