

Report of:	Meeting	Date
Councillor David Henderson, Leader of the Council and Garry Payne, Chief Executive	Council	28 October 2021

Constitution amendments

1. Purpose of report

1.1 To enable changes to be made to the Council's Constitution.

2. Outcomes

2.1 More up to date and effective governance arrangements.

3. Recommendations

3.1 That Part 4.01 of the Council's Constitution (Council Procedure Rules) be amended to include a number of changes to procedure.

3.2 That Part 7.01 (Management Structure) and 7.02 (Scheme of Delegation) of the Council's Constitution be amended to reflect changes in the council's Senior Management Structure and to reflect the current Executive and Non-Executive officer delegations.

4. Background

4.1 The Local Government Act 2000 requires all local councils to have a written Constitution. Most still very closely follow a national model drawn up when the 2000 Act was implemented. Reports are submitted by the Chief Executive on a regular basis to enable the Council to approve changes to the Constitution to take account of new legislation, changes to functions, structures, roles, responsibilities or procedures.

5. Key issues and proposals

5.1 The following changes are proposed to Part 4.01 – Rules of Procedure

Paragraph 2; Ordinary Meetings

- 5.1.1** To clarify that whilst the Chief Executive will take into consideration comments from Group Leaders, ultimate responsibility for determining the programme of Ordinary meetings lies with the Chief Executive.
- 5.1.2** To make clear that the Minutes of the last meeting are to be 'confirmed' not 'noted' and wording to be included to clarify that any debate on the Minutes must be limited to matters of fact not interpretation.
- 5.1.3** Inclusion of the requirement for periodic reports to contain the attendance record of each member of the committee for the period in question.

Paragraph 5.1; Apologies for Absence

- 5.1.4** A section to be inserted setting out the required procedures going forward for registering apologies at meetings.

Paragraph 13; Reports from Chairmen of the Overview & Scrutiny, Audit, Licensing, Planning Applications and Standards Committees – Frequency of Reports

- 5.1.5** The requirement for the Chairman of the Climate Change Policy Group and the Planning Policy Group to also submit a report to an Ordinary Council meeting at least once in a municipal year.

Paragraph 19.2; Form of Minutes

- 5.1.6** Amended to reflect that only members who have attended the meeting can approve or second the accuracy of minutes.

Paragraph 26; Substitution of members

- 5.1.7** A section to be inserted setting out the required procedures going forward regarding the substitution of members during periods of scheduled absence for a period of two months or more.
- 5.1.8** A number of other minor amendments have also been made to the Rules of Procedure. These have been 'track changed' throughout the document.
- 5.1.9** The proposed revised wording for Part 4.01 of the Constitution is attached at Appendix 1.

- 5.2** The following changes are proposed to Part 7.01 – Management Structure.

- 5.2.1** The management structure has been amended to reflect the current structure in particular following the departure of the Head of Business Support / Monitoring Officer and Head of ICT in Summer 2021. A number of other minor changes have also been made to the structure. These have been 'track changed' on the document.
- 5.2.2** The proposed revised management structure for Part 7.01 is attached at Appendix 2.
- 5.3** The following changes are proposed to Part 7.02 – Scheme of Delegation;

 - 5.3.1** Executive Functions Delegated to the Chief Executive (Paragraph 7); Amended to allow face-to-face meetings to be replaced with remote or hybrid arrangements where legislation permits.
 - 5.3.2** Executive Functions Delegated to the Corporate Directors (Paragraph 5); to reflect the arrangements in place for the approval of investments by the Property Investment Board.
 - 5.3.3** Executive Functions Delegated to the Corporate Directors (Paragraphs 6-10); In the instances where Corporate Directors have the same executive functions as each other these have been removed from individual Corporate Director functions and included together under 'Corporate Directors'.
 - 5.3.4** Non-Executive Functions Delegated to the Corporate Directors (Paragraphs 3-4); In the instances where Corporate Directors have the same non-executive functions as each other these have been removed from individual Corporate Director functions and included together under 'Corporate Directors'.
 - 5.3.5** Executive Functions Delegated to the Corporate Directors and all Heads of Service (Paragraph 3b); Amended to reflect other areas in addition to maternity leave; e.g paternity, parental and adoption leave that staffing cover may be required for.
 - 5.3.6** Non-Executive Functions Delegated to the Corporate Directors and all Heads of Service (Paragraph 1); Relocate the approval of street naming and numbering of properties to the Head of Contact Centre and ICT Services.
 - 5.3.7** Executive Functions Delegated to the Corporate Director Environment (Paragraph 9); To include the authority to obtain licences under the Licensing Act.
 - 5.3.8** Executive Functions Delegated to the Corporate Director Communities (Paragraph 2); Amended to include the overall management of the Wyre Community Lottery Scheme.

- 5.3.9** Executive Functions Delegated to the Corporate Director Resources and in their absence to the Deputy Head of Finance (Paragraph 7); Make reference to the requirement to agree the NNDR3 submission in addition to NNDR1, in accordance with the Business Rates Retention Scheme.
- 5.3.10** Executive Functions Delegated to the Head of the Contact Centre and ICT Services (interim arrangement) (Paragraph 5); Amended to include the permissions to seek authorisations from the Justice of the Peace in relation to grants, notices and RIPA authorisations.
- 5.3.11** Non-Executive Functions Delegated to the Head of the Contact Centre and ICT Services (interim arrangement) (Paragraph 1); Amended to include the delegation to approve the naming and numbering of properties.
- 5.3.12** Non-Executive Functions Delegated to the Head of Governance and Business Support (Paragraph 2); Amended to reflect that if legislation requires the Head of Governance and Business Support can appoint Independent Members to the Audit Committee.
- 5.3.13** Non-Executive Functions Delegated to the Head of Governance and Business Support (Paragraph 4-5; Amended to reflect current practice in respect of convening a panel from the Licensing Committee to consider appeals and making minor changes to the Constitution.
- 5.3.14** Executive Functions Delegated to the Head of Planning Services (Paragraph 3); Amended the explanatory schedule relating to the Neighbourhood Development Plan. Attached as a separate appendix at the end of the scheme of delegation (with track changes)
- 5.3.15** Executive Functions Delegated to the Head of Planning Services (Paragraph 4); Amended to reflect the current delegations in relation to Anti-Social Behaviour, Crime and Policing Act 2014.
- 5.3.16** Non-Executive Functions Delegated to the Head of Planning Services (Paragraphs 4, 30-32); Amended to reflect the current delegations currently being carried out by the Head of Planning Services in relation to applications for hazardous substances, injunctions and preservation orders for listed buildings and the entering of land in Part 2 of the Brownfield Land Register.
- 5.3.17** Executive Functions Delegated to the Head of Housing and Community Services (Paragraphs 2, 10-12); Amended to reflect the current delegations currently being carried out by the Head of Housing and Community Services in relation to disabled facilities and discretionary housing assistance, statutory

overcrowding, housing standards, multiple occupation and the Redress Schemes for Letting Agency Work and Property Management Work Order 2014.

- 5.3.18** Executive Functions Delegated to the Head of Housing and Community Services (Paragraphs 13); Amended to include the overall management of the Wyre Community Lottery Scheme.
- 5.3.19** Executive Functions Delegated to the Head of Built Environment (Paragraphs 15); Amended to reflect the current delegations currently being carried out by the Head of Built Environment in relation to enforcement under the Building Act and Building Regulations.
- 5.3.20** Non-Executive Functions Delegated to the Head of Built Environment (Paragraphs 1); re-word delegation in relation to the issuing and serving of notices in respect of land.
- 5.3.21** Executive Functions Delegated to the Head of Environmental Health and Community Safety (Paragraph 1, 6-7); Amended to reflect the current delegations and changes to legislation in relation to EU Food Hygiene Regulations, adult offenders and the Anti-Social Behaviour, Crime and Policing Act 2014.
- 5.3.22** Non-Executive Functions Delegated to the Head of Environmental Health and Community Safety (Paragraph 1); Amended to reflect the current delegations currently being carried out by the Head of Health and Community Safety in relation to EU Food Hygiene Regulations and the Licensing Act.
- 5.3.23** A number of other minor amendments and changes to the layout have also been made to the Scheme of Delegation following the Senior Management Structure in 2019 and the departure of the Head of Business Support / Monitoring Officer and the Head of ICT in June 2021. These have been ‘track changed’ throughout the document.
- 5.3.24** The proposed Scheme of Delegation for Part 7.02 is attached at Appendix 3.

Financial and legal implications	
Finance	None arising directly from this report.
Legal	The Council is required to have an up to date Constitution, including Rules of Procedure and Scheme of Delegation to ensure that all decisions are taken lawfully.

Other risks/implications: checklist

If there are significant implications arising from this report on any issues marked with a ✓ below, the report author will have consulted with the appropriate specialist officers on those implications and addressed them in the body of the report. There are no significant implications arising directly from this report, for those issues marked with a x.

risks/implications	✓ / x
community safety	x
equality and diversity	x
sustainability	x
health and safety	x

risks/implications	✓ / x
asset management	x
climate change	x
ICT	x
data protection	x

Processing Personal Data

In addition to considering data protection along with the other risks/ implications, the report author will need to decide if a 'privacy impact assessment (PIA)' is also required. If the decision(s) recommended in this report will result in the collection and processing of personal data for the first time (i.e. purchase of a new system, a new working arrangement with a third party) a PIA will need to have been completed and signed off by Data Protection Officer before the decision is taken in compliance with the Data Protection Act 2018.

report author	telephone no.	email	date
Joanne Billington, Head of Governance and Business Support	01253 887372	Joanne.billington@wyre.gov.uk	8/10/2021

List of background papers:		
name of document	date	where available for inspection
None.		

List of appendices

- Appendix 1 Part 4.01 of the Council's Constitution, Rules of Procedure (with track changes).
- Appendix 2 Part 7.01 of the Council's Constitution, Management Structure (with track changes).
- Appendix 3 Part 7.02 of the Council's Constitution, Scheme of Delegation (with track changes).

[Appendix 1a](#)

Council Procedure Rules

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Rule

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Note: All of these Council procedure rules apply to meetings of the Council. None of the rules apply to meetings of the Executive. Only Rules 4-~~7~~8, 15, 16, 18, 19.1, 21, 22.3, 22.4, 22.5 and 23 apply to meetings of Committees ~~and~~ and Sub-Committees ~~and~~ have been marked with an *

1. **Annual Meeting of the Council**

1.1 **Timing and Business**

In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The Annual Meeting will:

- (i) elect a Councillor to preside if the Mayor is not present;
- (ii) elect the Mayor;
- (iii) elect the Deputy Mayor;
- (iv) approve the Minutes of the last meeting;
- (v) receive any announcements from the Mayor and/or the Chief Executive;
- (vi) in an election year, elect the Leader;
- (vii) note the decision of the Leader as to the number of members of the Executive; who he or she has appointed to those roles; the scope of their respective portfolios and the terms of delegation to them and officers (see also Part 4.04/1 – paragraph 1.2).
- (viii) appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3 of this Constitution);
- (ix) consider any proposed changes to the Council's scheme of delegation
- (x) consider any business set out in the notice convening the meeting.

1.2 **Selection of Councillors on Committees and Outside Bodies**

At the Annual Meeting, the Council meeting will:

- (i) decide which Committees to establish for the Municipal Year;
- (ii) decide the size and terms of reference for those Committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of Councillors to serve on each Committee and outside body; and

- (v) at the Annual Council Meeting following each Wyre Council election appoint to those outside bodies, except where appointment to those bodies has been delegated by the Council or are Executive appointments.

2. Ordinary Meetings

Ordinary meetings of the Council will take place in accordance with a programme published by the Chief Executive following [discussion with Group Leaders \(the Chief Executive will take into consideration comments from Group Leaders but the Chief Executive has the ultimate responsibility for determining the programme of](#) Ordinary meetings) [which](#) will:

- (i) elect a Councillor to preside if neither the Mayor or the Deputy Mayor are present;
- (ii) [Confirm](#) ~~note~~ the Minutes of the last meeting. [Any debate on the Minutes must be limited to matters of fact not interpretation](#);
- (iii) receive any declarations of interest from Members;
- (iv) receive any announcements from the Mayor, Leader, Members of the Cabinet, a Chairman of a Committee or the Chief Executive;
- (v) receive questions and/or statements from, and provide answers to, members of the public;
- (vi) receive a petition (if the requirements of the Petitions Scheme in Part 5.08 of the Constitution have been met);
- (vii) deal with any business adjourned from the last Council meeting;
- (viii) receive written questions “on-notice” from Councillors and hear responses from the Portfolio Holders to whom they are addressed;
- (ix) consider items for decision by the Council, including any recommendations from the Cabinet or Portfolio Holders that involve changes to the budget, or Policy Framework or officer reports on procedural issues, or relating to Council functions listed in Part 3 of the Constitution;
- (x) receive Executive Reports from the Leader and each Portfolio Holder and deal with questions and answers on any of those reports;
- (xi) receive periodic reports from Chairmen of Committees and deal with questions and answers on those reports. [The periodic reports must contain the attendance record of each member of the committee for that period](#);
- (xii) consider any Notices of Motion;
- (xiii) consider any other business specified in the summons to the meeting.

3. **Extraordinary Meetings**

3.1 **Calling Extraordinary Meetings**

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Mayor;
- (iii) any five Members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 **Business**

Only the business specified in the summons may be transacted at an extraordinary meeting.

*4. **Time and Place of Meetings**

The time and place of meetings will be determined by the Chief Executive and notified in the summons.

*5. **Notice of and Summons to Meetings**

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Chief Executive will send a summons, signed by him or her, to every Member of the Council [to their council e-mail address, by post and](#) or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

5.1. Apologies for absence

[Any member unable to attend a meeting must send their apologies and the reason for their absence by e-mail to \[democratic.services@wyre.gov.uk\]\(mailto:democratic.services@wyre.gov.uk\) as soon as practicably possible and not less than 24 hours before the start time of the meeting as stated on the summons or notice. Where there are exceptional circumstances preventing compliance with this rule, members must contact Democratic Services and / or the relevant Chair of the meeting as soon as practicably possible to give their apologies and the reason for them. It is also considered good practice to advise the Leader of their group accordingly.](#)

When a member complies with the requirements of this rule, they shall be recorded in the minutes as [having tendered their apologies. Whether exceptional circumstances apply shall be at the absolute discretion of the Chair of the meeting who is to take the reasonable advice of the relevant officer in attendance.](#)

When a member fails to comply with this rule or it is considered that a member did not have exceptional circumstances for not doing so, they shall be recorded as having failed to attend or tender their apologies for absence.

***6. Chairing a Meeting**

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to Committee and Sub-Committee meetings, references to the Mayor also include the Chairman of a Committees or a Sub-Committee.

***7. Quorum**

The quorum of a meeting will be one quarter of the whole number of Members (13 for full Council meetings). During any meeting, if the Mayor counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

(The quorum of the Standards Committee shall be 3 Members).

8. Duration of Meeting

Unless the majority of Members present vote for the meeting to continue, any meeting that has lasted for 4 hours will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor or person presiding. If he/she does not fix a date (at the conclusion of the adjourned meeting or subsequently), the remaining business will be considered at the next ordinary meeting.

9. Questions and Statements by Members of the Public

9.1 General

Members of the public who live in the Borough may ask questions of Members of the Cabinet or make representations in the form of a statement or present a petition about any issue affecting the Borough at ordinary meetings of the Council. The period of time allocated for such questions and statements shall not normally exceed 30 minutes. No person may speak for longer than 5 minutes.

9.2 Order of Questions, Statements and Petitions

Questions will be asked, statements will be made and petitions presented in the order notice of them was received, except that the Mayor or person presiding may group together similar questions or statements, on issues which relate to the same topic.

9.3 Notice of Questions and Statements

A question may only be asked, or a statement be made, if notice has been given by delivering the question or statement in writing or by electronic mail to the Chief Executive no later than 12 noon two calendar days prior to the day of agenda publication. (The day of agenda publication will be 5 clear

working days, usually 7 calendar days, prior to the date of the meeting.) Each question must give the name and address of the questioner and name the Member of the Cabinet to whom it is put.

9.4 Supplementary Questions

Any questioner who has asked a question in person may ask one supplementary question, without notice, to the Cabinet Member who answered the original question. The supplementary question must arise directly from the original question or the reply given. The Mayor may reject a supplementary question if it does not arise directly from the original question or the reply given.

Unless the Mayor agrees otherwise, a member of the public making a statement will not be permitted to comment further following a response from the Leader or a Portfolio Holder.

9.5 Scope of Questions and Representations

The Chief Executive may reject a question or refuse to allow a statement if it:

- is not about a matter for which the local authority has a responsibility or which does not affect the Borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question or statement which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

9.6 Circulation of Questions

Copies of all valid questions will be published on the Council agenda..,

9.7 Asking the Question at the Meeting

If a questioner is not present at the Council meeting the Mayor will request that a written response from the relevant Portfolio holder be sent to the questioner and the contents of the response will be recorded in the minutes.

If a questioner is present, the Mayor will either invite them to read their question or, if it has been published and copies have been circulated to all those present, he may ask Council to agree that it be taken as read and ask the relevant Portfolio Holder to respond.

9.8 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or any other reason, will be dealt with by a written answer.

9.9 Reference of a Question or a Statement to the Cabinet or a Committee

No discussion will take place on any question or statement, but any Member may move that a matter raised by a question or statement be referred either to the Cabinet or to the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

9.10 Responses to Questions and Statements

A summary of the response made to each question asked or statement made by a member of the public will be included in the Minutes and a copy will be sent to the questioner.

10. Presentation of Petitions

10.1 If the criteria set out in the Petitions Scheme in Part 5.08 of the Constitution have been met, the organiser of a petition (or their representative) will be invited by the Mayor to present their petition to the Leader of the Council. The petition organiser (or their representative) will then be able to ask a question to the Leader of the Council or the relevant Portfolio Holder about the topic of the petition. They will have up to 5 minutes to do so.

10.2 The Mayor will invite the Leader of the Council, or the relevant Portfolio Holder to respond. They will have up to 5 minutes to do so.

10.3 There will be no opportunity for a supplementary question or a general discussion or debate on the topic of the petition.

11. Executive Member Reports**11.1** Content of Reports

At each ordinary meeting of the Council, the Leader and each Portfolio Holder will present a report to the Council. These reports will cover recent activities, current and forthcoming issues within their respective remits, achievements and progress on key objectives.

11.2 Presentation of Reports

The Leader and each Portfolio Holder will each have a maximum of three minutes to present their report to Council.

11.3 Questions and Comments on Executive Reports

Any Non-Executive Member of Council may ask a question or make a comment to the Leader or the relevant Portfolio Holder on the contents of their report or on any issue which falls within their area of responsibility. A maximum of ten minutes will be allocated for questions or comments to and responses by each Member of the Executive (Cabinet). At the end of these proceedings a further ten minutes in total will be allowed for the Executive Members to ask a question or make a comment on their respective fellow Executive Members reports/areas of responsibility.

11.4 Time Limit for Questions and Comments

There shall be no limit on the number of questions or comments from each Councillor, although there will be a maximum of three minutes per question or comment. (The Mayor will seek to ensure that as many different Members as possible are able to ask a question or make a comment within the time allocated).

11.5 Responses to Questions and Comments

After each question or comment, the Leader or Portfolio Holder will respond. He or she will have a maximum of three minutes to do so.

Responses may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner;
- (d) a request that a Member of the Corporate Management Team or the relevant officer, answer the question, or part of the question, provided that it is non-political in nature (e.g. requiring specialist, technical or expert knowledge or the provision of professional or legal advice).

The Mayor will decide whether or not a question, or part of a question, is “political”.

In the absence of a Portfolio Holder the Leader will respond or nominate another Portfolio Holder to respond.

12. Written Questions “On-Notice” By Councillors

12.1 Questions on Notice at Council

Subject to Rule 12.2 a Member of the Council may ask:

- the Mayor;
- a Member of the Cabinet;
- the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties, or which affects the area.

12.2 Notice of Questions

A Member may only ask a question under Rule 12.1 if either:

- (a) they have delivered the question in writing or by e-mail to the Chief Executive not later than 12 noon two calendar days prior to the day of agenda publication. (The day of agenda publication will be 5 clear working days, usually 7 calendar days, prior to the date of the meeting.)
- (b) the question relates to urgent matters, they have the consent of the Mayor to whom the question is to be put and the content of the question is given to the Chief Executive by 10.30 a.m. on the day of the meeting. Urgent matters will be those that could not have been anticipated by the deadline for questions set out in 12.2 (a) above and/or they cannot await the next meeting of the Council.

12.3 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner;
- (d) a request that a Member of the Corporate Management Team or the relevant officer answer the question, or part of the question, provided that it is non-political in nature (e.g. requiring specialist, technical or expert knowledge or the provision of professional or legal advice).
The Mayor will decide whether or not a question or part of a question, is “political”

12.4 Supplementary Question

A Member asking a question under Rule 12.1 may ask one supplementary question without notice of the Cabinet Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

13. Reports from Chairmen of the Overview & Scrutiny, Audit, Licensing, Planning Applications and Standards Committees

13.1 Frequency of Reports

The Chairman of the Overview and Scrutiny, Audit, Licensing, Planning and Standards Committees as well as the Chairman of the Climate Change Policy Group and the Planning Policy Group will each submit a report to an Ordinary Council meeting at least once in a municipal year. The sequence of reporting will be agreed by the Chief Executive.

13.2 Content of Reports

The reports will cover topical issues, achievements since the previous report, any significant issues expected to be dealt with prior to the next report or, the Committee's work generally and must comply with rule 2(xi).

13.3 Presentation of Reports

The Chairman of the reporting Committee will have a maximum of three minutes to present his or her report.

13.4 Questions and Comments

Any Member of Council may ask a question or make a comment to the Chairman of the reporting Committee on the contents of his or her report or on any issue which falls within their area of responsibility. A maximum of 10 minutes will be allocated for questions to and responses by the Chairman of the Committee submitting a report.

