

Constitution

(Section 3.7)

Officer Delegation Scheme

Date: May 2024 Version: 23

Version Control Sheet

This document (version 23, May 2024) supersedes the May 2023 Officer Delegation Scheme.

To maintain effective version control, this version control sheet will accompany any future issue of the Officer Delegation Scheme. The version number is shown in the bottom left hand corner of each page of the scheme.

An up to date version of the Authority's Officer Delegation Scheme will be available on North Tyneside Council's intranet site. Any queries about version control should be directed to Democratic Services (telephone 0191 643 5359) who will be pleased to assist.

Description	Date	Most Recent Version
Officer Delegation Scheme	March 2009	Version 1
Changes agreed at Council on 18 June 2009		Version 1.1
Changes to delegations and structure of organisation	April 2010	Version 2
Changes to delegations	July 2010	Version 3
Changes to organisational structure of the Council	January 2011	Version 4
Changes agreed at Council on 28 July 2011	August 2011	Version 5
Changes agreed at Council on 4 July 2012 related to new Code of Conduct for Elected Members and Co-opted Members	August 2012	Version 6

Changes agreed at Council 26 September 2013	September 2013	Version 7
Changes to organisational structure of the Authority	November 2013	Version 8
Change of name of one of the Authority's strategic partners, Balfour Beatty Workplace, to Equans on 16.12.13.	November 2013	Version 8.1
Changes to organisational structure of the Authority and changes agreed at Annual Council on 5 June 2014	June 2014	Version 9
Changes to the senior organisational structure of the Authority	September 2014	Version 10
Amendment to delegation EL221as legislation referred to revoked and reference to new legislation inserted	December 2014	Version 10.1
Various amendments to accommodate changes in legislation and provide clarification. Also increased thresholds relating to write-off of debts	June 2015	Version 10.2
Changes to the senior organisational structure of the Authority	September 2015	Version 11
Various changes following annual review	August 2016	Version 12
Various changes following annual review	June 2017	Version 13
Various changes following annual review	June 2018	Version 14
Various changes following annual review	June 2019	Version 15
Various changes following annual review	May 2021	Version 16

Changes made to reflect changes to job titles of Senior Leadership Team	June 2021	Version 17
Changes made to Director of Resources section to reflect organisational and legislative changes	September 2021	Version 18
Various changes following annual review	June 2022	Version 19
Changes following Appointment of Officer under Section 151 of the Local Government Act 1972	July 2022	Version 20
Changes made to reflect changes following the appointment of the Head of Law and associated delegations	April 2023	Version 21
Changes agreed at Council on 18 May 2023	May 2023	Version 22
Changes agreed at Council on 16 May 2024	May 2024	Version 23

Making Changes to the Officer Delegation Scheme

The Head of Law is required to continuously review the operation of this scheme and for this purpose a review cycle has been established. For further details of the cycle, including how a member or officer can propose a change and the approval process, please see the review cycle guidance note or alternatively contact the Democratic Services Team, e-mail democraticsupport@northtyneside.gov.uk.

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The Authority's Officer Delegation Scheme should be read in conjunction with other regulations and guidance published by the Authority, including but not limited to, the Constitution; Financial Regulations; Standing Orders with respect to Contracts; codes of conduct; computer security policy; and system user guidelines.

The Head of Law and each Director of Service is responsible for ensuring all staff are aware of the existence and content of such documents.

1. Foreword

One of the key characteristics of high performing local authorities is the existence of good governance arrangements. North Tyneside Council (the Authority) has adopted a Local Code of Corporate Governance which outlines its governance arrangements, and one of the principles underpinning the Local Code is efficient and effective decision making.

The Officer Delegation Scheme provides a framework which ensures the efficient discharge of the Authority's business by allowing for decision making at the appropriate level. This in turn enables the Members of the Council to concentrate on carrying out their responsibilities and to deal with issues of strategic importance.

The scheme seeks to identify and clarify those powers which, for the benefit of good practice, the Authority has delegated to its officers. It also sets out any constraints on those powers, including requirements to consult with the relevant Cabinet member or chair of committee as appropriate.

The scheme also includes those services delivered on the Authority's behalf by its strategic partners Equans and Capita. The responsibility for providing such services remains with the Authority, even where delivery is through these partners.

An up-to-date copy of the scheme is always available on the Authority's intranet and website or can be obtained from Democratic Services. If you have any queries on the scheme, or decision-making processes generally, please contact Democratic Services at democraticsupport@northtyneside.gov.uk who will be pleased to help.

2. Introduction

- 2.1 Local authorities, like all public bodies, may only do things (functions) that the law specifically or generally allows for. It is important that local authorities put in place a system by which their functions can be directed and controlled. This is called corporate governance.
- 2.2 To conduct its business efficiently, the Authority can authorise officers to carry out functions on its behalf. These functions are commonly referred to as delegated powers.
- 2.3 The Authority must maintain a list of these delegated powers stating the title of the officer who is authorised to act. The list must be available for public inspection.
- 2.4 The Officer Delegation Scheme (“the scheme”) provides this list. It forms part of the Authority’s overall corporate governance framework laid down in the Constitution and it complements other governance documents such as Financial Regulations and Contract Standing Orders.
- 2.5 The delegated powers contained within the scheme fall broadly into three categories:
- 2.5.1 **Statutory duties.** In some instances, the law will require designated officers to carry out certain functions. In these circumstances the Authority does not have any discretion on whether to delegate these powers to an officer, but it must designate an officer to carry out those functions. For example, the Chief Executive is designated as the Head of Paid Service and as such s/he must undertake certain duties and responsibilities set out in the law.
- 2.5.2 **Delegated functions.** Some are clear and distinct functions of the Authority, where it would be impracticable for the Authority or one of its committees to make the type or frequency of decision required. In these circumstances the Authority can exercise its discretion

and authorise an officer to make these decisions on its behalf. For example, the Director of Regeneration and Economic Development can approve the making of some traffic regulation orders.

- 2.5.3 **Managerial responsibilities.** Finally, the Chief Executive and the Assistant Chief Executive/Directors of Service or Heads of Service have a range of managerial and professional responsibilities for their service areas drawn from the Authority's own internal rules and regulations.
- 2.6 North Tyneside Council has entered into two partnership arrangements; one with Equans and one with Capita to deliver services on its behalf. Equans is the Business Services Partner and provides Finance services, Revenue and Benefit Services, Information Communications Technology (ICT), Customer Services and Human Resources. Capita is the Technical Services Partner for Engineering Services, Planning and Property Services.
- 2.7 It is of note that the Authority retains overall responsibility even where the Authority has secured the provision of the service through a strategic partner.
- 2.8 Each of these services has a retained client team which consists of officers employed by the local authority who ensure that the services provided by the strategic partners are provided in accordance with the partnership arrangements. Some services may be carried out on behalf of the Authority by the partners, such as parking control; other services may only be carried out by officers of the Authority. As a result, certain officers are seconded to the partners; these officers continue to make decisions on behalf of the Authority in accordance with the Officer Delegation Scheme and exercise the functions sub-delegated to them by the Assistant Chief Executive/ appropriate Director of Service. For example, the Planning Manager exercises the delegated functions relating to planning and development control but the day-to-day work is undertaken on behalf of the Planning Manager by individuals employed by Capita. Further information is detailed in the Assistant Chief Executive/relevant Director of Service's section.

- 2.9 For the purposes of clarity wherever there is reference to Assistant Chief Executive/Directors of Service this includes reference to the Director of Public Health unless the context requires the DPH to be excluded from the interpretation/definition.

3. General Principles

- 3.1 The scheme is based on the following general principles which provide a set of rules within which officers **must** exercise delegated powers.
- 3.2 The Chief Executive and Assistant Chief Executive/Directors/Heads of Service are authorised to carry out those functions of the Authority, statutory duties and managerial responsibilities delegated to them as set out in this scheme.
- 3.3 The Chief Executive is authorised to exercise any of those functions delegated to the Assistant Chief Executive/Directors/Heads of Service, provided he/she is not prohibited from doing so by any other legal or constitutional requirement.

Sub-delegation (General Principles)

- 3.4 The Chief Executive and Assistant Chief Executive/Directors of Service/ Heads of Service may authorise other officers to exercise their delegated powers and duties on their behalf. In these circumstances:
 - 3.4.1 documentary evidence of the authorisation **must** be kept.
 - 3.4.2 the Chief Executive or Assistant Chief Executive/Director/Head of Service with the original delegation shall remain accountable.
 - 3.4.3 the Chief Executive or Assistant Chief Executive/Director/Head of Service with the original delegation **must** ensure that the officer who has been authorised to act is not prohibited from doing so by any other legal or constitutional requirement and has the relevant skills, experience and qualifications to undertake the duties; and
 - 3.4.4 for delegated powers which are undertaken on behalf of the local authority by its strategic partners, Engie and Capita,

the delegation remains with the officer although the work could be undertaken by another person employed by the partner organisation.

3.5 Duties (General Principles Duties)

In exercising delegated powers officers **must**:

- 3.5.1 act within the law, the Authority's Constitution, Contract Standing Orders, Financial Regulations and the Authority's approved budget, policies, plans and strategies.
- 3.5.2 not make decisions about matters in which they have a personal interest. If an officer has a personal interest, whether financial or not, which could overlap or bring about conflict with the Authority's work, it must be declared in accordance with the Employee Code of Conduct.
- 3.5.3 consult the relevant cabinet member (in relation to executive matters) and/or the chair of the relevant committee (in relation to non-executive matters) prior to taking action:
 - a) where the taking of action has policy or significant financial implications; or
 - b) where the cabinet member or chair has given a prior indication that he/she wishes to be consulted on a matter or type of matter.
- 3.5.4 consult any other appropriate officer and/or ward members if appropriate.
- 3.5.5 keep documentary evidence of the exercise of the delegated power and the consultation undertaken; and
- 3.5.6 make the documentary evidence available on request to the public unless the document is exempt under a provision of the Freedom of Information Act 2000, or its disclosure would be a breach of the data Protection Act 1998.

Deputising

- 3.6 Where the Chief Executive is absent or unable to act the Assistant Chief Executive or Directors/Heads of Service will be authorised to exercise the functions delegated to the Chief Executive provided, they are not prohibited from doing so by any other legal or constitutional requirement.
- 3.7 Where the Assistant Chief Executive/Director/Head of Service is absent or unable to act, the Chief Executive will have the authority to delegate the function to another officer. In these circumstances:
- 3.7.1 documentary evidence of the authorisation **must** be kept;
and
 - 3.7.2 the Chief Executive **must** be satisfied that the officer who has been authorised to act is not prohibited from doing so by any other legal or constitutional requirement and has the relevant skills, experience and qualifications to undertake the duties.

4. The Statutory Officers

The following statutory roles have been assigned to the post holder of the positions named below with the authority to exercise the duties and responsibilities associated with those positions.

4.1 Head of Paid Service – Chief Executive

Responsible for the corporate and overall strategic management of the authority's staff in accordance with section 4 of the Local Government and Housing Act 1989.

4.2 Monitoring Officer – Head of Law

Responsibility for promoting and maintaining high standards of conduct and for reporting any actual or potential breaches of the law or maladministration to the full Council and/or to the Cabinet as set out in section 5(1) of the Local Government and Housing Act 1989.

4.3 Chief Finance Officer (also known as the Section 151 Officer) – Director of Resources

Statutory duties in relation to the financial administration and stewardship of the authority arising from section 151 of the Local Government Act 1972.

4.4 Director of Adult Social Services – Director of Adults Services

Responsibility for delivering those local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended) in respect of adults.

4.5 Director of Children's Services – Director of Children's Services

Responsible for ensuring that there is a clear strategy developed in order to improve outcomes for children and young people as set out in the Children Act 2004.

4.6 Director of Public Health

Responsible for all of the public health functions of the authority in accordance with the Health and Social Care Act 2012 in addition to Business Continuity and Emergency Planning, Community Safety as well as Consumer Protection Services

4.7 Scrutiny Officer – Head of Governance

Responsible for promoting the role of the authority's overview and scrutiny committee or committees; providing support to the authority's overview and scrutiny committee or sub-committees and its members and to provide support and guidance to:

- a) members of the authority,
- b) members of the executive of the authority and
- c) officers of the authority,

in relation to the functions of the authority's overview and scrutiny committee or committees in accordance with the Localism Act 2011.

5. General Delegations

The Chief Executive is authorised to:

GD1	Ensure that all staff are aware of the existence and content of the Officer Delegation Scheme and they comply at all times with the general principles set out in section 3.
GD2	<p>Where the Assistant Chief Executive/Director of Service is absent or unable to act, to delegate the function to another officer. In these circumstances:</p> <p>a) documentary evidence of the authorisation must be kept; and</p> <p>b) the Chief Executive must be satisfied that the officer who has been authorised to act is not prohibited from doing so by any other legal or constitutional requirement and has the relevant skills, experience and qualifications to undertake the duties.</p>
GD3	In consultation with the Head of Law, to take decisions on managing access to the Authority in the event of unacceptable behaviour in accordance with Authority policy.

The Chief Executive and the Assistant Chief Executive/Directors of Service are authorised to exercise the functions listed below.

	General
GD4	To carry out those functions of the Authority delegated to them as set out in this scheme.
GD5	Where the Chief Executive and Assistant Chief Executive/Directors of Service hold statutory or proper officer positions (as set in section 4 of the scheme), to exercise those statutory duties and responsibilities assigned to the positions by law.

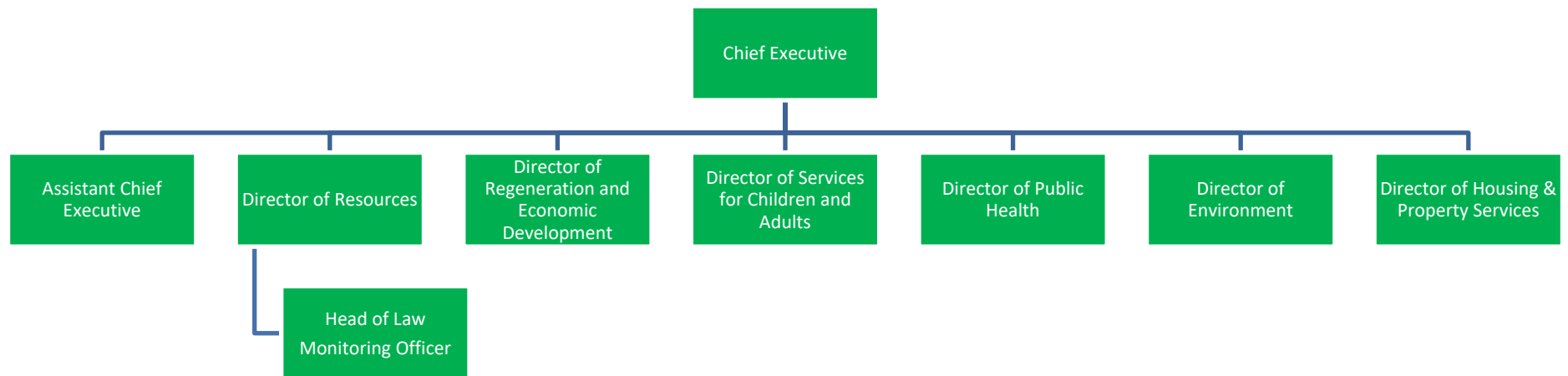
GD6	To take decisions on behalf of the Authority on all matters where they have managerial or professional responsibilities for their service areas. A summary of the scope of the Assistant Chief Executive/each Director of Service's responsibility is set out at the beginning of each service area's section in the scheme.
GD7	To serve, receive and act upon notices, give or refuse consents, issue determinations, apply for permissions, make orders, grant licenses in the exercise of any discretionary power or in complying with any duty of the Authority delegated to them.
GD8	To seek any formal regulatory approval which may be required for a project, scheme or programme which has been approved by the Cabinet, Council or any officer acting under delegated powers.
GD9	In consultation with the Assistant Chief Executive or relevant Director of Service, Monitoring Officer and chair and deputy chair of the relevant committee, to make urgent decisions in relation to any of those functions which are the responsibility of regulatory or other committees as set out in Part 3 of the Constitution, where it is not practical to convene a quorate meeting of the relevant committee.
GD10	In consultation with the Information Governance Manager and, where appropriate the Head of Law and the Chief Finance Officer, to make payments up to £5,000 or provide benefits in cases of maladministration under section 92 of the Local Government Act 2000.
	Contracts
GD11	To procure goods, works and services and undertake other associated functions in accordance with the duties and responsibilities laid down in Contract Standing Orders.

GD12	In consultation with the Head of Law to submit tenders to other public bodies, as defined by the Local Authorities Goods and Services Act 1970, for work falling within the capability of the Authority and if successful to authorise the Head of Law to complete the appropriate contract documents.
GD13	In consultation with the relevant Cabinet Member, Chief Finance Officer and the Assistant Chief Executive or appropriate Director of Service to approve all significant variations which cannot be contained within building and civil engineering contracts, after an allowance has been made for inflationary increases in fluctuating price contracts. (sections 5.9, 5.10 and B21 to B26 of Financial Regulations also refer.)
GD14	To sign agreements on behalf of the Authority in circumstances in which the agreement need not be under seal, there is no requirement under the Authority's Constitution, Contract Standing Orders, Financial Regulations or any other provisions of this scheme that the agreement requires the signature of a specified officer, the agreement is in a standard form to which no variation would be permitted and no negotiations or discretion would be permitted on levels of service or payments to be made following the signing.
	<i>Emergency Planning and Business Continuity</i>
GD15	In consultation with the Chief Finance Officer to authorise expenditure without recourse to the provisions of Financial Regulations and/or Contract Standing Orders in accordance with the Authority's business continuity and emergency planning policies and procedures.
	Fees and charges
GD16	To set fees and charges for the delivery of services in accordance with the Authority's policy.
	Financial management
GD17	To exercise the functions, duties and responsibilities relating to the financial management of their service areas as set out in Financial Regulations.

GD18	To ensure that all staff in their service area are aware of the existence and content of the Financial Regulations.
	Grants
GD19	To award grants to voluntary and community organisations and individuals in accordance with financial regulations, delegated budgets and Authority policy.
	Human Resources
GD20	To appoint (below the level of Assistant Chief Executive/Director of Service), dismiss and deploy staff and deal with other employment matters in accordance with human resources policy, procedure and guidelines, subject to their actions being within their approved budget.
	Licensing and gambling
GD21	To make representations or applications to the Licensing Authority under the Licensing Act 2003 where permitted by the Act.
GD22	To make representations or applications to the Licensing Authority under the Gambling Act 2005 where permitted by the Act.
	Outside Bodies
GD23	To represent the Authority at meetings, as appropriate, of any organisations where the Authority has an involvement or interest subject to: <ul style="list-style-type: none"> a) a record being kept when a representation is likely to be for a significant period; and b) consultation with the Director of Resources and the Head of Law in respect of any formal indemnification that may be necessary.
	Partnerships
GD24	To enter into partnership agreements/arrangements with other bodies to work collectively to achieve joint objective(s). When entering into partnership agreements/arrangements the Assistant Chief Executive/Directors of Service will ensure the appropriate policies and procedures are followed including the

	Constitution, the other provisions of the Officer Delegation Scheme, Contract Standing Orders and Financial Regulations.
GD25	To monitor the effectiveness of partnerships.
	Right of Entry and Authorisations
GD26	To appoint officers as authorised officers of the authority and to sign warrant and authorisation cards enabling staff to undertake their duties and enter land and premises pursuant to statute or secondary legislation.

6. Senior Leadership Structure



7. Chief Executive

The Chief Executive leads, manages and directs the senior leadership team to promote a corporate, co-ordinated, cross-functional approach towards strategy and policy development and the delivery of services for North Tyneside. The Chief Executive is responsible and accountable to the Authority and provides clear leadership in order to maintain and achieve sustained improvement in Authority performance, efficiency and service delivery. He represents the Authority within the local community and at a regional and national level to promote the social, economic and environmental well-being of North Tyneside.

