

# Director's Sub-Delegation Scheme

<sup>1</sup>Director of City Development

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Signed<sup>2</sup>

Dated: 16 November 2020

Review Date <sup>3</sup>	Initial of reviewing officer

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<sup>1</sup> Insert title of Director here

<sup>2</sup> 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.

<sup>3</sup> 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

The<sup>4</sup> Director of City Development 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 footnote<sup>5</sup> below). All officers are bound by the Employee

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<sup>4</sup> Insert title of Director here.

<sup>5</sup> 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));

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 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.

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- 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);

# 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
Heads of Service (Asset Management and Regeneration)	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> <li>• Head of Regeneration</li> <li>• Head of Station Development</li> <li>• Head of Programmes and Projects</li> </ul>	
Heads of Service (Economic Development)	<ul style="list-style-type: none"> <li>• Head of Funding Programmes and Business Support</li> <li>• Head of Economic Policy</li> <li>• Head of Visitor Economy and Inward Investment</li> <li>• Head of Employment and Skills</li> </ul>	
Head of Service (Highways and Transportation)	<ul style="list-style-type: none"> <li>• Head of Civil Engineering</li> </ul>	
Heads of Service (Planning Services)	<ul style="list-style-type: none"> <li>• Head of Development Management</li> <li>• Head of Strategic Planning</li> <li>• Head of Building Control Services</li> </ul>	

# 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
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"> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	Contracts of a value below £100,000 <sup>6</sup>

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<sup>6</sup> Contracts above the value of £100,000 are signed in accordance with Article 14 and the sub-delegation scheme of the City Solicitor.

### Specific Delegations<sup>7</sup>

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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<sup>7</sup>

Specific Delegations are made under:-

- Article 12 to the Chief Executive as Head of Paid Service and Director of Resources and Housing as his deputy; the City Solicitor as Monitoring Officer and the Head of Governance and Scrutiny Support as her deputy; and the Chief Officer (Financial Services) as Chief Finance Officer and XXX 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

# 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)<sup>8</sup> 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 Rules<sup>9</sup> 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.

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

<sup>9</sup> 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
<b>General</b>			
(a)	To make payments or provide other benefits in cases of maladministration	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul>	<ol style="list-style-type: none"> <li>1. In accordance with guidance notes jointly prepared by the City Solicitor and the Director of Resources and Housing.</li> </ol>

	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"> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Sport/Leisure Centre Operations Manager</li> <li>• Sport/Leisure Centre Area Managers</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	Powers limited to areas within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>Personnel</b>			
(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"> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	<ul style="list-style-type: none"> <li>• Powers limited to areas within their remit.</li> <li>• Following agreement by City Development Directorate and Corporate HR</li> </ul>

	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"> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	<p>Subject to there being budgetary provision.</p> <p>Such staff should be employed on terms set out in the guidance issued by the Director of Resources and Housing.</p> <p>Powers limited to areas within their remit.</p>

	Function Delegated	Officer to whom delegated	Terms and Conditions
(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"> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	<ul style="list-style-type: none"> <li>• All decisions are subject to consultation with the Head of Finance (City Development) and the Head of Human Resources (City Development)</li> <li>• Powers limited to areas within their remit.</li> </ul>



	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>Byelaws</b>			
(d)	The enforcement of byelaws	<ul style="list-style-type: none"> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Head of City Centre Management</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> <li>• Operations Manager Active Leeds</li> </ul>	Powers limited to areas within their remit.
		<ul style="list-style-type: none"> <li>• Head of Markets</li> <li>• Deputy Markets Manager</li> </ul>	Authority delegated in respect of Markets only, to enforce byelaws relating to markets made by the Council in pursuance of powers under Section 60 of the Food Act 1984 and Section 23 of the West Yorkshire Act 1980

# 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.
- f)

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>(a)</b>	<b>To license market and street trading</b>	• Chief Officer Operations	
		• Head of Markets • Deputy Markets Manager	Not to determine whether a charge should be made or the amount of such a charge.

