



## **CITY OF LONDON CORPORATION**

### **SCHEME OF DELEGATIONS TO OFFICERS**

## SCHEME OF DELEGATIONS TO OFFICERS

<u>CONTENTS</u>	<u>Pages</u>
<b>PART A – GENERAL CONDITIONS OF DELEGATION</b>	<b>3</b>
<b>PART B – MISCELLANEOUS DELEGATIONS</b>	<b>3 – 4</b>
<b>PART C – STAFFING MATTERS:</b>	
SECTION 1: Officers acting alone	5 – 7
SECTION 2: Officers acting <u>subject to</u> notification to Director of HR	7
SECTION 3: Officers acting <u>with</u> Director of HR	7
<b>PART D - DELEGATIONS TO INDIVIDUAL OFFICERS</b>	
<b>Town Clerk &amp; Chief Executive</b>	<b>8 – 11</b>
Assistant Town Clerk/s	
Director of HR	
<b>Chamberlain</b>	<b>12 – 13</b>
Budget Director	
Chief Accountant	
Corporate Treasurer	
Head of Revenues	
Head of Revenues & Technical Officer	
Exchequer & Business Support Director	
<b>Commissioner of Police (City of London)</b>	<b>14</b>
<b>Comptroller &amp; City Solicitor</b>	<b>15</b>
<b>City Surveyor</b>	<b>16 – 17</b>
Deputy City Surveyor	
Investment Properties Director (Private Estates)	
Investment Properties Director (City Fund Estates)	
Corporate Properties Director	
<b>City Planning Officer</b>	<b>18 – 23</b>
Planning Services & Development Director	
Policy & Performance Director	
Transportation & Projects Director	
<b>Director of Community &amp; Children’s Services</b>	<b>24 – 34</b>
Housing Services Director	
Adults Services Director	
Family & Young People’s Services Director	
Strategy & Performance Director	
Housing Options Manager	
Neighbourhood Managers	
Residential & Technical Services Director	
Rents & Benefits Manager	
Head of Needs & Resources	
<b>Director of Environmental Services</b>	<b>35 – 49</b>

Trading Standards & Veterinary Services Director	
Port Health Service Director	
Cleansing Service Director	
Cemetery & Crematorium Director	
Performance and Business Development Director	
Environmental Health Service Director	
Highways Director	
District Surveyor	
<b>Director of Libraries, Archives &amp; Guildhall Art Gallery</b>	<b>50</b>
<b>Director of Markets</b>	<b>51</b>
Superintendent of Billingsgate Market	
Superintendent of Smithfield Markets	
Superintendent of Spitalfields Market	
<b>Director of Open Spaces</b>	<b>52 – 55</b>
Superintendents of Burnham Beeches and the City Commons	
Superintendent of Epping Forest	
Superintendent of Hampstead Heath	
Superintendent of Parks & Gardens	
<b>Head, City of London Freemen’s School</b>	<b>56</b>
<b>Head, City of London School</b>	<b>57 – 58</b>
<b>Head, City of London School for Girls</b>	<b>59 – 61</b>
<b>Remembrancer</b>	<b>62</b>
<b>Principal, Guildhall School of Music &amp; Drama</b>	<b>62</b>
<b>Managing Director, Barbican Centre</b>	<b>62</b>

## **SCHEME OF DELEGATION TO CHIEF OFFICERS**

### **PART A – GENERAL CONDITIONS OF DELEGATIONS**

1. Any exercise of delegated powers by officers shall -
  - a) comply with the City of London Corporation's Standing Orders, Financial Regulations, Control of Projects Manual and Purchasing Directives;
  - b) not authorise expenditure except in accordance with approved revenue estimates or capital programmes;
  - c) not involve a new policy or extend an existing policy of the City of London Corporation (except where the Town Clerk & Chief Executive is acting in accordance with urgency powers);
  - d) be in accordance with any existing approved scheme or direction of the City of London Corporation, its Committees or Sub Committees;
  - e) be the subject of prior consultations with the appropriate professional or technical officers of the City of London Corporation where technical and professional considerations are concerned which are not within the province of the Chief Officer.
2. Any delegation to a Chief Officer may be exercised by any officer authorised by the Chief Officer either generally or specifically for the purpose.
3. All delegation is without prejudice to the overriding right of the City of London Corporation or of the relevant Committee or Sub Committee. Any officer may refer a matter to a Committee or Sub Committee in lieu of exercising delegated powers.
4. Subject to the foregoing conditions and to any special conditions which may have been or may in future be applied in respect of particular matters Chief Officers will be expected to make such decisions and to initiate such action as they deem necessary in the interests of the efficient running of their departments and the services which they administer.
5. Within their terms of delegation any reference to a statutory provision shall be deemed to refer to any statutory re-enactment or amendment of the provision.

### **PART B – MISCELLANEOUS ITEMS**

The following powers are delegated to Chief Officers:-

#### **Expenditure**

6. To incur revenue and capital expenditure and enter into commitments on behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders.

7. To authorise virement of local risk budgets in accordance with Financial Regulations, subject to there being no objection from the Chamberlain.

### **Contracts**

8. To approve select lists of non-approved list contractors subject to:-
  - a) a £1,000,000 upper threshold;
  - b) a reporting procedure being put into place;
  - c) Officers maintaining adequate documentation, recording the detailed checks undertaken to support the inclusion of each entry on the list;
  - d) Officers being required to sign a declaration that they have no personal connection with the contractors.

### **Property**

9. To deal with the day to day management and maintenance of all facilities under their control where specific functions have not been delegated to another officer.

### **Writing-Off Debts**

10. To write off debts where the amount does not exceed £5,000.

### **Surplus Equipment**

11. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other books and equipment subject always to any requirements laid down by the Purchasing Co-ordinator.

### **Casual Lettings**

12. To approve the casual or occasional use of land, premises or equipment under the control of the department.

### **Access to Information**

13. To act as proper officer for the purpose of identifying background papers for reports written by the department. (in the case of joint reports this role will be exercised by the Senior Officer in Pocket Book order).

## **PART C – STAFFING MATTERS**

**NB. UNLESS OTHERWISE SPECIFIED, PART C RELATES TO CITY OF LONDON CORPORATION STAFF OTHER THAN UNIFORM POLICE OFFICERS AND TEACHERS AT THE CITY SCHOOLS and the GUILDHALL SCHOOL OF MUSIC & DRAMA**

**THE EXERCISING OF ANY DELEGATION IS SUBJECT TO THE FINANCIAL IMPLICATIONS BEING CONTAINED WITHIN THE APPROPRIATE EXISTING LOCAL OR CENTRAL RISK BUDGETS**

## **SECTION 1 – CHIEF OFFICER ACTING ALONE**

14. To create and delete posts up to and including Grade H subject to adherence to JE and salary structure. Appointments may be made at any point of the appropriate scale.
15. To appoint casual, agency and temporary staff.
16. To fix the working hours of posts including where such arrangements do not comply with the scheme for staggered hours provided they are in compliance with the Working Time Directive.
17. To authorise permanent variations requiring payment for work over 35 hours per week or at unsocial times, following guidelines to be found in the Employee Handbook.
18. To authorise casual payments for work over 35 hours per week or at unsocial times, following guidelines to be found in the Employee Handbook.
19. To re-designate posts up to and including Grade H where it can be shown there are no grading implications. For professional posts there must be consultation with and approval by the Head of Professional Service.
20. To authorise sick pay extensions beyond contractual entitlements for posts graded 12 and below.
21. To approve submissions to the Central Human Resources Section of the Town Clerk's Department of requests for re-evaluation of a post under JE maintenance.
22. To agree job sharing arrangements following the guidelines to be found in the Employee Handbook.
23. To agree to the overlapping of employment in a post.
24. To authorise the payment of one or more increments in connection with an agreed career grade scheme that has been agreed by the Establishment Committee.
25. To agree the granting of an additional increment within the scale, including the final increment, to recognise examination success.
26. To authorise compassionate leave with or without pay for up to 5 days per annum, following the guidelines to be found in the Employee Handbook
27. To approve unpaid leave whether or not additional costs are incurred for cover.
28. To approve the carry over of annual leave up to the end of March in the following year.
29. To deal with discipline and terminate the employment of staff within their department, subject always to compliance with the approved procedures and to consultation with the Central Human Resources Section of the Town Clerk's Department if dismissal is a possible consequence.

30. To authorise redundancy and loss of office payments within the approved scheme following approval by the Service Committee and Establishment Committee.
31. To authorise the attendance of officers at conferences, meetings and seminars in the UK to acquaint staff with current developments associated with their work and in connection with training and development, and also attendance at overseas events in accordance with the Business Travel Scheme.
32. To authorise the release of an employee for revision and examination purposes. For the purpose of revision for examinations, a maximum of one day's leave for every day or part of a day spent in the examination room is envisaged.
33. To approve secondments to external bodies in the UK and/or to other Departments of the City of London Corporation.
34. To authorise official travel by department staff in accordance with the Business Travel Scheme.
35. To approve car loans and annual season ticket loans in accordance with the approved schemes.
36. To approve payments under the relocation and disturbance schemes.
37. To authorise payments of professional fees and annual subscriptions following the guidelines to be found in the Employee Handbook).
38. To authorise payment of First Aid Allowance to appropriate qualified members of staff.
39. To approve the purchase of books and payment of travel and subsistence for learning and development.
40. To approve the retention of staff beyond normal retirement following the guidelines to be found in the Employee Handbook.
41. To approve international work exchanges and secondments in accordance with the guidelines in policies and procedures manual.
42. To agree the exclusion of a post from the Flexitime Scheme where there are justifiable reasons related to service delivery.
43. To approve voluntary early retirement involving Early Payment of Benefits (Regulation 31) for member of Pension Scheme age 50 or over but under 60 and where age and period of membership is short of 85 years, actuarially reduced pension paid and no cost to fund.
44. To authorise the payment of Acting Up Allowances in situations where the duties of a vacant post at a higher level or a higher level post which needs to be covered for at least 4 weeks due to absence are to be covered by one or more individuals. To authorise the monthly payment of Acting Up allowances where this is more appropriate than payment as a lump sum at the end of the Acting Up period. The allowance is funded from the salaries vote.

45. To authorise the granting of additional increments within the scale for the job where a member of staff has taken on significant extra permanent duties but which would not result in an increase of job grade or where an adjustment to position on scale is necessary to maintain internal equality of pay.

## **SECTION 2 – DELEGATIONS TO CHIEF OFFICERS SUBJECT TO NOTIFICATION TO THE HR DIRECTOR**

46. To authorise the appointment of Senior Management posts of Grade I and above – these are to involve a Selection Panel including the HR Director.

## **SECTION 3 – DELEGATION TO CHIEF OFFICERS/HEADS OF DEPARTMENT IN CONSULTATION WITH HR DIRECTOR**

**NB. If agreement cannot be reached, the matter is to be referred to the Establishment Committee**

47. To approve retirements on the ground of ill health, subject to the agreement of the Occupational Health Physician.
48. To agree the use of Compromise Agreements on termination of employment. The Agreement to be approved and issued by the Director of HR.
49. To extend lodging allowances and other disturbance payments beyond the initial 26 weeks and up to 52 weeks.
50. To authorise compassionate leave with pay for between 6 and 15 days per annum subject to adherence to policy guidelines. Any extensions beyond 15 days would require the approval of the Director of HR in consultation with the Chairman and Deputy Chairman of the Establishment Committee.
51. In exceptional circumstances to authorise payment in lieu of the balance of annual leave in excess of 4 weeks that could not be taken by the end of March in the following year due to work pressures.
52. To authorise the suspension of employees up to and including Senior Management of Grade H and above.
53. To authorise severance terms following advice from the Comptroller & City Solicitor as appropriate.
54. To authorise payments of Market Forces Supplements to a maximum value of £5,000.
55. To authorise payments of Honorarium, to a value of £5,000, in posts Grade H and below, for staff undertaking significant extra work over an extended period which is not a part of normal duties.