13.5 Time Limit for Questions and Comments

There will be no limit on the number of questions or comments from each Councillor, although there will be a maximum of three minutes per question or comment. (The Mayor will seek to ensure that as many different Members as possible are able to ask a question or make a comment within the time allocated).

13.6 Responses to Questions and Comments

After each question or comment the Chairman will respond. He or she will have three minutes to do so.

Responses may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner;
- (d) a request that a Member of the Corporate Management Team or the relevant officer, answer the question, or part of the question, provided that it is non-political in nature (e.g. requiring specialist, technical or expert knowledge or the provision of professional or legal advice).

In the absence of the Chairman, the Deputy Chairman will respond.

14. Motions On Notice

14.1 Notice

Except for motions which can be moved without notice under Rule 15 written notice of every motion, signed by at least 4 Members, must be delivered to

the Chief Executive not later than 12 noon two calendar days prior to the day of agenda publication. (The day of agenda publication will be 5 clear working days, usually 7 calendar days, prior to the date of the meeting.)

14.2 Motions Set Out on the Agenda

Motions for which notice has been given will be listed on the Agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

14.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the Borough.

The Proper Officer may reject a motion if it:

- (i) is not about a matter for which the Borough Council has a responsibility or is not about a matter of regional or national policy which affects the Borough disproportionately;
 - (ii) is defamatory, frivolous or offensive and in the case of the latter, which names, or clearly identifies a member of staff or other individual;
 - (iii) is substantially the same as a motion which has been put at a meeting of the Council in the past six months;
 - (iv) requires the disclosure of confidential or exempt information;
- or
- (v) is either unlawful or incapable of having practical effect.

Such Motions submitted will be dealt with by the Proper Officer and the proposer of the Motion will be given advice accordingly in line with this criteria.

***15.** Motions without Notice

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the factual accuracy of the Minutes;
- (c) to change the order of business in the Agenda;
- (d) to refer an issue to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;

- (f) to receive reports or the adoption of recommendations of Committees or Officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put (provided that a minimum period of 20 minutes has elapsed or at least two Members have spoken in favour of the motion and at least two Members spoken against the motion);
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting continue beyond 4 hours in duration;
- (n) to suspend a particular Council Procedure Rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a Member named under Rule 22.3 or to exclude them from the meeting under Rule 22.4;
- (q) to give the consent of the Council where its consent is required by this Constitution; and
- (r) suspend time limit on speeches.

***16. Rules of Debate**

*** 16.1 No Speeches Until Motion is Moved and Seconded**

If a motion set out in the agenda is not moved and seconded, either by a councillor who gave the notice or by some other councillor, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be considered again without fresh notice.

*** 16.2 Right to Require Motion in Writing**

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

*** 16.3 Secunder's Speech**

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

* **16.4** Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes without the consent of the Mayor.

* **16.5** When a Member May Speak Again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

* **16.6** Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words and/or insert or add othersas long as the effect of (ii) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.
- (e) After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

- * **16.7** Alteration of Motion
- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
 - (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
 - (c) Only alterations which could be made as an amendment may be made.
- * **16.8** Withdrawal of Motion
- A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.
- * **16.9** Right of Reply
- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
 - (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
 - (c) The mover of the amendment has no right of reply to the debate on his or her amendment.
- * **16.10** Motions Which May be Moved During Debate
- (a) to withdraw a motion;
 - (b) to amend a motion;
 - (c) to proceed to the next business;
 - (d) that the question be now put;
 - (e) to adjourn a debate;
 - (f) to adjourn a meeting;
 - (g) that the meeting continue beyond 4 hours in duration;
 - (h) to exclude the public and press in accordance with the Access to Information Rules; and

- (i) to not hear further a Member named under Rule 22.3 or to exclude them from the meeting under Rule 22.4.

* **16.11** Closure Motions

- (a) A Member may move, without comment, the following motions at the end of a speech of another Member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

* **16.12** Point of Order

A Member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

* **16.13** Personal Explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

17. Previous Decisions And Motions

17.1 Motion to Rescind a Previous Decision

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 15 Members.

17.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 15 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

***18. Voting**

*** 18.1** Majority

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

*** 18.2** Mayor's Casting Vote

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

*** 18.3** Show of Hands

Unless a recorded vote is demanded under Rule 18.4, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

*** 18.4** Recorded Vote

If four Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the Minutes.

*** 18.5** Recorded votes at budget meetings

For all decisions at budget meetings of the Council relating to the setting of the Council's budget and the Council Tax, including any proposed amendments, the names of councillors voting for and against a motion or abstaining from voting will be taken down in writing and recorded in the minutes.

(Budget meetings are defined in paragraph 11 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 as "*a meeting of the Council at which it makes a calculation (whether originally or by way of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992*").

* **18.6** Right to Require Individual Vote to be Recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the Minutes to show whether they voted for or against the motion or abstained from voting.

* **18.7** Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

***19.** Minutes

* **19.1** Confirming the Previous Minutes

The Mayor will move that the Minutes of the previous meeting be confirmed as a correct record. The only part of the Minutes that can be discussed is their accuracy.

19.2 Form of Minutes

Minutes will be written in a concise style referring only to the documents considered and the decisions taken. A footnote will be included in each set of minutes providing a link to the audio reading of the meeting on the Council's website. Only Members who have attended the meeting can approve or second the accuracy of minutes.

20. Record of Attendance

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

***21.** Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by Public).

22. Members' Conduct

22.1 Standing to Speak

Unless the Mayor indicates otherwise, when a Member speaks at the Council they must stand and address the meeting through the Mayor. If more than one Member stands, the Mayor will ask one to speak and the others must sit. Other Members must remain seated whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

22.2 Mayor Standing

When the Mayor stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

* **22.3** Member Not to be Heard Further

If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

* **22.4** Member to Leave the Meeting

If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

* **22.5** General Disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

***23.** **Disturbance By Public**

* **23.1** Removal of Member of the Public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

* **23.2** Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

24. **Suspension and Amendment of Council Procedure Rules**

24.1 Suspension

All of these Council Rules of Procedure except Rule 18.6 (Right to Require Individual Vote to be Recorded) and 19.1 (Confirming the Previous Minutes) may be suspended by motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

24.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion, to allow time to properly consider its effect, to the next ordinary meeting of the Council.

25. Application to Committees and Sub-Committees

All of these Council Procedure Rules apply to meetings of the Council. None of the rules apply to meetings of the Executive. Only Rules 4-8, 15 and 16, 18, 19.1, 21, 22.3, 22.4, 22.5 and 23 apply to meetings of Committees ~~and~~ Sub-Committees and are marked with an *.

26. Substitution of Members

In exceptional circumstances, where a member is likely to be absent from their duties as a councillor for a period of two months or more a substitute can be nominated. The Chief Executive must have ~~has~~ confirmed to Democratic Services no less than 24 hours in advance that exceptional circumstances apply. The members of a Committee or Sub-Committee may propose a motion that the member who is absent be replaced at that meeting and that meeting only by a substitute member provided always that said member is a member of the same political group of the Council as recognised by this constitution and has undergone the necessary training. The replacement member's right to sit on the Committee or Sub-Committee shall terminate at the end of that meeting.

Nothing in this rule prevents the same replacement member sitting as a substitute member for more than one meeting of the same Committee or Sub-Committee provided always that the procedure set out in this rule is followed.

Appendix 1b**Council Procedure Rules****Contents****Rule**

1. Annual meeting of the Council
2. Ordinary meetings
3. Extraordinary meetings
4. Time and place of meetings
5. Notice of and summons to meetings
6. Chairing of meetings
7. Quorum
8. Duration of meeting
9. Questions and statements by members of the public
10. Presentation of Petitions
11. Executive Member reports
12. Written Questions “on notice” by Councillors
13. Reports from Chairmen of the Overview and Scrutiny, Audit, Licensing, Planning and Standards Committees
14. Motions on notice
15. Motions without notice
16. Rules of debate
17. Previous decisions and motions
18. Voting
19. Minutes
20. Record of attendance
21. Exclusion of public

Rule

- 22. Members' conduct
- 23. Disturbance by public
- 24. Suspension and amendment of Council Procedure Rules
- 25. Application to Committees, and Sub-Committees
- 26. Substitution of members of Committees

Note: All of these Council procedure rules apply to meetings of the Council. None of the rules apply to meetings of the Executive. Only Rules 4-7, 15, 16, 18, 19.1, 21, 22.3, 22.4, 22.5 and 23 apply to meetings of Committees and Sub-Committees and have been marked with an *

1. **Annual Meeting of the Council**

1.1 **Timing and Business**

In a year when there is an ordinary election of Councillors, the Annual Meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The Annual Meeting will:

- (i) elect a Councillor to preside if the Mayor is not present;
- (ii) elect the Mayor;
- (iii) elect the Deputy Mayor;
- (iv) approve the Minutes of the last meeting;
- (v) receive any announcements from the Mayor and/or the Chief Executive;
- (vi) in an election year, elect the Leader;
- (vii) note the decision of the Leader as to the number of members of the Executive; who he or she has appointed to those roles; the scope of their respective portfolios and the terms of delegation to them and officers (see also Part 4.04/1 – paragraph 1.2).
- (viii) appoint at least one Overview and Scrutiny Committee, a Standards Committee and such other Committees as the Council considers appropriate to deal with matters which are neither reserved to the Council nor are Executive functions (as set out in Part 3 of this Constitution);
- (ix) consider any proposed changes to the Council's scheme of delegation
- (x) consider any business set out in the notice convening the meeting.

1.2 **Selection of Councillors on Committees and Outside Bodies**

At the Annual Meeting, the Council meeting will:

- (i) decide which Committees to establish for the Municipal Year;
- (ii) decide the size and terms of reference for those Committees;
- (iii) decide the allocation of seats to political groups in accordance with the political balance rules;
- (iv) receive nominations of Councillors to serve on each Committee and outside body; and

- (v) at the Annual Council Meeting following each Wyre Council election appoint to those outside bodies, except where appointment to those bodies has been delegated by the Council or are Executive appointments.

2. **Ordinary Meetings**

Ordinary meetings of the Council will take place in accordance with a programme published by the Chief Executive following discussion with Group Leaders (the Chief Executive will take into consideration comments from Group Leaders but the Chief Executive has the ultimate responsibility for determining the programme of Ordinary meetings) which will:

- (i) elect a Councillor to preside if neither the Mayor or the Deputy Mayor are present;
- (ii) Confirm the Minutes of the last meeting. Any debate on the Minutes must be limited to matters of fact not interpretation;
- (iii) receive any declarations of interest from Members;
- (iv) receive any announcements from the Mayor, Leader, Members of the Cabinet, a Chairman of a Committee or the Chief Executive;
- (v) receive questions and/or statements from, and provide answers to, members of the public;
- (vi) receive a petition (if the requirements of the Petitions Scheme in Part 5.08 of the Constitution have been met);
- (vii) deal with any business adjourned from the last Council meeting;
- (viii) receive written questions “on-notice” from Councillors and hear responses from the Portfolio Holders to whom they are addressed;
- (ix) consider items for decision by the Council, including any recommendations from the Cabinet or Portfolio Holders that involve changes to the budget, or Policy Framework or officer reports on procedural issues, or relating to Council functions listed in Part 3 of the Constitution;
- (x) receive Executive Reports from the Leader and each Portfolio Holder and deal with questions and answers on any of those reports;
- (xi) receive periodic reports from Chairmen of Committees and deal with questions and answers on those reports. The periodic reports must contain the attendance record of each member of the committee for that period;
- (xii) consider any Notices of Motion;
- (xiii) consider any other business specified in the summons to the meeting.

3. Extraordinary Meetings

3.1 Calling Extraordinary Meetings

Those listed below may request the Chief Executive to call Council meetings in addition to ordinary meetings:

- (i) the Council by resolution;
- (ii) the Mayor;
- (iii) any five Members of the Council if they have signed a requisition presented to the Mayor and he/she has refused to call a meeting or has failed to call a meeting within seven days of the presentation of the requisition.

3.2 Business

Only the business specified in the summons may be transacted at an extraordinary meeting.

***4. Time and Place of Meetings**

The time and place of meetings will be determined by the Chief Executive and notified in the summons.

***5. Notice of and Summons to Meetings**

The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting, the Chief Executive will send a summons, signed by him or her, to every Member of the Council to their council e-mail address, by post and or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.

5.1. Apologies for absence

Any member unable to attend a meeting must send their apologies and the reason for their absence by e-mail to democratic.services@wyre.gov.uk as soon as practicably possible and not less than 24 hours before the start time of the meeting as stated on the summons or notice. Where there are exceptional circumstances preventing compliance with this rule, members must contact Democratic Services and / or the relevant Chair of the meeting as soon as practicably possible to give their apologies and the reason for them. It is also considered good practice to advise the Leader of their group accordingly.

When a member complies with the requirements of this rule, they shall be recorded in the minutes as having tendered their apologies. Whether exceptional circumstances apply shall be at the absolute discretion of the Chair of the meeting who is to take the reasonable advice of the relevant officer in attendance.

When a member fails to comply with this rule or it is considered that a member did not have exceptional circumstances for not doing so, they shall be recorded as having failed to attend or tender their apologies for absence.

***6. Chairing a Meeting**

The person presiding at the meeting may exercise any power or duty of the Mayor. Where these rules apply to Committee and Sub-Committee meetings, references to the Mayor also include the Chairman of a Committees or a Sub-Committee.

***7. Quorum**

The quorum of a meeting will be one quarter of the whole number of Members (13 for full Council meetings). During any meeting, if the Mayor counts the number of Members present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor. If he/she does not fix a date, the remaining business will be considered at the next ordinary meeting.

(The quorum of the Standards Committee shall be 3 Members).

8. Duration of Meeting

Unless the majority of Members present vote for the meeting to continue, any meeting that has lasted for 4 hours will adjourn immediately. Remaining business will be considered at a time and date fixed by the Mayor or person presiding. If he/she does not fix a date (at the conclusion of the adjourned meeting or subsequently), the remaining business will be considered at the next ordinary meeting.

9. Questions and Statements by Members of the Public

9.1 General

Members of the public who live in the Borough may ask questions of Members of the Cabinet or make representations in the form of a statement or present a petition about any issue affecting the Borough at ordinary meetings of the Council. The period of time allocated for such questions and statements shall not normally exceed 30 minutes. No person may speak for longer than 5 minutes.

9.2 Order of Questions, Statements and Petitions

Questions will be asked, statements will be made and petitions presented in the order notice of them was received, except that the Mayor or person presiding may group together similar questions or statements, on issues which relate to the same topic.

9.3 Notice of Questions and Statements

A question may only be asked, or a statement be made, if notice has been given by delivering the question or statement in writing or by electronic mail to the Chief Executive no later than 12 noon two calendar days prior to the day of agenda publication. (The day of agenda publication will be 5 clear

working days, usually 7 calendar days, prior to the date of the meeting.) Each question must give the name and address of the questioner and name the Member of the Cabinet to whom it is put.

9.4 Supplementary Questions

Any questioner who has asked a question in person may ask one supplementary question, without notice, to the Cabinet Member who answered the original question. The supplementary question must arise directly from the original question or the reply given. The Mayor may reject a supplementary question if it does not arise directly from the original question or the reply given.

Unless the Mayor agrees otherwise, a member of the public making a statement will not be permitted to comment further following a response from the Leader or a Portfolio Holder.

9.5 Scope of Questions and Representations

The Chief Executive may reject a question or refuse to allow a statement if it:

- is not about a matter for which the local authority has a responsibility or which does not affect the Borough;
- is defamatory, frivolous or offensive;
- is substantially the same as a question or statement which has been put at a meeting of the Council in the past six months; or
- requires the disclosure of confidential or exempt information.

9.6 Circulation of Questions

Copies of all valid questions will be published on the Council agenda..,

9.7 Asking the Question at the Meeting

If a questioner is not present at the Council meeting the Mayor will request that a written response from the relevant Portfolio holder be sent to the questioner and the contents of the response will be recorded in the minutes.

If a questioner is present, the Mayor will either invite them to read their question or, if it has been published and copies have been circulated to all those present, he may ask Council to agree that it be taken as read and ask the relevant Portfolio Holder to respond.

9.8 Written Answers

Any question which cannot be dealt with during public question time, either because of lack of time or any other reason, will be dealt with by a written answer.

9.9 Reference of a Question or a Statement to the Cabinet or a Committee

No discussion will take place on any question or statement, but any Member may move that a matter raised by a question or statement be referred either to the Cabinet or to the appropriate Committee or Sub-Committee. Once seconded, such a motion will be voted on without discussion.

9.10 Responses to Questions and Statements

A summary of the response made to each question asked or statement made by a member of the public will be included in the Minutes and a copy will be sent to the questioner.

10. Presentation of Petitions

10.1 If the criteria set out in the Petitions Scheme in Part 5.08 of the Constitution have been met, the organiser of a petition (or their representative) will be invited by the Mayor to present their petition to the Leader of the Council. The petition organiser (or their representative) will then be able to ask a question to the Leader of the Council or the relevant Portfolio Holder about the topic of the petition. They will have up to 5 minutes to do so.

10.2 The Mayor will invite the Leader of the Council, or the relevant Portfolio Holder to respond. They will have up to 5 minutes to do so.

10.3 There will be no opportunity for a supplementary question or a general discussion or debate on the topic of the petition.

11. Executive Member Reports**11.1** Content of Reports

At each ordinary meeting of the Council, the Leader and each Portfolio Holder will present a report to the Council. These reports will cover recent activities, current and forthcoming issues within their respective remits, achievements and progress on key objectives.

11.2 Presentation of Reports

The Leader and each Portfolio Holder will each have a maximum of three minutes to present their report to Council.

11.3 Questions and Comments on Executive Reports

Any Non-Executive Member of Council may ask a question or make a comment to the Leader or the relevant Portfolio Holder on the contents of their report or on any issue which falls within their area of responsibility. A maximum of ten minutes will be allocated for questions or comments to and responses by each Member of the Executive (Cabinet). At the end of these proceedings a further ten minutes in total will be allowed for the Executive Members to ask a question or make a comment on their respective fellow Executive Members reports/areas of responsibility.

11.4 Time Limit for Questions and Comments

There shall be no limit on the number of questions or comments from each Councillor, although there will be a maximum of three minutes per question or comment. (The Mayor will seek to ensure that as many different Members as possible are able to ask a question or make a comment within the time allocated).

11.5 Responses to Questions and Comments

After each question or comment, the Leader or Portfolio Holder will respond. He or she will have a maximum of three minutes to do so.

Responses may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner;
- (d) a request that a Member of the Corporate Management Team or the relevant officer, answer the question, or part of the question, provided that it is non-political in nature (e.g. requiring specialist, technical or expert knowledge or the provision of professional or legal advice).

The Mayor will decide whether or not a question, or part of a question, is “political”.

In the absence of a Portfolio Holder the Leader will respond or nominate another Portfolio Holder to respond.

12. Written Questions “On-Notice” By Councillors

12.1 Questions on Notice at Council

Subject to Rule 12.2 a Member of the Council may ask:

- the Mayor;
- a Member of the Cabinet;
- the Chairman of any Committee or Sub-Committee

a question on any matter in relation to which the Council has powers or duties, or which affects the area.

12.2 Notice of Questions

A Member may only ask a question under Rule 12.1 if either:

- (a) they have delivered the question in writing or by e-mail to the Chief Executive not later than 12 noon two calendar days prior to the day of agenda publication. (The day of agenda publication will be 5 clear working days, usually 7 calendar days, prior to the date of the meeting.)
- (b) the question relates to urgent matters, they have the consent of the Mayor to whom the question is to be put and the content of the question is given to the Chief Executive by 10.30 a.m. on the day of the meeting. Urgent matters will be those that could not have been anticipated by the deadline for questions set out in 12.2 (a) above and/or they cannot await the next meeting of the Council.

12.3 Response

An answer may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner;
- (d) a request that a Member of the Corporate Management Team or the relevant officer answer the question, or part of the question, provided that it is non-political in nature (e.g. requiring specialist, technical or expert knowledge or the provision of professional or legal advice).
The Mayor will decide whether or not a question or part of a question, is “political”

12.4 Supplementary Question

A Member asking a question under Rule 12.1 may ask one supplementary question without notice of the Cabinet Member to whom the first question was asked. The supplementary question must arise directly out of the original question or the reply.

13. Reports from Chairmen of the Overview & Scrutiny, Audit, Licensing, Planning Applications and Standards Committees

13.1 Frequency of Reports

The Chairman of the Overview and Scrutiny, Audit, Licensing, Planning and Standards Committees as well as the Chairman of the Climate Change Policy Group and the Planning Policy Group will each submit a report to an Ordinary Council meeting at least once in a municipal year. The sequence of reporting will be agreed by the Chief Executive.

13.2 Content of Reports

The reports will cover topical issues, achievements since the previous report, any significant issues expected to be dealt with prior to the next report or, the Committee's work generally and must comply with rule 2(xi).

13.3 Presentation of Reports

The Chairman of the reporting Committee will have a maximum of three minutes to present his or her report.

13.4 Questions and Comments

Any Member of Council may ask a question or make a comment to the Chairman of the reporting Committee on the contents of his or her report or on any issue which falls within their area of responsibility. A maximum of 10 minutes will be allocated for questions to and responses by the Chairman of the Committee submitting a report.

13.5 Time Limit for Questions and Comments

There will be no limit on the number of questions or comments from each Councillor, although there will be a maximum of three minutes per question or comment. (The Mayor will seek to ensure that as many different Members as possible are able to ask a question or make a comment within the time allocated).

13.6 Responses to Questions and Comments

After each question or comment the Chairman will respond. He or she will have three minutes to do so.

Responses may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner;
- (d) a request that a Member of the Corporate Management Team or the relevant officer, answer the question, or part of the question, provided that it is non-political in nature (e.g. requiring specialist, technical or expert knowledge or the provision of professional or legal advice).