	Function Delegated	Officer to whom delegated	Terms and Conditions
		Manager of Street Cleansing and Enforcement (C&E)	Powers limited to exercising the Council functions General parts 1 (c) - to determine whether and how to enforce any failure to comply <sup>10</sup> and (d) - to amend, modify vary or revoke.
<b>(b)</b>	<b>To issue, amend or replace safety certificates (whether general or special) for sports grounds</b>	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> </ul>	
<b>(c)</b>	<b>To issue, cancel, amend or replace safety certificates for regulated stands at sports grounds</b>		
<b>(d)</b>	<b>To grant a street works licence</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> </ul>	Not to determine whether a charge should be made or the amount of such a charge.
		<ul style="list-style-type: none"> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
<b>(e)</b>	<b>To grant permission for provision etc of services, amenities, recreation and refreshment facilities on highway and related powers</b>	Chief Officer Highways and Transportation	

<sup>10</sup> Including any failure to comply with such an approval, consent, licence, permission or registration, a condition, limitation or term to which it is subject; or any other contravention in relation to a matter with regard to which the function of determining an application for approval, consent, licence, permission or registration would not be the responsibility of the Executive.

	Function Delegated	Officer to whom delegated	Terms and Conditions
		Heads of Service (Highways and Transportation)	<ul style="list-style-type: none"> <li>• This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval.</li> <li>• Not to determine whether a charge should be made or the amount of such a charge.</li> </ul>
<b>(f)</b>	<b>To publish notice in respect of proposal to grant permission under section 115E of the Highways Act 1980</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> </ul>	
		<ul style="list-style-type: none"> <li>• Heads of Service (Highways and Transportation)</li> </ul>	<ul style="list-style-type: none"> <li>• This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval.</li> </ul>
<b>(g)</b>	<b>To permit deposit of builder's skip on highway</b>	Chief Officer Highways and Transportation	
		Heads of Service (Highways and Transportation)	Not to determine whether a charge should be made or the amount of such a charge.
<b>(h)</b>	<b>To license planting, retention and maintenance of trees etc in part of highway</b>	Chief Officer Highways and Transportation	
		Heads of Service (Highways and Transportation)	Not to determine whether a charge should be made or the amount of such a charge.
<b>(i)</b>	<b>To authorise erection of stiles etc on footpaths or bridleways</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>(j)</b>	<b>To license works in relation to buildings etc which obstruct the highway</b>	Chief Officer Highways and Transportation	
		Heads of Service (Highways and Transportation)	Not to determine whether a charge should be made or the amount of such a charge.
<b>(k)</b>	<b>To consent to temporary deposits or excavations in streets</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
<b>(l)</b>	<b>To dispense with obligation to erect hoarding or fence</b>		
<b>(m)</b>	<b>To restrict the placing of rails, beams etc over highways</b>		
<b>(n)</b>	<b>To consent to construction of cellars etc under street</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval.
<b>(o)</b>	<b>To consent to the making of openings into cellars etc under streets and pavement lights and ventilators</b>	Chief Officer Highways and Transportation Heads of Service (Highways and Transportation)	This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval.
		Director of Communities and Environment (with the power to sub-delegate)	Authority limited to the enforcement of this function
<b>(p)</b>	<b>To make a special extinguishment order</b>	Chief Officer Highways and Transportation	

	Function Delegated	Officer to whom delegated	Terms and Conditions
		Heads of Service (Highways and Transportation)	This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval.
		<ul style="list-style-type: none"> <li>• Countryside and Access Manager</li> <li>• Assistant Countryside and Access Manager</li> <li>• Principal Definitive Map Officer</li> </ul>	Functions limited to areas contained within the Definitive Map of Public Rights of Way.
<b>(q)</b>	<b>To assert and protect the rights of the public to use and enjoyment of highways</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
<b>(r)</b>	<b>To serve notice of proposed action in relation to obstruction</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
		Director of Communities and Environment (with the power to sub-delegate)	Authority limited to the enforcement of this function
<b>(s)</b>	<b>To apply for variation of order under section 130B of the Highway Act 1980</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>(t)</b>	<b>To make good damage and remove obstructions</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
		Director of Communities and Environment (with the power to sub-delegate)	Authority limited to the enforcement of this function
<b>(u)</b>	<b>To remove nuisances deposited on the highway</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
		Director of Communities and Environment (with the power to sub-delegate)	Authority limited to the enforcement of this function
<b>(v)</b>	<b>To designate footpath as cycle track</b>	Chief Officer Highways and Transportation	
		Heads of Service (Highways and Transportation)	This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval
<b>(w)</b>	<b>To authorise stopping up or diversion of highway</b>	Chief Officer Highways and Transportation	
		Heads of Service (Highways and Transportation)	This decision is subject to a delegated decision notification and must be referred to Highways and Transportation Board for consultation prior to approval

# 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)<sup>11</sup> which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member<sup>12</sup> 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.

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<sup>11</sup> And those Local Choice Functions which are the responsibility of the Executive Board and have been delegated to the Director

<sup>12</sup> See glossary.



