

**PART 4****SCHEME OF DELEGATION****GENERAL DELEGATION TO ALL COMMITTEES AND CHIEF OFFICERS****1. COMMITTEES**

The following functions are delegated to all Committees

- 1.1 Acceptance of a tender for any proposal already approved by the Council, provided it is capable of accommodation within the Committee's budget and does not require a supplementary estimate.
- 1.2 Appointment of member delegates to conferences and seminars within the purview of the Committee.

**2. CHIEF OFFICERS – GENERAL**

For the purposes of this scheme, Chief Officers are the Chief Executive, Directors and the Assistant Chief Executive .

In consultation with the Chairman of the appropriate Committee or where he or she is not available, the vice-chairman Chief Officers have delegated authority to take any action, which would normally require Committee approval, but which requires an urgent decision, subject to that action being within budget and in line with Council policy. Such a decision is to be reported to the next meeting of the appropriate committee, together with a full explanation of the reasons for the decision.

**3. CHIEF OFFICERS - SUPPLIES**

All Chief Officers are authorised to purchase goods, materials and services and to give orders for work to be performed in so far as there is provision for such expenditure within the Committee's budget, and the Council's Procedure Rules (including contracts) and Financial Regulations are not contravened.

**4. CHIEF OFFICERS – STAFF**

All Chief Officers are authorised to determine the staff structure required for the effective operation of their areas of responsibility and to employ such staff in so far as there is provision for such expenditure within the Committee's budget and the Council's Procedure Rules are not infringed.

## **POLICY COMMITTEES OVERALL ROLE (excluding Development Control and Licensing)**

1. Formulate and review policies within scope to meet the Council's objectives.
2. Control and review use and allocation of assets and resources, within approved budgets.
3. Be responsible for and review the services within scope, including the introduction of new services and the standard or level of existing services and determine proposals from committees with an overview and scrutiny function of service reviews and area panels.
4. Promote community partnerships.
5. Respond to relevant documents and initiatives from other organisations.
6. Review and make recommendations on the procedure rules, (including contracts) and financial regulations.
7. Undertake statutory and other functions within scope.
8. Delegate such functions of the Committee as the Committee considers appropriate to Area Panels (subject to the issue relating exclusively to the area or areas covered by such Panels) or to Chief Officers

### **Development Control Committee**

1. To implement the Development Plan policies in relation to development control including (but not by way of limitation) the determination of applications and enforcing against breaches of planning control.
2. Delegate such functions of the Committee, as the Committee considers appropriate to a designated Chief Officer

### **Licensing Committee**

1. Advise the Council on policies relating to licensing which the Council is legally required to have in place
2. Determine applications for licenses in accordance with agreed criteria
3. Delegate such functions of the Committee, as the Committee considers appropriate to a designated Chief Officer.

**DELEGATION TO ALL POLICY COMMITTEES and (except numbers asterisked) DEVELOPMENT CONTROL AND LICENSING**

- \*1 In respect of urgent matters within scope which arise and which need, but cannot await a decision by the Council, action on the Council's behalf, subject to the matters being reported to the next following meeting of the Council, with the reasons why the action needed to be taken.
- 2 Responsibility for the services within the purview of the Committee according to the Council's policy framework and within the budget allocated including determination of proposals of a service review made by appropriate committees with overview and scrutiny functions.
- 3 Determination of fees and charges for licences and services within the scope of the committee where these are not prescribed and subject to the Council's budgetary framework (including in the case of the Licensing Committee determination of fees for premises licences to be granted under the Gambling Act 2005).
- \*4 Establish task groups and working parties as necessary for specific purposes.
- 5 Make recommendations to Council on budgets in accordance with guidance approved by the Council.
- 6 Receive reports from representatives on outside bodies.
- \*7 Delegate any decision within its remit to an Area Panel for determination or advice provided that it does so to all areas directly affected by the issue concerned
- 8 Appoint Chairmen and Vice-Chairmen unless appointed by full Council.