In the absence of the Chairman, the Deputy Chairman will respond.

14. Motions On Notice**14.1 Notice**

Except for motions which can be moved without notice under Rule 15 written notice of every motion, signed by at least 4 Members, must be delivered to the Chief Executive not later than 12 noon two calendar days prior to the day of agenda publication. (The day of agenda publication will be 5 clear working days, usually 7 calendar days, prior to the date of the meeting.)

14.2 Motions Set Out on the Agenda

Motions for which notice has been given will be listed on the Agenda in the order in which notice was received, unless the Member giving notice states, in writing, that they propose to move it to a later meeting or withdraw it.

14.3 Scope

Motions must be about matters for which the Council has a responsibility or which affect the Borough.

The Proper Officer may reject a motion if it:

- (i) is not about a matter for which the Borough Council has a responsibility or is not about a matter of regional or national policy which affects the Borough disproportionately;
 - (ii) is defamatory, frivolous or offensive and in the case of the latter, which names, or clearly identifies a member of staff or other individual;
 - (iii) is substantially the same as a motion which has been put at a meeting of the Council in the past six months;
 - (iv) requires the disclosure of confidential or exempt information;
- or
- (v) is either unlawful or incapable of having practical effect.

Such Motions submitted will be dealt with by the Proper Officer and the proposer of the Motion will be given advice accordingly in line with this criteria.

***15. Motions without Notice**

The following motions may be moved without notice:

- (a) to appoint a Chairman of the meeting at which the motion is moved;
- (b) in relation to the factual accuracy of the Minutes;
- (c) to change the order of business in the Agenda;

- (d) to refer an issue to an appropriate body or individual;
- (e) to appoint a Committee or Member arising from an item on the summons for the meeting;
- (f) to receive reports or the adoption of recommendations of Committees or Officers and any resolutions following from them;
- (g) to withdraw a motion;
- (h) to amend a motion;
- (i) to proceed to the next business;
- (j) that the question be now put (provided that a minimum period of 20 minutes has elapsed or at least two Members have spoken in favour of the motion and at least two Members spoken against the motion);
- (k) to adjourn a debate;
- (l) to adjourn a meeting;
- (m) that the meeting continue beyond 4 hours in duration;
- (n) to suspend a particular Council Procedure Rule;
- (o) to exclude the public and press in accordance with the Access to Information Rules;
- (p) to not hear further a Member named under Rule 22.3 or to exclude them from the meeting under Rule 22.4;
- (q) to give the consent of the Council where its consent is required by this Constitution; and
- (r) suspend time limit on speeches.

***16. Rules of Debate**

*** 16.1 No Speeches Until Motion is Moved and Seconded**

If a motion set out in the agenda is not moved and seconded, either by a councillor who gave the notice or by some other councillor, it shall, unless postponed by consent of the Council, be treated as withdrawn and shall not be considered again without fresh notice.

*** 16.2 Right to Require Motion in Writing**

Unless notice of the motion has already been given, the Mayor may require it to be written down and handed to him/her before it is discussed.

* **16.3** Secunder's Speech

When seconding a motion or amendment, a Member may reserve their speech until later in the debate.

* **16.4** Content and Length of Speeches

Speeches must be directed to the question under discussion or to a personal explanation or point of order. No speech may exceed 5 minutes without the consent of the Mayor.

* **16.5** When a Member May Speak Again

A Member who has spoken on a motion may not speak again whilst it is the subject of debate, except:

- (a) to speak once on an amendment moved by another Member;
- (b) to move a further amendment if the motion has been amended since he/she last spoke;
- (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue (whether or not the amendment on which he/she spoke was carried);
- (d) in exercise of a right of reply;
- (e) on a point of order; and
- (f) by way of personal explanation.

* **16.6** Amendments to Motions

- (a) An amendment to a motion must be relevant to the motion and will either be:
 - (i) to refer the matter to an appropriate body or individual for consideration or reconsideration;
 - (ii) to leave out words and/or insert or add othersas long as the effect of (ii) is not to negate the motion.
- (b) Only one amendment may be moved and discussed at any one time. No further amendment may be moved until the amendment under discussion has been disposed of.
- (c) If an amendment is not carried, other amendments to the original motion may be moved.
- (d) If an amendment is carried, the motion as amended takes the place of the original motion. This becomes the substantive motion to which any further amendments are moved.

- (e) After an amendment has been carried, the Mayor will read out the amended motion before accepting any further amendments, or if there are none, put it to the vote.

* **16.7** Alteration of Motion

- (a) A Member may alter a motion of which he/she has given notice with the consent of the meeting. The meeting's consent will be signified without discussion.
- (b) A Member may alter a motion which he/she has moved without notice with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion.
- (c) Only alterations which could be made as an amendment may be made.

* **16.8** Withdrawal of Motion

A Member may withdraw a motion which he/she has moved with the consent of both the meeting and the seconder. The meeting's consent will be signified without discussion. No Member may speak on the motion after the mover has asked permission to withdraw it unless permission is refused.

* **16.9** Right of Reply

- (a) The mover of a motion has a right to reply at the end of the debate on the motion, immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion has the right of reply at the close of the debate on the amendment, but may not otherwise speak on it.
- (c) The mover of the amendment has no right of reply to the debate on his or her amendment.

* **16.10** Motions Which May be Moved During Debate

- (a) to withdraw a motion;
- (b) to amend a motion;
- (c) to proceed to the next business;
- (d) that the question be now put;
- (e) to adjourn a debate;
- (f) to adjourn a meeting;
- (g) that the meeting continue beyond 4 hours in duration;

- (h) to exclude the public and press in accordance with the Access to Information Rules; and
- (i) to not hear further a Member named under Rule 22.3 or to exclude them from the meeting under Rule 22.4.

* **16.11** Closure Motions

- (a) A Member may move, without comment, the following motions at the end of a speech of another Member:
 - (i) to proceed to the next business;
 - (ii) that the question be now put;
 - (iii) to adjourn a debate; or
 - (iv) to adjourn a meeting.
- (b) If a motion to proceed to next business is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will give the mover of the original motion a right of reply and then put the procedural motion to the vote.
- (c) If a motion that the question be now put is seconded and the Mayor thinks the item has been sufficiently discussed, he/she will put the procedural motion to the vote. If it is passed he/she will give the mover of the original motion a right of reply before putting his/her motion to the vote.
- (d) If a motion to adjourn the debate or to adjourn the meeting is seconded and the Mayor thinks the item has not been sufficiently discussed and cannot reasonably be so discussed on that occasion, he/she will put the procedural motion to the vote without giving the mover of the original motion the right of reply.

* **16.12** Point of Order

A Member may raise a point of order at any time. The Mayor will hear them immediately. A point of order may only relate to an alleged breach of these Council Rules of Procedure or the law. The Member must indicate the rule or law and the way in which he/she considers it has been broken. The ruling of the Mayor on the matter will be final.

* **16.13** Personal Explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Mayor on the admissibility of a personal explanation will be final.

17. Previous Decisions And Motions**17.1 Motion to Rescind a Previous Decision**

A motion or amendment to rescind a decision made at a meeting of Council within the past six months cannot be moved unless the notice of motion is signed by at least 15 Members.

17.2 Motion Similar to One Previously Rejected

A motion or amendment in similar terms to one that has been rejected at a meeting of Council in the past six months cannot be moved unless the notice of motion or amendment is signed by at least 15 Members. Once the motion or amendment is dealt with, no one can propose a similar motion or amendment for six months.

18. Voting** 18.1 Majority**

Unless this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

*** 18.2 Mayor's Casting Vote**

If there are equal numbers of votes for and against, the Mayor will have a second or casting vote. There will be no restriction on how the Mayor chooses to exercise a casting vote.

*** 18.3 Show of Hands**

Unless a recorded vote is demanded under Rule 18.4, the Mayor will take the vote by show of hands, or if there is no dissent, by the affirmation of the meeting.

*** 18.4 Recorded Vote**

If four Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the Minutes.

*** 18.5 Recorded votes at budget meetings**

For all decisions at budget meetings of the Council relating to the setting of the Council's budget and the Council Tax, including any proposed amendments, the names of councillors voting for and against a motion or abstaining from voting will be taken down in writing and recorded in the minutes.

(Budget meetings are defined in paragraph 11 of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 as "*a meeting of the Council at which it makes a calculation (whether originally or by way*

of substitute) in accordance with any of sections 31A, 31B, 34 to 36A, 42A, 42B, 45 to 49, 52ZF, 52ZJ of the Local Government Finance Act 1992”).

* **18.6** Right to Require Individual Vote to be Recorded

Where any Member requests it immediately after the vote is taken, their vote will be so recorded in the Minutes to show whether they voted for or against the motion or abstained from voting.

* **18.7** Voting on Appointments

If there are more than two people nominated for any position to be filled and there is not a clear majority of votes in favour of one person, then the name of the person with the least number of votes will be taken off the list and a new vote taken. The process will continue until there is a majority of votes for one person.

***19.** Minutes

* **19.1** Confirming the Previous Minutes

The Mayor will move that the Minutes of the previous meeting be confirmed as a correct record. The only part of the Minutes that can be discussed is their accuracy.

19.2 Form of Minutes

Minutes will be written in a concise style referring only to the documents considered and the decisions taken. A footnote will be included in each set of minutes providing a link to the audio reading of the meeting on the Council's website. Only Members who have attended the meeting can approve or second the accuracy of minutes.

20. Record of Attendance

All Members present during the whole or part of a meeting must sign their names on the attendance sheets before the conclusion of every meeting to assist with the record of attendance.

***21.** Exclusion of Public

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 23 (Disturbance by Public).

22. Members' Conduct

22.1 Standing to Speak

Unless the Mayor indicates otherwise, when a Member speaks at the Council they must stand and address the meeting through the Mayor. If more than one Member stands, the Mayor will ask one to speak and the others must

sit. Other Members must remain seated whilst a Member is speaking unless they wish to make a point of order or a point of personal explanation.

22.2 Mayor Standing

When the Mayor stands during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

* **22.3** Member Not to be Heard Further

If a Member persistently disregards the ruling of the Mayor by behaving improperly or offensively or deliberately obstructs business, the Mayor may move that the Member be not heard further. If seconded, the motion will be voted on without discussion.

* **22.4** Member to Leave the Meeting

If the Member continues to behave improperly after such a motion is carried, the Mayor may move that either the Member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

* **22.5** General Disturbance

If there is a general disturbance making orderly business impossible, the Mayor may adjourn the meeting for as long as he/she thinks necessary.

***23.** Disturbance By Public

* **23.1** Removal of Member of the Public

If a member of the public interrupts proceedings, the Mayor will warn the person concerned. If they continue to interrupt, the Mayor will order their removal from the meeting room.

* **23.2** Clearance of Part of Meeting Room

If there is a general disturbance in any part of the meeting room open to the public, the Mayor may call for that part to be cleared.

24. Suspension and Amendment of Council Procedure Rules

24.1 Suspension

All of these Council Rules of Procedure except Rule 18.6 (Right to Require Individual Vote to be Recorded) and 19.1 (Confirming the Previous Minutes) may be suspended by motion on notice or without notice if at least one half of the whole number of Members of the Council are present. Suspension can only be for the duration of the meeting.

24.2 Amendment

Any motion to add to, vary or revoke these Council Rules of Procedure will, when proposed and seconded, stand adjourned without discussion, to allow time to properly consider its effect, to the next ordinary meeting of the Council.

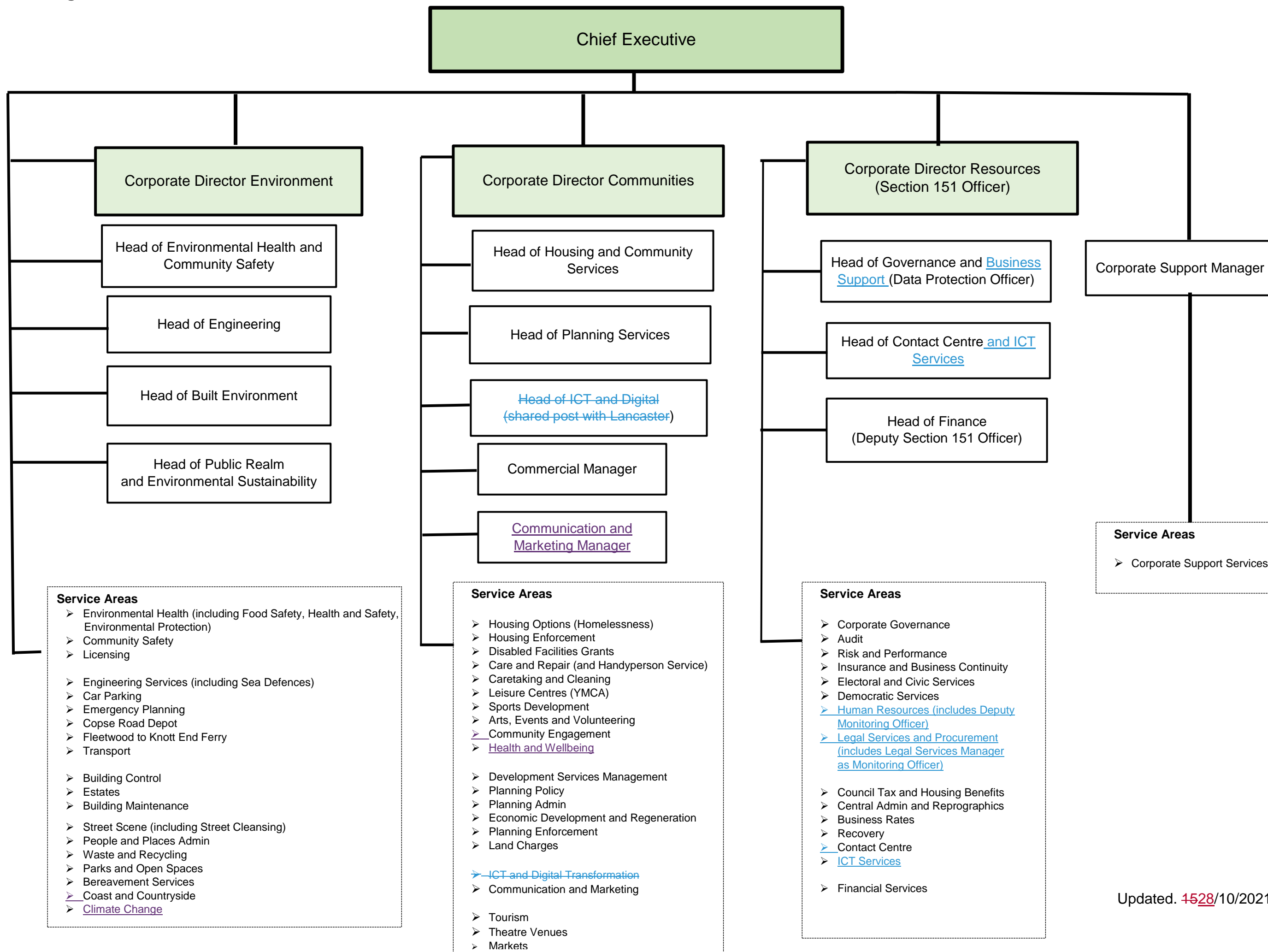
25. Application to Committees and Sub-Committees

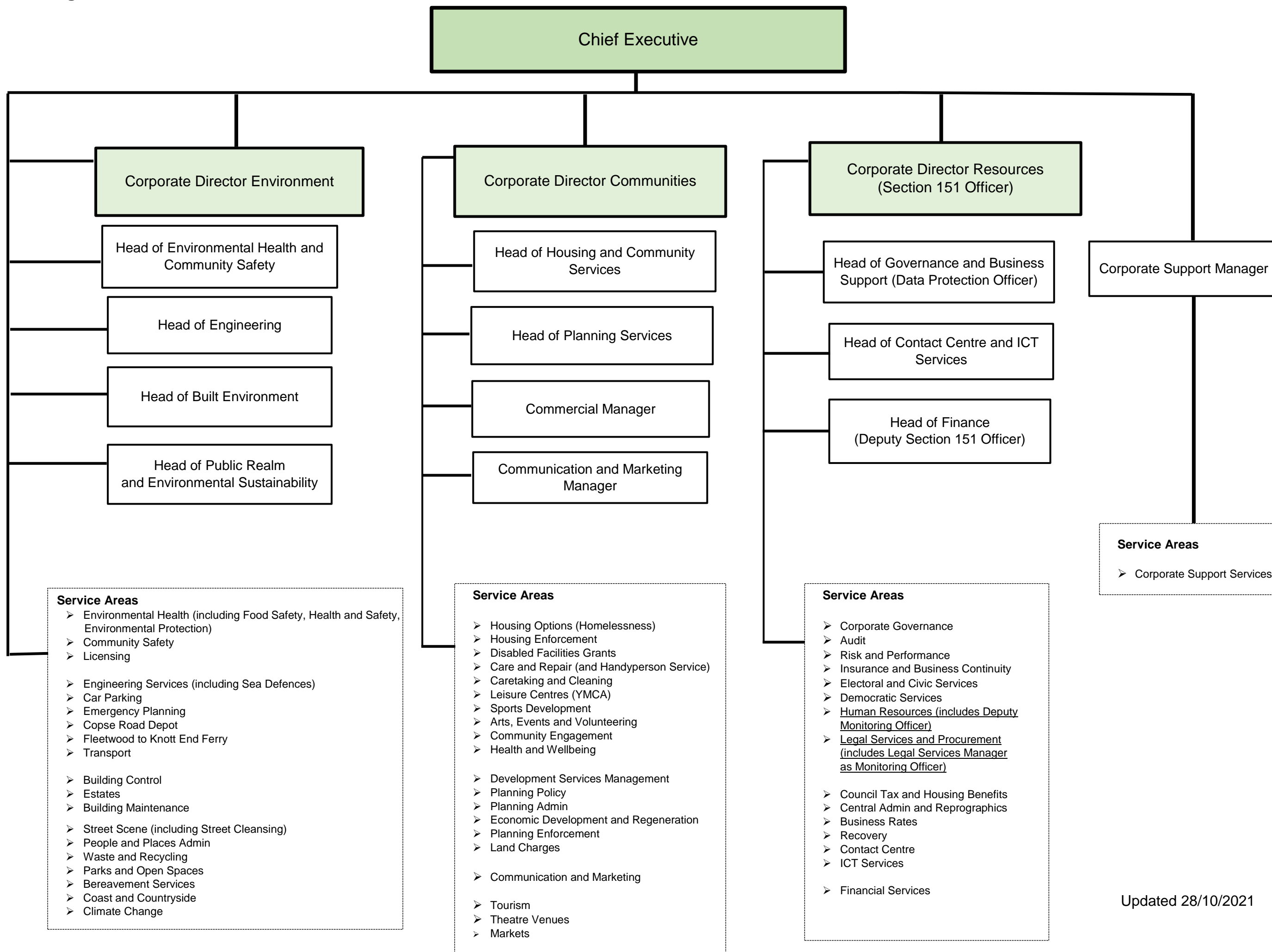
All of these Council Procedure Rules apply to meetings of the Council. None of the rules apply to meetings of the Executive. Only Rules 4-8, 15 and 16, 18, 19.1, 21, 22.3, 22.4, 22.5 and 23 apply to meetings of Committees, and Sub-Committees, and are marked with an *.

26. Substitution of Members

In exceptional circumstances, where a member is likely to be absent from their duties as a councillor for a period of two months or more a substitute can be nominated. The Chief Executive must have confirmed to Democratic Services no less than 24 hours in advance that exceptional circumstances apply. The members of a Committee or Sub-Committee may propose a motion that the member who is absent be replaced at that meeting and that meeting only by a substitute member provided always that said member is a member of the same political group of the Council as recognised by this constitution and has undergone the necessary training. The replacement member's right to sit on the Committee or Sub-Committee shall terminate at the end of that meeting.

Nothing in this rule prevents the same replacement member sitting as a substitute member for more than one meeting of the same Committee or Sub-Committee provided always that the procedure set out in this rule is followed.





[Appendix 3a](#)**Scheme of Delegations to Officers****All delegations to officers are subject to the following general conditions:**

1. All decisions taken must comply with the Council's approved budget, the Policy Framework, the Financial Regulations and Financial Procedure Rules and all other elements of the Constitution.
2. In the absence of the Chief Executive the functions of the Chief Executive will be the responsibility of any of the [Corporate Service](#) Directors;
3. An officer to whom a function is delegated may authorise another officer to exercise that function, provided that the other officer reports to or is responsible to the officer in question.
4. In the absence of the relevant officer, the Chief Executive and [Corporate Service](#) Directors shall have power to act subject to any statutory limitations.
5. Reference to any enactment, regulation, order or byelaw shall include any amendment or re-enactment, whether or not with amendments.

Executive Functions Delegated to the Chief Executive

To discharge any executive function falling within the area of responsibility of the Chief Executive including, but not limited to, the functions set out in the paragraphs below.

