

## Scheme of Delegations to Officers

The Chief Executive and each Director has authority to delegate further, in writing, all or any of their delegated functions to other Officers.

Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Community and Partnership Services</b>					
110	Community & Partnership Services	Bewdley Museum Use of Workshops	To make appointments and conclude the terms and conditions of licences for the use of the Museum workshops.	Director of Community and Partnership Services Director of Legal and Corporate Services in consultation with the Chairman of the Bewdley Museum Management Committee	Council 20/05/2009 Minute No. C.20
110.1	Community & Partnership Services	Charges for cultural and leisure courses, activities and special events	To set charges on a self financing basis for cultural and leisure:- a) courses, b) activities, c) special events, and  any other activities not included in the annual charges review.	Director of Community and Partnership Services Director of Resources	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
110.2	Community & Partnership Services	Employee Health and Fitness Scheme	<p>a) To market the Employee Health and Fitness Scheme (Hearts Card) to organisations outside the Council.</p> <p>b) To set the charges, on a negotiated basis, for other organisations adopting the scheme, and to amend such charges when required.</p>	<p>a) Director of Community and Partnership Services</p> <p>b) Director of Community and Partnership Services in consultation with Director of Resources and relevant Cabinet Member</p>	Council 20/05/2009 Minute No. C.20
110.3	Community & Partnership Services	Entertainment Venues – Contracts	To sign pro forma documents prepared by the Director of Legal and Corporate Services for the engagement of artistes and the hire of entertainment venues.	<p>Director of Community and Partnership Services</p> <p>Director of Legal and Corporate Services</p>	Council 20/05/2009 Minute No. C.20
110.4	Community & Partnership Services	MacMillan Cancer Relief Fund Annual Sponsored Swim Disbursement of Grant	To award a grant to cover the hire charges for Stourport Sports Centre for the MacMillan Cancer Relief Fund annual sponsored swim.	Director of Community and Partnership services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
110.5	Community & Partnership Services	Play areas on housing developments	To approve the siting and design of play areas in accordance with the approved criteria.	Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20
110.6	Community & Partnership Services	Sports, Recreation and Amenity Facilities Management	<p>To provide directly, or through appointed contractors, the management of the Council's indoor and outdoor sports, recreation and amenity facilities etc. i.e.:</p> <p>i) the day-to-day management of:</p> <ul style="list-style-type: none"> <li>• the Council's theatres and other specific places where entertainment is exclusively provided, and</li> <li>• the Council's Museums and Art Galleries.</li> </ul> <p>ii) the day-to-day management of the Council's staffed play spaces and play leadership schemes;</p> <p>iii) the day-to-day management of the Council's nurseries, greenhouses, parks and gardens; and</p> <p>iv) the management and control of all appropriate buildings and equipment.</p>	Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
110.7	Community & Partnership Services	Wyre Forest Leisure Card	To operate the Wyre Forest Passport to Leisure Card scheme in accordance with the approved scheme.	Director of Community and Partnership Services Director of Resources	Council 20/05/2009 Minute No. C.20
110.8	Community & Partnership Services	Free Swimming Initiative	The Director of Community and Partnership Services in consultation with the Director of Resources, the Director of Corporate and Legal Services and the relevant Cabinet Member be given delegated authority to agree with the Council's partners DC Leisure, the details of the scheme.	Director of Community and Partnership Services, Director of Resources, Director of Corporate and Legal Services and relevant Cabinet Member.	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
110.9	Community & Partnership Services	Bonfires on Public Open Spaces	<p>To approve the use of open spaces within the Council's control for organised bonfires, subject to the following criteria and requirements:-</p> <p>a) The site to be:</p> <p>i. of one acre or more in extent,</p> <p>ii. without formal landscaping, and</p> <p>iii. with the ability to site a bonfire at a safe distance from any property or hazard;</p> <p>b) Application to be made for use of an area, including undertakings to reinstate the site, remove rubbish and take out adequate insurance.</p> <p style="text-align: center;"><b>Planning and Regulatory Services</b></p>	Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20
120	Planning & Regulatory Services	Abandoned Vehicles	To deal with abandoned vehicles under the Refuse Disposal Amenity Act 1978 and the Clean Neighbourhood and Environment Act 2005.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
120.1	Planning & Regulatory Services	Antique Fairs/Markets	To grant licences with appropriate conditions permitting the setting up of Antique Fairs and other markets which are not in direct competition with the Bewdley and Kidderminster retail markets.	Director of Planning and Regulatory Services in consultation with the Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
<b>Car Parking</b>					
130	Planning & Regulatory Services	Decriminalisation of Parking Enforcement	To continue to manage and implement the Scheme of Delegation relating to the Decriminalisation of Parking Enforcement as approved by the Council and now amended by the requirements of the Traffic Management Act 2004.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
130.1	Planning & Regulatory Services	Decriminalisation of Parking Enforcement  Cancellation and Informal Challenge Policy  Traffic Management Act 2004, Part V	To amend and update the Scheme of Delegation and the Cancellation and Informal Challenge Policy, in relation to the decriminalisation of parking enforcement, where operational circumstances prove that the Scheme or Policy does not cover matters provided for under the Traffic Management Act 2004 or does not cover matters being put forward for an informal challenge	Director of Planning and Regulatory Services in consultation with the Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
130.2	Planning & Regulatory Services	Off-Street Car Parking Consolidation Order	<p>To implement and manage parking places in accordance with the Off-Street Car Parking Consolidation Order and Special Parking Area Order within the boundaries of Wyre Forest and, in doing so:</p> <p>to appoint and to authorise employees to issue parking charge notices for contravention of the orders, in accordance with Council policy.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
130.3	Planning & Regulatory Services	Car Parks - Management	<p>(i) To undertake the routine management, repair and maintenance of multi-storey and surface car parks, including all ancillary equipment, within the Council's overall policy and budget,</p> <p>(ii) To grant permission for the short-term use, free of charge, of parts of public car parks by:-</p> <p>(a) The armed forces/police/fire service etc. for recruitment purposes and or mobile information offices.</p> <p>(b) Charitable institutions for fundraising activities.</p> <p>(c) Educational bodies.</p> <p>(d) Other non-profit making organisations.</p> <p>(iii) To determine the allocation of car parking spaces to commercial organisations for the parking of vehicles for advertisement purposes and to fix suitable ad hoc charges in respect of such uses.</p> <p>(iv) To determine applications for use of the car parks in the area for public events, such as carnivals, and events such as driving tests and auto tests etc</p> <p>(v) To grant short-term licenses for the use of car parks for purposes such as storage by contractors and display caravans.</p> <p>vi) To determine appropriate charges, provided that</p>	<p>Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member on any matter likely to be of a contentious nature.</p> <p>As for (i) above</p> <p>Director of Planning and Regulatory Services</p> <p>Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member</p> <p>As for (iv) above Director of Planning and Regulatory Services</p>	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
130.4	Planning & Regulatory Services	Car Parks - Pay and Display	<p>such licenses are not inconsistent with the anticipated demand for car parking in that location (such authority not to include use for the purposes of fairs and circuses).</p> <p>i. To institute proceedings against offenders acting in contravention of the Wyre Forest District Council (Parking Places) Orders or any amendment of them.</p> <p>ii. To take all necessary or incidental steps, including the power to:</p> <ul style="list-style-type: none"> <li>• require information as to the driver of any vehicle involved in such an offence in accordance with Section 35A of the Road Traffic Regulation Act 1984; and</li> <li>• institute proceedings against any persons failing to supply the required information.</li> </ul>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
130.5	Planning & Regulatory Services	Car Parks – Short Term Licences	<p>To grant short term licenses for the use of car parks for purposes, such as storage by contractors and display caravans, provided that:</p> <p>a) such licenses are not inconsistent with the anticipated demand for car parking in that location, and</p> <p>b) such authority does not include use for the purposes of fairs and circuses.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Cleansing / Environmental Issues</b>					
140	Planning & Regulatory Services	Cleansing Services Prosecution Policy	<p>a) To issue informal written warnings, fixed price penalty notices, Statutory Notices and formal cautions under:</p> <ul style="list-style-type: none"> <li>•The Litter and Refuse Environmental Protection Act (EPA) 1990 Code of Practice on Litter and Refuse and the Clean Neighbourhood and Environment Act 2005</li> <li>•Litter Abatement Notices-Issued by Magistrates under EPA 1990</li> <li>•Statutory Nuisances Common Law provision</li> <li>•Fly Posting – Town and Country Planning (Control of Advertisements) (England) Regulations 2007 and the Clean Neighbourhood and Environment Act 2005</li> <li>•Eyesores and Untidy Land – Untidy Land Orders S215 of Town and Country Planning Act 1990</li> <li>•Dogs Fouling of Land Act 1996 in accordance with the Cleansing Services Prosecution Policy.</li> </ul> <p>b) To undertake prosecutions under:</p> <p>The Litter and Refuse Environmental Protection Act 1990 Code of Practice on Litter and Refuse</p> <ul style="list-style-type: none"> <li>•The Clean Neighbourhood and Environment Act</li> </ul>	<p>a) Director of Planning and Regulatory Services    b) Director of Legal and Corporate Services in consultation with Director of Planning and Regulatory Services</p>	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			2005  •The Litter Abatement Notices-Issued by Magistrates under EPA 1990  •Statutory Nuisances Common Law provision  •The Fly Posting – Town and Country Planning (Control of Advertisements) Regulations 1992  •The Eyesores and Untidy Land – Untidy Land Orders S215 of Town and Country Planning Act 1990  •Dogs Fouling of Land Act 1996 In accordance with the Cleansing Services Prosecution Policy.		
140.1	Planning & Regulatory Services	Clean Neighbourhoods and Environment Act 2005	a) To take any required action, including the issuing of fixed price penalty notices, under the provisions of the Clean Neighbourhoods and Environment Act 2005.  b) To authorise persons to issue fixed price penalties under the Clean Neighbourhoods and Environment Act 2005.  c) To take legal proceedings, where necessary, against persons failing to comply with the provisions of the Clean Neighbourhoods and Environment Act 2005.	a - b) Director of Planning and Regulatory Services c)Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
140.2	Planning & Regulatory Services	Environment, Education and Enforcement Strategy	To take action in accordance with the Environment, Education and Enforcement Strategy, and report any amendments and revision to the Strategy as appropriate.	Director of Planning and Regulatory Services in consultation with Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
140.3	Planning & Regulatory Services	Litter and Rubbish – Public Open Spaces	<p>To prosecute, if appropriate, under:</p> <p>a) the Control of Pollution Act 1974;</p> <p>b) the Litter Act 1983; or</p> <p>c) the Environmental Protection Act 1990</p> <p>d) the Clean Neighbourhoods and Environment Act 2005</p> <p>In respect of the depositing of litter and rubbish on Council-owned land.</p>	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
<b>Dogs</b>					
150	Planning & Regulatory Services	Dogs - Responsible Dog Ownership.	To carry out reviews and educational programmes regarding responsible dog ownership.	Director of Planning and Regulatory Services Dog Warden, Parks Patrol Officers and Countryside Rangers	Council 20/05/2009 Minute No. C.20
150.1	Planning & Regulatory Services	Dogs Fouling	To prosecute owners of dogs under the Dogs Fouling of Land Act 1996.	Director of Legal and Corporate Services in consultation with Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
<b>Estates Management, Land and Property Issues</b>					
160	Legal & Corporate Services	Acquisition and disposal of small areas of land for road widening, boundary adjustments etc.	To undertake routine acquisition and disposal of small areas of land for road widening, boundary adjustments etc within a limit of £10,000 in each case.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
160.1	Legal & Corporate Services	Allotments	<p>To supervise allotments, including all matters relating to:</p> <p>a) Letting;</p> <p>b) Management; and</p> <p>c) Serving of notices,</p> <p>in accordance with the Tenancy Conditions.</p>	Director of Community and Partnership Services in consultation with Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
160.2	Legal & Corporate Services	Approvals – Use of Council-owned land	<p>Where the Council is the owner or keeper:</p> <p>to approve or refuse requests to carry out adaptations or improvements to land or property, for:</p> <p>a) change of use; or</p> <p>b) extensions to use of land or property;</p> <p>subject to any necessary planning and or other approvals.</p>	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
160.3	Legal & Corporate Services	Assignment of Leases	<p>To approve or refuse the assignment or underletting of leases of Council property where:</p> <p>a) there would be no change of use; and</p> <p>b) satisfactory references have been given.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
160.4	Legal & Corporate Services	Burials	To seal and sign all necessary documents in relation to the exclusive grants of burial.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
160.5	Legal & Corporate Services	Breaches of Covenant and User Disputes  Council-owned property	To take proceedings, whether:  a) by Notice of Breach of Covenant leading to forfeiture of the Lease, or  b) by a Declaration, that any particular Lessee is in breach of any covenant or covenants in their Lease or  c) in any case where the Director of Legal and Corporate Services has been notified that such a breach, as referred to above, has not been rectified.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
160.6	Legal & Corporate Services	Clerk of Works - Temporary Appointments	To make a temporary appointment of an additional Clerk of Works / Project Managers, as and when required, for the duration of a particular contract,  provided that:  the cost of such appointment can be fully met from the provision within the Capital Programme.	Chief Executive Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
160.7	Legal & Corporate Services	Criminal Justice and Public Order Act 1994	<p>To enforce the provisions under Section 77 of the Criminal Justice and Public Order Act 1994:</p> <p>(a) in cases where there are less than six vehicles on the land; and</p> <p>(b) in cases of more than six vehicles if the Police have indicated that they are unable to take action.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
160.8	Legal & Corporate Services	<p>Freeholds / Long leaseholds</p> <p>Disposal of Freeholds or long leaseholds at a premium *</p>	<p>To dispose of freeholds or long leaseholds subject to a maximum of:</p> <p>a) £500,000 in open competition,</p> <p>b) £250,000 otherwise,</p> <p>provided the principle of disposal has been authorised in the Council's Asset Management Plan and / or has Cabinet authority and is within any approved limit laid down.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
160.9	Legal & Corporate Services	Gypsy Caravan Sites (in the control of the District Council)	To obtain vacant possession of plots on gypsy caravan sites, in the control of the District Council, where the licensees are in breach of the site licence conditions.	<p>Director of Legal and Corporate Services</p> <p>in consultation with the Chairman and Vice-Chairman of the Licensing &amp; Environmental Committee and Ward Members.</p>	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
161	Legal & Corporate Services	Leases and Tenancies - Surrender	To accept surrenders of leases and tenancies of Council-owned property, where advantageous to the Council.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
161.1	Legal & Corporate Services	Lettings and Hirings – Short Term	Pending determination of policy or implementation of approved schemes:  to approve short term lettings and hirings of Council-owned property,	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
161.2	Legal & Corporate Services	Lettings and Hirings – Other than Short Term	To approve lettings and hirings of Council-owned property, other than short term lets, up to:  £100,000 per year in open competition,  £50,000 per year otherwise,  provided the principle of the letting or hiring is authorised in the Council's Asset Management Plan or has Cabinet authority.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
161.3	Legal & Corporate Services	Mortgage Arrears - Eviction	To commence proceedings for the possession of dwellings in mortgage arrears, subject to any mortgagor not being evicted without the approval of the Cabinet.	Director of Legal and Corporate Services in consultation with Director of Resources	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
161.4	Legal & Corporate Services	Mortgaged Property – Sale	<p>a) To advertise for sale on the open market those properties in mortgage to the Council, possession of which has been voluntarily surrendered to the Council by mortgagors,</p> <p>provided that the sale is at the best price reasonably obtainable.</p> <p>b) To conclude all necessary conveyancing formalities to give effect to the sale, and to recover all monies owing to the Council in respect of mortgage arrears incurred on the sale of the property.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
161.5	Legal & Corporate Services	Mortgage – Sealing	<p>(1) To seal and sign the Vacating Receipt or Mortgage Deeds on behalf of the Council.</p> <p>(2) To seal Deeds where a property is in mortgage to the Council and :-</p> <p>a) the mortgagee wishes to sell off a piece of land, providing the Director of Legal and Corporate Services is satisfied that there is sufficient security remaining;</p> <p>b) the mortgagee wishes to vest the property in the joint names of husband and wife;</p> <p>c) one party wishes to purchase half the property, e.g. in the case of a divorce;</p> <p>d) the mortgagee has asked the Council to join in a Deed of Variation affecting, for instance, a right of way across or affecting the property;</p> <p>e) the mortgagee has died and the title of the property has passed to a successor in title.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
161.6	Legal & Corporate Services	Notices – Non – Domestic Council - owned Properties	<p>a) To sign and Serve Notices to Quit in respect of non-domestic properties in the Council’s ownership and to take any action necessary consequent upon the service of such a Notice, including Court proceedings.</p> <p>b) To serve notices for termination or renewal of leases etc, or in respect of Breach of Covenant.</p> <p>c) To sign and serve Notices under the provisions of the Landlord and Tenant Act 1954.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
161.7	Legal & Corporate Services	Rent Recovery	<p>a) To take initial action to recover rent or other arrears; and</p> <p>b) To appoint a bailiff, if necessary.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
161.8	Legal & Corporate Services	Rent Reviews and Renewals	<p>Provided the principle has prior Cabinet authority, to undertake:</p> <p>(a) reviews and renewals of lettings :- up to the value of £100,000 per year and;</p> <p>(b) renewals of hirings:- up to the value of £100,000 per year.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
161.9	Legal & Corporate Services	Repair, maintenance and improvement of land and property	To undertake repair, maintenance and improvement of land and property within the relevant approved Budget.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
162	Legal & Corporate Services	Selection of tenants	<p>a) To undertake proper investigation into the solvency and liquidity of tenants seeking to rent Council owned property.</p> <p>b) To select or reject offers of occupation where they are not for a suitable type of use or the applicant cannot provide surety for rental payments.</p>	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
162.1	Legal & Corporate Services	Trespass - Unauthorised Occupation of Council Land by Travellers or others	In cases of trespass, to commence legal proceedings, whether civil or criminal, in order to regain possession of Council land.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
162.2	Legal & Corporate Services	Wayleave Agreements	To enter into Wayleave Agreements, Consents and Alterations.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
162.3	Legal & Corporate Services	*Notes on Estates Management Delegations  (These notes form part of the delegations)	<p>1. These delegations may be exercised by the Director of Legal and Corporate Services or any officer authorised in writing by him</p> <p>2. The Delegated Officers are authorised to:-</p> <p>(a) Implement schemes of general policy approved by the Council.</p> <p>(b) Approve terms or conduct business as described in the above schedules, subject to any limits and restrictions therein.</p> <p>(c) Incur expenditure incidental to the exercise of these delegated powers (e.g., appointment of auctioneers, requests for structural survey, arbitration costs.</p> <p>3. The exercise of these delegations is subject to the following provisos:-</p> <p>(a) All transactions are at market value with other terms in accordance with prevailing market conditions unless there are specific Committee instructions to the contrary.</p> <p>(b) Any delegation exercised in relation to the value of land and buildings will be supported by a valuation certificate signed by a Delegated Officer.</p> <p>(c) Any expenditure incurred as a result of these delegations is confirmed by a Delegated Officer, as necessary, as within the approved budget of the</p>		Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			Council.		
			(d) All settlements approved, or other significant action taken, under these delegated powers will be reported to the next appropriate Cabinet meeting.		
			(e) Notwithstanding the level of delegation normally applying, no action will be taken involving a point of new policy or principle without reference to Cabinet or Council.		
			4. For the purpose of these delegated powers, it is deemed that: Council policy is to re-let all land and property currently let until such time as changed by express resolution of the Council.		
			5. For the avoidance of doubt:-		
			(a) "Disposal" includes the grant or wayleaves and easements in perpetuity and options to purchase or rent.		
			(b) "Letting" and Hiring" includes wayleaves, easements, licenses and the like.		
			(c) "Rent" includes licence fees, service charges and other periodical considerations.		
			(d) "Approved Limit" denotes a budget figure for the transaction approved by Council or a Committee.		