## COMMUNITY COMMITTEE – TERMS OF DELEGATION

1. The provision, allocation and management of the Council's housing accommodation.
2. The administration of Council house sales and the provision of mortgage facilities in accordance with statutory requirements.
3. The administration of the Council's statutory and other duties in respect of housing the homeless and dealing with landlord harassment.
4. The maintenance, repair and improvement of the Council's housing accommodation, and approval of the select list of Tenderers.
5. The preparation of the annual Housing Strategy Statement.
6. The preparation, implementation and monitoring of:-
  - 6.1 Housing Programmes
  - 6.2 the annual Environmental Health work programme
7. The determination of the role to be undertaken by Housing Associations and participation in private enterprise schemes and the provision of appropriate assistance.
8. Acquisition and/or disposal of land and/or property for housing purposes and the design and erection of new dwellings, subject to a maximum value of £25,000.
9. The provision of a welfare service for applicants for and tenants of housing accommodation, including:
  - 9.1 liaison with Social Services
  - 9.2 operation of a warden service; and
  - 9.3 encouragement of the use of Lifeline.
10. Liaison with the Housing Corporation, Housing Associations, the private sector and local councils, agencies and societies to assess housing needs and to provide new homes and rehabilitate substandard, derelict and unused properties.
11. Animal welfare and licensing and the control of stray dogs and dog fouling.
12. Caravan and gypsy site licensing and liaison.

13. The Council's cemetery and the burial of persons where no (proper) arrangements have been made.
14. Food safety and control, including food storage, handling, preparation, transport and exposure for sale.
15. Health and Safety At Work standards in all premises subject to Local Authority control.
16. Health, safety and welfare of the Council's employees and other persons affected by its activities.
17. Liaison with the appropriate Health Authorities.
18. The promotion of public health education and home safety.
19. The control and prevention of infectious and notifiable diseases and food poisoning.
20. The control and eradication of rodents, insects and other pests with public health significance or nuisance potential.
21. The prevention or remedy of statutory nuisance or other pollution matters of concern, the regulation of industrial processes and the implementation of the contaminated land regime under Part IIA Environmental Protection Act 1990.
22. The maintenance of a Port Health Unit and border inspection post at Stansted Airport.
23. The administration of Grant schemes for the improvement, adaptation or conversion of private sector housing and the disuse or demolition of unfit premises and the licensing of houses of multiple occupancy.
24. The carrying out of the Council's functions under the Shops Act 1950 and any amending or subordinate legislation.
25. The provision, management and maintenance of public conveniences.
26. The preparation and implementation of the Council's Leisure and Cultural Strategy for Uttlesford.
27. The preparation and implementation of the appropriate grants policy, including making annual grants within the approved budget.
28. The determination of the criteria for the Voluntary Organisation (annual and 3 year), Community Project and Ad Hoc grant Schemes.
29. The determination of the allocation of Voluntary Organisation Community projects and ad hoc grants.

30. The provision, maintenance and funding of day centres for the elderly and people who are disabled.
31. The provision, maintenance and arrangement for the appropriate management of Leisure Centres.
32. The provision and maintenance of a local and visitor information service through Tourist Information Centre(s) and Community Information Centres.
33. The preparation and implementation of the Museum Strategy, and the maintenance and management of the buildings and collections of the Saffron Walden Museum, and considering and, where appropriate, acting on the reports of the Museum Management Task Group.
34. Community Development
35. The preparation and implementation of a Community Safety Strategy,
36. Emergency Planning.
37. Drugs Prevention
38. Sports Development
39. Arts development
40. Youth Initiatives
41. Disability issues appropriate to the facilities and activities within the purview of the Committee.