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.

# Executive Functions –

# General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>1 Financial<sup>13</sup></b>			
a)	To incur expenditure and to generate and collect income in line with Financial Regulations, Contracts Procedure Rules and within approved revenue and capital estimates.	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts, Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Out of School Activities Team Manager</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	

<sup>13</sup> See Financial Regulations Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<b>Debts</b> <ul style="list-style-type: none"> <li>• Head of Asset Management</li> <li>• Markets Manager</li> <li>• Deputy Markets Manager</li> </ul>	<ul style="list-style-type: none"> <li>• For matters within their remit.</li> <li>• Power to write off debts limited to up to a value of three months' rent; debts of over three months must be referred to the relevant Chief Officer.</li> </ul>

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<p><b>Business Grant Expenditure</b></p> <ul style="list-style-type: none"> <li>• Chief Officer Economic Development</li> <li>• Head of Funding Programmes and Business Support</li> <li>• Programme Manager (Digital Enterprise)</li> <li>• Programme Manager (Adventure)</li> <li>• Digital Growth Advisors (Digital Enterprise)</li> <li>• Communications &amp; Marketing Officer (Digital Enterprise)</li> <li>• Communications &amp; Marketing Officer (Adventure)</li> <li>• Compliance Manager (Adventure)</li> <li>• Economic Development Manager (Local Growth Service)</li> <li>• Economic Development Manager (Key Account Management)</li> </ul>	<p>For matters within their remit.</p> <p>Within the Business Grant budget powers are limited to expenditure as detailed below:</p> <ul style="list-style-type: none"> <li>• The Chief Officer Economic Development is authorised to approve business grants up to £100,000 in consultation with the Local Enterprise Partnership.</li> <li>• The Head of Funding Programmes and Business Support is authorised to approve business grants of up to £100,000 in consultation with the Chief Officer Economic Development where appropriate and the Local Enterprise Partnership.</li> <li>• Programme Managers (Digital Enterprise &amp; Adventure) and Economic Development Managers (Local Growth Service &amp; Key Account Management) are authorised to approve business grants up to £25,000</li> <li>• Digital Growth Advisors (Digital Enterprise) with a minimum of five years relevant experience are authorised to approve business grants up to £10,000</li> <li>• Compliance Manager (Adventure) is authorised to approve Resilience Grants of up to £2,500</li> <li>• Communications &amp; Marketing Officers (Digital Enterprise &amp; Adventure) are authorised to approve marketing related expenditure up to £10,000</li> </ul>

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> <li>• Head of Strategic Planning</li> <li>• Group Manager (Policy and Plans)</li> </ul>	<ul style="list-style-type: none"> <li>• For matters within their remit.</li> <li>• Spend on Section 106 monies limited to £50,000 on revenue and £100,000 on capital.</li> <li>• Additionally, this authority cannot be exercised by the named post-holders if an elected member has objected to the proposal. In this situation the matter will be referred to the Chief Planning Officer.</li> </ul>
		<ul style="list-style-type: none"> <li>• Team Leader Local Plans</li> </ul>	<ul style="list-style-type: none"> <li>• For matters within their remit.</li> <li>• Powers limited to spend on Section 106 monies with a limit of £50,000 on revenue and £100,000 on capital.</li> <li>• Additionally, this authority cannot be exercised by the named post-holders if an elected member has objected to the proposal. In this situation the matter will be referred to the Chief Planning Officer.</li> </ul>
		<ul style="list-style-type: none"> <li>• Minerals and Waste Team Leader</li> <li>• Principal Planning Officer (Minerals)</li> </ul>	<ul style="list-style-type: none"> <li>• For matters within their remit.</li> <li>• Powers limited to capital spend with a limit of £100,000 on Section 106 monies.</li> <li>• Additionally, this authority cannot be exercised by the named post-holders if an elected member has objected to the proposal. In this situation the matter will be referred to the Chief Planning Officer.</li> </ul>

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Chief Finance Officer at the first opportunity.	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>2 Procurement<sup>14</sup></b>			
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"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