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
162.4	Legal & Corporate Services	Fees and Charges	To amend fees and charges, where necessary, to reflect either statutory or voluntary charges, including V.A.T., which are implemented to the overall benefit of the Council's budget.	Director of Legal and Corporate Services in Consultation with Director of Resources	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			<b>Leisure and Cultural Facilities Management</b>		
170	Community & Partnership Services	Applications for Letting and Hiring of Facilities	<p>Subject to conformity with the general letting policy:</p> <p>a) To deal with applications in respect of sports pitches, courts and other playing areas.</p> <p>b) To grant applications for seasonal hire.</p> <p>c) To grant applications for the use of:</p> <ul style="list-style-type: none"> <li>• changing rooms and showers during training sessions;</li> <li>• pavilions;</li> <li>• pavilions etc. after the normal closing hours to regular hirers</li> </ul> <p>d)To grant applications for the use of the swimming baths, museums and art galleries, theatres and other appropriate buildings and places.</p> <p>e)To approve requests for use of areas of land owned or managed by the Council; and</p> <p>f)To deal with applications for the refund of deposits as appropriate.</p>	Director of Community and Partnership Services in consultation with Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
170.1	Legal & Corporate Services	Civic Halls	<p>a) To operate a system of grant aid towards the cost of bookings, in accordance with the grant criteria.</p> <p>b) To set charges on a negotiated basis for block bookings, school use, programmed use and special promotions.</p>	<p>Director of Legal and Corporate Services in consultation with Director of Resources</p>	Council 20/05/2009 Minute No. C.20
170.2	Community & Partnership Services	Discounts for Leisure facilities	<p>To introduce discounts, or special offers, relating to charges for leisure facilities in order to encourage greater participation in activities or attendance at facilities.</p> <p>Such offers to be designed to meet the overall income targets contained in the budget.</p>	<p>Director of Community and Partnership Services in consultation with Director of Resources</p>	Council 20/05/2009 Minute No. C.20
170.3	Legal & Corporate Services	Public Halls	<p>a) To undertake the necessary management of Town and Civic Halls.</p> <p>(b) To set charges on a negotiated basis for block bookings, school use, programmed use and general promotions</p>	<p>a) Director of Legal and Corporate Services</p> <p>b) Director of Community and Partnership Services in consultation with Director of Legal and Corporate Services</p>	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
170.4	Community & Partnership Services	Spennells Sport Facilities	To negotiate with sports clubs the long term maintenance and use of out door facilities in order to reduce the Council's expenditure.	Director of Community and Partnership Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
170.5	Legal & Corporate Services	Festivals etc. – Temporary Road Closures	To take appropriate measures pursuant to Section 21 of the Town Police Clauses Act 1847 to ensure the temporary closure of roads for Festivals and similar appropriate occasions.	Director of Legal and Corporate Services, and Director of Community and Partnership Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
170.6	Legal & Corporate Services	Fishing Rights	To set an appropriate licence fee for casual fishing permits where the Council retains fishing rights.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
<b>Golf</b>					
180	Community & Partnership Services	Golf on Open Spaces Designation of non-golfing area	To designate as non-golfing areas, those sites used for formal games or other informal uses, which are not compatible with golf practice.	Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
180.1	Legal & Corporate Services	Golf in Parks	<p>Pursuant to Section 222 of the Local Government Act 1972 and all other enabling powers:</p> <p>to take appropriate proceedings, in the Magistrates' Court and in the County Court, in cases where it can be proved that golf has been played in areas where it is prohibited</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
<b>Highways</b>					
190	Planning & Regulatory Services	Highways etc – General Maintenance	<p>To be responsible for the general cleansing and verge maintenance of highways etc. including:</p> <ul style="list-style-type: none"> <li>• establishing and maintaining routes for highway sweeping,</li> <li>• cleansing and gully emptying; and</li> <li>• the provision of litter bins within the overall budget.</li> </ul>	Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member on any matter likely to be of a contentious nature.	Council 20/05/2009 Minute No. C.20
190.1	Planning & Regulatory Services	Highways – Unauthorised Signs	<p>a) To take all possible action to obtain the removal of unauthorised signs from highways for which the Council is responsible.</p> <p>b) To undertake such prosecutions as are necessary relating to the defacement of the highway by unauthorised highway signs, pursuant to Section 87 of the Environmental Protection Act 1990.</p>	Director of Legal and Corporate Services Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
200	Community & Partnership Services	Kidderminster Cemetery	To repurchase the right to use Kidderminster Cemetery burial spaces, previously the subject of formal grants, and to revoke the deeds which gave effect to the grants.	Director of Community and Partnership Services and Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
201	Legal & Corporate Services	Metal Detectors	To determine applications to use Metal Detectors on Council-owned property.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
202	Resources	Operational Services Direct Responsibility	a) To be responsible for the daily management and operations of the Commercial Services Section.  b) To acquire or dispose of major items of plant, vehicles and equipment within the approved budget.	Director of Resources	Council 20/05/2009 Minute No. C.20
203	Resources	Posters – Riverside, Bewdley	To deal with applications on condition that:  a) the posters comply with the Town and Country Planning Advertisement Regulations, and  b) only one poster at a time be allowed on the land and for a maximum period of two weeks.	Director of Resources	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Refuse and Recycling</b>					
210	Planning & Regulatory Services	Recycling / Refuse Collection / Disposal / Litter and Rubbish	To be responsible for the daily management and operations of Recycling, Refuse Collection / Disposal / Litter and Rubbish.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
210.1		Depositing of Litter and Rubbish Public Open Spaces - Prosecution	To prosecute in respect of the depositing of litter and rubbish in public open spaces under:  Section 1 of the Litter Act 1983, Section 87 of the Environmental Protection Act 1990 and Section 24 of the Control of Pollution Act 1974  as considered appropriate to the particular circumstances in question.	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member and the Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
210.2	Planning & Regulatory Services	Depositing of Litter and Rubbish - Council-owned land - Prosecution	To prosecute, if appropriate, in respect of the depositing of litter and rubbish on Council-owned land under:  the Control of Pollution Act 1974; the Litter Act 1983; the Environmental Protection Act 1990; and the Clean Neighbourhood and Environment Act 2005.	Director of Legal and Corporate Services Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
210.3	Legal & Corporate Services	Recycling Activities	To negotiate and sign any contracts that may be necessary to confirm any arrangements made with regard to recycling activities.	Director of Legal and Corporate Services in consultation with Director of Resources	Council 20/05/2009 Minute No. C.20
210.4	Legal & Corporate Services	Refuse Collection	To take all necessary action, including instituting legal proceedings, and to recover the cost of the provision of dustbins where they are lost or damaged;  and/or  to institute proceedings for non-compliance with a Notice served pursuant to Section 13 of the Control of Pollution Act 1974 and or the Clean Neighbourhood and Environment Act 2005.	Director of Legal and Corporate Services in consultation with Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
210.5	Legal & Corporate Services	Refuse Disposal (Amenity ) Act 1978	To recover the expenses connected with the removal and disposal of any refuse, other than a motor vehicle, such authority to include the institution of legal proceedings where necessary.	Director of Legal and Corporate Services in consultation with Director of Resources	Council 20/05/2009 Minute No. C.20
211		Protective Clothing	To authorise the purchase of personal protective clothing, including safety footwear.	All Directors	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Public Open Space</b>					
220	Legal & Corporate Services	Public Open Space/Amenity Areas on Private Housing Estates	To take all necessary action to negotiate and complete the transfer of public open space and amenity areas on private housing developments, whether covered by Section 106 Agreements or otherwise, to the Council's ownership.	Director of Legal and Corporate Services Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20
220.1	Legal & Corporate Services	Public Open Space and Amenity Areas	To reject approaches from Developers and Housing Associations for the purchase and/or adoption of land not subject to a prior obligation to the Council unless it relates to circumstances of non-maintenance, in which case detailed reports on the site in question are to be submitted to the Cabinet.	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
220.2	Legal & Corporate Services	Transfer of Open Space land arising from planning applications - Future Maintenance	To negotiate with developers for the transfer of Open Space land arising from planning applications and 106 Planning obligation in accordance with the maintenance formula set out from time in the District Local Development Framework and or planning guidance.	Director of Legal and Corporate Services in consultation with Director of Community and Partnership Services and Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
220.3	Community & Partnership Services	Riverside Meadows, Stourport-on-Severn	<p>a) To determine applications from the Stourport-on-Severn Carnival Committee for use of the Riverside Meadows, subject to terms and conditions agreed.</p> <p>(b) To agree arrangements for the organisers of up to six major riverside events per year to make their own arrangements for catering provisions at such events.</p>	Director of Community and Partnership Services in consultation with Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
<b>Tenders</b>					
230		Tenders ( Commercial Services )	To submit tenders and carry out work where local authority trading regulations are satisfied and the contract value does not exceed £10,000.	All Directors	Council 20/05/2009 Minute No. C.20
230.1		Tenders - Work for Municipal Bodies	To tender and undertake contracts by the Council's Commercial Services up to a ceiling of £100,000 for work for each municipal body.	The Relevant Director	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
240	Community & Partnership Services	Town Centres – use by Private Organisations	To deal with applications from private individuals and organisations to hold meetings, erect small stalls for distributing literature or to hold processions in the town centres.	Director of Community and Partnership Services in consultation with the Director of Planning and Regulatory Services and relevant Cabinet Member and Director of Planning & Regulatory Services.	Council 20/05/2009 Minute No. C.20
241	Community & Partnership Services	Town Hall Organ – Recitals and related activities	To make all detailed arrangements relating to Organ Recitals and related activities, within the approved budget.	Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20
<b>Resources</b>					
250	Resources	Capital Projects – Funding	To determine the most financially prudent funding method for capital projects (capital receipts or direct revenue funding) at the end of each financial year.	Director of Resources in consultation with the Chief Executive	Council 20/05/2009 Minute No. C.20
250.1	Resources	Car Loans	To administer the car loan scheme.	Director of Resources	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
250.2	Resources	Cheques	To sign the Council's cheques.	Director of Resources	Council 20/05/2009 Minute No. C.20
250.3	Resources	Collection Fund Balances	<p>a) To make estimates of the surplus or deficit on the Council's Collection Fund;</p> <p>b) To apportion such surpluses or deficits between Wyre Forest District Council and the Major Precepting Authorities in accordance with regulations;</p> <p>c) To notify the Major Precepting Authorities of their shares of such surpluses or deficits;</p>	Director of Resources	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
250.4		Collection and recovery Council Tax, Community Charge, General Rates and National Non-Domestic Rate  Authorisation of Officers	Mr. D. Buckland, Director of Resources, Mrs. T. Southall, Financial Services Manager; Mrs V Upton, Revenues and Benefits Manager; Mrs. F. Johnson, Principal Revenues Officer; Mrs. S. Clayphan, Mrs. V. Sloane and Mr J White, Senior Revenue Officers; Mrs C. S. Newlands, Director of Legal and Corporate Services; Mrs. M. Morgan, Licensing and Litigation Solicitor; Mrs. J. Alexander, Principal Solicitor; Mrs S Tallon, Contracts and Freedom of Information Solicitor; Miss C Beswick, Property and General Solicitor Property and General Solicitor, or any other person specifically authorised by the Director of Legal and Corporate Services, appointed to the said offices under Section 112 of the Local Government Act 1972, be hereby authorised:-  (a) to demand, collect and recover any Council Tax or National Non-Domestic Rate made by the Council under the Local Government Finance Acts 1988 and 1992;  (b) to demand, collect and recover any penalties under Schedules 3 and 4 to the Local Government Finance Acts 1988 and 1992;  (c) under Section 223 of the Local Government Act 1972 and all other powers enabling them, to prosecute and to appear on behalf of the Council at the hearing of legal proceedings in connection with the demand, collection and recovery of any Council Tax, National Non-Domestic Rate, Community Charge and General Rates made by the Council		Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			<p>and/or any penalties imposed under the Local Government Finance Acts 1988 and 1992; and</p> <p>(d) to make such amendments to the Council Tax and National Non-Domestic Rate as are authorised by the Local Government Finance Acts 1988 and 1992 and other legislation in force from time to time. Further, the Head of Financial Services and Financial Services Manager be authorised to impose penalties in accordance with Schedule 3 to the Local Government Finance Act 1992, with regard to the supply of information for Council tax purposes.</p> <p>Further, the Director of Resources, Financial Services Manager (Accountancy and Revenues) and Financial Services Manager (Audit and Benefits) be authorised to impose penalties in accordance with Schedule 3 to the Local Government Finance Act 1992, with regard to the supply of information for Council Tax purposes.</p>		
250.5	Resources	Concessionary Travel Scheme	To grant bus passes and/or tokens in accordance with the Council's approved scheme.	Director of Resources	Council 20/05/2009 Minute No. C.20
250.6	Resources	Credit and Debit Card Payment for Services	To determine the exact scope of services for which on line and automated telephone payments may be made by Credit and Debit Cards.	All Directors	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
250.7	Resources	Financial Affairs Local Government Act 1972, Section 15	To be responsible for the proper administration of the Council's financial affairs in accordance with the Local Government Act 1972, Section 151.	Director of Resources	Council 20/05/2009 Minute No. C.20
250.8	Resources	Financial Regulations Powers and Duties	To undertake the powers and duties within the Council's Financial Regulations.	Director of Resources	Council 20/05/2009 Minute No. C.20
250.9	Resources	Financial Regulations Updating	To update the Financial Regulations, as appropriate, to meet future legislative and operational requirements.	Director of Resources in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
260	Resources	Housing Advances – Rates of Interest	<p>a) Under the Housing Act 1985, to determine:</p> <ul style="list-style-type: none"> <li>• local average rates under Section 16, and</li> <li>• mortgage interest rates on all variable rate mortgage loans under Section 438.</li> </ul> <p>b) In respect of outstanding mortgages under the Housing (Financial Provision) Acts 1957 and 1958:</p> <ul style="list-style-type: none"> <li>• to calculate an equitable interest rate and to apply that mortgage interest rate on those advances in accordance with Schedule 16 of the Housing Act 1985.</li> </ul>	Director of Resources	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
260.1	Legal & Corporate Services	Housing Benefit Overpayments Instituting of Form N322 in Routine Matters for The Recovery Of Housing Benefit Overpayments	To authorise Court documents for the instituting of Court proceedings for the recovery of Housing Benefit overpayments.	Principal Benefits Officer and Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
260.2	Resources	Kidderminster Educational Foundation	<p>To determine the funds to be made available to enable prizes to be presented to Wyre Forest students at the following schools:</p> <p>King Charles I School, Kidderminster</p> <p>Baxter College, Kidderminster</p> <p>Wolverley High School</p> <p>Stourport-on-Severn High School</p> <p>Bewdley High School</p> <p>Hagley R.C. High School</p> <p>Holy Trinity School, Kidderminster</p> <p>Kidderminster College</p> <p>Heathfield School</p> <p>on the recommendation of the respective Headmaster or Principal. The delegated authority is subject to a ceiling of £1,300 and that sum be adjusted by inflation.</p> <p>A sum of £500 be provided each year from the income accruing under the Kidderminster Educational Foundation to enable grants to be made to individual students in cases of hardship, subject to a limit of £100 to any individual student.</p>	Director of Resources	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
260.3	Resources	Monies	To receive monies committed to the care of Officers in the course of employment.	Director of Resources	Council 20/05/2009 Minute No. C.20
<b>Rating Matters</b>					
260.4	Resources	Business Rates Council Tax and Debtors	To write off all debts in respect of Business Rates, Council Tax and Debtors where instructed by the Insolvency Practitioner or Official Receiver.	Director of Resources	Council 20/05/2009 Minute No. C.20
260.5	Resources	Consultation Rate Payers – Non-Domestic	To be responsible for all duties under the consultation procedure, including the distribution of all documents and provision of consulting room.	Director of Resources	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
260.6	Resources	Discretionary Rate Relief	<p>To approve new applications for discretionary rate relief, subject to the following restrictions:-</p> <p>a) Approvals must comply with relevant legislation, currently the Local Government Finance Act 1988 and the following Council guidelines:</p> <ul style="list-style-type: none"> <li>• Discretionary rate relief shall not usually be granted to organisations whose net assets exceed a threshold, subject to inflation increases, currently £54,000 (2007/08).</li> <li>• The mandatory relief for shops provided by charities shall not usually be “topped up” by granting any Discretionary Rate Relief.</li> </ul> <p>B) Approvals must be within the Council’s approved budget provision for the financial year.</p> <p>c) No approval should involve a cost to this Council in excess of £6,000 in the first year of the relief, subject to inflation increases. This limit shall apply in aggregate where the applicant has more than one qualifying property.</p>	Director of Resources in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
260.7	Resources	Discretionary Rate Relief Temporary Use of Unoccupied Business Premises	<p>To approve applications for Discretionary Rate Relief up to 100% of NNDR in the following circumstances:</p> <ul style="list-style-type: none"> <li>• occupation of premises by a charitable/non-profit making organisation for charitable/non-commercial purposes, in accordance with Section 47 of the Local Government Act 1988;</li> <li>• occupation through the use of advertising and/or campaign material only;</li> </ul> <p>subject to the following condition:</p> <ul style="list-style-type: none"> <li>• occupation be limited to a period not exceeding 28 consecutive days.</li> </ul>	Director of Resources	Council 20/05/2009 Minute No. C.20
260.8	Resources	Locally Defined Council Tax Discounts Unoccupied Homes Damaged By Flooding	<p>To give 100% Council Tax Discount in respect of unoccupied homes damaged by flooding for a maximum period of 12 months on each occasion.</p> <p>All other applications for Council Tax Discount to be administered by the Cabinet.</p>	Director of Resources in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
260.9	Resources	National non-domestic rating	To take any necessary action as authorised by the Local Government Finance Act 1988.	Director of Legal and Corporate Services Director of Resources	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
270	Resources	Revenue Funds	To make contributions to and from the General Fund Revenue Expenditure Fund to such Revenue Expenditure Earmarked Reserve Funds as deemed necessary.	Director of Resources	Council 20/05/2009 Minute No. C.20
270.1	Resources	Standing Orders relating to Contracts and Financial Regulations	Every three years:  to increase the financial limits in Standing Orders relating to Contracts and Financial Regulations;  after having regard to the adjustment in inflation during that period, unless it is considered that there are sound reasons not to make an adjustment in particular cases.	Director of Resources	Council 20/05/2009 Minute No. C.20
270.2	Resources	Treasury Management	To administer Treasury Management Policy, Strategy and Procedures.	Director of Resources	Council 20/05/2009 Minute No. C.20
270.3	Resources	Vehicle and Equipment and System Renewals	To determine the most advantageous option of how to fund vehicle, equipment and system renewals in order to obtain value for money, by means of either:  a) Prudential borrowing (based upon the anticipated life of vehicles, equipment and systems), or  b) Leasing.	Director of Resources in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Human Resources</b>					
280	Chief Executive Office	Car User Allowances	To allocate car user allowances to posts, and to review existing allocations as posts become vacant.	Chief Executive	Council 20/05/2009 Minute No. C.20
280.1		Compassionate Leave	<p>a) To grant compassionate leave in accordance with criteria issued by the Chief Executive.</p> <p>b) Such compassionate leave granted in excess of three days in any one instance to be reported to the next available meeting of the Cabinet.</p> <p>c) Any compassionate leave granted to have equivalent status to annual leave for remuneration purposes.</p>	All Directors	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
280.2	Chief Executive Office	Conditions of employment	<p>Subject to any overriding policies or exceptions specified by the Council:</p> <p>a) to determine changes to general conditions of employment;</p> <p>b) to offer fixed-term contracts to new and existing employees;</p> <p>c) to decide on creation, deletion, and grading of posts (except JNC or similar posts);</p> <p>d) to deal with any industrial relations matters.</p> <p>Any disciplinary, grading or grievance appeals must be referred to the Appointments and Appeals Committee.</p>	Chief Executive	Council 20/05/2009 Minute No. C.20
280.3		Disciplinary Code	To operate the disciplinary code, within the established criteria.	All Directors	Council 20/05/2009 Minute No. C.20
280.4	Chief Executive Office	Disestablished Posts	<p>In accordance with the Council's existing policies and practices, to take all necessary action in relation to:</p> <p>a) disestablished posts, including employee severance/redundancies/retirement/notices, and</p> <p>b) consequential appointments arising from the disestablishments.</p>	Chief Executive	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
280.5		Dismissal on grounds of Ill-Health or Disability – Review	To apply the procedures detailed in the Council's Sickness Absence Procedures.	The relevant Director	Council 20/05/2009 Minute No. C.20
280.6	Chief Executive Office	Disturbance and Travel Allowance Scheme	To approve claims for disturbance and travel allowance provided that such claims are within the scope of the Council's relocation scheme.	Chief Executive or Relevant Director	Council 20/05/2009 Minute No. C.20
280.7		Employee Appointments	(a) To conduct employee appointments up to and including third tier.  (b) In consultation with the appropriate Director, to appoint trainees and common services employees.	The relevant Director	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
280.8	Chief Executive Office	Establishment Control	<p>(a) To obtain a job evaluation assessment from LGMB, if considered appropriate, in any case of a request for regrading at JNC level.</p> <p>(b) To determine requests for regrading, and to establish grades for new or amended posts, at APT&amp;C level, following a job evaluation in each case conducted jointly by the Director and the Chief Executive</p> <p>(c) To follow the reassessment procedures set down in the Personnel Handbook.</p> <p>(d) Subject to the individual department's existing employee budget not being exceeded, to determine the following issues in respect of APT&amp;C employees:-</p> <p>(i) all requests for repositioning within the grade, including merit increments (see note below);</p> <p>(ii) awards of honoraria within the terms of the National Agreement (See note below);</p> <p>(iii) appointment of all temporary staff as may be deemed appropriate (See note below); and</p> <p>(iv) all changes in operational establishments (See note below).</p> <p>Note:</p> <p>As regards items (i) to (iii) above, under normal</p>	Chief Executive	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			circumstances the Chief Executive and will act:		
			<ul style="list-style-type: none"> <li>• having regard to, and following, the joint recommendation of the Director concerned and the Chief Executive, and</li> </ul>		
			In relation to item (iv) above, he shall, in addition, commission and act upon establishment reviews of his own volition.		
280.9	Resources	Financial Aids to Recruitment	<p>a) To determine whether in any particular case a two homes allowance and/or removal and legal expenses should be paid.</p> <p>b) To determine whether in any particular case excess travelling allowance should be paid.</p> <p>(c) Within broad guidelines set down in the Council's Scheme of Relocation Assistance, to amend the above arrangements to meet individual circumstances.</p>	(a-b) The Relevant Director (c) Director of Resources and Chief Executive	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
281	Resources	First Aid Arrangements	<p>(a) To determine the number of employees (holding a first aid qualification) who would be required in each Department to carry out first aid responsibilities.</p> <p>(b) For the purposes of (a) above, the first aid certificates to be recognised, be those listed in the Conditions of Employment for Local Authorities' Services.</p> <p>(c) A payment of £75 per annum (on a pro rata basis if appropriate) be made to qualified first aiders who are designated by their respective Director to undertake approved first aid responsibility.</p> <p>(d) The payment be effective from the date on which an employee is designated a qualified first aider undertaking approved first aid duties.</p> <p>(e) Arrangements be made for periodic training for first aid qualifications.</p>	Director of Resources	Council 20/05/2009 Minute No. C.20
281.1	Chief Executive Office	Honoraria	To make recommendations to the Chief Executive for honoraria or acting payments (under NJC Conditions of Service paragraphs 35(a) and (b)) in accordance with the provisions set out in the Personnel Handbook.	All Directors	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
281.2	Chief Executive Office	Identity Cards	To issue identity cards and arrange for their return by employees leaving the Council's service.	Chief Executive	Council 20/05/2009 Minute No. C.20
281.3	Legal & Corporate Services	Legal Section – Staffing	<p>a) To engage solicitors or barristers in private practice or locums whenever, in his or her professional view, this is appropriate having regard to the nature and importance of the work.</p> <p>b) In accordance with existing approved procedures for the engagement of temporary staff, to engage temporary legal employees where provision cannot be met from the approved establishment budget.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
281.4	Chief Executive Office	Lump or Agency Labour	To incorporate in contracts, a suitable clause which regulates the use of lump, or agency labour, and includes employing labour only sub-contractors.	Chief Executive	Council 20/05/2009 Minute No. C.20
281.5	Chief Executive Office	Medical Examinations	To operate the system of periodic examinations for work requiring high standards of medical fitness.	Chief Executive	Council 20/05/2009 Minute No. C.20
281.6	Chief Executive Office	Medical Screening	To operate the system of medical screening in relation to new entrants to the Local Government Services.	Chief Executive	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
281.7	Chief Executive Office	Merit Increments	<p>(a) To reposition a new employee of the Council within the scale for his or her post, at any time between six and eighteen months of first appointment.</p> <p>(b) To award additional merit increments, within the grade, in exceptional circumstances, where special merit has been demonstrated:</p> <ul style="list-style-type: none"> <li>• which cannot be recognised by promotion to a higher level;</li> <li>• where a regrading of the post would be inappropriate; and</li> <li>• provided that the maximum of the grade is not exceeded.</li> </ul>	<p>a) Chief Executive, following the recommendation of the relevant Director b) Chief Executive, following a written recommendation of the relevant Director</p>	<p>Council 20/05/2009 Minute No. C.20</p>
281.8	Chief Executive Office	Post Entry Training	<p>(a) To approve reimbursement of expenses to Officers undertaking appropriate training in their own time.</p> <p>(b) To approve day or block release for professional, technician, administrative, clerical or secretarial qualifications.</p> <p>(c) To approve pre-examination study leave (for career training).</p> <p>(d) In consultation with the Director of Resources, to authorise additional payments or other arrangements in cases of hardship.</p>	<p>Chief Executive following the recommendation of the relevant Director</p>	<p>Council 20/05/2009 Minute No. C.20</p>