1. To act as the head of paid service under section 4 of the Local Government and Housing Act 1989 and in this role:
 - (a) To exercise overall responsibility for corporate management and operational issues (including overall management responsibility for all staff);
 - (b) To give professional advice to all parties in the decision making process including the Council, Portfolio Holders, the Cabinet, Overview and Scrutiny and Regulatory Committees;
 - (c) Together with the Monitoring Officer, to be responsible for a system of record keeping for all the Authority's decisions;
 - (d) To represent the Authority on partnerships and external bodies as required by statute or by the Authority.
2. To carry out any function which is delegated to a [Corporate Service](#) Director or Head of Service subject to any limits or conditions attached to that delegation and statutory limitations.
3. To grant dispensations to Cabinet members prior to the taking of an executive decision in respect of which they have a conflict of interest pursuant to regulation 12 and 13 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

4. To cancel or alter the time or the date of any meeting.
5. To take action within the Council's powers in cases of emergency or disaster and after consultation with the Chief Financial Officer (or his or her nominee) to incur expenditure (the Leader to be notified as soon as reasonably possible after the expenditure is incurred).
6. To take action within the Council's powers in cases of the absence or incapacity of the designated decision taker or in the failure of the Council in any year to agree executive arrangements by the statutory deadline for the holding of the Council's annual meeting.
7. To allow face-to-face meetings to be replaced with remote or hybrid arrangements where legislation permits.
8. To provide the necessary authorisations in respect of surveillance in accordance with the Regulation of Investigatory Powers Act 2000 where confidential information is involved or where authorisation is sought for employment of a juvenile or vulnerable covert human intelligence source (CHIS).
9. To exercise powers under the Civil Contingencies Act 2004 concerning emergency planning and response arrangements and to appoint a deputy officer for such purposes.
10. To receive and respond to expressions of interest under the Community Right to Challenge under Part 5 Chapter 2 Localism Act 2011.

Non-Executive Functions Delegated to the Chief Executive

To discharge any non-executive function falling within the area of responsibility of the Chief Executive including, but not limited to, the functions set out in the paragraphs below.

1. To determine following consultation with the Chief Financial Officer, the early release of any employees, except the Corporate Service Directors, provided that the proposals are cost neutral to the Council over a specific period of time in accordance with the Council's Policy and the Council's External Auditors advice. (Proposals for the early release of the Chief Executive or any of the Corporate Service Directors must be considered by the full Council.)
2. To suspend a Corporate Service Director where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct (the members of Cabinet to be notified as soon as possible after the action has been taken).
3. To approve changes to any document forming part of the Council's policy framework provided the proposed change:
 - (a) Is prescribed by legislation or statutory instrument;
 - (b) Merely corrects a typographical error or errors; or

- (c) Is of a minor nature i.e. the proposed change does not affect the substance of the document or change Council policy.
4. In respect of community governance reviews, to comply with the Council's duties and responsibilities under Chapter 3 Part 4 of the Local Government and Public Involvement in Health Act 2007.
 5. To act as Returning Officer for elections and as the Council's Electoral Registration Officer.
 6. As Returning Officer, to approve an annual increase in the fees and disbursements paid for Borough and Parish Elections.

Executive Functions Delegated to the [Corporate](#) Directors

To discharge any executive function falling within the area of responsibility of the [Corporate Directors](#) including, but not limited to, the functions set out in the paragraphs below.

1. To engage, suspend, dismiss and deploy staff (in consultation with the officer responsible for strategic human resource issues) including:
 - (a) To review and amend the structure and staffing levels within approved budget provision;
 - (b) To fix commencing salaries for appointments and promotions as appropriate;
 - (c) To accelerate increments where specified levels of competence have been acquired;
 - (d) To re-grade posts in accordance with the Council's job evaluation scheme;
 - (e) To amend terms and conditions of employment;
 - (f) To deal with applications to take up outside appointments or engage in outside work for Officers at Grade 8 and above;
 - (g) To deal with applications for compassionate leave in excess of 10 days;
 - (h) To extend the time limit for lodging and travelling allowances up to 12 months in total;
 - (i) To deal with any matter relating to the payment of recruitment incentives within approved budget provision;
 - (j) To take disciplinary action against staff.
2. To act as authorising officer for the purposes of the Regulation of Investigatory Powers Act 2000 and the Protection of Freedoms Act 2012.

3. Power to carry out surveillance which is / is -not governed by the Regulation of Investigatory Powers Act 2000, subject to confirmation with the Legal services Manager and any member of the council's Corporate Management Team.
4. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
5. [In relation to the Property Investment Board, following their agreement \(including the S.151 Officer\), to approve investment in commercial properties up to £1,000,000 and funds permitting, in consultation with the Resources Portfolio Holder and to make recommendations for any commercial property investments over £1,000,000 to Cabinet.](#)
6. [To authorise appropriate staff to prosecute, defend or appear in the Magistrates Court, the county court, valuation panels and tribunals or other hearings.](#)
7. [To authorise injunctive proceedings.](#)
8. [To authenticate documents in connection with the exercise of executive functions.](#)
9. [To take proceedings for recovery of council owned land including forfeiture.](#)
10. [To waive fees and charges in exceptional circumstances.](#)

Non-Executive Functions Delegated to the [Corporate](#) Directors

To discharge any non-executive function falling within the area of responsibility of the Corporate Directors including, but not limited to, the functions set out in the paragraphs below.

1. To determine following consultation with the Chief Financial Officer, the early release of any employees, except the Chief Executive and Corporate Directors, provided that the proposals are cost neutral to the Council over a specific period of time in accordance with the Council's Policy and the Council's External Auditors advice. (Proposals for the early release of the Chief Executive or any of the Corporate Directors must be considered by the full Council.)
2. Determination of appeals against cautions and dismissals in accordance with the Council's Disciplinary and Capability Procedures where there has been no previous involvement with the decision making process.
3. [To sign/seal documents on behalf of the Council including any agreement, contract, notice, demand, order or other document.](#)
4. [To commence, defend, conduct, settle and appear in any legal proceedings to protect the Council's assets or interests or relating to the Council's functions.](#)

Executive Functions Delegated to the [Corporate Service](#) Directors and all Heads of Service

To discharge any executive function falling within the area of responsibility of the Corporate Directors and all Heads of Service including, but not limited to, the functions set out in the paragraphs below.

1. To perform and/or carry out those functions of the Council within the relevant service area including:
 - (a) Incur, vary and discontinue expenditure;
 - (b) Manage the staffing, property, financial and other resources within their control;
 - (c) Procure works, goods and services, including accepting tenders subject to all necessary approvals being received. (Where other than the lowest price is accepted prior approval of the Chief Financial Officer is required);
 - (d) To sign contracts/agreements/demands/orders/notices or other documents on behalf of the Council;-
 - (e) Dispose of surplus vehicles, plant, machinery or equipment in accordance with the Council's Financial Regulations and Financial Procedure Rules;
 - (f) Terminate contracts;
 - (g) Exercise virements within the limits set out in the Council's Financial Regulations and Financial Procedure Rules, namely, that virements of up to £5,000 be delegated to [Corporate Service](#) Directors and Heads of Service with virements of up to £20,000 requiring the approval of the Chief Financial Officer with virements over £20,000 requiring the approval of the [Resources](#) Portfolio Holder;
 - (h) Serve, receive and act upon notices, give or refuse consents, issue determinations, apply for permissions and make orders in the exercise of the Council's power and duties;
 - (i) Respond to consultation from Government or other public bodies;
 - (j) Prepare bids for lottery and other external grant funding;
 - (k) Represent the Council on external bodies, partnerships or at other forums;
 - (l) Be responsible as client under the Construction (Design and Management) Regulations 2015 for all relevant projects undertaken by the Council within their service area.

2. To authorise any officer(s) under his/her control to exercise any of the functions delegated to him/her.
3. To deal with the following employment issues within their service area:
 - (a) Apply conditions of service;
 - (b) Make arrangements for ~~maternity leave and~~ staffing cover for a period of 24 weeks, including the appointment of temporary staff to cover periods of absence e.g. maternity, paternity, parental and adoption leave;f for a period of 24 weeks;
 - (c) To settle ex gratia payments in respect of loss or damage to the personal property of employees in consultation with the Council's Insurance Officer;
 - (d) Amend job descriptions of staff;
 - (e) Approve applications for leave of absence of up to 10 days in consultation with the officer responsible for strategic human resource issues;
 - (f) To approve overtime working within approved estimates;
 - (g) To approve acting up payments to officers undertaking additional responsibility associated with a higher graded post in consultation with the officer responsible for strategic human resource issues;
 - (h) To approve applications for job share where no additional financial burden falls on the Authority.
4. To alter normal opening hours in any buildings, premises or facilities owned or operated by the Council open to the public for specific events, public holidays or other urgent reasons.

Non-Executive Functions Delegated to the Corporate Service Directors and all Heads of Service

To discharge any non-executive function falling within the area of responsibility of the Corporate Directors and all Heads of Service including, but not limited to, the functions set out in the paragraphs below.

1. To designate attendance at meetings and events as approved duties for the purpose of eligibility for travel and subsistence allowance where such attendance is in connection with the discharge of the Council's functions, including its executive function.

4. ~~To approve the naming of streets and the numbering of properties under Section 17 and 18 respectively of the Public Health Act 1925.~~

Executive Functions Delegated to the Corporate Director Environment

To discharge any executive function falling within the area of responsibility of the Corporate Director Environment including, but not limited to, the functions set out in the paragraphs below.

1. The provision and management of the Council's Cemeteries under the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 as amended.
2. To exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Operations Section, including appearance in court:
 - (a) Animal Boarding Establishments Act 1963;
 - (b) Anti-Social Behaviour Act 2003;
 - (c) Anti-Social Behaviour Crime and Policing Act 2014;
 - (d) Control of Pollution Act 1974;
 - (e) Dogs Act 1871;
 - (f) Dangerous Dogs Act 1991;
 - (g) Dangerous Dogs (Amendment) Act 1997;
 - (h) Dogs (Protection of Livestock) Act 1953;
 - (i) Environmental Protection Act 1990 (in so far as it is an executive function);
 - (j) Guard Dogs Act 1975;
 - (k) Household Waste Duty of Care Regulations 2005;
 - (l) Litter Act 1983;
 - (m) Local Government (Miscellaneous Provisions) Act 1982.
 - (n) Tort (Interference with Good) Act 1977;
 - (o) Town Police Clauses Act 1847;
 - (p) Waste Framework Directive 2008.
3. To be responsible for delivering the Council's statutory responsibilities in respect of the Forest of Bowland Area of Outstanding Natural Beauty.
4. To waive fixed penalty notices for breaches of environmental legislation, where such notices are deemed to have been served incorrectly.
5. To operate the Hedgerow Regulations 1997 on land in the Borough of Wyre including issuing a Hedgerow Retention Notice.
6. To take action on dangerous trees including those under S154 of the Highways Act 1980.

- ~~7. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal Services Manager and any member of the Council's Management Team.~~
- ~~8. Power to carry out surveillance which is governed by the Regulation of Investigatory Powers Act 2000 as agreed by an authorising officer.~~
- ~~9. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.~~
- ~~740.~~ To issue cautions in accordance with the Home Office Circular 16/2008.
- ~~844.~~ To operate the deployment of mobile cameras for environmental offences.
- ~~942.~~ To obtain licences issued under the Licensing Act 2003.

Non-Executive Functions Delegated to the Corporate Director Environment

To discharge any non-executive function falling within the area of responsibility of the Corporate Director Environment including, but not limited to, the functions set out in the paragraphs below.

1. To exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Operations Section, including appearance in court:
 - (a) Animal Welfare Act 2006
 - (b) Anti-Social Behaviour, Crime and Policing Act 2014;
 - (c) Clean Neighbourhoods and Environment Act 2005;
 - (d) Control of Pollution (Amendment) Act 1989;
 - (e) Environment Act 1995;
 - (f) Environmental Protection Act 1990 (in so far as it is a non-executive function);
 - (g) Health and Safety at Work etc. Act 1974
 - (h) Local Government (Miscellaneous Provisions) Act 1976;
 - (i) Refuse Disposal (Amenity) Act 1978;
 - (j) Licensing Act 2003;
 - (k) Gambling Act 2005;
 - (l) Zoo Licensing Act 1981;
 - (m) Dangerous Wild Animals Act 1976;
 - (n) Local Government (Miscellaneous Provisions) Act 1982;
 - (o) Caravan Sites and Controlled Development Act 1960;
 - (p) County of Lancashire Act 1984;
 - (q) House to House Collections Act 1939;
 - (r) Mobile Homes Act 2013;
 - (s) Scrap Metal Dealers Act 2013.

2. To take action pursuant to the Anti-Social Behaviour, Crime and Policing Act 2014 in connection with high hedges, including the service of remedial notices, action in default of remedial notices and authorising powers of entry to land under Part 8.
3. To instruct the legal team to make, confirm or revoke Tree Preservation Orders.
4. To instruct the legal team to serve notices and take action under Section 207 of the Town and Country Planning Act 1990 requiring the replacement of trees.
5. To deal with applications for felling or lopping trees included in a TPO or notification of intention to fell or lop trees in a conservation area.
6. To liaise with Lancashire County Council and deliver residual highway arrangements such as those relating to the maintenance of highway verges, trees and weed control.
7. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.
8. To agree boating byelaws in accordance with the Local Government (Miscellaneous Provisions) Act 1976.
9. To make temporary reductions to car park fees, on specified car parks, during set times, for example during the pre-Christmas period, such changes to be limited in scope and aimed at promoting economic growth in the borough through higher use of the car parks by residents and visitors.
10. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.

Executive Functions Delegated to the Corporate Director Communities

To discharge any executive function falling within the area of responsibility of the Corporate Director Communities including, but not limited to, the functions set out in the paragraphs below.

1. To obtain licences issued under the Licensing Act 2003.
2. [To ensure overall management responsibility for the promotion and proper management of the Wyre Community Lottery and for compliance with the regulatory regime as a whole, including holding a lottery operating licence under the Gambling Act 2005.](#)

~~Non-Executive Functions Delegated to the Head of Business Support (Monitoring Officer) and in their absence to the Deputy Monitoring Officer~~

1. ~~To act as the Council's Monitoring Officer, in accordance with the provisions of the Local Government and Housing Act 1989.~~
2. ~~To administer the Council's process, under the Localism Act 2011, for dealing with complaints of alleged breaches of the Wyre Code of Conduct and following consultation with the Independent Person to decide:~~
 - (a) ~~To dismiss without further action, any complaint which he/she considers to be frivolous, vexatious, without merit or which otherwise fails to meet the preliminary tests set out in the Council's complaints process.~~
 - (b) ~~That the complaint does not warrant a formal investigation and that an informal resolution be sought.~~
 - (c) ~~That the complaint appears to amount to a breach of the Code of Conduct and to arrange for an investigation to be carried out, with the outcome to be reported to the Standards Committee.~~
 - (d) ~~At the direction of the Standards Committee, when following an investigation, a breach of the Code of Conduct has been found, to agree a local resolution, in consultation with the Independent Person, subject to the complainant being satisfied with the outcome and subject to a summary report being submitted to the Standards Committee.~~

Executive Functions Delegated to the Corporate Director Resources Head of Finance (Chief Financial Officer and S151 Officer) and in their absence to the Deputy Head of Finance (Deputy S151 Officer)

Executive Functions not delegated to the Head of Legal Services

To discharge any executive function falling within the area of responsibility of the Corporate Director Resources (S151 Officer) and in their absence to the Head of Finance (Deputy S151 Officer) including, but not limited to, the functions set out in the paragraphs below.

1. To consider compensation claims from an owner of land or premises for loss or expense incurred as a consequence of an asset being included in the Council's List of Assets of Community Value under Part 5, Chapter 3 of the Localism Act 2011 and, where necessary, to make payments in accordance with Regulations made under the Act.
2. To administer the Council's payroll function.
3. To undertake the proper administration of the Council's financial affairs in accordance with S151 of the Local Government Act 1972, Section 114 of the Local Government and Finance Act 1988 and the Accounts and Audit Regulations 2015.
4. To arrange all borrowing, financing and investment in line with the Council's Treasury Management Policy and in accordance with the CIPFA Code of Practice on Treasury Management.
5. To agree the deployment of reserves and provisions in accordance with their purpose.

6. To determine the amount of the council tax base.
7. To agree the NNDR1 and NNDR3 submissions in accordance with the Business Rates Retention Scheme.
8. To administer the Collection Fund on behalf of the Authority in accordance with section 89 and 90 of the Local Government Finance Act 1988.
9. To make appropriate banking arrangements on behalf of the Council.
10. To effect all insurances and manage the Council's insurance arrangements.
11. Power to write off bad debts without limit and to report these to the relevant executive member.
12. Responsibility for maintaining an adequate and effective system of internal audit.
13. To negotiate with debtors and waive approved fees and charges under exceptional circumstances and/or in appropriate cases.
14. To determine fees and charges in respect of summonses, Local Land Charge Searches, the recovery of costs and for inspecting and copying documents and access arrangements for viewing documents and registers in accordance with the relevant legislation.
15. To accept blight notices relating to properties affected by development or redevelopment in accordance with Section 150 of the Town and Country Planning Act 1990.

(Executive Functions also delegated to the Legal Services Manager-ManagerSenior Solicitor)

To discharge any executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.

1. In relation to executive functions, to commence, defend, conduct, settle and appear in any legal proceedings to protect the Council's assets or interests or relating to the Council's functions.
2. To take all action required by law to acquire or dispose of interests in land and property including leases, tenancy agreements and easements.
3. To take all steps prescribed by law to implement compulsory purchase orders and to make relevant payments.
4. To settle maladministration claims against the Council and to agree compensation to persons adversely affected by maladministration up to a maximum of £2,000 per claim, pursuant to section 92 of the Local Government Act 2000.

5. To implement an enforced sale including serving of notices, drawing up and sealing deeds, registering charges, taking possession and marketing the property in an appropriate manner and completing the sale of the property.

Non-Executive Functions Delegated to the Corporate Director Resources ~~Head of Finance (Chief Financial Officer and S151 Officer)~~ and in their absence to the Deputy Head of Finance (Deputy S151 Officer)

(Non-Executive Functions also delegated to the Legal Services Manager)

To discharge any non-executive function falling within the area of responsibility of the Corporate Director Resources (S151 Officer) and in their absence to the Head of Finance (Deputy S151 Officer) including, but not limited to, the functions set out in the paragraphs below.

1. To agree and enter into agreement pursuant to section 106 Town and Country Planning Act 1990 after consultation with the Head of Planning Services.

Non-Executive Functions Delegated to the Legal Services Manager (Monitoring Officer) and in their absence to the Deputy Monitoring Officer

To discharge any non-executive function falling within the area of responsibility of the Legal Services Manager (Monitoring Officer) and in their absence to the Deputy Monitoring Officer including, but not limited to, the functions set out in the paragraphs below.

1. To act as the Council's Monitoring Officer, in accordance with the provisions of the Local Government and Housing Act 1989.
2. To administer the Council's process, under the Localism Act 2011, for dealing with complaints of alleged breaches of the Wyre Code of Conduct and following consultation with the Independent Person to decide:
 - (a) To dismiss without further action, any complaint which he/she considers to be frivolous, vexatious, without merit or which otherwise fails to meet the preliminary tests set out in the Council's complaints process.
 - (b) That the complaint does not warrant a formal investigation and that an informal resolution be sought.
 - (c) That the complaint appears to amount to a breach of the Code of Conduct and to arrange for an investigation to be carried out, with the outcome to be reported to the Standards Committee.
 - (d) At the direction of the Standards Committee, when following an investigation, a breach of the Code of Conduct has been found, to agree a local resolution, in consultation with the Independent Person, subject to the complainant being satisfied with the outcome and subject to a summary report being submitted to the Standards Committee.

Executive Functions Delegated to the Legal Services Manager ~~Senior Solicitor~~

To discharge any executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.

1. To instruct external solicitors and/or counsel to represent the Council.
2. To review decisions to include land and/or buildings on the Council's List of Assets of Community Value, pursuant to section 92 of the Localism Act 2011 and to review decisions relating to compensation pursuant to section 99 of the Localism Act 2011 in respect of assets of community value.
3. To act as the Senior Responsible Officer for the purpose of Part 11 Regulation of Investigatory Powers Act 2000.
4. To determine exemptions for requests and carry out reviews made under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
5. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
6. To perform the duties as indicated in the list of delegations to the Corporate Director Resources, ~~Head of Finance and Corporate Service~~ Director Communities and Corporate Director Environment. ~~Performance and Innovation~~

Non-Executive Functions Delegated to the Legal Services Manager ~~Senior Solicitor~~

To discharge any non-executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.

1. To act as the Council's Deputy Monitoring Officer.
2. To exercise the powers conferred by the following legislation, and any regulations, orders byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Licensing section:
 - (a) Animal Boarding Establishments Act 1963
 - (b) County of Lancashire Act 1984
 - (c) Criminal Justice and Public Order Act 1994
 - (d) Game Act 1831
 - (e) Health and Safety at Work etc. Act 1974
 - (f) Hypnotism Act 1952
 - (g) Local Government (Miscellaneous Provisions) Act 1976
 - (h) Local Government (Miscellaneous Provisions) Act 1982
 - (i) Public Health Act 1936
 - (j) Riding Establishments Act 1964
 - (k) Town Police Clauses Act 1847

- (l) Transport Act 1985
 - (m) Vehicle (Crime) Act 2001
3. To exercise functions under the Licensing Act 2003
 4. In relation to the Gambling Act 2005, where no representations have been received or withdrawn:
 - (a) To authorise officers pursuant to section 304;
 - (b) To determine applications for premises licenses;
 - (c) To determine applications for variation of premises licenses;
 - (d) To determine applications for transfer of premises licenses;
 - (e) To determine applications for a provisional statement;
 - (f) To determine applications for club gaming or club machine permits;
 5. In respect of the Gambling Act 2005 and subordinate legislation:
 - (a) Power to exchange information;
 - (b) Power to provide information to the Gambling Commission;
 - (c) Power to exercise functions relating to the registration and regulation of small lotteries.
 6. To undertake the following functions in respect of the licensing of sex establishments under the provisions of Part II and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in accordance with the Council's Policy:
 - (a) Determining applications for grant, renewal, transfer or variation of a licence where no relevant objections have been received;
 - (b) Cancellation of licence;
 - (c) Enforcement of the provisions of Part II and Schedule 3.
 7. To perform the duties as indicated in the list of delegations to the [Corporate Director Resources, Head of Finance and Corporate Service](#) Director [Communities and Corporate Director Environment, Performance and Innovation](#).

Executive Functions Delegated to the Head of [the Contact Centre and ICT Services](#) (interim arrangement)

To discharge any executive function falling within the area of responsibility of the Head of the Contact Centre [and ICT Services](#) including, but not limited to, the functions set out in the paragraphs below.