<sup>14</sup> See Procurement and Category Management Toolkit



	Function Delegated	Officer to whom delegated	Terms and Conditions
		Head of Commercial (Legal)	<p>Powers limited to decisions in relation to the activities of YORhub, including –</p> <ul style="list-style-type: none"> <li>• YORbuild1, subject to seeking further approval to any expenditure not to be met from PPPU budget;</li> <li>• YORbuild2 procurement except for appointment of contractors;</li> <li>• Leeds’ role as YORbuild framework management authority;</li> <li>• Decisions relating to call-off activity within the YORbuild framework where decisions do not fall within the remit of specific schemes.</li> </ul>
		Head of Commercial (Legal)	Powers limited to signing of access and confidentiality agreements in relation to YORbuild2
b)	To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.	Chief Officer Highways and Transportation	For matters within their remit.
c)	Subject to the approval of the City Solicitor and the Chief Finance Officer, to sign certificates under the Local Authority (Contracts) Act 1997 in relation to contracts.	NOT TO BE SUB-DELEGATED <sup>15</sup>	

<sup>15</sup> In the event of the absence of the Director the certificate must be signed by the Chief Finance Officer 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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>3 General</b>			
a)	<p>Community Right to Challenge<sup>16</sup></p> <p>In consultation with the Chief Officer (Financial Services)<sup>17</sup>, to make a decision on an expression of interest under community right to challenge.</p>	Not sub-delegated	

<sup>16</sup> Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

<sup>17</sup> Or the officer to whom the Chief Officer (Financial Services) has sub-delegated this function.

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	Data Protection, Human Rights, Surveillance activities, Freedom of Information <sup>18</sup>		
	i) To implement and ensure compliance with: <ul style="list-style-type: none"> <li>• the legal rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act), and freedom of information;</li> <li>• the council’s policies and procedures on these matters; and</li> <li>• guidance and advice from the SIRO and from the SRO and from the DPO<sup>19</sup> on these matters.</li> </ul>	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

<sup>18</sup> See Managing Information Toolkit

<sup>19</sup> The Head of Information Management and Governance has been designated as the Council’s DPO (Data Protection Officer).

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) To designate officers with specific responsibilities for these matters.	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	iii) To advise the SIRO of any:- 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"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
c)	Media <sup>20</sup>  i) 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"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

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<sup>20</sup> See Dealing with the Media Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
d)	Authorising officers <sup>21</sup>  i) To authorise or appoint 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.	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

<sup>21</sup> 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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
e)	<p>Corporate procedures<sup>22</sup></p> <p>i) To take any action remitted to the Director under corporate procedures;</p> <p>ii) As the relevant officer designated as Gold or Silver under the Council's Emergency Management Plan to take any action necessary for:  (1) responding to an emergency; and/or  (2) facilitating the recovery following such an emergency.</p>	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

<sup>22</sup> 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
f)	<p>Local Choice Functions (see Section 1, Part 3 of the Constitution)</p> <p>i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000</p>	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) To obtain particulars of persons interested in land	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
g)	<p>Budget and policy framework</p> <p>i) To canvas the views of local stakeholder, formulate and publish initial proposals within the budget and policy framework</p>	<ul style="list-style-type: none"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>4 Employment<sup>23</sup></b>			
a)	<p>Miscellaneous employment issues</p> <p>i) 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"> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> <li>• Head of Arts Events and Venues</li> <li>• Head of Museums and Galleries</li> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Heads of Service Asset Management and Regeneration</li> <li>• Heads of Service Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> <li>• Chief Planning Officer</li> <li>• Heads of Service (Planning Services)</li> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> <li>• Head of Markets</li> </ul>	For matters within their remit.

<sup>23</sup> See Recruitment and Staffing Toolkit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b)	<p>Changes to staff structure</p> <p>i) Decisions in relation to restructures except where the decision involves changes to existing National or Local Agreements and policies; and/or cannot be achieved within delegated powers in respect of budgets.</p>	<ul style="list-style-type: none"> <li>• Chief Officer Operations</li> </ul> <p>The Director of City Development has directed that this delegation should not be exercised by any Chief Officer within City Development, with the exception of the Chief Officer Operations.</p>	<p>Decisions in relation to restructures are subject to:</p> <ul style="list-style-type: none"> <li>i. appropriate professional advice being sought,</li> <li>ii. prior consultation with all appropriate parties affected by the decision including all officially recognised trade unions, and</li> <li>iii. appropriate consideration of pay and grading requirements.</li> </ul>

	Function Delegated	Officer to whom delegated	Terms and Conditions
c)	Workforce Development	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul>	
<b>5 WAYS OF WORKING</b>			