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
281.9		Probationary Periods	To make arrangements relating to the probationary periods of employees new to local government.	All Directors	Council 20/05/2009 Minute No. C.20
282		Redeployment on Health Grounds	To make appropriate arrangements for redeployment of employees who are prevented, on health grounds, from continuing their present jobs.	All Directors	Council 20/05/2009 Minute No. C.20
282.1	Chief Executive Office	Redundancy	To operate the procedures for handling redundancy situations, as set out in the Council's Redundancy Policy and Procedures in the Personnel Handbook.	Chief Executive	Council 20/05/2009 Minute No. C.20
282.2	Chief Executive Office	Regrading of Posts - JNC Officers	In the event of a regrading application being submitted by a JNC Officer, to refer the application to the National Employers' Organisation for evaluation (if it is considered not to be frivolous or insubstantial).	Chief Executive	Council 20/05/2009 Minute No. C.20
282.3	Chief Executive Office	Retirement Awards	To administer the retirement awards as set out in the Council's Retirement Awards Scheme in the Personnel Handbook.	Chief Executive	Council 20/05/2009 Minute No. C.20
282.4	Chief Executive Office	Staff Welfare	To administer a fund for the purchase of flowers, wreaths etc in appropriate circumstances, such as long term sickness absence.	Chief Executive	Council 20/05/2009 Minute No. C.20
282.5		Temporary Staff	To authorise the appointment of temporary staff.	All Directors	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
282.6	Chief Executive Office	Travelling Expenses and Subsistence Allowances	<p>a) To authorise 1st Class travel where the situation so warrants such discretion to be applied as the exception rather than the rule and in accordance with Council policy set out in the Personnel Handbook.</p> <p>All Council Officers will normally travel 2nd Class by rail.</p> <p>b) To reimburse overnight expenses on the basis of reasonable expenses actually incurred, provided that such expenses are agreed in advance by the Director concerned in accordance with guidelines in the Travel and Subsistence section of the Personnel handbook.</p> <p>c) The “two homes” allowance applied locally by the Council will be revised annually, so as to retain its value relative to changes to nationally agreed subsistence rates, any such increases being reported to the Cabinet.</p> <p>d) Employees not claiming overtime payments can claim for either a tea allowance for employees where work continues to 6.30 p.m. or later, or an evening meal allowance for employees where work continues to 8.30 p.m. or later in accordance with Travel and Subsistence Allowances in the Personnel Handbook.</p> <p>e) Discretion to authorise higher levels of meal allowances.</p>	(a-d) All Directors (e) Chief Executive	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
282.7	Community & Partnership Services	Travelling Expenses for Volunteers	<p>a) To approve the payment of travelling expenses, at the public transport equivalent rate, to volunteers who assist the Authority in cataloguing museum artefacts.</p> <p>b) To approve the payment of travelling expenses at the same rate in other cases where work in assisting the Council was undertaken by volunteers.</p>	<p>a) Director of Community and Partnership Services in consultation with Director of Resources b) Chief Executive in consultation Director of Resources</p>	<p>Council 20/05/2009 Minute No. C.20</p>
282.8		Work Experience	To make arrangements for work experience placements.	All Directors	<p>Council 20/05/2009 Minute No. C.20</p>
<b>Legal, Corporate, and Democratic Issues</b>					
282.9	Chief Executive Office	Annual Efficiency Statements	To approve and submit Annual Efficiency Statements.	Chief Executive and Director of Resources in consultation with the Leader of the Council and the Cabinet relevant Member	<p>Council 20/05/2009 Minute No. C.20</p>



