

Director's Sub-Delegation Scheme

¹Director of Environment and Housing

Signed² _____ Neil Evans _____

Dated _____ 25th May 2016 _____

Review Date ³	Initial of reviewing officer

¹ Insert title of Director here

² Approving a sub-delegation scheme should be treated as a Significant Operational Decision, and the Delegated Decision Notice, together with supporting report, and the scheme should be published on the Council's website.

³ This scheme is first made at the beginning of the Municipal Year following delegations being made by the Leader and at the Annual Council Meeting. After this the sub-delegation scheme should be kept under review to ensure that it is up to date and fit for purpose – use this table to record the dates when the scheme is reviewed if no changes are necessary.

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Introduction

The⁴ Director of Environment and Housing is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive. Each Director has the benefit of a number of delegations – these are set out separately in two schemes; one for Council functions (delegated by Full Council) and one for Executive Functions (delegated by the Leader of Council). Each scheme is further separated into the general functions which are shared so that all Directors can carry out those functions in relation to areas within their remit, and specific functions which may only be carried out by or on behalf of the named Director. Details of those delegations can be found in Part 3 of the Council’s Constitution.

The Director has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate. These officers are identified by reference to their job title rather than by name. If the Director delegates functions to a fellow Director he/she makes it clear in this sub-delegation scheme whether that Director can sub-delegate those functions. This scheme details the officers who can carry out each function on the Director’s behalf, together with the details of any terms and conditions which the Director has imposed on that sub-delegation (examples can be found in footnote⁵ below). All officers are bound by the Employee Code of Conduct (which can be found in Part 5 of the Constitution) and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme. Even though the Director has sub-delegated the functions he/she remains accountable for all decisions taken in accordance with this scheme. An officer with sub-delegated authority may decide not to exercise that authority, or the Director may indicate that the authority should not

⁴ Insert title of Director here.

⁵ The Director may limit the delegation by imposing a term or condition, for example he/she may:-

- Impose a financial limit (e.g. decisions up to and including £100,000per annum in value);
- Impose a limit in relation to the category of the decision (e.g. Administrative decisions only);
- Require that certain decisions are referred to the Director or another senior officer (e.g. Key decisions to be referred to the Chief Officer (Environmental Action));
- Require an officer to consult specified people before making a particular type of decision (e.g. in consultation with the City Solicitor or in consultation with relevant ward Members);
- Limit decisions to those within an officer’s role (e.g. in relation to matters within their remit);
- Limit decisions to those relating to a specific function or project (e.g. decisions relating to the Basic Need Programme);

be exercised, in respect of any individual matter. In either case that matter should be referred to the Director for a decision or for referral to the relevant Committee if appropriate.

In some circumstances not all Directors have functions delegated to him/her in the delegation scheme. In these cases the relevant part of this sub-delegation scheme is marked as 'not applicable'.

Where the Director has chosen not to sub-delegate his/her authority, this is clearly stated within the scheme. Decisions in relation to those functions should be taken by the Director unless the absence provisions at the end of this scheme apply.

Glossary

Council Functions	Functions which must be carried out by or on behalf of full Council. Functions which are reserved to Full Council can be found in Part 3 Section 2A of the Constitution. Other Council functions are delegated to Committees of Elected Members or to individual officers.
Elected Members	Councillors elected by the citizens of Leeds.
Executive Board	The group of 10 Elected Members including and selected by the Leader, responsible for carrying out Executive functions.
Executive Functions	Functions which must be carried out by or on behalf of the Executive.
Full Council	The meeting of all 99 Elected Members of Leeds City Council
Functions	Things which Leeds City Council must or may do. All functions are set out in legislation which will state whether the function is permissive or mandatory.
Leader	The Leader of Council, elected by all 99 Members of Council. (Usually the chosen leader of the largest political group represented at full Council.)
Local Choice Functions	The Council must decide whether these functions should be treated as Council functions or Executive functions. Details of the responsibility for these functions can be found in Part 3 Section 1 of the Constitution.

Officers	Staff employed by the Council.
Relevant Executive Member	The Leader gives Portfolios of responsibility to individual members of Executive Board. Details of specific responsibilities are set out in the Executive Member Portfolios and the Executive Member Oversight of Officer Executive Delegations at Part 3 Section 3B of the Constitution.

Group Delegations – Definitions and Priorities

The Director has chosen to delegate a number of functions to groups of officers. Where the same group of officers receive a number of separate delegations, in order to save space within the sub-delegation scheme, those groups of officers have been given a title. The following table sets out the title of each group of officers and lists the officers within each group. It also provides details of how it should be determined which of the officers within the group should take any given decision.

Group Title	Officers included in group authorisation	Order of responsibility
Chief Officers	<ul style="list-style-type: none"> • Chief Community Safety Officer • Chief Officer Housing Management • Chief Officer Property and Contracts • Chief Officer Strategy and Commissioning • Chief Officer Environmental Action • Chief Officer Waste Management • Chief Officer Parks and Countryside 	
Heads of Service	<ul style="list-style-type: none"> • Head of Housing Management WNW • Head of Housing Management ENE • Head of Housing Management SSE • Head of Neighbourhood Services • Head of Maintenance Operations • Head of Strategy and Investment • Programme Manager Contracts and Investment • Head of Sustainable Energy and Climate Change • Programme Manager PFI Contracts • Head of Housing Support • Head of Housing Partnerships • Head of Anti-Social Behaviour • Head of Community Safety Partnerships • Head of Localities and Safeguarding • Locality Managers 	

	<ul style="list-style-type: none"> • Parks Operations Manager • Trading and Operational Support Manager • Development Manager • Major Projects Manager • Executive Programme Manager (FM and Transport) • Head of Housing Contracts 	
Team Managers	<ul style="list-style-type: none"> • Service Manager (Private Sector Housing) • Deputy Service Manager (Private Sector Housing) • Service Managers (EAS) • Team Managers (EAS) • Natural Environment Manager • Public Rights of Way Manager • Bereavement Services Manager • Forestry Manager • Parks East Area Manager • Parks West Area Manager • Parks Senior Estates Manager • Horticultural and Landscapes Manager • Transport and Engineering Manager • Business Development Manager • Outreach Manager • Parks Technical Manager • LASBT Team Leaders • LASBT Team Supervisors • ASB Supervisors (EHO) • Principal Contracts Manager 	
Supervisors	<ul style="list-style-type: none"> • Supervisors within the locality and city centre teams • Principal Housing Officers (Private Sector 	

	<ul style="list-style-type: none"> Housing) • Parks Area Officers and Principal Area Officers • Estate Officers • Leading Bereavement Services Manager • Bereavement Services Officers • Forestry Operations Manager • Senior Arboricultural Officer • Assistant Nursery Manager • Landscape Construction Officer 	
Senior Technical Officers	<ul style="list-style-type: none"> • Senior Technical Officers • Senior Housing Officers (Private Sector Housing) 	
Technical Officers	<ul style="list-style-type: none"> • Technical Officers • Senior ASB Officer • ASB Case Officer • Housing Officer (Private Sector Housing) 	

Delegation of Functions Under Articles

The functions set out in this part of the sub-delegation scheme are delegated to the Director by Full Council through the relevant Article of the Constitution.

General Delegations

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to all Directors, for matters within his/her Director's remit only.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
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Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.5	To sign as agent for the Council all contracts of a value below £100,000 agreed to be entered into by the Council or any part of it	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	Contracts of a value below £100,000 ⁶

Specific Delegations⁷

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to the Director alone, with general effect.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
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⁶ Contracts above the value of £100,000 are signed in accordance with Article 14 and the sub-delegation scheme of the City Solicitor.