## ENVIRONMENT COMMITTEE – TERMS OF DELEGATION

1. The preparation of plans and related documents as district planning authority.
2. Advice on regional planning and related issues, including transportation policy.
3. Advice on aviation matters generally and specifically relating to Stansted Airport.
4. The maintenance, management and development of open spaces, ornamental gardens, play and recreational areas (and statutory and non-statutory allotments).
5. The preparation and implementation of an integrated waste strategy.
6. The provision of refuse collection, recycling, street cleansing and cesspool emptying services.
7. Contract monitoring, quality control and client management in relation to refuse collection, street cleansing, cesspool emptying and grounds maintenance services.
8. The provision, maintenance, management and development of the Council's housing amenity areas and amenities, including:
  - 8.1 open spaces and recreational areas;
  - 8.2 parking areas and garages;
  - 8.2 unadopted roads, verges, footways and street lighting.
9. Environmental monitoring (including the monitoring of water supplies).
10. The Council's statutory responsibilities for land drainage and sewerage.
11. The provision of advice and financial assistance, as appropriate, to help maintain and enhance the District's environment and encourage appropriate economic development.
12. The development of a tourism strategy and the promotion of tourism within the District.
13. To review periodically and, if necessary, amend the Council's policy on the exercise of its functions with respect to the Building Regulations and allied legislation, and to discharge those functions.

14. The administration of grants within the scope of the Committee.
15. The provision and maintenance of off-street vehicle parking facilities, including the making of the appropriate orders, and the administration of on street parking i.e. residents parking schemes.
16. The management of decriminalisation of parking enforcement
17. The provision of or assistance in the provision of travel initiatives to help the elderly and people who are disabled who have real transport needs.
18. The approval and monitoring of the locally determined highways programme.
19. Comment on Essex County Council's highways maintenance plan.
20. The making of traffic regulation orders and the exercise of such other relevant order making powers as the Essex County Council may delegate to the Council within the prescribed budget where such matters relate to areas covered by more than one area panel.
21. The provision, management and maintenance of the council's fleet of vehicles
22. Street names and house numbers
23. The promotion of energy efficiency and carbon reduction measures
24. Disability issues appropriate to the facilities and activities within the purview of the Committee.



**OPERATIONS COMMITTEE – TERMS OF DELEGATION**

1. The provision of a co-ordinated information service to the public, press and all members of the Council on the activities of the Council.
2. The responsibility for and the exercise of powers in respect of:-
  - 2.1 the management and maintenance of civic/municipal buildings;
  - 2.2 committee administration;
  - 2.3 the collection of Council Tax, Community Charge and Non-Domestic Rates;
  - 2.4 information technology services;
  - 2.5 clerical, mail, printing, word processing and purchasing;
  - 2.6 UConnect customer service centre
  - 2.7 the contractor role in respect of those services which are carried out pursuant to contract the Council decides to subject to tender, or are supplied to other organisations in accordance with Council policy and are carried out by the Council's Direct Services Organisation, irrespective of whether or not they have been subjected to competitive tender.
  - 2.8 Overall responsibility for the services and contracts within the purview of the Committee, including the preparation and submission of tenders.
  - 2.9 elections and electoral registration, reviews of wards and polling districts and places and of county, district and parish administrative boundaries;
  - 2.10 financial and exchequer services;
  - 2.11 insurance, payroll, and the administration of Members' allowances;
  - 2.12 legal services;
  - 2.13 local land charges;
  - 2.14 Members' support services, including training, information and facilities;
  - 2.15 HR services and industrial relations;

- 2.16 property valuation and management.
- 2.17 communications, including public relations;
- 2.18 administration of the Council Tax and Housing Benefits schemes;
- 3. Preparation of a procurement strategy for the Council
- 4. To determine the disposals of assets with a value up to £100,000
- 5. The remuneration, conditions of service, including benefits and allowances, training and welfare of the Council's employees.
- 6. The appointment of Chief Officers (subject to ratification by the Council) (as defined in the Local Government and Housing Act 1989).
- 7. The review and up-date of the Council's Job Evaluation Scheme.
- 8. The determination of the level of relocation expenses.
- 9. The determination of all policy matters relating to the Council's car leasing scheme and travel allowances.
- 10. The write-off of debts to the Council in accordance with Financial Regulations.
- 11. Equal opportunities
- 12. Disability issues appropriate to the facilities and activities within the purview of the Committee.