## **PART D – DELEGATION TO INDIVIDUAL OFFICERS**

### **TOWN CLERK & CHIEF EXECUTIVE**

The following powers are delegated to the Town Clerk & Chief Executive -

1. To deal with disciplinary matters and grievances other than those which are the responsibility of Chief Officers in the management of their departments.
2. To operate the City of London Corporation's urgency procedures in consultation with the relevant Chairmen and Deputy Chairmen and to take appropriate action on the City of London Corporation's behalf.
3. To be responsible for the administration of the oath or declaration of office to the Lord Mayor, Aldermen and Sheriffs, and every other person admitted to any corporate office.
4. To act as Controller Designate Civil Defence and Controller for the purpose of Peace Time Emergencies in the event of a major incident occurring.
5. To be responsible for investigating complaints against the City of London Corporation from members of the public.
6. To manage and co-ordinate the activities of the City of London Corporation in relation to construction contracts to a point where the main construction contract is let (but not further); in the event of a plurality of contracts in an area to secure the overall co-ordination of the City of London Corporation's resources and activities and to co-ordinate all such projects as shall be specified by the Court of Common Council or a Committee thereof to a point where all main construction contracts are let (but no further)
7. To issue all precepts to the several wards for the annual election of the ward Members and officers, and to the different companies of the City to assemble in Common Hall, whether for elections or other purposes; and to issue all other precepts that may be required to the several wards and companies of the City. To receive the returns to such precepts, and also to the wardmote indentures, and the returns of the annual election of ward Members and officers.
8. To act as Electoral Registration Officer pursuant to the Local Government Act 1972.
9. To superintend, under the Sheriffs, the conduct of polls at elections in Common Hall.
10. To prepare the lists of the respective Aldermen and others in nomination for Lord Mayor, Sheriffs, and annual Officers elected by the Livery. To draw up their proceedings at such elections, and such other proceedings as may be transacted at any meeting of the Livery in the Common Hall. To issue the precepts for holding the said Common Halls and to record the proceedings thereof.

11. To act as the proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc) pursuant to Section 29 of the Local Government Act 1972.
12. To act as the proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).
13. To act as an Official Trustee of the City of London Corporation.
14. The function of making all unopposed highway stopping up orders under Sections 247 and 257 of the Town and Country Planning Act 1990, as amended by Section 270 and Schedule 22 of the Greater London Authority Act 1999, pursuant to Section 101 of the Local Government Act of 1972.

### **ASSISTANT TOWN CLERK**

**The following authority is also delegated to the above post/s identified to be exercised either**

**(a) at the direction of the Town Clerk & Chief Executive or**

**(b) in the absence of the Town Clerk & Chief Executive**

To act in consulting with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 39, and also in cases where action may be taken under authority delegated by a Committee.

## DIRECTOR OF HR

**(If not available, to the Town Clerk & Chief Executive)**

The following powers are delegated to the Director of HR (or in his absence, the Town Clerk & Chief Executive)

1. To prepare, authorise and issue Compromise Agreements on termination of employment.
2. To authorise the introduction of a “Ring Fence” when posts in a department have been declared, or are likely to be declared redundant.
3. To authorise automatic update of Coroner’s salary on receipt of Circular from NJC.
4. To authorise COL Special Supplement and salary increases for Occupational Health Manager and Adviser in line with increases promulgated by the Royal College of Nursing for Occupational Health Nursing employees.
5. To authorise increases to:-
  - (a) the Teachers’ salary scale effective from 1 September each year in line with the School Teachers Review Body recommendation once this has been approved for state sector teachers;
  - (b) lump sum allowance for new qualified teachers taking up their first teaching position, based on RPI for March each year (all items), to take effect from 1 April each year.
  - (c) First Aid Allowances in line with the RPI increase in June each year, to take effect from July each year;
  - (d) long service awards in line with RPI increase in December each year, to take effect from 1 January each year;
  - (e) Lodging Allowance (Lodging, Travelling and Disturbance Scheme) based on RPI for March each year (all items), to take effect from 1 April each year.
  - (f) Disturbance Allowance (Lodging, Travelling and Disturbance Scheme) based on RPI for March each year (all items except food), to take effect from 1 April each year.
  - (g) Travelling and Subsistence Allowance based on RPI for November each year (food and catering), to take effect from 1 January each year.
6. To authorise annual review of ‘Fixed Charges’ (staffing, materials, etc.) for Guildhall Staff Catering Contract (Delegation to Supervising Officer within the terms of the Contract) on 8 January each year, taking account of Chamberlain’s guidelines and RPI (all items).
7. To authorise six-monthly review, each January and July, of ‘Tariff’ for Guildhall Staff Catering Contract (Delegation to Supervising Officer within the terms of the Contract), taking account of RPI (Food – all).

8. To authorise revised Lodging Charges, based on the Lodging Charges to Manual Workers as, and when, notified by the National Joint Council to be applied from the first pay period after notification.
9. To authorise Heating, or Heating and Hot Water, Charges for service occupants on Barbican Estate, Housing Estates and Epping Forest, from 1 October each year.
10. To reject requests for job evaluation under the JE Maintenance Procedures where in the considered opinion of the Job Evaluation Officers there is insufficient justification. A Chief Officer/Head of Department can appeal against this decision to the Job Evaluation appeals Panel.
11. To approve the selection process for and authorise the appointment of a recruitment advertising agency.
12. To implement future increases in car allowances as agreed by the National Joint Council in their car allowance scheme.
13. In consultation with the Chairman and Deputy Chairman of the Establishment Committee, to authorise:-
  - (a) payment of professional fees and annual subscriptions to organisations not on the approved list of professional bodies;
  - (b) payment of private medical costs up to £5,000, and legal fees up to £5,000 for individual employees;
  - (c) compassionate leave for 16 or more working days or where any request for compassionate leave is outside policy guidelines;
  - (d) To authorise payments of Market Forces Supplements in excess of £5,000.
  - (e) To extend lodging allowances and other disturbance payments beyond 52 weeks.
14. In consultation with Chief Officers/Heads of Departments and also the Chairman and Deputy Chairman of the Establishment Committee:-
  - (a) To authorise payments of Honorarium, to a value in excess of £5,000, in posts graded 12 and below, for staff undertaking significant extra work over an extended period which is not a part of normal duties.
  - (b) sick pay extensions beyond normal contractual entitlement.

## **CHAMBERLAIN**

The following powers are delegated to the Chamberlain -

1. To be the officer responsible for the conduct of the City of London Corporation's financial affairs and, in particular, to be the proper officer for the purpose of Section 6 of the Local Government Housing Act 1989;
2. In consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee to authorise the carry forward of unspent balances within the revenue budgets;
3. To authorise all virements within locally controlled budgets;
4. To exercise such powers as may from time to time be delegated to him through the Treasury Policy Statement;
5. To authorise the payment of precepts, levies and contributions to the national non domestic rates pool;
6. To operate market force supplements for Chamberlain's Department staff within the set maximums;
7. To determine the financing of capital expenditure.
8. To provide an effective internal audit service;
9. To deal with and agree claims received under the Riot (Damages) Act, 1886;
10. To act as an Official Trustee of the City of London Corporation;
11. To write off all debts due to the City of London Corporation which are irrecoverable, except for non-domestic rates and council tax up to £5000 under Standing Order No. 52;
12. To write on all unclaimed credit amounts;
13. To authorise the granting of discretionary rate relief under Section 47 of the Local Government Finance Act 1988 up to £2,500 per case per annum;
14. To agree Section 44A Allowances (empty rate relief on partly occupied properties)
15. To agree minor amendments to the ordinance of Companies and Livery Companies in conjunction with the Chairman of the General Purposes Committee of Aldermen;
16. To act as Head of Profession for Finance and IS, also as the Officer e-Champion, with the right to issue technical standards and guidance for use throughout the City of London Corporation and to be consulted on staffing arrangements for those functions within other Departments.

17. To sign grant claims and other returns on behalf of the City of London Corporation.
18. To authorise the suspension of pension contributions (Establishment Committee – 30 June 2005).
19. To carry out all functions in relation to the Trophy Tax.

**The following authorities are also delegated to the Officers identified to be exercised either**

**(a) at the direction of the Chamberlain or**

**(b) in the absence of the Chamberlain**

<b>Budget Director, Chief Accountant &amp; Corporate Treasurer</b>	<b>-</b>	<b>Items 5 &amp; 17</b>
<b>Head of Revenues</b>	<b>-</b>	<b>Items 11 &amp; 13</b>
<b>Head of Revenues</b>	<b>-</b>	<b>Item 12 (up to £5000)</b>
<b>Head of Revenues &amp; Technical Officer</b>	<b>-</b>	<b>Item 14</b>
<b>Exchequer and Business Support Director</b>	<b>-</b>	<b>Item 12 (over £5000) &amp; Item 16</b>

## **COMMISSIONER OF POLICE FOR THE CITY OF LONDON**

The following powers are delegated to the Commissioner of Police for the City of London -

1. To authorise the variation of staff numbers and structures (*both Police Officers and civilian support staff*) provided that the costs can be contained within the Police estimates [File ref. C9/24(3)];
2. To authorise, subject to the agreement of the HR Director *in respect of civilian support staff, variations in* terms and conditions of employment, other than basic pay, leave, sick pay and other core terms [File ref. C9/24(3)];
3. To authorise minor amendments, by prior agreement with the City of London Corporation Director of HR, to HR policies to take account of the policing environment (File ref. C9/24(3))
4. To authorise the provision of occupational health services to civilian support staff, provided that liaison is maintained with the City of London Corporation's occupational health officer [File ref. C9/24(3)];
5. To authorise the purchase of training for civilian support staff from the City of London Corporation's Training Section [File ref. C9/24(3)].
6. To authorise virements between all heads in the Policing Plan budget (with the exception of capital financing and support costs) subject to prior consultation with the Chamberlain wherever a transfer of resources is proposed from a non-staffing to a staffing budget.
7. To make annual grants to the Force Athletic and Sports Club [File ref. P9/1].

The following powers are delegated to the Director of Corporate Support of the City of London Police –

Authority to act and to enter into arrangements in relation to:-

- (a) the supply of goods and services in respect of which a charge is made to the recipient by virtue of section 18 of the Police Act 1996;
- (b) sponsorship, including gifts and donations, by virtue of section 93 of the Police Act 1996.

## **COMPTROLLER & CITY SOLICITOR**

The following powers are delegated to the Comptroller & City Solicitor -

1. To attest the City of London Corporation's Seal.
2. To act as an Official Trustee of the City of London Corporation.
3. To act as Vice Chamberlain.
4. To sign contracts (and similar documents where intended to have legal binding effect) on behalf of the City of London Corporation, either in his own name or on behalf of the City of London Corporation, where any required authority or approval of a Sub-Committee, Committee or of the Court of Common Council has been obtained, or where such authority has been delegated to another officer of the City of London Corporation and that officer has requested or instructed the Comptroller & City Solicitor to do so.
5. To authorise the disclosure of books, papers or records (in whatever format those records are maintained) where disclosure is otherwise prohibited by Standing Order No. 42.
6. To issue, defend, settle or participate in any legal proceedings, prosecution, inquiry, procedures or documentation where such action is necessary to give effect to the decisions of the City of London Corporation, or in any case where the Comptroller & City Solicitor considers that such action is necessary to protect the City of London Corporation's interests.
7. To instruct counsel, witnesses, experts and external solicitors as appropriate.
8. To authorise officers to appear on behalf of the City of London Corporation in proceedings in the magistrates' courts, pursuant to Section 223 of the Local Government Act 1972.