	Function Delegated	Officer to whom delegated	Terms and Conditions
a)	<p><b>Matching service to need</b></p> <p>i) To understand relevant information in relation to local population and communities and to identify emerging trends;</p> <p>ii) To identify and review provision and to ensure it is appropriately matched to current and anticipated level of need;</p> <p>iii) To engage with locality management teams to maximise value of local experience and engagement; and</p> <p>iv) To work appropriately with Community Committees to ensure local democratic engagement in needs analysis and service provision</p>	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul>	
b)	<p><b>Climate Change</b></p> <p>i) To understand and respond to climate change challenges arising in relation to discharge of functions within the Director's remit.</p>	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul>	

	Function Delegated	Officer to whom delegated	Terms and Conditions
c)	<p><b>Partnerships</b></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; and</p> <p>i)       iii) To work in partnership beyond the city boundaries to support and participate in regional and sub-regional arrangements.</p>	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul>	
d)	<p>Functions on Behalf of an NHS Body</p> <p>i) To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within the Director's remit.</p>	Not sub-delegated.	



	Function Delegated	Officer to whom delegated	Terms and Conditions
e)	Provision of Statutory Returns i) To provide such statutory returns as are necessary within the Director's remit.	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul>	

## Executive Functions –

### Specific Delegations

#### Specific Functions

	Function Delegated	Officer to whom delegated	Terms and Conditions
1.	<b>Asset management functions including:</b> a) strategic management and development of the Council’s land and property portfolio; b) disposals and acquisitions both freehold and leasehold; c) compulsory purchase of land and interests in land; d) valuations and appropriations; e) architectural and design services; and f) any other dealings with land or any interest in land including (i) – (viii) below.	Chief Officer Asset Management and Regeneration	Decisions in relation to architectural and design services only to be taken following consultation with the Director of City Development.
(i)	Disposal of land and property	Head of Asset Management  Deputy Head of Land and Property	Powers limited to: <ul style="list-style-type: none"> <li>• Seeking expressions of interest ≤£500,000</li> <li>• Disposals (including garden land; easement and rights of way; decisions relating to method, terms and purchaser) limited to disposals ≤£100,000</li> <li>• Disposals (including garden land; easement and rights of way; decisions relating to</li> </ul>

	Function Delegated	Officer to whom delegated	Terms and Conditions
			method, terms and purchaser) limited to disposals ≤£50,000
		<ul style="list-style-type: none"> <li>• Head of Asset Management</li> </ul>	<ul style="list-style-type: none"> <li>• Signing off valuations to set the reserve for auction properties</li> </ul>
(ii)	Acquisitions where client department has confirmed financial provision exists within the Capital Programme	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> </ul>	Powers limited to ≤£500,000
(iii)	To declare council sites surplus to corporate requirement and approve the demolition of buildings	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> </ul>	
(iv)	Leases and tenancies of Council owned property to third parties	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> </ul>	Powers limited to ≤ £50,000 per annum
		<ul style="list-style-type: none"> <li>• Deputy Head of Land and Property</li> </ul>	Powers limited to ≤ £20,000 per annum

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
		Head of Markets Deputy Markets Manager	Powers limited to the Markets Service and limited to ≤£10,000
(v)	Leasing in and licensing of property	<ul style="list-style-type: none"> <li>Head of Asset Management</li> </ul>	Powers limited to ≤ £20,000 per annum
(vi)	Routine property matters including assignments, consents, change of use, sub lettings, surrenders, notices to review or terminate, temporary lettings, licences, the change of name of a purchaser or tenant and other routine property matters.	<ul style="list-style-type: none"> <li>Head of Asset Management</li> <li>Deputy Head of Land and Property</li> </ul>	Powers exclude decisions relating to the Markets Service.
		<ul style="list-style-type: none"> <li>Head of Markets</li> <li>Deputy Markets Manager</li> </ul>	Powers limited to the Markets Service and limited to ≤£10,000
(vii)	Restrictive covenants	<ul style="list-style-type: none"> <li>Head of Asset Management</li> </ul>	Powers to be exercised in consultation with the Director of City Development or Chief Officer Asset Management and Regeneration.
(viii)	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.	Director of Resources and Housing (with the power to sub-delegate)	Powers in relation to this function are limited to only apply to property within the Environment and Housing commercial asset management portfolio.
2.	<b>Council's register of Assets of Community Value functions</b>	Chief Officer Asset Management and Regeneration	Power to review limited to officers who did <b>not</b> list the site/property as an Asset of Community Value.
		Head of Asset Management	Powers limited to listing of Assets of Community Value.

