

Chief Executive

The Chief Executive is authorised to:-

1. Take such measures as are appropriate in his/her capacity as 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.
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

Chief Executive and Directors

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/measures:-

1. All actions/measures which are authorised by the Council's Contract Standing Orders and Financial Regulations
2. Authorise the Borough Solicitor to institute proceedings to recover monies due to the Council and/or to recover land owned by the Council
3. Authorise officers to exercise powers to enter land, to exercise powers of inspection, seizure and to detain goods

Director of Corporate Services

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
 - (b) Legal
 - (c) Personnel
 - (d) Information Technology
 - (e) Committee Services
 - (f) Administration Services to the Council including 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

2. Discharge the Council's functions relating to electoral registration
3. Discharge the Council's functions relating to registration under Data Protection legislation and secure compliance with such legislation by all Council departments
4. Make arrangements for Mayoral transport and other Mayoral and Member support
5. Maintain a register of Members interests and Member allowances.
6. Discharge the Council's functions as registration authority for Local Land Charges
7. Take all appropriate steps to fulfil his/her function as Monitoring Officer.

Borough Solicitor

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 or of an officer acting within the scope of his/her authorised powers.
2. On behalf of the Council, to defend, institute, appeal from, settle or abandon any legal proceedings whether administrative, civil or criminal in any Court arbitration or tribunal.
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 Services and Housing and the Borough Finance Officer, 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 Finance Officer 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 Monitoring Officer in the absence of the Director of Corporate Services.
12. Maintain the Definitive Map kept by the Council pursuant to the Wildlife & Countryside Act 1981.
13. To discharge his/her functions and exercise his/her powers under Contract Standing Orders and Financial Regulations.

Borough Finance Officer

The Borough Finance Officer is authorised to:-

1. Take all appropriate steps and measures to discharge the function of the Borough Finance Officer as having responsibility for the administration of the financial affairs of the Council under Section 151 Local Government Act 1972.
2. Arrange insurance on behalf of the Council.
3. Authorise the Borough Solicitor to institute legal proceedings to recover monies due to the Council.
4. Invest surplus monies in accordance with the Council's approved investment policies.
5. Raise loans as required.
6. In consultation with the Director of Social Services and Housing 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
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.
8. 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.

9. Writing off of irrecoverable debts.
10. To discharge his/her functions and exercise his/her powers under Contract Standing Orders and Financial Regulations.

The Borough Surveyor

The Borough Surveyor is authorised to:-

1. Grant, terminate or refuse any licence, wayleave, easement or lease of sites for use by statutory undertakers, public utilities, cable and telecommunication operators
2. Within revenue or capital estimates, carry out works of general maintenance in respect of property owned leased or occupied by the Council.
3. Determine rent reviews of existing Leases (rentals of £50,000 or more to be reported to Finance and Property Sub-Committee for information)
4. Approve terms for the grant by the Council of any licence, wayleave, easement over land and buildings for any purpose where no security of tenure is to be obtained and the length of term does not exceed 5 years.
5. Grant or renew Leases or Underleases for commercial and residential properties (subject to prior consultation with the Director of Social Services and Housing in respect of properties comprised within the Housing Revenue Account and with rentals of £50,000 or more to be reported to Finance & Property Sub-Committee for information).
6. Acquire freehold interests in land, subject to the acquisition having been previously agreed in principle by or on behalf of the appropriate Committee and the consideration not exceeding £50,000.
7. Approve the assignment or sub-letting of existing Leases and Underleases.
8. Agree to amendments to user and other clauses in the Council's standard Leases.
9. Determine requests by Tenants, Lessees or Licensees of properties owned by the Council for consent to make improvements or alterations, subject to compliance with any applicable statutory requirements (subject to prior consultation with the Director of Social Services and Housing in respect of properties comprised within the Housing Revenue Account).
10. Grant rights of way with or without vehicles over Council owned land
11. Purchase, by agreement or otherwise
 - (i) properties included in Compulsory Purchase Orders,

(ii) properties specified in valid Blight Notices served on the Council

subject to budget provision having been made for such purposes

12. Agree all payments in connection with the acquisition of land under Compulsory Purchase powers including home loss and disturbance payments.
13. Submit Planning Applications on behalf of the Council.
14. Determine requests for Deeds of Variation, Deeds of Covenant, Deeds of Waiver, Deeds of Release and rights of pre-emption, at a consideration if appropriate.
15. Dispose of the Council's interest in amenity land not exceeding 0.1 hectares.
16. Dispose of the Council's interest in surplus land not exceeding 0.1 hectares subject to the disposal having been previously agreed in principle by or on behalf of the appropriate Committee.
17. Agree terms to dispose of the Council's freehold interest to long leaseholders of residential property.
18. Accept tenders or terms for Leases in all cases where the property is held pending redevelopment.
19. Authorise the service of Notices on Tenants in accordance with the Landlord & Tenant Act 1954 and to deal with any consequential matters including agreeing terms for a new tenancy, settling claims for statutory compensation in appropriate cases.
20. Serve Notices terminating other Agreements in respect of land including residential properties (subject to the prior consultation with the Director of Social Services and Housing in the case of properties comprised within the Housing Revenue Account).
21. Approve terms and conditions for the taking by the Council of any licence, wayleave, easement, tenancy, lease of land or building for any purpose subject to the acquisition of the interest having been previously agreed in principle by or on behalf of the appropriate Committee, the period not exceeding 5 years and the rental or other consideration not exceeding £10,000 per annum.
22. Secure the repair and maintenance of land and buildings in the ownership of the Council not comprised within the Housing Revenue Account.
23. Manage and secure the repair and maintenance of the Council's vehicles.
24. Agree amendments to the Rating Valuation List.