1. To administer the calculation and payment of housing benefit and localised council tax support including the award of discretionary housing payments.
2. To authorise the investigation and prosecution of offences pursuant to the Council Tax Reduction Scheme (Detection of Fraud and Enforcement) (England) Regulations 2013 (in consultation with the legal team) and to agree the relevant sanctions and administrative penalties for use in the recovery of any overpayments of housing benefit and council tax support.

3. To take all necessary steps to undertake the calculation, collection, administration and recovery of Council Tax and Non-domestic rates, including the award of reliefs, the granting of discounts and dealing with appeals, in accordance with the Local Government Finance Act 2012, 1992 and 1988 (as amended from time to time) and government regulations and guidance.
4. To impose or quash penalties in accordance with Section 11 of the Local Government Finance Act 1992 (council tax discounts).
5. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving a grant or renewal of a RIPA authorisation or notice and to represent to the Council in making such an application.

Non-Executive Functions Delegated to the Head of the Contact Centre and ICT Services (interim arrangements)

1. To approve the naming of streets and the numbering of properties under Section 17 and 18 respectively of the Public Health Act 1925.

~~Executive Functions Delegated to the Service Director Performance and Innovation (with responsibility for Transformation)~~

- ~~1. To waive fees and charges where such action will result in enhanced promotion.~~
- ~~2. To manage the Council's markets.~~
- ~~3. To obtain licences issued under the Licensing Act 2003.~~
- ~~4. To manage and deal with all matters affecting the Marine Hall and Thornton Little Theatre.~~

~~(Executive functions also delegated to the Legal Services ManagerSenior Solicitor)~~

~~To discharge any executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.~~

- ~~1. To authorise appropriate staff to prosecute, defend or appear in the Magistrates Court, the county court, valuation panels and tribunals or other hearings.~~
- ~~2. To authenticate documents in connection with the exercise of executive functions.~~
- ~~3. To sign/seal documents on behalf of the Council including any agreement, contract, notice, demand, order or other document.~~
- ~~4. To authorise injunctive proceedings.~~
- ~~5. To take proceedings for recovery of council owned land including forfeiture.~~

- ~~6. To waive fees and charges where such action will result in enhanced promotion.~~
- ~~7. To manage the Council's markets.~~
- ~~8. To obtain licences issued under the Licensing Act 2003.~~
- ~~9. To manage and deal with all matters affecting the Marine Hall and Thornton Little Theatre.~~

~~Non-Executive Functions Delegated to the Corporate Director Communities Service Director Performance and Innovation (with responsibility for Transformation)~~

~~To discharge any non-executive function falling within the area of responsibility of the Corporate Director Communities including, but not limited to, the functions set out in the paragraphs below.~~

~~(Non-Executive functions and also delegated to the Legal Services Manager) Senior Solicitor)~~

- ~~1. To take proceedings for the recovery of council-owned land or property from trespassers.~~
- ~~2. To sign/seal documents on behalf of the Council including any agreement, contract, notice, demand, order or other document.~~
- ~~3. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.~~
- ~~4. In relation to non-executive functions, to commence, defend, conduct, settle and appear in any legal proceedings to protect the Council's assets or interests or relating to the Council's functions.~~

Executive Functions Delegated to the Head of Governance and Business Support

To discharge any executive function falling within the area of responsibility of the Head of Governance and Business Support including, but not limited to, the functions set out in the paragraphs below.

1. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal Services Manager~~Senior Solicitor~~ and any member of the Council's Management Team.
2. To determine whether or not land and/or property nominated as an 'asset of community value' under the provisions of Part 5, Chapter 3 of the Localism Act 2011 will be included in the Council's list of Assets of Community Value.

3. To submit reports, as the Council's designated Data Protection Officer, to the Information Commissioner's Office on breaches of the General Data Protection Regulations.

Non Executive Functions Delegated to the Head of Governance and Business Support

To discharge any non-executive function falling within the area of responsibility of the Head of Governance and Business Support including, but not limited to, the functions set out in the paragraphs below.

1. To appoint members to the Independent Remuneration Panel.
2. To appoint Independent Members to the Audit Committee should legislation require this.
32. To convene a panel of any three councillors who are not in the Cabinet and have received the relevant training or can attend the required training before the appeal hearing takes place (and wherever practically possible to ensure that two are from the majority group and one from the minority group) to consider employment appeals in accordance with Council procedures.
43. To convene a panel comprising of any three members of the Licensing Committee to consider applications for appeals where under Licencing Act legislation it is necessary or appropriate for decisions to be made by a panel or sub-cimmittee rather than the full Licensing Committee.
54. To make minor changes to the Constitution to correct clerical mistakes, make factual amendments (including changes to job titles) to comply with the law or reflect decisions made by or on behalf of the Council (as provided in Article 19.02 of the Constitution).

Executive Functions Delegated to the Head of Planning and Services Regeneration

To discharge any executive function falling within the area of responsibility of the Head of Planning including, but not limited to, the functions set out in the paragraphs below.

1. To authorise the making of a direction under Article 4 of the Town and Country Planning General Permitted Development Order 1995 after consultation with the relevant Portfolio Holder.
2. To authorise Council employees and other persons acting on behalf of the Council to exercise powers of entry under the National Parks and Access to the Countryside Act 1949, the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990.
3. To be responsible, in consultation with the appropriate Cabinet Portfolio Holder, for all planning matters relating to Neighbourhood Development Plans and Orders under The Neighbourhood Planning (General) Regulations 2012 and the Planning

Acts as amended, subject to certain decisions which are controversial or which are subject to objections which are not withdrawn.

The exception is the adoption of a Neighbourhood Development Plan or Order, which is reserved for Full Council.

The Head of Planning Services shall be free to refer any matter or decision to the appropriate Cabinet Portfolio Holder or to full Cabinet (as appropriate) for determination. The Head of Planning Services shall ensure that care is taken to identify any case within his/her delegated authority where unusual circumstances or other reasons suggest the desirability of Councillor consideration. To assist in this process, the Cabinet Portfolio holder will be kept up to date of forthcoming decisions on Neighbourhood Planning matters.

Note: An explanatory schedule, setting out the stages in the Neighbourhood Development Plan process at which a decision will need to be taken, is attached as an Appendix to this Scheme of Delegation.

4. [To give written and issue community protection notices under the Anti-Social Behaviour, Crime and Policing Act 2014.](#)

Non-Executive Functions Delegated to the Head of Planning Services and Regeneration

To discharge any non-executive function falling within the area of responsibility of the Head of Planning including, but not limited to, the functions set out in the paragraphs below.

1. To determine of all forms of applications for permission, approval, consent, certificates and prior approvals/notifications, consultations and other determinations made under Town and Country Planning legislation, including legislation relating to listed buildings, conservation areas and hazardous substances, unless:
 - (a) A ward councillor representing the ward within which the application site lies or a ward councillor representing an adjoining ward has requested that the application be considered by the Planning Committee, subject to the request being received by the Head of Planning Services and Regeneration within 10 working days of the date of the email providing members with a link to the weekly list of planning applications, which includes the planning application requested.

Note: this exception shall only apply to applications for Planning Permission or Advertisement Consent and does not apply to resubmitted applications where no substantial change has been made to the original application which was refused or withdrawn. Where the councillor requesting the determination by Planning Committee is unable to attend the meeting to speak, consideration of a letter from that councillor will be at the discretion of the Chairman of the Committee.
2. To determine any matter relating to fees arising on applications under the Town and Country Planning Act 1990 subject to compliance with statutory provisions and Council policy.

3. To decline to determine repetitive applications for planning permission under the Town and Country Planning Act 1990, Planning and Compensation Act 1991 and the Town and Country Planning (Control of Advertisements)(England) Regulations 2007.
4. To determine applications for hazardous substances consent under the Planning (Hazardous Substances) Act 1990 and related powers.
- ~~54.~~ To determine persons and agencies to be consulted and notified on the making of planning and other applications.
- ~~56.~~ To determine whether planning or other applications should be subject to environmental impact assessment and if so, what information should be contained in assessments.
- ~~76.~~ To revoke or modify planning permission following consultation with the Chairman or Vice Chairman of Planning Committee under Section 97 of the Town and Country Planning Act 1990.
8. To approve the terms of planning obligations under /Sectin 106 Town and Planning Country Act 1990 regulating the use or development of land.
- ~~9.87.~~ To serve building preservation notices.
- ~~10.98.~~ To issue discontinuance notices under the Town and Country Planning (Control of Advertisements) Regulations 2007.
- ~~11.09.~~ To issue, vary variation and withdrawal of enforcement notices for breach of planning control under the Town and Country Planning legislation.
- ~~12.10.~~ In relation to listed buildings:
 - (a) To issue of listed building enforcement notices;
 - (b) To issue of repairs notices;
 - (c) To Execute urgent works including works in default.
- ~~13.21.~~ To issue stop notices and temporary stop notices.
- ~~14.32.~~ To issue breach of condition notices or planning contravention notices.
- ~~15.43.~~ To Issue completion notices under S94 (2) of the Town and Country Planning Act 1990.
16. To authorise, make and confirm orders under S257 of the Town and Country Planning Act 1990 regarding the stopping up or diverting of footpaths/bridleways, subject to the applicant being responsible for the council's costs and to there being no outstanding objections.
- 17 To take steps to secure compliance with an enforcement notice either through prosecution, execution of works or by taking any other action under the Town and

Country Planning Act 1990, Building Act 1984 and Planning Listed Buildings and Conservation Areas Act 1990 or any Regulation or orders made thereunder.

18. To apply for injunctions restraining a breach of planning control.
19. To take action, serve notices and enforce any notice served under section 215 Town and Country Planning Act 1990.
20. To authorise rights of entry on land under S196A of the Town and Country Planning Act 1990 in relation to potential breaches of planning control.
21. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.
22. For the purposes of the Town and Country Planning (Enforcement Notices and Appeals) Procedure, to make a statement as to whether or not the Council would grant planning permission for the development alleged and, if so, on what conditions.
23. To approve, in consultation with the relevant Portfolio Holder, any update to the Local Development Scheme.
24. To comment whenever the Council is consulted by other public authorities or bodies on development proposals.
25. To make comments to the Planning Inspectorate relating to any proposed nationally significant infrastructure project, within or impacting on the Borough when responses are required to be submitted by the Council within 56 days.
26. In cases of urgency, and after consultation with the relevant Portfolio Holder, to authorise the making of a Direction under Article 4 of the Town and Country Planning (General Permitted Development) Order (1995) as amended.
27. To authorise the execution of works in accordance with Section 54(1) of the Planning (Listed Building and Conservation Areas) Act 1990.
28. To issue notices under Section 55 of the Planning (Listed Building and Conservation Areas) Act 1990.
29. To publish an Annual Monitoring Report.
30. To apply for an injunction in relation to a listed building.
310. To serve listed building preservation notices under S3 and S4 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and related powers.
324. To enter land in Part 2 of the Brownfield Land Register under Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017.

Note: the Planning Development Manager is authorised to perform duties set out in paragraphs 1 - 7, 2, 3, 4, 5, 6, 7 and 2019 of the Non-Executive Functions above and the Senior

Planning Officers (Development Management) are authorised to perform duties set out in paragraph 1 of the Non-Executive Functions above.

Executive Functions Delegated to the Head of Engineering

To discharge any executive function falling within the area of responsibility of the Head of Engineering including, but not limited to, the functions set out in the paragraphs below.

1. Responsibility for relevant tasks and permissive tasks under the Council's residual highways agreement with LCC.
2. To carry out works and place objects and structures on, in or over a highway for the purposes of providing a service for the benefit of the public or a section of the public such as seats, bus stops and shelters under Section 115B of the Highways Act 1980.
3. To take any necessary action under section 25 and 26 of the Local Government (Miscellaneous Provisions) Act 1976 where an excavation is accessible from a highway or place of public resort and is a danger to the public.
4. To arrange for the maintenance of coastal defences, water courses and pumping stations.
5. To exercise powers under the Land Drainage Act 1991.
6. To exercise powers in relation to local flood risk management.
7. To exercise the Council's functions as risk management authority as defined under section 6 of the Flood and Water Management Act 2010.
8. To exercise the Council's functions as designating and responsible authority as defined under Schedule 1 of the Flood and Water Management Act 2010.
9. To serve notices under S25 (maintaining the flow of watercourses) and S28 (cleansing of ditches) of the Land Drainage Act 1991.
10. To arrange maintenance of Fleetwood Ferry Dock and Knott End Landing Stage.
11. To operate the Decriminalised Parking Enforcement System in partnership with LCC and to determine representations and challenges and process appeals.
12. To arrange for the temporary prohibition of traffic on roads and closure of roads.

Non-Executive Functions Delegated to the Head of Engineering

To discharge any non-executive function falling within the area of responsibility of the Head of Engineering including, but not limited to, the functions set out in the paragraphs below.

1. To exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers

under any of the Statutes which fall within the remit of the Engineering Section, including appearance in court:

- (a) County of Lancashire Act 1984;
- (b) Highways Act 1980;
- (c) Public Health Act 1936.

2. To make agreements and orders under S25 and S26 of the Highways Act 1980 regarding the creation of public footpaths.

Executive Functions Delegated to the Head of Housing and Community Services~~Service Director Health and Wellbeing (with responsibility for Housing)~~

To discharge any executive function falling within the area of responsibility of the Head of Housing and Community Services including, but not limited to, the functions set out in the paragraphs below.

1. To act on behalf of the Council on all matters relating to the discharge of the housing functions of the Council, which include but are not limited to all functions under the provisions of housing legislation, public and private sector housing, homelessness, the administration of grants for improvement and repair of properties and housing strategy.
2. To receive and consider applications for and to approve or refuse to make grants for disabled facilities and discretionary housing assistance. ~~authorise adaptations for the disabled, permitting grant aid for extensions where internal amenities and structural change is necessary to accommodate a chair lift or similar.~~
3. To assess, advise and where appropriate assist (including the award of discretionary housing assistance) all households presenting themselves as homeless or threatened with homelessness in accordance with relevant legislation and guidance.
4. To exercise the Council's responsibilities in relation to the implementation and administration/operation of the Choice Based Lettings Scheme.
5. To implement and exercise powers confirmed by the following legislation and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, including instigating proceedings and authorising officers under any of the Statutes which fall within the remit of housing, buildings, blight and environmental protection:
 - (a) Building Act 1984;
 - (b) Environmental Protection Act 1990;
 - (c) Homelessness Act 2002;
 - (d) Home Energy Conservation Act 1995;
 - (e) Housing Acts 1985, 1988, 1996 and 2004;
 - (f) Housing Grants Construction and Regeneration Act 1989;
 - (g) Housing Health and Safety Rating System Regulations 2005;
 - (h) Houses in Multiple Occupation Regulations 2006;
 - (i) Local Government and Housing Act 1989;

- (j) Local Government (Miscellaneous Provisions) Act 1982- section 29;
 - (k) Protection from Eviction Act 1977 (as amended by the Housing Act 1988);
 - (l) Public Health Act 1936 and 1961;
 - (m) Regulatory Reform (Housing Assistance) Order 2002.
6. To issue licences and generally to manage the Council's scheme for the selected licensing of private rented accommodation.
 7. To consider the implementation of management orders in respect of void properties and empty dwelling management orders in respect of empty homes.
 8. To create, review and maintain an advisory list of building contractors for renovation grants.
 9. To approve house renovation grants together with making stage and final payments.
 10. In consultation with the Corporate Director Resources, the taking of appropriate enforcement action in relation to Statutory Overcrowding, housing standards including requisition for information, the issuing of Improvement notices, Hazard Awareness Notices, Prohibition Orders, Demolition Orders and Minimal Energy Performance Standards. To exercise Power of entry, power to exercise works, power to purchase dwellings found on appeal to be hazardous and beyond repair at reasonable expense.
 11. The taking of action in relation to House in Multiple Occupation (HMO) e.g. duty to licence HMOs where specified, power to implement a registration scheme, power to execute work to remove serious hazards or to remedy neglect of management, power to limit number of occupants, making of a Management Order, powers of entry.
 12. Under the Redress Schemes for Letting Agency Work and Property Management Work (Requirement to belong to a scheme etc) (England) Order 2014 to set and impose a penalty charge (to a maximum of £5,000); to undertake the service and signing of notices; to consider and determine representations and objections; to recover the mandatory penalty through a certificate.
 13. To ensure overall management responsibility for the promotion and proper management of the Wyre Community Lottery and for compliance with the regulatory regime as a whole, including holding a lottery operating licence under the Gambling Act 2005.

Non-Executive Functions Delegated to the ~~Service Director Health and Wellbeing (with responsibility for Housing)~~ Head of Housing

1. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event on non-compliance with any such notice in accordance with s.16 of the Local Government (Miscellaneous Provisions) Act 1976.

Executive Functions Delegated to the Head of Built Environment

To discharge any executive function falling within the area of responsibility of the Head of Built Environment including, but not limited to, the functions set out in the paragraphs below.

1. To make appropriate planning applications on behalf of the Council for any Council owned land and property assets where it is considered that a planning permission for an alternative use would be beneficial to the future management or disposal of the assets provided that the cost of making such an application does not exceed £10,000 per individual asset.
2. To negotiate, agree compensation and acquire properties identified by the Council and approved by Cabinet as appropriate for compulsory purchase under all appropriate Acts of Parliament.
3. To negotiate and agree terms for the granting of leases, licences and tenancy agreements to statutory undertakers for the implementation of infrastructure in accordance with their statutory obligations.
4. To agree terms for the granting, acquisition, variation or extinguishment of easements and wayleaves and where necessary to enter into Licences to enter third party land for the purposes of carrying out works.
5. To deal with all tenancy matters, including leases and licences, where the annual market rent or fee is less than £25,000 and the period of the licence or tenancy does not exceed 30 years.
6. To negotiate, agree terms and document all rent and licence fee reviews for all leases and licences granted by the Council, including serving of notices.
7. To take all appropriate action to recover possession of all land and buildings let by the Council in circumstances where the lessee, tenant or licensee has become bankrupt, insolvent or where such other grounds for forfeiture arise.
8. To approve building plans submitted to fulfil covenants previously imposed by the Council.
9. To deal with applications for variation or release of covenants imposed by the Council or its predecessors on the sale of property.
10. With respect to the shared ownership scheme at Jubilee Drive, Cleveleys:
 - (a) To agree the open market value of the properties for subsequent disposals;
 - (b) To instruct the Valuation Office Agency if necessary;
 - (c) To release the resale covenant to complete the purchase of the dwelling within the two month timescale.
11. To negotiate and agree, in consultation with the [Corporate Director of Resources/Head of Finance](#), any dilapidation claim arising from a lease or licence either granted by the Council or held by the Council.

12. To take appropriate action on behalf of the Council's market franchise rights including allowing quality rival markets for periods of not more than 14 days in any one year subject to the payment of a negotiated fee.
13. Subject to prior declaration as surplus to requirements, and observing the requirements of Section 123 of the Local Government Act 1972 to obtain the best price that can reasonably be obtained, to approve:
 - (a) The sale of land and buildings of up to £20,000 in any one case;
 - (b) The sale of property by public auction and to determine the reserve price.
14. To determine all applications under the Building Act 1984 for building regulation approval/rejection including applications for relaxation of Regulations and the following:
 - (a) To exercise the functions set out in Part 1 (power to make building regs) and Part 2 (supervision of building work);
 - (b) Section 24 (means of ingress and egress at certain buildings to which the public have access);
 - (c) Section 77 to 83 (dangerous buildings).
15. In consultation with the Legal Services Manager, to take all relevant enforcement actions under Sections 35 & 36 of the Building Act 1984 and in respect of breaches of the Building Regulations.
16. To exercise the functions set out in Sections 77 to 83 of the Building Act 1984 (Dangerous, ruinous and dilapidated buildings and notices in respect of intended demolition) including the authorisation of works in default.
176. To determine charges within the provisions of the Council's Scheme of Charges for Building Regulation Work.
187. To refuse or accept initial notices, final notices or building notices under the Building Act 1984.
198. To issue completion certificates in appropriate circumstances under the Building Regulations.

Non-Executive Functions Delegated to the Head of Built Environment

To discharge any non-executive function falling within the area of responsibility of the Head of Built Environment including, but not limited to, the functions set out in the paragraphs below.

1. ~~To serve notices requiring information as to the ownership, occupation or use of any land and to authorise proceedings in the event of non-compliance with any such notice.~~ To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event on non-

compliance with any such notice in accordance with s.16 of the Local Government (Miscellaneous Provisions) Act 1976.

Executive Functions Delegated to the Head of Environmental Health and Community Safety

To discharge any executive function falling within the area of responsibility of the Head of Environmental Health and Community including, but not limited to, the functions set out in the paragraphs below.

1. In so far as they are executive functions, to exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes, which fall within the remit of the Environmental Health and Community Safety team, including appearance at Court:
 - (a) Animals Act 1971;
 - (b) Animal Health Act 1981;
 - (c) Animal Welfare Act 2006;
 - (d) Anti-social Behaviour, Crime and Policing Act 2014;
 - (e) Breeding and Sale of Dogs (Welfare) Act 1999;
 - (f) Criminal Justice and Police Act 2001 (S 19)
 - (g) Clean Air Act 1993;
 - (h) Control of Pesticides Regulations 1986;
 - (i) Environmental Protection Act 1990;
 - (j) Equality Act 2010 (regarding taxi travel);
 - (k) European Communities Act 1972
EU Food Hygiene Regulations / Statutes as retained EU Law under the European (Withdrawal) Act 2018 as amended by the European Union (Withdrawal Agreement) Act 2020
 - ~~(l)~~ Factories Act 1961;
 - ~~(m)~~ Food Act 1984;
 - ~~(n)~~ Food Safety Act 1990;
 - ~~(o)~~ House to House Collections Act 1939;
 - ~~(p)~~ Licensing Act 2003;
 - ~~(q)~~ Local Government Act 1988;
 - ~~(r)~~ Mobile Homes Act 1983;
 - ~~(s)~~ Motor Salvage Operators Regulations 2002;
 - ~~(t)~~ Noise Act 1996;
 - ~~(u)~~ Noise and Statutory Nuisance Act 1993;
 - ~~(v)~~ Pollution Prevention and Control Act 1999;
 - ~~(w)~~ Salmon and Fresh Water Fisheries Act 1923 (Amendment) Act 1964;
 - ~~(x)~~ Slaughter of Poultry Act 1967;
 - ~~(y)~~ Working Time Regulations 1998.