## **CITY SURVEYOR**

The following powers are delegated to the City Surveyor -

1. To act in respect of delegated authority granted by Committees where the City Surveyor is the officer primarily responsible for the management of land and buildings.
2. To act in respect of:
  - (a) all lettings, including lease renewals, with an annual rent of not more than £100,000 which are for a term of 25 years or less, providing the terms are at or above market value;
  - (b) all quarterly tenancies, tenancies at will, licences, easements, wayleaves, Rights of Light and similar arrangements;
  - (c) to negotiate and agree all rent reviews, including nil increase reviews, except where the increase is in excess of £50,000 per annum;and to report all such cases to the Property Sub-Committee on a quarterly basis.
3. To negotiate terms and accept surrenders of leases where the rent is less than £100,000 per annum and where the premium is no more than £250,000;
4.
  - (a) To act in respect of a change in the identity of a tenant after terms have been approved by Committee, subject to there being no other material change in the terms and the financial covenant being no less strong;
  - (b) To agree minor variations to the terms of ground lease restructurings, disposals, acquisitions and other complex transactions, together with leases being taken by the City of London Corporation as tenant, where the main terms have been approved by Committee and where the variations are necessary to complete the transaction expediently, such delegated authority to be exercised in consultation with the Comptroller & City Solicitor and the Chamberlain on financial matters;
5. To act in respect of any variation to the terms of any existing Lease, Tenancy, Licence or other agreement relating to property which do not affect the duration of, or income from such Lease or Tenancy by either:-
  - (a) more than plus or minus 10%, or
  - (b) where a premium of no more than £100,000 is payable to the estate
6. To approve licences for works, scaffolding, demolition or other works pursuant to or necessary for the implementation of an existing Committee approval.
7. To deal with party wall matters including being the Appointing Officer to make such appointments as are required in Section 20 of the Party Wall etc. Act 1996.
8. To approve the write-off of arrears of rent and other payments of up to £5,000 (exclusive of VAT).

9. To appoint contractors under streamlined property refurbishment schemes, as approved in principle by the Court of Common Council on 19 June 2003, and in accordance with the framework for schemes within the cost bands of £50,000 to £1,000,000 as approved by Property Sub-Committee on 9 July 2003.
10. for land in the City of London where the City of London Corporation is freeholder and the land is proposed to be redeveloped, subject to a Planning Agreement under Section 106 of the Town & Country Planning Act 1990 to:
  - (a) make it a condition of any freehold or leasehold disposal that the freeholder or leaseholder is required to enter into planning obligations on like terms with the Planning Agreement; and
  - (b) consent to the City of London Corporation's land being bound by the planning obligations in the Planning Agreement.

**The above-mentioned authorities are also delegated to the Officers identified to be exercised either,**

- (a) at the direction of the City Surveyor or**
- (b) in the absence of the City Surveyor**

**Investment Properties Director**

**Director of Corporate Property**

**The following specific authority is delegated to the Officer identified in accordance with the requirements of Section 12(2) of the Trustee Act 2002 which requires that a specific individual be authorised to give advice on the disposing of Properties and granting of leases in accord with the Charities Act 1993:-**

**Derek Smith (Investment Property Director) or his appointed deputies to exercise asset management functions as agent for the Trustee of the Bridge House Estates.**

## **CITY PLANNING OFFICER**

The following powers are delegated to the **City Planning Officer**:-

1. To grant applications for outline, full and temporary Planning Permission under Part III of the Town and Country Planning Act 1990; subject to the applications being in accordance with policy, not being of broad interest and there being no relevant planning objections.
2. To grant applications for Listed Building Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no relevant planning objections.
3. To grant applications for Conservation Area Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no relevant planning objections.
4. To determine applications for Advertisement Consent pursuant to Regulations 12, 13, 14, 15 and 16 of the Town & Country Planning (Control of Advertisements) (England) Regulations 2007.
5. To determine submissions pursuant to the approval of conditions, under the Town & Country Planning Act 1990 and the Planning (Listed Buildings & Conservation Areas) Act 1990 and in relation to clauses set out in approved Section 106 Agreements.
6. To determine applications for Certificates of Lawfulness of existing and proposed use or development in accordance with sections 191 and 192 of the Town and Country Planning Act 1990.
7. To make non-material changes to planning permission pursuant to Section 96A of the Town and Country Planning Act 1990.
8. To determine applications for planning permission, listing building consent and conservation area consent to replace an extant permission/consent granted on or before 1<sup>st</sup> October 2009, for development which has not already begun with a new permission/consent subject to a new time limit pursuant to Articles 10B(1)(b) of the Town and Country Planning (General Development Procedure) Order 1995 and Regulation 3 of the Planning (Listing Buildings and Conservation Areas) Regulations 1990 and provided no relevant planning objections have been received.
9. To make minor changes to conditions in respect of planning permissions, listed building consents and conservation area consents which have been conditionally approved by the Planning & Transportation Committee but not yet issued unless otherwise directed by the Planning & Transportation Committee.
10. To determine opinions on the City of London Corporation's own listed building consent cases, reporting and advising the Secretary of State for Communities & Local Government of such opinions.

11. To make observations in respect of planning and related applications submitted to other Boroughs, where the City of London's views have been sought and which do not raise wider City issues.
12. To authorise works, including their removal, to trees in Conservation Areas and works in relation to a tree the subject of a Tree Preservation Order (T.P.O.), subject to them being seen and agreed by the Chairman of the Planning & Transportation Committee or Deputy Chairman in his or her absence.
13. To determine applications made under sections 206 (2) and 213 (2) of the Town and Country Planning Act 1990, to dispense with the duty to plant replacement trees, subject to notification to the Chairman or Deputy Chairman of the Planning & Transportation Committee except in urgent cases.
14. To respond to consultation made under the provisions of the Pastoral Measure 1983, the Faculty Jurisdiction Rules 2000, the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, the Care of Cathedrals Measure 1990 and the Code of Practice relating to exempted denominations procedures agreed by the Secretary of State.
15. The City of London Corporation's functions under the City of London (St. Paul's Cathedral Preservation) Act 1935.
16. To carry out the following functions under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations of 1999 and Circular 02/99:
  - (a) formulating "screening opinions" under Regulation 5;
  - (b) requiring developers to submit an environmental statement to validate an application under Regulation 7;
  - (c) formulating "scoping opinions" under Regulation 10;
  - (d) providing relevant information to developers who propose to prepare an environmental statement under the provisions of Regulation 12 (4);
  - (e) requiring the local authority to submit an environmental statement in respect of applications for local authority development under Regulation 22;
  - (f) formulating a "screening opinion" in matters of planning enforcement under Regulation 25.
  - (g) requiring the submission of further information pursuant to regulation 19.
17. To determine applications for prior approval under the Town and Country Planning (General Permitted Development) Order 1995.
18. To serve notices under Article 3 of the Town and Country Planning (General Development Procedure) Order 1995.

19. To issue directions under Regulation 4 of the Town and Country Planning (Applications) Regulations 1988.
20. To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990, issue and serve Enforcement Notices under Section 172 of the Town and Country Planning Act 1990 and Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and serve notices under Section 215 of the Town and Country Planning Act 1990.
21. Power to serve Breach of Condition Notices under Section 187A of the Town and Country Planning Act 1990.
22. To seek information as to interests in land under Section 330 of the Town and Country Planning Act 1990, and as applied by Section 89 of the Planning (Listed Buildings & Conservation Areas Act) 1990, and Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
23. To institute proceedings pursuant to Section 224 of the Town and Country Planning Act 1990.
24. To serve Notice of Intention to remove or obliterate placards and posters pursuant to Section 225 of the Town and Country Planning Act 1990.
25. To agree minor variations to agreements pursuant to section 106 of the Town and Country Planning Act 1990.
26. To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980.
27. To maintain a register and index of Local Land Charges pursuant to section 3 of the Local Land Charges Act 1975, including the amendment and cancellation of registrations pursuant to the Local Land Charges Rules 1975 and to set search fees pursuant to Section 8 of the Local Land Charges Act 1975 and Section 150 of the Local Government and Housing Act 1989 and relevant Rules and Regulations made there under.
28. To make searches and issue search certificates pursuant to section 9 of the Local Land Charges Act 1975.
29. To exercise powers under section 6 (the power to prohibit, restrict or regulate the use of any road by vehicular traffic or class of vehicular traffic), section 9 (the power to make experimental traffic orders), section 10 (the power to make modifications to experimental traffic orders), section 23 (the power to establish pedestrian crossings) and section 45 (the power to provide on street parking places for payment) of the Road Traffic Regulation Act 1984.
30. Powers under Part V of the Highways Act 1980 dealing with highway improvements, under Section 68 – Refuges, Section 75 – Variation of widths of carriageways and footways, Section 76 – Levelling of Highways and Section 77 – Alteration of Levels.
31. To make representation or lodge objection, as appropriate, to applications for a Public Service Vehicle Operator's Licence, under Section 14A of the Public

Passenger Vehicles Act 1981 or for a London Local Service Licence, under section 186 of the Greater London Authority Act 1999 and authorising in writing the appropriate officers in his Department to put forward objection or recommendation on behalf of the City of London Corporation at any Inquiry or Appeal arising out of an application for either of the recited licences.

32. To agree details of railway works in the City of London under the Transport and Works Act 1992.
33. To issue projection licences on, over or under streets pursuant to schemes where planning permission has already been agreed or renewing existing licences.
34. To exercise powers under the London Building Acts (Amendment) Act 1939 – Part II relating to street naming and numbering of property.
35. To carry out sustainability appraisal of Local Development Documents under Section 19(5) of the Planning and Compulsory Purchase Act 2004 and to exercise functions under the Environmental Assessment of Plans and Programmes Regulations 2004 including carrying out strategic environmental assessment (including assessments under the Habitats Directive (Council Directive 92/43/EEC)), preparing, publishing and consulting upon screening reports, scoping reports, sustainability commentaries and sustainability appraisal reports.
36. To carry out public consultation in the preparation of Local Development Documents in accordance with the Statement of Community Involvement.
37. To provide any documents necessary to support consultations on Local Development Documents and submission of Development Plan Documents.
38. To prepare and publish the Annual Monitoring Report.
39. To make observations on consultation documents issued by central and local government, statutory bodies etc, where the observations are in accordance with the City's general policy position.
40. To negotiate Crossrail contributions, agree viability assessments and instruct the Comptroller and City Solicitor to secure any necessary planning obligations in respect of Crossrail contributions pursuant to Section 106 of the Town and Country Planning Act 1990.
41. To review Section 106 agreements for planning permission already considered by the Planning and Transportation Committee, but not yet issued prior to the policy being adopted, and re-determine the application to ensure that appropriate consideration is given to relevant policy on the Crossrail contribution (subject to there being no reduction in any S.106 contributions previously envisaged)
42. To make payments of Crossrail contributions received by the City to the Mayor and/or Transport for London on the basis of the Implementation Protocol between the Mayor, Transport for London and the local planning authorities, subject to such payment being agreed by the Town Clerk in consultation with the Comptroller and City Solicitor and the Chamberlain.

The following functions are also delegated to the Officers identified to be exercised either

(a) at the direction of the City Planning Officer or

(b) in the absence of the City Planning Officer

**Planning Services & Development Director: - Items 1 – 28 & 39 - 42**

**Policy & Performance Director: - Items 34-39**

**Items 1-28 in the absence of the City Planning Officer and the Planning Services and Development Director**

**Items 29-33 in the absence of the City Planning Officer and Transportation & Projects Director**

**Transportation & Projects Director: - Items 29-33 & 39**

Officers of the Department of Planning & Transportation listed in the Schedule are authorised by the Planning & Transportation Committee to exercise the powers in accordance with the responsibilities of the post:

- (a) Sections 178(1), 196A(1), 196B, 209(1), 214B(1)(3), 214C, 219(1) and 225, 324 and 325 of the Town and Country Planning Act 1990 (as amended),
- (b) Sections 42(1), 88(2), (3), (4) and (5) and 88(A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
- (c) Sections 36 and 36A of the Hazardous Substances Act 1990.

