

APPENDIX 1: PROPOSED AMENDMENTS TO THE SCHEME OF DELEGATION

NB In the first and second columns the post or posts to be deleted are in *italics and underlined*; in the last column the post or posts to whom functions are to be re-allocated are shown in **bold italics**.

A. PROPOSED AMENDMENTS TO GENERAL DELEGATIONS: PART 2M, PARAGRAPH 5

	Description	Currently Exercised By	Proposal
	Human Resources		
9	To manage the Directorate establishment including the appointment, suspension, discipline, dismissal and severance of staff below Assistant Director level.	Members of Strategic Management Board, Directors, the Director of Public Health and Assistant Directors, subject to early retirement and other severance payments being authorised by <i>the Executive Director Resources and the Head of Human Resources and Organisational Development jointly</i> .	Director of Finance and Corporate Services as Section 151 Officer in consultation with the Executive Director, People/Director of Customer Services and Transformation/ and the Head of Human Resources and Organisational Development
10	In respect of employees within their own service area:	(i) to (viii): Members of Strategic Management Board, Directors, the Director of Public Health,	

	<ul style="list-style-type: none"> (i) Appoint staff within the approved establishment; (ii) Approve changes to job descriptions and job titles where there are no grading implications subject to agreement with the <u>Executive Director, Resources</u> or the Head of Human Resources and Organisational Development (iii) Control and manage performance, TOIL and working hours in accordance with Health and Safety requirements and Council policy; (iv) Authorise paid overtime working below spinal column point 29; (v) Grant compassionate and special leave for urgent, personal or domestic reasons or for magisterial duties, or for trade union purposes in accordance with approved policies; (vi) Ensure compliance with absence control policies and performance targets; (vii) Approval of car lease subsidy for selected posts, where recruitment and retention needs are identified in accordance with specified criteria (viii) Approve foreign travel by employees where the direct cost to the City Council does not exceed £100 in consultation with the relevant Director; 	<p>Assistant Directors, Heads of Service and Managers;</p>	<p><i>(ii) Executive Director People and Director of Customer Services and Transformation</i></p>
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	<p>(ix) Authorising extensions to sick pay.</p> <p>(x) Authorise payments within the JNC for Chief Officers pay and grading structures.</p>	<p>(ix): Members of Strategic Management Board and the Head of Human Resources and Organisational Development and reported quarterly to relevant Cabinet Member;</p> <p>(x): Members of Strategic Management Board <u>/Executive Director, Resources /Human Resources Business Partners.</u></p>	<p>(x) Members of Strategic Management Board <i>in consultation with Director of Finance and Corporate Services as Section 151 Officer and Executive Director, People, Director of Customer Services and Transformation or Head of Human Resources and Organisational Development</i></p>
12	The making of agreements with other local authorities for the placing of staff at the disposal of those other local authorities.	Members of Strategic Management Board, Directors, the Director of Public Health and Assistant Directors, in consultation with the <u>Executive Director, Resources.</u>	<i>Executive Director, People with onwards delegation to Director of Customer Services and Transformation and Head of Human Resources and Organisational Development</i>
Finance, Procurement and Contracts			

13	To ensure compliance with the City Council's financial rules agreed by the Council (such as Financial Procedure Rules, Finance Function manuals and other instructions) and to report to the <u>Executive Director, Resources</u> when they become aware that there is a failure to comply with the rules.	Members of Strategic Management Board, Directors, the Director of Public Health Assistant Directors, Heads of Service and Managers.	Director of Finance and Corporate Resources as Section 151 Officer
15	To collaborate with the <u>Executive Director, Resources</u> and other Executive Directors and Directors in undertaking any matters with financial implications and achieving value for money in the provision of services.	Members of Strategic Management Board, Directors, the Director of Public Health, Assistant Directors, Heads of Service and Managers.	Director of Finance and Corporate Resources as Section 151 Officer

