

## CONSTITUTION – PART 3 – TABLE 3.04

<b>ENVIRONMENTAL SERVICES</b>			
<b>1. <u>Cemeteries / Crematorium</u></b>			
<b>Subject</b>	<b>Detail</b>	<b>Delegated by:</b>	<b>Delegated to:</b>
Cemeteries & Crematorium	To deal with day-to-day cemetery and crematorium matters.	Executive Committee	Executive Director Leisure, Environmental & Community Services/Head of Env'tal Services/Env'tal Services Manager/ Bereavement Services Manager
Memorial Masons Registration Scheme	To make decisions in accordance with the Memorial Masons Registration Scheme presented to Executive Committee on 25th September 2002 and approved by Council on 21st October 2002.	Executive Committee.	Executive Director Leisure, Env'tal & Community Services/Head of Env'tal Services /Env'tal Services Manager/ Bereavement Services Manager
Unsafe Monuments	To make decisions and take appropriate action in respect of unsafe memorials in the Abbey, Edgioake and Plymouth Road Cemeteries in accordance with Council policy. <del>the recommendations of the Executive Committee on 12th February 2003 and 26th February 2003 and approved by the Council on 14th April 2003.</del>	Executive Committee.	Executive Director Leisure, Environmental & Community Services/Head of Environmental Services / Bereavement Services Manager

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<b>2. <u>Grounds Maintenance &amp; Landscaping</u></b>			
<b><u>Subject:</u></b>	<b><u>Detail:</u></b>	<b><u>Delegated by:</u></b>	<b><u>Delegated to:</u></b>
Grounds Maintenance & Landscaping	Day-to-day management of all Council-owned parks, woodlands and open spaces.	Executive Committee.	Executive Director Leisure, Environmental & Community Services / Head of Environmental Services / Head of Leisure & Culture/Env'tal Services Manager

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<b>3. <u>Highways</u></b>			
<b><u>Subject:</u></b>	<b><u>Detail:</u></b>	<b><u>Delegated by:</u></b>	<b><u>Delegated to:</u></b>
Dedication of Land	Acceptance of offers of dedication of land for highway purposes.	Executive Committee.	Executive Director Leisure, Environmental & Community Services, in consultation with County Council
New Street Byelaws	Issue of consents under New Street Byelaws following approval of applications by the Executive Committee	Exec.	Executive Director Leisure, Environmental & Community Services, in consultation with County Council
Licences to Plant trees / Dangerous Trees	Issue of licences to plant trees, shrubs etc. and to deal with dangerous trees in a highway.	Executive Committee.	Executive Director Leisure, Environmental & Community Services, in consultation with County Council

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Action – Highways Act 1989	To take action in accordance with Highways Act 1989 Sections 219 – 225.	Executive Committee.	Executive Director, Leisure, Environmental & Community Services / Principal Solicitor, in consultation with County Council
Street Signs and Bus Stops	Siting of street signs and bus stops	Exec.	Executive Director, Leisure, Environmental & Community Services /Head of Environmental Services
Street Furniture	Siting of street furniture other than bus shelters	Exec.	Executive Director, Leisure, Environmental & Community / Head of Environmental Services
Land Drainage	To carry out the Council's function under the Land Drainage Act 1991 and <i>Flood and Water Management Act 2010</i>	Exec.	Executive Director, Leisure, Environmental Services & Community / Head of Environmental Services
Traffic Management	To approve or otherwise, local traffic management proposals and associated works	Exec.	Executive Director, Leisure, Environmental & Community / Head of Environmental Services in consultation with

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			Worcestershire County Council
Road Closures	To deal with applications for temporary road closures for special events.	Executive Committee.	Director of Leisure, Culture Environment & Community / Head of Environment
Orders – Town Police Clauses Act	To make, in appropriate cases, Orders under Section 21 of the Town Police Clauses Act 1847	Executive Committee.	Principal Solicitor

## SCHEME OF DELEGATION TO OFFICERS

<b>4. <u>Waste Management</u></b>			
<b><u>Subject:</u></b>	<b><u>Detail:</u></b>	<b><u>Delegated by:</u></b>	<b><u>Delegated to:</u></b>
Abandoned Vehicle Notices	To issue abandoned vehicles notices under the Refuse Disposal (Amenity) Act 1978	Executive Committee.	Head of Environmental Services
Fixed Penalty Notices – Environmental Protection Act	To exercise the powers, including the issuing of Fixed Penalty Notices, within Section 47ZA of the Environmental Protection Act 1990.	Executive Committee	Head of Environmental Services or his/her nominee(s)
Abandoned Vehicles	Removal, storage and disposal of abandoned vehicles.	Executive Committee.	Executive Director, Leisure, Environmental & Community Services/ Head of Environmental Services / Waste Management Manager
Vehicle Amnesties	To organise vehicle amnesties as and when required.	Exec.	Head of Environmental Services/ Waste Management Manager
Allotments – Notices to Quit, etc.	To sign notices to quit and tenancy agreements relating to allotments <b>Moved to Leisure and Culture</b>	Executive Committee.	Director of Leisure, Culture Environment & Community / Head of Environment
Garden Waste - Charges	To set and/or vary the level of charges for the opt-in chargeable garden waste collection service, in relation to the overall agreed	Executive Committee	Head of Environmental Services, following

**SCHEME OF DELEGATION TO OFFICERS**

	annual charge.		consultation with Portfolio Holder for Local Environment
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<b>5. Home Energy and Conservation</b>			
<b><u>Subject:</u></b>	<b><u>Detail:</u></b>	<b><u>Delegated by:</u></b>	<b><u>Delegated to:</u></b>
Home Energy Conservation Reports	Home Energy Conservation Act 1996 - to prepare, publish and submit to the Secretary of State, the Council's Home Energy Conservation Reports.  <i>Moved from Regulatory Services</i>	Executive Committee.	Executive Director Leisure, Environmental & Community Services / Head of Environmental Services /