### **Schedule**

The City Planning Officer

Planning Services & Development Director

Policy & Performance Director

Transportation & Projects Director

#### **Policy and Performance Division**

Planning Policy Manager

##### ***Development Plans Team***

Development Plans Team Leader

Planning Officers

##### ***Monitoring and Information Team***

Monitoring & Information Team Leader

Planning Officer

Planning Information Officer (Analysis)

Research Assistants

#### **Planning Services and Development Division**

***Development (East, West and Design)***

Development Managers (East, West and Design)  
Senior Planning Officers  
Senior Planning & Archaeology Officer  
Senior Planning Obligations Officer (Section 106)  
Planning Officers  
Planning Officer (Enforcement)  
Graphic Designers

***Planning Support***

Senior Planning Support Officer  
Planning Administrators

***Land Charges Team***

Local Land Charges Officer  
Local Land Charges Assistant

**Transportation and Projects Division**

***Local Transport Planning***

Local Transportation Planning Manager  
Policy and Development Team Leader  
Highways and Traffic Management Team Leader  
Senior Development Engineer  
Development Engineer  
Engineer/Project Managers  
Engineers  
Assistant Engineers  
Graduate Engineers  
Technicians  
Cycling Officer

***Strategic Transportation Planning***

Strategic Transportation Team Leader  
Strategic Transportation Officer  
Research Assistant

***Street Scene Enhancement***

Street Scene Manager  
Senior Planning Officers  
Planning Officers

(The officers authorised by the Planning & Transportation Committee are indemnified against all claims made against them, including awards of damages and costs arising out of acts done by them in the bona fide discharge or purported discharge of such functions.)

## **DIRECTOR OF COMMUNITY & CHILDREN'S SERVICES**

The following matters are delegated to the Director of Community & Children's Services:-

### **Housing Matters**

1. To serve notice of intention to seek possession or termination complying with the provisions of Section 83 of the Housing Act 1985 in the following situations:-
  - (a) Notices specifying Ground 1 of Part I of Schedule 2 to the Housing Act 1985 (Rent lawfully due from the tenant has not been paid or an obligation of the tenancy has been broken or not performed).
  - (b) notices specifying Ground 13 of Part III of Schedule 2 to the Housing Act 1985 (a dwelling house having features which are substantially different from those of ordinary dwelling houses and which are designed to make it suitable for occupation by a physically disabled person who requires accommodation of a kind provided by the dwelling house and (a) there is no longer such a person residing in the dwelling house, and (b) the City of London Corporation requires it for occupation (whether alone or with members of his family) by such a person;
  - (c) notices specifying Ground 16 of Part III of Schedule 2 to the Housing Act 1985 (where the accommodation is more extensive than is reasonably required by the tenant);

and serve notice of proceedings for possession complying with provisions of section 128 of the Housing Act 1996.

2. To inform secure tenants of the City of London Corporation's proposals if they are likely to be substantially affected by a matter of housing management and to consider any representations made to the City of London Corporation before making any decision on the matter in accordance with Section 105 of the Housing Act 1985.
3. To receive written claims for home loss payments under Section 32 of the Local Government Act 1973, to determine the amount payable under Section 30 of that Act and to make such payments applying the criteria laid down in Sections 29 and 29A of that Act.
4. To sign and serve on occupiers of land, any person with a legal interest in land or those who receive rent for the land, or who manage the land, a notice under Section 16 of the Local Government (Miscellaneous Provisions) Act 1976 requiring the recipient to furnish to the City of London Corporation full details of all those persons known to the recipient of such notice who occupy, own or manage the land about which the enquiry was made;
5. To authorise officers to appear in legal proceedings on behalf of the City of London Corporation of London for the purposes of Section 223(1) of the Local Government Act 1972 and Section 60(2) of the County Courts Act 1984 and any other enactment providing for the appearance in legal proceedings of officers authorised by the City of London Corporation of London;

6. To issue a request for a warrant of execution following the Court's Order for possession of premises occupied by tenant(s)/licensee(s) of the City of London Corporation of London.
7. To levy distress for non-payment of rent and to instruct a certified bailiff for this purpose in accordance with the Law of Distress Amendment Act 1888 and the Distress for Rent Rules 1988.
8. To review rents in accordance with Section 24 of the Housing Act 1985 in cases where the standard of accommodation has changed.
9. To make payments of relocation expenses in accordance with the provisions of Section 26 of the Housing Act 1985.
10. To carry out all procedures laid down in and sign and serve and receive notices in connection with the Secure Tenancies (Right to Repair Scheme) Regulations 1985, these being the regulations referred to in Section 96 of the Housing Act 1985.
11. To give consent to carry out improvements under Section 97 of the Housing Act 1985.
12. To refuse consent in compliance with Section 98 of the Housing Act 1985 (right to carry out improvements).
13. To give consent subject to conditions under Section 99 of the Housing Act 1985 (conditional consent to right to improve).
14. To reimburse cost of tenant's improvements at or after the end of the tenancy under Section 100, 99A and 99B of the Housing Act 1985; Sections 99A and 99B inserted by Section 122 Leasehold Reform (Housing and Development) Act 1993.
15. To give or withhold the consent to assignment by way of exchange in accordance with the provisions of Section 92 of the Housing Act 1985.
16. To give or withhold the consent to subletting required by Section 93(1)(b) after applying the criteria laid down in Section 94 of the Housing Act 1985.
17. To implement the provisions of Sections 87 to 90 (inclusive) of the Housing Act 1985, (succession and assignment) in accordance with policy guidelines laid down by the Housing Committee.
18. To institute proceedings in the County Court for payment of rent arrears and to recover possession of dwelling houses in rent arrears cases in respect of dwelling houses let under secure tenancies within the meaning of the Housing Act 1985.
19. To sign and serve Notices to Quit in respect of dwelling houses.
20. To determine rents where tenancies are not secure (Section 25 of the Housing Act 1985).

21. To serve notice of intention to seek possession of termination complying with the provisions of Section 83 of the Housing Act 1985 as amended by sections 144 to 147 of the Housing Act 1996.
22. To institute proceedings in the County Court for the grant of an injunction against anti-social behaviour under section 152 of the Housing Act 1996.
23. To serve notices under the Housing Act 1985 as follows:-
  - (a) section 124 – landlord’s notice admitting or denying the right to buy
  - (b) section 125 – landlord’s notice of purchase price and other matters
  - (c) section 135 – landlord’s notice of amount and terms of mortgage
  - (d) section 140 – landlord’s first notice to complete
  - (e) section 141 – landlord’s second notice to complete
  - (f) section 146 – landlord’s notice admitting or denying right to shared ownership lease
  - (g) section 147 – landlord’s notice of initial contribution etc.
  - (h) section 152 – landlord’s first notice to complete – shared ownerships
  - (i) section 153 – landlord’s second notice to complete – shared ownerships
24. To serve notices under section 146 (Law of Property Act 1925) (restriction on and relief from forfeiture; notice of breach of covenant or condition).
25. To apply and make decisions on the criteria for “Homelessness and threatened homelessness” laid down in section 58 of the Housing Act 1985.
26. To apply and make decisions on the criteria for “priority need for accommodation” laid down in section 189 of the Housing Act 1996.
27. To decide whether a person has become homeless intentionally abiding by the criteria laid down in Section 191 of the Housing Act 1996.
28. To apply the “Local connection” criteria laid down in Section 199 of the Housing Act 1996.
29. To carry out the Council’s duty:-
  - (a) to enquire into cases of homelessness or threatened homelessness (section 175 of the Housing Act 1996);
  - (b) to accommodate persons in cases of apparent priority need (section 188 of the Housing Act 1996);
  - (c) to notify persons of the Council’s decisions and its reasons for it on completing its enquiries under section 175 (Section 184 of the Housing Act 1996);
  - (d) to persons found to be homeless (section 193 of the Housing Act 1996);
  - (e) to persons found to be threatened with homelessness (section 184 of the Housing Act 1996);

- (f) to refer the application to another local housing authority (section 198 of the Housing Act 1996)
  - (g) to persons whose applications are referred in accordance with section 198(1) (Section 200 of the Housing Act 1985);
  - (h) to secure that accommodation becomes available for the occupation of a person found to be homeless:-
    - (i) by making available suitable accommodation; or
    - (ii) by securing that he obtains suitable accommodation from some other person; or
    - (iii) by giving him such advice and assistance as will secure that he obtains suitable accommodation from some other person (section 192(2) of the Housing Act 1996).
  - (i) to protect the property of homeless persons and persons threatened with homelessness (section 211 of the Housing Act 1996).
  - (j) to comply with the rules for co-operation between authorities and Social Services Departments set out in section 213 of the Housing Act 1996 and section 213(a) of the Homelessness Act 2002;
  - (k) to assess whether false statements, the withholding of information or failure to disclose change of circumstances has taken place in respect of a finding by the Council of homelessness (section 213 of the Housing Act 1996);
  - (l) to ensure that any accommodation available for occupation fulfils the criteria set out in section 176 of the Housing Act 1996;
  - (m) to provide furnishings and fittings under section 10 of the Housing Act 1985;
  - (o) to set rents for homelessness accommodation in accordance with Council policy (section 24 of the Housing Act 1985).
30. To allocate all other housing in accordance with section 159 of the Housing Act 1996 and in accordance with policy guidelines laid down by the City of London Corporation.
  31. To take steps and action to ensure there is no racial discrimination in the allocation of housing accommodation (section 21 of the Race Relations Act 1976).
  32. To be authorised signatory for the Housing City of London Corporation in relation to Housing Association Projects requiring Local Authority Housing Association Grants.
  33. To determine reviews of heating and hot water charges, to a limit of plus or minus 15% in any one year.
  34. To make discretionary renovation grants (both mandatory or discretionary).

35. To review Community Associations' licence fees and hourly hire charges for community halls providing that there is no more than a 15% variation from the existing charge in any one year.
36. To be authorised to name officers to make electronic submissions to the Housing Corporation for the purposes of seeking and reclaiming Local Authority Social Housing Grant (LASHG).
37. To vary car parking charges on the various housing estates subject to:
  - (a) the level of demand for such places
  - (b) any variation being limited to plus or minus 15% in any one year
38. To vary charges for guest rooms subject to a maximum variation of plus or minus 15% in any one year
39. To vary the charges / fees for activities at the Golden Lane Leisure Centre subject to a maximum variation of plus or minus 15% in any one year.
40. To approve Right to Buy property valuations.
41. Where appropriate to approve filming and photography on the estates.
42. To agree the qualifications and terms of disposal of lease extensions under the Leasehold Reform, Housing & Urban Development Act 1993.
43. To grant tenancies at will in appropriate circumstances.

#### **Barbican Estate**

44. In relation to the Barbican Estate:-
  - (a) to approve lettings and sales between Committee meetings;
  - (b) to authorise sale prices above or below consultant values;
  - (c) to approve sales of residential property on the Estate;
  - (d) to approve assignments, sub-tenancies and tenancies at will to suitably qualified applicants between Committee meetings;
  - (e) to authorise signage on private areas of the Estate;
  - (f) to approve the occupation of accommodation by Estate Office staff in and around the Barbican;
  - (g) to approve the occupation of accommodation managed by the Barbican Estate to other City of London Corporation Departments.
45. To approve, where appropriate, filming and photography on the Estate.
46. To agree commercial rent levels, subject to reporting to the Barbican Residential Committee.

47. To approve valuations of flats submitted by consultant valuers.
48. To appoint consultants in accordance with Standing Orders.