B. PROPOSED AMENDMENTS TO CHIEF EXECUTIVE'S DELEGATIONS: PART 2M, PARAGRAPH 6.1

	Statutory or other Functions	Current Nominee/Limitations	Proposal
	General		
1	Witness and receipt of Declarations of acceptance of office.	<u>Executive Director, Resources</u> , City Solicitor.	Delete Executive Director, Resources,
4	Power to make payments or provide other benefits in cases of maladministration.	<u>Executive Director, Resources</u>	Director of Finance and Corporate Services as Section 151 Officer

	Human Resources		
7	Approval of special payment arrangements.	<u>Executive Director, Resources/</u> Human Resources Managers.	Executive Director, People, and Director of Customer Services and Transformation
	Communications		All communications functions in paragraphs 6.1.14 to 6.1.16 to be reallocated to the Executive Director, People
14	To promote the working of the Council, within the Code of Recommended Practice on Local Authority publicity.	<u>Assistant Director (Communications).</u>	Director of Customer Services and Transformation
15	To issue statements to the press on behalf of the Council if the public standing of the Authority could be affected by the absence of a statement, whether or not it has been agreed with the Cabinet Member or committee chairman concerned.	<u>Assistant Director (Communications)</u>	Director of Customer Services and Transformation
16	To promote the Council's views as agreed by members in the relevant decision-making forum.	<u>Assistant Director (Communications)</u>	Director of Customer Services and Transformation

C. PROPOSED AMENDMENTS TO EXECUTIVE DIRECTOR, RESOURCES' DELEGATIONS: PART 2M, PARAGRAPH 6.2

Statutory or other Functions		Current Nominee/Limitations	Proposal
Human Resources Functions			<i>All human resources functions in paragraphs 6.2.1 to 6.2.17 to be reallocated to Executive Director, People</i>
1	Approval of human resources policies (including adoption of new policies and amendments of existing policies).	<u>Head of Human Resources and Organisational Development</u>	<i>Director of Customer Services and Transformation and Head of Human Resources and Organisational Development</i>
2	Prepare a Pay Policy Statement under the Localism Act 2011, to be presented to Council for adoption before 31 March each year.	<u>Head of Human Resources and Organisational Development</u>	<i>Director of Customer Services and Transformation and Head of Human Resources and Organisational Development</i>
3	Authorise and implement local and national changes to pay policy, terms and conditions of employment and wage and salary awards and ensure the Council's policies comply with the requirements of all employment legislation.	<u>Head of Human Resources and Organisational Development</u>	<i>Director of Customer Services and Transformation and Head of Human Resources and Organisational Development</i>
4	Authorising payments of (a)planned and emergency overtime above		<i>(a) All Directors and Assistant</i>

	<p>spinal column point 29;</p> <p>(b) honoraria, acting allowances and bonuses in accordance with relevant local and national schemes;</p> <p>(c) merit increments; and</p> <p>(d) market related pay and market related supplements.</p>	<p>(a) <u>Assistant Directors</u>;</p> <p>(b) and (c) <u>Head of Human Resources and Organisational Development</u> in consultation with relevant member of Strategic Management Board;</p> <p>(d) <u>All Assistant Directors</u>.</p>	<p>Directors</p> <p>(b) and (c) Director of Customer Services and Transformation / Head of Human Resources and Organisational Development</p> <p>(d) All Directors and Assistant Directors</p>
5	<p>Approval of grading and designation of posts including:</p> <p>(a) approval and implementation of job evaluation scheme; and</p> <p>(b) authorising operation and outputs of job evaluation results and appeals.</p>	<p>(a) <u>Head of Human Resources and Organisational Development</u></p> <p>(b) <u>HR Business Partner</u>.</p>	<p>(a) Director of Customer Services and Transformation / Head of Human Resources and Organisational Development</p> <p>(b) Director of Customer Services and Transformation / / Head of Human Resources and Organisational Development</p>
6	<p>To approve the pattern of holidays each year.</p>	<p><u>Head of Human Resources and Organisational Development</u></p>	<p>Director of Customer Services and Transformation / Head of Human Resources and Organisational Development</p>
8	<p>Approval for buying out employment conditions.</p>	<p>Directorate HR Managers (up to 1 year's value); <u>Head of Human Resources and Organisational Development in consultation with relevant Cabinet Member (for 1 to 2 years)</u>.</p>	<p>Director of Customer Services and Transformation / Head of Human Resources and Organisational Development in consultation with relevant Cabinet Member (for 1 to 2 years).</p>