In addition to the general delegations set out in section 5 of the scheme, the Chief Executive is authorised to exercise the following specific functions:

	Head of Paid Service
CE1	To act as the Authority's Head of Paid Service and to undertake the associated duties set out in section 4 of the Local Government and Housing Act 1989.
CE2	To review the Whistleblowing Procedure for Employees.
CE3	To review the Employee Code of Conduct.
CE4	To deal with the grant and supervision of exemptions from political restrictions in respect of all relevant Authority posts.
	General
CE5	To exercise any function delegated to the Assistant Chief Executive/Directors of Service, provided s/he is not prohibited from doing so by any other legal or constitutional requirement.
CE6	To approve and make necessary in-year changes to the annual plans following sign-off by Council unless the change would: <ul style="list-style-type: none"> a) have a budgetary impact outside of the financial regulations framework,

	<p>b) have an impact on other strategic plans; and / or,</p> <p>c) involve the insertion or deletion of a key objective from the plan.</p>
CE7	In consultation with the Monitoring Officer, to determine reviews of decisions taken by the Assistant Chief Executive/Directors of Service in accordance with the Authority's guidance on dealing with unreasonable complaints and/or complainants who display unacceptable behaviour.
CE8	To confirm the appointment of Remuneration Panel Members.
CE9	To designate the Authority's Scrutiny Officer.
CE10	In consultation with the Monitoring Officer, to determine the appropriateness of petitions in accordance with the Authority's Petitions Scheme.
CE11	In consultation with the Mayor and the Head of Law, to approve the payment of indemnity to any Member or Officer up to a maximum of £50,000 where such indemnity is not covered by insurance; sums in excess of that figure to be referred to Cabinet for approval.

	Returning Officer
CE12	To act as the Authority's Returning Officer in accordance with section 35(1) of the Representation of the People Act 1983.
CE13	To act as the Authority's Electoral Registration Officer in accordance with section 8(2)(a) of the Representation of the People Act 1983.
CE14	Other than in relation to any formal review of polling places, to identify and agree future changes to polling places, in consultation with Ward Members in whose wards the places are located, and to report any such changes to the next ordinary meeting of Council.

	Polling Places
CE15	Other than in relation to any formal review of polling places, to identify and agree future changes to polling places, in consultation with Ward Members in whose wards the places are located, and to report any such changes to the next ordinary meeting of Council.

8. Director of Public Health

The Director of Public Health provides leadership, expertise and advice to elected members and officers on a range of issues, from outbreaks of disease and emergency preparedness through to improving local people's health, addressing health inequalities and responding to concerns around access to health services. They aim to improve the population's health by understanding the factors that determine health and ill health and lead on commissioning a range of services to promote health and wellbeing and reduce inequalities in health in the population.

The Director of Public Health provides the public with expert advice on health matters and works with local authority, NHS colleagues and wider partners in relation to maximising opportunities to improve health and wellbeing and address health inequalities in the local population as well as protecting the population from risks to their health.

In addition to the general delegations set out in section 5 of the scheme, the Director of Public Health is authorised to exercise the following specific functions:

Ref	Public Health
DPH1	To be an active member of the Health and Wellbeing Board advising on and contributing to the development of Joint Strategic Needs Assessments and Joint Health and Wellbeing Strategies and commission appropriate services accordingly.
DPH2	To take responsibility for the management of the Authority's Public Health Services, with professional responsibility and accountability for their effectiveness, availability and value for money.
DPH3	To contribute to and influence the work of the NHS Commissioners, ensuring a whole system approach across the public sector and ensuring NHS commissioners receive the public health advice they need.

DPH4	To contribute to and influence the work of the NHS Commissioners, ensuring a whole system approach across the public sector and ensuring NHS commissioners receive the public health advice they need.
DPH5	To provide leadership, expertise and advice to Senior Officers and Elected Members on a range of issues from outbreaks of disease and emergency preparedness through to improving local people's health concerns around access to health services.
DPH6	To improve the population's health by understanding the factors that determines health and ill health, by knowing how to change behaviour and promote both health and wellbeing in ways that reduce inequalities in health.
DPH7	To provide the public with expert, objective advice on health matters.
DPH8	To promote action across the life course, working together with local authority colleagues such as the Head of Health, Education, Care and Safeguarding and with NHS colleagues.
DPH9	To work through local resilience forums to ensure effective and tested plans are in place for the wider health sector to protect the local population from risk to public health and including exercising functions in planning for and responding to emergencies that present a risk to public health.
DPH10	To work with local Criminal Justice Partners and Police and Crime Commissioners to promote safer communities, including cooperating with the police, the probation service and the prison service to assess the risk posed by violent or sexual offenders.

DPH11	To work with wider civil society to engage local partners in fostering improved health and wellbeing.
DPH12	Under the NHS Act 2006 and the Health and Social Care Act 2012, to discharge any functions in relation to the corporate public health duties of the Authority including responsibility for writing the annual report on the health of the local population. (The Local Authority have a duty to Publish this report under section 73B (5) and (6) of the 2006 Act and Section 31 of the 2012 Act).
DPH13	<p>Under Section 73A(1) of the 2006 Act inserted by section 30 of the 2012 Act responsibility for:</p> <ul style="list-style-type: none"> a) Undertaking duties to take steps to improve public health b) Undertaking such other public health protection or health improvement functions that the Secretary of State delegates to Local Authorities either by arrangement or under regulations- these include services mandated by regulations under Section 6C of the 2006 Act Inserted by section 18 of the 2012 Act c) Responding as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications d) The provision of Healthy Start Vitamins (under the Healthy Start and Welfare Food Regulations 2005) for maternity or child health clinics e) To act as a Local Authority Chief Officer f) Consulting and making decisions on Fluoridation Schemes
DPH14	Under section 6C of the NHS Act 2006 responsibility for:

	<ul style="list-style-type: none"> a) Ensuring appropriate access to sexual health services b) The National Child Measurement Programme c) The NHS Health Check Assessment
DPH15	To contribute to the Northumbria Local Health Resilience Partnership (LHRP), either as lead Director of Public Health who co-chairs the LHRP or supporting Director of Public Health.
DPH16	To ensure oversight of the NHS screening programmes, both cancer and non-cancer, ante-natal and children's screening programmes, ensuring the health of the population is adequately protected and raising issues and concerns appropriately.
DPH17	To ensure oversight of the NHS immunisation programmes including children 0-5 years, the human papilloma virus and seasonal flu and any other that the Secretary of State instructs, including catch up programmes, raising issues and concerns appropriately.
DPH18	To be a member of appropriate committees and Forums established locally that have regard to protecting the health of the population.
DPH19	To discharge the Local Authority responsibilities in relation to communicable and infectious diseases, including healthcare acquired infections.
DPH20	To be responsible for effective management of the Local Authority's ring-fenced public health grant, ensuring commissioned services meet the health needs of the population, are cost effective and that monitoring returns are accurate and timely.
	Business Continuity and Emergency Planning
DPH 21	To discharge the Authority's responsibilities as a category 1 responder under the Civil Contingencies Act 2004.

DPH22	To act as the proper officer for civil emergencies.
DPH23	<p>To approve and maintain emergency planning arrangements and procedures on behalf of the Authority under the statutory guidance of the Civil Contingencies Act 2004, such procedure to include, amongst other matters, the appointment of appropriate officers involved in the process and:</p> <ul style="list-style-type: none"> • Convene the Emergency Response Leadership Group (ERLG). • Ensure the Authority's Emergency Response Leadership Group (ERLG) confirms plan priorities. • Implement the suite of emergency plans and arrangements. • If necessary, designate who leads the strategic response to: <ul style="list-style-type: none"> a) response to incident b) business continuity c) recovery issues d) ensure Elected Members are kept fully informed. • Seek assurance on behalf of the Authority that stakeholders can effectively discharge statutory responsibilities as a category 1 responder.
DPH24	To act as the proper officer for business continuity management.
DPH25	As the proper officer for business continuity management to approve and maintain an effective business continuity management procedure on behalf of the Authority under the statutory guidance set out in the Civil Contingencies Act

	2004, including the appointment of appropriate officers involved in the process.
	General
DPH26	To extend the provision of Authority services into new developments within the Borough.
DPH27	To issue simple cautions in line with Ministry of Justice guidance and to sub-delegate to the Head of Law the power to issue simple cautions in line with Ministry of Justice guidance.
DPH28	To consultation with the Head of Law to exercise discretion to determine whether prosecution of alleged offences under trading standards and consumer protection legislation and related environmental protection legislation following formal investigations should be undertaken.
	Community Safety
DPH29	To exercise the statutory duty under section 36 of the Counter Terrorism and Security Act 2015 to provide support for people vulnerable to being drawn into terrorism through a local panel.
DPH30	To exercise the statutory duty under section 26 of the Counter Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism.
	Consumer Protection – Animal Health and Welfare
DPH31	To exercise all powers and duties under the provisions of the Pet Animals Act 1951.
DPH32	To exercise all powers and duties under the provisions of the Animal Boarding Establishments Act 1963.
DPH33	To exercise all powers and duties under the provisions of the Riding Establishment Acts 1964 and 1970.

DPH34	To exercise all powers and duties under the provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.
DPH 35	To determine the level of fees required to implement the provisions of the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 following consultation with the Cabinet Member for Community Safety and Engagement, the Director of Resources and the Head of Law.
DPH36	To exercise all powers and duties under the provisions of the Slaughter of Poultry Act 1967.
DPH37	To exercise all powers and duties under the provisions of the Prevention of Damage by Pests Act 1949.
DPH38	To exercise all powers and duties under the provisions of the Performing Animals (Regulations) Act 1925.
DPH39	To exercise all powers and duties under the provisions of Part IV of the Agriculture Act 1970.
DPH40	To exercise all powers and duties under the provisions of the Animal Health Act 1981 and the Animal Welfare Act 2006.
DPH41	To exercise all powers and duties under the provisions of the Bluetongue Regulations 2008.
DPH42	To exercise all powers and duties under the provisions of the Animal By-products (Enforcement) (England) Regulations 2011 and Trade in Animals and Related Products Regulations 2011.
DPH43	To exercise all powers and duties under the provisions of the BSE Monitoring (England) Regulations 2001.

DPH44	To exercise all powers and duties under the provisions of the Cattle Identification Regulations 2007.
DPH45	To exercise all powers and duties under the provisions of the Horse Passports Regulations 2009.
DPH46	To exercise all powers and duties under the provisions of the Non Commercial Movement of Pet Animals (England) Regulations 2004.
DPH47	To exercise all powers and duties under the provisions of the Salmonella in Turkey Flocks and Slaughter Pigs (Survey Powers)(England) Regulations 2006.
DPH48	To exercise all powers and duties under the provisions of the Transmissible Spongiform Encephalopathies (England) Regulations 2010.
DPH49	To execute and enforce all animal health and welfare and animal feed related orders, rules, regulations and other subordinate instruments made under section 2(2) of the European Communities Act 1972 and paragraph 1A of Schedule 2 of that Act.
DPH50	To exercise all powers and duties under the provisions of the Guard Dogs Act 1975.
DPH51	To exercise all powers and duties under the provisions of the Dangerous Wild Animals Act 1976 and the Zoo Licensing Act 1981.
DPH52	To exercise all powers and duties under the provisions of the Avian Influenza (Preventative Measures)(England) Regulations 2006.
DPH53	To exercise all powers and duties under the provisions of the Avian Influenza (Vaccination)(England) Regulations 2006.

	Consumer Protection – Environmental Health
DPH70	Appoint Proper officer of the Authority under the Public Health (Control of Diseases) Act 1984.
DPH71	To exercise all powers and duties under the provisions of the Public Health (Control of Diseases) Act 1984.
DPH72	To make requests for information under section 16(1) of the Local Government (Miscellaneous Provisions) Act 1976.
DPH73	To serve abatement notices where the Authority is satisfied that a statutory nuisance exists or is likely to occur or re-occur.
	Consumer Protection – Food Safety
DPH74	To inspect food premises for the purpose of the Food Safety Act 1990.
DPH75	To appoint a public analyst for the purposes of the Food Safety Act 1990.
DPH76	<p>To execute and enforce all food and feed related orders, rules and regulations and other subordinate instruments made under section 2(2) of the European Communities Act 1972 and paragraph 1A of Schedule 2 of that Act and in particular:</p> <p>to apply official controls on feed and food of non-animal origin from third countries as provided by the Official Feed and Food Controls (England) Regulations 2009;</p> <p>a) to apply official controls to verify compliance of feed and food law, animal health and animal welfare rules using powers in the Official Controls (Animals, Feed and Food) (England) Regulations 2006;</p> <p>b) to deal with illegally imported products of animal origin using powers in the Trade in Animals and</p>

	<p>Related Products Regulations 2011;</p> <p>c) to inspect food premises and ensure their compliance with the Food Safety and Hygiene (England) Regulations 2013;</p> <p>d) to maintain a register of food business premises under the Food Safety and Hygiene (England) Regulations 2013;</p> <p>e) to approve, when required, food establishments handling products of animal origin under the Food Safety and Hygiene (England) Regulations 2013;</p> <p>f) to deal with food contravening the Transmissible Spongiform Encephalopathy (England) Regulations 2010 as amended;</p> <p>g) to execute powers contained in the General Food Regulations 2004;</p> <p>h) to execute powers contained in the feed (Hygiene and Enforcements) (England) Regulations 2005; and</p> <p>i) to execute powers contained in the Food Information Regulations 2014.</p>
DPH77	To inspect food premises in order to verify compliance with the compositional and labelling requirements of the Food Safety Act 1990 and regulations made thereunder.
DPH78	To deal with food not meeting food safety requirements and other non-conforming food under the Food Safety Act 1990 and regulations made thereunder.
DPH79	To implement, administer and deal with all ancillary matters, including the appeals process associated with the Food Standards Agency national 'Food Hygiene Rating

	Scheme’.
	Consumer Protection – Health and Safety
DPH80	In consultation with the Head of Law to serve notices and institute proceedings under section 20 of the Local Government (Miscellaneous Provisions) Act 1976 (Provision of Sanitary Appliances at Places of Entertainment).
DPH81	To agree the transfer or assignment of premises between the Health and Safety Executive and the Authority under the Health and Safety (Enforcing Authority) Regulations 1998.
DPH82	To undertake those functions under any of the ‘relevant statutory provisions’ within the meaning of Part 1 (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 these functions are discharged otherwise than in the Authority’s capacity as an employer.
DPH83	After consultation with the Head of Law discretion as to whether or not to commence proceedings under the Health and Safety at Work etc. Act 1974.
DPH84	To exercise all powers and duties under the relevant requirements of the Working Time Regulations 1998.
DPH85	To deal with applications for the registration of persons and premises relating to the practice of acupuncture, tattooing, skin piercing and electrolysis under the Local Government (Miscellaneous Provisions) Act 1982.
DPH86	To exercise all powers and duties under the provisions of Part 1 of the Health Act 2006 and all smoke-free regulations made under the Act.
DPH87	To exercise all powers and duties under the provisions of the Sunbeds (Regulation) Act 2010.

	Consumer Protection – Licensing: Private hire and Hackney carriages
DPH88	To undertake all routine matters concerning private hire and hackney carriage licensing, in accordance with the appropriate legislation and the approved hackney carriage and private hire policy.
DPH89	To determine the grant, refusal, revocation and suspension of all licences in accordance with the approved hackney carriage and private hire policy.
DPH90	To take appropriate disciplinary action against licensees in accordance with the approved hackney carriage and private hire policy.
DPH91	To attach additional conditions where appropriate to the grant of licences.
DPH92	To appoint stands for hackney carriages in accordance with the statutory procedure (pursuant to section 63 Local Government (Miscellaneous Provisions) Act 1976) and following appropriate consultation with the Cabinet Member for Community Safety and Engagement and Regulation and Review Committee.
DPH93	Fixing the fares for hackney carriages in accordance with the statutory procedure (pursuant to section 65 Local Government (Miscellaneous Provisions) Act 1976) and following appropriate consultation with the Cabinet Member for Community Safety and Engagement and Regulation and Review Committee.
DPH94	To refer any matter to Committee for consideration.
DPH95	To investigate complaints and offences and provide instructions to the Head of Law to consider commencing legal proceedings.

	Consumer Protection – Licensing: Scrap Metal
DPH96	All licensing functions in accordance with the Scrap Metal Dealers Act 2013 that are capable of such delegation.
DPH97	To determine the grant, renewal or variation of a scrap metal licence in accordance with the Scrap Metal Dealers Act 2013.
DPH98	To attach conditions to a scrap metal licence under section 4 of the Scrap Metal Dealers Act 2013.
DPH99	To impose conditions prior to revocation of a scrap metal licence under section 4 (7) of the Scrap Metal Dealers Act 2013.
DPH100	To revoke a scrap metal licence in accordance with the Scrap Metal Dealers Act 2013.
DPH101	To issue or cancel a Closure Notice in accordance with the Scrap Metal Dealers Act 2013.
	Consumer Protection – Licensing: Street trading/collections
DPH102	To issue street collection permits subject to consultation with the Chair and Deputy Chair of Regulation and Review Committee should the Director of Public Health consider the application to be controversial or should the organisation requesting the collection already have had a collection within the calendar year in question.
DPH103	To determine the grant, renewal or variation of street trading licences/consents.
DPH104	To determine the revocation or cancellation of street trading licences/consents.
DPH105	To prescribe/amend standard conditions for street trading licences/consents.
DPH106	To instruct the Head of Law to prosecute for contraventions

	of matters in connection with Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.
DPH107	All licensing functions in connection with Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 except those not capable of such delegation.
DPH108	In consultation with the Chair and Deputy Chair of the Regulation and Review Committee, to set fees for street trading licences/consents.
DPH109	In consultation with the Chair and Deputy Chair of the Regulation and Review Committee to determine applications for and to issue house to house collection licences under the House to House Collections Act 1939 subject to such applications being reported to the Regulation and Review Committee.
	Consumer Protection – Licensing: General
DPH110	The licensing of houses for the public performance of stage plays under the Theatres Act 1968 for short periods.
DPH111	In consultation with the Chair and Deputy Chair of the Licensing Committee to issue cinema and cinema club licences under the Cinemas Act 1985.
DPH112	To determine applications for licences under the Authority's scheme for licensing pleasure craft under section 94 of the Public Health Acts Amendment Act, 1907 subject to appeals against any refusal being referred to the Regulation and Review Committee.
DPH113	To license the use of moveable dwellings and camping sites under section 269 of the Public Health Act 1936.
	Consumer Protection – Pollution
DPH114	To serve notices under sections 60 and 61 of the Control of Pollution Act 1974 (Prevention of Noise) and 79 and 80 of the

	Environmental Protection Act 1990.
DPH115	The inspection of premises and the taking of all necessary action in connection with furnaces and fuel and to deal with the control of chimney heights under the clean air legislation.
DPH116	To consider and decide upon applications under section 61 of the Control of Pollution Act 1974 (consent to work on construction sites).
DPH117	To carry out the various duties as contained in sections 6 to 20 of the Environmental Protection Act 1990 involving the: a) determination, grant, inclusion and variation of conditions; b) revocation, enforcement and prohibition; and c) the maintenance of a register in connection with authorisations to carry out the prescribed processes defined in section 2 of the Act.
DPH118	To determine whether abatement notices should be fixed to vehicles, machinery or plant contravening the Noise and Statutory Nuisance Act 1993.
DPH119	To determine applications for permits for the operation of loud speakers in streets or roads in accordance with the Noise and Statutory Nuisance Act 1993.
DPH120	To determine the validity of an application for deemed consent under the Planning (Hazardous Substances) Act 1990.
DPH121	To serve notices under section 85 of the Water Industry Act 1991.
DPH122	To inspect, determine, consult and remediate contaminated land within North Tyneside under section 57 of the Environment Act 1995 and Part 2A of the Environmental Protection Act 1990.