### **Commercial Property**

49. To approve all new lettings of commercial property at market value for a term of 15 years or less, with a minimum of five yearly upward only rent reviews. Such lettings to accord with the relevant approved commercial estate strategy.
50. To conclude all commercial property rent reviews, except where:-
  - (i) it is proposed that the rent is reduced;
  - (ii) the review is determined more than 12 months after the review date unless either (a) interest is payable on the reviewed sum, or (b) the matter has been referred for determination by a third party and has been so determined.
51. To approve all lease renewals of commercial property, where the lease is renewed by negotiation or where the lessee is entitled to renewal in accordance with Part II of the Landlord & Tenant Act 1954. Such renewal will be at market value for a term of 15 years or less, with a minimum of five yearly upwards only rent reviews.
52. To negotiate terms and accept surrenders of commercial leases where the level of income is maintained by the simultaneous grant of a new letting to either the existing or a new tenant.
53. To approve the grant of short term periodic tenancies, tenancies at will, licenses, easements, and wayleaves in respect of cables, cranes, scaffolding and hoardings and similar arrangements of a non-permanent and determinable nature, other than those involving capital payments totalling in excess of £10,000.
54. To deal with Rights of Light and Party Wall matters and other items of a similar nature, including those where, in the opinion of the Director capital payments are not considered appropriate or the quantum of such payments has been determined by external advice.
55. To authorise formal minor amendments to any lease, tenancy, licence or other agreement relating to property which does not in the opinion of the Director materially affect the duration of, or income from such agreements.

[NB. The definition of 'market value', as referred to above, is as stated in the RICS Appraisal & Valuation Standards – Practice Statement 3.4:-  
*'The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms, in an arms length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.'*]

### **Education Matters**

56. To act as the City of London Corporation's Education Officer pursuant to the provisions of Section 88 of the Education Act.
57. Disclosure of criminal background; access to children; senior nominated officer authorised to request police checks.
58. To determine LEA Discretionary Awards in consultation with the Chairman.

59. To determine fees for adult education, youth and early years/out of school provision.
60. To arrange the use of Sir John Cass School premises for adult education classes, youth work and other after-school activities.
61. To authorise the institution of legal proceedings in respect of non-attendance at school or the employment of or licensing of children in entertainment.
62. To appoint teachers at up to two incremental points higher than their assessed position.
63. To sign statements of special education need.
64. To agree additional payments for special educational need children when sent to boarding schools.
65. To decide the most appropriate method of transport for Special Educational Needs pupils and, in consultation with the Chairman, to authorise the payment of transport costs in defined exceptional circumstances for certain other pupils;  
(Education Committee 6.7.94)
66. To submit responses on behalf of the Committee to consultative documents issued by Government and its agencies, subject to their being copied to the Chairman and Deputy Chairman (Education Committee 15.03.93).

### **Social Services Matters**

The following matters are delegated by the Community & Children's Services Committee (the Committee) to the Social Services Director:-

67. To act as Director of Social Services pursuant to the provisions of Section 6 of the Local Authority Social Services Act 1970.
68. To provide, or cause to be provided, any statutory or other service approved by the Committee, in order to secure the welfare and well-being of any person who is the proper recipient of such services, except where the Committee has reserved to itself the power to approve the provision of that service. Similarly, the power to meet any statutory duty or other obligation of which the Committee has cognisance.
69. To be responsible for the management of the City of London Corporation's access programme for people with disabilities.
70. To undertake responsibility for joint planning with the NHS and to represent the City of London Corporation on joint Committees established in accordance with the Joint Consultative Committees Order 1985.
71. To authorise the Comptroller & City Solicitor to institute or defend on behalf of the City of London Corporation any legal proceedings in relation to the functions of the Director of Social Services; the power to apply for any Order or the discharge or variation of any Order; the power to serve any notice, counter notice or other

document required for these purposes; the power to apply for any warrant required for these purposes.

72. To represent, and to authorise other officers of the Social Services Department to represent the City of London Corporation in any legal proceedings or at any official enquiry, or to submit any report or representation for these purposes, subject to the requirements of the Code of Conduct.
73. To agree the placement of any person who may properly be so placed, in any residential establishment or day care facility or, in relation to children, with any approved foster parent, for any period, and to accept financial responsibility for such placements on behalf of the City of London Corporation.
74. To assess contributions from liable persons for any service; the power to levy such charges for services provided as are, from time to time, agreed by the Committee; the power to waive such contribution, charge or part charge, where payment thereof would cause financial hardship as in exceptional cases is considered proper, in accordance with the Committee's policies.
75. To sanction such financial and/or material assistance as is permitted by statute and is in accordance with the City of London Corporation's financial procedures; the power to make such other payments as are in accordance with the City of London Corporation's financial procedures.
76. To exercise such other powers as the Committee, shall from time to time delegate subject, where necessary, to the approval of the Secretary of State in accordance with Section 6(5) of the Local Authority Social Services Act 1970.
77. All functions relating to the making of guardianship orders and other ancillary matters appertaining to the guardianship.

### **Services for Children**

78. To exercise the powers of entry and inspection under the National Assistance Act 1948, the Adoption Act 1948 and the Children Act 1989, pursuant to Section 101 of the Local Government Act 1972.

### **The Children Act 1989**

79. To place a child in secure accommodation in accordance with Section 25 of the Children Act 1989 and any Regulations subordinate thereto.
80. To determine the degree of contact between a child subject to a Care Order and his or her parents or guardians and those others specified in Sections 23 and 34 of the Act, together with the refusal of such contact under Section 34(6), except where the Court has given directions in these matters.
81. To initiate and conduct investigations in relation to suspected significant harm occurring to a child living or found in the City of London, in accordance with Section 47 of the Act.

82. To be responsible for the registration of children's homes and independent schools in accordance with Section 63 of the Act and all matters pertaining to such registration.
83. To act on the Committee's behalf in responding to consultations from the Education Authority in relation to proposals to make education supervision orders, as provided in Section 36(8) of the Act.
84. To be responsible for the prohibition of any persons engaged in or proposing to engage in the private fostering of any child or children and the regulation of any private fostering arrangement under Part 9 of the Act, in accordance with Section 69 and Schedule 8 of the Act.
85. To undertake the registration, regulation and inspection of persons acting as child-minders on domestic premises within the City of London as specified in Sections 71 to 78 and Schedule 9 of the Act and similar powers in relation to those providing day care on non-domestic premises.
86. To undertake the powers and duties in relation to children provided with accommodation by the health authority or local education authority, or in residential care, nursing or mental nursing homes, or at independent schools for whom the City of London Corporation is responsible by virtue of and as specified in Sections 85 to 87 of the Act.
87. To make the arrangements for the approval of foster parents and foster placements contained in Part II of Schedule 2 of the Act, and the Regulations subordinate thereto; in particular, the Foster Placement (Children) Regulations 1991. All matters pertaining to the welfare of children in such placements, including the power to authorise enhanced payments of boarding-out rates in cases requiring specially skilled care pursuant to Sections 23(1) and (8) of the Act.
88. To exercise all the rights, duties and responsibilities of a parent within the meaning of the Act in relation to any child subject to a Care Order.

#### The Adoption Act 1976

89. To agree the payment of adoption fees to those agencies providing services to the City of London Corporation in relation to its responsibilities as an adoption agency under the Act (subject to financial provision being already available).
90. To undertake the care and supervision of children awaiting adoption.

#### **Services for Elderly and Disabled People**

##### National Assistance Act 1948

91. To apply for an order to remove to suitable premises persons in need of care and attention as provided in Section 47 of that Act (as amended), as approved by the Court of Common Council in March 1975.
92. To protect the property of persons admitted to hospital in accordance with Section 48 of the Act.

### Chronically Sick and Disabled Persons Act 1970

93. To provide the services listed in Section 2 of the Act (home care, meals on wheels, wireless, television, education, recreational and holiday facilities, transport, the provision of aids to daily living and adaptations, assistance in the provision of telephones); specifically the power to sanction adaptations to the homes of disabled people where appropriate and the payment of telephone rentals and television licences.
94. To authorise holidays by virtue of Section 2 of the Act in respect of certain individuals who do not meet the criteria contained in Section 29 of the National Assistance Act 1948 (as approved by the Committee in November 1990).
95. To approve applications for membership of the London Taxicard scheme.

### Registered Homes Act 1984

96. To register, and deal with all matters concerned with the registration of residential care homes within the ambit of Section 1 of the Act, including homes for people suffering from a mental disorder.

### **Services for Mentally Disordered People**

97. To exercise the functions of the City of London Corporation in relation to patients subject to guardianship under the Mental Health Act 1983 and the Mental Health (Hospital Guardianship and Consent to Treatment) Regulations 1983.

#### Note:

The appointment of approved social workers in accordance with Section 114 of the Mental Health Act 1983 is the prerogative of the Committee.

### **Miscellaneous Services**

98. To consider grants to voluntary organisations which meet the Committee's criteria and to make recommendations to the Committee accordingly. (Section 65 Health Services and Public Health Act 1968).
99. To act as the designated officer in complaints procedures established pursuant to Section 26(3) of the Children Act 1989, Section 50 of the National Health Service and Community Care Act 1990, and Section 7B of the Local Authority Social Services Act 1970, or to delegate such function as appropriate.
100. To consider representations from persons seeking access to their files under the Access to Personal Files Act 1987, and to grant such access as appropriate.
101. To consider representations from disabled people or their carers in relation to the terms of the Disabled Persons (Services, Consultation and Representation) Act 1986 and to take decisions thereon, always subject to the provisions of the complaints procedure established under the National Health Service and Community Care Act 1990.

The following authorities are also delegated to the Officers identified to be exercised either

(a) at the direction of the Director of Community & Children’s Services or

(b) in the absence of the Director of Community & Children’s Services

<b>Housing Services Director</b>	Items 1 - 55
<b>Adult Services Director</b>	Items 67 - 77 / 91 - 97
<b>Family &amp; Young People’s Services Director</b>	Items 56 – 66 / 78 - 90
<b>Strategy &amp; Performance Director</b>	Items 98 - 101
<b>Housing Options Manager</b>	Items 20, 25 – 31
<b>Neighbourhood Managers</b>	Items 8 – 20
<b>Residential &amp; Technical Services Director</b>	Items 1 – 22, 24, 35
<b>Rents and Benefits Manager</b>	Items 7, 8, 20, 33
<b>Head of Needs &amp; Resources</b>	Items 7, 8, 15, 20, 25-36

## **DIRECTOR OF ENVIRONMENTAL SERVICES**

The following general powers are delegated to the Director of Environmental Services:-

1. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and Department.

*The Director of Environmental Services and any staff authorised by him are indemnified against all claims made against them including awards of damages and costs arising out of acts done by them in the bona fide discharge or purported discharge of such functions.*

2. To sign the necessary warrants of authorisation for the above officers.
3. To re-purchase the Rights of Burial in unused graves.
4. To refund fees paid by City of London Corporation employees or their close relatives in respect of the purchase of the Rights of Burial in a grave or alternatively the crematorium fees.
5. Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller and City Solicitor.
6. To increase current charge rates for products of animal origin annually in line with inflation.
7. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.
8. To enter into a Service Level Agreement with the Health Protection Agency and agree minor amendments from time to time if required.
9. To implement, waive or vary the new charges relating to the Public Highway such as parking dispensations, temporary road closures and traffic orders, scaffolding hoarding and fencing licenses.
10. To grant permission or consent with or without conditions or refusing to grant permission or consent as the case may be with respect to applications made to the City of London Corporation:
  - (a) under Part II of the **Road Traffic Act 1991**, relating to dispensations from, or, the temporary suspension of, waiting and loading regulations or parking places regulations made in accordance with the **Road Traffic Regulation Act 1984**;
  - (b) under Section 7 of the **City of London (Various Powers) Act 1973**, relating to new buildings;
11. To sign appropriate notices indicating that consent or refusal has been given, as the case may be under (a) above.