9	To administer, revise and amend any Council car loan or car leasing scheme and any car allowances scheme.	<u>Head of Human Resources and Organisational Development</u>	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development
10	To administer, revise and amend any Employee Benefit Scheme.	<u>Head of Human Resources and Organisational Development</u>	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development
11	To decide whether a course has been approved for Post Entry Training Support and to exclude courses where appropriate i.e. the cost of the course does not justify the administration involved.	<u>Head of Human Resources and Organisational Development</u>	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development
13	Approval of requests from employees to allow them to continue to work beyond the age of 75.	<u>Head of Human Resources and Organisational Development</u>	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development

14	Approval for early retirement on the grounds of efficiency and redundancy.	Head of Human Resources and Organisational Development and <u>Executive Director, Resources</u> in consultation with relevant Cabinet Member for requests proposing added years.	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development and Director of Finance and Corporate Services in consultation with relevant Cabinet Member for requests proposing added years.
15	Approval of early non-ill health retirements.	<u>Head of Human Resources and Organisational Development and Executive Director, Resources</u> jointly.	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development and Director of Finance and Corporate Services jointly
16	Ensure compliance with policy and codes of practice in the recruitment, retention and development of the workforce.	<u>Head of Human Resources and Organisational Development.</u>	Director of Customer Services and Transformation / Head of Human Resources and Organisational Development
17	The making of agreements with other local authorities for the placing of staff at the disposal of those other local authorities.		Director of Customer Services and Transformation / Head of Human Resources and Organisational Development

Functions in relation to Council Meetings and Members			All Council Meeting functions in paragraphs 6.2.18 to 6.2.25 to be reallocated to Executive Director, Place
18	Receipt of Notice of Resignation of Office; and receipt of Notice of casual vacancy from two local government electors.	<u>Members and Elections Team Manager</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
19	Keeping a record of disclosures of Members' Interests.	<u>Members and Elections Team Manager</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
20	To receive notification of nominations to Committees and of political groups.	<u>Members and Elections Team Manager</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
21	Convening of meeting of Council to fill casual vacancy in office of Chairman.	<u>Members and Elections Team Manager</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
22	Receipt of Notices regarding address to which summons to meetings is to be sent and signature of summonses to Council meetings.	<u>Members and Elections Team Manager</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
23	Certification of resolutions and minutes of proceedings.	<u>Members and Elections Team Manager</u>	Director of Finance and Corporate Services and Members and Elections Team Manager