## **DEVELOPMENT CONTROL COMMITTEE – TERMS OF DELEGATION**

1. The determination of planning applications, enforcement matters and other relevant matters.
2. All matters relating to the diversion, extinguishment and creation of public rights of way under the Town and Country Planning Act 1990 and the Highways Act 1980.
3. The grant of deemed planning consent for District Council proposals under the provisions of the Town and Country Planning General Regulations 1992.
4. To decide on all other issues concerned with regulating the development and use of land as part of the town and country planning system.
5. Determine confirmation of Tree Preservation Orders the subject of formal objection(s)
6. To deal with consultations on traffic management and related matters, and goods vehicle operators licences.

## LICENSING COMMITTEE – TERMS OF DELEGATION

1. To be responsible for and exercise powers in respect of the licensing and registration of the following matters: -
  - 1.1 Acupuncture, tattooing, ear-piercing and electrolysis.
  - 1.2 Animal boarding establishments, dangerous wild animals, dog breeding, performing animals, pet shops, riding establishments and zoos.
  - 1.3 Entertainment, including cinemas, private places of entertainment, public entertainments, indoor sporting events and plays.
  - 1.4 Food hawkers and street traders.
  - 1.5 Game and game dealers.
  - 1.6 Houses in multiple occupation.
  - 1.7 Dairies.
  - 1.8 Sex establishments.
  - 1.10 The Licensing Act 2003 and any amendments thereto or replacement thereof.
  - 1.11 The Gambling Act 2005 and any amendments thereto or replacement thereof.
  - 1.12 Hackney Carriage and private hire drivers, vehicles and operators and all ancillary matters.
2. To have Liaison Meetings with the Uttlesford Taxi Drivers' Association and other appropriate associations and act thereon.
3. Within the limits prescribed by regulations to set the fees for premises licences issued under the Gambling Act 2005.
4. To consult and advise the Council on licensing policies under the Licensing Act 2003 and the Gambling Act 2005

## **SCRUTINY COMMITTEE – TERMS OF DELEGATION**

1. Prepare work programme, subject to any positive direction from the Council.
2. Monitor and review policy and advise policy committees and/or the Council as appropriate.
3. Consider matters referred by individual Members.
4. Obtain community views and expert opinions, where appropriate.
5. Call in decisions or actions proposed or taken but not implemented, in accordance with the Overview and Scrutiny Procedure Rules.
6. Receive petitions from the public and deal with the same in accordance with the Overview and Scrutiny Procedure Rules.
7. Establish task groups and working parties as necessary for specific purposes.
8. Carry out scrutiny of NHS matters and other outside bodies.

## PERFORMANCE SELECT COMMITTEE – TERMS OF DELEGATION

1. Prepare work programme, subject to any positive direction from the Council.
2. Overall implementation of project management to deliver upon the Corporate Plan
3. Monitor and review the performance of the Council, the policy committees and services against the Corporate Plan, national and locally adopted performance indicators and advise policy committees and/or the Council as appropriate.
4. Monitor the performance of the Council against the CPA Improvement Plan and report to the policy committees and/or the Council as appropriate.
5. Monitor the work of Internal Audit and report to the policy committees and/or the Council as appropriate.
6. Conduct service reviews including Best Value reviews of services after considering advice from the appropriate service committee. Make recommendations to the appropriate service committee.
7. Consider matters referred by individual Members.
8. Establish task groups and working parties as necessary for specific purposes.
9. Conduct research, community and other consultation in the analysis of policy issues and possible options.
- 10 Fulfil the functions of an Audit and Risk Committee and in particular: -
  - 10.1 Receive and consider scheduled progress reports from internal audit
  - 10.2 Receive and consider the risk register and risk management reports
  - 10.3 Receive and consider all external audit reports
  - 10.4 Receive and consider the external auditors annual plan and audit letter
  - 10.5 Receive bi-annual reports regarding the Council's corporate governance activities

- 10.6 Monitor the implementation of recommendations from the internal and external auditors

## **STAFF APPEALS PANEL – TERMS OF DELEGATION**

To consider and determine staff appeals against a decision by a Chief Officer acting under his/her delegated powers, or by a Committee, relating to their rights under the appropriate conditions of service or against a decision of a disciplinary nature including dismissal or relocation and to consider and determine staff appeals against job evaluation assessments in accordance with the relevant provisions of the National Scheme of Conditions of Service relating to the appropriate procedure for dealing with staff appeals.

