

## **A. CHIEF EXECUTIVE AND DIRECTORS - GENERAL POWERS**

The Chief Executive and, for the purposes of those powers and duties which they are respectively authorised to discharge, Directors, are authorised to take the following actions and measures:-

1. all actions and measures which are authorised by the Council's Contract Procedure Rules and Finance Procedure Rules.
2. authorising the Borough Solicitor to institute proceedings to recover monies due to the Council and/or to recover land owned by the Council.
3. authorising Officers to exercise powers to enter land, to exercise powers of inspection, seizure and to detain goods.
4. respond to requests under Data Protection and Freedom of Information legislation
5. make ex gratia payments to staff under Section 265 of the Public Health Act 1875 in respect of claims relating to damage or injury resulting from the actions of service users or in carrying out the Council's functions

## **B. CHIEF EXECUTIVE**

The Chief Executive is authorised to:-

1. take such measures as are appropriate in his or her capacity as the Head of the Paid Service.
2. take such steps as are properly required to ensure the effective implementation of the decisions of the Council, its Committees and Sub-Committees and the Executive.
3. act as Returning Officer.
4. witness and receive Declarations of Acceptance of Office and receive Declarations of Resignation of Office under Section 84 of the Local Government Act 1972.

The Chief Executive is designated as the Council's Electoral Registration Officer (the Head of Democratic and Registration Services is designated as the Deputy Electoral Registration Officer)

### Assistant Chief Executive

5. The Assistant Chief Executive is authorised to submit planning applications on behalf of the Council.

## **C. DIRECTOR OF CORPORATE SERVICES**

### **Operational and Corporate Management**

The Director of Corporate Services is authorised to:-

- 1 secure and make arrangements for the provision of the following services to the Council:-
  - (a) Finance, including Procurement, Transport, Audit and Risk Management
  - (b) Legal
  - (c) Human Resources, including organisation development and Health and Safety
  - (d) Information and Communications Technology
  - (e) Democratic and Registration Services, including administrative support to the Council, Scrutiny Bodies and Regulatory Committees, the Executive, appeals and review processes; the management, repair and maintenance of the Council's Civic Offices, the provision of catering services for the Civic Offices and the provision of a courier service for the delivery of Council documents
  - (f) Property Services, including Facilities Management
  - (g) Customer Services, including Revenue Services
  - (h) Community Engagement and Equalities
- 2 make arrangements for Mayoral transport and other Member support.
- 3 maintain a Register of Members' Interests and Members' Allowances.

## **Housing**

- 4 The Director of Corporate Services is authorised to exercise the powers of the Council under Schedule 16 of the Housing Act 1985 (Local Authority Mortgage Interest Rates).

## **Council Tax and National Non-Domestic Rate Collection**

- 5 The Director of Corporate Services is authorised to exercise the Council's powers and duties (including action to recover arrears) relating to Community Charge, Council Tax and Non-Domestic Rates excepting the determination of discretionary rate relief under Sections 47 and 48 Local Government Finance Act 1988.

## **D. DELEGATIONS TO DIRECTOR OF SOCIAL CARE AND LEARNING**

- 1 Subject to the exceptions, limitations and reservations set out below, the Director of Education, Children's Services and Libraries is authorised to exercise all the powers and perform all the duties of the Council in respect of the following functions:-

### **1.1 Education, Children's Services and Adult Social Services**

Those functions referred to in:

- (a) Section 18(2) of the Children Act 2004; and,
- (b) Section 1A of the Local Authority Social Services Act 1970.

## 1.2 **Library Services**

- (a) The Council's functions under the Public Libraries and Museums Act 1964.
- (b) In respect of libraries and museums:-
  - (i) select and purchase books and audio visual material;
  - (ii) select and purchase newspapers and periodicals for public use within agreed policies;
  - (iii) determine the cost of replacement of library items and authorise the issue of legal proceedings for the recovery of the value of items not returned;
  - (iv) determine the method of disposal of withdrawn library items including sale charges;
  - (v) control the number of books reserved and the number of books on loan; and
  - (vi) set the fixed fees and charges for all loan services.

## 1.3 **Youth Service**

The Council's functions in respect of the provision of a youth service.

## 1.4 **Complaints**

The Director may take action on the recommendation of a Complaints Review Panel to include the making of compensatory awards.

