

11. Non-Executive Scheme of Officer Delegation

Full Council has delegated to committees and officers the exercise of a range of functions set out in the table below (as referred to in Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended), which are not the responsibility of the Executive.

When exercising these delegated powers, officers must maintain a close liaison with the relevant committee chairman and refer any proposed action to the relevant committee if required by the chairman.

Officers may, in turn, delegate their powers to more junior officers, or escalate the making of those decisions to the relevant Director, but must ensure that such delegations are documented to the satisfaction of the Chief Executive and Monitoring Officer and are regularly reviewed.

Any manager may exercise any power delegated to an officer for whom they have supervisory responsibility, except those reserved by law to others. Any Non-Executive function may be exercised by the Chief Executive notwithstanding its delegation to another Director, except those reserved by law to others.

Officers (or an officer authorised by them) may take action on urgent matters, which would otherwise require reference to, or consultation with Full Council or a committee, if there is no time for such reference or consultation to be made; relevant committee chairmen should be consulted if time permits. All such decisions should be reported to the next meeting of Full Council or committee.

Certain Non-Executive decisions taken by officers must be recorded and published, in accordance with the Guide to Recording and Publishing Officer Decisions (see Part 5 Section 3).

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
<p><i>Titles in italics in column 3 indicate full delegation to the named officer. Where only council or a committee name is shown indicates no delegations to officers.</i></p>		
<p>A. Functions relating to town and country planning and development control <i>Delegations in this section should be read in conjunction with the separate delegations contained in the Code of Practice for Members and Officers Dealing with Planning Matters (see Part 5 Section 11).</i></p>		
<p>5. Power to determine application for planning permission.</p>	<p>Sections 70(1)(a) and (b) and 72 of the Town and Country Planning Act 1990</p>	<p>PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i></p>
<p>6. Power to determine applications to develop land without compliance with conditions previously attached.</p>	<p>Section 73 of the Town and Country Planning Act 1990</p>	<p>PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i></p>
<p>7. Power to grant planning permission for</p>	<p>Section 73A of the Town and Country Planning Act 1990</p>	<p>PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i></p>