**STANDARDS COMMITTEE – TERMS OF DELEGATION**

1. To consider and recommend one or more codes of conduct or protocols for members and/or officers of the Council and/or of town and parish councils within the district.
2. To monitor and from time to time review and recommend changes to the codes of conduct or protocols for members and/or officers of the Council and/or of town and parish councils.
3. To make representations to the Local Government Association and Central Government about any matter relating to the general principles of conduct for members or officers of the Councils for which it is responsible.
4. To consider and to the extent authorised by legislation, determine any allegations against members of the Councils for which it is responsible of a breach of the Code of Conduct of any such council or of a code of conduct or protocol approved by the Councillor or the Standards Committee on its behalf, and for this purpose to resolve upon any sanction within its statutory powers as a consequence of a finding of a breach of the code.
5. To be responsible for liaison with external agencies, in particular the District Auditor and the Local Ombudsman, in connection with any matter within the Committee's terms of reference.
6. To provide advice and guidance to members of any council for which it is responsible and to make arrangements for training in connection with any matters within the terms of reference of the Committee, in particular to enable members and officers to identify and avoid impropriety, actual or perceived.
7. To ensure that relevant information contained in documents such as a council's code of conduct the Council's Anti-fraud Policy and advice on gifts and hospitality are available and adequate to inform Members of their responsibilities.
8. To grant dispensations to members of the Council and town and parish councils in accordance with The Relevant Authorities (Standards Committee) (Dispensations) Regulations 2002



**INTERNAL AUDIT PARTNERSHIP JOINT COMMITTEE –  
TERMS OF DELEGATION**

1. Approve the Partnership budget and set the daily rate tariff for Audit Staff.
2. Approve the Partnership Annual Report and Trading Account
3. Approve Staff Terms and Conditions (after the initial two year trial period)
4. Consider Audit Management Reports on staffing, training and sickness
5. Consider and approve other business opportunities
6. Consider periodic financial reports
7. Consider performance information relating to the partnership's work plans
8. Consider and approve the Partnership Business/Service Plan
- 8.4 Consider and approve the Partnerships constitution

## AREA PANELS

1. To undertake a community leadership role in bringing together different interest groups from the public, private and voluntary sectors to work in partnership to meet the Council's corporate strategic and local objectives.
2. To consider the policies and actions of the Council as to their appropriateness to the needs and aspirations of local communities.
3. To establish and maintain relationships with outside bodies and voluntary organisations operating specifically within the area including the provision of discretionary grant aid and financial support other than grants for district wide activities.
4. To allocate discretionary budgets within the terms determined by the Council.
5. To allocate devolved budgets and activities within the terms determined by the Council.
6. The making of traffic regulation orders and the exercise of such other relevant order making powers as the Essex County Council may delegate to the Council within the prescribed budget where such matters relate solely to the area covered by the area panel
7. To advise the Council on: -
  - 7.1. the introduction of local byelaws insofar as the same may affect the area
  - 7.2. the management of the Council's open spaces and allotments within the area
  - 7.3. the provision of art in public places within the area
  - 7.4. the designation of polling places and the review of boundaries of polling districts within the area
8. To receive petitions, presentations and questions from members of the public, groups and outside bodies on matters relating to the area.
9. To act as a forum for discussion on matters of local interest and in particular to elicit and hear the views of local bodies and organisations.
10. To make arrangements for the provision of information about local services and other matters to people in the area.