DPH123	To enable powers of entry, work to be carried out in default and to seize equipment under section 81(3) of the Environmental Protection Act 1990 and section 10 of the Noise Act 1996.
DPH124	To enforce the prohibition of dark smoke from any chimney, prohibition of dark smoke from industrial or trade premises under sections 1 and 2 respectively of the Clean Air Act 1993 and enforce the prohibition of smoke in smoke control areas and the acquisition and sale of unauthorised fuel and all other pollution issues referred to under the Clean Air Act 1993.
DPH125	To police and enforce those industrial premises regulated under the Pollution Prevention and Control Act 1999 (PPCA) and Environmental Permitting (England and Wales) Regulations 2010 (as amended) by inspection and service of statutory notices when deemed necessary.
DPH126	To control noise on construction sites by service and enforcement of section 60 notices under Control of Pollution Act 1974.
DPH127	Permit the authorisation of officers to enforce legislation relating to idling offences under Road Traffic (Vehicle Emissions) (Fixed Penalty)(England) Regulations 2002.
DPH128	To enable the monitoring, review and assessment of air quality under Part IV of the Environment Act 1995 and the consultation and declaration of areas as Air Quality Management Areas.
DPH129	To take action under the Noise Act 1996 to abate and control noise complaints from domestic and licensed premises.
DPH130	To designate alarm notification areas under sections 69-72 of the Clean Neighbourhoods and Environment Act 2005.
DPH131	To take action as necessary under the Clean

	Neighbourhoods and Environment Act 2005 in relation to audible intruder alarms including powers of entry to abate the sounding of alarms and service of fixed penalty notices.
DPH132	To carry out local authority duties stipulated in the Environmental Damage Regulations 2009, including the serving of notices.
	Consumer Protection – Trading Standards
DPH133	To exercise all the powers and functions of the Authority relating to trading standards, weights and measures, consumer protection, public safety and other related legislation, including powers of enforcement, issuing suspension notices and prosecution and civil action.
DPH134	To enforce, and with the Head of Law to institute proceedings, in relation to the sale of combat knives and offensive weapons under the Criminal Justice Act 1988, Part XI and any subsidiary legislation made thereunder.
DPH135	To undertake the duties of the Authority as Weights and Measures Authority including the appointment of the Chief Inspector of Weights and measures, approving the Annual Report of the Chief Inspector of Weights and Measures and all legislative requirements that apply to the Authority in that capacity including any functions performed under the Licensing Act 2003 and the Violent Crime Reduction Act 2006.
DPH136	The Inspector of Weights and Measures has authority to issue a closure notice to premises under section 169A of the Licensing Act 2003 (or any subsequent amendments) where deemed appropriate.
DPH137	To determine applications for consent to permit loading and unloading at large shops before 9.00 am on Sunday mornings within a loading control area under Schedule 3 of the Sunday Trading Act 1994, subject to such conditions considered appropriate.

DPH138	To appoint appropriate officers of the trading standards section as inspectors under the provisions of the Sunday Trading Act 1994.
DPH139	To renew arrangements to secure the provision of the trading standards metrology laboratory services, subject to their being no material changes to the arrangement agreed in May 2007.

9. Director of Regeneration and Economic Development

The Director of Regeneration and Economic Development has managerial and professional responsibility for the service area that includes Regeneration and Business and Enterprise.

In addition to the general delegations set out in section 5 of the scheme, the Director of Regeneration and Economic Development is authorised to exercise the following specific functions:

	Employment
RED1	In consultation with the Cabinet Member for Economic Development and the Chief Executive to determine all applications for financial assistance to businesses from North Tyneside Council for economic development purposes.
RED2	In consultation with the Mayor and Chief Executive to: <ul style="list-style-type: none"> a) approve visits by Members and officers to industrialists, companies and individuals with a view to attracting new industries; b) deal with all matters in connection with the position of the Borough as a location for investment, economic development and/or business development; and c) authorise site investigations at potential employment sites provided that the cost thereof can be met from the annual budget allocation.
	Funding
RED3	In relation to all projects and programmes, to authorise the entering into of agreements with other funding organisations where the purpose of the agreement is to enable that organisation to provide funding support for projects within any of the programmes delivered or managed by the Authority.

RED4	In consultation with the Mayor to develop and submit expressions of interest for funding programmes and opportunities that will assist the delivery of Authority's priorities.
	General
RED5	To extend the provision of Authority services into new developments within the Borough.
	Culture and Leisure
RED6	In consultation with the relevant Cabinet Member to determine requests to hold open-air services of a religious or similar nature, except for marriages, should such a request be of a controversial nature.
	Planning
RED7	To serve Planning Contravention Notices under section 171C of the Town and Country Planning Act 1990.
RED8	Serve Requisition for Information Notices under section 330 of the Town and Country Planning Act.
RED9	In consultation with the Chair and Deputy Chair of the Planning Committee to consider and determine applications for grant assistance under the Authority's approved conservation grant assistance scheme.
RED10	To take all necessary action with regard to the parking of caravans on unlicensed areas of the Borough.
RED11	Following consultation with the appropriate ward councillors, to approve proposals for new or altered street names and/or numbering schemes for new and existing streets.
	Planning Applications Exceptions
RED12	Determine applications, notifications, consultations, discharge of conditions, approval of Biodiversity Gain Plans, screening and scoping requests, enforcement and all other matters within the terms of the Planning Committee (please see Part 3.5 of the Constitution) and in respect of High Hedge

complaints under Part 8 of the Anti-Social Behaviour Act 2003, subject to the exceptions specified below:

a) Applications (other than those for the discharge and variation of conditions and extensions of time not including the discharge of reserved matters) for major development as defined for the purposes of the government PS2 statistical return i.e.:

- residential development of 10 or more dwellings or, where numbers not specified, the site area is more than 0.5 hectares;
- other development where the floor space is 1000 sq metres or more or the site is 1 hectare or more; and
- where a major development is subject to a change of use, it will be classed as a major development and not as a change of use.

and where the Authority has received an objection from any statutory consultee or any objections arising from the statutory consultation.

b) Mineral applications (other than those for the discharge of conditions) as defined for the purposes of the government PS2 statistical returns.

c) Applications which are a departure from the Development Plan and which would need to be notified to the Secretary of State under the Town and Country Planning (Consultation) (England) Direction 2009 (or any Direction replacing or re-enacting this Direction) if the Authority was minded to grant permission for them.

d) Applications which are subject to an objection from a statutory consultee (as defined in Schedule 4 of the Town and Country Planning (Development Management

	<p>Procedure) Order 2015 (or any Order replacing or re-enacting this Order) which has not been resolved by negotiation or the imposition of conditions.</p> <p>e) Applications for extensions to or change of use to gambling establishments (including amusement arcades, betting shops and casinos).</p> <p>f) Applications (other than those for PS2 defined minor and other development or the discharge of conditions) submitted by or on behalf of the Authority for its own development which are the subject of objections which have not been resolved by negotiation or the imposition of conditions.</p> <p>g) Applications submitted by or on behalf of a North Tyneside Councillor or their spouse/partner.</p> <p>h) Applications submitted by or on behalf of any member of staff of the Planning Team or any Assistant Chief Executive/Director of Service or their spouse/partner or any member of staff directly involved in the progressing/determination of any application.</p> <p>i) Applications classified as major or minor developments (as defined for the purposes of the government PS2 statistical return) where a Councillor, applicant or other person with a material planning interest has, within the statutory publicity period or prior to the determination of the application, requested in writing that the application be determined by Planning Committee and has also given reasons as to why the application is so significant or contentious that it should be determined by Planning Committee and not under the Officer Delegation Scheme and that request has been accepted by the Chair and/or Deputy Chair of the Planning Committee.</p> <p>j) Applications for other developments (including</p>
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	<p>householder developments, as defined for the purposes of the government PS2 statistical return) where a Councillor has, within the statutory publicity period or prior to the determination of the application, requested in writing that the application be determined by Planning Committee and has also given reasons as to why the application is so significant or contentious that it should be determined by Planning Committee and not under the Officer Delegation Scheme and that request has been accepted by the Chair and/or Deputy Chair of the Planning Committee.</p> <p>k) Applications where written representations for and/or against a development proposal have been made and speaking rights have been requested and granted in accordance with the scheme for speaking at Planning Committee.</p> <p>l) Applications that the delegated officer considers should be determined by Planning Committee, having regard to approved guidance on this matter.</p> <p>m) To enter land in Part 2 of the brownfield land register, and thus grant permission in principle, for major development as defined for the purposes of the government PS2 statistical return.</p> <p>This delegation can be undertaken by any post designated by the Director of Regeneration and Economic Development, subject to that post being held by a member of the Royal Town Planning Institute of Planning Officer status or above and being senior to the specific case officer except where the delegation being exercised is for the discharge of planning conditions other than for the discharge of reserved matters.</p>
	Transport (Engineering Services)
RED13	To issue permits under section 19 of the Transport Act 1985 and the Section 19 Permit Regulations 2009 (or any amended

	Section 19 Permit Regulations) in relation to minibuses.
RED14	To submit on behalf of the Authority observations on traffic regulation conditions in relation to bus service registrations made under the Transport Act 1985.
RED15	<p>a) To take all steps up to and including the making, variation and/or revocation of all types of Traffic Regulation Orders where there are no objections.</p> <p>b) In relation to proposals for road humps where there are no objections, to take all steps up to and including determining whether road humps should be installed with or without modifications to the proposal.</p> <p>c) In relation to proposals for pedestrian crossings where there are no objections, to take all steps up to and including determining whether a pedestrian crossing should be established with or without modifications to the proposal.</p>
RED16	To approve applications for permission to place public kiosks, feeder pillars, electric pillars, clocks and any other similar structures on or over public highways.
RED17	To determine requests for the repositioning of street furniture to allow access to private premises.
RED18	To object where necessary on behalf of the Authority as Highway Authority to the granting or renewal of a vehicle operators' licence and to authorise the Head of Engineering, to appear before the Licensing Authority to support such objection if considered necessary.
RED19	To carry out minor traffic management measures not requiring Traffic Regulation Orders and costing less than £10,000 subject to the necessary finance being available in the approved budget.

RED20	To manage the use and enforcement of on and off street parking, waiting and loading restrictions, bus lane enforcement and other items under the Traffic Management Act 2004, the Road Traffic (Permitted Parking Area and Special Parking Area) (Metropolitan Borough of North Tyneside) Order 2007, the Civil Enforcement of Parking Contraventions (Approved Devices) (England) Order 2007, the Civil Enforcement of Parking Contraventions (England) General Regulations 2007, the Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007, the Civil Enforcement Officers (Wearing of Uniforms) (England) Regulations 2007, the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) 2007 and the Bus Lane Contraventions (Approved Local Authorities) (England) (Amendment) (No 3) Order 2007, the 2015 Deregulation Bill and any subsequent amending legislation or further legislation regarding parking contraventions.
RED21	To serve notices under section 112 of the Road Traffic Regulation Act 1984 on registered keepers of vehicles requiring them to notify the Authority of the name and address of the driver.
RED22	To decide upon applications for the issue of parking permits for the parking of vehicles in "permit holders only" parking places established by the Authority under the Road Traffic Regulation Act.
RED23	To take all necessary action with regard to the parking of caravans on unlicensed areas of the Borough.
RED24	To sign orders with public utilities.
RED25	To grant Street Works Licences under section 50 of the New Roads and Street Works Act 1991.
RED26	To determine the priority for the surfacing of roads.

RED27	Alteration to existing highways and adoption of new streets as highways repairable at the public expense in accordance with the Highways Act 1980 (and amendment).
RED28	To determine applications for licences to display goods in accordance with section 20 Schedule 5, of the Local Government (Miscellaneous Provisions) Act 1982.
RED29	<p>To following functions under the Highways Act:</p> <ul style="list-style-type: none"> a) To consent to the deposit of building materials and making excavations in streets (section 171); b) To consent to hoardings being set up during building operations (section 172); c) To permit the deposit of a builder's skip on a highway under section 139 and to impose a charge for this under section 140A; d) To serve Notices regarding vehicular crossings over footways; e) To grant Licences regarding the placing of apparatus in or under highways; f) To exercise the Authority's powers to enter land for purposes of a survey; g) Control of scaffolding on highways; h) To remove unauthorised signs on the highway; i) To authorise the erection of stiles on footpaths or bridleways (section 147); j) To license planting, retention and maintenance of trees etc in part of a highway (section 142); k) To licence works in relation to building etc. which obstruct the highway (section 169); l) To restrict the placing of rails, beams etc. over highways (section 178); m) To consent to the construction of cellars etc. under streets (section 179); n) To consent to the making up of openings into cellars etc. under streets and pavement lights and ventilators

	<p>(section 180);</p> <ul style="list-style-type: none">o) To authorise the serving of a notice under section 154 requiring the cutting or felling of trees which overhang or are a danger to highways;p) To serve notices under section 151 on owners or occupiers of land to execute works to prevent soil or refuse from that land from falling or being washed on to the street;q) To exempt new buildings from the Advance Payments Code under sub-sections (c), (f), (h) and (k) of section 219;r) To serve notices under section 220 requiring payment of appropriate private street works charges;s) To make refunds under sections 221 and 222 of the Act on the works being wholly or in part carried out;t) In consultation with the Head of Law to deal with all matters in relation to any proposal to close or divert highways, footpaths and bridleways in accordance with sections 116, 117, 118, 118ZA, 118A, 118B, 118C, 119, 119ZA, 119A, 119B, 119C, 119D, 119E and section 25 & 26 (creating footpaths, bridleways and restricted byways).u) To serve any notices under section 130A in response to receipt of notices to enforce duty regarding public paths.v) To serve a notice on an occupier of land under section 134 to make good the surface of a path or way to not less than its minimum width and to comply with other requirements of the notice.w) On application, granting an extension to the relevant period given to an occupier to make good the surface of a path or way under section 134.x) To Authorise works disturbing a footpath, bridleway or restricted byway and making an order (with or without conditions) authorising such work under section 135.y) To Authorise the making good of any damage or removal of any obstruction under section 135B.z) To serve a notice on an occupier of land under section 137A ensuring that the line on the ground of any relevant highway is indicated to not less than its minimum width
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	<p>and to prevent crops from encroaching on any relevant highway as to render it inconvenient for the exercise of the public right of way.</p> <p>aa) To be given authority to require the owner of a skip to remove or reposition it or cause it to be removed or repositioned under section 140 and to serve any notices in accordance with this section and to recover reasonable expenses for the removal or repositioning of the skip.</p> <p>bb) To authorise the serving of a notice under section 141 requiring the owner or occupier of land in which a tree or shrub is planted to remove it.</p> <p>cc) To license (with or without conditions) planting, retention and maintenance of trees etc. in part of a highway under section 142.</p> <p>dd) To authorise the serving of a notice under section 143 requiring the removal of structures from a highway.</p> <p>ee) To authorise the serving of a notice under section 145 requiring the owner of a gate to enlarge the gate or remove it.</p> <p>ff) To authorise the serving of a notice under section 147 requiring the owner or occupier to repair or make good a stile, gate or other works and to recover from the owner or occupier any amount reasonably incurred by the Authority in exercising its powers under this section.</p> <p>gg) To authorise the entering into an agreement under section 147ZA.</p> <p>hh) To authorise the serving of a notice under section 149 requiring the removal of things deposited on a highway.</p> <p>ii) To authorise the serving of a notice under section 152 requiring the removal of a projection from a building.</p> <p>jj) To authorise the serving of a notice under section 163 in relation to the prevention of water falling on or flowing on to a highway.</p> <p>kk) To authorise the serving of notices under sections 164, 165 and 166 in relation to danger or annoyance to users of highways or streets.</p> <p>ll) To set charges for work undertaken under section 169 or</p>
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	<p>section 171.</p> <p>mm) To grant a licence in relation to the construction of a bridge or buildings over a highway (sections 176 and 177).</p> <p>nn) To give consent to the placing of rails, beams etc. over highways (section 178).</p> <p>oo) To give consent and serve notices in relation to cellars etc. (sections 179 and 180).</p> <p>pp) Following consultation with the Cabinet Member for Environment and Transport, to authorise the serving of notices, undertake works and recover any amount reasonably incurred by the Authority in relation to vehicle crossings over footways and verges (section 184).</p> <p>qq) To authorise the carrying out of any works under Schedule 12A and the recovery of expenses incurred by the Authority in undertaking any such works.</p> <p>rr) To serve any other notices that may be required to be served under the Highways Act 1980 that are not referred to above.</p> <p>ss) Any other functions, including Highway Authority functions under the Highways Act 1980 except those functions not capable of such delegation.</p>
RED30	To determine applications received for permission to display temporary advertisements on selected street lighting columns within the Authority's policy of permitting such advertising for charitable and suitable non-commercial events only.
RED31	To arrange for the removal of vehicles under section 3 of Refuse Disposal (Amenity) Act 1978, section 99 of the Road Traffic Regulation Act 1984, Part II of the Removal and Disposal of Vehicles Regulations 1986 and section 11 of Clean Neighbourhoods and Environment Act 2005 that are illegally, obstructively or dangerously parked, abandoned or broken down on a road and the removal and disposal of abandoned vehicles generally.
RED32	To make application to the Department for Transport in respect of the closure or diversion of a highway that is consequential of

	planning permission for development in accordance with section 247 of the Town and Country Planning Act 1990.
RED33	To make all necessary arrangements to convert a footway to a cycle track with a right of way on foot under sections 65 and 66 of the Highways Act 1980.
RED34	To make all necessary arrangements in respect of Orders under section 3 of the Cycle Tracks Act 1984 for the conversion of all or any part of a footpath to a Cycle Track.
	Home to school transport
RED35	To promote Sustainable Modes of Travel to assess general school travel needs and to publish a strategy to promote the use of sustainable modes of travel to meet the school travel needs of the area and publish a summary each academic year. (Education Act 1996, section 508A. Statutory Instrument 2008 No 3093. The School Information Act 2008).
	Consumer Protection – Licensing: Gambling and Licensing
RED36	To register societies wishing to promote lotteries in accordance with Part 5 of Schedule 11 of the Gambling Act 2005.
RED37	To nominate authorised persons to carry out inspections under the Gambling Act 2005 and the Licensing Act 2003.
RED38	To set fees for premises licence applications and for permits made under the Gambling Act 2005 within bands recommended by the relevant Government Department.
RED39	To determine applications for premises licences and for variations under the Gambling Act 2005 where no representations have been received or where representations have been withdrawn to enable gambling to be provided at establishments in North Tyneside.
RED40	To determine applications for club gaming permits or other permits under the Gambling Act 2005 where no

	representations have been received or where representations have been withdrawn to enable gambling to be provided at establishments in North Tyneside.
RED41	To determine applications for the transfer of licences under the Gambling Act 2005 where no representations have been received from the Gambling Commission and/or Responsible Authorities.
RED42	To determine applications for provisional statements under the Gambling Act 2005 where no representations have been received or where representations have been withdrawn.
RED43	To consider Temporary Use Notice and Occasional Use Notices received under Gambling Act 2005.
RED44	To determine the cancellation of licensed premises gaming machine permits if no request for a sub-committee decision has been made by the licence holder.
RED45	Any other licensing functions under the Gambling Act 2005 except those not capable of such delegation.
RED46	To issue premises licences under Licensing Act 2003 where no representations have been received to enable licensable activities to be provided at establishments in North Tyneside.
RED47	To issue personal licences under Licensing Act 2003 where no representations have been received.
RED48	To decide whether a representation is irrelevant, frivolous or vexatious.
RED49	To issue, under Section 19 (2) of the Criminal Justice and Police Act 2001, a Closure Notice to premises when satisfied that the premises are being, or have been within the last 24 hours, used for the unauthorised sale of alcohol for consumption on, or in the vicinity of, the premises.

RED50	To authorise officers to act in accordance with section 25 of the Criminal Justice and Police Act 2001 and to enter premises and do all that is reasonably necessary for the purpose of securing compliance with a closure order.
RED51	To issue, under section 22 of the Criminal Justice and Police Act 2001, a certificate that a need for a closure order has ceased.
RED52	To determine transfers, variations, provisional statements and variations of designated premises supervisors under Licensing Act 2003 where no representations have been received to enable licensable activities to be provided at establishments in North Tyneside.
RED53	To acknowledge a Temporary Event Notice received under Licensing Act 2003.
RED54	To issue a counter notice in response to the receipt of a Temporary Event Notice under section 107 of the Licensing Act 2003 where permitted limits have been exceeded and under Section 104A of the Licensing Act 2003 following an objection to a late Temporary Event Notice.
RED55	To determine an application for a Minor Variation.
RED56	In consultation with the Chair and Deputy Chair of the Licensing Committee, to authorise performances of hypnotism at premises licensed under the provisions of the Licensing Act 2003.
	Consumer Protection – Licensing: Sex Establishments
RED57	To authorise officers to enter and inspect any sex establishment in respect of which a licence is in force in accordance with paragraph 25 of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.
RED58	To determine applications for the grant, renewal or transfer of

	Sex Establishment Licences, if no relevant objection is made.
RED59	To determine, if minded to grant, applications to vary Sex Establishment Licences.
RED60	To determine, if a holder of licence does not wish to appear before the Licensing Sub-committee or to make written representations, the possible revocation of a Sex Establishment Licence.
RED61	To determine the cancellation of a Sex Establishment Licence.
RED62	To set fees for Sex Establishment Licences.
RED63	All licensing functions relating to Sexual Entertainments in connection with Schedule 3 Local Government (Miscellaneous Provisions) Act 1982 except those not capable of such delegation.
RED##	To exercise all functions under the Road Traffic Act 1988 except those functions that are not capable of such delegation.