⁷ Specific Delegations are made under:-

- Article 12 to the Chief Executive as Head of Paid Service and Deputy Chief Executive as his deputy; the City Solicitor as Monitoring Officer and the Head of Governance Services as her deputy; and the Deputy Chief Executive as Chief Finance Officer and the Chief Officer (Financial Management) as his deputy;
- Article 14 to the Chief Executive and the City Solicitor;
- Article 15 to the City Solicitor as Monitoring Officer;
- Article 16 to the City Solicitor as Monitoring Officer

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.3	<p>Legal proceedings To institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or any part of it or in any case where the City Solicitor considers that such action is necessary to protect the Council's interests.</p> <p><i>(Sub-delegated to the Director of Environment and Housing by the City Solicitor)</i></p>	<ul style="list-style-type: none"> • Head of Neighbourhood Services • Housing Manager (Income Recovery) • Income Service Manager • Neighbourhood Services Officer (Paralegal) • Housing Manager (Income Improvement) • Team Leader (Income Recovery) 	<p>To take any action which the City Solicitor can take BUT only with regard to</p> <ul style="list-style-type: none"> • the issuing of particulars of claim for rent arrears and warrant applications; and • the signing and completing of standard Shop Tenancy Agreements; • the renewal of tenancies under the Landlord and Tenant Act 1954 - section 25; • the completion of Rent Review Memoranda; Site Compound Agreements; Licences for temporary periods; Tenancy at Will; Site Indemnity / Investigations Agreements; and standard Garage Tenancy Agreements.
		<ul style="list-style-type: none"> • Chief Officer Property & Contracts • Head of Maintenance Operations • Head of Asset Management • M&E Services Manager • Gas Services Manager • Programme Support Officer 	<p>To take any action which the City Solicitor can take BUT only with regard to:</p> <p>Applications for warrants under Paragraph 2 of Schedule 3 of the Environmental Protection Act 1990</p>

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.5	<p>Authentication of documents for legal proceedings</p> <p>To sign documents which are a necessary step in legal proceedings.</p> <p><i>(sub-delegated to the Director of Environment and Housing by the City Solicitor)</i></p>	<ul style="list-style-type: none"> • Head of Neighbourhood Services • Housing Manager (Income Recovery) • Income Service Manager • Neighbourhood Services Officer (Paralegal) • Housing Manager (Income Improvement) • Team Leader (Income Recovery) 	<p>To take any action which the City Solicitor can take BUT only with regard to</p> <ul style="list-style-type: none"> • the issuing of particulars of claim for rent arrears and warrant applications; • the signing and completing of standard Shop Tenancy Agreements; • the renewal of tenancies under the Landlord and Tenant Act 1954 - section 25; • the completion of Rent Review Memoranda; Site Compound Agreements; Licences for temporary periods; Tenancy at Will; Site Indemnity / • Investigations Agreements; and standard Garage Tenancy Agreements.
		<ul style="list-style-type: none"> • Chief Officer Property & Contracts (to sub delegate) • Head of Maintenance Operations • Head of Asset Management • M&E Service Manager • Gas Services Manager • Programme Support Officer 	<p>To take any action which the City Solicitor can take BUT only with regard to:</p> <p>Applications for warrants under Paragraph 2 of Schedule 3 of the Environmental Protection Act 1990</p>

Council Functions –

Introduction

The functions set out in this part of the sub-delegation scheme are Council Functions as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)⁸ which have been delegated to the Director by Full Council, or by a Council Committee.

Decisions in relation to these functions should be categorised in accordance with Article 13 and taken in accordance with the Access to Information Procedure Rules⁹ which can be found in Part 4 of the Constitution.

Where a Significant Operational Decision is taken in relation to a Council Function it should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice, both of which can be found in the Decision Making Toolkit. The decision may be implemented immediately. The report supporting the decision should be published together with the Delegated Decision Notice on the Council's website as soon as practicable after the decision has been taken.

Where an Administrative Decision is taken in relation to a Council Function you should keep a written record for audit purposes. You can use a Delegated Decision Notice to make this written record if it is helpful to do so. The decision may be implemented immediately.

⁸ And those Local Choice Functions which are the responsibility of Full Council and have been delegated to the Director

⁹ These rules incorporate the requirements of the Openness of Local Government Bodies Regulations 2014 in relation to the publication of written records of relevant decisions.

Council Functions –

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
General			
(a)	To make payments or provide other benefits in cases of maladministration	<ul style="list-style-type: none">• Chief Officers	In relation to matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
(b)	Functions relating to health and safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that these functions are discharged otherwise than in the Council's capacity as employer	<ul style="list-style-type: none"> • Chief Officers • Heads of Service • Natural Environment Manager • Public Rights of Way Manager • Bereavement Services Manager • Forestry Manager • Forestry Operations Manager • Parks East Area Manager • Parks West Area Manager • Parks Senior Estates Manager • Horticultural and Landscapes Manager • Transport and Engineering Manager • Business Development Manager • Outreach Manager • Parks Technical Manager 	In relation to matters within their remit
Personnel			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	In relation to matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(ii)	To appoint staff on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision.	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	<ol style="list-style-type: none"> 1. In relation to matters within their remit. 2. Subject to there being budgetary provision. 3. Such staff should be employed on terms set out in the guidance issued by the Deputy Chief Executive.
(c)(iii)	To determine issues relating to officers' terms and conditions of employment and to take such action and enter into such agreement as may be required to give effect to such determinations	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	In relation to matters within their remit
Byelaws			
(d)	The enforcement of byelaws	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	In relation to matters within their remit

Council Functions –

Specific Delegations

The sub-delegation scheme for Council functions set out below includes a number of powers authorising the named officer to make decisions in relation to approvals, licenses, permissions and registrations. In accordance with his/her general delegations, and unless otherwise stated, the Director includes in relation to those authorisations the power to:-

- a) Impose conditions, limitation or restrictions;
- b) Determine any terms to which they are subject;
- c) Determine whether and how to enforce any failure to comply;
- d) Amend, modify, vary or revoke; and
- e) Determine whether a charge should be made or the amount of such a charge.

	Function Delegated	Officer to whom delegated	Terms and Conditions
a)	To issue licences authorising the use of land as a caravan site (“site licenses”) - Section 3(3) of the Caravan Sites and Control of Development Act 1960	<ul style="list-style-type: none"> • Chief Officer Housing Management • Chief Officer Strategy and Commissioning • Head of Housing Support • Head of Housing Partnerships • Housing Policy Manager • Operations Manager • Gypsy Traveller Service Manager 	Within their area of work after their competence has been confirmed by their line manager
b)	To license the use of movable dwellings and camping sites (Section 269(1) of the Public Health Act 1936)	<ul style="list-style-type: none"> • Service Manager (Private Sector Housing) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager

	Function Delegated	Officer to whom delegated	Terms and Conditions
c)	To license premises for acupuncture, tattooing, ear-piercing and electrolysis (Sections 13 to 17 of the Local Government (Miscellaneous Provisions) Act 1982)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager
d)	To license premises for the breeding of dogs (Section 1 of the Breeding of Dogs Act 1973 and Section 1 of the Breeding and Sale of Dogs (Welfare) Act 1999)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager
e)	To license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business (Section 1 of the Pet Animals Act 1951, Section 1 of the Animal Boarding Establishments Act 1963, the Riding Establishments Act 1964 and 1970, Section 1 of the Breeding of Dogs Act 1973 and Sections 1 and 8 of the Breeding and Sale of Dogs (Welfare) Act 1999)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager
f)	To register animal trainers and exhibitors (Section 1 of the Performing Animals (Regulation) Act 1925)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers 	Within their area of work after their competence has been confirmed by their line manager
g)	To license zoos (Section 1 of the Zoo Licensing Act 1981)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager

	Function Delegated	Officer to whom delegated	Terms and Conditions
h)	To license dangerous wild animals (Section 1 of the Dangerous Wild Animals Act 1976)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager
i)	To grant consent for the operation of a loud speaker (Schedule 2 to the Noise and Statutory Nuisance Act 1993)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers 	Within their area of work after their competence has been confirmed by their line manager
j)	To issue licenses for the movement of pigs (The Disease Control (England) Order 2003)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Within their area of work after their competence has been confirmed by their line manager
		<ul style="list-style-type: none"> • Administrative Assistants 	As a licence grantor only

	Function Delegated	Officer to whom delegated	Terms and Conditions
k)	To license the sale of pigs	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Within their area of work after their competence has been confirmed by their line manager
		<ul style="list-style-type: none"> • Administrative Assistants 	As a licence grantor only
l)	To license collecting centres for the movement of pigs	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Within their area of work after their competence has been confirmed by their line manager
		<ul style="list-style-type: none"> • Administrative Assistants 	As a licence grantor only
m)	To issue a licence to move cattle from a market (Schedule 1 (3)(3) of the Cattle identification Regulations 2007)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Within their area of work after their competence has been confirmed by their line manager