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
3.	<b>Inclusive Growth including:</b> a) implement, monitor and review arrangements to deliver the Council's inclusive growth strategy; and b) promote local co-operation arrangements to maximise inclusive growth	Chief Officer Economic Development	
4.	<b>Sustainable Development including:</b> a) development of regeneration frameworks; and b) implementation of plans to promote the regeneration of specific areas.	Chief Officer Asset Management and Regeneration	
5.	<b>Sustainable Housing Growth including:</b> a) Private housing development; and b) Affordable housing.	Chief Officer Asset Management and Regeneration	
6.	<b>Sustainable Economic Development including:</b> a) City centre management; b) The Council's markets service; c) Business improvement districts d) Business support; and e) Productivity  includes functions (i) – (iv) below	<ul style="list-style-type: none"> <li>• Chief Officer Operations for functions a, b and c</li> <li>• Chief Officer Economic Development for functions d and e.</li> </ul>	
(i)	<b>City centre management</b> Management of the city centre including the promotion of the city centre and management of public spaces.	<ul style="list-style-type: none"> <li>• Chief Officer Operations</li> <li>• Head of City Centre Management</li> </ul>	
(ii)	<b>The Council's markets service including;</b> to approve licences for any Market including car boot sales (Leeds Metropolitan District (Market Charter Rights;	<ul style="list-style-type: none"> <li>• Head of Markets</li> <li>• Deputy Markets Manager</li> </ul>	<ul style="list-style-type: none"> <li>• For matters within their remit.</li> </ul>

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	West Yorkshire Act 1980; Leeds Corporation (Consolidation) Act 1905)		Chief Officer Operations to be consulted on key and significant operational decisions.
(iii)	Any function in relation to Business Support	<ul style="list-style-type: none"> <li>• Head of Funding Programmes and Business Support</li> </ul>	
(iv)	Duty to carry out an Economic Assessment (Part four of the Local Democracy, Economic Development and Construction Act 2009)	<ul style="list-style-type: none"> <li>• Head of Economic Policy</li> </ul>	
7.	<p><b>Employment and skills including:</b></p> <p>a) <b>Provide leadership and coordination of the post 16 skills and learning system, working with people, schools, colleges, universities, employers, providers of information and guidance;</b></p> <p>b) <b>Provision of information, advice and guidance services in community and school settings;</b></p> <p>c) <b>Apprenticeships including working with learning and training providers and supporting the implementation of the corporate apprenticeship provision;</b></p> <p>d) <b>Vocational training and allied services for persons over compulsory school age;</b></p>	Chief Officer Economic Development	

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<b>e) Provide leadership and coordination of the city's employment support offer</b>		
8.	<b>International and Domestic Inward Economic Investment functions including</b> a) <b>Tourism and the Visitor Economy; and</b> b) <b>International relations.</b>	Chief Officer Economic Development	
9.	<b>Highways and Transportation (incorporating the authority's role as highways authority<sup>24</sup>, street authority and traffic authority), including:-</b> a) <b>managing the use of the highway;</b> b) <b>maintenance of highway assets of roads, bridges, retaining walls, street lighting and associated infrastructure;</b> c) <b>design and delivery of major and minor highway schemes;</b> d) <b>development of the Council's transport policy<sup>25</sup> (including parking policy<sup>26</sup>); and</b> e) <b>the making of agreements under the Highways Act 1980.</b>	Chief Officer Highways and Transportation	
		Heads of Service (Highways and Transportation)  e) Site Developments Manager	For matters within remit or by agreement to cover absence / cross service issues.  For agreements up to a maximum value of £2,000
(i)	Unauthorised marks on the highway		

<sup>24</sup> With the exception of functions relating to the register of adopted highways (Highways Act 1980 S36) which are delegated to the Director of Communities and Environment

<sup>25</sup> Which shall include the highways and transportation contribution to the city's clean air zone

<sup>26</sup> The Director of City Development's delegations do not cover parking enforcement which falls within the delegations of the Director of Communities and Environment.

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
(ii)	Damage to the highway consequent on exclusion of sun and wind	<ul style="list-style-type: none"> <li>• Heads of Service (Highways and Transportation)</li> <li>• Director of Communities and Environment (with power to sub-delegate)</li> </ul>	Director of Communities and Environment's authority for functions (i) – (iv) is limited to the enforcement of said functions.
(iii)	Penalty for wilful obstruction of highway		
(iv)	Power to remove structures from highways		
(v)	Penalty for depositing things or pitching booths etc on the highway (deposits/trading)		
(vi)	Prevention of soil etc being washed on to street (mud on highway)		
(vii)	Cutting or felling of trees etc that overhang or are a danger to roads or footpaths		
(viii)	Control of mixing of mortar etc on highways		
(iv)	Vehicle crossings over footways and verges		
10.	<b>Flood and water management (incorporating the authority's role as local lead flood authority), including:-</b> <b>a) land drainage activities;</b> <b>b) the delivery and maintenance of flood alleviation schemes; and</b> <b>c) flood response.</b>	<ul style="list-style-type: none"> <li>• Chief Officer Highways and Transportation</li> <li>• Heads of Service (Highways and Transportation)</li> </ul>	
11.	<b>Culture</b> including: <b>a) museums and galleries;</b>	Chief Officer Economic Development	