24	<p>All Proper Officer functions and all matters and actions relating to meetings, reports agendas, and minutes of Council, Cabinet, Cabinet Members and committees and sub committees in accordance with the Access to Information Procedure Rules, including:</p> <p>(a) Exclusion from public copies of agendas, reports etc of items not to be open to members of the public; and papers not open to Members;</p> <p>(b) Identification of background papers in the case of a report prepared by an elected or co-opted Member;</p> <p>(c) Supply of committee papers to the Press;</p> <p>(d) Preparation of summaries of minutes;</p> <p>(e) To produce a record of every decision taken at a meeting including decisions by individual Cabinet Members including a statement of:</p> <p>(i) the reasons for the decision and alternative options considered</p>	<p><u>Members and Elections Team Manager</u> in all cases except:</p> <p>(f) All Executive Directors, Directors including the Director of Public Health and Assistant Directors.</p>	<p><i>Proper Officer:</i></p> <p>Executive Director, Place</p> <p><i>Onwards delegation</i></p> <p>Director of Finance and Corporate Services and Members and Elections Team Manager in all cases except:</p> <p>(f) All Executive Directors, Directors including the Director of Public Health and Assistant Directors.</p>
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	<p>and rejected</p> <p>(ii) any conflict of interest declared by any Cabinet Member, either in connection with a decision of Cabinet, or who is consulted by the Cabinet Member or employee making the decision; and</p> <p>(iii) in respect of any declared conflict of interest , a note of dispensation granted by the Chief Executive;</p> <p>(f) To produce a record of every executive decision taken by employees, including a statement of:</p> <p>(i) the reasons for the decision;</p> <p>(ii) alternative options considered and rejected;</p> <p>(g) Power of rectification of the record of decision;</p> <p>(h) Ensuring publication of notices containing details of key decisions /urgency provisions and private meetings of Cabinet;</p> <p>(i) Where permitted, making reports and other documents available for</p>		
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	<p>public inspection and on the Council's website; and</p> <p>(j) To consider and respond to representations from the public as to why an item of business of the Cabinet should be held in public.</p>		
25	To determine the membership of Appeals Committees, having regard to the knowledge, expertise and preferences of Members, to hear appeals against decisions of the City Council, with the exception of school admission and exclusion appeals and those matters where there is a statutory right of appeal.	<u>City Solicitor</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
Financial, Audit and Procurement Functions			
26	To undertake the role of S151 officer under the Local Government Act 1972 that requires that every local authority in England and Wales should "... make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs".	<u>Executive Director, Resources (as Proper Officer)</u>	Proper Officer: Director of Finance and Corporate Services
27	To make reports to the Council in under Section 114 of the Local Government Finance	<u>Executive Director, Resources (as Proper Officer) or Assistant Director (Finance,</u>	Proper Officer: Director of Finance

	Act 1988 which requires a report to all the local authority's members to be made by that officer, in consultation with the monitoring officer and head of paid service, if there is or is likely to be unlawful expenditure or an unbalanced budget.	<u>Revenues and Benefits)</u>	and Corporate Services
28	To ensure that the financial management of the Council is adequate and effective and that it has a sound system of internal control which is regularly reviewed and in particular to: (a) determine accounting records and control systems; (b) undertake an adequate internal audit of the Council's accounting records and system of internal control; and (c) prepare, sign and arrange public inspection of the Council's Statement of Accounts.	<u>Executive Director, Resources (as Proper Officer) or Assistant Director (Finance, Revenues and Benefits) or other nominee</u>	Proper Officer: Director of Finance and Corporate Services
29	The creation of Local Authority Companies, the designation of employees as directors of the company for trading purposes and the provision of a council indemnity to employees for the director role.	<u>Executive Director, Resources</u>	Executive Director, Place in consultation with Director of Finance and Corporate Services and City Solicitor
30	The creation of trust companies, the designation of employees as trustees and the provision of a council indemnity to employees		Executive Director, Place in consultation with Director of Finance and Corporate Services and City

	for the trustee role.		Solicitor
31	<p>The power to sign, or affix the Common Seal to:</p> <p>(a) contracts for works and services to or from the Council where the total value of the contract exceeds £150,000;</p> <p>(b) land disposals or purchases;</p> <p>(c) leases and other miscellaneous legal documents; and</p> <p>(d) all other documents which require the formal seal of the Council.</p>	<p><u>City Solicitor and other authorised signatories within the Resources Directorate designated by the City Solicitor</u></p>	<p>Executive Director, Place with onwards delegations to City Solicitor and other authorised signatories within the Place Directorate designated by the City Solicitor</p>
32	<p>To put in place any procedures to deal with expressions of interest under the Community Right to Challenge legislation and to receive and deal with expressions of interest from relevant bodies in providing or assisting in providing a relevant service on behalf of the City Council in accordance with any such procedures and with the provisions of Part 5 of chapter 2 of the Localism Act 2011.</p>	<p><u>Assistant Director (Procurement) in consultation with the Audit and Procurement Committee</u></p>	<p>Executive Director, People with onwards delegation to Director of Customer Services and Transformation and Assistant Director (Procurement) in consultation with the Audit and Procurement Committee</p>
33	<p>Authority to increase costs in relation to Council Tax and National Non-domestic Rates Liability Orders and Committal Court Costs.</p>	<p><u>Executive Director, Resources or Assistant Director (Finance, Revenues and Benefits)</u></p>	<p>Executive Director, Place with onwards delegation to Director of Finance and Corporate Services</p>