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Administrative Assistants 	As a licence grantor only
n)	To sanction use of parts of buildings for storage of celluloid (Section 1 of the Celluloid and Cinematograph Film Act 1922)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager
o)	Duty to enforce Chapter 1 and Regulations made under it (Section 10(3) of the Health Act 2006)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers 	Within their area of work after their competence has been confirmed by their line manager
p)	Power to authorise officers (Section 10(5) of, and paragraph 1 of Schedule 2 to, the Health Act 2006)	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) 	Within their area of work after their competence has been confirmed by their line manager
q)	Functions related to fixed penalty notices (Paragraphs 13, 15 and 16 of Schedule 1 to the Health Act 2006, Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007 (SI 2006/760))	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • LASBT Team Leaders • LASBT Supervisors • ASB Supervisors (EHO) • ASB Case Officer 	Within their area of work after their competence has been confirmed by their line manager

	Function Delegated	Officer to whom delegated	Terms and Conditions
r)	Power to transfer enforcement functions to another enforcement authority (Smoke-free (Premises and Enforcement) Regulations 2006 (SI 2006/3368))	<ul style="list-style-type: none"> • Not delegated 	
s)	To license pleasure boats and pleasure vessels	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	
t)	To authorise erection of stiles etc on footpaths or bridleways	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
u)	To create footpath bridleway or restricted byway by agreement	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
v)	To create footpaths bridleways and restricted byways	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
w)	Duty to keep register of information with respect to maps, statements and declarations	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
x)	To stop up footpaths bridleways and restricted byways	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

	Function Delegated	Officer to whom delegated	Terms and Conditions
y)	To determine application for public path extinguishment order	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
z)	To make a rail crossing extinguishment order	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
aa)	To divert footpaths bridleways and restricted byways	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
bb)	To make a public path diversion order	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
cc)	To make a rail crossing diversion order	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
dd)	To make a special diversion order	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

	Function Delegated	Officer to whom delegated	Terms and Conditions
ee)	To require applicant for order to enter into agreement	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
ff)	To make an SSSI diversion order	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
gg)	To keep register with respect to applications under sections 118ZA, 118C, 119ZA and 119C of the Highways Act 1980	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
hh)	To decline to determine certain applications	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
ii)	To assert and protect the rights of the public to use and enjoyment of highways	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principal Definitive Map Officer • Senior Definitive Map Officer • Definitive Map Officer • Principal Development Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

	Function Delegated	Officer to whom delegated	Terms and Conditions
jj)	To apply for variation of order under section 130B of the Highway Act 1980	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
kk)	To authorise temporary disturbance of surface of footpath, bridleway or restricted byway	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Enforcement Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
ll)	To divert footpath, bridleway or restricted byway temporarily	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
mm)	To extinguish certain public rights of way	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
nn)	To keep definitive map and statement under review	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
oo)	To include modifications in other orders	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
pp)	To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

	Function Delegated	Officer to whom delegated	Terms and Conditions
qq)	To prepare map and statement by way of consolidation of definitive map and statement	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principal Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
rr)	To designate footpath as cycle track	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
ss)	To extinguish public right of way over land acquired for clearance	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
tt)	To authorise stopping up or diversion of footpath bridleway or restricted byway	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
uu)	To extinguish public rights of way over land held for planning purposes	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
vv)	To enter into agreements with respect to means of access	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
ww)	To provide access in absence of agreement	<ul style="list-style-type: none"> ● Natural Environment Manager ● Public Rights of Way Manager ● Principle Definitive Map Officer 	Functions limited to areas contained within the Definitive Map of Public Rights of Way.

Executive Functions –

Introduction

The functions set out in this part of the sub-delegation scheme are Executive Functions as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)¹⁰ which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member¹¹ directs that the Director should not exercise his/her delegated authority in respect of any Executive function, then the officer with sub-delegated authority may not exercise that authority, and the matter must be referred to Executive Board.

Decisions in relation to these functions should be categorised in accordance with Article 13 and taken in accordance with the Executive and Decision Making Procedure Rules which can be found in Part 4 of the Constitution.

Where a Key Decision is proposed in relation to an Executive Function it should be publicised on the Council's web site using the Request to add a Key Decision to the 'List of Forthcoming Key Decisions' form. The decision itself should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice. The necessary templates can be found in the Decision Making Toolkit. In most cases a Key Decision will be open to Call In and should not be implemented until the Call In period has expired.

Where a Significant Operational Decision is taken in relation to an Executive Function it should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice. The report supporting the decision should be published together with the Delegated Decision Notice on the Council's website as soon as practicable after the decision has been taken. A Significant Operational Decision may be implemented immediately.

Where an Administrative Decision is taken in relation to a Council Function you should keep a written record for audit purposes. You can use a Delegated Decision Notice to make this written record if it is helpful to do so. There is no requirement to publish the decision and it may be implemented immediately.

¹⁰ And those Local Choice Functions which are the responsibility of the Executive Board and have been delegated to the Director

¹¹ See glossary.

Executive Functions –

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
1 Financial¹²			
a)	To incur expenditure and to generate and collect income in line with Financial Regulations, Contract Procedure Rules and within approved revenue and capital estimates.	<ul style="list-style-type: none"> Chief Officers 	
b)	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Deputy Chief Executive at the first opportunity.	<ul style="list-style-type: none"> Chief Officers 	
2. Procurement¹³			
a)	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.	<ul style="list-style-type: none"> Chief Officers (in consultation with the Chief Procurement Officer) 	The Director of Environment and Housing must approve all procurements. However the contract award for procurements under £250k are delegated to the Chief Officer. All contract awards over £250k remain the responsibility of the Director of Environment and Housing.

¹² See Financial Regulations Toolkit

¹³ See Procurement and Category Management Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.	Not delegated	
c)	Subject to the approval of the City Solicitor and the Deputy Chief Executive, to sign certificates under the Local Government (Contracts) Act 1997 in relation to contracts.	NOT TO BE SUB-DELEGATED ¹⁴	
4. General			
a)	Community Right to Challenge ¹⁵ In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.	<ul style="list-style-type: none"> Chief Officers 	
b.	Data Protection, Human Rights, Surveillance activities, and Freedom of Information ¹⁶		

¹⁴ In the event of the absence of the Director the certificate must be signed by the Deputy Chief Executive or City Solicitor or in their absence one of the Statutory Chief Officers or Non-Statutory Chief Officers to whom authority is delegated under the Officer Delegation Scheme (Executive Functions) General Delegations paragraph 5.

¹⁵ Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

¹⁶ See Managing Information Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) To implement and ensure compliance with: <ul style="list-style-type: none"> • the rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act), and freedom of information • the council's policies on these matters • guidance and advice from the SIRO and SRO on these matters. 	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
	ii) To designate officers with specific responsibilities for these matters.	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
	iii) To advise the SIRO of any:- <ul style="list-style-type: none"> • new types of data processed; • new ways of processing personal data; and • new persons or organisations to whom data is given. 	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
c)	Media ¹⁷ To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit

¹⁷ See Dealing with the Media Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
d)	<p>Authorising officers¹⁸</p> <p>To authorise officers possessing such qualifications as may be required by law or in accordance with the council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the council (however described) and to issue any necessary certificates of authority.</p>	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
e)	<p>Corporate procedures¹⁹</p> <p>To take any action remitted to him/her under corporate procedures.</p>	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
f)	Local Choice Functions (see Section 1, Part 3 of the Constitution)		
	i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit

¹⁸ This delegation gives the officer detailed power to grant authority for other officers to carry out certain statutory powers or duties (e.g. entering onto land or appearing in court). This part of the sub-delegation scheme does not detail those 'authorised officers' – Authorised officers are given separate evidence of their authority (e.g. an ID card or certificate), signed by the person named here who has the power to authorise them. Their details are kept in a separate list together with details of who authorised them, the date they were authorised and the functions for which they are authorised.