12. To sign and serve notices or granting of consents under the **Highways Act 1980**, relating to the management and maintenance of streets within the City.
13. To issue notices and to sign all Traffic Orders under the **Road Traffic Regulation Act 1984**, and to make modifications to or to revoke any experimental Traffic regulation Order (following consultation with the Commissioner of Police for the City of London) where deemed necessary in the interests of safety, convenience or the expeditious movement of traffic.
14. To issue notices and, as necessary discharge the City of London Corporation's obligations under Part III of the **New Roads and Street Works Act 1991**, relating to the co-ordination and execution of street works by public utility companies and other licensed operators.
15. The requisition of sewers under Sections 98 to 101 inclusive of the **Water Industry Act 1991** (relating to the powers to exercise and discharge the functions of the Undertaker within the City to adopt sewers).
16. The adoption of sewers under Sections 102 to 105 inclusive of the **Water Industry Act 1991** (relating to the powers to exercise and discharge the functions of the Undertaken within the City to adopt sewers).
17. To authorise and/or approve works under Section 112 of the **Water Industry Act 1991** (relating to the power to exercise and discharge the requirements of the Undertaker within the City).
18. The closure or restriction of sewers under Section 116 of the **Water Industry Act 1991**, relating to the powers to exercise and discharge the functions of the Undertaker within the City to close or restrict the use of a public sewer.
19. The alteration or removal of pipes or apparatus of the Undertaker under Section 185 of the **Water Industry Act 1991**, relating to the power to exercise and discharge the functions of the Undertaker within the City to alter or remove any relevant pipe or apparatus.
20. To enter into agreement with companies and statutory companies to allow the placement of plant within the pipe subways inherited from the Greater London Council in accordance with the **London County Council (General Powers) Act 1958**.
21. To grant permission or consent, with or without conditions or, refuse to grant permission or consent, as the case may be, with respect to applications made to the City of London Corporation under the **London Building Acts 1930-1982**, **The Building Act 1984** and **The Building Regulations 1991**.
22. To sign and serve any notices required to be given by the City of London Corporation under Section 62 and Part VII of the **London Building Acts (Amendment) Act 1939** relating to dangerous structures within the City Of London.
23. To approve lettings of accommodation at Tower Bridge subject to the hire charges being within the levels approved by the City Lands & Bridge House Estates Committee.

24. To negotiate and agree non-fee based benefits for Tower Bridge in respect of large budget productions.
25. To approve the utilisation of funds within the Vehicle Maintenance Direct Service Organisation Reserve in accordance with existing policy in consultation with the Chamberlain.
26. To be responsible for all functions under the **Traffic Management Act 2004** and Regulations made thereunder that relate to the City of London as a local highway and local traffic authority.

The following specific powers are delegated to the Director of Environmental Services:-

For each of the delegations listed below, the Director of Environmental Services has a nominated Service Director from the following to act in his absence:-

**Business Development Director**  
**District Surveyor**  
**Environmental Health and Public Protection Services Director**  
**Highways and Cleansing Services Director**  
**Port Health and Veterinary Services Director**

<u>Enactment (or part thereof) and including any relevant Regulations made or applicable thereunder</u>	<u>Delegated Function</u>
27. <b>Accommodations Agencies Act 1953</b>	Institution of Proceedings and other enforcement methods
28. <b>Administration of Justice Act 1971</b>	Institution of Proceedings and other enforcement methods
29. <b>Agriculture Act 1970 (as amended)</b>	i) Institution of Proceedings and other enforcement methods ii) Section 67 – to enforce this part of the Act within the respective area; and the health authority of the Port of London shall have the like duty as respects the district of the Port of London
30. <b>Agriculture Produce (Grading &amp; Marking) Act 1928</b> <b>Agriculture Produce (Grading &amp; Marking) Amendment Act 1931</b>	Institution of Proceedings and other enforcement methods

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| 31. <b>Animal Boarding Establishment Act 1963</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorising of Officers to carry out inspections</li> <li>iii) Granting of Licences</li> </ul>   |
| 32. <b>Animal Health Act 1981 including all Orders and Regulations made thereunder</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Section 52(1) – Appointment of Inspectors and other Officers as required for the execution and enforcement of the Act</li> </ul>                         |
| 33. <b>Animal Welfare Act 2006</b>  | <ul style="list-style-type: none"> <li>(i) Institution of Proceedings and other enforcement methods</li> <li>(ii) Section 51 – Appointment of Inspectors and other Officers as required</li> <li>(iii) Service of Notices under Section 10</li> </ul>                    |
| 34. <b>Anti-Social Behaviour Act 2003</b>   | <ul style="list-style-type: none"> <li>(i) Institution of Proceedings and other enforcement methods</li> <li>(ii) Section 48 – Issue of Notices</li> <li>(iii) Section 43 – Issue of FPN's</li> <li>(iv) Authorisation of Officers</li> </ul>                            |
| 35. <b>Breeding of Dogs Acts 1973 (as amended) &amp; 1991 Including any regulations made there under</b>                        | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Section 2 – Authorisation of officers</li> <li>iii) the Granting of Licences</li> <li>iv) Setting of Fees</li> </ul>                                     |
| 36. <b>Building Act 1984 including all Orders &amp; Regulations made thereunder</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Section 126 – Authorisation of Officers</li> <li>iii) Part I and Schedule 3 - Granting all authorisations and consents and issuing of notices</li> </ul> |
| 37. <b>Cancer Act 1939</b>  | Institution of Proceedings and other enforcement methods   |
| 38. <b>Children &amp; Young Persons Act 1933 (as amended by Protection of Children (Tobacco) Act 1986</b>                       | Institution of Proceedings and other enforcement methods   |
| 39. <b>Children &amp; Young Persons (Protection from Tobacco) Act 1991 Including all Orders and Regulations made thereunder</b> | Institution of Proceedings and other enforcement methods   |

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| 40. <b>Christmas Day (Trading) Act 2004</b>   | <ul style="list-style-type: none"> <li>(i) Institution of Proceedings and other enforcement methods.</li> <li>(ii) Section 3(2) – Appointment of Inspectors.</li> <li>(iii) Section 2(1) – Granting of Consents.</li> </ul>  |
| 41 <b>City of London Sewers Act 1848 (as amended in 1851 and 1897)</b>                  | <ul style="list-style-type: none"> <li>i) Powers of Inspection under Sections 70 and 71</li> <li>ii) Issuing of notices Sections 61 and 75</li> </ul>  |
| 42. <b>City of London (Various Powers) Act 1954</b>                                     | Institution of Proceedings and other enforcement methods   |
| 43. <b>City of London (Various Powers) Act 1967 – Sections 11, 12 and 18</b><br>Byelaws | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Granting of consents</li> <li>iii) Making of temporary Prohibition or Restriction Orders</li> <li>iv) Section 11(1) - Serving of notices</li> </ul>  |
| 44. <b>City of London (Various Powers) Act 1969 – Section 6</b>                         | To exercise the powers in extinguishing rights of burial   |
| 45. <b>City of London (Various Powers) Act 1971 – Section 3</b>                         | Institution of Proceedings and other enforcement methods   |
| 46. <b>City of London (Various Powers) Act 1973</b>                                     | To exercise the power to dispense with or relax any requirement of a sanitation byelaw   |
| 47. <b>City of London (Various Powers) Act 1977</b>                                     | Authorisation of Officers under Section 22   |
| 48. <b>City of London (Various Powers) Act 1987 – Part III</b>                          | <ul style="list-style-type: none"> <li>i) Grant and renewal of annual licences</li> <li>ii) Institution of Proceedings and other enforcement methods</li> <li>iii) Section 26 – Designation of areas</li> </ul>  |
| 49. <b>Clean Air Act 1993</b><br><b>Including any Regulations made thereunder</b>       | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Section 56 – Authorisation of Officers</li> <li>iii) Sections 24, 36 &amp; 58 – Serving of notices</li> <li>iv) Section 15 – Granting of approvals</li> <li>v) Section 35 – Powers of entry</li> </ul> |
| 50 <b>Clean Neighbourhoods and Environment Act 2005</b>                                 | <ul style="list-style-type: none"> <li>i) Power to make dog control orders</li> <li>ii) Issue Fixed Penalty Notices</li> <li>iii) Setting the level of fees</li> <li>iv) Authorising Officers</li> </ul>   |
| 51. <b>Companies Act 2006</b><br>Including any regulations made thereunder              | Institution of Proceedings and other enforcement methods   |

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| 52. <b>Consumer Credit Act 1974</b><br>Including any regulations made thereunder   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of officers under Sections 162 &amp; 164</li> </ul>   |
| 53. <b>Consumer Protection Act 1987</b><br>Including any regulations made thereunder   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers under Sections 28 &amp; 29</li> <li>iii) Part III – Serving of notices</li> </ul>  |
| 54. <b>Control of Pollution Act 1974</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Part III and Section 93 – serving of notices.</li> </ul>  |
| 55. <b>Copyright Designs &amp; Patents Act 1988</b>  | Institution of Proceedings and other enforcement methods   |
| 56. <b>Courts &amp; Legal Services Act 1990</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of officers under Section 106(6)</li> </ul>   |
| 57. <b>Criminal Justice Act 1988</b>   | Institution of Proceedings and other enforcement methods   |
| 58. <b>Criminal Justice &amp; Public Order Act 1994</b>  | Institution of Proceedings and other enforcement methods   |
| 59. <b>Dangerous Wild Animals Act 1976</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Section 3 – Authorisation to carry out inspections</li> <li>iii) Section 1 – Granting of licences</li> </ul> |
| 60. <b>Tourism (Sleeping Accommodation Price Display) Order 1977, made under Section 18 of the Development of Tourism Act 1969</b> | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of officers under paragraph 5</li> </ul>   |
| 61. <b>Education Reform Act 1988</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of officers under Section 215</li> </ul>   |
| 62. <b>Enterprise Act 2002</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Serving of Notices</li> <li>iv) Applying for Orders</li> </ul>       |

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| 63. <b>Environment Act 1995</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 64. <b><u>Environmental Protection Act 1990</u></b>  | <p style="margin-left: 40px;"><b>Part II</b></p> <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of officers</li> <li>iii) Issuing Notices</li> </ul> <p style="margin-left: 40px;"><b>Part III</b></p> <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issuing Notices</li> </ul> <p style="margin-left: 40px;"><b>Part IV</b></p> <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of Officers</li> <li>iii) Issuing Notices</li> </ul> |
| 65. <b>Estate Agents Act 1979</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issuing Notices</li> </ul>  |
| 66. <b>European Community Act 1972, Section 2(2)<br/>Including all Regulations made thereunder</b> | <p>Power to appoint inspectors; authorise officers; issue notices, approvals, authorisations, registrations and permissions; institute proceedings and other enforcement methods in respect of the regulations made under Section 2(2) of the Act that are applicable to the functions of the City of London Corporation acting as a Port Health Authority, a Food Authority, a Feed Authority, an Animal Health and Disease Control Authority and a Local Weights and Measures Authority</p>   |
| 67. <b>Explosives Act 1875 – Section 69</b>  | <p>Discharge of duties</p>  |
| 68. <b>Fair Trading Act 1973</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 69. <b>Farm &amp; Garden Chemicals Act 1967</b>  | <p>Institution of Proceedings and other enforcement methods</p>   |
| 70. <b>Fireworks Act 2003</b>  | <p>Institution of Proceedings and other enforcement methods</p>   |

