

*Officer Delegation Scheme (Executive Functions)***Assistant Chief Executive (Citizens and Communities)**

With the exception of those matters where an appropriate Executive Member<sup>1</sup> has directed that the delegated authority should not be exercised and that the matter should be referred to the Executive Board for consideration<sup>2</sup>, the Assistant Chief Executive (Citizens and Communities)<sup>3</sup> is authorised to discharge any function<sup>4</sup> of the Executive in relation to:

- a) the management and oversight of area based working arrangements (including community planning);
- b) customer services<sup>5</sup>;
- c) the registration of births, deaths, marriages and civil partnerships;
- d) licensing and other related functions<sup>6</sup>, and enforcement;
- e) land charges;
- f) benefits administration and the promotion of welfare rights; and
- g) corporate equality and diversity activities.

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<sup>1</sup> An "appropriate Executive Member" is the Leader or other appropriate portfolio-holding Member of the Executive Board.

<sup>2</sup> The Assistant Chief Executive may consider in respect of any matter that the delegated authority should not be exercised and that it should be referred for consideration by the Executive Board.

<sup>3</sup> The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and he/she may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Assistant Chief Executive remains responsible for any decision taken pursuant to such arrangements.

<sup>4</sup> "Function" for these purposes is to be construed in a broad and inclusive fashion, and includes the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions. The delegation also includes the appointment of the Assistant Chief Executive as "proper officer" for the purpose of any function delegated to him/her under these arrangements.

<sup>5</sup> Including the promotion of e-services

<sup>6</sup> These functions were delegated to the Licensing Committee by full Council on 14 July 2010