2. To exercise the provisions of an issue notices under Sections 43 and 48 of the Anti-Social Behaviour 2003.
3. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the [Legal Services Manager](#) ~~Senior Solicitor~~ and any member of the Council's Management Team.
4. Power to carry out surveillance which is governed by the Regulation of Investigatory Powers Act 2000 as agreed by an authorising officer.
5. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
6. To issue [simple cautions for Adult Offenders under guidance effective from 13 April 2015.](#) ~~cautions in accordance with the Home Office Circular 16/2008.~~
7. [To give written and issue community protection notices under the Anti-Social Behaviour, Crime and Policing Act 2014.](#)

Non-Executive Functions Delegated to the Head of Environmental Health and Community Safety

To discharge any non-executive function falling within the area of responsibility of the Head of Environmental Health and Community including, but not limited to, the functions set out in the paragraphs below.

1. In so far as they are non-executive functions, to exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes, which fall within the remit of the Environmental Health and Community Safety team, including appearance at Court:
 - (a) Animal Boarding Establishments Act 1963;
 - (b) Breeding of Dogs Act 1973;
 - (c) Breeding of Dogs Act 1991;
 - (d) Building Act 1984;
 - (e) Caravan Sites Act 1968;
 - (f) Caravan Sites and Control of Development Act 1960;
 - (g) Clean Air Act 1993;
 - (h) Clean Neighbourhoods and Environment Act 2005;
 - (i) Control of Pollution Act 1974;
 - (j) County of Lancashire Act 1984;
 - (k) Criminal Justice and Public Order Act 1994;
 - (l) Dangerous Dogs Act 1991;
 - (m) Dangerous Wild Animals Act 1976;
 - (n) Deer Act 1991;
 - (o) Environmental Protection Act 1990;

- (p) Environmental Act 1995;
- (q) European Communities Act 1972 (re enforcement of the European Food Hygiene Regulations;
- (r) EU Food Hygiene Regulations / Statutes as retained EU Law under the European (Withdrawal) Act 2018 as amended by the European Union (Withdrawal Agreement) Act 2020
- (~~sf~~) Food and Environment Protection Act 1985;
- (~~ts~~) Food Safety Act 1990;
- (~~ut~~) Gambling Act 2005;
- (~~vt~~) Game Act 1831;
- (~~wv~~) Guard Dogs Act 1975;
- (~~xw~~) Health Act 2006 and 2009;
- (~~yx~~) Health and Safety at Work Act 1974;
- (~~zy~~) Hypnotism Act 1952;
Licensing Act 2003;
- (~~aa~~) Local Government and Housing Act 1989;
- (~~ba~~) Local Government (Miscellaneous Provisions) Act 1976;
- a)
- (~~cb~~) Local Government (Miscellaneous Provisions) Act 1982;
- b)
- (~~de~~) Materials and Articles in Contact with Food Regulations 2012;
- e)
- (~~ee~~) Mobile Homes Act 1983 and 2013;
- d)
- (~~fee~~) National Assistance Act 1948;
- (~~gff~~) Noise and Statutory Nuisance Act 1993;
- (~~hg~~) Offices, Shops and Railway Premises Act 1963;
- g)
- (~~ihh~~) Pet Animals Act 1951;
- (~~ijj~~) Poisons Act 1972;
- (~~kkj~~) Police, Factories etc. (Miscellaneous Provisions) Act 1916;
- (~~llk~~) Prevention of Damage by Pests Act 1949;
- (~~mm~~) Public Health Act 1936;
- f)
- (~~nn~~) Public Health Act 1961;
- m)
- (~~oon~~) Public Health (Control of Diseases) Act 1984;
- n)
- (~~ppe~~) Rehabilitation of Offenders Act 1974 (in relation to enforcement of taxi licensing);
- e)
- (~~qqp~~) Riding Establishments Act 1964;
- p)
- (~~rrq~~) Riding Establishments Act 1970;
-)
- (~~ssf~~) Scrap Metal Dealers Act 2013;
- (~~tss~~) Slaughterhouses Act 1974;
- (~~uut~~) Sunday Trading Act 1994;
- (~~vvu~~) Town Police Clauses Act 1847;
- u)
- (~~wwv~~) Transport Act 1985;
- v)

(~~xxw~~ Vehicles (Crime) Act 2001;

~~w~~)

(~~yyxx~~ Water Industry Act 1991;

)

(~~zzyy~~ Water Resources Act 1991;

)

(~~aaa~~ Zoo Licensing Act 1981.

~~zz~~)

2. To determine any action in accordance with the Policy for Taxi Licensing Enforcement.
3. After consultation with the Chairman of Licensing Committee, to revoke or suspend licences relating to hackney carriages, private hire vehicles, their operators or drivers.
4. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.
5. To exercise functions under the Licensing Act 2003.

Executive Functions Delegated to Compliance Manager and Senior Compliance Officers

To discharge any executive function falling within the area of responsibility of the Compliance Manager and Senior Compliance Officers including, but not limited to, the functions set out in the paragraphs below.

1. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
2. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal Services Manager~~Senior Solicitor~~ and any member of the Corporate Management Team~~council's Management Team~~.
3. Power to carry out surveillance which is governed by the Regulation of Investigatory Powers Act 2000 as agreed by an authorising officer.

APPENDIX TO PARAGRAPH 3 OF THE EXECUTIVE FUNCTIONS DELEGATED TO THE HEAD OF PLANNING SERVICES AND REGENERATION RELATING TO NEIGHBOURHOOD PLANNING

Explanatory Schedule – expected stages where a decision will be required

Decision Required	Process to be undertaken	Proposed Scheme of Delegation	Comments
<p>Designation of a Neighbourhood Forum</p> <p><i>(Neighbourhood Planning Regulations 2012 - Regulations 9 -10) <u>as amended 2016</u></i></p>	<p>Following receipt of the Neighbourhood Forum application, the local planning authority will undertake a six week consultation on the application.</p> <p>Representations submitted to the consultation will be considered when determining the application.</p> <p><u>The following time limits apply for determining a Neighbourhood Forum Application depending upon circumstances:</u></p> <ul style="list-style-type: none"> • <u>6 week consultation with a further 14 weeks to make a decision (20 week overall limit) – this applies when the Neighbourhood Forum Application falls within two or more local planning authorities.</u> • <u>6 week consultation with a further 7 weeks to make a decision (13 week overall</u> 	<p>Decision to designate the Neighbourhood Forum is delegated to the Head of Planning Services, unless objections are received and not withdrawn, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>This stage would only apply for non-parished areas that are undertaking Neighbourhood planning.</p>

	<p><u>limit) – this applies in all other cases.</u></p>		
<p>Designation of a Neighbourhood Area</p> <p><i>(Neighbourhood Planning Regulations 2012 - Regulations <u>5A, 6 -7, as amended 2015 and 2016</u>)</i></p>	<p>Following receipt of the Neighbourhood Area application, the local planning authority will undertake a consultation on the application.</p> <p>Representations submitted to the consultation will be considered when determining the application.</p> <p>The following time limits apply for determining a Neighbourhood Area Application depending upon circumstances:</p> <ul style="list-style-type: none"> • 4 week consultation with further 4 weeks to make a decision (8 week overall limit) – this applies when the Neighbourhood Area Applications relates to the whole administrative area of a parish council; • 6 week consultation with a further 7 weeks to make a decision (13 week overall limit) – this applies when the Neighbourhood Area Application does not relate to the whole parish (and does not cover more than one local 	<p>Decision to designate the Neighbourhood Area is delegated to the Head of Planning Services, unless <u>a consultation stage is required</u> and objections are received and not withdrawn, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The majority of Neighbourhood Area applications are expected to be straightforward and submitted by a Parish/Town Council for the whole parish. For such applications, the amendments to the regulations require a decision to be made within eight weeks, this includes a four week consultation period. The proposed scheme of delegation will make it easier for the local planning authority to meet this target. For such applications, there is a default approval of the Neighbourhood Area unless some or all of the proposed area has already been designated or pending determination through a separate proposal.</p> <p><u>For other applications</u> aAs the majority of Neighbourhood Area Applications are not expected to be controversial, <u>the proposed scheme of delegation will make it easier for the local planning authority to meet the target dates and this approach will</u> also prevent unnecessary delay in the local planning authority issuing a decision.</p>

	<p>planning authority) or where the application is submitted by a Neighbourhood Forum;</p> <ul style="list-style-type: none"> • 6 week consultation with a further 14 weeks to make a decision (20 week overall limit) – this applies when the Neighbourhood Area Application falls within two or more local planning authorities. <p><u>Where a Neighbourhood Area application is submitted by a parish council for the whole of the parish council’s administrative area, consultation on the application is not required, the local planning authority will designate the Neighbourhood Area in accordance section 61G of the 1990 Town and Country planning Act</u></p>		
<p>Signing off the local planning authority’s representations on the pre submission draft</p> <p><i>Note: This is not a regulatory requirement but is considered best practice</i></p>	<p>The qualifying body is required to notify the local planning authority of the pre submission consultation. It is considered best practice for the local planning authority to submit representation at the pre submission stage to assist in Plan preparation.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan and its content is considered to be controversial or of significant public interest in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The majority of Plans are not expected to be controversial and the aim of the local planning authority submitting comments on the pre submission draft is to assist the qualifying body in finalising the submission version for examination. It will also highlight potential areas for improvement to assist in the operation of the adopted Plan.</p>

<p>Publicising the Plan Proposal and submission to examination</p> <p><i>(Neighbourhood Planning Regulations 2012 - Regulations 16 -17) <u>as amended 2017 and 2018</u></i></p>	<p>The local planning authority is required to publicise the submission version when it is satisfied that the Plan submitted is valid and should be accepted and publicised.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan is invalid and should not be published, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The local planning authority need to check that the submission Plan accords with the requirements set out in regulation 15 of the Neighbourhood Planning Regulations 2012 <u>as amended 2017 and 2018.</u></p>
<p>Signing off the local planning authority's representations on the submission draft</p> <p><i>Note: This is not a regulatory requirement but is considered best practice</i></p>	<p>It is considered best practice for the local planning authority to submit representation at the submission stage.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan and its content is considered to be controversial or of significant public interest in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The majority of Plans are not expected to be controversial. The local planning authorities' representations on the submission Plan will be considered by the independent examiner and representation should address any outstanding areas or concern, this can also include support for the proposals.</p>
<p>Whether the local planning authority declines or accepts a repeat proposal</p> <p><i>(Schedule 4B of the Town & Country Planning Act 1990)</i></p>		<p>Decision delegated to the Head of Planning Services, unless it is recommended that the repeat proposal should be declined, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>A repeat proposal is one where in the last two years, the local planning authority has refused to take forward a Plan or Order to referendum after examination or where a Plan or Order has failed at referendum.</p>

<p>Appointment of an examiner <i>(Schedule 4B of the Town & Country Planning Act)</i></p>	<p>A suitably qualified independent examiner should be appointed in consultation with the relevant qualifying body.</p>	<p>Decision delegated to the Head of Planning Services, unless the qualifying body objects to the appointment and the objection is not withdrawn, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>Appointment of an examiner is undertaken in consultation with the relevant qualifying body and an objection is not envisaged.</p>
<p>Actions to take following receipt of an Examiner's report and consideration of modifications. <i>(Schedule 4B of the Town & Country Planning Act 1990)</i></p>	<p>On receipt of the examiner's report, the local planning authority will have to consider the recommendations of the examiners' report, including whether the Plan meets the basic conditions and whether it can proceed to referendum.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan and its content is considered to be controversial or of significant public interest in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>It is envisaged that officers' and the qualifying body will have to jointly consider the recommendations. It will be the local planning authorities decision whether the Plan proceeds to referendum.</p>
<p>Whether to make (adopt) a Neighbourhood Development Plan or Order following Referendum <i>(Section 38A of the Planning & Compulsory Purchase Act, 2004).</i></p>	<p>Adopting the neighbourhood plan/order as part of the Development Plan is a decision that has to be taken by Full Council.</p>	<p>The decision is reserved for Full Council.</p>	<p>Decisions of this nature are reserved for Full Council. The Council needs to determine whether the 'making' of the Plan would be in breach, or otherwise be incompatible with any EU or human rights obligations.</p>

Appendix 3b**Scheme of Delegations to Officers****All delegations to officers are subject to the following general conditions:**

1. All decisions taken must comply with the Council's approved budget, the Policy Framework, the Financial Regulations and Financial Procedure Rules and all other elements of the Constitution.
2. In the absence of the Chief Executive the functions of the Chief Executive will be the responsibility of any of the Corporate Directors;
3. An officer to whom a function is delegated may authorise another officer to exercise that function, provided that the other officer reports to or is responsible to the officer in question.
4. In the absence of the relevant officer, the Chief Executive and Corporate Directors shall have power to act subject to any statutory limitations.
5. Reference to any enactment, regulation, order or byelaw shall include any amendment or re-enactment, whether or not with amendments.

Executive Functions Delegated to the Chief Executive

To discharge any executive function falling within the area of responsibility of the Chief Executive including, but not limited to, the functions set out in the paragraphs below.

1. To act as the head of paid service under section 4 of the Local Government and Housing Act 1989 and in this role:
 - (a) To exercise overall responsibility for corporate management and operational issues (including overall management responsibility for all staff);
 - (b) To give professional advice to all parties in the decision making process including the Council, Portfolio Holders, the Cabinet, Overview and Scrutiny and Regulatory Committees;
 - (c) Together with the Monitoring Officer, to be responsible for a system of record keeping for all the Authority's decisions;
 - (d) To represent the Authority on partnerships and external bodies as required by statute or by the Authority.
2. To carry out any function which is delegated to a Corporate Director or Head of Service subject to any limits or conditions attached to that delegation and statutory limitations.
3. To grant dispensations to Cabinet members prior to the taking of an executive decision in respect of which they have a conflict of interest pursuant to regulation 12 and 13 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

4. To cancel or alter the time or the date of any meeting.
5. To take action within the Council's powers in cases of emergency or disaster and after consultation with the Chief Financial Officer (or his or her nominee) to incur expenditure (the Leader to be notified as soon as reasonably possible after the expenditure is incurred).
6. To take action within the Council's powers in cases of the absence or incapacity of the designated decision taker or in the failure of the Council in any year to agree executive arrangements by the statutory deadline for the holding of the Council's annual meeting.
7. To allow face-to-face meetings to be replaced with remote or hybrid arrangements where legislation permits.
8. To provide the necessary authorisations in respect of surveillance in accordance with the Regulation of Investigatory Powers Act 2000 where confidential information is involved or where authorisation is sought for employment of a juvenile or vulnerable covert human intelligence source (CHIS).
9. To exercise powers under the Civil Contingencies Act 2004 concerning emergency planning and response arrangements and to appoint a deputy officer for such purposes.
10. To receive and respond to expressions of interest under the Community Right to Challenge under Part 5 Chapter 2 Localism Act 2011.

Non-Executive Functions Delegated to the Chief Executive

To discharge any non-executive function falling within the area of responsibility of the Chief Executive including, but not limited to, the functions set out in the paragraphs below.

1. To determine following consultation with the Chief Financial Officer, the early release of any employees, except the Corporate Directors, provided that the proposals are cost neutral to the Council over a specific period of time in accordance with the Council's Policy and the Council's External Auditors advice. (Proposals for the early release of the Chief Executive or any of the Corporate Directors must be considered by the full Council.)
2. To suspend a Corporate Director where their continued presence at work may prejudice an investigation or where there is a prima facie case of gross misconduct (the members of Cabinet to be notified as soon as possible after the action has been taken).
3. To approve changes to any document forming part of the Council's policy framework provided the proposed change:
 - (a) Is prescribed by legislation or statutory instrument;
 - (b) Merely corrects a typographical error or errors; or

- (c) Is of a minor nature i.e. the proposed change does not affect the substance of the document or change Council policy.
4. In respect of community governance reviews, to comply with the Council's duties and responsibilities under Chapter 3 Part 4 of the Local Government and Public Involvement in Health Act 2007.
 5. To act as Returning Officer for elections and as the Council's Electoral Registration Officer.
 6. As Returning Officer, to approve an annual increase in the fees and disbursements paid for Borough and Parish Elections.

Executive Functions Delegated to the Corporate Directors

To discharge any executive function falling within the area of responsibility of the Corporate Directors including, but not limited to, the functions set out in the paragraphs below.

1. To engage, suspend, dismiss and deploy staff (in consultation with the officer responsible for strategic human resource issues) including:
 - (a) To review and amend the structure and staffing levels within approved budget provision;
 - (b) To fix commencing salaries for appointments and promotions as appropriate;
 - (c) To accelerate increments where specified levels of competence have been acquired;
 - (d) To re-grade posts in accordance with the Council's job evaluation scheme;
 - (e) To amend terms and conditions of employment;
 - (f) To deal with applications to take up outside appointments or engage in outside work for Officers at Grade 8 and above;
 - (g) To deal with applications for compassionate leave in excess of 10 days;
 - (h) To extend the time limit for lodging and travelling allowances up to 12 months in total;
 - (i) To deal with any matter relating to the payment of recruitment incentives within approved budget provision;
 - (j) To take disciplinary action against staff.
2. To act as authorising officer for the purposes of the Regulation of Investigatory Powers Act 2000 and the Protection of Freedoms Act 2012.

3. Power to carry out surveillance which is / is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal services Manager and any member of the council's Corporate Management Team.
4. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
5. In relation to the Property Investment Board, following their agreement (including the S.151 Officer), to approve investment in commercial properties up to £1,000,000 and funds permitting, in consultation with the Resources Portfolio Holder and to make recommendations for any commercial property investments over £1,000,000 to Cabinet.
6. To authorise appropriate staff to prosecute, defend or appear in the Magistrates Court, the county court, valuation panels and tribunals or other hearings.
7. To authorise injunctive proceedings.
8. To authenticate documents in connection with the exercise of executive functions.
9. To take proceedings for recovery of council owned land including forfeiture.
10. To waive fees and charges in exceptional circumstances.

Non-Executive Functions Delegated to the Corporate Directors

To discharge any non-executive function falling within the area of responsibility of the Corporate Directors including, but not limited to, the functions set out in the paragraphs below.

1. To determine following consultation with the Chief Financial Officer, the early release of any employees, except the Chief Executive and Corporate Directors, provided that the proposals are cost neutral to the Council over a specific period of time in accordance with the Council's Policy and the Council's External Auditors advice. (Proposals for the early release of the Chief Executive or any of the Corporate Directors must be considered by the full Council.)
2. Determination of appeals against cautions and dismissals in accordance with the Council's Disciplinary and Capability Procedures where there has been no previous involvement with the decision making process.
3. To sign/seal documents on behalf of the Council including any agreement, contract, notice, demand, order or other document.
4. To commence, defend, conduct, settle and appear in any legal proceedings to protect the Council's assets or interests or relating to the Council's functions.

Executive Functions Delegated to the Corporate Directors and all Heads of Service

To discharge any executive function falling within the area of responsibility of the Corporate Directors and all Heads of Service including, but not limited to, the functions set out in the paragraphs below.

1. To perform and/or carry out those functions of the Council within the relevant service area including:
 - (a) Incur, vary and discontinue expenditure;
 - (b) Manage the staffing, property, financial and other resources within their control;
 - (c) Procure works, goods and services, including accepting tenders subject to all necessary approvals being received. (Where other than the lowest price is accepted prior approval of the Chief Financial Officer is required);
 - (d) To sign contracts/agreements/demands/orders/notices or other documents on behalf of the Council;
 - (e) Dispose of surplus vehicles, plant, machinery or equipment in accordance with the Council's Financial Regulations and Financial Procedure Rules;
 - (f) Terminate contracts;
 - (g) Exercise virements within the limits set out in the Council's Financial Regulations and Financial Procedure Rules, namely, that virements of up to £5,000 be delegated to Corporate Directors and Heads of Service with virements of up to £20,000 requiring the approval of the Chief Financial Officer with virements over £20,000 requiring the approval of the Resources Portfolio Holder;
 - (h) Serve, receive and act upon notices, give or refuse consents, issue determinations, apply for permissions and make orders in the exercise of the Council's power and duties;
 - (i) Respond to consultation from Government or other public bodies;
 - (j) Prepare bids for lottery and other external grant funding;
 - (k) Represent the Council on external bodies, partnerships or at other forums;
 - (l) Be responsible as client under the Construction (Design and Management) Regulations 2015 for all relevant projects undertaken by the Council within their service area.
2. To authorise any officer(s) under his/her control to exercise any of the functions delegated to him/her.
3. To deal with the following employment issues within their service area:

- (a) Apply conditions of service;
 - (b) Make arrangements for staffing cover for a period of 24 weeks, including the appointment of temporary staff to cover periods of absence e.g. maternity, paternity, parental and adoption leave;
 - (c) To settle ex gratia payments in respect of loss or damage to the personal property of employees in consultation with the Council's Insurance Officer;
 - (d) Amend job descriptions of staff;
 - (e) Approve applications for leave of absence of up to 10 days in consultation with the officer responsible for strategic human resource issues;
 - (f) To approve overtime working within approved estimates;
 - (g) To approve acting up payments to officers undertaking additional responsibility associated with a higher graded post in consultation with the officer responsible for strategic human resource issues;
 - (h) To approve applications for job share where no additional financial burden falls on the Authority.
4. To alter normal opening hours in any buildings, premises or facilities owned or operated by the Council open to the public for specific events, public holidays or other urgent reasons.