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
283	Legal & Corporate Services	Anti-Social Behaviour Order Crime and Disorder Act 1998	To authorise applications for Anti-Social Behaviour Orders in any case where such an Order is considered necessary and expedient.	Director of Legal and Corporate Services In consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
283.1	Legal & Corporate Services	Arbitrations or other settlements	To comply with the outcome of arbitrations and settlements where determination is legally binding on the Council.	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
283.2	Legal & Corporate Services	Bylaws	a) To send a copy of every Bylaw made by the Council and confirmed to the Proper Officer of the Parish Councils.  b) To certify Bylaws.	Director of Legal and Corporate Services (Proper Officer Provision)	Council 20/05/2009 Minute No. C.20
283.3	Legal & Corporate Services	Certification of Resolutions	To certify Resolutions under Section 234 of the Local Government Act 1972.	Director of Legal and Corporate Services (Proper Officer Provision)	Council 20/05/2009 Minute No. C.20
283.4	Legal & Corporate Services	Civic Protocol	To use the contingency sum provided for matters of Civic Protocol.	Chief Executive in consultation with the Chairman of the Council	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
283.5	Legal & Corporate Services	Constitution	To supplement and update the Council's Constitution as required.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
283.6	Legal & Corporate Services	Common Seal	To affix the Common Seal on behalf of the Council and to sign any Deed, Notice or other document and to take any action that is necessary to give effect thereto.	Director of Legal and Corporate Services together with the Chairman of the Council.	Council 20/05/2009 Minute No. C.20
283.7	Chief Executive Office	Corporate Management Plan	To implement the Corporate Plan through the Corporate Management Team.	Chief Executive	Council 20/05/2009 Minute No. C.20
283.8	Legal & Corporate Services	Counsel	To engage Counsel in all cases where considered necessary to serve the Council's best interests.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
283.9	Legal & Corporate Services	Court Proceedings for Protection of the interest of the Council	To institute proceedings in the County Court or the High Court to protect the Council's interest, whether by way of injunction or otherwise, pursuant to Section 222 of the Local Government Act 1972 and all other powers so enabling.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
284	Legal & Corporate Services	Criminal Prosecution	To institute criminal proceedings for the promotion or protection of the community's interests pursuant to Section 222 of the Local Government Act 1972 and any other powers so enabling.	Director of Legal and Corporate Services and authorised representatives	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
284.1	Legal & Corporate Services	Documents – On deposit  Certification of copies of documents	(a) To receive documents and retain them on deposit, as directed by Standing Orders or enactments or instruments, in accordance with the Local Government Act 1972, Section 225(1).  (b) To certify photographic copies of documents required for production in legal proceedings in accordance with the Local Government Act 1972, Section 229(5).	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
284.2	Legal & Corporate Services	Documents – sealing	To affix the Common Seal to, or sign on behalf of the Council, any deed, Order, Notice or other document and to take any action which is necessary to give effect to any decision of the Council.	Director of Legal and Corporate Services in consultation with the Chairman of the Council	Council 20/05/2009 Minute No. C.20
284.3		Equipment – Unwanted	To sell off unwanted equipment to anyone who expresses an interest in any item which will be of no use to the Council in the future:  providing a reasonable charge is made and receipts obtained.	All Directors	Council 20/05/2009 Minute No. C.20
284.4	Chief Executive Office	Freemen	To keep the Roll of Freemen in accordance with the Local Government Act 1972 (Section 248[2]).	Chief Executive (Proper Officer Provision)	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
284.5	Legal & Corporate Services	Interests	<p>a) To maintain a register of interests declared at meetings.</p> <p>b) To receive Members' Register of Interest forms</p>	Director of Legal and Corporate Services (Proper Officer Provisions)	Council 20/05/2009 Minute No. C.20
284.6	Legal & Corporate Services	Land Charges	To act as Local Registrar for the purpose of the Land Charges Act 1925.	Director of Legal and Corporate Services (Proper Officer Provisions)	Council 20/05/2009 Minute No. C.20
284.7	Legal & Corporate Services	Landholdings - Adjustment of Boundaries	<p>To authorise minor adjustments to boundaries which would either decrease, or increase, the Council's land holdings as necessary.</p> <p>Any major discrepancies in the boundaries, which may result in the loss of a substantial portion of land (or will affect the Council undertaking its current activities), are to be reported to the Cabinet. Any discrepancy involving land in excess of 150 sq. metres is to be regarded as a major discrepancy.</p>	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
284.8	Legal & Corporate Services	Meetings of the Council	<p>(a) To convene a meeting of Council for an election to fill a casual vacancy in the office of Chairman.</p> <p>(b) To sign Summonses to Council meetings.</p> <p>(c) To accept from Members, notices regarding the address to which the Summons to meetings is to be sent.</p>	Director of Legal and Corporate Services (Proper Officer Provision)	Council 20/05/2009 Minute No. C.20
284.9	Legal & Corporate Services	Meetings of Council, Cabinet, Committees, Panels etc. – Publicity	In the event of being satisfied that any part of the proceedings of any Council, Committee, Panel etc. meeting is likely to be taken in private, to indicate this on the public notice.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
285	Legal & Corporate Services	Members of the Council	<p>(a) To accept declarations of acceptance of office.</p> <p>(b) To accept notices of casual vacancies and to take steps for filling them.</p>	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
285.1	Legal & Corporate Services	Parish Trustees	To act with the Chairman of a Parish Meeting or Parish Trustees, where the Parish has no separate Parish Council.	Director of Legal and Corporate Services (Proper Officer Provisions)	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
285.2	Chief Executive Office	Seminars and Conferences	<p>Where the Authority is invited to nominate delegates to an occasional Conference or Seminar, to invite one nomination from each of the Party Groups, provided that:-</p> <p>a) This provision shall not be used for Annual Conferences, etc.</p> <p>b) The Party Leaders are informed of the projected cost in each case.</p> <p>c) Attendances at such Seminars/Conferences be regarded as an “approved duty” under the provisions of Section 177(2)(b) of the Local Government Act 1972.</p> <p>d) A refusal by one Party Group to be represented on any occasion would not prejudice any other Group’s ability to nominate.</p>	Chief Executive	Council 20/05/2009 Minute No. C.20
285.3	Legal & Corporate Services	Statutory and discretionary compensation arising from schemes approved by the Council	To undertake this function.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
285.4	Legal & Corporate Services	Statutory and discretionary compensation arising from schemes approved by the Council	To undertake this function.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
285.5	Legal & Corporate Services	Threat of Violence	Under Section 222 of the Local Government Act 1972, to seek an injunction in the Kidderminster County Court or High Court of Justice (as appropriate) restraining any member of the public threatening or assaulting officers of the Council in the course of their duties, after consultation with the relevant Cabinet Member as to the appropriateness of such action in the particular circumstances of the case in question.	Director of Legal and Corporate Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
285.6	Legal & Corporate Services	Scheme of Voting Rights for Co-Opted Members	Authority be delegated to the Scrutiny Committees to appoint co-opted members with voting rights in accordance with the scheme, as and when they consider necessary.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
285.8	Legal & Corporate Services	CCTV – Bewdley and Kidderminster	Authorisation be given to the Director of Legal and Corporate Services in consultation with the Economic Development and Tourism Manager to negotiate terms of a Service Level Agreement with Bromsgrove District council CCTV Monitoring Station.	Director of Legal and Corporate Services in consultation with Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Planning and Regulatory Services</b>					
290	Planning & Regulatory Services	Planning Development Control and Planning Enforcement	<p>To Exercise authority in respect of all applications, notifications, service of notices and orders or other matters requiring a decision by the Council under the Council's published policy and practice notes and the following legislation, regulations and guidance (and to any re-enactment or replacement of the statutes, or regulations or guidance or any modifications thereof):</p> <p>Town &amp; Country Planning Act 1990 (as amended)  Town &amp; Country Planning (General Permitted Development) Order 1995  Town &amp; Country Planning (General Development Procedure) Order 1995  Planning (Listed Buildings &amp; Conservation Areas) Act 1990 (as amended)  Building Act 1984  Circular 5/2000: Planning Appeals: Procedures (including Inquiries into Called in Planning Applications)  Circular 18/1984: Crown Land &amp; Crown Development  Town &amp; Country Planning (Environmental Effects Impact Assessment) Regulations 1999  Highways Act 1980  Planning (Hazardous Substances) Act 1990</p> <p>Hedgerow Regulations 1997  Anti-Social Behaviour Act 2003 (Part 8)  Goods Vehicles (Licensing of Operators) Act 1995  Goods Vehicles (Licensing of Operators)</p>	Director of Planning and Regulatory Services and Director of Corporate and Legal Services, or their nominated officers,	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			<p>Regulations 1995  Town &amp; Country Planning (Control of Advertisements) Regulations 1992  National Parks and Access to the Countryside Act 1949  Wildlife and Countryside Act 1981  Caravan Sites and Control of Development Act 1960  Acquisition of Land Act 1981  Telecommunications Act 1991  Electricity Act 1989  Planning and Compensation Act 1991  Land Drainage Act 1991  Ancient Monuments and Archaeological Areas Act 1979  Local Government Planning and Land Act 1980  Planning and Compulsory Purchase Act 2004  Clean Neighbourhoods and Environment Act 2005  Town &amp; Country Planning (Local Development) (England) Regulations 2004</p>		
			<p>Except in the following:</p> <ol style="list-style-type: none"> <li data-bbox="797 994 1509 1137">1. A Wyre Forest District Councillor makes a written request for an application to be considered by the Planning Committee within 21 days of the date of validation of the application.</li> <li data-bbox="797 1182 1509 1326">2. A Parish Council makes a request to speak on an application to be considered by the Planning Committee within 21 days of the date of validation of the application.</li> <li data-bbox="797 1370 1509 1396">3. The Director of Planning and Regulatory Service</li> </ol>		