## 1.5 **Miscellaneous**

- (a) Discretion to vary and waive charges to service users or their parents.
- (b) Discretion to pay an applicant's legal expenses in applying for and obtaining Residence Orders, Section 8 Children Act 1989 Orders and Adoption Orders in respect of a child in care.
- (c) Discretion to make payments to holders of Residence and Adoption Orders (for children previously in care) where agreed prior to the Order being applied for and post Orders in exceptional circumstances.
- (d) Discretion to give consent for the marriage of a young person in care under Section 3 of the Marriage Act 1949 as amended by the Family Law Reform Act 1969.
- (e) Discretion to approve the application of children and young persons in the care of Bracknell Forest Borough Council who wish to join Her Majesty's Forces.
- (f) To administer the Disabled Persons Badge Parking Scheme.

- (g) To act as a receiver in all matters in which it is appropriate for an officer of the Council to so act.

## 2. **Exceptions and Limitations**

2.1 In respect of all the functions referred to above:

- (a) The approval of all statutory plans
- (b) The formulation and approval of all policies (other than those concerning day-to-day management) including (amongst other things) those relating to:-
  - (i) Premature retirement compensation;
  - (ii) Home to school transport;
  - (iii) Denominational school transport;
  - (iv) School admissions;
  - (v) School meals;
  - (vi) Student awards;
  - (vii) Special educational needs.
- (c) Setting the charging rates for users
- (d) Approving exceptions to the Premature Retirement Policy.
- (e) Approving bids for expenditure qualifying for Government grants.

2.2 In paragraph 1.1 above:-

- (a) Significant variations to the Scheme of Local Management of Schools and Special Education and the suspension or withdrawal of delegated budgets to schools.
- (b) Reorganisations deriving from reviews of primary, secondary and special education and the publication of statutory notices in connection therewith and the consequent necessary recommendations to the School Organisation Committee.
- (c) Arrangements for Member-level liaison and consultation of school governing bodies, head teachers and staff associations and other bodies involved in the provision of education.
- (d) Authorising the constitution of the Secure Accommodation Review Panel.
- (e) Approving day care reviews under Section 19 of the Children Act 1989.
- (f) Approving the introduction of a Direct Payment Scheme.
- (g) Hearing Stage 3 complaints under Section 26 of the Children Act 1989.

(h) Approving further delegations of the Education Service Budget to schools.

**E. DIRECTOR OF ENVIRONMENT, CULTURE AND COMMUNITIES**

1 Subject to the exceptions and limitations set out in Paragraph 2 below, the Director of Environment and Leisure is authorised to exercise the functions of the Council:-

1.1 Relating to trees and hedgerows.

1.2 As Highways Authority, Street Authority, Traffic Authority, Local Traffic Authority and all other legislation relating to highways, transportation (including car and lorry parks), street management, street works and/or management and rights of way save for functions under the Town and Country Planning Acts.

1.3 As local housing authority and under legislation relating to housing.

1.4 Relating to Housing Benefits.

1.5 The negotiation and conclusion of nomination agreements with registered social landlords or similar organisations under which the Council secures the maximum nomination rights allowed by law and any relevant consents.

1.6 Management of caravan sites, including allocation of pitches and removal of caravans.

1.7 Relating to Forest Care.

1.8 Under the Building Act 1984, and all other legislation relating to dangerous buildings and structures, protection of buildings, ruinous and dilapidated buildings and neglected sites and building control save for functions under the Town and Country Planning Acts.

1.9 That excepting the power to designate whether an area should be (a) subject to additional licensing (Section 56), and (b) subject to selective licensing (Section 80), to exercise all the powers and perform all of the duties of the Council under Parts 1,2,3,4 and 7 of the Housing Act 2004.

1.10 Relating to licensing, registration and permits.

1.11 Relating to weights and measures, fair trading, trade descriptions, consumer safety and trading standards.

1.12 Enforcement and inspection functions, and related powers, under legislation relating to Health and Safety at work.

1.13 Relating to food safety and quality (including signing of certificates in respect of the export and import of food products).

1.14 Relating to water quality, contaminated land, smoke control, pollution control, statutory nuisances, clean air and air quality.