	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<b>b) arts and events;</b> <b>c) sporting events.</b>	<ul style="list-style-type: none"> <li>• Head of Museums and Galleries</li> <li>• Head of Arts and Events</li> <li>• Out of School Activities Team Manager</li> </ul>	For matters within their remit
		<ul style="list-style-type: none"> <li>• Chief Officer Operations</li> </ul>	Powers limited to decisions in relation to sporting events
12.	<b>Sport and Active Leeds functions including:</b> <b>a) leisure centres and community sports facilities;</b> (excluding golf courses and outdoor pitches in parks) <b>b) active lifestyles and development programmes.</b>	<ul style="list-style-type: none"> <li>• Chief Officer Operations</li> <li>• Business Manager Active Leeds</li> <li>• Operations Manager Active Leeds</li> </ul>	
13.	<b>Active Travel:</b> <b>a) The promotion and championing of active travel in the city.</b>	Chief Officer Highways and Transportation	
14.	<b>Planning Services</b> functions including: <b>a) management of the planning service;</b> <b>b) building control;</b> <b>c) safety at sports grounds;</b> <b>d) street naming and numbering;</b> <b>e) building conservation and urban design;</b> <b>f) contaminated land; and</b> <b>g) obtaining information as to interests in land</b>	Chief Planning Officer	

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
<b>(b)</b>	Any function in relation to <b>building control</b> , whether under the Building Act 1984 or otherwise including (i) – (ix) below	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> </ul>	
(i)	Power to pass or reject Building Regulation applications (section 16 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> <li>•</li> </ul>	
(ii)	To pursue persons contravening building regulations for a fine and require removal or alteration of offending work (sections 35 and 36 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> </ul>	
(iii)	Notice to be given requiring adequate drainage to be provided or defective drainage made good (section 59 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Building Control Manager</li> <li>• Building Control Senior Surveyor</li> </ul>	
(iv)	Abatement notice to be issued requiring defects in defective premises to be remedied (section 76 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Building Control Surveyor</li> </ul>	
(v)	Issue notice in respect of dangerous structures and emergency action to be taken at the owner's expense should immediate action be required (section 77 and 78 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> <li>• Building Control Manager</li> <li>• Building Control Senior Surveyor</li> <li>• Building Control Surveyor</li> </ul>	
(vi)	Issue notice requiring execution of work to make ruinous or dilapidated sites safe (section 79 of the Building Act 1984)		
(vii)	Notice to be issued in respect of demolition works requiring the person undertaking the work to take various steps to make the site, adjacent buildings, and site services safe (sections 81 and 82 of the Building Act 1984)		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
(viii)	Power of entry to buildings in order to ascertain whether contraventions of building regulations of the Building Act are being carried out (section 95 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> </ul>	
(ix)	Recovery of any expense that has been incurred by the authority following action taken under this Act (section 107 of the Building Act 1984)	<ul style="list-style-type: none"> <li>• Building Control Manager</li> <li>• Building Control Senior Surveyor</li> <li>• Building Control Surveyor</li> </ul>	
<b>(c)</b>	Any function in relation to <b>safety at sports grounds</b> including (i) – (ii) below	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> </ul>	
(i)	To issue prohibition notice at designated sports grounds (The Safety at Sports Grounds Act 1975)	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Building Control Services</li> <li>• Building Control Manager</li> <li>• Building Control Senior Surveyor</li> </ul>	
(ii)	To enter premises and issue alteration notices, enforcement notices or prohibition notices at designated sports grounds (the Regulatory Reform (Fire Safety) Order 2005)		
<b>(d)</b>	Any function in relation to <b>street naming and numbering</b> including (i) below	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Strategic Planning</li> <li>• Group Manager (Policy and Plans)</li> </ul>	
(i)	To carry out duties related to Street Naming and Numbering (sections 17-19 of the 1925 Public Health Act)	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> <li>• Head of Strategic Planning</li> <li>• Group Manager (Policy and Plans)</li> <li>• Street Naming and Numbering Officer</li> </ul>	