10. Assistant Chief Executive

The Assistant Chief Executive has managerial and professional responsibility for the service area which provides the Authority's strategic lead in relation to national policy, strategy and associated plans. The Assistant Chief Executive will provide proactive responses to national and local policy issues and policy announcements; ensure the authority has a robust performance management framework; and provide leadership and direction in the following areas:

- Marketing, Communications and Advertising
- Elected Mayor and Cabinet Support
- Participation, Advocacy and Engagement
- Policy, Performance and Research
- Customer Service
- Community and Voluntary Sector Liaison

In addition to the general delegations set out in section 5 of the scheme, the Assistant Chief Executive is authorised to exercise the following specific functions:

	Advocacy
CS1	To promote young people's participation in public decision-making so they can influence local commissioning.
CS2	To make arrangements for the provision of advocacy services for care leavers and children who make or intend to make representations in accordance with the Children Act 1989 Section 26A.
	Child poverty and social mobility
CS3	Have local co-operation arrangements to reduce and mitigate the effects of child poverty in local areas.
	Corporate, housing and statutory social services complaints
CS4	To administer the operation of the Authority's Corporate and Housing complaints procedures.

CS5	To administer the operation of the Authority's 'social services' complaints procedures.
CS6	To discontinue the consideration of any complaint under the Authority's procedure in situations where it appears that the complaint is solely an appeal against a decision dictated by Authority policy, properly established and administered, or by statute.
CS7	To appoint panellists to serve on, and make all necessary arrangements to convene and clerk, Complaint Review Panels established to consider complaints under The Local Authority Social Services Complaints (England) Regulations 2009 and The Children Act 1989 Representations Procedures (England) Regulations 2006.
CS8	In consultation with the Mayor, the Chief Executive and the Head of Law to consider any report by the Local Government and Social Care Ombudsman or Housing Ombudsman which finds that injustice has been caused to a person aggrieved in consequence of maladministration by the Authority and to notify the relevant Ombudsman of the action which the Authority proposes to take.

11. Director of Environment

The Director of Environment has managerial and professional responsibility for the service area which is responsible for delivering a wide range of activities, services and information that meet the needs of the people of North Tyneside.

In addition to the general delegations set out in section 5 of the scheme, the Director of Environment is authorised to exercise the following specific functions:

	General
DE1	To serve Street Litter Control Notices and Litter Control Notices pursuant to sections 93 and 94 of the Environmental Protection Act 1990 and sections 20 and 21 of Clean Neighbourhoods and Environment Act 2005.
DE2	To serve Street Litter Control Notices and Litter Control Notices pursuant to sections 93 and 94 of the Environmental Protection Act 1990 and sections 20 and 21 of Clean Neighbourhoods and Environment Act 2005.
	Consumer Protection
DE3	<ul style="list-style-type: none"> a) To issue a Community Protection Notice under section 43 of the Anti-social Behaviour, Crime and Policing Act 2014. b) To issue Fixed Penalty Notices under sections 52 or 68 of the Anti-social Behaviour, Crime and Policing Act 2014 for failure to comply with a Community Protection Notice or Public Spaces Protection Order. c) To authorise officers to take enforcement action, issue Community Protection Notices or Fixed Penalty Notices and to enter premises in respect of which a Closure Order is in force to do anything necessary to secure the premises against entry and/or to carry out essential

	<p>maintenance or repairs.</p> <p>d) In consultation with the Head of Law, to discharge all other functions under Part 4 of the Anti-social Behaviour, Crime and Policing Act 2014 (Premises Closure, Public Spaces Protection Orders and Community Protection Notices) except those not capable of delegation.</p>
	Culture and Leisure
DE4	To determine applications received from persons suffering a learning difficulty or physical disability for a reduced cost of admission to leisure facilities.
DE5	To determine applications from voluntary and charitable organisations, for reduced charges for leisure facilities for fund raising events.
	Fleet Management
DE6	To dispose of redundant vehicles, plant and workshop equipment in accordance with the Authority's Financial Regulations.
DE7	To hire transport from outside sources for use by service areas.
DE8	To select and purchase vehicles, plant and workshop equipment in accordance with the Authority's Contract Standing Orders.
DE9	To provide driver training and the assessment of driving standards of Authority employees who operate vehicles and plant belonging or on hire to the Authority.
	Library Services
DE10	To approve the closure of libraries in cases of emergency.
DE11	To determine issues relating to the management and control

	of libraries including the purchase, hire, sale and disposal of books and other material.
	Street Environment
DE12	To issue penalty and fixed penalty notices, penalty charge notices and fixed monetary penalties for all offences under the Environmental Protection Act 1990, Clean Neighbourhoods and Environment Act 2005, Dog Byelaws, The Dogs (Fouling of Land) Act 1996, Anti-Social Behaviour Act 2003, Control of Pollution (Amendment) Act 1989, Refuse Disposal (Amenity) Act 1978, Noise Act 1996 and Housing Act 2004 and the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 made under the Energy Act 2013 and any amendments under those Orders.
DE13	To determine upon the waiving of charges for the treatment of bees and wasps' nests in cases of hardship or as a matter of urgency.
DE14	To act as the Proper Officer under section 149(1) of the Environmental Protection Act 1990 for the purpose of discharging the Authority's functions for dealing with stray dogs.
DE15	To deal with dangerous trees under the provisions of section 23 of the Local Government (Miscellaneous Provisions) Act 1976, in cases of emergency.
DE16	To take all necessary action with regard to the service of notices and the execution of works and the recovery of costs under legislation relating to injurious weeds.
DE17	To take all necessary action with regard to unauthorised dumping under section 33 of the Environmental Protection Act 1990.
DE18	To designate "appointed officers" in accordance with the Dutch Elm Disease (Local Authorities) Order 1984.

DE19	In consultation with the Director of Resources to deal with the provision of Christmas trees and associated arrangements.
DE20	To take all necessary action, including issuing any instructions for prosecution, in connection with those sections of the Clean Neighbourhoods and Environment Act 2005 and associated regulations which relate to highways, nuisance and/or abandoned vehicles, fly-posting, transport of waste materials, noise nuisance and abandoned shopping trolleys.
DE21	To be responsible for the control, management, inspection and letting of allotments including the authority to issue and sign allotment agreements.
DE22	To serve Notices to Quit in relation to the removal of dilapidated structures from allotments.
	Waste management
DE23	To inspect premises for the assessment of charges for refuse collection and waste disposal, in accordance with the Control of Pollution Act (COPA) 1974, Environmental Protection Act 1990 and Controlled Waste (England and Wales) Regulations 2012.
DE24	To determine waste disposal licences and resolutions under the Waste Disposal Regulations, section 34 of the Environmental Protection Act 1990.
DE25	To extend the provision of Authority services into new developments within the Borough, as required by the Control of Pollution Act (COPA) 1974, and section 46 of the Environmental Protection Act 1990.
DE26	To make arrangements for the separate collection of recyclable waste under the Household Waste recycling Act 2003, and Waste (England and Wales) (Amendment) Regulations 2012.

DE27	To exercise the powers and duties of the Authority under Parts II and IV of the Environmental Protection Act, 1990.
DE28	To deal with all matters falling to the regulator under The Environmental Protection (Plastic Straws, Cotton Buds and Stirrers) (England) Regulations 2020.
DE29	To approve the terms for the supply of gas to premises where the consumption is in excess of 25,000 therms per annum.

12. Director of Housing and Property Services

The Director of Housing and Property has managerial and professional responsibility for the service area which is responsible for delivering Housing and Property Service activities, services and information that meet the needs of the people of North Tyneside.

In addition to the general delegations set out in section 5 of the scheme, the Director of Housing and Property Services is authorised to exercise the following specific functions:

	Consumer Protection - Housing
HP1	To exercise the Authority's powers under section 33 of the Local Government (Miscellaneous Provisions) Act 1976 to ensure the continuation or restoration of water, gas or electricity to private residential dwellings where the failure of the landlord to pay the bills results in the threat of or the actual disconnection of supplies and to recover the costs incurred and interest accrued in taking any such action.
HP2	To approve applications for grants relating to private sector housing which comply with the provisions of the Housing Acts, Housing Grants, Construction and Regeneration Act 1996 and the Housing Assistance (England and Wales) Regulatory Reform Order 2002 within the scheme laid down by the Authority and the Department of Communities and Local Government.
HP3	To approve in whole or in part the removal of the conditions imposed by an Improvement Grant under the Housing Grants, Construction and Regeneration Act 1996 and the Housing Assistance (England and Wales) Regulatory Reform Order 2002 where there is a repayment of an amount which reflects that proportion of the condition period remaining unexpired plus compound interest.
HP4	To serve notices under the provisions of Part 1 of the Housing Act 2004 in connection with housing disrepair; to consider the

	carrying out of works in default; the execution of such works in default and the recovery of expenses incurred and interest accrued in executing such works.
HP5	To carry out inspections and submit reports in connection with the provisions of the Housing Acts so far as they relate to houses in accordance with the provisions relating to repair, the closing and demolition of houses unfit for human habitation and the abatement of overcrowding.
HP6	To arrange for the restoration of water supplies to premises where it has been discontinued because of the absence or defective state of any apparatus by the carrying out of works of renewal and repair and the recovery of expenses up to £200.
HP7	To serve all necessary notices under the Housing Act 2004 to ensure that houses in multiple occupation are provided with adequate means of escape from fire and adequate other fire precautions and in consultation with the Head of Law to exercise discretion to take action to ensure that such notices are complied with either by the institution of any court proceedings or the acceptance of undertakings on behalf of the Authority under the Housing Act 2004.
HP8	In respect of grants relating to private sector housing improvement to determine when a contractor other than one whose estimate accompanied the application be allowed to undertake the work and the circumstances when grant shall be paid direct to any applicant in preference to the contractor.
HP9	To exercise all powers and duties of the Authority under the provisions of the Housing Act 2004 and associated regulations with respect to housing conditions (Part 1), licensing of houses in multiple occupancy (Part 2), selective licensing of other residential accommodation (Part 3), additional control provisions in relation to residential

	accommodation (Part 4), miscellaneous provisions (Part 6) and supplementary and final provisions (Part 7).
HP10	To issue licences authorising the use of land as a caravan site under the Caravan Sites and Control of Development Act 1960 including setting fees where appropriate, service of notices and to carry out works when required as stipulated in the amendments to the Act made by the Mobile Homes Act 2013.
	Housing
HP11	The management of all matters required to ensure the Authority carries out its statutory duties as a local housing authority as prescribed in: <ul style="list-style-type: none"> • Housing Act 1985 • Housing Act 1996 • Housing Act 2004 • Local Government and Housing Act 1989 and • Any other relevant statute or government guidance relating to the management and provision of social housing and related facilities.
HP12	In accordance with the Authority's Affordable Rent Policy and in consultation with the Director of Resources and the Cabinet Member(s) with responsibility for Housing and Finance, to take any decisions on the selection of property appropriate for affordable rent.
HP13	Exercising the management of functions of the Authority in relation to dwellings owned by the Authority but not held under Part IV of the Housing Act 1985.
HP14	Without prejudice to the foregoing delegations, to exercise the following functions of the Authority: <ul style="list-style-type: none"> a) authorising the allocation and granting of tenancies and licenses in accordance with the Authority's allocation scheme; b) approving rents in specific cases;

	<ul style="list-style-type: none"> c) serving notices, to quit, of termination or seeking possession; d) maintaining properties and estates; e) granting consent or otherwise to the assignment of a tenancy where statute allows and in line with the Authority's policy; f) granting consent to mutual exchanges, imposing conditions to that consent where appropriate or refusing such consent with reference to Schedule 3 of the Housing Act 1985; g) granting consent or otherwise to tenants' requests to carry out improvements or alterations; h) granting consent or otherwise in any other matter where the Authority's tenancy agreement including introductory tenancy agreement or licensees requires that permission is sought by the tenant or licensee; i) authorising compensation for tenants' improvements be they statutory or discretionary (Housing Act 1985 sections 99a and 100); j) settling any claims by tenants for disrepair; k) taking action under sections 1 and 115 of the Crime and Disorder Act 1998, Part V of the Housing Act 1996, Anti Social Behaviour Act 2003 and Housing Act 2004; l) taking action to secure the eviction of trespassers; m) undertaking consultation with tenants and / or social landlords where required by statute or government guidance or where otherwise appropriate e.g. section 105 of the Housing Act 1985; and n) authorise the granting of licences for the use of garages, reviewing licence conditions and subsequent termination of licences where necessary.
HP15	<p>Carry out the Authority's statutory responsibilities under Part V of the Housing Act 1985 (Right To Buy). Authorising service of statutory notices, admitting/denying the right to buy, withdrawing or requiring completion.</p> <ul style="list-style-type: none"> • Authorising sales of freehold or otherwise granting of

	<p>long leases</p> <p>Freehold: In consultation with the Head of Law, enforcing covenants including those relating to repayment of discount, use of shared areas and letting of whole.</p> <p>Leasehold:</p> <ul style="list-style-type: none"> a) Agreeing variations to the terms of individual leases. b) Granting/refusing permission to requests on various matters, by leaseholders, where the lease requires consent of the landlord. e.g. requests to sublet whole. c) In consultation with the Head of Law, authorising action on breaches of covenants.
HP15a	Exercising the Authority's responsibilities towards homeless people, including the Authority's functions under Part VII Housing Act 1996 and the Homelessness Act 2002.
HP16	Exercising the functions of the Authority in relation to the provision of advice in connection with housing and the prevention of homelessness.
HP17	Exercising the functions of the Authority under Part X of the Housing Act 1985 and Part IV, Chapter 3, and Part VII of the Housing Act 2004 in relation to overcrowding.
HP18	Exercising the functions of the Authority under the Protection from Eviction Act 1977, the Protections from Harassment Act 1997 and all other enabling powers to regulate and control private landlords.
HP19	Exercising the functions of the Authority under the Landlord and Tenant Act 1985 (landlord's obligations etc).
HP20	In consultation with the Director of Resources, write off irrecoverable debt due from former tenants in compliance with the Authority's write off policy. The following officers have delegated powers to write off former tenant rent arrears owed

	<p>to the Authority:</p> <ul style="list-style-type: none"> a) Former tenant rent arrears of up to £375 should be authorised by the Housing Income Team Manager and countersigned by the Service Manager, Housing Income. b) Former tenant rent arrears with a value between £375 and £2245 should be authorised by the Service Manager, Housing Income and countersigned by the Head of Housing Management. c) Former tenant rent arrears with a value over £2,245 but under £4,490 must be authorised by the Assistant Chief Executive or relevant Director of Service and countersigned by the Director of Resources. d) Write off of bad debts between £4,490 and £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with responsibility for Housing. e) Write off of bad debts over £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by Cabinet. <p>All write-offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/Cabinet Member as above.</p> <p>For write-off due to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/Sundry Debts (for example rechargeable repairs)/Statute barred court costs where appropriate a schedule of debts is only required, signed off by the relevant officer for the appropriate level of debt.</p>
HP21	<p>In consultation with the Director of Resources, write off irrecoverable debt due from current tenants in compliance with the Authority's write off policy. The following officers have</p>

delegated powers to write off irrecoverable current tenant rent arrears owed to the Authority:

- a) Current tenant rent arrears of up to £375 should be authorised by the Housing Income Team Manager and countersigned by the Service Manager, Housing Income.
- b) Current tenant rent arrears with a value between £375 and £2245 should be authorised by the Service Manager, Housing Income and countersigned by the Head of Housing Management.
- c) Current tenant rent arrears with a value over £2,245 but under £4,490 must be authorised by the Assistant Chief Executive or relevant Director of Service and countersigned by the Director of Resources.
- d) Write off of bad debts between £4,490 and £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by the Cabinet Member with responsibility for Housing.
- e) Write off for bad debt over £50,000 must be authorised by the Assistant Chief Executive or relevant Director of Service, countersigned by the Chief Finance Officer and approved by Cabinet.

All write-offs will be evidenced by the appropriate paperwork, signed by the appropriate officer, countersigned by the manager/cabinet member as above.

For write-offs due to Bankruptcy/Debt Relief Order/Individual Voluntary Arrangement/ Sundry Debts (for example rechargeable repairs) / Statute barred Court costs when appropriate a schedule of debts is only required signed off by the relevant officer for the appropriate level of debt.

HP22	To determine disturbance payments and applications for home loss payments in accordance with the Land Compensation Act 1973.
HP23	Undertaking and determining reviews under the Introductory Tenants (Review) Regulations 1997.
HP24	To authorise payments to tenants for decoration and removal expenses or approve ex-gratia payments (not exceeding £500).
HP25	Agreeing terms with private landlords and registered social landlords to lease accommodation for the purposes of providing temporary housing for homeless households.
HP26	To approve the re-acquisition of former Council houses which fall within the terms of the Authority's reacquisition policy, subject to the necessary finance being available.
HP27	To consider any matters relating to the Housing Act 1985 (as amended) in respect of Right to Buy including the repayment of discount and right of first refusal.
HP28	To ensure compliance with all Authority policies relating to the provision and management of Council owned residential properties. Authority to make changes to all such policies where provision of service would be improved or necessity arises or to recommend such changes to Cabinet where appropriate.
HP29	To establish such arrangements as appropriate to ensure effective engagement of tenants and leaseholders in the setting, monitoring and review of housing and related services including holding meetings, organising consultation events, surveys and newsletters.
HP30	To consider and respond to requests from Northumbria Police in respect of the designation of dispersal areas under the

	provisions of the Anti- Social Behaviour Act 2000.
HP31	To act as the Appointing Officer for the Local Authority in relation to section 10(8) of the Party Wall Etc. Act 1996 relating to the selection of an independent surveyor to act in the resolution of disputes in party wall matters.
HP32	To exercise powers and duties under the provisions of the Public Health Acts 1936 and 1961 and the Building Act 1984 with respect to the enforcement of satisfactory drainage of existing buildings.
HP33	To take action in cases of emergency in accordance with section 29 of the Local Government (Miscellaneous Provisions) Act 1982 for the boarding up of premises which are the subject of a Closing Order.
HP34	To authorise emergency action for the purpose of preventing unauthorised entry to a building or preventing it becoming a danger to the Public Health in accordance with the provisions of sections 29 of the Local Government (Miscellaneous Provisions) Act 1982.
HP35	The service of statutory notices and all actions and proceedings in connection with the abatement of nuisances under the Public Health Act 1936 and sections 1 and 2 of the Clean Air Act 1956; Defective Premises under section 76 of the Building Act 1984; and the Environmental Protection Act 1990. All subsequent proceedings to be subject to consultation with the Head of Law
HP36	To approve or vary the period of approval of temporary permission granted under the Building Regulations and Building Acts (with the exception of any temporary permission within approved redevelopment schemes) and to make recommendations where appropriate to the Planning Committee for the grant of permanent approval in appropriate cases at present subject to temporary permission.

HP37	<p>To deal with applications and plans received under the Building Act 1984 and current Building Regulations including the determination of charges under the current Building (Local Authority Charges) Regulations and the North Tyneside Council Building Control Scheme of Charges subject to:</p> <ul style="list-style-type: none"> a) Details of the applications, decisions and current scheme of charges being available at the offices of the Director of Public Health for information and record purposes; and b) Cases of special classes of development where the Local Authority could exercise a discretion under the Building Regulations being dealt with in consultation with the Chair and Deputy Chair of the Planning Committee.
HP38	<p>To serve appropriate notices under the provisions of section 32 of the Building Acts 1984 for the withdrawal of approval from plans deposited with the Authority (in accordance with Building Regulations) where the work involved has not commenced within a period of three years from the deposit of the plans where the plans have either:</p> <ul style="list-style-type: none"> a) been passed; or b) a notice of rejection has not been issued within the prescribed period. <p>Any decisions made to serve a notice under this delegation must be made in accordance with the Authority's declaration on this matter.</p>
HP39	<p>To exercise the Authority's private act powers, for the time being in force, in relation to:</p> <ul style="list-style-type: none"> a) the charging of the costs of weatherproofing adjacent buildings to the owners of demolished properties under section 4 of the Tyne and Wear Act 1980 where such

	<p>weatherproofing is necessary as a result of the exercise of one of the Authority's statutory powers to demolish a building.</p> <p>b) the securing of derelict unoccupied buildings against unauthorised entry, including the serving of notices under section 6 of the Tyne and Wear Act 1980 and to consider the carrying out of said works in default, subsequent recovery of expenses incurred and interest incurred in executing the works.</p> <p>c) the rejection of plans submitted under the Building Regulations, which do not show adequate means of access for the fire service under section 24 of the Tyne and Wear Act 1980 and the notification of applicants for planning permission of the requirements</p>
HP40	To deal with applications for relaxation of Building Regulations made under section 8 of the Building Act 1984 and current Building Regulations.
HP41	To exercise the powers of the Authority under section 81 of the Building Act 1984 in respect of notification of intended demolitions or to ensure the proper execution of demolition work.
HP42	<p>In consultation with the Chair and Deputy Chair of the Regulation and Review Committee to:</p> <p>a) issue preliminary determination and safety certificates pursuant to the Fire Safety and Safety of Places of Sport Act 1987 and to take all necessary action in connection therewith, with reports back to the Regulation and Review Committee.</p> <p>b) after consultation with the Head of Law to serve Prohibition Notices where it is considered that there is a serious risk to spectators at any sports ground, with</p>

	reports back to the Regulation and Review Committee.
HP43	To exercise the powers of the Authority under section 78 of the Building Act 1984 with regard to emergency measures in respect of dangerous buildings.
HP44	To serve notice under section 77 of the Buildings Act 1984 with respect to executing works to potentially dangerous buildings/structures.
HP45	To execute and enforce breaches of the current Building Regulations in accordance with section 35 and 36 of the Building Act 1984.
HP46	To execute and enforce the powers of the Authority under section 72 of the Building Act 1984 in relation to buildings with inadequate means of escape in case of fire.
HP47	To maintain municipal buildings and offices and all miscellaneous properties of the Authority subject to expenditure being within the amount allowed in the estimates.
HP48	To repair and maintain Authority owned public clocks.