1.15 Relating to pest control, notifiable diseases and food poisoning.

1.16 Relating to the recycling, the collection, disposal, management and regulation of waste.

- 1.17 Relating to street maintenance and grounds maintenance.
- 1.18 Relating to weighbridges.
- 1.19 Relating to Bracknell Market.
- 1.20 Relating to Emergency Planning.
- 1.21 Relating to litter.
- 1.22 Relating to arrangements for the disposal of the dead, cemeteries and crematoria.
- 1.23 Relating to dogs and animal welfare.
- 1.24 Under the Berkshire Act 1986.
- 1.25 Relating to recreation, leisure, open spaces, arts and cultural activities.
- 1.26 Relating to grants.
- 1.27 Under Antisocial Behaviour legislation relating to:-
  - Antisocial Behaviour Orders where the securing of such Orders is considered appropriate in connection with any other functions delegated to the Director of Environment and Leisure.
  - Fixed Penalty Notices for graffiti and fly-posting.
  - The sale of aerosol paints to children.
- 1.28 Relating to the Coroner's Service.
- 1.29 Relating to Explosives.
- 1.30 To appoint independent surveyors in the event of a Party Wall dispute.
- 1.31 Relating to drainage (including Land Drainage)
- 1.32 Under Parts VI, IX, X and XI of the Housing Act 1985.
- 1.33 Relating to public conveniences, septic tanks, cesspools and private sewers.
- 1.34 Relating to the removal, and disposal of, abandoned vehicles and untaxed vehicles.
- 1.35 The approval of grants for the renewal or improvement of housing.
- 1.36 Objecting to the granting of Bookmakers' Permits and lodging objections to Betting Office Licences.
- 1.37 Arranging for the removal to suitable premises of persons in need of care and attention under Section 47 of the National Assistance Act 1948.
- 1.38 Relating to archives and museums.

1.39 Under Part 1 of the Health Act 2006 and under the Smoke Free (Premises and Enforcement) Regulations 2006.

## 2. **Exceptions and Limitations**

### 2.1 Paragraph 1.2:-

- (a) authorisation for the Borough Solicitor to enter into Agreements under Section 72 or 278 of the Highways Act 1980 can only be given where works to the highway and/or widening of the highway are required as part of a scheme for which planning consent has been obtained or which has been approved by, or on behalf of, the Executive.
- (b) construction of road humps and approval to traffic calming works.
- (c) street naming and renaming, numbering and renumbering should be carried out in accordance with the procedure agreed by the Planning and Transportation Committee on 1 October 1998.
- (d) applications for consent to hold social events on a highway may only be determined following consultation with the relevant Executive Member, Ward Councillors, the Police and the relevant Town or Parish Council.
- (e) Traffic management schemes and minor road improvements may only be authorised up to a maximum of £50,000 per scheme and if Ward Councillors have raised no objection, provided that any such works may be authorised where they are required urgently in the interests of road safety.
- (f) authority to enter into Public Path Creation Agreements is limited to where there is no Capital payment by the Council.
- (g) authority to instruct the Borough Solicitor to make Traffic Orders in respect of approved schemes is limited to where no objection has been received.
- (h) the making of a Gating Order

### Paragraph 1.3:-

- (a) setting of rent levels.
- (b) section 17, Housing Act 1985 (acquisition of land for housing purposes).
- (c) section 19, Housing Act 1985 (appropriation of land).
- (d) section 23, Housing Act 1985 (Making of byelaws).
- (e) consideration of periodical review of housing needs.
- (f) section 27A, Housing Act 1985 (management agreements).
- (g) disposal of land other than council houses under the "Right to Buy" legislation, freehold reversions, small land sales and licences to occupy or access council land.
- (h) section 102, Housing Act 1985 (variation of terms of secure tenancies).

- (i) determination of arrangements for consultation with tenants, pursuant to section 105, Housing Act 1985.
- (j) determination of Housing Allocation Scheme.
- (k) warrants for possession of dwellings may only be sought after consultation with a designated member of the Executive.

2.3 Paragraph 1.10:-

- (a) the designation of streets under street trading legislation (the Director may take steps preliminary to the designation).
- (b) the functions which the Licensing Act 2003 requires, or guidance issued by the Secretary of State there under advises, should be carried out by the Council, a Committee or Sub-Committee.
- (c) the approval of model conditions.