Non-Executive Functions Delegated to the Corporate Directors and all Heads of Service

To discharge any non-executive function falling within the area of responsibility of the Corporate Directors and all Heads of Service including, but not limited to, the functions set out in the paragraphs below.

1. To designate attendance at meetings and events as approved duties for the purpose of eligibility for travel and subsistence allowance where such attendance is in connection with the discharge of the Council's functions, including its executive function.

Executive Functions Delegated to the Corporate Director Environment

To discharge any executive function falling within the area of responsibility of the Corporate Director Environment including, but not limited to, the functions set out in the paragraphs below.

1. The provision and management of the Council's Cemeteries under the Local Government Act 1972 and the Local Authorities Cemeteries Order 1977 as amended.

2. To exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Operations Section, including appearance in court:
 - (a) Animal Boarding Establishments Act 1963;
 - (b) Anti-Social Behaviour Act 2003;
 - (c) Anti-Social Behaviour Crime and Policing Act 2014;
 - (d) Control of Pollution Act 1974;
 - (e) Dogs Act 1871;
 - (f) Dangerous Dogs Act 1991;
 - (g) Dangerous Dogs (Amendment) Act 1997;
 - (h) Dogs (Protection of Livestock) Act 1953;
 - (i) Environmental Protection Act 1990 (in so far as it is an executive function);
 - (j) Guard Dogs Act 1975;
 - (k) Household Waste Duty of Care Regulations 2005;
 - (l) Litter Act 1983;
 - (m) Local Government (Miscellaneous Provisions) Act 1982.
 - (n) Tort (Interference with Good) Act 1977;
 - (o) Town Police Clauses Act 1847;
 - (p) Waste Framework Directive 2008.
3. To be responsible for delivering the Council's statutory responsibilities in respect of the Forest of Bowland Area of Outstanding Natural Beauty.
4. To waive fixed penalty notices for breaches of environmental legislation, where such notices are deemed to have been served incorrectly.
5. To operate the Hedgerow Regulations 1997 on land in the Borough of Wyre including issuing a Hedgerow Retention Notice.
6. To take action on dangerous trees including those under S154 of the Highways Act 1980.
7. To issue cautions in accordance with the Home Office Circular 16/2008.
8. To operate the deployment of mobile cameras for environmental offences.
9. To obtain licences issued under the Licensing Act 2003.

Non-Executive Functions Delegated to the Corporate Director Environment

To discharge any non-executive function falling within the area of responsibility of the Corporate Director Environment including, but not limited to, the functions set out in the paragraphs below.

1. To exercise the powers conferred by the following legislation and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Operations Section, including appearance in court:

- (a) Animal Welfare Act 2006
 - (b) Anti-Social Behaviour, Crime and Policing Act 2014;
 - (c) Clean Neighbourhoods and Environment Act 2005;
 - (d) Control of Pollution (Amendment) Act 1989;
 - (e) Environment Act 1995;
 - (f) Environmental Protection Act 1990 (in so far as it is a non-executive function);
 - (g) Health and Safety at Work etc. Act 1974
 - (h) Local Government (Miscellaneous Provisions) Act 1976;
 - (i) Refuse Disposal (Amenity) Act 1978;
 - (j) Licensing Act 2003;
 - (k) Gambling Act 2005;
 - (l) Zoo Licensing Act 1981;
 - (m) Dangerous Wild Animals Act 1976;
 - (n) Local Government (Miscellaneous Provisions) Act 1982;
 - (o) Caravan Sites and Controlled Development Act 1960;
 - (p) County of Lancashire Act 1984;
 - (q) House to House Collections Act 1939;
 - (r) Mobile Homes Act 2013;
 - (s) Scrap Metal Dealers Act 2013.
2. To take action pursuant to the Anti-Social Behaviour, Crime and Policing Act 2014 in connection with high hedges, including the service of remedial notices, action in default of remedial notices and authorising powers of entry to land under Part 8.
 3. To instruct the legal team to make, confirm or revoke Tree Preservation Orders.
 4. To instruct the legal team to serve notices and take action under Section 207 of the Town and Country Planning Act 1990 requiring the replacement of trees.
 5. To deal with applications for felling or lopping trees included in a TPO or notification of intention to fell or lop trees in a conservation area.
 6. To liaise with Lancashire County Council and deliver residual highway arrangements such as those relating to the maintenance of highway verges, trees and weed control.
 7. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.
 8. To agree boating byelaws in accordance with the Local Government (Miscellaneous Provisions) Act 1976.
 9. To make temporary reductions to car park fees, on specified car parks, during set times, for example during the pre-Christmas period, such changes to be limited in scope and aimed at promoting economic growth in the borough through higher use of the car parks by residents and visitors.

10. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.

Executive Functions Delegated to the Corporate Director Communities

To discharge any executive function falling within the area of responsibility of the Corporate Director Communities including, but not limited to, the functions set out in the paragraphs below.

1. To obtain licences issued under the Licensing Act 2003.
2. To ensure overall management responsibility for the promotion and proper management of the Wyre Community Lottery and for compliance with the regulatory regime as a whole, including holding a lottery operating licence under the Gambling Act 2005.

Executive Functions Delegated to the Corporate Director Resources (S151 Officer) and in their absence to the Head of Finance (Deputy S151 Officer)

Executive Functions not delegated to the Head of Legal Services

To discharge any executive function falling within the area of responsibility of the Corporate Director Resources (S151 Officer) and in their absence to the Head of Finance (Deputy S151 Officer) including, but not limited to, the functions set out in the paragraphs below.

1. To consider compensation claims from an owner of land or premises for loss or expense incurred as a consequence of an asset being included in the Council's List of Assets of Community Value under Part 5, Chapter 3 of the Localism Act 2011 and, where necessary, to make payments in accordance with Regulations made under the Act.
2. To administer the Council's payroll function.
3. To undertake the proper administration of the Council's financial affairs in accordance with S151 of the Local Government Act 1972, Section 114 of the Local Government and Finance Act 1988 and the Accounts and Audit Regulations 2015.
4. To arrange all borrowing, financing and investment in line with the Council's Treasury Management Policy and in accordance with the CIPFA Code of Practice on Treasury Management.
5. To agree the deployment of reserves and provisions in accordance with their purpose.
6. To determine the amount of the council tax base.
7. To agree the NNDR1 and NNDR3 submissions in accordance with the Business Rates Retention Scheme.
8. To administer the Collection Fund on behalf of the Authority in accordance with section 89 and 90 of the Local Government Finance Act 1988.

9. To make appropriate banking arrangements on behalf of the Council.
10. To effect all insurances and manage the Council's insurance arrangements.
11. Power to write off bad debts without limit and to report these to the relevant executive member.
12. Responsibility for maintaining an adequate and effective system of internal audit.
13. To negotiate with debtors and waive approved fees and charges under exceptional circumstances and/or in appropriate cases.
14. To determine fees and charges in respect of summonses, Local Land Charge Searches, the recovery of costs and for inspecting and copying documents and access arrangements for viewing documents and registers in accordance with the relevant legislation.
15. To accept blight notices relating to properties affected by development or redevelopment in accordance with Section 150 of the Town and Country Planning Act 1990.

(Executive Functions also delegated to the Legal Services Manager)

To discharge any executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.

1. In relation to executive functions, to commence, defend, conduct, settle and appear in any legal proceedings to protect the Council's assets or interests or relating to the Council's functions.
2. To take all action required by law to acquire or dispose of interests in land and property including leases, tenancy agreements and easements.
3. To take all steps prescribed by law to implement compulsory purchase orders and to make relevant payments.
4. To settle maladministration claims against the Council and to agree compensation to persons adversely affected by maladministration up to a maximum of £2,000 per claim, pursuant to section 92 of the Local Government Act 2000.
5. To implement an enforced sale including serving of notices, drawing up and sealing deeds, registering charges, taking possession and marketing the property in an appropriate manner and completing the sale of the property.

Non-Executive Functions Delegated to the Corporate Director Resources (S151 Officer) and in their absence to the Head of Finance (Deputy S151 Officer)**(Non-Executive Functions also delegated to the Legal Services Manager)**

To discharge any non-executive function falling within the area of responsibility of the Corporate Director Resources (S151 Officer) and in their absence to the Head of Finance (Deputy S151 Officer) including, but not limited to, the functions set out in the paragraphs below.

1. To agree and enter into agreement pursuant to section 106 Town and Country Planning Act 1990 after consultation with the Head of Planning Services.

Non-Executive Functions Delegated to the Legal Services Manager (Monitoring Officer) and in their absence to the Deputy Monitoring Officer

To discharge any non-executive function falling within the area of responsibility of the Legal Services Manager (Monitoring Officer) and in their absence to the Deputy Monitoring Officer including, but not limited to, the functions set out in the paragraphs below.

1. To act as the Council's Monitoring Officer, in accordance with the provisions of the Local Government and Housing Act 1989.
2. To administer the Council's process, under the Localism Act 2011, for dealing with complaints of alleged breaches of the Wyre Code of Conduct and following consultation with the Independent Person to decide:
 - (a) To dismiss without further action, any complaint which he/she considers to be frivolous, vexatious, without merit or which otherwise fails to meet the preliminary tests set out in the Council's complaints process.
 - (b) That the complaint does not warrant a formal investigation and that an informal resolution be sought.
 - (c) That the complaint appears to amount to a breach of the Code of Conduct and to arrange for an investigation to be carried out, with the outcome to be reported to the Standards Committee.
 - (d) At the direction of the Standards Committee, when following an investigation, a breach of the Code of Conduct has been found, to agree a local resolution, in consultation with the Independent Person, subject to the complainant being satisfied with the outcome and subject to a summary report being submitted to the Standards Committee.

Executive Functions Delegated to the Legal Services Manager

To discharge any executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.

1. To instruct external solicitors and/or counsel to represent the Council.

2. To review decisions to include land and/or buildings on the Council's List of Assets of Community Value, pursuant to section 92 of the Localism Act 2011 and to review decisions relating to compensation pursuant to section 99 of the Localism Act 2011 in respect of assets of community value.
3. To act as the Senior Responsible Officer for the purpose of Part 11 Regulation of Investigatory Powers Act 2000.
4. To determine exemptions for requests and carry out reviews made under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004.
5. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
6. To perform the duties as indicated in the list of delegations to the Corporate Director Resources, Corporate Director Communities and Corporate Director Environment.

Non-Executive Functions Delegated to the Legal Services Manager

To discharge any non-executive function falling within the area of responsibility of the Legal Services Manager including, but not limited to, the functions set out in the paragraphs below.

1. To act as the Council's Monitoring Officer.
2. To exercise the powers conferred by the following legislation, and any regulations, orders byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Licensing section:
 - (a) Animal Boarding Establishments Act 1963
 - (b) County of Lancashire Act 1984
 - (c) Criminal Justice and Public Order Act 1994
 - (d) Game Act 1831
 - (e) Health and Safety at Work etc. Act 1974
 - (f) Hypnotism Act 1952
 - (g) Local Government (Miscellaneous Provisions) Act 1976
 - (h) Local Government (Miscellaneous Provisions) Act 1982
 - (i) Public Health Act 1936
 - (j) Riding Establishments Act 1964
 - (k) Town Police Clauses Act 1847
 - (l) Transport Act 1985
 - (m) Vehicle (Crime) Act 2001
3. To exercise functions under the Licensing Act 2003
4. In relation to the Gambling Act 2005, where no representations have been received or withdrawn:
 - (a) To authorise officers pursuant to section 304;
 - (b) To determine applications for premises licenses;

- (c) To determine applications for variation of premises licenses;
 - (d) To determine applications for transfer of premises licenses;
 - (e) To determine applications for a provisional statement;
 - (f) To determine applications for club gaming or club machine permits;
5. In respect of the Gambling Act 2005 and subordinate legislation:
- (a) Power to exchange information;
 - (b) Power to provide information to the Gambling Commission;
 - (c) Power to exercise functions relating to the registration and regulation of small lotteries.
6. To undertake the following functions in respect of the licensing of sex establishments under the provisions of Part II and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in accordance with the Council's Policy:
- (a) Determining applications for grant, renewal, transfer or variation of a licence where no relevant objections have been received;
 - (b) Cancellation of licence;
 - (c) Enforcement of the provisions of Part II and Schedule 3.
7. To perform the duties as indicated in the list of delegations to the Corporate Director Resources, Corporate Director Communities and Corporate Director Environment.

Executive Functions Delegated to the Head of the Contact Centre and ICT Services (interim arrangement)

To discharge any executive function falling within the area of responsibility of the Head of the Contact Centre and ICT Services including, but not limited to, the functions set out in the paragraphs below.

1. To administer the calculation and payment of housing benefit and localised council tax support including the award of discretionary housing payments.
2. To authorise the investigation and prosecution of offences pursuant to the Council Tax Reduction Scheme (Detection of Fraud and Enforcement) (England) Regulations 2013 (in consultation with the legal team) and to agree the relevant sanctions and administrative penalties for use in the recovery of any overpayments of housing benefit and council tax support.
3. To take all necessary steps to undertake the calculation, collection, administration and recovery of Council Tax and Non-domestic rates, including the award of reliefs, the granting of discounts and dealing with appeals, in accordance with the Local Government Finance Act 2012, 1992 and 1988 (as amended from time to time) and government regulations and guidance.
4. To impose or quash penalties in accordance with Section 11 of the Local Government Finance Act 1992 (council tax discounts).

5. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving a grant or renewal of a RIPA authorisation or notice and to represent to the Council in making such an application.

Non-Executive Functions Delegated to the Head of the Contact Centre and ICT Services (interim arrangements)

1. To approve the naming of streets and the numbering of properties under Section 17 and 18 respectively of the Public Health Act 1925.

Executive Functions Delegated to the Head of Governance and Business Support

To discharge any executive function falling within the area of responsibility of the Head of Governance and Business Support including, but not limited to, the functions set out in the paragraphs below.

1. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal Services Manager and any member of the Council's Management Team.
2. To determine whether or not land and/or property nominated as an 'asset of community value' under the provisions of Part 5, Chapter 3 of the Localism Act 2011 will be included in the Council's list of Assets of Community Value.
3. To submit reports, as the Council's designated Data Protection Officer, to the Information Commissioner's Office on breaches of the General Data Protection Regulations.

Non Executive Functions Delegated to the Head of Governance and Business Support

To discharge any non-executive function falling within the area of responsibility of the Head of Governance and Business Support including, but not limited to, the functions set out in the paragraphs below.

1. To appoint members to the Independent Remuneration Panel.
2. To appoint Independent Members to the Audit Committee should legislation require this.
3. To convene a panel of any three councillors who are not in the Cabinet and have received the relevant training or can attend the required training before the appeal hearing takes place (and wherever practically possible to ensure that two are from the majority group and one from the minority group) to consider employment appeals in accordance with Council procedures.
4. To convene a panel comprising of any three members of the Licensing Committee to consider applications for appeals where under Licencing Act legislation it is necessary or appropriate for decisions to be made by a panel or sub-committee rather than the full Licensing Committee.

5. To make minor changes to the Constitution to correct clerical mistakes, make factual amendments (including changes to job titles) to comply with the law or reflect decisions made by or on behalf of the Council (as provided in Article 19.02 of the Constitution).

Executive Functions Delegated to the Head of Planning Services

To discharge any executive function falling within the area of responsibility of the Head of Planning including, but not limited to, the functions set out in the paragraphs below.

1. To authorise the making of a direction under Article 4 of the Town and Country Planning General Permitted Development Order 1995 after consultation with the relevant Portfolio Holder.
2. To authorise Council employees and other persons acting on behalf of the Council to exercise powers of entry under the National Parks and Access to the Countryside Act 1949, the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990.
3. To be responsible, in consultation with the appropriate Cabinet Portfolio Holder, for all planning matters relating to Neighbourhood Development Plans and Orders under The Neighbourhood Planning (General) Regulations 2012 and the Planning Acts as amended, subject to certain decisions which are controversial or which are subject to objections which are not withdrawn.

The exception is the adoption of a Neighbourhood Development Plan or Order, which is reserved for Full Council.

The Head of Planning Services shall be free to refer any matter or decision to the appropriate Cabinet Portfolio Holder or to full Cabinet (as appropriate) for determination. The Head of Planning Services shall ensure that care is taken to identify any case within his/her delegated authority where unusual circumstances or other reasons suggest the desirability of Councillor consideration. To assist in this process, the Cabinet Portfolio holder will be kept up to date of forthcoming decisions on Neighbourhood Planning matters.

Note: An explanatory schedule, setting out the stages in the Neighbourhood Development Plan process at which a decision will need to be taken, is attached as an Appendix to this Scheme of Delegation.

4. To give written and issue community protection notices under the Anti-Social Behaviour, Crime and Policing Act 2014.

Non-Executive Functions Delegated to the Head of Planning Services

To discharge any non-executive function falling within the area of responsibility of the Head of Planning including, but not limited to, the functions set out in the paragraphs below.

1. To determine of all forms of applications for permission, approval, consent, certificates and prior approvals/notifications, consultations and other determinations made under Town and Country Planning legislation, including legislation relating to listed buildings, conservation areas and hazardous substances, unless:
 - (a) A ward councillor representing the ward within which the application site lies or a ward councillor representing an adjoining ward has requested that the application be considered by the Planning Committee, subject to the request being received by the Head of Planning Services within 10 working days of the date of the email providing members with a link to the weekly list of planning applications, which includes the planning application requested.

Note: this exception shall only apply to applications for Planning Permission or Advertisement Consent and does not apply to resubmitted applications where no substantial change has been made to the original application which was refused or withdrawn. Where the councillor requesting the determination by Planning Committee is unable to attend the meeting to speak, consideration of a letter from that councillor will be at the discretion of the Chairman of the Committee.
2. To determine any matter relating to fees arising on applications under the Town and Country Planning Act 1990 subject to compliance with statutory provisions and Council policy.
3. To decline to determine repetitive applications for planning permission under the Town and Country Planning Act 1990, Planning and Compensation Act 1991 and the Town and Country Planning (Control of Advertisements)(England) Regulations 2007.
4. To determine applications for hazardous substances consent under the Planning (Hazardous Substances) Act 1990 and related powers.
5. To determine persons and agencies to be consulted and notified on the making of planning and other applications.
6. To determine whether planning or other applications should be subject to environmental impact assessment and if so, what information should be contained in assessments.
7. To revoke or modify planning permission following consultation with the Chairman or Vice Chairman of Planning Committee under Section 97 of the Town and Country Planning Act 1990.
8. To approve the terms of planning obligations under /Section 106 Town and Planning Country Act 1990 regulating the use or development of land.
9. To serve building preservation notices.
10. To issue discontinuance notices under the Town and Country Planning (Control of Advertisements) Regulations 2007.
11. To issue, vary and withdraw enforcement notices for breach of planning control under the Town and Country Planning legislation.

12. In relation to listed buildings:
 - (a) To issue of listed building enforcement notices;
 - (b) To issue of repairs notices;
 - (c) To Execute urgent works including works in default.
13. To issue stop notices and temporary stop notices.
14. To issue breach of condition notices or planning contravention notices.
15. To Issue completion notices under S94 (2) of the Town and Country Planning Act 1990.
16. To authorise, make and confirm orders under S257 of the Town and Country Planning Act 1990 regarding the stopping up or diverting of footpaths/bridleways, subject to the applicant being responsible for the council's costs and to there being no outstanding objections.
17. To take steps to secure compliance with an enforcement notice either through prosecution, execution of works or by taking any other action under the Town and Country Planning Act 1990, Building Act 1984 and Planning Listed Buildings and Conservation Areas Act 1990 or any Regulation or orders made thereunder.
18. To apply for injunctions restraining a breach of planning control.
19. To take action, serve notices and enforce any notice served under section 215 Town and Country Planning Act 1990.
20. To authorise rights of entry on land under S196A of the Town and Country Planning Act 1990 in relation to potential breaches of planning control.
21. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event on non-compliance with any such notice.
22. For the purposes of the Town and Country Planning (Enforcement Notices and Appeals) Procedure, to make a statement as to whether or not the Council would grant planning permission for the development alleged and, if so, on what conditions.
23. To approve, in consultation with the relevant Portfolio Holder, any update to the Local Development Scheme.
24. To comment whenever the Council is consulted by other public authorities or bodies on development proposals.
25. To make comments to the Planning Inspectorate relating to any proposed nationally significant infrastructure project, within or impacting on the Borough when responses are required to be submitted by the Council within 56 days.

26. In cases of urgency, and after consultation with the relevant Portfolio Holder, to authorise the making of a Direction under Article 4 of the Town and Country Planning (General Permitted Development) Order (1995) as amended.
27. To authorise the execution of works in accordance with Section 54(1) of the Planning (Listed Building and Conservation Areas) Act 1990.
28. To issue notices under Section 55 of the Planning (Listed Building and Conservation Areas) Act 1990.
29. To publish an Annual Monitoring Report.
30. To apply for an injunction in relation to a listed building.
31. To serve listed building preservation notices under S3 and S4 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and related powers.
32. To enter land in Part 2 of the Brownfield Land Register under Regulation 3 of the Town and Country Planning (Brownfield Land Register) Regulations 2017.

Note: the Planning Development Manager is authorised to perform duties set out in paragraphs 1 - 7 and 20 of the Non-Executive Functions above and the Senior Planning Officers (Development Management) are authorised to perform duties set out in paragraph 1 of the Non-Executive Functions above.

Executive Functions Delegated to the Head of Engineering

To discharge any executive function falling within the area of responsibility of the Head of Engineering including, but not limited to, the functions set out in the paragraphs below.