13. Director of Resources

The Director of Resources provides senior leadership on: issues of effective resource allocation; financial planning and management; maximising income for the Authority through effective Council Tax and Business Rates collection; and ensuring that services are corporate, integrated and provided in accordance with Authority policy and any relevant statutory duties.

The Director of Resources is the Council's 'Responsible Financial Officer' (sometimes known as the 'Chief Finance Officer' or 'Section 151 Officer') as defined by the Accounts and Audit Regulations (England) 2011. The responsibilities and powers of this officer derive from statute (Section 151 of the Local Government Act 1972), which provide that every local authority shall appoint one officer who has an overall duty to "make arrangements for the proper administration of [the Council's] financial affairs". The Director of Resources is thus 'head of profession' for the financial arrangements of the Council and has a managerial and professional responsibility in this regard.

The Director of Resources also acts in the capacity of Senior Client for the Business Services Partnership.

Areas of responsibility:

- Finance Service
- Revenues, Benefits and Customer Services
- Internal Audit and Risk Management
- Human Resources and Organisational Development
- ICT and Management Information Systems

Operational services comprising financial management, financial processing, customer services and revenues and benefits are undertaken on behalf of the Authority by the Business Services partner, Equans.

The Director of Resources has managerial and professional responsibility for the overall policy and procedure in relation to all

employment related matters, including training and workforce development and health and safety.

The Director of Resources also ensures the HR and Health and Safety services delivered by the Authority's strategic partner, Equans, are fit for purpose and is the Authority's lead officer for the delivery of services and performance in relation to these contracts with Equans.

Internal Audit and Risk is also a part of this service area. The Public Sector Internal Audit Standards (PSIAS) 2013 state the requirement for organisational independence of the Chief Internal Auditor. The PSIAS require that 'the Chief Internal Auditor must report functionally to the Board. The Chief Internal Auditor must also establish effective communication with, and have free and unfettered access to, the Chief Executive and the Chair of the Audit Committee'. For the purposes of compliance with the PSIAS, the 'board' of the organisation is defined as the Senior Leadership Team. The Chief Internal Auditor will therefore be line managed by the Director of Resources, and report functionally to the Senior Leadership Team.

The Director of Resources provides senior leadership and direction to the Authority's retained ICT function ensuring that these services are corporate, integrated and provided in accordance with the authority's policy and any relevant statutory duties.

The Director of Resources also ensures the services delivered by the Authority's strategic partner, Equans, are fit for purpose and is the Authority's lead officer for the delivery of services and performance in relation to the contracts with Equans.

The Director of Resources is also responsible for the Authority's digital strategy.

In addition to the general delegations set out in section 5 of the scheme, the Director of Resources is authorised to exercise the following specific functions:

RI	To disburse monies from funds and accounts of the Authority as
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	required for the lawful discharge of the Authority's functions.
R2	To enter into Treasury Management transactions in the name of the Authority as may be required to meet the needs of both revenue and capital accounts subject to any statutory limitations, the provisions of the Treasury Management Strategy or the provisions of the Authority's Budget and Policy Framework.
R3	To negotiate and enter into leasing agreements as a means of financing capital expenditure.
R4	To vary the mortgage interest rate under section 110 of the Housing Act 1980 as directed by the Secretary of State.
R5	To vary the mortgage interest rate on pre-3rd October 1980 mortgages as directed by circular 20/64.
R6	To suspend Financial Regulations in extreme circumstances.
R7	To maintain a continual review of the Financial Regulations and submit any additions or changes necessary to full Council for approval.
R8	To make any grammatical or textual alterations to the Financial Regulations that do not alter their sense or purpose.
R9	To respond to external consultation documents in respect of appropriate technical releases.
R10	In consultation with the Head of Law: <ul style="list-style-type: none"> a) to deal with the settlement of insurance claims under £61,500 on risks being carried by the Authority's Insurance Fund with the exception of all contract guarantee claims; and b) to take all decisions in order to balance the risks included in the Insurance Fund.

R11	To receive, investigate and pay the Coroner's accounts, fee and related expenses and to take any other action in relation to those items.
R12	To act as Trustees of the W C Armstrong Trust Fund and the Howard Trust Fund.
R13	To determine the Authority's pension discretions pursuant to Regulations made under Sections 7, 12 and 24 of the Superannuation Act 1972
R14	To consider and determine applications made by employees who are members of the Local Government Pension Scheme who seek the application of the Authority's pension discretions under the relevant Pension Scheme Regulations.
	Revenues and Benefits
R15	To serve notices, enter into agreements, give receipts, make adjustments, institute proceedings and take any action available to the Authority to collect or enforce the payment of the National Non-Domestic Rate and the Council Tax from those persons liable.
R16	On the Authority's behalf, to prosecute or defend or to appear in any proceedings before a Magistrates Court and to conduct any such proceedings in respect of unpaid Council Tax or National Non-Domestic Rate payable to the Authority and to discontinue such proceedings if considered necessary.
R17	In relation to the recovery of general debts and overpaid housing benefits: a) to issue County Court summonses; b) to deal with all matters arising from the issue of County Court summonses; c) to seek Judgement Orders in cases where the summons is

	<p>undefended;</p> <p>d) to issue enforcement proceedings in relation to cases where a judgement has been made but the order not complied with; and</p> <p>e) in cases where the debt is no greater than £5,000 (or the applicable limit at any given time for cases which can be pursued through the small claims court) and a defence is submitted, to attend small claims arbitration hearings on behalf of the Authority.</p> <p>(The Head of Law has also been delegated this power.)</p>
R18	<p>The following officers have delegated powers to write off local taxation debts and sundry debts as indicated:</p> <p>a) For sundry debts and local taxation debts – the Revenues Advisor can write off up to £50.00.</p> <p>b) For Sundry debts and local taxation debts – Revenues Operations Manager can write off up to £375.00.</p> <p>c) For sundry and local taxation debts – with a value of £375 up to £2,500 Revenues Operations Manager and a schedule must be countersigned by the Senior Client Manager for Revenues and Benefits.</p> <p>d) For sundry and local taxation debts with a value of over £2,500 but under £4,500, these must be authorised by the Senior Client Manager for Revenues and Benefits and countersigned by the Director of Resources.</p> <p>e) For sundry and local taxation debts with a value of between £4,500 and £50,000 requires approval from the Cabinet Member with responsibility for finance.</p> <p>f) For sundry and local taxation debts with a value of above £50,000 requires Cabinet approval.</p>

	<p>g) Debts for sundry and local taxation of levels up to £50,000 that cannot be legally pursued. A separate schedule of cases must be completed and signed by the relevant officer at the appropriate level advised above.</p>
R19	<p>The following officers have delegated powers to write off bad debts for Housing Benefit as indicated:</p> <p>a) For Housing Benefit overpayments of up to £375 a schedule should be completed, and these should be authorised by the Benefit Manager and countersigned by the Senior Client Manager for Revenues and Benefits.</p> <p>b) For Housing Benefit overpayments of up to £2,500 these should be authorised by the Benefit Manager and countersigned by the Senior Client Manager for Revenues and Benefits.</p> <p>c) For Housing Benefit overpayments with a value of £2,500 and over but under £4,500 these must be authorised by the Senior Client Manager for Revenues and Benefits and countersigned by the Director of Resources.</p> <p>d) For Housing Benefit debts with a value of between £4,500 and £50,000 requires approval from the Cabinet Member with responsibility for finance.</p> <p>e) Debts for Housing Benefit up to £50,000 that cannot be legally pursued. A schedule of cases must be completed and signed by the relevant officer at the appropriate level advised above.</p> <p>Where signatures or authorisations are referred to this will be in electronic form.</p>
R20	<p>To deal with all matters relating to the issues of Completion Notices for Council Tax and National Non-Domestic Rating purposes and the administration of appeals against any such</p>

	notices.
R21	To determine all applications for the apportionment of rateable value of partly occupied hereditaments under section 44A of the Local Government Finance Act 1988.
R22	To deal with all matters relating to Housing Benefit, Universal Credit elements relevant to the local authority and the Local Council Tax Support scheme as set out in the relevant regulations.
R23	to determine if any exemption from the Council Tax empty homes premium should apply to a particular property as considered appropriate.
R24	To administer any Council Tax transition scheme and to determine any appeals submitted under the provisions of any such scheme
R25	To determine applications for any form of discretionary rate relief which meet the relevant legislative requirements and satisfies the criteria set out in the Authority's policy for dealing with such applications.
R26	In consultation with the Senior Client Manager for Revenues and Benefits and the Director of Regeneration and Economic Development, to review the Authority's policy on the granting of discretionary relief of business rates and to implement any changes to policy.
R27	The following officers to act on behalf of the Authority, as required under section 16 of the Local Government Finance Act 1992, to appear before and conduct proceedings at any Valuation tribunal on any appeal relating to Council Tax or Local Council Tax Support: <ul style="list-style-type: none"> - Revenues Operations Manager - Benefits Operations Manager - Revenues Team Leader

	<ul style="list-style-type: none"> - Benefits Team Leader - Senior Service Development and Support Officer
R28	<p>The following officers to act on the Authority's behalf as required by section 223 of the LGFA 1992 in respect of the collection and recovery of any Council Tax or National Non-Domestic Rate payable to the Authority. To prosecute or defend, or to appear in a Magistrates Court or to conduct any such proceedings in respect of Council Tax and National Non- Domestic Rates payable to the Authority:</p> <ul style="list-style-type: none"> - Revenues Operations Manager - Revenues Team Leader
R29	<p>The following officers be authorised to take control of goods on the Authority's behalf for any amount due in respect of Council Tax or National Non-Domestic Rate</p> <ul style="list-style-type: none"> - Enforcement Agent
R30	<p>In consultation with the Director of Services for Children and Adults, to agree criteria under which applications for hardship rate relief may be made and to determine those applications, with each case being considered on its merits and applications from eligible businesses only being considered where there are overriding social and economic benefits accruing from the business concerned being assisted.</p>
R31	<p>To issue, sign and maintain a register of badges issued to display on motor vehicles used by disabled persons under section 21 of the chronically sick and Disabled Persons Act 1970. To authorise the Service Manager of Customer Services to act on the Authority's behalf in relation to this matter.</p>
R32	<p>To deal with the management of mortgages (including action on mortgage arrears) obtained under the Right to Buy provisions of the Housing Act 1980 as well as the management of mortgages under the Housing (Financial Provisions) Act 1958.</p>

R33	To institute possession proceedings in cases of mortgage arrears.
R33	To deal with: <ul style="list-style-type: none"> a) the transfer of mortgages in the event of divorce, etc; b) adding/removing other household members as mortgagors; c) requests for interest only payments; d) requests to extend the term of the mortgage; and e) unusual requests.
R34	To provide an adequate and effective system of internal audit.
	Local Management of Schools
R35	To prepare and publish, under section 251 of the Apprenticeship, Skills, Children and Learning Act 2009, annual budget and outturn financial statements.
R36	To prepare a financial scheme for schools maintained by the authority and to allocate individual schools' budgets to maintained schools each year.
R37	To determine the local authority's school budgets and determine the budget shares in accordance with school finance regulations.
R38	To establish a schools' forum for their area in accordance with the schools forums regulations and maintain a scheme for financing maintained schools according to the School Standards and Framework Act 1998 sections 45A, 45AA, 47, 47ZA, 47A and 48 and Schedule 14. Secondary – School Finance (England) Regulations 2008 (as amended), School Finance (England) Regulations 2011 and Schools Forums (England) Regulations 2010.
R39	To ensure Consistent Financial Reporting (CFR) in Schools – CFR returns – are completed for all maintained schools (other than maintained nursery schools or pupil referral units) according to the Education Act 2002 Section 44. Consistent Financial

	Reporting (England) Regulations 2003 (made under section 44).
R40	To determine the schools' budget shares for excluded pupils and determine the amount to be paid by one local authority to another when a pupil is permanently excluded from a maintained local authority and is subsequently re-instated by another according to the Education Act 1996, Section 494. Section 47 of the Schools Standards and Framework Act 1998 and secondary regulations: The School Finance (England) Regulations 2008 (No. 228), the School Finance (England) (Amendment) Regulations 2007 (No. 365), the Education (Amount to Follow Permanently Excluded Pupil) (Amendment) (England) Regulations 2001 (No. 870); Finance (Secondary - The School Finance (England) Regulations 2006 (No. 468). The School Finance (England) (Amendment) Regulations 2007 (No. 365).
	Human Resources
R41	In consultation with the Chief Executive and Assistant Chief Executive/Directors of Service as appropriate, to develop, implement and monitor human resources policy, procedure and guidelines on a corporate basis.
R42	In consultation with the Chief Executive and Assistant Chief Executive/Directors of Service as appropriate, to receive notification of new posts; to determine grades and appropriate allowances for those posts; to amend establishments; and to deal with the re-grading of posts or review of grading of posts.
	Regulation of Investigatory Powers Act
R43	To act as the Authority's Senior Responsible Officer under the Regulation of Investigatory Powers Act (RIPA) 2000 and be responsible for maintaining effective procedures on behalf of the Authority under this Act. Such procedures to include the appointment of authorising officers, the maintenance of a list of authorising officers, the maintenance of a register of authorisations and ensuring appropriate training provision. A report to be submitted to Cabinet annually on the operation of a

	RIPA policy and to the Regulation and Review Committee at least annually on the Authority's use of the powers.
	School meals
R44	To provide school lunches upon request for pupils eligible for free school meals and for those pupils for whom it would not be unreasonable to provide lunches. (Education Act 1996. Section 512(3) as amended by Education Act 2002)
R45	Ensure that food provided by the local authority for pupils (where the school meals budget has not been delegated to the school) is nutritious. (School Standards and Framework Act 1998 section 114A, Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007.
	Strategic Property
R46	Approval of plans and specifications as far as the Authority is concerned as vendors or lessors of land.
R47	To approve actions or the giving of consent where required under the terms of an agreed lease, including but not limited to consent for alterations and changes to user clauses contained in leases, tenancy agreements, licences and other agreements and any payments or receipts arising therefrom.
R48	Approval of reviewed rents under leases, tenancies, licences and other agreements.
R49	To accept surrenders of leases, tenancies, licences and other agreements where considered appropriate.
R50	To repossess Authority owned land and property following liquidation, bankruptcies and breaches of terms.
R51	Approval to the terms of assignments, sub-lettings and other forms of sharing of property.

R52	To seek arbitration or independent expert opinion in relation to property matters.
R53	Approval of licence terms, easements, wayleaves and standages.
R54	To accept offers for the purchase of Authority owned self-build housing plots.
R55	Minor land sales – approval to declare surplus to the Authority’s requirements and to the terms of disposal of land up to the value of £20,000.
R56	Leasehold Enfranchisements – approval to declare surplus to the Authority’s requirements and to the terms of disposal of properties held under residential ground leases where freeholds can be acquired by tenants through rights established under the Leasehold Reform Act 1967.
R57	The granting of consent to potential purchasers of Authority property to take entry for the purpose of undertaking investigations (eg. This may include site investigations prior to a sale).
R58	<p>Approval to the letting of any property from the Authority at a rent of not less than the open market rental or for a premium at no less than market rate and to agree rent free periods where applicable.</p> <p>Approval to the letting of any property to the Authority at a rent not greater than the open market rental value or for a premium at no more than market rate and to agree appropriate rent-free periods where applicable.</p>
R59	Approval to the grant of an appropriate rent-free period in circumstances where a tenant undertakes repair works to premises with the agreement of the Council and where the

	repair works are the Council's obligation under the terms of the letting.
R60	<p>Approval to declare as surplus to the Authority, market and sell any land or property where the capital value does not exceed £500,000, in consultation with the Head of Law, the Elected Mayor, the Cabinet Member for Finance and Resources and other relevant Cabinet Portfolio Holders.</p> <p>Approval to the purchase by the Authority of any land or property where the capital value does not exceed £500,000, in consultation with the Head of Law, Director of Resources the Elected Mayor, the Cabinet Member for Finance and Resources and other relevant Cabinet Portfolio Holders.</p>
R61	Approval of terms for the acquisition of land or properties acquired as a consequence of the exercise of compulsory purchase powers.
R62	To agree expenditure in accordance with contractual obligations in leases, tenancy, licences and other agreements.
R63	To serve Notices under the Landlord and Tenant Act 1954.
R64	<p>In consultation with the Head of Law to determine from the following options the remedies most appropriate in commercial rent arrears cases, where action to recover or minimise the accumulation of debt is considered necessary:</p> <p>a) forfeiture by peaceable re-entry; b) forfeiture by possession proceedings; c) distress; and d) suing.</p>
R65	Approval to vary or release covenants and agree any payments or receipts arising therefrom.

R66	To approve alterations within approved schemes within the Investment Plan which relate to property or buildings which are the responsibility of the Authority or schemes of planned maintenance for such buildings where such alterations are necessary for avoiding delays in implementing capital schemes. Reports on any action under this delegation will be submitted to the relevant Cabinet Member.
R67	In relation to all projects and programmes, to authorise, the entering into of agreements with other funding organisations where the purpose of the agreement is to enable that organisation to provide funding support for projects within any of the programmes delivered or managed by the Authority.
R68	To approve the terms of a Deed of Variation of an existing lease granted to or by the Authority.
R69	In consultation with the relevant Cabinet Member, to approve the award of a community discount on rent paid by a community organisation occupying property belonging to the Authority and following the completion of a community audit under the Authority's Community Discount Policy.
	General
R70	To enter into negotiations with persons who lease premises from the Authority, to incorporate a covenant into such contracts forbidding tenants from having in possession or supplying combat knives or other offensive weapons.
	Culture and Leisure
R71	To determine applications relating to sites for circuses and caravan rallies.
R72	To negotiate terms for the letting of appropriate sites under the control of Environment and Leisure services for fairs and circuses.
R73	To determine applications for the use of metal detectors on land under the control of Environment and Leisure services.

R74	To negotiate and agree funding agreements with external bodies in consultation with the Head of Law relating to the delivery of both capital and revenue investment within the Borough, subject to such agreements being retrospectively reported to Cabinet in the next available Performance and Financial Management Report.

14. Head of Law

The Head of Law has managerial and professional responsibility for the service area and is the Solicitor to the Authority and the Authority's Monitoring Officer.

The service, which provides a direct service to the public and supports all service departments in the effective consideration of formal complaints, maintains the corporate governance arrangements in the Authority and standards in decision-making, prepares the register of electors and conducts elections and referenda, maintains and deals with searches of the local land charges register and other property related enquiries, provides legal advice and assistance to the Authority, provides direct administrative support for the Authority's elected members and registers births, deaths, still-births, marriages and civil partnerships.

The responsibilities and powers of the Authority's Monitoring Officer derive from legislation contained in section 5 and section 5A of the Local Government and Housing Act 1989 and provide that the designated Monitoring Officer must report to the relevant body any proposal, decision or omission which is likely to be unlawful, or any finding of maladministration by the Local Government and Social Care Ombudsman.

The Head of Law will also be the Proper Officer in accordance with the Local Government Acts (except where signified under other officer delegations).