34	Authority to take action to recover money owed to the Council including but not limited to: (a) institution of insolvency proceedings; and (b) instructing certificated bailiffs to levy distress on property.	<u>City Solicitor and Assistant Director (Finance, Revenues and Benefits)</u>	Executive Director, Place with onwards delegation to Director of Finance and Corporate Services and City Solicitor
35	Authority to review annually the Council's Local Council Tax Support Scheme subject to the proviso that if such a review results in proposals to revise or amend the Scheme, these must be approved by the Council.	<u>Assistant Director (Finance, Revenues and Benefits)</u>	Executive Director, Place with onwards delegation to Director of Finance and Corporate Services
Registration, Local Land Charges and Coroners Services			All Registration etc functions in paragraphs 6.2.36 to 6.2.43 to be reallocated to Executive Director, Place
36	General supervisory responsibility over births, marriages and deaths registration service including: (a) Acting as Proper Officer for the purposes of the registration service and the Registration Services Act 1953; (b) Making any necessary change to the service as result of directions or instructions from the General Register Office or changes imposed by statute; and (c) Authority to set, review, amend, or	(a) and (b): <u>Legal Services Manager (People) and Legal Services Manager (Place and Regulatory)</u> (c): <u>Legal Services Manager (People) and Legal Services Manager (Place and Regulatory) in consultation with Cabinet Member (Policing and Equalities).</u>	(a) Proper Officer: Executive Director, Place (a) and (b) Director of Finance and Corporate Services and Legal Services Manager (People) and Legal Services Manager (Place and Regulatory) (c) Director of Finance and Corporate Services and Legal Services Manager (People) and Legal Services Manager (Place and Regulatory) in consultation with Cabinet Member

	increase fees in connection with the births, marriages and deaths registration service (including fees for the approval and review process relating to secular and/or religious premises as venues for marriages and civil partnerships) and identify any areas for additional income generation.		<i>(Policing and Equalities).</i>
37	To exercise the Council's powers to licence premises for marriages and civil partnerships in accordance with the law and any guidance. The Marriage Act 1949 and the Civil Partnership Act 2004 including any guidance made or given under these statutes such as the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 and the Marriages and Civil Partnerships (Approved Premises) (Amendments) Regulations 2011.	<u>City Solicitor</u>	<i>Director of Finance and Corporate Services and City Solicitor</i>
38	To receive, determine, approve, review, amend, refuse and revoke, with or without conditions, applications under the Marriage Act 1949 and Civil Partnership Act 2004 for the use of secular and/or religious premises for the solemnisation of marriages and the registration of civil partnerships.	<u>City Solicitor in consultation with Cabinet Member (Policing and Equalities).</u>	<i>Director of Finance and Corporate Services and City Solicitor in consultation with Cabinet Member (Policing and Equalities).</i>
39	To impose, vary, modify or enforce any conditions attached to the grant of approval for secular and/or religious premises for the	<u>City Solicitor in consultation with Cabinet Member (Policing and Equalities).</u>	<i>Director of Finance and Corporate Services and City Solicitor in consultation with Cabinet Member</i>