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development already carried out.		
8. Power to decline to determine application for planning permission.	Section 70A of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
9. Duties relating to the making of determinations of planning applications.	Sections 69, 76 and 92 of the Town and Country Planning Act 1990 and Articles 8, 10 to 13, 15 to 22 and 25 and 26 of the Town and Country Planning (General Development Procedure) Order 1995 and directions made thereunder	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
10. Power to determine application for planning permission made by a local authority, alone or jointly with another person.	Section 316 of the Town and Country Planning Act 1990 and the Town and Country Planning General Regulations 1992	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
11. Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights.	Parts 6, 7, 11, 17, 19, 20, 21 to 24, 26, 30 and 31 of Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
12. Power to enter into agreement regulating development or use of land.	Section 106 of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
13. Power to issue a certificate of existing or proposed lawful use or development.	Sections 191(4) and 192(2) of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
14. Power to serve a completion notice.	Section 94(2) of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
15. Power to grant consent for the display of advertisements.	Section 220 of the Town and Country Planning Act 1990 and the Town and Country Planning (Control of	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
	Advertisements) Regulations 1992	
16. Power to authorise entry onto land.	Section 196A of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
17. Power to require the discontinuance of a use of land.	Section 102 of the Town and Country Planning Act 1990	PLANNING COMMITTEE
18. Power to serve a planning contravention notice, breach of condition notice or stop notice.	Sections 171C, 187A and 183(1) of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
18A. Power to issue a temporary stop notice.	Section 171E of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
19 Power to issue an enforcement notice.	Section 172 of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
20. Power to apply for an injunction restraining a breach of planning control.	Section 187B of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
21. Power to determine applications for hazardous substances consent, and related powers.	Sections 9(1) and 10 of the Planning (Hazardous Substances) Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
22. Duty to determine conditions to which old mining permissions, relevant planning permissions relating to dormant sites or active Phase I or II sites, or mineral permissions relating to mining sites, as the case may be, are to be subject.	Paragraph 2(6)(a) of Schedule 2 to the Planning and Compensation Act 1991, paragraph 9(6) of Schedule 13 to the Environment Act 1995 and paragraph 6(5) of Schedule 14 to that Act	PLANNING COMMITTEE
23. Power to require proper maintenance of land.	Section 215(1) of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
24. Power to determine application for listed	Sections 16(1) and (2), 17 and 33(1) of the Planning (Listed	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
building consent, and related powers.	Buildings and Conservation Areas) Act 1990	
26. Duties relating to applications for listed building consent	Sections 13(1) and 14(1) and (4) of the Planning (Listed Buildings and Conservation Areas) Act 1990; regulations 3 to 6 and 13 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990; and paragraphs 8, 15 and 26 of Department of the Environment, Transport and the Regions Circular 01/01	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
27. Power to serve a building preservation notice, and related powers.	Sections 3(1) and 4(1) of the Planning (Listed Buildings and Conservation Areas) Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
28. Power to issue enforcement notice in relation to demolition of listed building in conservation area.	Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
29. Powers to acquire a listed building in need of repair and to serve a repairs notice.	Sections 47 and 48 of the Planning (Listed Buildings and Conservation Areas) Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
30. Power to apply for an injunction in relation to a listed building.	Section 44A of the Planning (Listed Buildings and Conservation Areas) Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
30A. Power to authorise stopping up or diversion of highway.	Section 247 of the Town and Country Planning Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
31. Power to execute urgent works.	Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
32. Duty to enter land in Part 2 of the brownfield land register.	Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning & Assets</i>
B. Licensing and registration functions (in so far as not covered by any other paragraph of this Schedule)		
1. Power to issue licences authorising the use of land as a caravan site (“site licences”).	Section 3(3) of the Caravan Sites and Control of Development Act 1960	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
2. Power to license the use of moveable dwellings and camping sites.	Section 269(1) of the Public Health Act 1936	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
3. Power to license hackney carriages and private hire vehicles.	(a) as to hackney carriages, the Town Police Clauses Act 1847, as extended by section 171 of the Public Health Act 1875, and section 15 of the Transport Act 1985; and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976; (b) as to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
4. Power to license drivers of hackney carriages and private hire vehicles.	Sections 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
5. Power to license operators of hackney carriages and private hire vehicles.	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
14A. Any function of a licensing authority	Licensing Act 2003 and any regulations or orders made under that Act	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
14AZA. Powers and functions relating to late night levy requirements.	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and regulations made thereunder	LICENSING COMMITTEE
14AA. Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the Gambling Act 2005	LICENSING COMMITTEE <i>Strategic Manager for Regulatory and Community Safety Services</i>
14AB. Functions relating to exchange of information.	Section 30 of the Gambling Act 2005	LICENSING COMMITTEE <i>Strategic Manager for Regulatory and Community Safety Services</i>
14AC. Functions relating to occasional use notices.	Section 39 of the Gambling Act 2005	LICENSING COMMITTEE <i>Strategic Manager for Regulatory and Community Safety Services</i>
14B. Power to resolve not to issue a casino premises licence	Section 166 of the Gambling Act 2005	LICENSING COMMITTEE
14C. Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises.	Section 304 of the Gambling Act 2005	LICENSING COMMITTEE
14CA. Power to make order disapplying section 279 or 282(1) of the 2005 Act in relation to specified premises.	Section 284 of the Gambling Act 2005	LICENSING COMMITTEE
14D. Power to institute criminal proceedings	Section 346 of the Gambling Act 2005	LICENSING COMMITTEE <i>Strategic Manager for Regulatory and Community Safety Services</i>
14E. Power to exchange information	Section 350 of the Gambling Act 2005	LICENSING COMMITTEE <i>Strategic Manager for Regulatory and Community Safety Services</i>
14F. Functions relating to the determination of fees for premises licences.	The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007	LICENSING COMMITTEE