In addition to the general delegations set out in section 5 of the Scheme, the Head of Law is authorised to exercise the following specific functions:

Authorised officers	
LG1	To authorise the relevant officers of the Authority for the purposes of any matter coming within appropriate legislation, byelaws, regulations and orders.
Births, deaths, marriages and civil partnerships	

LG2	To give approval to premises for the purposes of the Marriage and Civil Partnership (Approved Premises) Regulations 2005 and to give views on the suitability of premises for reasons other than reasons of fire safety and health and safety, with the Superintendent Registrar being authorised to act in the absence of the Head of Law or if the Head of Law should be unable to act for any other reason.
LG3	To determine the level of the fee for applications for the grant or renewal of approved premises status, in consultation with the Superintendent Registrar and the other Authority and statutory officers to be involved in the determination of applications; and to annually review the fee to take into account the official rate of inflation and the fee levels in other Tyne and Wear Council areas.
LG4	To determine discretionary conditions to be attached to grants or renewals of approved premises status.
LG5	To take action to revoke any approval of approved premises status.
LG6	To manage the scheme covering the registration of births, deaths and marriages.
Child and adult protection	
LG7	To institute legal proceedings and make all necessary applications under the Children Act 1989 and Adoption and Children Act 2002.
LG8	In consultation with the Director of Services for Children to make wardship applications to the High Court and any applications for variation, discharge or revocation of any such order.
LG9	To deal with all matters in connection with requests for disclosure of documentation etc. made in criminal proceedings where public interest immunity is a consideration.

LG10	To prepare and seal change of name deeds on behalf of children in the care of the Authority and file appropriate documents with the Court.
LG11	To represent approved social workers in court proceedings, except in such cases where the Head of Law determines that there is a conflict of interest (or potential for conflict of interest to arise) between the approved social worker and the Authority.
LG12	To apply to the Court of Protection for appointment and to act as deputy for property and financial affairs and for personal welfare, including treatment in relation to individuals.
Counsel's opinion and representation	
LG13	To obtain Counsel's opinion where it is considered to be in the Authority's interests, and to instruct Counsel to represent the Authority in any court or tribunal or other appropriate circumstance.
Court and tribunal proceedings	
LG14	To bring all appropriate legal proceedings under all relevant legislation.
LG15	Apply to the Magistrate' Court under section 20 of the Criminal Justice and Police Act 2001 for a closure order.
LG16	To make any application or defend any application or appeal, or take any other steps as required under the Anti-social Behaviour, Crime and Policing Act 2014.
LG17	To exercise discretion and to institute proceedings (both civil and criminal) on behalf of the Authority in the appropriate court or tribunal, including any steps in relation to recovery, enforcement or bankruptcy proceedings.
LG18	To exercise discretion to appeal against decisions of all courts and tribunals.

LG19	To exercise discretion to defend proceedings and resist appeals in all courts and tribunals.
LG20	<p>To exercise discretion, in consultation with the Director of Resources (and subject to the approvals set out below, as appropriate), to settle court and tribunal proceedings or any other potential proceedings.</p> <p>In relation to any employment contract settlement involving a Special Severance Payment the following applies:-</p> <ul style="list-style-type: none"> • Payments of £20,000 and above, but below £100,000, require consultation with the Director of Resources and the approval of the Chief Executive and the Elected Mayor before exercising discretion and making any such payment. • Payments below £20,000 require consultation with the Director of Resources before exercising discretion and making any such payment.
LG21	To authorise staff pursuant to section 223 of the Local Government Act 1972 to appear on behalf of the Authority in proceedings before a Magistrates Court where those staff members would otherwise not have rights of audience before the Court.
Deceased person's estate	
LG22	To release property exceeding £200 in value but not exceeding £5,000 in value which is held by the Authority on behalf of the estate of a deceased person to entitled persons without requiring the production of a grant of probate of the will or letters of administration.
LG23	To serve any notices which may be required under the provisions of the Dutch Elm Disease (Local Authorities) Order 1984 subject to consultation with the Director of Environment.

Education appeals	
LG24	To appoint panels of persons from whom Education Appeals Panel can be constituted.
LG25	To constitute and to act as Clerk to Education Appeals Panels to consider admission appeals and exclusion reviews in accordance with the School Standards and Framework Act 1998 and the Education Act 2002 as amended.
Local Government and Social Care Ombudsman	
LG26	<p>In consultation with the Mayor, the Chief Executive and the Assistant Chief Executive to consider any report by the Local Government and Social Care Ombudsman or Housing Ombudsman which finds that injustice has been caused to a person aggrieved in consequence of maladministration by the Authority.</p> <p>(Note - Copies of the Local Government and Social Care Ombudsman's report and response of the Authority will be circulated to all Members of the Council).</p>
Land use and ownership	
LG27	To make requests for information relating to land use and ownership under section 16(1) of the Local Government (Miscellaneous Provisions) Act 1976.
LG28	To serve notices under section 146 of the Law and Property Act 1925 (notice before forfeiture requiring breach of covenant to be remedied).
Mayor and Members – conferences	
LG29	To approve attendances at conferences for the Mayor and Elected Members.
	Monitoring Officer

LG30	As Monitoring Officer, and in consultation with the Chief Executive, to determine the appropriateness of petitions in accordance with the Authority's Petitions Scheme.
LG31	In consultation with the Chair of the Constitution Task Group, to make minor changes to the Constitution and its associated documents to reflect organisational or legislative change when the power remains unaltered.
LG32	To make any textual or grammatical corrections to the Constitution and its associated documents.
LG33	To act as the Proper Officer to receive and acknowledge receipt of complaints of failure to comply with the Code of Conduct for Members and Co-opted Members in accordance with the Authority's adopted arrangements.
LG34	<p>a) To review complaints received in respect of any alleged breach by any elected or co-opted Member of the Council of the Code of Conduct for Members and Co-opted Members and determine, in consultation with the Independent Person:</p> <ul style="list-style-type: none"> i) whether the allegation, if proven, would constitute a failure to observe the Code of Conduct; and ii) if it would constitute such a failure, determine (applying the Authority's adopted assessment criteria), whether the complaint should be investigated or referred for local resolution, and following such determination to refer the complaint for either purpose. <p>b) To refer the review of any such complaint received to the Standards Committee where the Monitoring Officer considers it inappropriate for him/her to take the decision as to whether a complaint should be accepted as a complaint and/or investigated or referred for informal resolution.</p> <p>c) To determine requests for anonymity received from a complainant in relation to a complaint that a Member has</p>

	<p>failed to comply with the Code of Conduct for Members and Co-opted Members.</p> <p>d) Where a request for anonymity has been granted, to determine when the identity of the complainant will be provided to a Member who is the subject of a complaint that he/she has failed to comply with the Code of Conduct for Members and Co-opted Members.</p> <p>e) In consultation with the Chair of the Standards Committee to determine if an anonymous Code of Conduct complaint should be accepted.</p>
LG35	To undertake informal/local resolution with respect to complaints that a Member has failed to comply with Code of Conduct for Members and Co-opted Members, in consultation with the Independent Person and/or the Chair of Standards Committee as appropriate in accordance with the Authority's adopted arrangements.
LG36	To appoint an Investigating Officer to investigate a complaint that a Member has failed to comply with the Code of Conduct for Members and Co-opted Members.
LG37	To submit the report of the Investigating Officer where no breach of the Code of Conduct for Members and Co-opted Members has been found, or where breach has been found but informal resolution of the complaint is inappropriate or has not proved possible, to the Standards Committee.
LG38	To undertake, in consultation with the Chair of the Standards Committee, the pre-hearing process in advance of a hearing of a complaint by the Standards Committee in accordance with the authority's adopted arrangements, and to make all arrangements associated with the administration of such hearings.
LG39	To receive and if appropriate accept, in accordance with the

	authority's adopted arrangements, any request from a Member subject to a decision of the Standards Committee where breach of the Code of Conduct for Members and Co-opted Members has been found, and to refer the decision to the Independent Person of another authority for review.
LG40	To provide reports to the Standards Committee in relation to the number and nature of complaints received, advice on the progress of any investigations and to advise the committee of matters where training or other action may lead to the promotion or maintenance of high standards of conduct by the authority's elected or co-opted Members.
LG41	To undertake any other necessary or appropriate actions to facilitate the administration of the authority's adopted arrangements in relation to the Code of Conduct for Members and Co-opted Members.
LG42	To undertake, in consultation with the Independent Persons and the Chair of the Standards Committee, reviews of assessment decisions where the complainant is dissatisfied with the initial decision of the Monitoring Officer not to refer a complaint for investigation.
LG43	To refer the report of the Investigating Officer which identifies a breach of the Code of Conduct, where informal/local resolution of a complaint is unsuccessful, to the Standards Committee/Sub-Committee for a formal hearing and determination.
	Parent Governor Representatives
LG44	To appoint Parent Governor representatives to local authority committees dealing with education as set-out in the Education Act 1996 Section 499 and Parent Governor Representatives (England) Regulations 2001.
	Planning
LG45	In consultation with the Chair and Deputy Chair of Planning

	<p>Committee to:</p> <ul style="list-style-type: none">a) serve, vary or withdraw Planning Enforcement Notices;b) serve, vary or withdraw Stop Notices;c) serve, vary or withdraw notices requiring the proper maintenance of waste land or buildings;d) serve, vary or withdraw Breach of Conditions Notices;e) serve, vary or withdraw Planning Contravention Notices;f) serve, vary or withdraw Temporary Stop Notices;g) serve, vary or withdraw Advertisement Discontinuance Notices;h) serve, vary or withdraw Advertisement Action Notices;i) serve, vary or withdraw Advertisement Removal and Defacement Notices;j) serve, vary or withdraw Building Preservation Notice;k) serve, vary or withdraw Listed Building Enforcement Notice;l) serve, vary or withdraw Repair Notices pursuant to the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended);m) serve, vary or withdraw Urgent Work Notices pursuant to the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended);
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	<p>n) seek injunction with regard to unauthorised works or uses to listed buildings/buildings in a conservation area;</p> <p>o) instigate prosecution proceedings against non-compliance in relation to all notices and injunctions listed above;</p> <p>p) make applications to the Magistrates Court to apply for a Planning Enforcement Order in relation to any act of concealment of a breach of planning control;</p> <p>q) take all forms of enforcement and proceedings in respect of contraventions of hazardous substances control under powers contained in the Planning (Hazardous Substances) Act 1990;</p> <p>r) make and confirm Tree Preservation Orders where there have been no objections to the order;</p> <p>s) undertake all forms of enforcement and other proceedings in respect of unauthorised works to or the felling of protected trees.</p> <p>t) To revoke tree preservation orders in the following circumstances:</p> <ul style="list-style-type: none"> • A new tree preservation order has replaced an existing tree preservation order; or • All trees within the tree preservation order have been felled and not replaced. <p>u) To vary tree preservation orders in the following circumstances:</p> <ul style="list-style-type: none"> • A tree or trees within a tree preservation order have been felled; or • A tree or trees have been planted to replace a tree or trees felled.
LG46	To issue decision notices on applications for works to trees

	subject to a Tree Preservation Order.
LG47	In consultation with the Chair and Deputy Chair of the Planning Committee to authorise applications to the Magistrates' Court for orders in respect of buildings considered to be dangerous to persons in the street or in such buildings and to issue notices to expedite the carrying out of appropriate remedial measures to buildings considered to be in a dilapidated or derelict condition under the appropriate provisions of the Building Act 1984 and other relevant legislation.
LG48	In consultation with the Chair and Deputy Chair of the Planning Committee to serve notices where considered appropriate under section 215 of the Town and Country Planning Act 1990 requiring steps to be taken to improve the condition of a property and/or land in its curtilage.
	Procurement
LG49	In consultation with any of the Authority's representatives on the North Eastern Procurement Organisation to accept tenders obtained on the Authority's behalf by the North Eastern Procurement Organisation.
	Right to buy and housing defects
LG50	To serve all notices on behalf of the Authority under Part V of the Housing Act 1985 and to take all necessary action in connection therewith in connection with tenants right to buy.
LG51	In consultation with the Director of Housing and Property Services and the Director of Resources determine the area and curtilage of dwellings to be conveyed to tenants exercising the Right to Buy under the Housing Act 1985 (as amended), in accordance with legislation and any scheme laid down by the Authority.
LG52	In consultation with the Director of Resources to determine applications for the sale of the freehold reversion of Authority flats where both the tenants in the property are exercising their

	Right to Buy their respective leasehold interest.
LG53	In consultation with the Director of Resources to take all necessary action with regard to the implementation of the provisions of the Housing Defects Act 1984 and orders made thereunder.
LG54	In consultation with the Director of Resources and the Cabinet Member for Housing to approve all valuations for Right to Buy and to exercise any discretionary powers of the Authority in relation thereto.
War charities	
LG55	To deal with all matters in connection with the registration of war charities.
Wildlife and Countryside Act 1981 and Hedgerows Regulations 1997	
LG56	<p>In consultation with the Director of Economic Development and Regeneration to authorise the making of “legal event” modification orders under section 53(2) of the Wildlife and Countryside Act 1981, which are consequential on events listed in section 53(3)(a) of the Act and take effect on being made, namely the coming into operation of any enactment or instrument, or any other event, whereby:</p> <p>a) A highway shown or required to be shown in the map and statement has been authorised to be stopped up, diverted, widened or extended;</p> <p>b) A highway shown or required to be shown in the map and statement as a highway of a particular description has ceased to be a highway of that description; or</p> <p>c) A new right of way has been created over land in an area to which the map relates, being a right of way such that the land over which the right subsists is a public path.</p>

LG57	In consultation with the Director of Economic Development and Regeneration to make limestone pavement orders under section 34(2) of the Wildlife and Countryside Act 1981
LG58	In consultation with the Director of Economic Development and Regeneration to exercise powers relating to the protection of important hedgerows under the Hedgerows Regulations 1997.

15. Director of Services for Children and Adults

The Director of Services for Children and Adults has managerial and professional responsibility for the service area which is responsible for meeting the eligible social care needs of adults and their carers over the age of 18 living within North Tyneside. It supports people to maintain their independence, enable them to play a fuller part in society and to protect them in vulnerable situations and manage complex relationships. In providing and commissioning a wide range of services such as day care, home care, community meals, direct payments and respite and residential care, the service area links with its partners in the National Health Service, independent and third sectors.

The Director of Services for Children and Adults is the Director of Adult Social Services (DASS) and is responsible for delivering those local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970 (as amended).

The Director of Services for Children and Adults also supports children, young people and adults to access learning opportunities, realise their potential and develop the skills and attributes needed for life and work in the twenty-first century, including:

- Schools
- School improvement
- Education to employment
- Children's Workforce Development
- Adult Learning, employment and skills
- Vulnerable Learners
- Careers advice and guidance
- Disability and Additional Needs Service.

The Director of Services for Children and Adults is the Local Authority's designated Director of Children's Services (DCS). The DCS provides strategic leadership on the development and delivery of Children's and Young People's services and adult learning and skills provision delivered by the Authority, its schools and partners in order

to deliver Authority policy and any relevant statutory duties, and to lead on performance, financial and workforce issues. This includes directing the preparation and delivery of the Children and Young People's Plan on behalf of the Children's Trust for North Tyneside and in accordance with the Authority's Constitution. The Designated Director of Children's Services will also have a key reporting role within the North Tyneside Corporate Assurance Group for the safeguarding of children.

Latest Department for Education statutory guidance for Directors of Children's Services will be observed:

- [Directors of children's services: roles and responsibilities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/directors-of-childrens-services-roles-and-responsibilities) – Within this link there is a PDF document for Statutory Guidance on the Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services (April 2013) (included in previous list).
- [Early education and childcare - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/early-education-and-childcare) – Statutory guidance for local authorities on the provision of early education and childcare.
- [Schools: statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/schools-statutory-guidance) – The Department for Education's statutory guidance publications for schools and local authorities. Statutory guidance sets out what schools and local authorities must do to comply with the law. You should follow the guidance unless you have a very good reason not to.
- [Links to legislation, regulations and statutory guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/links-to-legislation-regulations-and-statutory-guidance) – Links to legislation, regulations and statutory guidance: Children and young peoples services.
- [Department for Education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/department-for-education) – Department for Education homepage which has statutory guidance, news and communication, research and policy papers/consultations.

- [The Children’s Trust Board \(Children and Young People’s Plan\) \(England\) Regulations 2010 \(legislation.gov.uk\)](#) – The Children’s Trust Board (Children and Young People’s Plan) (England) Regulations 2010.

Local Management of Schools

The conduct and control of schools is under the direction of the particular school governing body. The Head teacher is responsible for the internal organisation and management of the school and for exercising supervision over the teaching and non-teaching staff (other than the clerk to the governing body).

The Director of Services for Children and Adults has delegated power on behalf of the Local Authority for the management of schools as set out in the Scheme for Financing Schools, unless stated otherwise in the scheme. For detailed information reference should be made to the Scheme for Financing Schools and the Articles of Government for the particular type of school and not the Officer Delegation Scheme.

In addition to the general delegations set out in section 5 of the scheme, the Director of Services for Children and Adults is authorised to exercise the following specific functions:

	Director of Adult Social Services
HECSI	<p>To be the Director of Adult Social Services</p> <p>The responsibilities include:</p> <p>Accountability for assessing local needs and ensuring availability and delivery of a full range of adult social services.</p> <p>Professional leadership, including workforce planning.</p> <p>Leading the implementation of standards.</p> <p>Managing cultural change.</p> <p>Promoting local access and ownership and driving partnership working.</p> <p>Delivering an integrated whole systems approach to supporting communities.</p> <p>Promoting social inclusion and wellbeing.</p>

	Care Management
HECS2	Provide protection of property of persons referred to in sections 47 and 48 of the National Assistance Act 1948 to prevent loss or damage to it if no arrangements have been made to protect it and recover any reasonable expenses incurred.
HECS3	To approve applications for disabled facilities grants.
HECS4	With the appropriate officials to determine the provisions of adaptations under section 2 of the Chronically Sick and Disabled Persons Act 1970, where expenditure on a service does not exceed £30,000.
HECS5	To approve adaptation schemes for the improvement of houses for persons suffering from disability and in this connection to approve schemes up to a maximum cost of £30,000.
HECS6	To determine individual cases involving persons being offered subsidised holidays at less than 2 yearly intervals on the basis of need under the Chronically Sick and Disabled Persons Act 1970.
HECS7	To agree to the cost of social work services provided to North Tyneside residents who are in-patients in hospitals outside of the borough and to agree for social work assessments and reviews for those North Tyneside residents who choose to live in residential or nursing care homes in other parts of the country to be undertaken by those authorities on behalf of North Tyneside.
HECS8	To act in all cases of emergency and in all cases to make suitable arrangements for the provision of accommodation and assistance for persons for whom the Authority is under a duty to provide such accommodation and assistance under the provisions of any of the Acts specified in Schedule 1 to the Local Authority Social Services Act 1970 and to exercise discretion with any emergency admission case where a person is an owner/occupier and is to be admitted into a Residential Home and leaves a relative in the property.

