CHIEF EXECUTIVE'S OFFICE AND CORPORATE DELEGATIONS

1. <u>Miscellaneous</u> See service-specific delegations elsewhere

Subject	Detail	Delegated by:	Delegated to:
Secretariat / Civic Support	To agree expenditure in relation to civic support / civic events.	Council	[Chief Executive]
Town Twinning	To agree expenditure in relation to town-twinning events, based on the principle of equitable sharing of available funds over time between the Borough's link towns, but with variation permitted to deal with exceptional events / activity.	Executive Committee	[Chief Executive]
Legal Proceedings – Occupation of Council Land	To pursue legal proceedings (whether by possession action, injunction or otherwise) to recover possession of Council-owned land occupied without consent, or to secure the removal from other land (not in the Council's ownership) of a person or persons (and his/her/their possessions, including motor or other vehicles) occupying such land without, or in contravention of, any authority or consent (statutory or otherwise), or to prevent or stop any activity in contravention of legislation which it is the responsibility of the Council to administer or enforce.	Council / Executive Committee	[Chief Executive] or in his/her absence the [Duty Officer (Deputy Chief Executive)] or in his/her absence – [another Director]
Flags	To agree variations to approved protocols for the flying of flags at the Town Hall.	Executive Committee	[Chief Executive] following consultation with [Portfolio Holder for Performance, Engagement and Governance]
National Care Standards – Responsible Individual	To identify and notify the National Care Standards Commission of the "Responsible Individual" for the purposes of the Care Standards Act 2000. See Community Services delegations for reference to the	Council	[Chief Executive]

	registered provider and manager.		
Returning Officer / ERO Functions	To fulfil the duties of Returning Officer and Electoral Registration Officer for Redditch in accordance with statute.	External / Council	[Chief Executive]
Urgent Business	To determine urgent matters where there is insufficient time to convene a meeting of the Council, Executive or other Committee, or it would be disproportionate to do so in relation to the scale of the decision required.	Council or Executive Committee/Leader as appropriate	[Chief Executive] following consultation with the [Executive/Leader], [S 151 Officer] and the [Monitoring Officer].
General Delegations	1) In the absence of the Chief Executive, to exercise the various specific delegations (referred to elsewhere within Scheme of Delegations to Officers, etc.) 2) In the absence of the Chief Executive, to exercise the Proper Officer functions which are the responsibility of the Chief Executive. 3) In the absence of the relevant Director, to exercise the various specific delegations set out in the Scheme, except in circumstances where statute debars such action. 4) To reply on the Council's behalf, where time limits require, to all consultations from adjoining local authorities, the County Council, the LGA, the Government and other bodies. 5) Other than as detailed elsewhere in this Scheme of	Council / Executive Committee Council / Executive Committee Council / Executive Committee Council / Executive Committee Executive Committee	[Duty Officer (Deputy Chief Executive)] [Deputy Chief Executive] or [other Chief Executive Nominee] [Chief Executive]/ [Duty Officer (Deputy Chief Executive)] Directors / relevant 3rd and 4th Tier Officers [Chief Executive]/ [Deputy Chief Executive]/ Directors

	Delegation to Officers and subject to the agreed policy of the Council to accept bookings of all other Council accommodation.		
Miscellaneous delegations	To apply for Licences, on behalf of the Council.	Executive Committee	Directors/Officers authorised by Directors
Civil Emergencies	1. To act in accordance with the delegated procedures set out in the Emergency Plan. 2. To enable Officers to undertake appropriate communications activity during an emergency without recourse to Members, should the situation require an immediate response. 3. To take any action and to incur expenditure essential to meet any immediate needs created by an emergency in accordance with the Financial Regulations. 4. To take any decisions, including key decisions, where any delay in taking the decision would seriously prejudice the Council's or the public interest to the extent that it is appropriate to exercise emergency powers. The Chief Executive will report any such decision to the next meeting of Council.	Executive Committee / the Leader	[The Chief Executive], [Deputy Chief Executive], Executive Directors and Directors, following consultation with the Leader or, in his/her absence, the Deputy Leader
2. <u>Proper Officer Delegations</u>			