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			<p>or his/her nominated officer considers that an application should be considered by the Planning Committee.</p>		
			<p>4. The applicant is Wyre Forest District Council or is made on land owned by Wyre Forest District Council.</p>		
			<p>5. The applicant is a serving Wyre Forest District Council Councillor or is a serving Councillor representing Wyre Forest District on Worcestershire County Council.</p>		
			<p>6. The applicant is a serving Wyre Forest District Council Officer or is an immediate family member of a serving Wyre Forest District Council officer as defined in the Officers' Planning Code of Good Practice.</p>		
			<p>7. Any 'major' planning application as defined by the Town &amp; Country Planning (General Development Procedure) Order 1995.</p>		
			<p>8. Any planning application representing a departure from the Development Plan which is recommended for approval.</p>		
			<p>9. Any application where a statutory or non-statutory Consultee (including Parish Councils) has responded to the application in writing with a clearly made planning objection and the application is recommended for approval.</p>		
			<p>10. Any application except applications for</p>		



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			<p>certificates of Lawful Existing Development and Proposed Development where a request by a third party has been made to speak at the Planning Committee, within 21 days of the date of the neighbour notification letter or the site/press notice, and the request accords with the Council's published policy and procedure for speaking at Planning (DC) Committee.</p> <p>11. Applications and notifications for telecommunications and other satellite equipment made by or on behalf of a recognised telecommunications operator, where the recommendation is to approve.</p> <p>12. Applications involving proposed S106 obligations (except where in accordance with the adopted Supplementary Planning Document – Planning Obligations)</p> <p>13. The service of Enforcement and Stop Notices (but not including Temporary Stop Notices or Enforcement Notices relating to retrospective developments where planning permission has been refused)</p> <p>and subject to:</p> <p>A) All delegated decisions being in accordance with the Development Plan policies.</p> <p>B) The following being first agreed with the Chairman or in his/her absence, the Vice Chairman of the Planning Committee as appropriate:</p>		