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
14G. Functions relating to the registration and regulation of small society lotteries.	Part 5 of Schedule 11 to the Gambling Act 2005	LICENSING COMMITTEE
15. Power to license sex shops and sex cinemas.	The Local Government (Miscellaneous Provisions) Act 1982, section 2 and Schedule 3	LICENSING COMMITTEE
16. Power to license performances of hypnotism.	The Hypnotism Act 1952	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
17. Power to license premises for acupuncture, tattooing, ear-piercing and electrolysis.	Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
18. Power to license pleasure boats and pleasure vessels.	Section 94 of the Public Health Acts Amendment Act 1907	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
20. Power to license market and street trading.	Part III of, and Schedule 4 to, the Local Government (Miscellaneous Provisions) Act 1982	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
22. Duty to keep list of persons entitled to sell non-medicinal poisons	Sections 3(1)(b)(ii), 5,6 & 11 of the Poisons Act 1972	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
24. Power of register and license premises for the preparation of food.	Section 19 of the Food Safety Act 1990	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
25. Power to license scrap yards.	Section 1 of the Scrap Metal Dealers Act 1964	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
26. Power to issue, amend or replace safety certificates (whether general or special) for sports grounds.	The Safety of Sports Grounds Act 1975	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
27. Power to issue, cancel, amend or replace safety certificates for regulated stands at sports grounds.	Part III of the Fire Safety and Safety of Places of Sport Act 1987	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>

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28. Power to issue fire certificates. ²	Section 5 of the Fire Precautions Act 1971	LICENSING COMMITTEE <i>Chief Fire Officer</i>
29. Power to license premises for the breeding of dogs.	Section 1 of the Breeding of Dogs Act 1973 and section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
30. Power to license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business.	Section 1 of the Pet Animals Act 1951 section 1 of the Animal Boarding Establishments Act 1963; the Riding Establishments Acts 1964 and 1970; section 1 of the Breeding of Dogs Act 1973, and sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
31. Power to register animal trainers and exhibitors.	Section 1 of the Performing Animals (Regulation) Act 1925	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
32. Power to license zoos.	Section 1 of the Zoo Licensing Act 1981	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
33. Power to license dangerous wild animals.	Section 1 of the Dangerous Wild Animals Act 1976	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
35. Power to license the employment of children.	Part II of the Children and Young Persons Act 1933, bylaws made under that Parts I and II of the Children and Young Persons Act 1963	COUNCIL <i>Assistant Director for Children & Families</i>
36. Power to approve premises for the solemnisation of marriages.	Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995	LICENSING COMMITTEE <i>Assistant Director of Neighbourhoods</i>
37. Power to register common land or town or	Regulation 6 of the Commons Registration	APPEALS COMMITTEE

² Review once CFA established.