71. <b>Food and Environmental Protection Act 1985</b>	Institution of Proceedings and other enforcement methods
72. <b>Food Hygiene (England) Regulations 2006</b>	Institution of Proceedings and other enforcement methods
73. <b>Food Safety Act 1990</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issue of Notices</li> <li>iv) Appointment of Public Analysts for the City of London Corporation acting as a Food Authority and/or a Port Health Authority</li> </ul>
74. <b>Forgery &amp; Counterfeiting Act 1981</b>	Institution of Proceedings and other enforcement methods
75. <b>Fraud Act 2006</b>	Institution of Proceedings and other enforcement methods
76. <b>Gambling Act 2005</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Granting applications, variations and transfers of premises licences</li> <li>iv) Granting provisional statements</li> <li>v) Endorsement of temporary use notices</li> <li>vi) Issuing club gaming permits</li> <li>vii) Issuing of club machine permits</li> <li>viii) Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits</li> </ul>
77. <b>Greater London Council (General Powers) Act 1967</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Certificates of Registration</li> </ul>
78. <b>Greater London Council (General Powers) Act 1974</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Notices</li> </ul>
79. <b>Greater London Council (General Powers) Act 1981</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issue of Notices</li> </ul>

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| 80. <b>Greater London Council (General Powers) Act 1984, Part VI</b>                    | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Granting of refusing registration</li> </ul>   |
| 81. <b>Hallmarking Act 1973</b>   | Institution of Proceedings and other enforcement methods   |
| 82. <b>Health Act 2006</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issue of Notices</li> </ul>  |
| 83. <b>Health and Safety at Work Act 1974 Including any Regulations made thereunder</b> | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Appointment of inspectors</li> <li>iii) Issue of notices</li> </ul>  |
| 84. <b>Highways Act 1980</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Notices</li> <li>iii) Authorisation of Officers.</li> <li>iv) Entering into Agreements.</li> <li>v) Granting of Permissions and Licences.</li> <li>vi) Issue of Fixed Penalty Notices.</li> <li>vii) Making requisite applications</li> </ul> |
| 85. <b>House to House Collections Act 1939 (Regulations 1974)</b>                       | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Granting of Licences.</li> </ul>   |
| 86. <b>Housing Act 1985</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Notices</li> <li>iii) Granting of Licences</li> </ul>   |
| 87. <b>Housing Act 2004</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Notices</li> <li>iii) Authorisation of Officers</li> <li>iv) Power to make Orders</li> <li>v) Exercising the licensing functions</li> </ul>   |
| 88. <b>Insolvency Act 1986</b>  | Institution of Proceedings and other enforcement methods   |
| 89. <b>Intoxicating Substances (Supply) Act 1985</b>                                    | Institution of Proceedings and other enforcement methods   |
| 90. <b>Knives Act 1997</b>  | Institution of Proceedings and other enforcement methods   |

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| 91. <b>Legal Services Act 2007</b>  | i) Institution of Proceedings and other enforcement methods   |
| 92. <b>Licensing Act 2003</b><br>Various provisions relating to granting or refusal or enforcement.   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Granting premises licences, variations to premises licences and transferring premises licences</li> <li>iv) Issuing provisional statements</li> <li>v) Granting club premises certificates, and variations to club premises certificates</li> <li>vi) Issue of Notices</li> <li>vii) Renewal of personal licences</li> <li>viii) Determining representations</li> </ul> |
| 93. <b>Local Authorities (Transport Charges) Regulations 1998, made under Section 150(6) of the Local Government &amp; Housing Act 1989</b> | Setting of the level of Charge  |
| 94. <b>Local Government (Miscellaneous Provisions) Act 1976</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Notices</li> </ul>   |
| 95. <b>Local Government (Miscellaneous Provisions) Act 1982</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Granting of registrations</li> </ul>  |
| 96. <b>London Building (Amendment) Act 1939</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Granting of consents</li> <li>ii) Issue of Notices</li> <li>iii) Authorisation of officers</li> <li>iv) Granting of Exemptions and Licences</li> </ul>  |
| 97. <b>London County Council (General Powers) Act 1920 - Part IV</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 98. <b>London County Council (General Powers) Act 1958</b>  | Section 27 – Agreeing level of Charge between City of London and Undertakers in respect of apparatus in subways   |
| 99. <b>London Local Authorities Act 1990 (Part III)</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Granting, renewing, revoking or varying of licences</li> </ul>  |

100.	<b>London Local Authorities Act 1995, Part II</b>	Issue of Penalty Charge Notices
101.	<b>London Local Authorities Act 1996, Part II</b>	Issue of Penalty Charge Notices
102	<b>London Local Authorities Act 2000</b>	i) Institution of Proceedings and other enforcement methods ii) Issue of Penalty Charge Notices.
103	<b>London Local Authorities Act 2004</b>	Authorisation of Officers
104.	<b>London Local Authorities &amp; Transport for London Act 2003</b>	i) Issue of Notices ii) Issue of Penalty Charge Notices
105.	<b>Malicious Communications Act 1988</b>	Institution of Proceedings and other enforcement methods
106.	<b>Medicines Act 1968 Including any Regulations and Orders made thereunder</b>	i) Institution of Proceedings and other enforcement methods ii) Authorisation of Officers
107.	<b>Mock Auctions Act 1961</b>	Institution of Proceedings and other enforcement methods
108.	<b>Motorcycle Noise Act 1987</b>	Institution of Proceedings and other enforcement methods
109.	<b>National Lottery ETC Act 1993</b>	Institution of Proceedings and other enforcement methods
110.	<b>New Roads &amp; Streetworks Act 1991</b>	i) Institution of Proceedings and other enforcement methods ii) Granting of licences iii) Issue of notices iv) Serving Fixed Penalty Notices
111.	<b>Noise Act 1996</b>	i) Institution of Proceedings and other enforcement methods ii) Authorisation of Officers iii) Issue of Notices
112.	<b>Olympic Symbol etc (Protection) Act 1995</b>	Institution of Proceedings and other enforcement methods
113	<b>Performing Animals (Regulation) Act 1925</b>	i) Institution of Proceedings and other enforcement methods. ii) Authorisation of Officers

114	<b>Pet Animal Act 1951</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of Officers</li> <li>iii) Granting of Licences</li> </ul>
115.	<b>Poisons Act 1972</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of Officers</li> </ul>
116.	<b>Pollution Prevention &amp; Control Act 1999 and Pollution &amp; Control (England &amp; Wales) Regulations 2000</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Undertaking of functions relating to permits</li> <li>iii) Carrying out of Enforcement Actions</li> </ul>
117.	<b>Prevention of Damage by Pests Act 1949</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issue of Notices</li> </ul>
118.	<b>Prices Acts 1974</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>
119	<b>Property Misdescriptions Act 1991</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of Officers</li> </ul>
120.	<b>Protection against Cruel Tethering Act 1988</b>	Institution of Proceedings and other enforcement methods
121.	<b>Protection from Harassment Act 1997</b>	Institution of Proceedings and other enforcement methods.
122.	<b>Public Health (Control of Disease) Act 1984</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Power to make Orders</li> <li>iv) Applying to Courts for Closure Orders</li> </ul>
123.	<b>Public Health (Aircraft) Regulations 1979</b>	Authorisation of Officers
124.	<b>Public Health (Ships) Regulations 1979</b>	Authorisation of Officers
125.	<b>Public Health Act 1936</b>	<ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Notices</li> </ul>
126.	<b>Public Health Act 1961</b>	Issue of Notices

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| 127. <b>Refuse Disposal (Amenity) Act 1978</b>                                  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of Officers</li> <li>iii) Issuing Fixed Penalty Notices</li> <li>iv) Removal of abandoned vehicles</li> <li>v) Disposal of removed vehicles</li> </ul> |
| 128. <b>Riding Establishments Acts 1964 and 1970</b>                            | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Granting of Licences and provisional Licences</li> </ul>  |
| 129. <b>Road Traffic Act 1988<br/>Including any Regulations made thereunder</b> | Institution of Proceedings and other enforcement methods  |
| 130. <b>Road Traffic Act 1991</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Issue of Penalty Charge Notices</li> <li>iii) Issue of Notices</li> <li>iv) Consideration of Representations</li> </ul>   |
| 131. <b>Road Traffic Regulation Act 1984</b>                                    | <ul style="list-style-type: none"> <li>i) Making temporary prohibition or restriction orders</li> <li>ii) Granting of suspensions and dispensations</li> <li>iii) Appointment of Parking Attendants</li> </ul>  |
| 132. <b>Scrap Metal Dealers Act 1964</b>  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods.</li> <li>ii) Authorisation of suitable officers.</li> </ul>   |
| 133. <b>Slaughter of Poultry Act 1967</b>                                       | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 134. <b>Solicitors Act 1974</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Powers of Entry</li> </ul>  |
| 135. <b>Sunbeds (Regulation) Act 2010</b>                                       | <ul style="list-style-type: none"> <li>i) Institution of Proceedings in respect of any provision that constitutes an offence under the Act</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 136. <b>Sunday Trading Act 1994</b>   | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Appointment of Inspectors</li> <li>iii) Consents</li> </ul>   |

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|---|---|
| 137. <b>Timeshare Act 1992</b>                                  | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 138. <b>Tobacco Advertising &amp; Promotion Act 2002</b>        | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 139. <b>Trade Descriptions Act 1968</b>                         | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> </ul>  |
| 140. <b>Trade Marks Act 1994</b>                                | Institution of Proceedings and other enforcement methods  |
| 141. <b>Trading Representatives (Disabled Persons) Act 1958</b> | Institution of Proceedings and other enforcement methods  |
| 142. <b>Traffic Management Act 2004</b>                         | All functions required of a local Highway and local Traffic authority   |
| 143. <b>Unsolicited Goods &amp; Services Act 1971</b>           | Institution of Proceedings and other enforcement methods  |
| 144. <b>Video Recordings Act 1984</b>                           | Institution of Proceedings and other enforcement methods  |
| 145. <b>Water Industry Act 1991</b>                             | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Issue of Notices and Notifications</li> <li>iv) Granting of Consents</li> </ul>   |
| 146. <b>Weights and Measures Act 1985</b>                       | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Power to appoint Inspectors</li> </ul>  |
| 147. <b>Zoo Licensing Act 1981</b>                              | <ul style="list-style-type: none"> <li>i) Institution of Proceedings and other enforcement methods</li> <li>ii) Authorisation of Officers</li> <li>iii) Granting, renewing, revoking, alteration and transferring of licenses</li> <li>iv) Making Zoo closure directions</li> </ul> |

148. **Other functions, not Specific to an Enacted Power**

- (i) Authority to write off debts arising in the Department up to a limit of £1,000, subject to concurrence of the Chamberlain
- ii) Authority to pay up to £1,000 in any one case of exclusion from work under the provisions of the Public Health (Control of Disease) Act 1984 – Section 20.

- NB** (i) In each instance above, the Institution of Proceedings and other enforcement methods to be subject to the proviso that, in each case, the Comptroller and City Solicitor has advised that the evidence is sufficient to justify a prosecution.
- (ii) All of the Officers *so authorised* are indemnified against all claims made against them, including, awards of damages and costs arising out of acts done by them in the bona fide discharge or purported discharge of functions delegated to them by the *Port Health and Environmental Services Committee (formerly Port and City of London Health and Social Services Committee)* or any of its Sub Committees (see report to Common Council of 2.11.1995).

## **DIRECTOR OF LIBRARIES, ARCHIVES & GUILDHALL ART GALLERY**

The following matters are delegated to the Director of Libraries & Guildhall Art Gallery -

1. To acquire books and other literature for use in the libraries.
2. To approve loans of material to outside exhibitions.
3. To agree discounts of up to 50% to individual loan fees (Libraries, Guildhall Art Gallery & Archives Committee – 2/10/00).
4. To waive loan fees in appropriate circumstances (Libraries, Guildhall Art Gallery & Archives Committee – 2/10/00).
5. To negotiate the administrative fees to be charged in respect of scholarly loans (Libraries, Guildhall Art Gallery & Archives Committee – 2/6/03).
6. To make promotional offers involving the waiving of charges for the library service (Libraries, Guildhall Art Gallery & Archives Committee – 26/11/01).
7. To waive admission charges to the Guildhall Art Gallery for promotional purposes.
8. The revision of all charges, with the discretion to reduce or waive such fees in appropriate circumstances (11 October 2004).
9. The setting of levels of discount offered by the Guildhall Art Gallery and by the Guildhall Library Bookshop.