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
			<ul style="list-style-type: none"> <li>• Service of Building Preservation Notices</li> <li>• Service of Listed Building Enforcement Notices</li> <li>• Service of Temporary Stop Notices</li> </ul> <p>C) The following consultation and/or notification (in addition to statutory or published requirements) having first been carried out:</p> <ul style="list-style-type: none"> <li>• The relevant Parish Council and Ward Members in respect of the removal of hedgerows under the Hedgerow Regulations 1997.</li> <li>• The relevant Parish Council, neighbours and other interested parties (at the discretion of the Director of Planning and Regulatory Services) in respect of 'minor' amendments made to applications previously approved.</li> <li>• The relevant Ward Members in respect of notifications made by statutory undertakers under Part 17 of the Schedule to the General Permitted Development Order 1995.</li> <li>• The relevant Ward Members and Parish Councils in respect of applications for works to trees subject to Tree Preservation Orders and S211 Notices for works to trees in Conservation Areas.</li> </ul>		



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
290.1	Planning & Regulatory Services	Amendment to Conditions	To update the wording of conditions to planning permissions before the issuing of the Decision Notice subsequent to the resolution of the Planning Committee. Subject to consultation with the Chairman (or Vice-Chairman in his absence) of the planning committee and as long as the intentions of the Planning committee and as long as the intentions of the Members of the Planning committee are not undermined in so doing and the principle of the development remains unaffected otherwise the application will be reported back to the Planning committee for them to consider the changes to or the additional condition(s).	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
290.2	Planning & Regulatory Services	Complaints - breaches of planning control	<p>To investigate complaints about and breaches of planning control (but that anonymous complaints shall not normally be investigated unless the Director of Planning and Regulatory Services considers that there are particular reasons for doing so). To close enforcement cases where there has been a breach of planning control but the Director of Planning and Regulatory Services, in consultation with Ward Members, considers it is not expedient or in the public interest to take enforcement action.</p> <p>If a Breach of Planning Control is established, but it is considered that it would not be expedient or in the public interest to pursue enforcement action, following consultation with Local Members, the case will be closed and the complaint notified.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
290.3	Planning & Regulatory Services		<p>2. The authority included in the above delegations to the officers listed or their representatives, includes the exercise of discretion in interpreting these provisions, particularly in relation to general accordance with the Development Plan and the defining of 'minor' amendments.</p> <p>3. 'Major' development is defined by the Town and Country Planning (General Development Procedure) Order 1995 and determination under this threshold is deemed to be "minor".</p>		Council 20/05/2009 Minute No. C.20
<b>Building Control</b>					
290.4	Planning & Regulatory Services	Building Regulation Approval	To serve Notices under Section 32 of the Building Act 1984 where work has not been commenced within three years from the deposit of plan.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
290.5	Chief Executive Office	Fee Setting	<p>To vary the standard of fee scales, as laid out in the Council's Scheme for the recovery of Building Regulation costs under the Building (Local Authority) Regulations 1998, by plus or minus 10% to ensure that the Council remains competitive whilst the income fully recovers the expenditure in the fee carrying account; and</p> <p>if an increase of a percentage greater than 10% is necessary, the matter is to be referred back to the Cabinet.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
<b>Planning - General</b>					
290.6	Planning & Regulatory Services	Charging for Planning Advice	To review the level of charges for planning advice from time to time.	Director of Planning and Regulatory Services in consultation with Director of Resources.	Council 20/05/2009 Minute No. C.20
290.61	Planning & Regulatory Services	Pre Planning Application Advice Charges	Authority be delegated to the Director of Planning and Regulatory Services to set the scale of fees for pre planning application advice, including conservation/heritage and arboricultural advice, to take effect from 1st April 2010.	Director of Planning and Regulatory Services	Council 24/02/2010 Minute No. C.109
290.7	Planning & Regulatory Services	Charges for Copy Documents	To make future adjustments to charges for the supply of planning and related documents and ordnance survey copy plans, after consulting the Director of Resources.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
290.8	Planning & Regulatory Services	Notice Boards	To decide the siting of Notice Boards in District Wards.	Director of Planning and Regulatory Services in consultation with relevant Ward Members	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
290.9	Planning & Regulatory Services	Rights of Entry	To exercise powers of entry, pursuant to Section 196(1), 210, 211 and 324(1)(b) of the Town and Country Planning Act 1990, Sections 88(2) and 99(3) of the Planning (Listed Buildings and Conservation Areas) Act 1990, and Section 36 of the Hazardous Substances Act 1990 for the purposes falling within the powers and duties of the Council as Local Planning Authority.	Chief Executive Or Any Officer authorised by him.	Council 20/05/2009 Minute No. C.20
<b>Conservation</b>					
291	Planning & Regulatory Services	List of Buildings of Local Architectural and/or Historic Interest (The Local List)	To amend the List from time to time to add new properties meeting the criteria or remove those which no longer meet the criteria.	Director of Planning and Regulatory Services and the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
<b>Forward Planning</b>					
292	Planning & Regulatory Services	District Local Development Framework Independent Examinations	In the interests of the effective and expeditious preparation and presentation of the Council's case at any Independent Examinations into District Development Plan Documents or Regional Spatial Strategy:  to deal with procedural and other issues of a minor and non-contentious nature, as required by the Inspector.	Director of Legal and Corporate Services Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
292.1	Planning & Regulatory Services	Mapping Services Agreement	To deal with functions in respect of the Mapping Services Agreement.	Director of Planning and Regulatory Services and Director of Community and Partnership Services	Council 20/05/2009 Minute No. C.20
292.2	Planning & Regulatory Services	Numbering of Premises	To make arrangements for the numbering of properties and premises.  For all developments of over 10 dwellings, local ward Members are to be consulted.	Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member if any matter is likely to be of a contentious nature	Council 20/05/2009 Minute No. C.20
292.3	Planning & Regulatory Services	Street Naming	a) To allocate names to new streets or roads, after consultation with Ward Members.  b) To notify the developer, all statutory public bodies of the name and Worcestershire County Council in order that the name is recorded in the National Street Gazetteer.  c) To report the name to all Council Members for information (by way of electronic monthly postal circulars).	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
<b>Licensing and Related Matters</b>					
292.4	Planning & Regulatory Services	Amusements with Prizes Prize Bingo	To grant and renew unopposed permits.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
292.5	Planning & Regulatory Services	Amusement with Prizes Machines Determination of Application	To determine applications for two or less Amusement with Prizes Machines on licensed premises.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
292.6	Planning & Regulatory Services	Antique Fairs / Markets	To grant licences with appropriate conditions permitting the setting up of Antique Fairs and other markets which are not in direct competition with the Bewdley and Kidderminster retail markets.	Director of Legal and Corporate Services in consultation with Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
292.7	Planning & Regulatory Services	Betting, Gaming & Lotteries Act 1976 (Registration of Lotteries)	To register applications for betting, gaming and lottery licences, except those which are recommended for refusal.	Director of Planning and Regulatory Services (Registration of Lotteries)	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
292.8	Planning & Regulatory Services	Gambling Act 2005 Premises Licence Fees	To set fees in relation to Premises Licences under the Gambling Act 2005 according to Government Guidelines.	Director of Planning and Regulatory Services in consultation with the relevant Cabinet member	Council 20/05/2009 Minute No. C.20
292.9	Planning & Regulatory Services	Gambling Act 2005 - Premises Licences	To determine applications for Premises Licences under the Gambling Act 2005, where no representations have been received or representations have been withdrawn.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293	Planning & Regulatory Services	Gambling Act 2005 – Variation of Premises Licences	To determine applications for the variation of Premises Licences issued under the Gambling Act 2005, where no representations have been received or representations have been withdrawn.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.1	Planning & Regulatory Services	Gambling Act 2005 – Transfer of Premises Licences	To determine applications for the transfer of Premises Licences issued under the Gambling Act 2005, where no representations have been received or representations have been withdrawn.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.2	Planning & Regulatory Services	Gambling Act 2005 – Provisional Statements	To determine applications for Provisional Statements under the Gambling Act 2005, where no representations have been received or representations have been withdrawn.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
293.3	Planning & Regulatory Services	Gambling Act 2005 – Club Gaming / Club Machine Permits	To determine applications for Club Gaming and Club Machine Permits under the Gambling Act 2005, where no objections have been received or objections have been withdrawn.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.4	Planning & Regulatory Services	Gambling Act 2005 – Applications for Other Permits	To determine applications for other permits under the Gambling Act 2005, including Small Society Lottery Permits.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.5	Planning & Regulatory Services	Gambling Act 2005 – Cancellation of Licensed Premises Gaming Machine Permits	To cancel Licensed Premises Gaming Machine Permits under the Gambling Act 2005 at the request of interested parties.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.6	Planning & Regulatory Services	Gambling Act 2005 – Applications for Temporary Use Notices	To determine applications for Temporary Use Notices under the Gambling Act 2005.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.7	Planning & Regulatory Services	Game Dealers' Licences	To determine applications for the grant and renewal of Game Dealers' Licences.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
293.8	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles - Carriage of Guide, Hearing and Other Assistance Dogs - Exemption Certificates under Section 37 of Disability Discrimination Act 1995	<p>To issue Certificates of Exemption under Section 37 of the Disability Discrimination Act 1995, subject to the production by the applicant of satisfactory medical evidence from a General Practitioner.</p> <p>The Licensing and Environmental Committee determines any application for a Certificate of Exemption where medical evidence to justify exemption is unsatisfactory, or where an application for a Certificate of Exemption may be refused.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
293.9	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles Exemption Certificates under Section 37 of Disability Discrimination Act 1995	<p>a) To issue Certificates of Exemption, under Section 37 of Disability Discrimination Act 1995 on production by the applicant, of satisfactory medical evidence under Section 57(2) of the Local Government (Miscellaneous Provisions) Act 1976.</p> <p>b) To ensure that Certificates of Exemption run concurrently with taxi drivers' Medical Examination Certificates with both Certificates expiring on the same day.</p> <p>c) The medical evidence of the taxi driver's own GP is acceptable medical evidence.</p> <p>The Licensing and Environmental Committee determines any application for a Certificate of Exemption where medical evidence to justify exemption is unsatisfactory or where an application for a Certificate of Exemption may be refused.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
294	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Authorised Officers Section 79 of the Local Government (Miscellaneous Provisions) Act 1976	To sign Hackney Carriage and Private Hire Drivers' Licences for the purpose of authentication.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
294.1	Legal & Corporate Services	General Authorisation of officers	To authorise officers for the purposes of Part II of the Local Government (Miscellaneous Provisions) Act 1976.	Director of Legal and Corporate Services Director of Planning and Regulatory Services Licensing Manager	Council 20/05/2009 Minute No. C.20
294.2	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Advertising	To approve applications for the display of exterior advertisements on Hackney Carriages provided that they comply with the licence conditions applying to Hackney Carriage and Private Hire Vehicles, as detailed in the Deregulation Plan 2005/08, with effect from 1st October 2005.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
294.3	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Control	To grant Hackney Carriage Licences, Private Hire Vehicle Licences and Private Hire Vehicle Operators' Licences provided that they comply with the licence conditions applying to Hackney Carriage and Private Hire Vehicles, as detailed in the Deregulation Plan 2005/08, with effect from 1st October 2005.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
294.4	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Drivers' Licences  Section 61 of the Local Government (Miscellaneous Provisions) Act 1976	1. To grant drivers' licences where:  (a) in accordance with the Council's Deregulation Plan, effective from 1st October 2005, the applicant has less than nine current penalty points on his licence; and  (b) the applicant is a fit and proper person to hold such a licence.  2. To refuse the grant of a driver's licence if the criteria specified above are not met.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
294.5	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Inspection Testing  Section 68 of the Local Government (Miscellaneous Provisions) Act 1976	To inspect and test any Hackney Carriage or Private Hire vehicle or any taximeter fitted to such a vehicle and to take the action permitted under Section 68.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
294.6	Planning & Regulatory Services	Hackney Carriage and Private Hire Vehicles: Police enquiries regarding Applicants	To enquire from the Criminal Records Bureau (CRB) the suitability of applicants for Hackney Carriage/Private Hire Vehicle Drivers' Licences.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
294.7	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Prosecutions	To prosecute for offences under the Hackney Carriage and Private Hire legislation.	Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
294.8	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Standards of Dress and Vehicle Exteriors	To determine the acceptable standards of dress for drivers and the standards for vehicle exteriors.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
294.9	Planning & Regulatory Services	Hackney Carriages and Private Hire Vehicles: Suspension or Revocation of Licences  Section 61 of the Local Government (Miscellaneous Provisions) Act 1976	To suspend, revoke or renew current Hackney Carriage and Private Hire Vehicle licences.	Director of Planning and Regulatory Services subject to prior consultation with the relevant Cabinet Member and the Chairman of the Licensing and Environmental Committee where feasible, but to act independently in cases of extreme urgency.	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
295	Planning & Regulatory Services	Liquor Licensing under the Licensing Act 2003	<p>1. To grant/renew applications for:</p> <p>a) personal licences if there is no objection;</p> <p>b) premises licences/ club premises certificates if no relevant representation made.</p> <p>c) provisional statements certificates if no relevant representation made;</p> <p>d) variation of premises licences and club premises certificates if no relevant representation made;</p> <p>e) variation of designated premises supervisor if no police objection;</p> <p>f) removal as designated premises supervisor;</p> <p>g) transfer of premises licence if no police objection;</p> <p>h) Interim Authorities if no police objection</p> <p>2. To determine whether a complaint is irrelevant, frivolous, vexatious etc</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
295.1	Planning & Regulatory Services	Motor Salvage Operators (28.10.2002)	To register the operation of motor salvage in the District.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
295.11	Planning & Regulatory Services	Licensing Administration	<p>All decisions in the administration process be delegated to Licensing Officers in respect of:</p> <ul style="list-style-type: none"> <li>- Change of name and address of someone named in the Premises Licence - Section 33 of the Licensing Act 2003.</li> <li>- Application to change the Designated Premises Supervisor - Section 37 of the Licensing Act 2003.</li> <li>- Application in relation to licence for community premises that authorises the sale of alcohol to disapply the mandatory alcohol sales by a Personal Licence Holder and the need for a Designated Premises Supervisor - Section 25A and 41D of the Licensing Act 2003.</li> <li>- Application for a Minor Variation of Premises Licence; to add a licensable activity e.g. the addition of live or recorded music - Sections 41A to 41C of the Licensing Act 2003.</li> </ul>	Licensing Officers	Council 24/02/10 - Minute No. C.111
295.2	Planning & Regulatory Services	Sex Shops	To determine applications for the renewal of sex establishment licences which comply with the provisions of the Local Government (Miscellaneous Provisions) Act 1982.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
295.3	Planning & Regulatory Services	Street Collections	To determine applications to hold street collections which comply with the Council's Street Collections Policy.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
295.4	Planning & Regulatory Services	Street Trading Grant or Renewal of Consent	Unless valid objections are received, to determine new applications and applications to renew existing applications:	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
		Paragraph 7(1) of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982	in consultation with the Director of Legal and Corporate Services, the relevant Cabinet Member and appropriate ward members, the Police, Worcs. County Council Highways Partnership Unit and adjacent traders within the vicinity of any proposed pitch.	In consultation with the persons detailed in the "Detail" column	
295.5	Planning & Regulatory Services	Street Trading Revocation of Consents	a) To revoke Street Trading Consents in any cases where the authorised officer considers that consents ought to be revoked.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
		Paragraph 7(10) of Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982	b) To remit, as he or she considers appropriate, the whole or part of any fee paid for the grant or renewal of the consent.	in consultation with the relevant Cabinet Member	
295.6	Planning & Regulatory Services	Street Trading (Unlawful) – Authority to Prosecute	Where the evidence available is considered to be sufficient:	Director of Legal and Corporate Services,	Council 20/05/2009 Minute No. C.20
			to commence legal proceedings against persons found to be carrying out unauthorised trading from the public highway pursuant to Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982.	Director of Planning and Regulatory Services	