¹⁹ This function refers to any powers delegated to the Director under the Procedure Rules set out at Part 4 of the Council's Constitution which are not specifically included elsewhere (for example functions under the Financial Regulations and the Contracts Procedure Rules which are delegated at Paragraphs 1 to 4 above)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) To obtain particulars of persons interested in land	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
g)	<p>Budget and policy framework</p> <p>To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework</p>	Not delegated	
4) EMPLOYMENT ²⁰			
a)	<p>Miscellaneous employment issues</p> <p>To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements</p>	<ul style="list-style-type: none"> • Chief Officers • Heads of Service 	For matters within their remit
b)	<p>Changes to staff structure</p> <p>Decisions in relation to restructures except where the decision:</p> <p>(i) involves changes to existing National or Local Agreements and policies; and/or</p> <p>(ii) cannot be achieved within delegated powers in respect of budgets</p>	Not delegated	<p>Decisions are subject to:</p> <p>(i) appropriate professional advice being sought,</p> <p>(ii) prior consultation with all appropriate parties affected by the decision including all officially recognised trade unions, and</p> <p>(iii) appropriate consideration of pay and grading requirements</p> <p>Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.</p>
c)	Workforce Development		

²⁰ See Recruitment and Staffing Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
5.	WAYS OF WORKING		
a)	<p>Partnerships</p> <p>i) To engage in partnerships with organisations in public, private, and voluntary sector</p> <p>ii) To promote and influence partnership working with organisations across the city</p>		
b)	<p>Functions on Behalf of an NHS Body</p> <p>iii) To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.</p>		
c)	<p>Provision of Statutory Returns</p> <p>i) To provide such statutory returns as are necessary within the Director's remit.</p>		

Executive Functions –

Specific Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
2d(ii)	RIPA Orders	<ul style="list-style-type: none"> Chief Officer Environmental Action 	Excluding key decisions.
1	Any function which has not been specifically delegated at paragraphs 1a to 1d below in relation to Community Safety	<ul style="list-style-type: none"> Chief Community Safety Officer Head of Community Safety Partnerships 	Excluding key decisions
1a	CCTV	<ul style="list-style-type: none"> Chief Community Safety Officer Head of Community Safety Partnerships 	Excluding key decisions
1b	Reduction of crime and disorder (save where specifically delegated in 1b(i) below)	<ul style="list-style-type: none"> Chief Community Safety Officer Head of Community Safety Partnerships 	Excluding key decisions
1b(i)	Drugs and Alcohol Treatment, and offender management	<ul style="list-style-type: none"> Chief Officer Community Safety Chief Officer Strategy and Commissioning 	Excluding key decisions
1c	Tackling anti-social behaviour (save where specifically delegated in 1c(i)-(ii) below)	<ul style="list-style-type: none"> Chief Community Safety Officer Head of Community Safety Partnerships 	Excluding key decisions

	Function Delegated	Officer to whom delegated	Terms and Conditions
1c(i)	<p>Public safety including the following Anti-Social Behaviour authorisations:</p> <ul style="list-style-type: none"> • Closure Notices & Closure Orders; • Public Space Protection Orders; <ul style="list-style-type: none"> • Dispersal Orders 	<ul style="list-style-type: none"> • Chief Community Safety Officer • Head of Operational Delivery' - Closures and PSPO's only • Head of Community Safety Partnerships & Localities 	<p>Excluding key decisions</p> <p>Dispersal Orders are a police power. The power is delegated by the chief constable to police officers in uniform and PCSO's</p>
1c(ii)	<p>Legal action in respect of Enforcement of Community Protection Notices, injunctions and possessions, Section 80 Noise Abatement Notices, Application for warrants for seizures</p> <p>Officers will be authorised to issue CPNs and fixed penalty notices, not just enforce notices</p>	<ul style="list-style-type: none"> • Head of Operational Delivery • LASBT Team Leader • ASB Supervisor (EHO) • LASBT Team Supervisor • ASB Case Officer • OOH ASB Response Officers 	<p>Excluding key decisions</p>
1d	Tackling domestic violence	<ul style="list-style-type: none"> • Chief Community Safety Officer • Head of Domestic Violence 	<p>Excluding key decisions</p>
2	Any function which has not been specifically delegated at paragraphs 2a to 2d below in relation to public health protection and control of statutory nuisance	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Chief Community Safety Officer 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
2a	Rubbish accumulations and fly tipping	<ul style="list-style-type: none"> • Locality Service Managers • Team Managers • Environmental Action Team Leaders 	Schedules 1, 3, 4 and 14 only;
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Supervisors within the locality and city centre teams • Senior Environmental Action Officers • Environmental Action Officers 	Schedules 1, 3 and 14 only;
2b	Domestic, commercial and industrial noise, fumes and odours	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Managers (EAS) • Team Managers (EAS) • ASB Supervisors (EHO) • LASBT Team Leaders • LASBT Team Supervisors • ASB Case Officer • ASB Supervisors (EHO) 	Schedules 3, 4, 12,14
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Schedules 3,12 & 14

	Function Delegated	Officer to whom delegated	Terms and Conditions
2c	Air quality management	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Managers (EAS) • Team Managers (EAS) 	Schedules 3, 4, 12,14
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Schedules 3,12 & 14
2d	Other forms of pollution harmful to public health	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Managers (EAS) • Team Managers (EAS) 	Schedules 3, 4, 12,14
		<ul style="list-style-type: none"> • Senior Environmental Health Officers 	Schedules 3, 5, 12,14
		<ul style="list-style-type: none"> • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Schedules 3,12 & 14
2e	Littering	<ul style="list-style-type: none"> • Locality Service Managers • Team Managers • Environmental Action Team Leaders • Environmental Enforcement Co-ordinator (3gs) 	Schedules 1, 3, 4 and 14 only;

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Supervisors within the locality and city centre teams • Senior Environmental Action Officers • Environmental Action Officers • Environmental Enforcement Officers (3gs) • City Centre Liaison Officer 	Schedules 1, 3 and 14 only;
3	Any function which has not been specifically delegated at paragraphs 3a to 3e below in relation to environmental health and consumer protection	<ul style="list-style-type: none"> • Chief Officer Environmental Action 	
3a	Food hygiene and safety	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Schedules 3, 4, 7, 8, 12, 17
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • Environmental Health Practitioners (Contractors) • Administrative Assistants 	Schedules 3, 7, 8, 12, 17

	Function Delegated	Officer to whom delegated	Terms and Conditions
3b	Health and safety at work other than in relation to Leeds City Council staff or activities	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers 	Schedules 1, 3, 4, 12,
		<ul style="list-style-type: none"> • Technical Officers • Administrative Assistants 	Schedules 1, 3, 12,
3b(i)	Applications for Warrants under Paragraph 2 of Schedule 3 of the Environmental Protection Act 1990	<ul style="list-style-type: none"> • Head of Maintenance Operations (for CO Property & Contracts to delegate [or not]) • M&E Service Manager • Gas Services Manager • Programme Support Officer • ASB Supervisors (EHO) • LASBT Team Leaders • LASBT Supervisors • ASB Case Officers 	Only in respect of gaining access to premises to inspect the gas appliances at the premises so as to ascertain whether or not a statutory nuisance exists and/or to take action to execute works required to abate the likely occurrence or recurrence of a statutory nuisance at the premises.
3c	Monitoring and control of infectious diseases	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Schedules 3, 4, 12,

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • Administrative Assistants 	Schedules 3 and 12
		<ul style="list-style-type: none"> • Medical Officer for Environmental Health 	Schedule 10
		<ul style="list-style-type: none"> • Public Analyst 	Schedule 11
3d	Private water supply monitoring	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) 	Schedules 3,4 &12
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers • Administrative Assistants 	Schedules 3 & 12
3e	Animal health and welfare	<ul style="list-style-type: none"> • Environmental Health Manager • Service Managers (EAS) • Team Managers (EAS) • Service Support Managers 	Schedules 1, 3, 4, 9 and 13 only;
		<ul style="list-style-type: none"> • Senior Environmental Health Officers • Environmental Health Officers • Senior Technical Officers • Technical Officers 	Schedules 1, 3, 9, and 13 only;