1. Responsibility for relevant tasks and permissive tasks under the Council's residual highways agreement with LCC.
2. To carry out works and place objects and structures on, in or over a highway for the purposes of providing a service for the benefit of the public or a section of the public such as seats, bus stops and shelters under Section 115B of the Highways Act 1980.
3. To take any necessary action under section 25 and 26 of the Local Government (Miscellaneous Provisions) Act 1976 where an excavation is accessible from a highway or place of public resort and is a danger to the public.
4. To arrange for the maintenance of coastal defences, water courses and pumping stations.
5. To exercise powers under the Land Drainage Act 1991.
6. To exercise powers in relation to local flood risk management.
7. To exercise the Council's functions as risk management authority as defined under section 6 of the Flood and Water Management Act 2010.

8. To exercise the Council's functions as designating and responsible authority as defined under Schedule 1 of the Flood and Water Management Act 2010.
9. To serve notices under S25 (maintaining the flow of watercourses) and S28 (cleansing of ditches) of the Land Drainage Act 1991.
10. To arrange maintenance of Fleetwood Ferry Dock and Knott End Landing Stage.
11. To operate the Decriminalised Parking Enforcement System in partnership with LCC and to determine representations and challenges and process appeals.
12. To arrange for the temporary prohibition of traffic on roads and closure of roads.

Non-Executive Functions Delegated to the Head of Engineering

To discharge any non-executive function falling within the area of responsibility of the Head of Engineering including, but not limited to, the functions set out in the paragraphs below.

1. To exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes which fall within the remit of the Engineering Section, including appearance in court:
 - (a) County of Lancashire Act 1984;
 - (b) Highways Act 1980;
 - (c) Public Health Act 1936.
2. To make agreements and orders under S25 and S26 of the Highways Act 1980 regarding the creation of public footpaths.

Executive Functions Delegated to the Head of Housing and Community Services

To discharge any executive function falling within the area of responsibility of the Head of Housing and Community Services including, but not limited to, the functions set out in the paragraphs below.

1. To act on behalf of the Council on all matters relating to the discharge of the housing functions of the Council, which include but are not limited to all functions under the provisions of housing legislation, public and private sector housing, homelessness, the administration of grants for improvement and repair of properties and housing strategy.
2. To receive and consider applications for and to approve or refuse to make grants for disabled facilities and discretionary housing assistance.
3. To assess, advise and where appropriate assist (including the award of discretionary housing assistance) all households presenting themselves as homeless or threatened with homelessness in accordance with relevant legislation and guidance.

4. To exercise the Council's responsibilities in relation to the implementation and administration/operation of the Choice Based Lettings Scheme.
5. To implement and exercise powers confirmed by the following legislation and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, including instigating proceedings and authorising officers under any of the Statutes which fall within the remit of housing, buildings, blight and environmental protection:
 - (a) Building Act 1984;
 - (b) Environmental Protection Act 1990;
 - (c) Homelessness Act 2002;
 - (d) Home Energy Conservation Act 1995;
 - (e) Housing Acts 1985, 1988, 1996 and 2004;
 - (f) Housing Grants Construction and Regeneration Act 1989;
 - (g) Housing Health and Safety Rating System Regulations 2005;
 - (h) Houses in Multiple Occupation Regulations 2006;
 - (i) Local Government and Housing Act 1989;
 - (j) Local Government (Miscellaneous Provisions) Act 1982- section 29;
 - (k) Protection from Eviction Act 1977 (as amended by the Housing Act 1988);
 - (l) Public Health Act 1936 and 1961;
 - (m) Regulatory Reform (Housing Assistance) Order 2002.
6. To issue licences and generally to manage the Council's scheme for the selected licensing of private rented accommodation.
7. To consider the implementation of management orders in respect of void properties and empty dwelling management orders in respect of empty homes.
8. To create, review and maintain an advisory list of building contractors for renovation grants.
9. To approve house renovation grants together with making stage and final payments.
10. In consultation with the Corporate Director Resources, the taking of appropriate enforcement action in relation to Statutory Overcrowding, housing standards including requisition for information, the issuing of Improvement notices, Hazard Awareness Notices, Prohibition Orders, Demolition Orders and Minimal Energy Performance Standards. To exercise Power of entry, power to exercise works, power to purchase dwellings found on appeal to be hazardous and beyond repair at reasonable expense.
11. The taking of action in relation to House in Multiple Occupation (HMO) e.g. duty to licence HMOs where specified, power to implement a registration scheme, power to execute work to remove serious hazards or to remedy neglect of management, power to limit number of occupants, making of a Management Order, powers of entry.
12. Under the Redress Schemes for Letting Agency Work and Property Management Work (Requirement to belong to a scheme etc) (England) Order 2014 to set and impose a penalty charge (to a maximum of £5,000); to undertake the service and

signing of notices; to consider and determine representations and objections; to recover the mandatory penalty through a certificate.

13. To ensure overall management responsibility for the promotion and proper management of the Wyre Community Lottery and for compliance with the regulatory regime as a whole, including holding a lottery operating licence under the Gambling Act 2005.

Non-Executive Functions Delegated to the Head of Housing

1. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice in accordance with s.16 of the Local Government (Miscellaneous Provisions) Act 1976.

Executive Functions Delegated to the Head of Built Environment

To discharge any executive function falling within the area of responsibility of the Head of Built Environment including, but not limited to, the functions set out in the paragraphs below.

1. To make appropriate planning applications on behalf of the Council for any Council owned land and property assets where it is considered that a planning permission for an alternative use would be beneficial to the future management or disposal of the assets provided that the cost of making such an application does not exceed £10,000 per individual asset.
2. To negotiate, agree compensation and acquire properties identified by the Council and approved by Cabinet as appropriate for compulsory purchase under all appropriate Acts of Parliament.
3. To negotiate and agree terms for the granting of leases, licences and tenancy agreements to statutory undertakers for the implementation of infrastructure in accordance with their statutory obligations.
4. To agree terms for the granting, acquisition, variation or extinguishment of easements and wayleaves and where necessary to enter into Licences to enter third party land for the purposes of carrying out works.
5. To deal with all tenancy matters, including leases and licences, where the annual market rent or fee is less than £25,000 and the period of the licence or tenancy does not exceed 30 years.
6. To negotiate, agree terms and document all rent and licence fee reviews for all leases and licences granted by the Council, including serving of notices.
7. To take all appropriate action to recover possession of all land and buildings let by the Council in circumstances where the lessee, tenant or licensee has become bankrupt, insolvent or where such other grounds for forfeiture arise.
8. To approve building plans submitted to fulfil covenants previously imposed by the Council.

9. To deal with applications for variation or release of covenants imposed by the Council or its predecessors on the sale of property.
10. With respect to the shared ownership scheme at Jubilee Drive, Cleveleys:
 - (a) To agree the open market value of the properties for subsequent disposals;
 - (b) To instruct the Valuation Office Agency if necessary;
 - (c) To release the resale covenant to complete the purchase of the dwelling within the two month timescale.
11. To negotiate and agree, in consultation with the Corporate Director of Resources, any dilapidation claim arising from a lease or licence either granted by the Council or held by the Council.
12. To take appropriate action on behalf of the Council's market franchise rights including allowing quality rival markets for periods of not more than 14 days in any one year subject to the payment of a negotiated fee.
13. Subject to prior declaration as surplus to requirements, and observing the requirements of Section 123 of the Local Government Act 1972 to obtain the best price that can reasonably be obtained, to approve:
 - (a) The sale of land and buildings of up to £20,000 in any one case;
 - (b) The sale of property by public auction and to determine the reserve price.
14. To determine all applications under the Building Act 1984 for building regulation approval/rejection including applications for relaxation of Regulations and the following:
 - (a) To exercise the functions set out in Part 1 (power to make building regs) and Part 2 (supervision of building work);
 - (b) Section 24 (means of ingress and egress at certain buildings to which the public have access);
 - (c) Section 77 to 83 (dangerous buildings).
15. In consultation with the Legal Services Manager, to take all relevant enforcement actions under Sections 35 & 36 of the Building Act 1984 and in respect of breaches of the Building Regulations.
16. To exercise the functions set out in Sections 77 to 83 of the Building Act 1984 (Dangerous, ruinous and dilapidated buildings and notices in respect of intended demolition) including the authorisation of works in default.
17. To determine charges within the provisions of the Council's Scheme of Charges for Building Regulation Work.
18. To refuse or accept initial notices, final notices or building notices under the Building Act 1984.

19. To issue completion certificates in appropriate circumstances under the Building Regulations.

Non-Executive Functions Delegated to the Head of Built Environment

To discharge any non-executive function falling within the area of responsibility of the Head of Built Environment including, but not limited to, the functions set out in the paragraphs below.

1. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice in accordance with s.16 of the Local Government (Miscellaneous Provisions) Act 1976.

Executive Functions Delegated to the Head of Environmental Health and Community Safety

To discharge any executive function falling within the area of responsibility of the Head of Environmental Health and Community Safety including, but not limited to, the functions set out in the paragraphs below.

1. In so far as they are executive functions, to exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes, which fall within the remit of the Environmental Health and Community Safety team, including appearance at Court:
 - (a) Animals Act 1971;
 - (b) Animal Health Act 1981;
 - (c) Animal Welfare Act 2006;
 - (d) Anti-social Behaviour, Crime and Policing Act 2014;
 - (e) Breeding and Sale of Dogs (Welfare) Act 1999;
 - (f) Criminal Justice and Police Act 2001 (S 19)
 - (g) Clean Air Act 1993;
 - (h) Control of Pesticides Regulations 1986;
 - (i) Environmental Protection Act 1990;
 - (j) Equality Act 2010 (regarding taxi travel);
 - (k) European Communities Act 1972
EU Food Hygiene Regulations / Statutes as retained EU Law under the European (Withdrawal) Act 2018 as amended by the European Union (Withdrawal Agreement) Act 2020
 - (l) Factories Act 1961;
 - (m) Food Act 1984;
 - (n) Food Safety Act 1990;
 - (o) House to House Collections Act 1939;
 - (p) Licensing Act 2003;
 - (q) Local Government Act 1988;
 - (r) Mobile Homes Act 1983;
 - (s) Motor Salvage Operators Regulations 2002;
 - (t) Noise Act 1996;
 - (u) Noise and Statutory Nuisance Act 1993;
 - (v) Pollution Prevention and Control Act 1999;

- (w) Salmon and Fresh Water Fisheries Act 1923 (Amendment) Act 1964;
 - (x) Slaughter of Poultry Act 1967;
 - (y) Working Time Regulations 1998.
2. To exercise the provisions of an issue notices under Sections 43 and 48 of the Anti-Social Behaviour 2003.
 3. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal Services Manager and any member of the Council's Management Team.
 4. Power to carry out surveillance which is governed by the Regulation of Investigatory Powers Act 2000 as agreed by an authorising officer.
 5. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
 6. To issue simple cautions for Adult Offenders under guidance effective from 13 April 2015.
 7. To give written and issue community protection notices under the Anti-Social Behaviour, Crime and Policing Act 2014.

Non-Executive Functions Delegated to the Head of Environmental Health and Community Safety

To discharge any non-executive function falling within the area of responsibility of the Head of Environmental Health and Community including, but not limited to, the functions set out in the paragraphs below.

1. In so far as they are non-executive functions, to exercise the powers conferred by the following legislation, and any regulations, orders, byelaws or other subsidiary legislation made thereunder and any enactments amending or replacing the same, and to appoint and authorise officers under any of the Statutes, which fall within the remit of the Environmental Health and Community Safety team, including appearance at Court:
 - (a) Animal Boarding Establishments Act 1963;
 - (b) Breeding of Dogs Act 1973;
 - (c) Breeding of Dogs Act 1991;
 - (d) Building Act 1984;
 - (e) Caravan Sites Act 1968;
 - (f) Caravan Sites and Control of Development Act 1960;
 - (g) Clean Air Act 1993;
 - (h) Clean Neighbourhoods and Environment Act 2005;
 - (i) Control of Pollution Act 1974;
 - (j) County of Lancashire Act 1984;
 - (k) Criminal Justice and Public Order Act 1994;
 - (l) Dangerous Dogs Act 1991;
 - (m) Dangerous Wild Animals Act 1976;
 - (n) Deer Act 1991;

- (o) Environmental Protection Act 1990;
- (p) Environmental Act 1995;
- (q) European Communities Act 1972 (re enforcement of the European Food Hygiene Regulations;
- (r) EU Food Hygiene Regulations / Statutes as retained EU Law under the European (Withdrawal) Act 2018 as amended by the European Union (Withdrawal Agreement) Act 2020
- (s) Food and Environment Protection Act 1985;
- (t) Food Safety Act 1990;
- (u) Gambling Act 2005;
- (v) Game Act 1831;
- (w) Guard Dogs Act 1975;
- (x) Health Act 2006 and 2009;
- (y) Health and Safety at Work Act 1974;
- (z) Hypnotism Act 1952;
- (aa) Licensing Act 2003;
- (bb) Local Government and Housing Act 1989;
- (cc) Local Government (Miscellaneous Provisions) Act 1976;
- (dd) Local Government (Miscellaneous Provisions) Act 1982;
- (ee) Materials and Articles in Contact with Food Regulations 2012;
- (ff) Mobile Homes Act 1983 and 2013;
- (gg) National Assistance Act 1948;
- (hh) Noise and Statutory Nuisance Act 1993;
- (ii) Offices, Shops and Railway Premises Act 1963;
- (jj) Pet Animals Act 1951;
- (kk) Poisons Act 1972;
- (ll) Police, Factories etc. (Miscellaneous Provisions) Act 1916;
- (mm) Prevention of Damage by Pests Act 1949;
- (nn) Public Health Act 1936;
- (oo) Public Health Act 1961;
- (pp) Public Health (Control of Diseases) Act 1984;
- (qq) Rehabilitation of Offenders Act 1974 (in relation to enforcement of taxi licensing);
- (rr) Riding Establishments Act 1964;
- (ss) Riding Establishments Act 1970;
- (tt) Scrap Metal Dealers Act 2013;
- (uu) Slaughterhouses Act 1974;
- (vv) Sunday Trading Act 1994;
- (ww) Town Police Clauses Act 1847;
- (xx) Transport Act 1985;
- (yy) Vehicles (Crime) Act 2001;
- (zz) Water Industry Act 1991;
- (aaa) Water Resources Act 1991;
- (bbb) Zoo Licensing Act 1981.

2. To determine any action in accordance with the Policy for Taxi Licensing Enforcement.
3. After consultation with the Chairman of Licensing Committee, to revoke or suspend licences relating to hackney carriages, private hire vehicles, their operators or drivers.

4. To issue and serve notices requiring information as to the ownership, occupation and use of any land and to authorise proceedings in the event of non-compliance with any such notice.
5. To exercise functions under the Licensing Act 2003.

Executive Functions Delegated to Compliance Manager and Senior Compliance Officers

To discharge any executive function falling within the area of responsibility of the Compliance Manager and Senior Compliance Officers including, but not limited to, the functions set out in the paragraphs below.

1. To make an application to a Justice of the Peace, in accordance with the Protection of Freedoms Act 2012, seeking an order approving the grant or renewal of a RIPA authorisation or notice and to represent the Council in making such an application.
2. Power to carry out surveillance which is not governed by the Regulation of Investigatory Powers Act 2000 subject to confirmation with the Legal Services Manager and any member of the Corporate Management Team.
3. Power to carry out surveillance which is governed by the Regulation of Investigatory Powers Act 2000 as agreed by an authorising officer.

APPENDIX TO PARAGRAPH 3 OF THE EXECUTIVE FUNCTIONS DELEGATED TO THE HEAD OF PLANNING SERVICES RELATING TO NEIGHBOURHOOD PLANNING

Explanatory Schedule – expected stages where a decision will be required

Decision Required	Process to be undertaken	Proposed Scheme of Delegation	Comments
<p>Designation of a Neighbourhood Forum</p> <p><i>(Neighbourhood Planning Regulations 2012 - Regulations 9 -10) as amended 2016</i></p>	<p>Following receipt of the Neighbourhood Forum application, the local planning authority will undertake a six week consultation on the application.</p> <p>Representations submitted to the consultation will be considered when determining the application.</p> <p>The following time limits apply for determining a Neighbourhood Forum Application depending upon circumstances:</p> <ul style="list-style-type: none"> • 6 week consultation with a further 14 weeks to make a decision (20 week overall limit) – this applies when the Neighbourhood Forum Application falls within two or more local planning authorities. • 6 week consultation with a further 7 weeks to make a decision (13 week overall 	<p>Decision to designate the Neighbourhood Forum is delegated to the Head of Planning Services, unless objections are received and not withdrawn, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>This stage would only apply for non-parished areas that are undertaking Neighbourhood planning.</p>

	limit) – this applies in all other cases.		
<p>Designation of a Neighbourhood Area</p> <p><i>(Neighbourhood Planning Regulations 2012 - Regulations 5A, 6 -7, as amended 2015 and 2016)</i></p>	<p>Following receipt of the Neighbourhood Area application, the local planning authority will undertake a consultation on the application.</p> <p>Representations submitted to the consultation will be considered when determining the application.</p> <p>The following time limits apply for determining a Neighbourhood Area Application depending upon circumstances:</p> <ul style="list-style-type: none"> • 6 week consultation with a further 7 weeks to make a decision (13 week overall limit) – this applies when the Neighbourhood Area Application does not relate to the whole parish (and does not cover more than one local planning authority) or where the application is submitted by a Neighbourhood Forum; • 6 week consultation with a further 14 weeks to make a decision (20 week overall limit) – this applies when the Neighbourhood Area 	<p>Decision to designate the Neighbourhood Area is delegated to the Head of Planning Services, unless a consultation stage is required and objections are received and not withdrawn, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The majority of Neighbourhood Area applications are expected to be straightforward and submitted by a Parish/Town Council for the whole parish. For such applications, there is a default approval of the Neighbourhood Area unless some or all of the proposed area has already been designated or pending determination through a separate proposal.</p> <p>For other applications as the majority of Neighbourhood Area Applications are not expected to be controversial, the proposed scheme of delegation will make it easier for the local planning authority to meet the target dates and also prevent unnecessary delay in the local planning authority issuing a decision.</p>

	<p>Application falls within two or more local planning authorities.</p> <p>Where a Neighbourhood Area application is submitted by a parish council for the whole of the parish council's administrative area, consultation on the application is not required, the local planning authority will designate the Neighbourhood Area in accordance section 61G of the 1990 Town and Country planning Act</p>		
<p>Signing off the local planning authority's representations on the pre submission draft</p> <p><i>Note: This is not a regulatory requirement but is considered best practice</i></p>	<p>The qualifying body is required to notify the local planning authority of the pre submission consultation. It is considered best practice for the local planning authority to submit representation at the pre submission stage to assist in Plan preparation.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan and its content is considered to be controversial or of significant public interest in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The majority of Plans are not expected to be controversial and the aim of the local planning authority submitting comments on the pre submission draft is to assist the qualifying body in finalising the submission version for examination. It will also highlight potential areas for improvement to assist in the operation of the adopted Plan.</p>
<p>Publicising the Plan Proposal and submission to examination</p> <p><i>(Neighbourhood Planning Regulations 2012 - Regulations 16 -17) as amended 2017 and 2018</i></p>	<p>The local planning authority is required to publicise the submission version when it is satisfied that the Plan submitted is valid and should be accepted and publicised.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan is invalid and should not be published, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The local planning authority need to check that the submission Plan accords with the requirements set out in regulation 15 of the Neighbourhood Planning Regulations 2012 as amended 2017 and 2018.</p>

<p>Signing off the local planning authority's representations on the submission draft</p> <p><i>Note: This is not a regulatory requirement but is considered best practice</i></p>	<p>It is considered best practice for the local planning authority to submit representation at the submission stage.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan and its content is considered to be controversial or of significant public interest in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>The majority of Plans are not expected to be controversial. The local planning authorities' representations on the submission Plan will be considered by the independent examiner and representation should address any outstanding areas or concern, this can also include support for the proposals.</p>
<p>Whether the local planning authority declines or accepts a repeat proposal</p> <p><i>(Schedule 4B of the Town & Country Planning Act 1990)</i></p>		<p>Decision delegated to the Head of Planning Services, unless it is recommended that the repeat proposal should be declined, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>A repeat proposal is one where in the last two years, the local planning authority has refused to take forward a Plan or Order to referendum after examination or where a Plan or Order has failed at referendum.</p>

<p>Appointment of an examiner <i>(Schedule 4B of the Town & Country Planning Act)</i></p>	<p>A suitably qualified independent examiner should be appointed in consultation with the relevant qualifying body.</p>	<p>Decision delegated to the Head of Planning Services, unless the qualifying body objects to the appointment and the objection is not withdrawn, in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>Appointment of an examiner is undertaken in consultation with the relevant qualifying body and an objection is not envisaged.</p>
<p>Actions to take following receipt of an Examiner's report and consideration of modifications. <i>(Schedule 4B of the Town & Country Planning Act 1990)</i></p>	<p>On receipt of the examiner's report, the local planning authority will have to consider the recommendations of the examiners' report, including whether the Plan meets the basic conditions and whether it can proceed to referendum.</p>	<p>Decision delegated to the Head of Planning Services, unless in his/her opinion the draft Plan and its content is considered to be controversial or of significant public interest in which case the decision will be made by the Cabinet Portfolio Holder.</p>	<p>It is envisaged that officers' and the qualifying body will have to jointly consider the recommendations. It will be the local planning authorities decision whether the Plan proceeds to referendum.</p>
<p>Whether to make (adopt) a Neighbourhood Development Plan or Order following Referendum <i>(Section 38A of the Planning & Compulsory Purchase Act, 2004).</i></p>	<p>Adopting the neighbourhood plan/order as part of the Development Plan is a decision that has to be taken by Full Council.</p>	<p>The decision is reserved for Full Council.</p>	<p>Decisions of this nature are reserved for Full Council. The Council needs to determine whether the 'making' of the Plan would be in breach, or otherwise be incompatible with any EU or human rights obligations.</p>