2.4 Paragraph 1.14 – the designation of smoke control areas.

2.5 Paragraph 1.17 – the approval of policies as to waste receptacles.

2.6 Paragraph 1.19 – the setting of stall rentals or the letting of contracts for the operation of the market.

2.7 Paragraph 1.20 – the approval of the Emergency Plan.

2.8 Paragraph 1.21 – the designation of litter control areas.

**G. BOROUGH TREASURER**

1 The Borough Treasurer is authorised to:-

- 1.1 Take all appropriate steps and measures to discharge the function of the Borough Treasurer as having responsibility for the administration of the financial affairs of the Council, under Section 151 of the Local Government Act 1972.
- 1.2 Arrange insurance on behalf of the Council.
- 1.3 Authorise the Borough Solicitor to institute legal proceedings to recover monies due to the Council.
- 1.4 Invest surplus monies in accordance with the Council's approved investment policies.
- 1.5 Raise loans as required.
- 1.6 In consultation with the Director of Social Care and Learning and the Borough Solicitor act in the administration of:-
  - (a) an estate of a deceased person where a child or young person for whom the Council has parental responsibility has an interest in the estate, or
  - (b) a child or young person who has died whilst in the care of the Council.



- 1.7 Jointly with the Borough Solicitor, accept and manage money or other gifts from third parties for, and on behalf of, children or young persons.
- 1.8 Write-off irrecoverable debts.
- 1.9 To discharge his or her functions and exercise his or her powers under Contract Standing Orders and Financial Regulations.
- 1.10 Jointly with the Chief Officer: Housing, subject to consultation with the Chief Officer: Property, to determine requests to waive repayment of discounts on "Right to Buy" disposals of Council housing (Section 185 of the Housing Act 2004).

## **H. BOROUGH SOLICITOR**

- 1 The Borough Solicitor is authorised to:-
  1. Make such orders, issue such notices and execute such agreements and instruments as are necessary to give effect to any decision or authorisation of the Council, its Committees, Sub-Committees, the Executive or of an Officer acting within the scope of his or her authorised powers.
  2. On behalf of the Council, to defend, institute, participate in, appeal from, settle or abandon any legal proceedings whether administrative, civil or criminal in any court arbitration or tribunal where such action is necessary to give effect to decisions of the Council or in any case where the Borough Solicitor considers that such action is necessary to protect the Council's interests.
  3. Pursuant to Section 223 of the Local Government Act 1972 and other relevant legislation and Practice Directions, authorise persons other than solicitors or barristers to represent the Council in legal proceedings.
  4. Determine whether inspection of a document in the possession of the Council should not be allowed on the grounds that it is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.
  5. Certify or authenticate any matter requiring certification or authentication on behalf of the Council.
  6. Determine applications for formal registration or certification made in pursuance of any legislation conferring such a function upon the Council in any cases where a Director is not authorised to take such action.
  7. In consultation with the Director of Social Care and Learning and the Borough Treasurer act in the administration of:
    - (a) an estate of a deceased person where a child or young person for whom the Council has parental responsibility has an interest in the estate, or
    - (b) a child or young person who has died whilst in the care of the Council.
  8. Jointly with the Borough Treasurer, accept and manage money or other gifts from third parties for, and on behalf of, children or young persons in care.
  9. Exercise the Council's powers to be a Trust Corporation.

- 10 Exercise the Council's powers and duties in relation to commons and town and village greens.
11. Act as the Monitoring Officer.
- 12 To discharge his or her functions and exercise his or her powers under Contract Standing Orders and Financial Regulations.
- 13 To discharge the Council's functions under the Data Protection and Freedom of Information legislation.

## **I. CHIEF OFFICER: PROPERTY**

- 1 Subject to the exceptions and limitations in Paragraph 2 below, the Head of Property is authorised to:-
  - 1.1 Grant disposal, create or acquire land or interest in land (including wayleaves and easements).
  - 1.2 Grant or secure licences relating to the occupation and use of land.
  - 1.3 Determine rent reviews and grant consents and/or take any other action under the terms of a transfer of land to, or by the Council, lease or licence relating to the use and/or occupation of land
  - 1.4 Agree all payments in connection with the acquisition of land under Compulsory Purchase Powers, including home loss and disturbance payments.
  - 1.5 Submit planning applications on behalf of the Council.
  - 1.6 Authorise the service of Notices under Landlord and Tenant legislation and other Agreements in respect of land.