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Dog Warden Supervisor • Dog Wardens 	Schedules 1, 3 and 13 only;
		<ul style="list-style-type: none"> • Private Contractor 	Schedules 13 only;
4	Any function which has not been specifically delegated at paragraphs 4a to 4f below in relation to streetscene and environmental management	<ul style="list-style-type: none"> • Chief Officer Environmental Action 	
4a	Street cleaning	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Locality Managers • Locality Service Managers 	
4b	Litter bin provision and maintenance	<ul style="list-style-type: none"> • Chief officer Environmental Action • Locality Managers • Locality Service Managers 	
4c	Gully cleaning	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Locality Managers • Locality Service Managers 	
4d	Provision and cleaning of public conveniences	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Locality Managers • Locality Service Managers 	
4e	Graffiti removal	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Locality Managers • Locality Service Managers 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
4f	Dog control and dog warden service (including dog fouling)	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Locality Managers • Locality Service Managers • Team Managers (EAS) • Environmental Action Team Leaders • Environmental Enforcement Co-ordinator (3gs) 	Schedules 1, 3, 4 and 14 only;
		<ul style="list-style-type: none"> • Senior Environmental Action Officers • Environmental Action Officers • Environmental Enforcement Officers (3gs) • Dog Wardens 	Schedules 1, 3 and 14 only;
		<ul style="list-style-type: none"> • City Centre Liaison Officer 	Schedules 1 and 14 only;
5	Any function which has not been specifically delegated at paragraphs 5a to 5d below in relation to car parking	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Manager (Parking) 	
5a	Operation and maintenance of on and off street car parking provision	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Manager (Parking) 	Schedules 2, 3, 4 and 14 only;
		<ul style="list-style-type: none"> • Senior Civil Enforcement Officer • Civil Enforcement Officer 	Schedules 2, 3 and 14 only;
5b	Decriminalised parking functions including:- (i) Issuing of parking contravention notices; and (ii) Camera operated bus lanes.	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Manager (Parking) 	Schedules 2, 3, 4 and 14 only;

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Senior Civil Enforcement Officer • Civil Enforcement Officer 	Schedules 2, 3 and 14 only;
5c	Provision of commercial and residential parking permits	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Manager (Parking) 	Schedules 2, 3, 4 and 14 only;
		<ul style="list-style-type: none"> • Senior Civil Enforcement Officer • Civil Enforcement Officer 	Schedules 2, 3 and 14 only;
5d	Monitoring and enforcement of disabled 'blue badge' parking use.	<ul style="list-style-type: none"> • Chief Officer Environmental Action • Service Manager (Parking) 	Schedules 2, 3, 4 and 14 only;
		<ul style="list-style-type: none"> • Senior Civil Enforcement Officer • Civil Enforcement Officer 	Schedules 2, 3 and 14 only;
6	Any function which has not been specifically delegated at paragraphs 6a below in relation to sustainable energy and carbon reduction, including the application for related funding and, including the application for related funding and the subsequent authorisation of claims for funding against successful bids.	<ul style="list-style-type: none"> • Head of Sustainable Energy & Climate Change • Executive Programme Manager (FM and Transport) 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
6a	Formulation and implementation of sustainable energy and carbon reduction policies for the city	<ul style="list-style-type: none"> • Head of Sustainable Energy & Climate Change • Executive Programme Manager (FM and Transport) 	
7	Any function which has not been specifically delegated at paragraphs 7a to 7c below in relation to waste	<ul style="list-style-type: none"> • Chief Officer Waste Management 	
7a	Development and implementation of a municipal waste policy	<ul style="list-style-type: none"> • Chief Officer Waste Management • Waste Strategy & Policy Manager 	
7b	Refuse collection	<ul style="list-style-type: none"> • Chief Officer Waste Management • Head of Refuse Service 	
7c	Waste disposal	<ul style="list-style-type: none"> • Chief Officer Waste Management • Head of Service Waste Strategy and Information 	
8	Any function which has not been specifically delegated at paragraphs 8a to 8p (a to q) below in relation to cemeteries, crematoria, burial grounds and mortuaries	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Trading and Operational Support Manager 	Schedule 28
8a	The authority's role as burial authority	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Trading and Operational Support Manager 	Schedule 28

	Function Delegated	Officer to whom delegated	Terms and Conditions
8b	Power to provide and regulate cemeteries and crematoria under the relevant legislation	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Trading and Operational Support Manager 	Schedule 28
8c	The power to acquire land for the provision of cemeteries and crematoria	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	Schedule 28
8d	To grant exclusive rights of burial and rights to erect monuments and memorials	<ul style="list-style-type: none"> • Bereavement Services Manager 	Schedule 28
8e	Authority to transfer grave deeds	<ul style="list-style-type: none"> • Bereavement Services Manager 	Schedule 28
8f	The provision of an exhumation service		
8g	Management and maintenance of public burial grounds		
8h	Authority to carry out cremations of the remains of a deceased person including body parts, still born child, NVF, at an approved site		
8i	Retention of documents relating to cremation and burial		
8j	Authority to open and close a crematorium and cemetery	<ul style="list-style-type: none"> • Bereavement Services Manager • Leading Bereavement Services Officer 	
8k	Contribution to the regional mortuary service serving West Yorkshire for use by the coroner	<ul style="list-style-type: none"> • Trading and Operational Support Manager 	
8l	The provision of emergency mortuary facilities	<ul style="list-style-type: none"> • Trading and Operational Support Manager 	
8m	Notify the Home Secretary of the opening of any crematoria, which can then be inspected at any reasonable time by anyone appointed by the Home Secretary or Department of Health	<ul style="list-style-type: none"> • Trading and Operational Support Manager • Bereavement Services Manager 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
8n	Authority to arrange funerals at the Council's expense in accordance with Section 46 of the Public Health (Control of Disease) Act 1984.	<ul style="list-style-type: none"> • Bereavement Services Manager 	
8o	The ability to revise and set fees and charges for the use of crematoria and burial services	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Trading and Operational Support Manager • Bereavement Services Manager 	
8p	To carry out the statutory requirements regarding the registration of burials and cremations	<ul style="list-style-type: none"> • Bereavement Services Manager 	
8q	To carry out the statutory requirements regarding the registration of burials and cremations	<ul style="list-style-type: none"> • Bereavement Services Manager 	
9	Any function which has not been specifically delegated at paragraphs 9a to 9i below in relation to parks and countryside	<ul style="list-style-type: none"> • Chief Parks and Countryside Officer 	
9a	Creation, management and enhancement of parks and green spaces	<ul style="list-style-type: none"> • Chief Parks and Countryside Officer 	
9b	Creation, management and enhancement of related visitor attractions and facilities	<ul style="list-style-type: none"> • Chief Parks and Countryside Officer 	
9c	Public rights of way	<ul style="list-style-type: none"> • Natural environment manager 	Schedules 21,22,23,24,25,& 26 only
		<ul style="list-style-type: none"> • Public Rights of Way Manager 	Schedules 21,22,23,24 & 26 only
		<ul style="list-style-type: none"> • Principal Definitive Map Officer 	Schedules 23 & 24 only
		<ul style="list-style-type: none"> • Senior Definitive Map Officer • Definitive Map Officer • Principal Development Officer 	Schedule 23 only

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(a)	Authority to erect access control barriers or other structures to safeguard members of the public	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer 	Schedule 22
9c(b)	To authorise an application to the Magistrates Court to authorise stopping up or diversion of a highway	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 21
9c(c)	To authorise an application for an order under section 116 on behalf of another person	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(d)	Serve Notice and take any necessary default action regarding disturbance of public right of way	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer 	Schedule 22
9c(e)	Authority to prosecute offences in relation to unlawful disturbance of highway	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(f)	Authority to remove any picture, letter, sign or other mark on or in a public right of way	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Forestry Manager 	Schedule 22
9c(g)	Authority to prosecute offences of non indication and reinstatement of path following lawful disturbance	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(h)	Serve Notice and take any necessary default action in respect of non indication and reinstatement of highway after lawful disturbance	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(i)	To authorise the temporary diversion of path or way ploughed up under section 134	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(j)	Authority to prosecute offences of obstruction of Highway	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(k)	Serve Notice and take any necessary default action in respect of non indication of line of path and crops growing on highway	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(l)	Authority to prosecute offences in relation to crops growing on surface of highway	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(m)	Authority to serve Notice to remove unauthorised structure across a highway and take default action if necessary	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(n)	Authority to serve Notice on owner of a gate across a right of way which is less than minimum width to enlarge or remove it	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(o)	Authority to serve Notice or take default action in relation to dangerous stiles or gates	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(p)	Authority to prosecute offences of depositing anything on a highway to the interruption of a user	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(q)	Authority to serve Notice regarding overhanging trees, hedges and shrubs and take any necessary default action	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager 	Schedule 22
9c(r)	Authority to serve Notice on owner of land to remove nuisance barbed wire and apply to magistrates for court order if necessary	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 22
9c(s)	Power of entry for purposes connected with certain orders relating to footpaths and bridleways	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 23