	solemnisation of marriages and the registration of civil partnerships.		<i>(Policing and Equalities).</i>
40	To create, maintain and update a public register of those premises registered for the solemnisation of marriages and the registration of civil partnerships.	<u>City Solicitor</u>	<i>Director of Finance and Corporate Services and City Solicitor</i>
41	Authority to make changes in response to new legislation and guidance.	<u>City Solicitor (where no discretion) and in consultation with Cabinet Member (Policing and Equalities (where discretion))</u>	<i>Director of Finance and Corporate Services and City Solicitor (where no discretion) and in consultation with Cabinet Member (Policing and Equalities (where discretion))</i>
42	To maintain the Local Land Charges Register and to issue official search certificates.	<u>Legal Services Manager (People) and Legal Services Manager (Place and Regulatory)</u>	<i>Director of Finance and Corporate Services and Legal Services Manager (People) and Legal Services Manager (Place and Regulatory)</i>
43	Revision of scale of fees for mortuary staff.	<u>City Solicitor</u>	<i>Director of Finance and Corporate Services and City Solicitor</i>
Legal and Procedural Matters			<i>All Legal and Procedural functions in paragraphs 6.2.44 to 6.2.59 to be reallocated to Executive Director, Place</i>
44	Authority to make changes to the Scheme of Delegation as set out in Part Two of this	<u>City Solicitor</u>	<i>Director of Finance and Corporate</i>

	Constitution to ensure that all delegated powers are assigned to relevant employees and to ensure that any new legislation of a technical nature is delegated to the appropriate Council body.		Services and City Solicitor
45	Certification of photographic copies of documents and authentication of documents.	<u>Legal Services Manager (People) and Legal Services Manager (Place and Regulatory)</u>	Director of Finance and Corporate Services and Legal Services Manager (People) and Legal Services Manager (Place and Regulatory)
46	To witness the affixing of the Council's seal.	<u>City Solicitor and authorised signatories designated for that purpose by the City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor and authorised signatories designated for that purpose by the City Solicitor
47	Authority to serve requisitions for information in connection with any of the functions of the Council.	<u>City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor
48	To institute, defend, participate in, settle, withdraw or otherwise act as appropriate, any legal proceedings and issue and serve all notices and orders in any case where action is necessary to give effect to the decisions of the Council or in any case where the Executive Director, Resources considers that such action is necessary to protect the Council's, the City's or other appropriate interests.	<u>City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor

49	Authorisation of employees, under any legislation/ enactment that confers authorisation thereunder, to appear in Court on the City Council's behalf.	<u>Executive Director, Resources/ City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor
50	To monitor use of the general power of competence and compliance with the Localism Act 2011.	<u>City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor
51	Generally to make, and where unopposed (or where objections have been withdrawn), to confirm any order in relation to the Council's functions as a Local Planning Authority and as a Highways Authority including but not limited to orders in relation to: (a) public paths, footpaths, and gating; (b) trees; (c) traffic regulation, parking and cycle tracks; (d) the Definitive Map; and (e) determination of village green / open spaces (f) conservation areas.	<u>City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor
52	To reduce the charge for making a public path order by 20% or 40% where it is considered that the charge would otherwise be	<u>City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor

	unreasonably in excess of the actual costs of the City Council.		
53	<p>Generally to issue, serve, vary or withdraw any notice in relation to the Council's functions as a Local Planning Authority including but not limited to :</p> <p>(a) planning contravention notices;</p> <p>(b) breach of condition notices (including extending time for compliance);</p> <p>(c) stop notices and temporary stop notices;</p> <p>(d) enforcement notices in respect of security shutters and grilles; and</p> <p>(e) Article 4 notices (prevention of demolition without planning consent).</p>	<i>City Solicitor</i>	<i>Director of Finance and Corporate Services and City Solicitor</i>
54	<p>To prosecute on behalf of the Council as Local Planning Authority offences in connection with:</p> <p>(a) planning contravention notices;</p> <p>(b) breach of condition notices;</p> <p>(c) stop notices and temporary stop notices;</p> <p>(d) enforcement notices;</p> <p>(e) listed buildings and conservation</p>	<u><i>City Solicitor provided always that the power to prosecute any offences in connection with functions which are within the terms of reference of the Planning Committee may not be exercised without the express prior approval of the Planning Committee</i></u>	<i>Director of Finance and Corporate Services and City Solicitor provided always that the power to prosecute any offences in connection with functions which are within the terms of reference of the Planning Committee may not be exercised without the express prior approval of the Planning Committee</i>