HECS9	To nominate appropriate officers for appointment by the NHS (or such other body as may be authorised by the Secretary of State for Health) to a Continuing Care Review Panel operated by the NHS to review decisions about assessment of patients' continuing care needs and application of eligibility criteria.
HECS10	The Assistant Chief Executive/Director of Service or his/her duly authorised nominee to sign individual placement agreements called the 'Residents' Agreement' made under pre-placement or block contracts for residential care for older people.
HECS11	The Assistant Chief Executive/Director of Service or his/her duly authorised nominee to sign individual placement agreements called the 'Residents Agreement' made under pre-placement or block contracts for residential care for adults, learning disabilities, mental health and physical disabilities.
HECS12	The Assistant Chief Executive/Director of Service or his/her duly authorised nominee to sign individual placement agreements called the 'Individual Service Agreement' made under pre-placement or block contracts for domiciliary care packages.
HECS13	The Assistant Chief Executive/Director of Service or his/her duly authorised nominee to sign individual placement agreements called the 'Individual Service Agreement' made under pre-placement or block contracts for day care, community support, enablement or supported employment packages
	Commissioning contracts
HECS14	To act in relation to the duty to co-operate with the NHS in accordance with section 22 of the National Health Service Act 1977 and amended by section 27 of the Health Act 1999 and to enter into agreements with the NHS to provide services under section 256 of the NHS Act 2006 as amended by section 75 of the NHS Act 2006, subject to such agreements being reported to Cabinet.
	Financial
HECS15	To instruct the Head of Law to recover any sum obtained or

	expenditure incurred through misrepresentation or non-disclosure pursuant to section 45 of the National Assistance Act 1948.
HECS16	With respect to the cost of residential care to take such action which is deemed necessary to ensure that agreements in relation to agreed "top up" payments are carried out and to recover any debt which may arise through the failure to make such payments.
HECS17	To determine the appropriate amount of money which "less dependent" individuals can retain as part of the financial assessment to meet the costs of residential care under the National Assistance Act 1948 and the National Assistance (Assessment of Resources) Regulations 1992.
HECS18	To grant the remission of charges for light duties performed by residents in residential care or nursing homes provided by the local authority.
HECS19	Where assets have been transferred by a person in accommodation in the circumstances referred to in the provisions of section 21 of the Health and Social Services and Social Security Adjudication Act 1983, to seek reimbursement of the contributions due to the Authority from the person or persons to whom the assets have been transferred.
HECS20	To enter into a Deferred Payments Agreement under section 55 of the Health and Social Care Act 2001 in respect of a resident who is willing to pay their assessed charge but who, following an assessment of resources has insufficient income and capital (that is below the upper capital limit) excluding their property to meet their care homes fees.
HECS21	To create a charge against properties under sections 34-36 of the Care Act 2014 and the Care and Support (Deferred Payment) Regulations 2014.
HECS22	Where an individual was admitted to care who was the main

	source of income and their partner was then entitled to claim income support, then within the financial assessment, to disregard an amount equivalent to the earnings entitlement of someone claiming income support.
HECS23	Where an individual was admitted to care who was the main source of income and their partner had no entitlement to income support due to the level of their own assets, then within the financial assessment, to allow the partner remaining at home an amount equivalent to the earnings entitlement of someone claiming income support.
HECS24	Where an individual admitted to residential or nursing home care had a partner whose income or assets were such that they should make a liable relative contribution to the maintenance of the person in care, to determine an appropriate liable relative charge based upon the individual circumstances.
HECS25	To charge an economic cost for social care services arising from an act of third party negligence where the person is in receipt of a compensatory award as a result of that negligence.
HECS26	To agree to waive/reduce fees for residential or non-residential services dependent upon the special circumstances of an individual.
HECS27	Discretion to disregard the value of a property for the purposes of financial assessment, in circumstances where the local authority considers it reasonable to do so and which are not covered by paragraphs 7.002 – 7.006 of the Charging for Residential Accommodation Guide (CRAG).
HECS28	To act in the capacity of agent and collect benefits on behalf of a claimant who has the requisite mental capacity but who is unable to collect their own benefits.
HECS29	To act in the capacity of appointee in accordance with regulation 33 of the Social Security (Claims and Payments) Regulations 1987

	and collect benefits on behalf of a claimant who 'is unable for the time being to act'.
HECS30	To set the standard rate for local authority homes at an amount equivalent to the full cost to the authority of providing the accommodation. (National Assistance Act 1948, section 22(2).
HECS31	To agree the standard rate for accommodation in homes not managed by the local authority but provided under contract with the independent and voluntary sectors. (National Assistance Act 1948, section 26(2).)
HECS32	To sign agreements to allow the recovery of payments made under the Charging for Residential Accommodation Guidance (CRAG) and section 55 of the Health and Social Care Act 2001, requiring local authorities to make available deferred payments.
HECS33	To agree to register a legal charge against a property owned by an individual, under section 22 of the Health and Social Services and Social Security Adjudications Act 1983, in those circumstances where an individual fails to pay an assessed charge.
	Mental health
HECS34	To receive patients into guardianship under the provisions of section 7 and 37 the Mental Health Act 1983.
HECS35	To appoint and approve Approved Mental Health Professionals under section 114 of the Mental Health Act 1983 to carry out statutory functions under the Act, such appointments to be made within the criteria contained in Directions issued from time to time by the Secretary of State for Social Services under the said section.
HECS36	To deal with all matters not otherwise delegated connected with the Mental Health Act 1983 in respect of section 25 agreements, section 117 and section 27 nearest relative and the Mental Capacity Act 2005.

HECS37	To identify suitable officers who will make decisions and where appropriate authorise a Deprivation of Liberty under the terms of the Mental Capacity Act 2005.
	Protection
HECS38	To apply to the Court of Protection for appointment and to act as Deputy for property and financial affairs and to apply to the court for appointment and to act as Deputy for personal welfare, including treatment in accordance with the provisions of the Mental Capacity Act 2005, with the Authority exercising its ancillary powers under section 49 of the National Assistance Act 1948 as amended by section 6 of Schedule 6 of the Mental Capacity Act 2005. For those cases where the Director of Services for Children and Adults has been acting as Receiver under Part VII of the Mental Health Act 1983, the Director of Services for Children and Adults continues to have the authority to act under the transitional provisions of Schedule 5 despite the repeal of Part VII of the Mental Health Act 1983.
	Director of Children's Services
HECS39	To undertake the associated duties as set out in section 18 of the Children's Act 2004 including those listed below.
HECS40	<p>To contribute to the development of the Joint Strategic Needs Assessment and joint health and wellbeing strategy as a strategic member and ensure effective working relationships between the Health and Wellbeing Board and Local Safeguarding Children Board.</p> <p>a) To help join up local commissioning plans for clinical and public health services, with children's social care and education, where appropriate, to address the identified local needs.</p> <p>b) To be responsible for any agreements made under section 75 of the National Health Service (NHS) Act 2006 between the local authority and NHS relating to children and young people – for example, pooling budgets for commissioning and/or delivering</p>

	integrated services covering children's health, social care and education.
HECS41	With the relevant Cabinet Member, to ensure that there are clear and effective arrangements to protect children and young people from harm (including those attending independent schools).
HECS42	To make and sustain arrangements to promote co-operation between the authority and its partner organisations to improve the well being of children in the authority's area in accordance with section 10 of the Children's Act 2004.
HECS43	To make arrangements to ensure the authority's functions are discharged having regard to the need to safeguard and promote the welfare of children in accordance with section 11 of the Children's Act 2004.
HECS44	To safeguard and promote the welfare of children in need in the area, consistent with that duty to promote the up-bringing of children by their families by providing a range and level of services appropriate to those children's needs in accordance with the Children's Act 1989 Section 17.
HECS45	To establish, maintain and operate a database of basic information on all children in the authority or, if the duty to create a database or databases is placed on another body, to participate in its operation in accordance with section 12 of the Children's Act 2004.
HECS46	To establish a Local Safeguarding Children Board (LSCB) to co-ordinate and ensure the effectiveness of board members' activities for the purpose of safeguarding and promoting the welfare of children in the authority's area in accordance with sections 13, 14, 15 and 16 of the Children's Act 2004 and Local Safeguarding Children Boards Regulations 2006, SI 2006/90.
HECS47	The DCS will be a member of the Local Safeguarding Children Board and will be held to account for the effective working of the

	LSCB by their Chief Executive, including where the LSCB has an independent chair in accordance with the Statutory Guidance on the Roles and Responsibilities of the Director of Children's Services and the Lead Member for Children's Services 2013.
HECS48	To ensure local authorities take reasonable steps to ensure representation of schools and further education institutions on the Local Safeguarding Children Boards in accordance with the Local Safeguarding Children Boards (Amendment) Regulations 2010 - SI 2010/622 (under Children and Young Persons Act 2009).
HECS49	To require a provider to make provision for a named individual, where necessary, for a person who is in the authority's area and over compulsory school age but under the age of 19 in accordance with the Apprenticeships, Skills, Children and Learning Act (2009) Part 2 Section 44 inserts Section 51A into Further and Higher Education Act 1992).
HECS50	To prepare and publish a Children and Young People's Plan (CYPP).
HECS51	In consultation with partners, to coordinate statements of proposed action in light of the framework and evaluation schedule for the inspection of services for children in need of help and protection, looked after children and care leavers. (Review of Local Safeguarding Children Board under section 136 (2) of the Education and Inspections Act 2006 (as amended)).
HECS52	To monitor and evaluate the implementation of the Local Safeguarding Children's Board's responsibilities for safeguarding and promoting the welfare of children.
HECS53	To second at least one children's social worker and at least one education professional to the Youth Offending Team in accordance with section 39(5) of the Crime and Disorder Act 1998 as amended by schedule 2 of the Children's Act 2004.
HECS54	To promote the educational achievement of looked after children

	in accordance with section 22(3A) of the Children Act 1989 as amended by section 52 of the Children's Act 2004.
HECS55	To provide the Secretary of State, if he/she so directs an authority, with information on individual children in accordance with section 83(4A) of the Children Act 1989 as amended by section 54 of the Children Act 2004.
HECS56	To determine the Authority's response to the recommendations of Complaints Review Panels under the Authority's social services complaints procedure in accordance with the Local Authority Social Services Complaints (England) Regulations 2006 and the Children Act 1989 Representations Procedure (England) Regulations 2006.
	Adoption
HECS57	In relation to Inter-Country Adoption Home Study Fees, to vary the charges for residents of North Tyneside in cases of significant hardship.
HECS58	To make applications for Placement Orders made in accordance with the Adoption Act 2004.
HECS59	<p>In connection with the Authority's functions as an Adoption Agency and the operation of the Adoption Panel and in every case after consultation with the Panel to:</p> <p>exercise the Authority's functions as an Adoption Agency under the Adoption Acts 1958 to 1976, the Adoption Agencies Regulations 1983 (except the making and terminating of appointments to the Permanent Placement Panel) and the Children Act 1989;</p> <p>approve applications by foster carers to adopt children placed with them by the Authority under the Foster Placement (Children) Regulations 1991;</p> <p>approve the payment of adoption allowances in accordance with the Authority's Approved Adoption Allowance Scheme;</p>

	<p>approve payment of legal and medical expenses incurred in adoption proceedings; and</p> <p>to determine applications for Residence Orders and Special Guardianship Orders from foster carers and the payment of a Residence Order and Special Guardianship Order payment, either as a regular allowance, at irregular intervals or in a single lump sum, as appropriate, in accordance with the criteria approved by the Authority.</p>
HECS60	To carry-out an assessment for adoption support services where specified parties request this in accordance with Adoption and Children Act 2002 Sections 4(1).
HECS61	To investigate and prepare a report on the suitability of applicants for a Special Guardianship Order on receipt of notice of an individual's intention to apply according to Children Act 1989 Section 14A(8) subsection (9). (Special Guardianship Regulations 2005 (SI 2005/1109)).
HECS62	To make arrangements for provision of special guardian support services (including financial support) and carry-out an assessment for Special Guardianship Support where specified parties request this, preparing a support plan and keeping it under review according to the Children Act 1989 Section 14F.
HECS63	To ensure detailed provision in relation to functions and duties of adoption agencies at various stages of the adoption process. (The Adoption and Children Act 2002 Sections 2, 18, 19, 22, 30-35. Adoption Agencies Regulations 2005 (SI 2005/351) (made under s.9 of the 2002 Act)).
HECS64	To ensure that the Adoption Agency meets the objectives of the Hague Convention to protect and safeguard children (according to Hague Convention cases).
HECS65	Refer to the Exchange Resource Service of the British Agencies for

	Adoption and Fostering or to the North Region Adoption Consortium in respect of children needing adoptive or permanent family placement.
HECS66	To disclose information to adopted adult if requested and to a prescribed person in prescribed circumstances in accordance with Adoption and Children Act 2002 Section 58 and 60.
HECS67	To make an assessment/investigation in relation to applications for adoption orders where a child has not been placed for adoption by the local authority in accordance with the Adoption and Children Act 2002 Sections 42, 43, 44.
	Children in need
HECS68	Services provided to children in need under section 17 of the Children's Act 1989.
	Children's Centres
HECS69	The provision of children's centres in accordance with the Childcare Act 2006.
	Domestic Violence Response
HECS70	Provide the services required under the Domestic Violence Strategy.
	Early Help and Support Services
HECS71	The development of the North Tyneside Supporting Families Programme incorporating North Tyneside's response to the Troubled Families initiative.
HECS72	To deliver free Early Education for 3 and 4 year olds according to local authorities' duties under sections 6, 7 and 11 of the Childcare Act 2006.
HECS73	To deliver free Early Years education to 2 years olds from disadvantaged backgrounds from 2013 (Education Act 2011).
	Fostering

HECS74	To deal with payments of special allowances to foster carers who perform exceptional duties.
	Human Resources – schools
HECS75	To recognise previous service, training or experience for the purposes of determining the starting point within the appropriate salary scales for all teaching posts where this power has not been delegated to governing bodies. Where this is the case, to give advice to governing bodies on these matters.
HECS76	To accept resignations from holders of teaching posts.
HECS77	To grant leave of absence to holders of teaching posts in accordance with any general scheme approved by, or on behalf of, the Authority, where this power has not been delegated to Governing Bodies. (See Statement on delegation to schools under the Local Management of Schools provisions at the beginning of this section).
HECS78	To receive, on behalf of the Authority, the recommendations of governing bodies on teaching appointments and to implement those where they appear to be in order.
HECS79	To require schools to check that teachers they employ are qualified (unless they are exempt from the requirements to have Qualified Teacher Status.) The Education (Specified Work) (England) Regulations 2012.
HECS80	To act as Appropriate Body in the statutory induction process for teachers in maintained schools and non-maintained special school, including: joint responsibility with the head teacher for the supervision and training of Newly Qualified Teachers (NQTs) during their induction; responsibility for deciding whether or not NQTs have passed induction; terminating the employment of NQTs who have failed their induction; granting extensions or reductions to the induction

	<p>period in certain circumstances – where the local authority is the employer.</p> <p>The Education (Induction Arrangements for School Teachers) (England) Regulations 2012.</p>
HECS81	To provide the Secretary of State with any information necessary for school workforce training under Education Act 2005 Section 94, as amended by Education Act 2011 section 15.
HECS82	<p>The School Teachers' Pay and Conditions Order (STPCD) imposes various duties on relevant bodies in relation to the determination of teachers' pay. The local authority is the relevant body where the school does not have a delegated budget or where the teacher is an unattached teacher (Part 1 of the STPCD).</p> <p>Education Act 2002, Part 8 s122 gives the Secretary of State a power to prescribe pay and conditions for teachers in maintained schools by Order.</p> <p>Secondary – The School Teachers' Pay and Conditions Order makes provision for the pay and conditions of teachers by reference to "The School Teachers' Pay and Conditions Document" (STPCD).</p>
	Information Service
HECS83	To establish and maintain an information service for parents, children and young people on services, facilities and publications that might assist them.
HECS84	To ensure the information service is established and maintained in a manner which is best calculated to facilitate access to the service by all, particularly those who might have difficulty in taking advantage of the service.
HECS85	To ensure children, young people and families have access to the appropriate advice, information and guidance.

	Information Sharing
HECS86	In consultation with the Head of Law to approve information sharing protocols with agencies (e.g. Health) that promote good and effective safeguarding practice.
HECS87	To ensure appropriate arrangements are in place with respect to private fostering The Children Act 1989 Part 9 of, and Schedule 8 and The Adoption and Children Act 2002 Sections 2, 18, 19, 22, 30-35. Secondary - Adoption Agencies Regulations 2005 (SI 2005/351) (made under s.9 of the 2002 Act).
	Inspection of child safeguarding arrangements
HECS88	Where an inspection under section 136 (Education and Inspection Act 2006) takes place and the authority receives a copy of the report they must publish the report and prepare and publish a written statement of: <ul style="list-style-type: none"> (i) the action which they propose to take in the light of the report, and (ii) the period within which they propose to take that action.
	0-25 Integrated Disability and Additional Needs Service
HECS89	The Integrated Disability and Additional Needs service has been established to promote the development of inclusion and support for children and young people with special educational needs and/or disabilities. The services provided include a range of children and families' disability services, accessibility, special educational needs learning support and behaviour support. Including the following specific functions:
HECS90	To ensure that statutory assessment and review for children and young people with special educational needs is carried out in accordance with statutory requirements and that appropriate educational provision is in place for all children and young people with special educational needs and/or disabilities according to the Education Act 1996 Part IV, Chapter 1 (sections 312-332B) and Schedules 26 and 27 and The Education Act (Special Educational Needs) (England) (Consolidation) Regulations 2001 (SI 2001/3455).

HECS91	To ensure that appropriate support is in place to support children and young people with disabilities and their families including access to short break care according to Children Act 1989, as amended by Section 25 of the Children and Young Persons Act 2008.
HECS92	To provide boarding accommodation for persons subject to learning difficulty assessment according to the Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 46 inserts section 514A - in the Education Act (1996).
HECS93	To develop accessibility strategies to facilitate better access to education for disabled pupils. Schools will develop access plans which build upon the local authority access strategy according to the Equality Act 2010 Section 88 and Schedule 10.
HECS94	To ensure that young people with a learning difficulty or disability are able to secure appropriate learning provision in the Further Education Sector and to arrange for assessments of a person's educational and training needs in certain circumstances according to the Further Education Sector under the Learning and Skills Act 2000, Section 139A (as amended by Education and Skills Act 2008, Section 80).
HECS95	To fulfil duties relating to provision for children and young people with Special Educational Needs according to the Children and Families Act 2014 and ensure that the requirements of statutory codes of practice and other regulations are complied with.
HECS96	To review, with governing bodies, arrangements for Special Educational Needs payments to approved Academies for pupils according to the Education (Special Educational Needs) (City Colleges) (England) Regulations 2002 (SI 2002/2071).
HECS97	To publish information about the local authority's Special Educational Needs (SEN) policies and the arrangements for

	activities according to the Special Educational Needs (Provision of Information by Local Education Authorities) (England) Regulations 2001 (SI 2001/2218).
HECS98	To make direct payments for services for children with special educational needs where agreed. The Education Act 2011 section 75 inserts sections 532A, 532B and 532C into Education Act 1996.
HECS99	To ensure that parents of disabled children and disabled 16 and 19 year olds are offered direct payments and that vouchers are issued to parents of disabled children to exchange for short breaks according to the Children Act 1989 as amended by Sections 17A (inserted by the Health and Social Care Act 2001) and 17B (inserted by the Carers and Disabled Children Act 2000) and related regulations.
	Integrated early years service
HECS100	To encourage the involvement of parents, prospective parents, early years providers (including those in the private and voluntary sectors) in the establishment of integrated early years services.
HECS101	To improve the well-being of children under five and reduce inequalities according to the Childcare Act 2006 Section 1.
HECS102	To act in manner best calculated to meet targets set for them by the Secretary of State in accordance with the Childcare Act 2006 Section 1 and 3.
	Looked after children and care leavers
HECS103	To receive children with a care order into care and keep them in care while the order is in force according to the Children Act 1989 Section 33.
HECS104	To safeguard and promote the welfare of looked after children. To ascertain the wishes and feelings of child/parents before making any decision and give due consideration to those wishes and feelings and to the child's religious persuasion, racial origin and cultural and linguistic background.

	(Children Act 1989, Section 22 including 22(3)(a) and 22(3A) as amended by Section 52 of the Children Act 2004. United Nations Human Rights Charter, articles 12 and 13)
HECS105	A child may be placed back with their parents, with local authority foster parents (which could be family/friend), in a children's home or through other arrangements). (Children Act 1989 Section 23).
HECS106	To secure sufficient accommodation within the local authority's area to meet the needs of their looked after children in accordance with the Children Act 1989 Sections 22C, 22D, 22G and 23.
HECS107	To provide accommodation for looked after children and ensuring that the child's case is reviewed prior to making such arrangements. Children Act 1989 Section 22C, 22D, 23.
HECS108	To provide accommodation for any child in need in their area who appears to require accommodation because there is no person with parental responsibility for them, they are lost or abandoned, or the person who has been caring for them being prevented (permanently or not, for whatever reason) from providing them with care. The Children Act 1989 Section 20.
HECS109	To determine requests for looked after children to be given permission to marry.
HECS110	To determine requests for children to have a passport and to go on holiday, including holidays abroad where the Authority has parental responsibility.
HECS111	To permit the return home on trial of a child subject to a care order (or interim care order) and in council accommodation in accordance with the provisions of the Children Act 1989. (In cases where child abuse has been the reason for the child coming into care the relevant Cabinet Member must be informed.)