## **2. Exceptions and Limitations**

- 2.1 Rent reviews and the grant or renewal of leases or licences providing for the rental of £50,000 or more shall be reported to the Executive Member for information.
- 2.2 The authority to grant any licence, wayleave or easement is limited to those instances where no security of tenure is to be obtained and the length of the term does not exceed five years.
- 2.3 Authority to acquire a licence, wayleave, easement, tenancy, lease of land or building for any purpose is limited to those instances where the term does not exceed five years or rental or other consideration does not exceed £10,000 per annum and the acquisition having previously been agreed in principle by, or on behalf of, the Council or the Executive
- 2.4 Any decision relating to property comprised within the Housing Revenue Account shall only be taken after consultation with the Director of Social Services and Housing.
- 2.5 The acquisition of any freehold interest in the land is subject to the acquisition having been previously agreed, in principle, by, or on behalf of, the Council or the Executive and the consideration not exceeding £500,000

- 2.6 Authority to dispose of amenity land is limited to land not exceeding 0.1 hectares
- 2.7 Authority to dispose of the Council's interest in surplus land is limited to land not exceeding 0.2 hectares and to the disposal having been previously agreed, in principle, by, or on behalf of, the Council or Executive

## **J. HEAD OF DEVELOPMENT MANAGEMENT**

1. Subject to the exceptions and reservations set out in paragraph 2 below the Head of Development Management is authorised to exercise the functions of the Council as Local Planning Authority and contained in all other legislation relating to Town and Country Planning (including Listed Buildings and Conservation Areas).
2. Exceptions and Limitations
  - (a) applications (including applications to vary planning obligations or for a building to be listed) which any single Member of the Council expressly requests should be determined by the Planning and Highways Committee, provided that the request is supported, in writing, by a valid planning reason.
  - (b) applications (including applications to vary planning obligations or for a building to be listed) attracting valid planning objections before a delegated decision is made, where objections arise from not more than three households and/or organisations, may only be allowed by the Head of Planning and Building Control if he considers it appropriate to do so following reference to the Chairman of the Planning and Highways Committee and Ward Councillors.
  - (c) applications which, if approved, would be contrary to the Development Plan.
  - (d) applications for buildings to be listed where there is significant public interest.
  - (e) confirmation of Tree Preservation Orders where any valid objection has been received.
  - (f) authority to authorise the Borough Solicitor to issue/withdraw/waive or relax Enforcement Notices, Stop Notices and Listed Building Enforcement Notices shall only be given following consultation with the Chairman of the Planning and Highways Committee.
  - (g) authority to relax, delete or vary conditions attached to permissions and consents is limited to where the permission or consent was given under delegated powers.
  - (h) agreement to minor variations and alterations for plans shall be determined in accordance with Minute 100 of the Development Committee of 28 May 1992.
  - (i) the final approval of Local Development Documents and in respect of Development Plan Document approval for submission for examination in public.
  - (j) the designation of Conservation Areas.
  - (k) the revocation of planning permission.

(l) the approval of a Supplementary Planning Document for public inspection.

(m) relating to trees and hedgerows.

3. That in addition and in order to avoid any potential conflict of interest issues arising from any land management responsibilities, the Scheme of Delegation be amended to appoint the Head of Planning and Building Control as the authorised officer for the purposes of determining all planning-related applications and notifications made under the provisions of the Town and Country Planning Acts (including the Listed Building and Conservation Areas Act).

**K. CHIEF OFFICER: HOUSING**

1. The Chief Officer: Housing is authorised, jointly with the Borough Treasurer, subject to consultation with the Head of Property, to determine requests to waive repayment of discounts on “Right to Buy” disposals of Council housing (Section 185 of the Housing Act 2004).

**L HEAD OF DEMOCRATIC & REGISTRATION SERVICES**

- 1 The Head of Democratic & Registration Services is authorised to discharge the Council’s functions in connection with civil registration services and electoral registration.

**M BOROUGH HUMAN RESOURCES MANAGER**

- 1 The Borough Human Resources Manager is authorised to sign Compromise Agreements to settle Employment Tribunal proceedings.