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(t)	Entry etc of premises by highway authority or council for certain purposes	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager 	Schedule 23

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(u)	Power of highway authority or council to execute certain works on behalf of other persons	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager 	Schedule 22
9c(v)	To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 24
9c(w)	To produce and publicise a Rights of Way Improvement Plan and keep under review	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 21
9c(x)	Making of Traffic Regulation Orders for purposes of conserving natural beauty	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager 	Schedule 21

	Function Delegated	Officer to whom delegated	Terms and Conditions
9c(y)	To determine modification order applications and to determine the making of modification orders on the discovery of evidence	<ul style="list-style-type: none"> • Natural Environment Manager 	Schedule 25
9c(z)	Supplementary provisions as to definitive maps and statements	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer 	Schedule 21
9c(aa)	Authority to appoint Wardens for public rights of way	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager 	Schedule 26
9c(ab)	Power to erect and maintain sign posts along any public right of way	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer 	Schedule 21
9d	Woodland and Tree Management	<ul style="list-style-type: none"> • Natural Environment Manager • Forestry Manager • Senior Arboricultural Officer • Arboricultural Officers • Assistant Arboricultural Officers • Woodland Officers • Conservation Officers • Forestry Operations Manager 	Section 28

	Function Delegated	Officer to whom delegated	Terms and Conditions
9e	Provision of educational events and programmes	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Development Manager • Outreach Manager 	
9f	Horticultural Maintenance	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Parks Operations Manager • Parks East Area Manager • Parks West Area Manager • Parks Senior Estates Manager • Horticultural and Landscapes Manager • Business Development Manager 	
9g	The ability to revise and set fees and charges and implement special offers in relation to parks, green spaces and related visitor attractions	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	
9h	Authority to grant approvals, licences, designations, agreements, concessions, permissions or registrations in relation to the use of parks and green spaces	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	
9i	Authority to revise schedules of land in relation to the Byelaws For Pleasure Grounds, Public Walks And Open Spaces	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	
10	Any function which has not been specifically delegated at paragraphs 10a to 10h below in relation to the management of parks and countryside.	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
10a	Provision and maintenance of footpaths and bridleways.	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Forestry Manager 	
10b	Management of the public rights of way network including legal recording, enforcement and maintenance activities	<ul style="list-style-type: none"> • Natural Environment Manager • Public Rights of Way Manager • Principle Definitive Map Officer • Principle Development Officer • Senior Definitive Map Officer • Definitive Map Officer • Forestry Manager 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
10c	Provision and maintenance of landscaping schemes	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Parks Operations Manager • Trading and Operational Support Manager • Development Manager • Parks East Area Manager • Parks West Area Manager • Parks Senior Estates Manager • Horticultural and Landscapes Manager • Business Development Manager • Major Projects Manager 	
10d	Management of designated conservation sites	<ul style="list-style-type: none"> • Natural Environment Manager • Forestry Manager • Woodland Officers • Conservation Officers 	
10e	The provision and Management of Allotments	<ul style="list-style-type: none"> • Trading and Operational Support Manager • Allotment Inspector 	Schedule 29
10f	Acquisition of land for the purposes of providing allotments	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	Schedule 29
10g	Transfer of Allotments to Parish and Town Councils	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside • Trading and Operational Support Manager 	Schedule 29

	Function Delegated	Officer to whom delegated	Terms and Conditions
10h	The ability to revise and set fees and charges for allotments	<ul style="list-style-type: none"> • Chief Officer Parks and Countryside 	Schedule 29
11)	Any function which has not been specifically delegated at paragraphs 11a i) to v) below in relation to Landlord Functions (funded by the Housing Revenue Account) in relation to the authority's role as housing authority excluding those functions which the authority has agreed, with the approval of the Secretary of State, that another person should exercise as agent of the authority	<ul style="list-style-type: none"> • Chief Officer Housing Management • Chief Officer Property and Contracts 	
11a	Council Housing Management Including	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Management • Housing Managers 	
11a i)	Tenant Involvement	<ul style="list-style-type: none"> • Head of Neighbourhood Services 	
	To approve tenant led environmental and community related funding	Head of Housing Management	<ul style="list-style-type: none"> • In line with Council policy and local Housing Advisory Panel priorities; and • following recommendation from relevant Housing Advisory Panel
11a ii)	Lettings and Rent Collection	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Management • Housing Managers 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
11a iii)	Repairs and Maintenance	<ul style="list-style-type: none"> • Chief Officer Property and Contracts • Head of Leeds Building Services 	
11a iv)	Housing Revenue Account Investment (to maintain existing and provide new council housing)	<ul style="list-style-type: none"> • Chief Officer Housing Management • Chief Officer Property and Contracts 	
11a v)	Housing PFI Contracts	<ul style="list-style-type: none"> • Chief Officer Property and Contracts • Programme Manager PFI Contracts 	
12	Any function which has not been specifically delegated at paragraphs 12a to 12b vi) below in relation to Housing Functions (funded by the General Fund).		
12a)	Condition and Occupation of Housing including any function which has not been specifically delegated at 12a (i) to (iii) below.	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (private sector housing) • Deputy Service Managers (private sector housing) 	Schedules 3, 4 and 15 only.

	Function Delegated	Officer to whom delegated	Terms and Conditions
12a i)	Private and voluntary sector rental housing (including enforcement and licensing)	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (private sector housing) • Deputy Service Managers (private sector housing) 	
12a ii)	Empty Property Strategy and	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (private sector housing) • Deputy Service Managers (private sector housing) 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
12a iii)	Partnerships with Housing Associations and other key stakeholders	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (private sector housing) • Deputy Service Managers (private sector housing) 	
12b)	Other Housing Services which have not been specifically delegated at 12b(i) to (vi) below including		
	<p>(a) To award Supporting People contracts.</p> <p>(b) To make efficiencies and generate savings in Supporting People contracts through negotiations with service provides, and to formalise these through contract variations.</p>	Chief Officer Strategy and Commissioning	Does not include key decisions. All significant operational commissioning decisions, contract variations and extensions below £100,000 per annum, as recommended by the Supporting People Commissioning Body.
12b i)	Housing Advice	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Housing Operations) 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
12b ii)	Homelessness	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Housing Operations) 	
12b iii)	Gypsies and Travellers including	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Housing Operations) • Gypsy and Traveller Service Manager 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
	Caravan Sites	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Housing Operations) • Gypsy and Traveller Service Manager 	In accordance with Schedules 3, 4 and 16 only
	Land occupied by travelling people	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Housing Operations) • Gypsy and Traveller Service Manager 	With the exception of key and significant operational decisions.
12b iv)	Emergency and temporary accommodation	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Housing Operations) 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
12b v)	Energy efficiency and fuel poverty	<ul style="list-style-type: none"> • Head of Sustainable Energy & Climate Change • Executive Programme Manager (FM and Transport) 	
12b vi)	Adaptations	<ul style="list-style-type: none"> • Chief Officer Housing Management • Head of Housing Support • Service Manager (Health and Housing) 	

Miscellaneous Functions

The functions set out in this part of the Sub-delegation scheme are derived from:-

- Legislation which provides that a function should be the specific responsibility of the Director;
- Policies and Procedures which form part of the Constitution of Leeds City Council;
- Sub-delegations made by other Directors of Leeds City Council to whom those functions have been delegated; and
- Delegations which have been made to the Director by Full Council or the Executive for a period less than 6 months which are not therefore reflected in the Constitution

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
Council functions sub-delegated by the Director of City Development and the Chief Planning Officer	Functions under the Highways Act 1980 as set out in the Sub Delegation scheme of the Director of City Development, limited to the enforcement of those functions.	<ul style="list-style-type: none"> • Locality Service Managers • Team Managers • Team Leaders • Senior Environmental Action Officer • Environmental Action Officer • 	Schedules 1, 3, and 4 only
		<ul style="list-style-type: none"> • City Centre Liaison Officer 	Schedule 1 only
		<ul style="list-style-type: none"> • Service Manager (Parking) 	Schedules 2, 3, and 4 only
		<ul style="list-style-type: none"> • Senior Civil Enforcement Officer • Civil Enforcement Officer 	Schedules 2 & 3 only
	Functions under the Town & Country Planning Act 1990 and Town and Country Planning (Control of Advertisement) Regulations 1992 as set out in the sub delegation scheme of the Chief Planning Officer	<ul style="list-style-type: none"> • Locality Service Managers • Team Managers • Team Leaders 	Schedules 1, 3, and 4 only
		<ul style="list-style-type: none"> • Senior Environmental Action Officer • Environmental Action Officer • City Centre Liaison Officer 	Schedules 1 & 3 only