	<p>areas;</p> <p>(f) trees and high hedges;</p> <p>(g) advertisements; and</p> <p>(h) proper maintenance of land.</p>		
55	Power to enter into agreements regulating development or use of land.	<u>City Solicitor/ Assistant Director (Planning, Transport and Highways)</u>	Director of Finance and Corporate Services and City Solicitor/Assistant Director, Streetscene and Greenspace
56	<p>Authority to prosecute for offences in connection with:</p> <p>(a) removing children from care; and</p> <p>(b) nurseries, full day, sessional care and childminding.</p>	<u>City Solicitor in consultation with the Executive Director, People or Director of Children's Services</u>	Director of Finance and Corporate Services and City Solicitor in consultation with the Executive Director, People or Director of Children's Services
57	To make arrangements for school admission and exclusion appeals under the School Standards and Framework Act 1998 and to determine applications for further appeals in accordance with the set criteria.	<u>City Solicitor</u>	Director of Finance and Corporate Services and Members and Elections Team Manager
58	Approval and making of school instruments of government and any subsequent changes approved by governing bodies.	<u>Jointly with the Executive Director, People</u>	Director of Finance and Corporate Services and City Solicitor jointly with the Executive Director, People or their nominee

59	To determine whether a representation received from the Licensing Authority, Local Planning Authority or Environmental Health Authority whilst acting as responsible authorities for the purposes of the Gambling Act 2005 is vexatious, frivolous or would certainly not influence the determination of an application.	<u>City Solicitor</u>	Director of Finance and Corporate Services and City Solicitor
Miscellaneous			
60	To exercise the powers and duties of the Council as Parish Trustee.	<u>Members and Elections Team Manager</u>	Proper Officer: Executive Director, Place Onwards delegation: Director of Finance and Corporate Services and Members and Elections Team Manager
61	Keeping of the Roll of Freemen and Honorary Aldermen.	<u>Members and Elections Team Manager</u>	Executive Director, Place with onwards delegation to Director of Finance and Corporate Services and Members and Elections Team Manager
62	Deposit of documents with Proper Officer.	<u>Members and Elections Team Manager</u>	Proper Officer: Executive Director, Place Onwards delegation: Director of Finance and Corporate Services and Members and Elections Team

			Manager
63	Certification of byelaws; and send copies of byelaws for parish records.	<u>Members and Elections Team Manager</u>	Executive Director, Place with onwards delegation to Director of Finance and Corporate Services and Members and Elections Team Manager
64	To make any minor or technical changes to the Code of Corporate Governance to ensure that it is kept up to date.	<u>City Solicitor in consultation with the Chair and Vice-Chair of the Audit and Procurement Committee.</u>	Executive Director, Place with onwards delegation to Director of Finance and Corporate Services and Members and Elections Team Manager in consultation with the Chair and Vice-Chair of the Audit and Procurement Committee
65	To provide financial and other assistance to organisations or individuals providing external housing services , which the relevant Cabinet Member has approved	<u>Assistant Director (ICT, Transformation and Customer Services)</u>	Executive Director, People with onwards delegation to Director of Customer Services and Transformation
66	Generally to take action and operate all legislative and administrative procedures and to exercise all of the powers of the Council in relation to homelessness and the assessment of applicant's housing need and priority for housing.	<u>Assistant Director (ICT, Transformation and Customer Services)</u>	Executive Director, People with onwards delegation to Director of Customer Services and Transformation