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
295.7	Planning & Regulatory Services	Street Collections Unauthorised street collections  Section 5 of the Police, Factories Etc. (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972.	Where the evidence available is considered to be sufficient:  to commence legal proceedings against persons found to be carrying out unauthorised street collections.	Director of Legal and Corporate Services  Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
295.8	Planning & Regulatory Services	Temporary Event Notice	To maintain a register of Temporary Events following notice under Section 100(1) of the Licensing Act 2003.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
295.9	Planning & Regulatory Services	Zoo Licensing Section 19(1) of the Zoo Licensing Act 1981	To institute proceedings in respect of the contravention of the Zoo Licensing Conditions.	Director of Legal and Corporate Services  Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Environmental Health</b>					
296	Planning & Regulatory Services	Closure of Premises	To direct the closure of any premises for regulated public entertainment purposes where he/she considers there to be a serious risk to the safety of those using or likely to be using the premises.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
296.1	Planning & Regulatory Services	Closure of Food Premises/Stalls	<p>a) In order to ensure that action can be taken within the time constraints imposed by the Food Safety Act 1990:</p> <p>to authorise the institution of legal proceedings under the following legislation:-</p> <p>(1) Food Hygiene England Regulations. 2006  (2) Local Government Act 1972 Section 223  (3) Food Safety Act 1990</p> <p>(b) To remove an Emergency or Closing Order, if satisfied that removal is justified in order to enable an application for the removal to be dealt with within the statutory time period of 14 days.</p>	Director of Planning and Regulatory Services, Director of Legal and Corporate Services and, where considered necessary, in consultation with the Chairman and Vice-Chairman of Licensing and Environmental Committee	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
296.2	Planning & Regulatory Services	Environmental Health Matters	<p>To act as Proper Officer to:-</p> <p>(a) sign and serve notices;</p> <p>(b) sign and issue licences, permits, orders or other documents;</p> <p>(c) execute works in default;</p> <p>(d) procure samples, seize equipment, goods and animals;</p> <p>(e) exercise powers of entry;</p> <p>(f) engage specialist advisors/contractors;</p> <p>(g) institute legal proceedings (in consultation with the Director of Legal &amp; Corporate Services);</p> <p>(h) obtain warrants</p> <p>falling within the powers and duties which the Council is authorised or required to give under any relevant legislation, including the legislation listed below, together with any future replacement legislation:</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
296.21	Planning & Regulatory Services	Animal Welfare	Animal Boarding Establishments Act 1963 Breeding of Dogs Act 1973 Dangerous Wild Animals Act 1976 Performing Animals (Regulation) Act 1925 Pet Animals Act 1951 and 1995 Riding Establishments Acts 1964-70 Zoo Licensing Act 1981 Veterinary surgeons/specialist advisors are appointed as necessary.	Director of Planning and Regulatory Services or any duly qualified Officer who is authorised in writing	Council 20/05/2009 Minute No. C.20
296.22	Planning & Regulatory Services	Burials	Administration of funerals for persons without necessary financial means.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
296.23	Planning & Regulatory Services	Dogs	Operation of Dog Warden service/seizure of stray dogs, kennelling register, dog fouling, name and address tags.  Environmental Protection Act 1990 Dangerous Dogs Acts 1991-97 Road Traffic Act 1988 Control of Dogs Order 1992	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
296.24	Planning & Regulatory Services	Food Safety/Infectious Disease Control	<p>Food Safety Act 1990  Food and Environment Protection Act 1985  Public Health (Control of Disease) Act 1984  Transmissible Spongiform Encephalopathies (England) Regulations 2002.  Products of Animal origin (Third Country Imports) (England) Regulations 2006  The Imported Food Regulations 1997 (Council 17 September 2003)</p> <p>Inspection of food premises to ensure relevant standards met/sampling of food for chemical/bacteriological examination.</p> <p>The General Food Regulations 2004. The Food Hygiene (England) Regulations 2006 E.C. Reg. No. 852/2004, 853/2004, 854/2004, 178/2002. (Council 16.11.05)</p> <p>Powers to investigate food poisoning/infectious disease incidents.</p> <p>The European Communities Act 1972  The Official Feed and Food Regulations 2006  EEC Regulation 2073/2005</p>	Director of Planning and Regulatory Services or any duly qualified officer who is authorised in writing	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
296.25	Planning & Regulatory Services	Environment	Environment Act 1995 Environmental Protection Act 1990 Public Health Acts 1936-61 Control of Pollution Act 1974 Clean Air Act 1993 Noise and Statutory Nuisance Act 1993 Water Industry Act 1991 Air quality control/process authorisation Statutory nuisance control. Control of noise. Smoke nuisance/smoke control areas Control over public and private water supplies Control over litter/flytipping Contaminated land. The Pollution Prevention and Control Act 1999 The Noise Act 1996 The Anti-social Behaviour Act 2003 The Local Government (Miscellaneous Provisions) Act 1976 Public Health Acts 1936 and 1961 Building Act 1984	Director of Planning and Regulatory Services or any duly qualified officer who is authorised in writing	Council 20/05/2009 Minute No. C.20
296.26	Planning & Regulatory Services	Miscellaneous Licensing	Registration of skin piercing. Local Government (Misc. Provisions) Act 1982 Local Government (Misc. Provisions) Act 1972, 1982 and 1976	Director of Planning and Regulatory Services or any duly qualified officer who is authorised in writing	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
296.27	Planning & Regulatory Services	Miscellaneous Trading	Control of certain retailing on Sundays. Sunday Trading Act 1994	Director of Planning and Regulatory Services or any duly qualified officer who is authorised in writing	Council 20/05/2009 Minute No. C.20
296.28	Planning & Regulatory Services	Pest Control	Control of rats and mice infestations Power to deal with verminous persons/premises Prevention of Damage by Pests Act 1949 Public Health Acts 1936-61	Director of Planning and Regulatory Services or any duly qualified officer who is authorised in writing	Council 20/05/2009 Minute No. C.20
297	Planning & Regulatory Services	Health and Safety at Work Act 1974	To appoint all Environmental Health Officers and any other duly qualified Officer under Section 19 of the Health and Safety at Work Etc. Act 1974, to use the relevant statutory provisions as defined in Section 53 and Sections 20, 21, 22 and 25 of the Act, together with the power to institute legal proceedings under Section 38, 35 and 39.	Director of Planning and Regulatory Services or any duly qualified officer who is authorised in writing	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
297.1	Planning & Regulatory Services	Health and Safety at Work Act 1974	All Environmental Health Officers and any other duly qualified officer, authorised in writing by the Director of Planning and Regulatory Services or the Environmental Health and Licensing Manager, are appointed to use the relevant statutory provisions as defined in Section 53 and Sections 20,21,22 and 25 of the Act, together with the power to institute legal proceedings under Section 38.	Environmental Health Officers and any other duly qualified officer	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
298	Planning & Regulatory Services	Sanitary Facilities	<p>To serve notices pursuant to Section 20 of the Local Government (Miscellaneous Provisions) Act 1976 in respect of “relevant places” as defined in The Local Government( Miscellaneous Provisions) Act 1976 section 20.(9). The standard to be applied by the Council is Bs 6465-1:2006.</p> <p>a) The Council shall apply the standard to all places which are brought within the definition of “relevant places” by way of new building, conversion or change of use, or to any occasional events which may be held.</p> <p>b) The Council shall apply the standard to all existing “relevant places” as defined with the exception of places which qualify as such solely because food or drink are sold to members of the public for consumption at those places in which case the standard shall only be applied if the seating capacity of members of the public is greater than 20. In other cases the standard shall be applied in the following ratio:-</p> <p>0-10 places – no provision</p> <p>11-20 places – 1 WC and 1 wash-hand basin, one of which can be classed as a disabled provision.</p> <p>to exercise under the above legislation and any replacement legislation.</p>	Director of Planning and Regulatory Services in consultation with Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
298.1	Planning & Regulatory Services	Sanitary Facilities – Review of Provision	<p>To serve notices under Section 20 of the Local Government (Miscellaneous Provisions) Act 1976 and to have discretion in the application of the British Standard in small premises holding less than 20 persons when it is deemed appropriate.</p> <p>Tables 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 of British Standard Sanitary Installations BS 6465 – 1:2006 Part 1, set out in Appendix 1 of the report to the Cabinet on 27th September 2007, have been adopted as the Council’s standard for provision of sanitary facilities in premises where the Council has an enforcement role.</p>	Director of Planning and Regulatory Services In consultation with the Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
<b>Pollution Control</b>					
300	Planning & Regulatory Services	Environmental Protection Act 1990 Part II A	<p>a) To identify, inspect and determine land which is suspected to be contaminated under Section 78 (A-F) and 78(G).</p> <p>b) To instigate legal proceedings under Section 78 (M) with regard to non-compliance with Remediation Notices.</p>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
301	Planning & Regulatory Services	Hazardous Substances	<p>a) Pursuant to Section 26AA of the Planning (Hazardous Substances) Act 1990, to apply to the court for an Injunction in any case where it is considered necessary or expedient for any actual or apprehended contravention of hazardous substances control to be restrained.</p> <p>(b) To brief consultants in respect of any Hazardous Substances Specification should he/she feel this to be necessary, bearing in mind the availability of resources.</p>	<p>Director of Legal and Corporate Services</p> <p>Director of Planning and Regulatory Services</p>	Council 20/05/2009 Minute No. C.20
301.1	Planning & Regulatory Services	Hazardous Substances	To determine applications for Hazardous Substances Consent under the Planning (Hazardous Substances) Act 1990.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
302	Planning & Regulatory Services	Noise Act 1996	To exercise power of entry and seizure etc. under Section 10(7) Schedule 1 in respect of continued noise nuisance following the service of statutory noise abatement notices under Section 80 of the Environmental Protection Act 1990.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
303	Planning & Regulatory Services	Noise and Statutory Nuisances Act 1993 & Environmental Protection Act 1990- Notices	<p>a) To give public notice of matters under the provision of Schedules 2 and 3 of the Noise and Statutory Nuisances Act 1993.</p> <p>b) To institute legal proceedings for non-compliance with the Abatement Notices served under Section-80 of the Environmental Protection Act 1990 in respect of nuisances existing on certain premises.</p>	<p>Director of Legal and Corporate Services in consultation with Director of Planning and Regulatory Services</p>	Council 20/05/2009 Minute No. C.20
304	Planning & Regulatory Services	Pollution Prevention and Control Act 1999	<p>a) To institute legal proceedings in cases where permitted processes under the Pollution, Prevention and Control (England and Wales) Regulations 2000 are identified as being carried out in non-compliance with the necessary Licence Controls or without the necessary permit.</p> <p>b) To issue Variations, Transfers and Revocation of Permits as necessary.</p> <p>c) To issue Enforcement and Suspension notices pending legal action as necessary.</p>	<p>a) Director of Legal and Corporate Services Director of Planning and Regulatory Services in consultation with the relevant Cabinet member b) Director of Planning and Regulatory Services c) Director of Planning and Regulatory Services</p>	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
305	Planning & Regulatory Services	Smoking Regulations Health Act 2006	<p>To exercise delegated powers under the following legislation:</p> <p>Health Act 2006, and all regulations made under the Act including:</p> <ul style="list-style-type: none"> <li>• The Smoke-free (Premises and Enforcement) Regulations 2006</li> <li>• The Smoke-free (Signs) Regulations 2007</li> <li>• The Smoke-free (Exemptions and Vehicles) Regulations 2007</li> <li>• The Smoke-free (Penalties and Discounted Amounts) Regulations 2007</li> <li>• The Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007.</li> </ul> <p>To act as Proper Officer to:</p> <ol style="list-style-type: none"> <li>a) Sign and service Notices including Fixed Penalty Notices</li> <li>b) Sign and issue Licences, Permits, Orders and other documents</li> <li>c) Execute works in default</li> <li>d) Procure samples, seize equipment, goods and animals</li> <li>e) Exercise powers of entry</li> <li>f) Engage specialist advisors/contractors</li> <li>g) Institute legal proceedings</li> </ol> <p>falling within the power and duties which the Council is authorised.</p>	<p>Director of Planning and Regulatory Services,  Director of Legal and Corporate Services  Director of Planning and Regulatory Services</p>	<p>Council  20/05/2009  Minute No. C.20</p>