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
<p>Executive functions sub-delegated by the City Solicitor</p>	<p>To take any action intended to give effect to a decision of the executive or an officer including the commencement defence, withdrawal or settlement of proceedings</p> <p><i>(sub-delegated to the Director of Environment and Housing by the City Solicitor)</i></p>	<p>To be delegated to Chief Officers in accordance with the portfolios of the new structure)</p> <ul style="list-style-type: none"> • • Head of Neighbourhood Services • Housing Manager (income Recovery) • Income Service Manager • Neighbourhood Services Officer (Paralegal) • Housing Manager (income Improvement) • Team Leader (Income Recovery) 	<p>To take any action which the City Solicitor can take BUT only with regard to</p> <ul style="list-style-type: none"> • the issuing of particulars of claim for rent arrears and warrant applications; and • the signing and completing of standard Shop Tenancy Agreements; • the renewal of tenancies under the Landlord and Tenant Act 1954 - section 25; • the completion of Rent Review Memoranda; Site Compound Agreements; Licences for temporary periods; Tenancy at Will; Site Indemnity / Investigations Agreements; and standard Garage Tenancy Agreements.
		<ul style="list-style-type: none"> • Chief Officer Property & Contracts • Head of Maintenance Operations • Head of Asset Management • M&E Service Manager • Gas Services Manager • Programme Support Officer 	<p>To take any action which the City Solicitor can take BUT only with regard to:</p> <ul style="list-style-type: none"> • Applications for warrants under Paragraph 2 of Schedule 3 of the Environmental Protection Act 1990

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
Executive functions in relation to the authority's role as highways authority and road traffic authority except in relation to parking enforcement, sub-delegated by the Director of City Development to the Director of Environment and Housing with the power to sub-delegate, and limited to enforcement of these functions	Unauthorised marks on the highway	Not delegated	
	Damage to the highway consequent on exclusion of sun and wind	Not delegated	
	Penalty for wilful obstruction of highway	Not delegated	
	Power to remove structures from highways	Not delegated	
	Penalty for depositing things or pitching booths etc on the highway (deposits/trading)	Not delegated	
	Prevention of soil etc being washed onto street (mud on highway)	Not delegated	
	Cutting or felling etc of trees etc that overhang or are a danger to roads or footpaths	Not delegated	
	Control of mixing of mortar etc on highways	Not delegated	
	Vehicle crossings over footways and verges	Not delegated	

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
Executive functions sub-delegated by the Director of City Development to the Director of Environment and Housing with the power to sub-delegate, and limited to property within the Environment and Housing commercial asset management portfolio.	Routine property matters relating to the Environment and Housing commercial asset management portfolio, including rent reviews, lease renewals, assignments, consents, change of use, sub-lettings, surrenders, notices to review or terminate, temporary lettings, licences, and other routine property matters.	Chief Officer Property & Contracts Head Strategy & Investment	

Absence Provisions

The table below sets out details of responsibility for those functions which are not sub-delegated by the Director in the usual course of business. These sub-delegations may only be exercised in the absence of the Director on leave²¹ or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply²².

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
All functions or decisions which are not otherwise sub-delegated in the relevant section below.	Chief Officers	<ul style="list-style-type: none"> • For matters within their remit; and • Subject to consultation with the relevant Executive Member when taking Key Decisions.
	Heads of Service	<ul style="list-style-type: none"> • For matters within their remit; • Not including Key Decisions; and • Subject to consultation with the relevant Chief Officer when taking Significant Operational Decisions.

²¹ Whether annual leave, sick leave or special leave

²² It is recommended that a delegated decision form be used to record and publish this as a Significant Operational Decision.

Schedules to the Director of Environment and Housing Sub-delegation scheme

For actions and legislation in the Schedules below, staff are authorised to sign documents within their area of work after their competence has been confirmed by their line manager.

Legislation specified includes all relevant amendments and subordinate statutory instruments made under those specified acts.

Schedule	Action
1	The Service of Fixed Penalty Notices
2	<ul style="list-style-type: none"> • Issue Penalty Charge Notices (PCN's)* • Suspend the use of parking bays* • Exercise powers specified in the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984* <p>*subject to wearing uniforms as stipulated in the Civil Enforcement Officers (Wearing of Uniforms) (England) Regulations 2007</p>
3	<ul style="list-style-type: none"> • The issuing of statutory notices (signing & service of) • The enforcement of statutory provisions (gathering evidence, witnessing a breach etc) • The approval of licences, permits and registrations, excluding those listed as a Council function which have other restrictions.
4	The approval of prosecution files to facilitate legal proceedings. The issuing of formal cautions.
5	The issuing of permits under the Environmental Permitting Regulations 2010
6	The authorisation of directed surveillance under section 28 of the Regulation of Investigatory Powers Act 2000
7	<ul style="list-style-type: none"> • The enforcement of the Food & Environment Protection Act 1985 section3 • The approval of premises which handle products of animal origin • Register premises for the preparation of food and maintain that register (EC Regulation 852/2004 Article 6, EC Regulation 882/2004 Article 31, and Regulation 19 and schedule 2 of the Food Hygiene (England) Regulations 2013 • To approve premises which handle products of animal origin (EC Regulation 853/2004 Article 4 and Regulation 19 and Schedule 2 of The Food Hygiene (England) Regulations 2013)
8	Exercise the powers specified in the Food Safety Act 1990 and European Communities Act 1972 in relation to food safety.

Schedule	Action
9	<ul style="list-style-type: none"> • Issue Animal Movement Licences • Issue Animal Disease Control Notices including Detention and Cleaning Notices
10	<p>Approved to act as Proper Officer in relation to the Public Health (Control of Diseases) Act 1984, as amended by the Health and Social Care Act 2008 for the purposes of notifiable diseases, food poisoning, vaccination and immunisation. References to Acts of Parliament includes all Regulations, Orders and Circulars there under.</p> <p>When absent, the Medical Officer for Environmental Health may authorise another community physician, with experience in environmental health and the control of communicable diseases, to act as Proper Officer.</p> <p>The Medical Officer for Environmental Health is approved to act in respect of any further legislation where the post is specifically empowered to act on behalf of the Local Authority including all relevant powers under Port Health and associated legislation.</p>
11	<p>The public analysts, possessing approved qualifications and relevant experience, and employed by the West Yorkshire Analytical Services, shall be appointed as Public Analysts for the purposes of the Food Safety Act 1990 within the Leeds City Council area. Appointment shall be confirmed by resolution of the West Yorkshire Joint Services Committee.</p>
<p>12</p> <p>(environmental and consumer protection, health and safety other than in relation to Council employees, public health (including the investigation and control of notifiable diseases)</p>	<p>Agriculture (Miscellaneous Provisions) Act 1968</p> <p>Anti Social Behaviour Act 2003</p> <p>Avian Influenza (Preventive Measures) Regulations 2005</p> <p>Breeding of Dogs Act 1973 & 1991</p> <p>Breeding and Sale of Dogs (Welfare) Act 1999</p> <p>Clean Air Act 1993</p> <p>Clean Housing and Environment Act 2005</p> <p>Control of Pollution Act 1974</p> <p>Control of Pollution (Amendment) Act 1989</p> <p>Environmental Protection Act 1990</p> <p>Environment Act 1995</p> <p>Environmental Permitting (England and Wales) Regulations 2010</p> <p>European Communities Act 1972</p> <p>Food and Environment Protection Act 1985</p> <p>Food Safety and Hygiene (England) Regulations 2013</p> <p>Food Safety Act 1990</p> <p>General Food Regulations 2004</p> <p>Health Act 2006</p>

Schedule	Action
	<p> Highways Act 1980 Home Safety Act 1961 Local Government (Miscellaneous Provisions) Act 1976 and 1982 Local Government and Housing Act 1989 Local Government Act 2003 Licensing Act 2003 Noise Act 1996 Noise and Statutory Nuisance Act 1993 Official Feed and Food Controls (England) Regulations 2009 Prevention of Damage by Pests Act 1949 Public Health Acts 1936 and 1961 Public Health (Control of Disease) Act 1984(as amended by the Social Care Act 2008) Riding Establishments Act 1964 and 1970 Shop Act 1950 Sunbeds (Regulation) Act 2010 Sunday Trading Act 1994 Trade in Animals and Related Products Regulations 2011 TSE (England) Regulations 2002 as amended Water Industry Act 1991 West Yorkshire Act 1980 </p>