HECS112	To promote contact between a child and his family (Children Act 1989 Schedule 2 paragraph 15).
HECS113	To allow a child, who is subject to a care order, reasonable contact with his family where the local authority refuse contact for welfare reasons in accordance with the children Act 1989 Section 34 and Care Planning, Placement and Case Review (England) Regulations 2010.
HECS114	To appoint an independent visitor to visit, advise and befriend a looked after child of a prescribed description (and certain children who have ceased to be looked after) and in any other case in which it appears to the local authority it would be in child's interests as set out in the Children Act 1989 Section 23ZA and 23ZB. (Care Planning, Placement and Case Review (England) Regulations 2010 and Visits to Former Looked After Children in Detention (England) Regulations 2010.
HECS115	To have a complaints procedure for looked after children, children in need, care leavers and others under Part 3 of the Children Act 1989.
HECS116	In accordance with section 34(6) of the Children Act 1989, to refuse to allow parental contact etc. with looked after children in care where it is necessary to do so in order to safeguard or promote the child's welfare and where such refusal is decided upon as a matter of urgency and does not last more than seven days.
HECS117	To give consent to medical treatment (where the birth parents are not contactable) including medically necessary and appropriate cosmetic surgery and emergency medical treatment in respect of looked after children (those on care orders and those under section 20 of the Children's Act 1989).
HECS118	To give consent to a child being placed with a parent or other person with parental responsibility for the child (including a

	person who had a residence order in respect of the child, prior to any care order being made) under the provisions of the Care Planning, Placement and Case Review Regulations 2010.
HECS119	To apply to the Criminal Injuries Compensation Board for compensation, in appropriate cases on behalf of looked after children.
HECS120	To deal with the assessment of parental or other maintenance contributions, requests to vary Contribution Notices under paragraph 21 of Schedule 2 of the Children Act 1989, and the revision of charges for accommodation for children admitted into care or being looked after by the Authority under the provisions.
HECS121	In consultation with the Head of Law <ul style="list-style-type: none"> a) to make application for orders under section 31 of the Children Act 1989 (the 1989 Act); b) to make applications for the variation, discharge or revocation of any order made under section 31 of the 1989 Act. (Where the application would result in a child who has been the subject of abuse being no longer in the care of the Authority the relevant Cabinet Member must be notified); and c) to defend applications for the variation, discharge or revocation of orders made under section 31 of the 1989 Act which are instigated by or on behalf of other persons.
HECS122	Following consultation with the Head of Law <ul style="list-style-type: none"> a) to make applications for orders under sections 8, 34, 43, 44, 45, 50 and Paragraph 19 of Schedule 2 to the Children Act 1989; b) to apply for the variation, discharge or revocation of orders made under those sections of the 1989 Act referred to above; and

	c) to defend proceedings instigated by or on behalf of others under the above mentioned sections of the 1989 Act.
HECS123	To make enquires when there are suspicions that a child may be suffering harm and to decide whether action should be taken to safeguard or promote the child's welfare. (The Children Act 1989 section 47).
HECS124	To make an application to the court for a care or supervision order. (The Children Act 1989 section 37).
HECS125	To make an application to the court for a family assistance order. (Children Act 1989 section 16.)
HECS126	To safeguard and visit children placed in long-term placements who are not looked after in accordance with the Children Act 1989 Section 31.
HECS127	To issue care plans for looked after children in accordance with section 31 of the Children Act 1989.
HECS128	To determine whether to exercise the right of appeal in respect to court decisions on looked after children.
HECS129	To approve out of borough specialist placements for a looked after child.
HECS130	To seek a mental health detention order under the Mental Health Act 1959 in respect to a looked after child.
HECS131	Approval to seek a secure order under section 25 of the Children Act 1989 in relation to a looked after child.
HECS132	Approval for a looked after child to have an age determination and a DNA test. The Children Act 1989, section 25,
HECS133	To support 'relevant children' and 'former relevant children' (care leavers)

	(Children Act 1989 Sections 23A, 23 B and 24C. Care Planning, Placement and Case Review (England) Regulations 2010 and Visits to Former Looked After Children in Detention (England) Regulations 2010.
HECSI34	To add a further class of former relevant child in accordance with the Children Act 1989 section 23CA, namely ` - one who is under 25, to whom section 23C no longer applies, and who has informed this local authority that he or she wishes to pursue a programme of education or training according to the Children Act 1989, Sections 23-24.
HECSI35	To pay higher education bursaries to care leavers in accordance with their pathway plan in accordance with the Children Act 1989 Section 23C(5A), amended by the Children and Young Persons Act 2008. The Care Leavers (England) Regulations 2010 and The Children Act 1989 (Higher Education Bursary) (England) Regulations 2009.
HECSI36	To appoint officers for the purpose of discharging the authority's duty to promote the educational attainment of looked after children. Section 22 of the Children Act 1989 amended by Children and Families Act 2014.
	Post-16 Learning and training
HECSI37	To encourage education and training for persons over compulsory school age. Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 42 inserts section 15ZC into Education Act (1996).
HECSI38	To secure services to 'assist, encourage and enable young people aged 13-19 (and young adults with a learning difficulty and/or disability up to the age of 25) to participate in education or training. Also to make support services available for their effective participation. Education and Skills Act 2008, Section 68 -69 and Chapter 2, Section 10.

HECS139	To secure core and additional entitlements. (Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 45, inserts section 17A - 17D in the Education Act (1996))
HECS140	To take the role of strategic commissioner of provision for young people aged 16-19 (and those aged up to 25 who are subject to a learning difficulty assessment). (Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 41 inserts sections 15ZA and 15ZB into the Education Act (1996)).
HECS141	To secure work experience for young people aged 16-19 (25). (Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 47 inserts section 560A into the Education Act (1996)).
HECS142	To carry-out the role and responsibilities to intervene in sixth form colleges and make appointments to their governing bodies. (Apprenticeships, Skills, Children and Learning Act - Schedule 8 - paragraph 8).
HECS143	To act as the local authority as a consultee for a Sixth form college before it offers or participates in secondary education under the Further and Higher Education Act 1992 section 33E, amended by the Apprenticeships, Skills, Children and Learning Act 2009 Schedule 8.
HECS144	To establish management committees in each pupil referral unit and appoint first members for all Pupil Referral Units. (The Education Act 1996, Schedule 1, Education (Pupil Referral Units) (Management Committees etc) England Regulations 2007. Education Regulation 1996.)
HECS145	To provide independent careers guidance to all pupils in Pupil Referral Units from the ages of 14 to 16 according to Education Act 1997 section 42A, inserted by Education Act 2011 section 29.
	Residential units
HECS146	To carry out the Authority's functions under the Children Act 1989 in

	relation to children resident in voluntary homes.
HECSI47	To submit an application to OFSTED to open or close a children's residential unit.
HECSI48	To approve an action plan following an OFSTED inspection of a children's residential unit.
HECSI49	To act in all cases of emergency to make suitable arrangements for the provision of accommodation in accordance with those Acts specified in Schedule 1 to the Local Authority Social Services Act 1970.
HECSI50	To deal with the general domestic administration of residential homes provided under the Child Care Act 1980.
HECSI51	To appoint "independent persons" to act as visitors, where appropriate, within the terms and conditions laid down by section 23 and paragraph 17 of Schedule 2 of the Children Act 1989 and to arrange for the payment of any reasonable expenses incurred by such persons.
HECSI52	To ensure standards in children's homes are maintained to a specified level. Care Standards Act 2000.
HECSI53	To ensure that the welfare of children in voluntary and private children's homes in their area is being safeguarded and arranging for children to be visited. Children Act 1989 Sections 62, 64.
	School Governors
HECSI54	In consultation with the Cabinet Member for Children, Young People and Learning, to: appoint, re-appoint or remove the Authority's representatives on school governing bodies; and appoint, re-appoint or remove the Authority's representatives on Pupil Referral Unit management committees.

HECSI55	To undertake all necessary arrangements in respect of the election of parent governor representatives in accordance with the Parent Governor Representatives (England) Regulations 2012.
HECSI56	To provide clarity about charges and remissions to all governing bodies as set out in the Education Act 1996 section 457.
HECSI57	To set up temporary governing bodies for new maintained schools according to Education Act 2002 section 34. (School Governance (New Schools) (England) Regulations 2007).
	School Inspections
HECSI58	To ensure that the local authority takes action when a school goes into an Ofsted category. (Education Act 2005 Section 15).
HECSI59	To apply to the Secretary of State for consent to an Interim Executive Board (IEB) in a school eligible for intervention and, before that, to consult the Governing Body and in the case of foundation or voluntary schools, the appropriate diocesan or appointing authority. (Education and Inspections Act 2006 Section 65).
HECSI60	<p>The local authority will decide whether to give notice to a governing body of a school eligible for intervention that it is suspending its right to a delegated budget, the power must be exercised within 2 months following the end of the defined compliance period where it is eligible for intervention for failing to comply with a warning notice. See the Education and Inspections Act 2006 Section 66.</p> <p>The Secretary of State has the power to require a local authority to give a warning notice to a maintained school under the Apprenticeships, Skills, Children and Learning Act 2009 Schedule 13 which inserts section 69A into the Education and Inspections Act 2006, amended by Education Act 2011 section 44.</p>
HECSI61	To monitor at least 10% of relevant schools to ensure the Year 1

	phonics screening check is being administered correctly. The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 article 6A, inserted by the Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) (Amendment) Order 2011 (made under section 87 of the Education Act 2002).
HECS162	To visit at least 10% of relevant schools before, during and / or after the phonics screening check, and submit information / data to the Department. (Assessment and reporting arrangements for Year 1 phonics screening check in Section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783 as amended by article 7 of SI 2011/3057).
	School standards
HECS163	To promote high standards and ensure that every child fulfils their educational potential.
HECS164	To respond to representations from parents who are not satisfied with the local provision of schools as set out in the Education Act 1996, section 14A.
HECS165	To utilise powers to intervene in schools causing concern.
	Social work services
HECS166	The provision of social work services in accordance with the Children's Act 1989, Children's Act 2004 and relevant guidance.
	Students
HECS167	To determine any matter relating to the child guidance service or the school health service.
HECS168	To determine future action in relation to local authority initiatives of the kind introduced to improve reading standards, subject to any such initiatives being contained within existing budget provision.
HECS169	To grant expenses for special courses for pupils.

HECS170	To determine any matters relating to school journeys and events.
HECS171	To determine applications for university and further education discretionary awards in accordance with any general scheme approved by, or on behalf of, the Authority, except that in relation to complex applications this authorisation be exercised in consultation with the relevant Cabinet Member.
HECS172	To collect information about individual children receiving early years provision and to supply that information to the Secretary of state if requested in accordance with the Childcare Act 2006, Section 99.
	Substance Misuse Services
HECS173	Formulate the Young People's Substance Misuse Treatment Plan, in consultation with the relevant Cabinet member, and take associated action.
	Transformation
HECS174	To lead on the transformation of children's services, creating a sharper focus on prevention and early intervention, while strengthening protection and improving achievement and attainment for all children and young people.
	Transition from children's to adult services
HECS175	To make arrangements, with the Director of Services for Children and Adults, for the transition from childhood to adulthood of those young people with social care needs.
	Well-being
HECS176	To reduce inequalities between young children in the local authority area in relation to "well-being". Well-being in the Childcare Act means children's physical and mental health and emotional well-being, protection from harm and neglect, education, training and recreation, contribution made by them to society and their social and economic well-being.

	Worship
HECS177	Establish a permanent body called a standing advisory council on religious education as set out in the Education Act 1996 Section 309–391 Schedule 31. Section 375 and the School Standards and Framework Act 1998 Section 69.
HECS178	To exercise functions so that all registered pupils attending a maintained school take part in a daily act of collective worship which is wholly or mainly of a broadly Christian character in accordance with School Standards and Framework Act 1998 Section 70.
HECS179	To consider and approve applications to modify the type of collective worship provided to reflect the backgrounds and traditions of the school community.
	Youth detention
HECS180	To ensure that there is coherent planning between all agencies providing services for children involved in the youth justice system. To understand local need and secure provision of services taking account of the benefits of prevention and early intervention and the importance of co-operating with other agencies to offer help to children, young people and families.
HECS181	To secure education for persons subject to youth detention as noted in the Apprenticeships, Skills, Children and Learning Act (2009) Part 2 sections 48–52 and various clauses inserted into the Education Act 1996.
HECS182	To provide accommodation for children in police protection or detention or on remand – Children Act 1989 Section 21
HECS183	To make an application to the Court to seek a secure accommodation order according to The Children Act section 25.
	Youth Offending Service
HECS184	Formulate the Youth Justice Plan, in consultation with the relevant Cabinet Member, and take associated action.

	Independent Review Officers
HECS185	To review looked after children's cases and appoint an independent reviewing officer (IRO) for each looked after child. (The Children Act 1989 sections 25A, 25B and 25C, inserted by Children and Young Persons Act 2008, came into force on 1 April 2011 and replaces the duty under section 26. Care Planning, Placements and Case Review (England) Regulations 2010).
HECS186	To review looked after children's cases and appoint an Independent Review Officer as set-out in the Care Planning, Placement and Case Review (England) Regulations 2010.
	Excluded children
HECS187	To ensure that appropriate education provision is in place for any children or young people excluded from school or for any other reason without a school place.
HECS188	To follow prescribed duties of the local authority with regard to an exclusion from a school and review of exclusion according to the Education Act 2002 and the School Discipline (Pupil Exclusions and Reviews) (England) Regulations 2012.
	Home tuition
HECS190	To authorise home tuition.
	Alternative provision
HECS191	To make arrangements for the provision of suitable education at school or otherwise for each child of compulsory school age who, for reasons of illness, exclusion or otherwise, would not receive it unless such arrangements were made in accordance with the Education Act 1996 Sections 3A and 19 and schedule 1, amended by section 3 of the Children Schools and Families Act 2010. Local authorities may establish pupil referral units to discharge

	their duty but do not have a duty to do so.
HECSI92	Ensure that pupils in alternative provision receive full-time education unless it is not in the child's interests.
	Childcare
HECSI93	To secure sufficient childcare for working parents, so far as is reasonably practicable, and those making the transition to work, including some "free to charge" provision.
HECSI94	To produce a childcare assessment at intervals not exceeding 3 years.
HECSI95	To provide information, advice and training to childcare providers including registration advice, business planning, financial management, marketing, discrimination legislation and use of the Common Assessment Framework in accordance with the provisions of the Childcare Act 2006.
	Commissioning
HECSI96	To secure sufficient children's centres to meet local need, so far as this is reasonably practicable according to the Children's Act 2006, Section 5a.
HECSI97	To liaise with private, voluntary and community sector partners in planning, commissioning and providing children's services.
HECSI98	To act in relation to the duty to co-operate with the NHS in accordance with section 22 of the National Health Service Act 1977 and amended by section 27 of the Health Act 1999 and to enter into agreements with the NHS to provide services under section 28A of the Act as amended by sections 29-31 of the Health Act 1999, subject to such agreements being reported to Cabinet.
	Early Years Foundation Stage
HECSI99	To assess childcare provision in accordance with the Childcare Act 2006, Section 11.

	Employment and performances
HECS200	To grant employers permits for the employment of children under byelaws made under the Children and Young Persons Act 1993.
HECS201	To grant licences for children to take part in public performances, to grant exemption from such licences and to grant licences for children to be trained for taking part in performances of a dangerous nature.
	Home to school transport
HECS202	To make provision for transport between school and home for children.
HECS203	The local authority may make school travel schemes according the Education Act 1996 Section 508E as inserted by section 78 of the Education and Inspections Act.
HECS204	To specify to what extent the arrangements included in the annual transport policy statement facilitate the attendance of disabled persons and persons with learning difficulties as stated in the Education Act 1996 Section 509AD.
HECS205	To publish an annual Post 16 Transport Policy Statement setting-out arrangements for the provision of transport and financial assistance towards travel costs considered necessary to facilitate students of sixth form age. (Education Act 1996, Section 509AA, amended with additional criteria for local authority post 16 transport policy statements in Education and Skills Act 2002, Education and Inspections Act 2006, Education and Skills Act 2008 and Apprentices, Skills, Children and Learning Act 2009).
HECS206	To comply with the requirements for Post 16 Transport Policy Statements including: <ul style="list-style-type: none"> a) Linking consideration of transport arrangements to commissioning duty (15ZA(1)); b) Re-enacting Adult Transport Duty (section 509 of Education Act 1996);

	<p>c) Adding young people of sixth form age and their parents to the list of named stakeholders local authorities have to consult in drawing up their statements;</p> <p>d) The power to amend and republish their statement in year in response to complaints or direction from the Secretary of State.</p> <p>(Education Act 1996 as amended by sections 54-57 of the Apprenticeships Skills, Children and Learning Act 2009).</p>
	Home tuition
HECS207	To authorise home tuition.
	Non-attendance at school
HECS208	<p>To approve action to:</p> <p>a) the issue of a School Attendance Order under section 437(3) of Education Act 1996 in cases where children are not registered at any school or otherwise receiving suitable education;</p> <p>b) in consultation with the Head of Law, to bring proceedings against parents under section 443 of Education Act 1996, where a parent is in breach of a School Attendance Order, or 444 of Education Act 1996, where they fail to send their child(ren) to school; and</p> <p>c) application for an Education Supervision Order under 23 section 447 Education Act 1996 or section 36 of the Children Act 1989.</p>
	Play
HECS209	To secure access for young people to sufficient educational and recreational leisure-time activities and facilities for the improvement of their wellbeing and personal and social development according to the Education Act 1996 Section 507B - introduced through section 6 of the Education and Inspections Act 2006.
	School admissions

HECS210	To carry out any future review of school catchment areas.
HECS211	To administer and review the admissions procedures for mainstream schools in accordance with the Authority's admission policy and to determine admissions in accordance with that policy and the School Standards and Framework Act 1998.
HECS212	To delegate the administration of admissions to individual schools where he/she is satisfied as to the arrangements in such schools for undertaking this duty.
HECS213	To produce a report for the Schools Adjudicator on admission arrangements in their area.
HECS214	To direct the admission of looked after children to the school that best meets their needs.
HECS215	To prepare and to present the case for the Authority, as admissions authority, at admission appeals hearings.
HECS216	To promote choice and diversity through the Authority's strategic duties in relation to school places.
HECS217	To publish annually the prescribed information about the admissions arrangements for each mainstream school in the area and, if regulations so provide, such maintained schools outside the area. (The Schools Standards and Framework Act 1998, Section 92).
	School capacity
HECS218	In consultation with the Head teacher and the Governing Body of the school concerned to make decisions with regard to admission numbers for primary schools.

HECS219	In consultation with the relevant Cabinet Member to consider urgent applications for increases in a schools admission limit where other circumstances apply. (For example, if the increase were in excess of the capacity of the school).
HECS220	In consultation with the relevant Cabinet Member, to determine the number of planned places in special schools on an annual basis.
HECS221	To agree any future applications for increases in a school's admission limit where the application is in accordance with the school's physical capacity.
HECS222	To restrict class sizes for pupils aged 4-7 to thirty per class in accordance with the School Standards and Framework Act 1998 Sections 1 and 138(7). Secondary legislation – Education (Infant Class Sizes) (England) Regulations 1996 and The Education (Infant Class Sizes) (England) Regulations 1998.
HECS223	To follow the prescribed statutory process when proposing alterations to existing schools: Education and Inspections Act 2006 Section 19. Secondary legislation – The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.
	School Holidays
HECS224	In consultation with the Cabinet Member for Children, Young People and Learning to determine when the school terms and holidays are to begin and end in consultation with community, voluntary controlled, community special and maintained nursery schools. (Education Act 2002, Section 32).
	School organisation
HECS225	To consult on the specification for any new school and invite promoters to bring forward proposals to set up the school.

HECS226	To plan local school provision including decisions about the establishment, alteration and closure of maintained mainstream, special and nursery schools.
HECS227	To set minimum standards for school premises. (Education Act 1996, The Education School Premises) Regulations 1996).
HECS228	To maintain schools in the area. In accordance with the School Standards and Framework Act 1998 Section 22, as amended by Education Act 2002 and Education and Inspections Act 2006 but to cease to maintain schools once it becomes an academy in accordance with the Academies Act 2010 section 6, amended by Education Act 2011 section 58.
HECS229	To regard legislation governing disposal of land on schools sites. (School Standards and Framework Act 1998 Section 77 as amended by schedule 4 to the Education and Inspections Act 2006).
HECS230	To pay the proprietor of an academy any surplus in a school's budget when it converts. (Academies Act 2010 section 7, amended by Education Act 2011 section 57)
HECS231	To regard the Education Act 2006 when transferring land on the change of a school category. (The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007 and the Academies Act 2010 section 8 and schedule, amended by Education Act 2011 sections 59 and 63 and schedule 14).
HECS232	To determine whether to pay the cost of board and lodging at an academy in accordance with the Education Act 2011 section 61 inserts section 10A into Academies Act 2010.

16. List of Postholders

As at 1 April 2024 the following positions were held by the following people.

Post	Name
Chief Executive	Paul Hanson
Assistant Chief Executive	Jacqueline Laughton
Director of Public Health	Wendy Burke
Director of Regeneration and Economic Development	John Sparkes
Director of Housing and Property Services	Peter Mennell
Director of Resources	Jon Ritchie
Director of Environment	Samantha Dand
Head of Law	Stephen Ballantyne
Director of Children's Services	Julie Firth
Director of Adults Services	Eleanor Binks

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