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
306	Planning & Regulatory Services	Regional Housing Pot Grant Determination	To allocate grants received through the Regional Housing Pot for individual projects in accordance with any requirements laid down by the Department for Communities and Local Government or any successor Department.	Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
307	Planning & Regulatory Services	Housing Enforcement	<p>To exercise the powers available under relevant legislation, as referred to below, in relation to housing enforcement:</p> <p>a. Sign and service notices.</p> <p>b. Sign and issue licences, permits, orders and other documents.</p> <p>c. Execute works, including works in default.</p> <p>d. Procure samples and carry out other necessary investigations.</p> <p>e. Exercise powers of entry.</p> <p>f. Engage specialist advisors/contractors and authorise their entry and investigation.</p> <p>g. Issue Formal Cautions and institute legal proceedings (in consultation with the Director of Legal and Corporate Services).</p> <p>Relevant legislation for the exercise of powers includes the following (as amended where relevant) and regulations made thereunder:</p> <p>Building Act 1984  Caravan Sites Act 1968  Caravan Sites and Control of Development Act 1960  Environmental Protection Act 1990  Health and Safety at Work Act 1974</p>	<p>Director of Planning and Regulatory Services</p> <p>Director of Legal and Corporate Services</p>	<p>Council  20/05/2009  Minute No. C.20</p>



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
			Housing Act 1985 Housing Grants, Construction & Regeneration Act 1996 Housing Act 2004 Land Drainage Act 1991 Landlord and Tenant Act 1985 Local Government Act 1988 Local Government and Housing Act 1989 Local Government (Miscellaneous Provisions) Act 1976 Local Government Acts 1933 & 1972 Local Government (Miscellaneous Provisions) Act 1982 Prevention of Damage by Pests Act 1949 Protection from Eviction Act 1977 Public Health Act 1936 Public Health Act 1961 Public Health (Control of Disease) Act 1984		
308	Planning & Regulatory Services	Home Loss Payments	To approve Home Loss Payments.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
309	Planning & Regulatory Services	Wyre Forest Nightstop and Mediation Service Management Committee	To nominate Council Officers to the Wyre Forest Nightstop and Mediation Service Management Committee.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



Ref:	Directorate	Subject	Detail	Officers	Council Minute No
<b>Prosperity and Regeneration</b>					
320	Planning & Regulatory Services	Economic Development Plan	To implement the objectives of the Council's Economic Development Plan.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
321	Planning & Regulatory Services	Tourism	<p>a) To sell from the Tourist Information Centres such items as are considered appropriate, with the objective of benefiting visitors and maximising income to the Tourist Information Centre.</p> <p>b) Within the overall limit of the Council's Tourism Strategy Budget:</p> <p>i) to determine the level of expenditure annually on appropriate publications, exhibitions, advertising and other tourism-related activities and</p> <p>ii) to approve details of proposals arising from i) above.</p> <p>c) Within the Council's overall policies:</p> <ul style="list-style-type: none"> <li>• to determine opening hours and service provision at the Tourist Information Centres.</li> </ul>	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
322	Planning & Regulatory Services	Town Centre Partnership Schemes – Allocation of Funding	To agree the allocation of any Town Centre Partnership funds subject to the prior agreement of the Prosperity Policy Panel.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
323	Planning & Regulatory Services	Disabled Facility Grants	Authority be delegated to the Director of Regulatory Services in consultation with the relevant Cabinet Member to put in place the necessary arrangements to transfer the administration of Disabled Facilities Grants related functions, currently carried out by Wyre Forest Community Housing to the North Worcestershire Care and Repair Agency, subject to satisfactory arrangements on staffing, finances and office accommodation.	Director of Planning and Regulatory Services and relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
324	Planning & Regulatory Services	Best Value Performance Indicator 109 Recovery Plan	Delegated authority be given to the Director of Regulatory Services to amend other Practice Notes (including nos. 10 and 13) and to withdraw Practice Note 14 as a result of consequential operational/procedural changes arising from the above.	Director of Planning and Regulatory Services	Council 20/05/2009 Minute No. C.20
325	Planning & Regulatory Services	Arrangements for the award of financial support for Affordable Housing through the Capital Strategy	Authority be delegated to the relevant Cabinet Member to determine applications for the award of financial support for affordable housing through the Council's Capital Strategy following consideration and recommendation by the Regeneration and Enterprise Scrutiny Committee.	Relevant Cabinet Member	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
326	Planning & Regulatory Services	Bridge Street, Stourport-on-Severn : English Heritage "Partnership Scheme in Conservation Areas	Delegated authority be given to the relevant Cabinet Member to approve the award of grants under the Partnership Scheme in Conservation Areas in accordance with the Capital Programme and following consideration by the Regeneration and Enterprise Scrutiny Committee in accordance with the protocol at appendix 1 of the report to Cabinet.	Relevant Cabinet Member	Council 20/05/2009 Minute No. C.20
327	Planning & Regulatory Services	Review of the Provision of Sanitary Facilities	Authority be delegated to the Director of Regulatory Services in conjunction with the Director of Legal and Corporate Services to serve notices under Section 20 of the Local Government (Miscellaneous Provisions) Act 1976 and to have discretion in the application of the British Standard in small premises holding less than 20 persons when it is deemed appropriate.	Director of Regulatory Services in conjunctions with the Director of Legal and Corporate Services	Council 20/05/2009 Minute No. C.20
328	Planning & Regulatory Services	Local Development Framework Revised local Development Scheme	The Director of Planning and Regulatory Services in consultation with the relevant Cabinet member be authorised to make any necessary minor amendments to the submitted Local Development Scheme in order to meet Government Office for the West Midlands recommendations.	Director of Regulatory Services and relevant Cabinet Member.	Council 20/05/2009 Minute No. C.20



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
329	Planning & Regulatory Services	Wyre Forest District Empty Shops Strategy	Delegated authority be given to the Director of Planning and Regulatory Services, in consultation with the relevant Cabinet member to monitor grant take up and review, and if necessary, amend the strategy to ensure satisfactory implementation.	Director of Planning and Regulatory Services in consultation with the relevant Cabinet Member.	Council 20/05/2009 Minute No. C.20
330	Planning & Regulatory Services	Pro Active Enforcement Policy	To close enforcement cases where there has been a breach of planning control but the Director of Planning, and Regulatory Services, in consultation with the Ward Members, considers it is not expedient or in the public interest to take enforcement action'.	Director of Planning and Regulatory Services in consultation with relevant Ward Members.	Council 20/05/2009 Minute No. C.20
330.5	Chief Executive Office	Worcestershire Enhanced Two Tier Programme for a Shared Regulatory Service - Appointment of Representatives to Joint Appointments Committee	Authority be delegated to the Chief Executive, in consultation with the Leader of the Council and Group Leaders, to appoint the Council's representative on the Joint Appointments Committee that will handle the appointment of the Head of Shared Service; and to appoint the Member(s) on the Joint Committee that will oversee the Shared Service.	Chief Executive	Council 24/02/10 Minute No. C.109



<b>Ref:</b>	<b>Directorate</b>	<b>Subject</b>	<b>Detail</b>	<b>Officers</b>	<b>Council Minute No</b>
330.6	Chief Executive Office	Worcestershire Enhanced Two Tier Programme for a Shared Regulatory Service	Authority be delegated to the Chief Executive in consultation with the Leader of the Council and Corporate Management Team, to finalise the legal agreement for the establishment of the Shared Service and the Joint Committee, including the statement of service requirements, subject to provision of an information report to Cabinet in relation to the statement of service requirements.	Chief Executive, Corporate Management Team	Council 24/02/10 Minute No. C.109
331	Planning & Regulatory Services	Recovering Disabled Facility Grants Through Property Charges	The Director of Planning and Regulatory Services be given delegated authority to waive charges which fall within the cases set out in paragraph 4.4. of the report to Cabinet subject to the provision of satisfactory written evidence to support any such claim and that a mechanism for appeal be introduced for any decision with which the claimant is not satisfied.	Director of Planning and Regulatory Services.	Council 20/05/2009 Minute No. C.20
332	Planning & Regulatory Services	Public Realm and Street Furniture Policy.	Director of Planning and Regulatory Services be given delegated powers as necessary, to issue licences and set conditions.	Director of Planning and Regulatory Services.	Council 20/05/2009 Minute No. C.20