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
<p>village greens, except where solely for the purpose of giving effect to:</p> <p>(a) an exchange of lands effected by an order under s.19(3) of, or para 6(4) of Sch 3 to, the Acquisition of Land Act 1981 or</p> <p>(b) an order under s.147 of the Inclosure Act 1845</p>	(New Land) Regulations 1969	
38. Power to register variation of rights of common.	Regulation 29 of the Commons Registration (General) Regulations 1966	APPEALS COMMITTEE
39. Power to license persons to collect for charitable and other causes.	Section 5 of the Police, Factories etc. (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
40. Power to grant consent for the operation of a loudspeaker.	Schedule 2 to the Noise and Statutory Nuisance Act 1993	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
41. Power to grant a street works licence.	Section 50 of the New Roads and Street Works Act 1991	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
43. Power to issue licences for the movement of pigs.	Article 12 of the Pigs (Records, Identification and Movement) Order 1995	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
44. Power to license the sale of pigs.	Article 13 of the Pigs (Records, Identification and Movement) Order 1995	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
45. Power to license collecting centres for the movement of pigs.	Article 14 of the Pigs (Records, Identification and Movement) Order 1995	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
46. Power to issue a licence to move cattle from a market.	Article 5(2) of the Cattle Identification Regulations 1998	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
46A. Power to grant permission for provision, etc of services, amenities, recreation and refreshment facilities on highway, and related powers.	Sections 115E, 115F and 115K of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
47. Power to permit deposit of builder's skip on highway.	Section 139 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
47A. Duty to publish notice in respect of proposal to grant permission under section 115E of the Highways Act 1980.	Section 115G of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
48. Power to license planting, retention and maintenance of trees etc. in part of highway.	Section 142 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
49. Power to authorise erection of stiles etc. on footpaths or bridleways.	Section 147 of the Highways Act 1980	LICENSING COMMITTEE <i>Assistant Director of Neighbourhoods</i>
50. Power to license works in relation to buildings etc. which obstruct the highway.	Section 169 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
51. Power to consent to temporary deposits or excavations in streets.	Section 171 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
52. Power to dispense with obligation to erect hoarding or fence.	Section 172 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
53. Power to restrict the placing of rails, beams etc. over highways.	Section 178 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
54. Power to consent to construction of cellars etc. under street.	Section 179 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
55. Power to consent to the making of openings into cellars etc. under	Section 180 of the Highways Act 1980	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
streets, and pavement lights and ventilators.		
62. Power to approve fish products premises.	Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
63. Power to approve dispatch or purification centres.	Regulation 11 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
64. Power to register fishing vessels on board which shrimps or molluscs are cooked.	Regulation 21 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
65. Power to approve factory vessels and fishery product establishments.	Regulation 24 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
66. Power to register auction and wholesale markets.	Regulation 26 of the Food Safety (Fishery Products and Live Shellfish) (Hygiene) Regulations 1998	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
72. Functions relating to the registration of common land and town or village greens.	Part 1 of the Commons Act 2006 and the Commons Registration (England) Regulations 2008	COUNCIL <i>Strategic Manager for Planning and Infrastructure</i>
C. Functions relating to health and safety at work		
Functions under any of the “relevant statutory provisions” within the meaning of Part I (health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in	Part I of the Health and Safety at Work etc. Act 1974	COUNCIL <i>Director of Corporate Services</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
the authority's capacity as an employer.		
D. Functions relating to elections		
1. Duty to appoint an electoral registration officer.	Section 8(2) of the Representation of the People Act 1983	COUNCIL
2. Power to assign officers in relation to requisitions of the registration officer.	Section 52(4) of the Representation of the People Act 1983	COUNCIL <i>Director of Corporate Services</i>
3. Functions in relation to parishes and parish councils.	Part II of the Local Government and Rating Act 1997 and subordinate legislation under that Part.	COUNCIL
4. Power to dissolve small parish councils.	Section 10 of the Local Government Act 1972	COUNCIL
5. Power to make orders for grouping parishes, dissolving groups and separating parishes from groups.	Section 11 of the Local Government Act 1972	COUNCIL
6. Duty to appoint returning officer for local government elections.	Section 35 of the Representation of the People Act 1983	COUNCIL
8. Duty to divide constituency into polling districts.	Sections 18A to 18E of, and Schedule A1 to, the Representation of the People Act 1983	COUNCIL
9. Power to divide electoral divisions into polling districts at local government elections.	Section 31 of the Representation of the People Act 1983	COUNCIL
10. Powers in respect of holding of elections.	Section 39(4) of the Representation of the People Act 1983	COUNCIL <i>Director of Corporate Services</i>
11. Power to pay expenses properly incurred by electoral registration officers.	Section 54 of the Representation of the People Act 1983	COUNCIL <i>Director of Corporate Services</i>
12. Power to fill vacancies in the event of insufficient nominations at an	Section 21 of the Representation of the People Act 1985	COUNCIL