Subject:	Detail:	Delegated by:	Delegated to:
Council Summons	To sign summonses to Council Meetings and to receive notices regarding addresses to which summons to meeting is to be sent under provisions of paragraphs 4(2)(b) and 4(3) of Schedule 12 to the Local Government Act 1972.		[Chief Executive] or in his/her absence the [Monitoring Officer]
Local Government Act 1972	To be appointed "Proper Officer" in relation to the following provisions of the Local Government Act 1972: a. Sections 83(1) to (4) - Witness and receipt of acceptance of office b. Section 84 – Receipt of declaration of resignation of office c. Section 86 - authority, to declare the office of Councillor vacant immediately after a person has ceased to be a Councillor where s/he has not attended a Council or Committee meeting for six months or more. d. Section 89 (1) (b): Receipt of notice of casual vacancy from two local electors e. Section 229(5): Certification of photographic copies of document f. Sections 234(1) and (2): Authentication of documents		a. [Chief Executive] b. [Chief Executive] c. [Chief Executive] d. [Assistant Director of Legal, Democratic and Procurement Services] e. [Assistant Director of Legal, Democratic and Procurement Services] f. [Assistant Director of Legal,

			Democratic and Procurement Services]
	g. Section 88 (2): Convening of meeting to fill casual vacancy in the office of Mayor		g. [Chief Executive]
	h. Section 210 (6) and (7): Charity functions of holders of offices with existing authorities transferred to holders of equivalent office with new authorities, or, if there is no such office to "Proper officers".		h. [Assistant Director of Legal, Democratic and Procurement Services]
	i. Section 212(1) and (2): Proper Officer to act as Local Registrar for Land Charges Act 1925		i. [Assistant Director of Legal, Democratic and Procurement Services]
	j. Section 225: Deposit of documents		j. [Assistant Director of Legal, Democratic and Procurement Services]
	k. Section 236(9): To send copies of byelaws for parish records		k. [Assistant Director of Legal, Democratic and Procurement Services]
	l. Section 236(10): To send copies of byelaws to the County Council		l. [Assistant Director of Legal, Democratic and Procurement Services]
	m. Section 238: Certification of byelaws		m. [Director of Finance]
	n. Section 228 (3): Accounts of		

	"any Proper Officer" to be open to inspection by any member. o. Section 191: Function with respect to ordnance survey p. Sections 115(2) and 146(1)(a) and (b): Receipt of money due from officers declaration and certificates with regard to securities q. Section 151		n. [Assistant Director of Planning, Leisure and Culture Services] o. [Assistant Director of Planning, Leisure and Culture Services] p. [Director of Finance] q. [Director of Finance]

3. Regulation of Investigatory Powers Act (RIPA)			
Subject:	**Detail:**	**Delegated by:**	**Delegated to:**
	1. To review, revise and update the Council's RIPA policy.	1 – 7 Council	1. [Assistant Director of Legal, Democratic and Procurement Services.]
	2. Under the provisions of Part 1 chapter 2 of the Regulation of Investigatory Powers Act 2000 relating to the Accessing of Communications Data, to appoint officers to act as SPOCs (Single Point of Contact).		2. [Assistant Director of Legal, Democratic and Procurement Services]
	3. To grant authorisations, subject to approval by the Magistrate's Court, under the Regulation of Investigatory Powers Act (RIPA) 2000 to conduct covert surveillance.		3. Directors authorised to do so under Appendix 2 of the RIPA policy.
	4. In relation to requests for Directed Surveillance, including authorisation as referred to above, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation		4. Directors authorised to do so under Appendix 2 of the RIPA policy.
	5. In relation to requests for Covert Human Intelligence Sources where the source is aged under 18, to sign all necessary documents and forms whether by way of Authorisation, Review, or Cancellation.		5. [Chief Executive] or in his absence the [Deputy Chief Executive].
	6. To maintain the central record of documents relating to RIPA policy, including authorisations.		6. The Information Management Team under the supervision of the [Assistant Director of Corporate

	7. To carry out all necessary action to ensure that the Office of Surveillance Commissioners is satisfied with the Council's Policy and Procedures in respect of RIPA.		Services and Transformation]. 7. [Assistant Director of Legal, Democratic and Procurement Services].