Schedule	Action
<p>13 (animal health & welfare)</p>	<p>Animal Boarding Establishments Act 1963 Animals Act 1971 Animal Health Act 1981 as amended Animal Health Act 2002 Animal Welfare Act 2006 Breeding of Dogs Act 1973 & 1991 Breeding and Sale of Dogs (Welfare) Act 1999 Control of Horses Act 2015 Dangerous Dogs Act 1991 Dangerous Wild Animals Act 1976 Diseases of Animals Act 1950 European Communities Act 1972 Local Government Act 2003 Local Government (Miscellaneous Provisions) Act 1982 Performing Animals (Regulation) Act 1925 Pet Animals Act 1951 Protection of Animals Act 1911 Protection of Animals (Amendment) Act 2000 Rabies Act 1974 Riding Establishments Act 1964 and 1970 West Yorkshire Act 1980 Zoo Licensing Act 1981</p>
<p>14 (Environment Action management and street and gully cleansing, refuse collection, graffiti removal, fly-tipping and dog warden services public conveniences, waste management, related enforcement)</p>	<p>Anti-Social Behaviour Act 2003 Anti-Social Behaviour Crime and Policing Act 2014 Clean Housing and Environment Act 2005 Criminal Damage Act 1971 Environmental Protection Act 1990 Highways Act 1980 Leeds City Council Act 2013 Local Government (Miscellaneous Provisions) Act 1982 Pedlars Act 1871 Prevention of Damage by Pests Act 1949 Refuse Disposal (Amenity) Act 1978 Road Traffic Regulation Act 1984</p>

Schedule	Action
functions, including parking enforcement)	Road Traffic Act 1991 Traffic Management Act 2004 Town and Country Planning Act 1990 (section 215 only)
15 (the condition and occupation of private housing)	Building Act 1984 Energy Act 2015 (Smoke and Carbon Monoxide Alarms (England) Regulations 2015) Environmental Protection Act 1990 European Communities Act 1972 Highways Act 1980 Home Energy Conservation Act 1995 Housing Act 1985, 1996 and 2004 Housing Grants, Construction and Regeneration Act 1996 Local Government and Housing Act 1989 Local Government (Miscellaneous Provisions) Act 1976 and 1982 Local Government Act 2003 Management of Houses in Multiple Occupation (England) Regulations 2006 Noise Act 1996 Prevention of Damage by Pests Act 1949 Public Health Acts 1936 and 1961 Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to belong to a scheme etc) (England) Order 2014 Investment Energy Act 2003 Town and Country Planning Act 1990 (section 215 only)
16 (caravan sites)	Caravan Sites and Control of Development Act 1960 Caravan Sites Act 1968 Environmental Protection Act 1990 Local Government Act 2003
17	Subject to being a suitably qualified Environmental Health Practitioner: Food Hygiene (England) Regulations 2013 to enter and inspect premises only.
18	The power to appoint a person as an inspector for the purposes of the Health and Safety at Work Act 1974 and Regulations made there under.
19	The provisions of the Working Time Directive of the European Union (council directive 93/104/EC) of the 23 rd November as amended by Directive 2000/34/EC of the European Parliament and of the Council of 22 nd June 2000

Schedule	Action
20	The power to determine and transfer enforcement responsibility between the local authority and Health and Safety Executive as described under the Health and Safety (Enforcing Authority) Regulations 1998.
21	<p>Highways Act 1980 Section 116 To authorise an application to the Magistrates Court to authorise stopping up or diversion of a highway</p> <p>Countryside and Rights of Way Act 2000 Section 60 To produce and publicise a Rights of Way Improvement Plan and keep under review</p> <p>Countryside and Rights of Way Act 2000 Section 66 Making of Traffic Regulation Orders for purposes of conserving natural beauty</p> <p>Wildlife and Countryside Act 1981 Section 57 Supplementary provisions as to definitive maps and statements</p> <p>Countryside Act 1968 Section 27 Power to erect and maintain signposts along any public rights of way</p>
22	<p>Highways Act 1980 Section 66 Authority to erect access control barriers or other structures to safeguard members of the public</p> <p>Highways Act 1980 Section 117 To authorise an application for an order under section 116 on behalf of another person</p> <p>Highways Act 1980 Section 131A Serve notice and take any necessary default action regarding disturbance of public right of way</p> <p>Highways Act 1980 Section 131A Authority to prosecute offences in relation to unlawful disturbance of highway</p> <p>Highways Act 1980 Section 132 Authority to remove any picture, letter, sign or other mark on or in a public right of way</p> <p>Highways Act 1980 Section 134 Authority to prosecute offences of non-indication and reinstatement of path following lawful disturbance</p> <p>Highways Act 1980 Section 134 Serve notice and take any necessary default action in respect of non-</p>

Schedule	Action
	<p>indication and reinstatement of highway following lawful disturbance</p> <p>Highways Act 1980 Section 135 To authorise the temporary diversion of path or way ploughed up under section 134</p> <p>Highways Act 1980 Section 137 Authority to prosecute offences of obstruction of highway</p> <p>Highways Act 1980 Section 137A Serve notice and take any necessary default action in respect of non-indication of line of path and crops growing on highway</p> <p>Highways Act 1980 Section 137A Authority to prosecute offences in relation to crops growing on highway</p> <p>Highways Act 1980 Section 143 Authority to serve Notice to remove unauthorised structure across a highway and take default action if necessary</p> <p>Highways Act 1980 Section 145 Authority to serve Notice on owner of a gate across a right of way which is less than minimum width to enlarge or remove it</p> <p>Highways Act 1980 Section 146 Authority to serve Notice or take default action in relation to dangerous stiles or gates</p> <p>Highways Act 1980 Section 148/149 Authority to prosecute offences of depositing anything on a highway to the interruption of a user</p> <p>Highways Act 1980 Section 154 Authority to serve Notice regarding overhanging trees, hedges and shrubs and take any necessary enforcement action</p> <p>Highways Act 1980 Section 164 Authority to serve Notice on owner of land to remove nuisance barbed wire and apply to magistrates for court order if necessary</p> <p>Highways Act 1980 Section 296 Power of highway authority or council to execute works on behalf of other persons</p>
23	Highways Act 1980 Section 293 Power of entry for purposes connected with certain orders relating to

Schedule	Action
	footpaths and bridleways Highways Act 1980 Section 294 Entry etc of premises by highway authority or council for certain purposes (discharge of functions conferred or imposed on an authority, being a highway authority or council) (a) Surveying (b) Making plans (c) Executing, maintaining or examining works (d) Ascertaining the course of sewers or drains (e) Ascertaining or fixing boundaries (f) Ascertaining whether and hedge, tree or shrub is dead, diseased, damaged or insecurely rooted
24	Wildlife and Countryside Act 1981 Section 53B To keep register of prescribed information with respect to applications under section 53(5) of the Wildlife and Countryside Act 1981
25	Wildlife and Countryside Act 1981 Section 53 (3B&C) To determine modification order applications and to determine the making of modification orders on the discovery of evidence
26	Wildlife and Countryside Act 1981 Section 62 Authority to appoint Wardens for public rights of way
27	Section 154 Highways Act 1980 Section 23 Local Government (Miscellaneous Provisions) Act 1976.
28 Cemeteries and Crematoria	Burial Act 1852, 1857 & 1906 Local Government Act 1972 Local Authorities Cremation Order 1977 Cremation Act 1902 & 1952 Cremation Regulations 1930, 1952 & 2000 Births & Deaths Registration Act 1953(2) The Coroners Act 1988(3) The Human Tissue Act 2004(4) The Cremation (Amendment) Regulations 2006 The Cremation (England and Wales) Regulations 2008 Public Health (Control of Disease) Act 1984

Schedule	Action
	The Pollution Prevention (England and Wales) Regulations 2000
<p style="text-align: center;">29 Allotments</p>	<p>Small Holdings and Allotment Act 1908 Allotment Acts 1908 to 1950 Local Government Act 1972 Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 Localism Act 2011</p>