11. To provide local input into centrally determined specifications for all services.
- 12 To scrutinise the provision of services within the area by the Council

## CHIEF OFFICERS – TERMS OF DELEGATION

Subject to policies, criteria and guidelines determined by Members where appropriate the Chief Officers, and Officers nominated by them, will exercise the following powers and duties in accordance with the Council's Procedure Rules (including Contracts) and Financial Regulations: -

### 1. All Chief Officers

NB. Any Chief Officer may at his or her discretion refer any decision to the appropriate Committee for decision

- 1.1 The day-to-day management of the services within the purview of the Chief Officer and within the approved budgets.
- 1.2 The day-to-day management of all employees within their service units.
- 1.3 All matters concerning the employment, discipline and dismissal of all staff under their control below the level of Chief Officer as defined in the Local Government and Housing Act 1989, in consultation with the Head of Human Resources and subject to any right of appeal, any statutory provision and any matter reserved to elected Members.
- 1.4 In consultation with the Head of Human Resources, the approval and implementation of training programmes; approval of attendance by employees at courses and seminars within the budget.
- 1.5 Any functions of any Committee of the Council delegated to a Chief Officer by that Committee.

## 2. Assistant Chief Executive

- 2.1 Authorise the institution, defence, withdrawal or compromise of any claims or legal proceedings, civil or criminal including the making of appeals
- 2.2 Give necessary legal authorisation to officers of the Council to appear before magistrates' courts
- 2.3 Grant applications for licences and for registration of premises, persons and vehicles; and the amendment or transfer of such licences where such applications meet policy guidelines adopted by the Council or the appropriate committee.
- 2.4 Determination as to whether representations made in respect of licensing matters are valid or may be rejected as being vexatious or frivolous
- 2.5 Determination as to whether applications for reviews of licences may be rejected as being vexatious, frivolous or repetitious
- 2.6 Refusal, revocation or suspension of licences and registrations.
- 2.7 Issue of statutory notices and certificates.
- 2.8 The issue of statutory notices, registrations and certificates in respect of charitable collections and gaming.
- 2.9 to suspend licences issued under Part II of the Local Government (Miscellaneous Provisions) Act 1976 for a period not exceeding 2 weeks where there has been a breach of condition or where in the view of the Assistant Chief Executive a prosecution would be disproportionate.
- 2.10 with effect from the date that section 52 Road Safety Act 2006 comes into force to suspend licences under under section 61 Local Government (Miscellaneous Provisions) Act 1976 (as amended) immediately if in his or her opinion it is in the interest of public safety that the suspension have immediate effect, such suspension to last until the day after the next ordinary meeting of the Licensing Committee.
- 2.11 refusal of applications for drivers, proprietors and operators licences that do not meet licensing standards and refer appropriate cases to the Committee.
- 2.12 Subject to the provision of a satisfactory statutory declaration to grant an application where the applicant is in possession of an enhanced criminal record check that was not more than 30

months old and to revoke any licence if a false declaration is made.

2.13 Subject to the provision of a satisfactory statutory declaration to renew an application for a licence where an enhanced criminal records check is required but not immediately available and to revoke any licence if a false declaration is made

2.14 To grant applications for consent to place tables and chairs on pedestrian areas of highways subject to standard conditions where such applications fall within the policy adopted by the Licensing Committee and to refuse applications which do not fall within that policy

### **3. Director of Development**

NB: -

- The Weekly List will indicate which applications are to be decided by the Committee.
- Any Member may request that an application delegated to the Director of Development be considered by the Development Control Committee.

3.1 Decide whether: -

3.1.1 applications are “county matters”

3.1.2 planning permission is required for development, including Section 64 applications

3.1.3 environmental impact assessment is required

3.1.4 listed Building Consent is necessary

3.1.5 express consent to display advertisements is required.

3.2 Make comments on: -

3.2.2 minor proposals submitted by government departments,

3.2.3 Essex County Council and statutory undertakers

3.2.4 minor proposals submitted for consultation by an adjoining planning authority

3.2.5 consultations from the Forestry Commission

3.2.6 consultations from Diocese of Chelmsford on proposals under the Pastoral Measures Act 1983

3.3 Determine whether prior approval is required for agricultural or telecommunications development.

3.4 Direct that an outline planning application shall not be considered without the submission of further details, pursuant to Article 7(2) of the Town and Country Planning (General Development Procedure) Order 1995.

3.5 Determine applications for: -

3.5.1 minor developments (e.g. householder, changes of use)

3.5.2 sub division of existing dwellings.