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
ordinary election of parish councillors.		
13. Duty to declare vacancy in office in certain cases.	Section 86 of the Local Government Act 1972	COUNCIL
Duty to give public notice of a casual vacancy.	Section 87 of the Local Government Act 1972	COUNCIL <i>Director of Corporate Services</i>
15. Power to make temporary appointments to parish councils.	Section 91 of the Local Government Act 1972	COUNCIL
17. Power to submit proposals to the Secretary of State for an order under section 10 (pilot schemes for local elections in England and Wales) of the Representation of the People Act 2000.	Section 10 of the Representation of the People Act 2000	COUNCIL
18. Duty to consult on change of scheme for elections.	Sections 33(2), 38 (2) and 40(2) of the 2007 Act	COUNCIL
19. Duties relating to publicity.	Sections 35, 41 and 52 of the 2007 Act	COUNCIL <i>Director of Corporate Services</i>
20. Duties relating to notice to Electoral Commission.	Sections 36 and 42 of the 2007 Act	COUNCIL <i>Director of Corporate Services</i>
21. Power to alter years of ordinary elections of parish councillors.	Section 53 of the 2007 Act	COUNCIL
22. Functions relating to change of name of electoral area.	Section 59 of the 2007 Act	COUNCIL
E. Functions relating to name and status of areas and individuals		
1. Power to change the name of a county council.	Section 74 of the Local Government Act 1972	COUNCIL
2. Power to change the name of a parish.	Section 75 of the Local Government Act 1972	COUNCIL
2. Power to confer title of honorary alderman or to admit an honorary freeman.	Section 249 of the Local Government Act 1972	COUNCIL

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
EB. Functions relating to community governance		
1. Duties relating to community governance reviews.	Section 79 of the Local Government and Public Involvement in Health Act 2007	COUNCIL
2. Functions relating to community governance petitions.	Sections 80, 83 to 85 of the Local Government and Public Involvement in Health Act 2007	COUNCIL
3. Functions relating to terms of reference of review.	Sections 81(4) to (6) of the Local Government and Public Involvement in Health Act 2007	COUNCIL
4. Power to undertake a community governance review.	Section 82 of the Local Government and Public Involvement in Health Act 2007	COUNCIL
5. Functions relating to making of recommendations.	Sections 87 to 92 of the Local Government and Public Involvement in Health Act 2007	COUNCIL
6. Duties when undertaking review.	Section 93 to 95 of the Local Government and Public Involvement in Health Act 2007	COUNCIL <i>Director of Corporate Services</i>
7. Duty to publicise outcome of review.	Section 96 of the Local Government and Public Involvement in Health Act 2007	COUNCIL <i>Director of Corporate Services</i>
8. Duty to send two copies of order to Secretary of State and Electoral Commission.	Section 98(1) of the Local Government and Public Involvement in Health Act 2007	COUNCIL <i>Director of Corporate Services</i>
9. Power to make agreements about incidental matters.	Section 99 of the Local Government and Public Involvement in Health Act 2007	COUNCIL <i>Director of Corporate Services</i>
F. Power to make, amend, revoke, re-enact or enforce bylaws		
	Any provision of any enactment (including a local Act), whenever passed, and section 14	COUNCIL