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
<b>(f)</b>	Any function in relation to <b>contaminated land</b>	<ul style="list-style-type: none"> <li>• Chief Planning Officer</li> </ul>	
		<ul style="list-style-type: none"> <li>• Head of Strategic Planning</li> </ul>	Powers limited to approval of reports confirming non-contamination.
		<ul style="list-style-type: none"> <li>• Team Leader (Contaminated Land)</li> <li>• Project Officer (Part 2A)</li> <li>• Scientific Officer (Contaminated Land)</li> <li>• Technical Officer Contaminated Land</li> <li>• Remediation Officer</li> </ul>	Powers limited to those set out in s108 Environment Act 1995

# 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
a) Employment Policies/Assisted Car Purchase Scheme	Directorate authorisation of car loans	Chief Officer Operations	
b) Financial Regulations	Approval of virements and technical virements	Chief Officer Operations	

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
<p><i>c) Sub-delegated to the Director of City Development by the City Solicitor, with the power for the Director to sub-delegate</i></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>	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> <li>• Deputy Head of Land and Property</li> <li>• Principal Land and Property Officer</li> </ul>	<p>To take any action which the City Solicitor can take BUT only with regard to</p> <ul style="list-style-type: none"> <li>• the renewal of tenancies under the Landlord and Tenant Act 1954 - section 25;</li> <li>• the completion of small Industrial Unit standard Tenancies; Wayleave Agreements with utilities companies; Garden Land Tenancies; Rent Review Memoranda; Site Compound Agreements; Licences for temporary periods; Tenancy at Will; Site Indemnity / Investigations Agreements; and standard Garage Tenancy Agreements</li> </ul>

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
<p><i>d) Sub-delegated to the Director of City Development by the City Solicitor, with the power for the Director to sub-delegate</i></p>	<p><b>Legal proceedings</b> 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>	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> <li>• Deputy Head of Land and Property</li> <li>• Principal Land and Property Officer</li> </ul>	<p>To take any action which the City Solicitor can take BUT only with regard to</p> <ul style="list-style-type: none"> <li>• the renewal of tenancies under the Landlord and Tenant Act 1954 - section 25;</li> <li>• the completion of small Industrial Unit standard Tenancies; Wayleave Agreements with utilities companies; Garden Land Tenancies; Rent Review Memoranda; Site Compound Agreements; Licences for temporary periods; Tenancy at Will; Site Indemnity / Investigations Agreements; and standard Garage Tenancy Agreements</li> </ul>

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
<p><i>e) Sub-delegated to the Director of City Development by the City Solicitor, with the power for the Director to sub-delegate</i></p>	<p><b>Authentication of Documents for legal proceedings</b> To sign documents which are a necessary step in legal proceedings</p>	<ul style="list-style-type: none"> <li>• Head of Asset Management</li> <li>• Deputy Head of Land and Property</li> <li>• Principal Land and Property Officer</li> </ul>	<p>To take any action which the City Solicitor can take BUT only with regard to</p> <ul style="list-style-type: none"> <li>• the renewal of tenancies under the Landlord and Tenant Act 1954 - section 25;</li> <li>• the completion of small Industrial Unit standard Tenancies; Wayleave Agreements with utilities companies; Garden Land Tenancies; Rent Review Memoranda; Site Compound Agreements; Licences for temporary periods; Tenancy at Will; Site Indemnity / Investigations Agreements; and standard Garage Tenancy Agreements</li> </ul>



## 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 leave<sup>27</sup> or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply<sup>28</sup>.

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<sup>27</sup> Whether annual leave, sick leave or special leave

<sup>28</sup> It is recommended that a delegated decision form be used to record and publish this as a Significant Operational Decision.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
All functions	<ul style="list-style-type: none"> <li>• Chief Officer Asset Management and Regeneration</li> <li>• Chief Officer Economic Development</li> <li>• Chief Officer Highways and Transportation</li> <li>• Chief Planning Officer</li> <li>• Chief Officer Operations</li> </ul> <hr style="border-top: 1px dashed black;"/> <p>Strictly in exceptional circumstances, such as a global pandemic, where officers with the requisite delegations are incapacitated or absent, functions may be exercised by any officer within the council with suitable experience and seniority who has been appropriately briefed and has sufficient understanding of the matter to be decided.</p>	For functions within their remit (in absence of relevant Chief Officer any other Chief Officer)