- 3.5.3 minor alterations to previously approved plans and conditions
- 3.5.4 vehicular and pedestrian access
- 3.5.5 changes of use from within class A) and of floors above shops in town and village centres from and to residential or vacant from and to residential or A2 or B1 (offices)
- 3.5.6 all agricultural developments
- 3.5.7 removal of agricultural occupancy conditions where supported by a proven appraisal and previously advertised for 6 months
- 3.5.8 temporary caravan or mobile home for agricultural occupation
- 3.5.9 overhead power lines
- 3.5.10 advertisements
- 3.5.11 renewal of permissions where the circumstances are the same, or very similar, to those pertaining at the previous grant of permission including where those permissions have lapsed.
- 3.5.12 replacement dwellings.
- 3.5.13 changes of use of up to 1000 sqm
- 3.5.14 up to 9 dwellings within DLs in Stansted, Great Dunmow and Saffron Walden and up to 3 dwellings within DLs elsewhere.
- 3.5.15 refusal for dwellings outside DLs
- 3.5.16 barn conversions
- 3.5.17 certificates of Lawful Use and Development
- 3.5.18 refusals for telecommunications developments
- 3.5.19 minor tourist related developments including change of use to overnight accommodation of up to 5 units
- 3.5.20 equestrian and equine-related developments where the



amount of building, whether new or change of use, is less than 1000 sq m, but where the associated area of land may be greater

- 3.5.21 new community and recreation facilities eg village halls, play areas and extension to schools and changes of use of agricultural and other land for recreation purposes regardless of the site area.
- 3.5.22 minor engineering operations eg balancing ponds, flood protection works.
- 3.6 Decline to determine repeat planning applications in accordance with the provisions of section 43 of the Planning and Compulsory Purchase Act 2004, and amended sections 70A and B of the Town and Country Planning Act 1990, and Sections 81A and 81B of the Listed Buildings Act, 1990.
- 3.7 Determine matters reserved by conditions .
- 3.8 Make orders for the diversion, extinguishment and creation of public rights of way where there are no unresolved objections.
- 3.9 Issue revised decision notices for applications previously determined.
- 3.10 Determine: -
  - 3.10.1 confirmation of tree preservation orders where formal objections have not been received
  - 3.10.2 application and notification to carry out works to tree subject to a tree preservation order within a conservation area, other than those determined by Committee
  - 3.10.3 hedgerow removal notices.
  - 3.10.4 complaints about high hedges under Part 8 of the Anti-Social Behaviour Act 2003
- 3.11 Deal with dangerous trees under the Local Government (Miscellaneous Provisions) Act 1976 and to recharge the costs to owners.
- 3.12. Determine applications and issue notices under the Building Act 1984, the Building Regulations as amended, and allied matters under the Public Health Acts, Clean Air Act 1956 and the Essex Act 1987, and any other relevant legislation.

- 3.13. Deal with the operation of the Building (Local Authority Charges) Regulations 1998 and any amendments thereto, along with the Council's scheme for the recovery of charges for Building Regulations purposes.
- 3.14 Deal with the operation of the Town and Country Planning (Fees for Applications and Deemed Applications) Regulations.
- 3.15 Issue: -
  - 3.15.1 Requisitions for Information
  - 3.15.2 Planning Contravention Notices
  - 3.15.3 Notices of Entry
  - 3.15.4 Building Preservation Notices
  - 3.15.5 Breach of Condition Notices and take any necessary action arising therefrom.
- 3.16 Take enforcement action to secure compliance with conditions of all permissions approved by the Development Control Committee
- 3.17 Specify time limits for compliance with an Enforcement Notice and a Stop Notice
- 3.18 Institute legal proceedings for:-
  - 3.18.1 failure to comply with any of the statutory notices referred to in 3.15 above
  - 3.18.2 failure to comply with an Enforcement Notice or Stop Notice
  - 3.18.3 unauthorised display of advertisements
  - 3.18.4 breaches of the Building Act and Regulations
- 3.19 The issue and service of Article 4 Directions in conjunction with the Assistant Chief Executive and, if available, the Chairman or Vice Chairman of the Development Control Committee.
- 3.20 The issue and service of enforcement notices and stop notices in conjunction with the Assistant Chief Executive and, if available, the Chairman or Vice Chairman of the Development Control Committee.