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
	of the Interpretation Act 1978	
FA. Functions relating to smoke-free premises, etc		
1. Duty to enforce Chapter 1 and regulations made under it.	Section 10(3) of the Health Act 2006	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
2. Power to authorise officers.	Section 10(5) of, and paragraph 1 of Schedule 2 to, the Health Act 2006	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
3. Functions relating to fixed penalty notices.	Paragraphs 13, 15 and 16 of Schedule 1 to the Health Act 2006 Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
4. Power to transfer enforcement functions to another enforcement authority.	Smoke-free (Premises and Enforcement) Regulations 2006	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
G. Power to promote or oppose local or personal Bills.		
	Section 239 of the Local Government Act 1972	COUNCIL
H. Functions relating to pensions etc		
1. Functions relating to local government pensions, etc.	Regulations under section 7, 12 or 24 of the Superannuation Act 1972	PENSION FUND COMMITTEE
2. Functions under the Firefighters' Pension Scheme relating to pensions, etc as respects persons employed by fire and rescue authorities pursuant to section 1 of the Fire and Rescue Services Act 2004 ³	Sections 34 and 36 of the Fire and Rescue Services Act 2004	
I. Miscellaneous functions		
Part I: functions relating to public rights of way		

³ Review once CFA established.

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
1. Power to create footpath, bridleway or restricted byway by agreement.	Section 25 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
2. Power to create footpaths, bridleways and restricted byways	Section 26 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
3. Duty to keep register of information with respect to maps, statements and declarations.	Section 31A of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
4. Power to stop up footpaths, bridleways and restricted byways	Section 118 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
5. Power to determine application for public path extinguishment order.	Sections 118ZA and 118C(2) of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
6. Power to make a rail crossing extinguishment order.	Section 118A of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
7. Power to make a special extinguishment order.	Section 118B of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
8. Power to divert footpaths, bridleways and restricted byways	Section 119 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
9. Power to make a public path diversion order.	Sections 119ZA and 119C(4) of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
10. Power to make a rail crossing diversion order.	Section 119A of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
11. Power to make a special diversion order.	Section 119B of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
12. Power to require applicant for order to enter into agreement.	Section 119C(3) of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
13. Power to make an SSSI diversion order.	Section 119D of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
14. Duty to keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980.	Section 121B of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
15. Power to decline to determine certain applications.	Section 121C of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
16. Duty to assert and protect the rights of the public to use and enjoyment of highways.	Section 130 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
17. Duty to serve notice of proposed action in relation to obstruction.	Section 130A of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
18. Power to apply for variation of order under section 130B of the Highways Act 1980.	Section 130B(7) of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
19. Power to authorise temporary disturbance of surface of footpath, bridleway or restricted byway.	Section 135 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
20. Power temporarily to divert footpath, bridleway or restricted byway.	Section 135A of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
21. Functions relating to the making good of damage and the removal of obstructions.	Section 135B of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
22. Powers relating to the removal of things so deposited on highways as to be a nuisance.	Section 149 of the Highways Act 1980	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
23. Power to extinguish certain public rights of way.	Section 32 of the Acquisition of Land Act 1981	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
24. Duty to keep definitive map and statement under review.	Section 53 of the Wildlife and Countryside Act 1981	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
25. Power to include modifications in other orders.	Section 53A of the Wildlife and Countryside Act 1981	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
26. Duty to keep register of prescribed information with respect to applications under section 53(5) of the	Section 53B of the Wildlife and Countryside Act 1981	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
Wildlife and Countryside Act 1981.		
28. Power to prepare map and statement by way of consolidation of definitive map and statement.	Section 57A of the Wildlife and Countryside Act 1981.	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
29. Power to designate footpath as cycle track.	Section 3 of the Cycle Tracks Act 1984	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
30. Power to extinguish public right of way over land acquired for clearance.	Section 294 of the Housing Act 1981	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
31. Power to authorise stopping-up or diversion of footpath, bridleway or restricted byway.	Section 257 of the Town and Country Planning Act 1990	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
32. Power to extinguish public rights of way over land held for planning purposes.	Section 258 of the Town and Country Planning Act 1990	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
33. Power to enter into agreements with respect to means of access.	Section 35 of the Countryside and Rights of Way Act 2000	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
34. Power to provide access in absence of agreement.	Section 37 of the Countryside and Rights of Way Act 2000	APPEALS COMMITTEE <i>Assistant Director of Neighbourhoods</i>
Part II: other miscellaneous functions		
35. Functions relating to sea fisheries.	Sections 1, 2, 10 and 19 of the Sea Fisheries Regulation Act 1966	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
36. Power to make standing orders.	Section 106 of, and paragraph 42 of Schedule 12 to, the Local Government Act 1972	COUNCIL
37. Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal).	Section 112 of the Local Government Act 1972	COUNCIL (for Chief Executive, Chief Finance Officer & Monitoring Officer). APPOINTMENTS PANEL (for certain senior posts) HEAD OF PAID SERVICE (for all others)
38. Power to make standing orders as to contracts.	Section 135 of the Local Government Act 1972	COUNCIL