## **DIRECTOR OF MARKETS**

The following matters are delegated to the Director of Markets -

1. To agree the assignment of tenancies where, in their opinion, there are no complications.
2. To authorise the Comptroller & City Solicitor to institute proceedings under the City of London Corporation's Byelaws.
3. To grant tenancies at will to suitably qualified applicants in a standard form previously approved by the Comptroller & City Solicitor.

**Items 1 - 3 are also delegated to the SUPERINTENDENTS of BILLINGSGATE MARKET, SMITHFIELD MARKETS and SPITALFIELDS MARKET to be exercised either:**

- (a) at the direction of the Director of Markets or**
- (b) in the absence of the Director of Markets**

## DIRECTOR OF OPEN SPACES

The following matters are delegated to the Director of Open Spaces -

1. To promote the City's Open Spaces generally and be the City's spokesperson on Open Space issues.
2. To submit responses on behalf of the Open Spaces Committee to initiatives and consultative documents issued by the Government and its agencies.
3. To sign contracts, in accordance with established procedures in the Control of Projects Manual and Standing Orders, where the signature of the Comptroller & City Solicitor is not required.

### Burnham Beeches and City Commons

4. To deal with the sale of agricultural and forestry produce by private treaty.
5. To issue all necessary licences, franchises and consents relating to the Beeches/Commons where a precedent has already been set and where the Epping Forest & Commons Committee have not indicated that they wish to consider any further applications.
6. To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
7. To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest & Commons Committee, as appropriate.
8. To enforce the Byelaws relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
9. To authorise individual officers to enforce the Byelaws appertaining to the Beeches/Commons subject to any decision to institute proceedings being taken in accordance with paragraph (8) above.
10. To grant licences for:
  - (a) sale of refreshments
  - (b) filming and commercial photography
  - (c) events and entertainments
  - (d) driving and parking vehicles
11. To grant minor wayleaves and licences.

### Epping Forest

12. To take any action to protect or preserve the Forest, and to report to the Epping Forest & Commons Committee, as appropriate.

13. To authorise individual officers to enforce the Byelaws relating to the Forest, subject to any decision to institute legal proceedings for any offence being made in consultation with the Comptroller & City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
14. To institute proceedings in Magistrates' courts under the Epping Forest Act 1878 (as amended) Section 87 of the Environmental Protection Act 1990, Section 9 of the City of London (Various Powers) Act 1971 and Section 7(6) of the City of London (Various Powers) Act 1977>
15. To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
16. To deal with the sale of Forest produce by private treaty.
17. To grant licences for -
  - (a) sale of refreshments;
  - (b) filming and commercial photography;
  - (c) circus and fairs;
  - (d) flying model aircraft;
  - (e) driving and parking vehicles;
  - (f) camping;
  - (g) events and entertainments.
18. To let out recreational facilities in accordance with the current approved scale of charges.
19. To grant minor way-leaves and licences.
20. To fix fees for the sale of Forest produce and to fix licence fees for ice cream vans and other small scale refreshment facilities in the Forest.

#### Hampstead Heath

21. To liaise with English Heritage pursuant to the provision of any agreement in this regard between the City of London Corporation and English Heritage.
22. To issue all necessary licences, franchises and consents relating to the Heath where a precedent has already been set and where the Hampstead Heath Management Committee have not indicated that they wish to consider any further applications.
23. To seek and obtain all requisite licences and consents required in connection with Heath lands, activities or entertainments.

24. To take any action to protect or preserve the Heath, and to report to the Hampstead Heath Management Committee, as appropriate.
25. To enforce the Byelaws relating to the Heath subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Hampstead Heath Management Committee.
26. To authorise individual officers to enforce the Byelaws appertaining to the Hampstead Heath Grounds subject to any decision to institute proceedings being taken in accordance with paragraph 25 above.
27. To let out recreational facilities in accordance with the current approved scale of charges.
28. To grant licences for:
  - (a) sale of refreshments
  - (b) filming and commercial photography
  - (c) circus and fairs
  - (d) driving and parking vehicles
  - (e) events and entertainments
  - (f) minor wayleaves and licences
29. To have the same delegations for the management of Queen's Park and Highgate Wood.

#### Parks & Gardens

30. To take any action to protect or preserve West Ham Park and the City Gardens, and to report to the Committee of Managers of West Ham Park or the Open Spaces Committee, as appropriate.
31. To enforce the Byelaws relating to West Ham Park and the City Gardens subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Committee of Managers of West Ham Park or the Open Spaces Committee, as appropriate.
32. To authorise individual officers to enforce the Byelaws appertaining to West Ham Park and the City Gardens, subject to any decision to institute proceedings being taken in accordance with paragraph 31 above.
33. To grant licences for
  - (a) sale of refreshments
  - (b) filming and commercial photography
  - (c) events and entertainments
  - (d) driving and parking vehicles
34. To grant minor wayleaves and licences.

35. To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.
36. To let out recreational facilities in accordance with the current approved scale of charges.

**The following authorities are also delegated to the Officers identified to be exercised either**

- (a) at the direction of the Director of Open Spaces or**
- (b) in the absence of the Director of Open Spaces**

<b>Superintendent of Burnham Beeches</b>	<b>- Items 4 – 11</b>
<b>Superintendent of the City Commons</b>	<b>- Items 4 - 11</b>
<b>Superintendent of Epping Forest</b>	<b>- Items 12 - 20</b>
<b>Superintendent of Hampstead Heath</b>	<b>- Items 21 - 29</b>
<b>Superintendent of Parks &amp; Gardens</b>	<b>- Items 30 - 36</b>

## **THE HEADMASTER, CITY OF LONDON FREEMEN'S SCHOOL**

The following matters are delegated to the Headmaster -

1. The letting of school premises.
2. To authorise the payment of recruitment increment/part increment if there are demonstrable problems in recruitment or retention for a particular teaching post, subject to prior consultation with Director of HR.
3. To authorise paid work for Teachers during term-time in accordance with policy approved by Board of Governors.
4. In relation to **Teaching Staff:**

### Redundancy – giving Notice

In consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancies, to proceed with giving notice and payment of statutory redundancy benefits. Report to Board of Governors and Establishment Committee.

### Dismissal

To dismiss the Second Deputy CLFS: Head of Junior School, Head of Upper School, and Head of Sixth Form, in consultation with the Chairman and Deputy Chairman of the Board of Governors, following consultation with the Director of HR.

## THE HEADMASTER, CITY OF LONDON SCHOOL

The following powers are delegated to the Headmaster -

### 1. In relation to **Teaching Staff:**

#### Creation of Posts

(a) to make appointments below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. **To be reported to Board of Governors;**

(b) to approve additional responsibilities, provided that they are funded from the approved budget. (Proposed scale increments of 2.5 points and above require prior agreement with the Director of HR to ensure consistency across the 3 Schools). **To be reported to Board of Governors.**

#### Appointments

(c) to appoint Senior Teacher, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;

(d) to appoint Teachers;

(e) to approve overlapping of employment in a post, provided it can be funded from approved budget.

#### Employment policies, procedures and contracts

(f) to issue to teachers – in consultation with the Director of HR.

#### Salary Structure and Increases

(g) to approve responsibility allowances, provided can be funded from approved budget. Proposed scale increments of 2.5 points and above for additional responsibilities require agreement of the Director of HR to ensure consistency across three Schools. **To be reported to Board of Governors;**

(h) to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). **To be reported to Board of Governors.**

#### Leave of Absence

(i) to approve paid work during term-time, in accordance with policy agreed by **Board of Governors;**

(j) to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget.

### Termination of Employment

(k) to give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancy. **Report to Board of Governors and Establishment Committee.**

### Dismissal

(l) to dismiss the Second Teacher, in consultation with Chairman and Deputy Chairman of the **Board of Governors** following consultation with the Director of HR;

(m) to dismiss Heads of Department, Teachers, and Assistant Bursar.

### Suspension

(n) to suspend the Senior Teacher, Heads of Department, Teachers, and Assistant Bursar, following consultation with the Director of HR.

## 2. In relation to Administrative Staff:

(a) to approve dismissal only following consultation with the Director of HR;

(b) to approve suspension, following consultation with the Director of HR.

## THE HEADMISTRESS, CITY OF LONDON SCHOOL FOR GIRLS

The following matter is delegated to the Headmistress -

1. letting of school premises.

The following powers are delegated to the Headmistress -

2. In relation to **Teaching Staff:**

### Creation of Posts

(a) to make appointments below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. **To be reported to Board of Governors;**

(b) to approve additional responsibilities, provided that they are funded from the approved budget. (Proposed scale increments of 2.5 points and above require prior agreement with the Director of HR to ensure consistency across the three Schools). **To be reported to Board of Governors.**

### Appointments

(c) to appoint Second Deputy, with final selection in consultation with the Chairman and Deputy Chairman of the **Board of Governors;**

(d) to appoint Assistant Bursar, Heads of Departments and Teachers;

(e) to approve overlapping of employment in a post, provided it can be funded from approved budget;

(e) to appoint casual agency staff and temporary staff for up to one year, subject to adequate provision within the temporary staffing contingency fund;

(e) to permit the extension of posts and employment contracts of administrative/support staff, provided funding is met from the approved budget, in consultation with the Director of HR and the Pay Office. **To be reported to Board of Governors.**

### Employment policies, procedures and contracts

(f) to issue to teachers – in consultation with the Director of HR;

(f) to issue to administrative/support staff, subject to consultation with CO and recognised Unions.

### Salary Structure and Increases

(g) to approve responsibility allowances, provided can be funded from approved budget. Proposed scale increments of 2.5 points and above for additional

responsibilities require agreement of the Director of HR to ensure consistency across three Schools. **To be reported to Board of Governors;**

(h) to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). **To be reported to Board of Governors.**

#### Payments

(h) to approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Director of HR;

(h) to approve payment of the Lump Sum Allowance for Newly Qualified Teachers, in accordance with the policy approved by Establishment Committee.

#### Leave of Absence

(i) to approve paid work during term-time, in accordance with policy agreed by **Board of Governors;**

(j) to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget;

(j) to approve compassionate leave with pay for between 1-5 working days, in accordance with the policy agreed by Establishment Committee;

(j) to approve compassionate leave with pay for between 6-10 working days, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR.

#### Termination of Employment

(k) to give notice of redundancy in consultation with HR and adherence to City of London Corporation policy on teacher redundancy. **Report to Board of Governors and Establishment Committee;**

(k) to approve voluntary early retirements without enhancement and not due to redundancy or in the interests of efficiency, subject to consultation with the Director of HR and approval of Teachers Pensions;

(k) to approve early retirements on the grounds of ill health where supported by the Occupational Health Manager, subject to consultation with the Director of HR.

#### Dismissal

(l) to dismiss the Second Teacher, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;

(m) to dismiss Heads of Department, Teachers, and Assistant Bursar and administrative/support staff, following consultation with the Director of HR.

## Suspension

(n) to suspend the Second Deputy, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;

(n) to suspend Heads of Department, Teachers, Assistant Bursar and administrative/support staff, following consultation with the Director of HR.

3. In relation to Administrative Staff:

(a) to approve dismissal only following consultation with the Director of HR;

(b) to approve suspension, following consultation with the Director of HR.

**REMEMBRANCER**

**PRINCIPAL - THE GUILDHALL SCHOOL OF MUSIC & DRAMA**

**MANAGING DIRECTOR – BARBICAN CENTRE**

The Remembrancer, the Principal and the Managing Director do not have any powers delegated to them other than those general delegations that apply to all Chief Officers.