- 3.21 The necessary procedure for the service of injunctions in conjunction with the Assistant Chief Executive and, if available, the Chairman or Vice Chairman of the Development Control Committee.
- 3.22 The institution of committal proceedings for breach of an injunction.
- 3.23 The submission of objections to the Traffic Commissioners or other licensing authority for applications for Goods Vehicle Operators Licences.
- 3.24 Functions associated with the preparation and monitoring of the Locally Determined Highways Programme.
- 3.25 The issue of such statutory notices as may be required in connection with the exercise of the functions delegated to the Council by the Highways Authority.
- 3.26 Organise site visits of the Development Control Committee in advance of meeting of that committee.

#### 4. **Director of Resources**

- 4.1 The production of the Council's Annual Report and Financial Statement, including DSO accounts and rate of return statements.
- 4.2 Treasury Management, including banking arrangements and investments.
- 4.3 Removal of contractors from the approved list.
- 4.4 Administration of council tax, business rates and housing and council tax benefits
- 4.5 Completion of grant claims for housing and council tax benefit and discretionary housing payments
- 4.6 Collection and control of cash
- 4.7 The implementation of national provincial and local agreements and amendments to conditions of service
- 4.8 The approval of pensionable ill health retirement in consultation with the Leader of the Council and the Chairman of the appropriate committee
- 4.9 The issue of possession proceedings in respect of Council owned properties not forming part of the housing stock

#### 4.10 Procurement and contract management

- 10.2 Completion of grant claims for housing and council tax benefit and discretionary housing payments.

#### 5. **Director of Operations**

- 5.1 In relation to the Direct Services Organisation the day-to-day management of its contracts and services, including the preparation and submission of tenders.
- 5.2 The hiring of land and premises within the purview of the Services
- 5.3 The institution of legal proceedings for breaches of statutory provisions
- 5.4
- 5.5 Contract monitoring, quality control and client management of the following services: -

- 5.5.1 refuse collection and recycling;
  - 5.5.2 street cleansing and litter control;
  - 5.5.3 vehicle maintenance.
  - 5.5.4 cesspool emptying
  - 5.5.5 grounds maintenance
- 5.6 The issue of statutory notices and certificates.
- 5.7 The issue of possession proceedings in respect of Council owned properties forming part of the housing stock

## **8. Director for Communities**

The functions of the Council in relation to: -

- 8.1 Strategic partnerships and the Community Strategy
- 8.2 Public relations and consultation
- 8.3 Best Value, Comprehensive Performance Assessment and performance management
- 8.4 The Crime and Disorder Act 1998
- 8.5 The issue of proceedings for anti-social behaviour orders
- 8.8 The development of the Council's corporate policies
- 8.9 Community development and the management of area panels
- 8.10 National lottery and grant matters
- 8.11 Management of the overview and scrutiny functions
- 8.12 Service planning and the corporate plan

8.13 In consultation with the Chairman of the Community Committee or (where they are of a purely local nature) the Chairmen of Area Panels, the confirmation of the award of Ad Hoc and Community Project Grants.

4Applications for grant aid - annual reports on the grants made to be submitted to the Community Committee.

8.15 Quality control and client management of fitness and leisure and sports centres.

## **10. Director of Business Transformation**

10.1 Contract monitoring, quality control of a number of ICT facilities managed services: -

10.1.1 Northgate Revenue and benefits;

10.1.2 Northgate Housing;

10.1.3 Global Crossing telephony.

10.2 Applications to central government for funding specific projects.

10.3 Development of corporate and service related strategies.

10.4 Uttlesford in 2011 Transformation Programme and Corporate cross cutting initiatives.

10.5 Development of service related IT strategies such as the IT strategy.

10.6 Corporate initiatives such as the Integrated Customer management project.