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
39. Duty to make arrangements for proper administration of financial affairs etc.	Section 151 of the Local Government Act 1972	COUNCIL <i>Director of Finance and Chief Finance Officer</i>
40. Power to appoint officers for particular purposes (appointment of proper officers).	Section 270(3) of the Local Government Act 1972	COUNCIL <i>Head of Paid Service</i>
41. Power to make limestone pavement order.	Section 34(2) of the Wildlife and Countryside Act 1981	LICENSING COMMITTEE <i>Strategic Manager Highways & Transportation</i>
42. Power to make closing order with respect to take-away food shops.	Section 4 of the Local Government (Miscellaneous Provisions) Act 1982	LICENSING COMMITTEE <i>Strategic Manager Regulatory Services & Community Safety</i>
43. Duty to designate officer as the head of the authority's paid service, and to provide staff, etc.	Section 4(1) of the Local Government and Housing Act 1989	COUNCIL
44. Duty to designate officer as the monitoring officer, and to provide staff, etc.	Section 5(1) of the Local Government and Housing Act 1989	COUNCIL
44A. Duty to provide staff, etc to person nominated by monitoring officer.	Sections 82A(4) and (5) of the Local Government Act 2000	COUNCIL <i>Chief Executive</i>
44B. Powers relating to overview and scrutiny committees (voting rights of co-opted members).	Paragraphs 12 and 14 of Schedule 1 to the Local Government Act 2000	COUNCIL <i>Monitoring Officer</i>
45. Duty to approve authority's statement of accounts, income and expenditure and balance sheet, or record of payments and receipts (as the case may be).	The Accounts and Audit Regulations 2015	COUNCIL OR AUDIT COMMITTEE
46. Powers relating to the protection of important hedgerows.	The Hedgerows Regulations 1997	PLANNING COMMITTEE
47. Powers relating to the preservation of trees.	Sections 197 to 214D of the Town and Country Planning Act 1990, and	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning and Assets</i>

FUNCTION	PROVISION OF ACT OR STATUTORY INSTRUMENT	RESPONSIBILITY/DECISION MAKER
	the Trees Regulations 1999	
47A. Powers relating to complaints about high hedges.	Part 8 of the Anti-Social Behaviour Act 2003	PLANNING COMMITTEE <i>Assistant Director for Economic Development, Planning and Assets</i>
48. Power to make payments or provide other benefits in cases of maladministration etc.	Section 92 of the Local Government Act 2000	LICENSING COMMITTEE <i>All Directors in consultation with the Monitoring Officer</i>
51. Power to apply for an enforcement order against unlawful works on common land.	Section 41 of the Commons Act 2006	COUNCIL <i>Strategic Manager for Legal Services</i>
52. Power to protect unclaimed registered common land and unclaimed town or village greens against unlawful interference.	Section 45(2)(a) of the Commons Act 2006	COUNCIL <i>Strategic Manager for Legal Services</i>
53. Power to institute proceedings for offences in respect of unclaimed registered common land and unclaimed town or village greens.	Section 45(2)(b) of the Commons Act 2006	COUNCIL <i>Strategic Manager for Legal Services</i>