

Delegated authority to officers from the Director of Governance and Corporate Services

Under paragraphs 1 to 4 of the General Provisions of the Scheme of Delegations to Officers the Director of Governance and Corporate Services shall have the delegated authority to exercise all of the powers in relation to the above areas of the Council, or any Committee, under legislation or common law. Such authority shall be exercised in conformity with the relevant procedures, rules and regulations of the Council in force from time to time and in accordance with the expressed policies and objectives of the Council relevant to the matter upon which action is proposed to be taken.

The Director of Governance and Corporate Services shall have the power to delegate any of his/her functions to any appropriately experienced and/or qualified Officer in his/her service. He/she shall be responsible for ensuring that a full list of Officers in receipt of such delegated power is maintained on the Council's internal website. Any decision taken under this authority shall remain the responsibility of the Director of Governance and Corporate Services and must be taken in the name of that Officer who shall remain accountable and responsible for such decisions

Notwithstanding the obligation to maintain such an updated list where any matter is delegated to a particular Officer this Scheme of Delegation shall be constituted as referring to any Officer to whom those duties may have been assigned from time to time whether as a result of any management restructure or otherwise and howsoever the post may be named or designated.

The following delegations for Legal Services, Corporate Procurement and Land Charges shall be in place with effect from March 2024:

No	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
L1	Director of Governance and Corporate Services Assistant Director Governance, HR and Legal Legal Services Manager Principal Solicitors Principal Legal Executive	To authorise and witness the sealing of any documents or to sign any document to give effect to a decision of the Cabinet, Cabinet Member, the Council [or any part of it] or an Officer acting under delegated powers.
L2	Director of Governance and Corporate Services Legal Services Manager	To be the custodian of the Common Seal of the Council and to determine the nature or type of document to be sealed.
L3	Director of Governance and Corporate Services Legal Services Manager Principal Solicitors Principal Legal Executive Assistant Solicitor	1. To institute or defend or appear in any legal proceedings on behalf of the Council in proceedings in any Court, Tribunal or Inquiry and to take any action in connection with such proceedings, including authority to

	Assistant FILEX	<p>settle proceedings and signing statements of truth in support of legal proceedings.</p> <ol style="list-style-type: none"> 2. To authorise Officers to appear in any legal proceedings on behalf of the Council in any proceedings at any Court, Tribunal or Inquiry in accordance with section 222 and 223 Local Government Act 1972, section 60 County Court Act and the Social Security Administration Act 1992 (as amended). 3. To instruct external specialist advice as necessary. 4. To sign any document necessary for any legal procedure or proceedings on behalf of the Council [unless any enactment otherwise requires or authorises]. 5. To act as proper Officer for the purpose of section 234 Local Government Act 1972 for the signature of any notice, order or document which the Council is required to give, make or issue. 6. To negotiate and settle claims without recourse to court proceedings including the use of alternative dispute resolution.
L4	<p>Director of Governance and Corporate Services Legal Services Manager Principal Solicitors Principal Legal Executive Assistant FILEX Assistant Solicitor Trainee Assistant Solicitor Cilex Junior Legal Assistant</p>	<ol style="list-style-type: none"> 1. To purchase interest in properties including in a compulsory purchase order or other approved scheme together with payment of compensation set at or below the District Valuer's valuation, disturbance allowances, surveyor's and legal costs on the usual scales. 2. To approve and issue consent to assignments of leases and sub-letting subject to the usual investigation and giving of landlord's consent to minor alterations and

		<p>minor changes of use [subject to obtaining any necessary planning permissions or consents].</p> <ol style="list-style-type: none"> 3. To renew, extend (by statutory process or private treaty) terminate and vary leases. 4. To enter into licences easements and grants of other rights over land on receiving proper instructions. 5. To serve notice to quit. 6. To have conduct of the sale of Council held properties both residential and commercial. 7. To have conduct of the disposition and acquisition of land in accordance with Council standing orders. 8. To have conduct of matters consequential to the management of the Council's housing stock as required by the relevant Director or duly authorised officer. 9. To have conduct of matters consequential to the management of the Council's commercial portfolio as required by the relevant Director or duly authorised officer. 10. To modify waive and release all or any covenants or give consent in or over the Council's land
L5	Legal Services Manager	To manage the Local Land Charges Function
L6	Director of Governance and Corporate Services Assistant Director Governance, HR and Legal Corporate and Democratic Services Manager	To make minor amendments to the Council's equalities strategies and policies in consultation with the relevant Directorate

L7	Director of Governance and Corporate Services	To co-ordinate and oversee the compliance with the Regulation of Investigatory Powers Act 2000 (RIPA) and to act as the Council's RIPA monitoring officer.
L8	Director of Governance and Corporate Services Legal Services Manager Legal Compliance Officer	To co-ordinate and oversee compliance with the Freedom of Information Act 2000 (as amended), the Environmental Information Regulations 2004, the Data Protection Act 2018 and the Re-Use of Public Sector Information Regulations 2005.
L9	Director of Governance and Corporate Services Assistant Director Governance, HR and Legal Legal Services Manager	<ol style="list-style-type: none"> 1. To monitor and update the Constitution as is necessary to implement any changes due to restructure, statutory or regulatory requirements of the Council. 2. To update the Scheme of Delegation as necessary due to a restructure of the Council or other reason making such amendments necessary.
L10	Director of Governance and Corporate Services Legal Services Manager Legal Executive Assistant Solicitor Legal Assistants Trainee Assistant Solicitor/Cilex	<ol style="list-style-type: none"> 1. To carry out any duties that are commensurate with the carrying out the functions of Council as required. 2. To attend and offer legal support at all meetings of the Council as required.
L11	Contracts Manager	<ol style="list-style-type: none"> 1. To co-ordinate and oversee the corporate compliance with CSO 3.0 (reports for waivers to CSO's) and provide implications and consultation for the Legal Services Manager 2. To co-ordinate and oversee corporate compliance with CSOs 9.1 9.6 18.4 and 18.7 for the Legal Services Manager. 3. (In consultation with Legal Services Manager) to co-ordinate and oversee corporate compliance with CSO 24 where material change

		<p>during a tender process results in the need to re-tender to support equal treatment</p> <p>4. To co-ordinate and oversee corporate compliance with Housing Portfolio Holder decisions made pursuant to Leader Delegations of November 2022 and (in consultation) provide implications for Director of Governance and Corporate Services</p>
L12	Land Charges Officer (Additional Role)	1. To act as proper Officer for the purpose of section 234 Local Government Act 1972 for the signature of Tree Preservation Orders, Disability Grants and Service Charge Loans per s.450 Housing Act 1985
L13	Assistant Director Governance HR & Legal Assistant Director – Corporate Services	1. To act as Designated Persons/Authorised Persons under s.28 s.29 or s.29B Regulation of Investigatory Powers Act 2000
L14	Trainee Assistant Solicitor FILEX	1. To sign non contentious post completion certificates of consent for HM Land Registry purposes

For the purpose of this delegation scheme the named officers are:

Position title	Name of current position holder
Director of Governance and Corporate Services	Simon Hill
Assistant Director Governance, HR & Legal	Natasha Terrell
Assistant Director - Corporate Services	Rebecca Farrant
Legal Services Manager	Julie Galvin
Principal Legal Executive	Mark Alexander
Principal Solicitor	
Contracts Manager	Tina McDermott
Trainee Assistant Solicitor FILEX	Maisy Treacher
Assistant Solicitor	
Legal Compliance Officer	Amanda Mann
Land Charges Officer (Additional Role)	Angela Merry
Junior Legal Assistant	Ella-Hope Crocker