



## **Report - Policy and Resources Committee**

### **Scheme of Delegations, Standing Orders and the Project Procedure**

*To be presented on Thursday, 1<sup>st</sup> May 2014  
To the Right Honourable The Lord Mayor, Aldermen and Commons  
of the City of London in Common Council assembled.*

#### **Summary**

1. This report considers a number of facets relating to the City Corporation's Corporate Governance, namely, a review of the Scheme of Delegation, a proposed change to Standing Orders and changes to the Project Procedure.
2. The Scheme of Delegation has not been subject to a comprehensive review for a number of years. The modifications now proposed principally reflect legislative changes which have occurred over the years and changes to the City Corporation's policies which were not previously incorporated. The Framework of Delegations (last considered as part of the Governance Review) has also been incorporated into the Scheme of Delegation. All service committees have now considered those elements of the Scheme for which they have responsibility and their suggestions have been incorporated into the Scheme. A copy of the revised Scheme is attached to this report as Appendix 1.
3. The drive for efficiency savings including the Corporate Asset Realisation Programme and, more recently, Service Based Reviews have highlighted the need for the City Corporation to be effective in identifying those assets which are surplus to requirements. Whilst there are already a number of groups considering the efficient and effective use of assets and resources it is felt that this work would be assisted by a change to Standing Orders formalising the process for identifying assets as surplus.
4. The Project Procedure was approved by the Court of Common Council in November 2011. It has now been reviewed and a number of alterations are proposed to bring the Procedure up to date, including the introduction of a new Gateway, Gateway 0, to reflect the importance of projects featuring in departmental business plans and to encourage departments to capture

forthcoming projects as early as possible i.e. prior to submission to the Corporate Projects Board. An updated version of the Project Procedure is attached to this report as Appendix 2.

## **Recommendations**

5. It is recommended that:-

- a) the revised Scheme of Delegation be approved as set out in Appendix 1 of this report;
- b) to formalise the process for Chief Officers and Committees identifying assets as surplus the following new provision be included to Standing Orders:-

### ***55. Identification of Property Assets Surplus to Departmental Requirements***

*(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub-Committee.*

*(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub-Committee. This does not apply where lettings are an integral part of the service e.g. market or housing tenancies*

- c) the revised Project Procedure be approved as set out in Appendix 2 of this report.

## **Main Report**

### **Background**

1. The purpose of this report is to consider a number of facets relating to the City Corporation's Corporate Governance, namely, the Scheme of Delegation, Standing Orders and the Project Procedure with the aim of bringing these elements up to date.
2. As a corporate body all decisions are vested in the Court of Common Council. To facilitate the administration of the City Corporation's many and complex functions, the Court delegates the majority of its functions to its Committees and Officers. The Committee Terms of Reference set out the functions delegated to Committees whilst the Scheme of Delegation sets out those functions which have been delegated to officers.

### **Scheme of Delegation and Current Position**

3. In addition to the Scheme of Delegation, there is also a Framework of Delegation. The general powers provided by the Framework were considered as part of the Governance Review in 2011 whilst the Scheme of Delegation has not been subject to a comprehensive review for a number of years. As a

result certain sections of the Scheme have become out of date as legislation and corporate policy has changed.

4. The existence of both the Scheme of Delegation and Framework of Delegation is confusing and there is the potential for different interpretations to be reached when considering the documents separately. The two papers have therefore been combined to provide one comprehensive document.
5. The Scheme of Delegation has now been reviewed and all service committees have had the opportunity to consider the elements for which they have responsibility. A number of changes are proposed which on the whole reflect changing legislation, corporate policy and operational needs. Where new powers are proposed to be delegated, these are highlighted. A copy of the revised Scheme is attached to this report as Appendix 1.
6. As a matter of good governance the City Corporation should review its Scheme of Delegation regularly, update it where appropriate and ensure it is publicly available.

### **Proposed Revisions**

7. Most of the proposed changes to the Scheme are intended to bring the Scheme into line with current legislation, corporate policy and current operational needs. Some of the changes it now incorporates are as follows:-
  - **General Conditions of Delegation:** A section on Health and Safety has been added in line with the City Corporation's policies.
  - **Staffing Matters:** A number of changes have been made to bring the Scheme in line with current HR policies and procedures.
  - **Town Clerk & Chief Executive:** Changes have been made to provide greater clarity in respect of elections and the Town Clerk's role as a Proper Officer.
  - **City Surveyor:** Sections have been added in respect of Property Maintenance and the Blue Plaque Scheme to reflect current activity.
  - **Director of Community & Children's Services:** Substantial changes have been made in respect of Social Services, Mental Health Services, Services for Children and Education Matters. These reflect the significant changes in the services and the legislative landscape which has taken place since the Scheme was last updated.
  - **Director of the Built Environment:** The Scheme of Delegations was not brought into line with the departmental changes which took place in 2011 and there are therefore substantial changes proposed to reflect this.

- **Director of Open Spaces:** The changes reflect the governance review changes to Committees.
  - **City Schools:** The powers of the Head Teacher of the City of London's Freeman's School have been brought into line with those of the other two City Schools. Various changes have been made to update the delegations in line with corporate policy.
  - **Principal of the Guildhall School:** Previously the Scheme did not reflect the fact that the Principal was granted delegated powers by the Court of Common Council in 2005.
8. It should be noted that the Remembrancer and Managing Director of the Barbican Centre do not have any specific powers delegated to them other than those general powers delegated to Chief Officers. This position has been reviewed by both the Remembrancer and the Managing Director and neither felt that they required any additional powers in order to exercise their functions effectively. This matter will be kept under review.

#### **Standing Orders – declaring assets surplus**

9. The drive for efficiency savings including the Corporate Asset Realisation Programme and, more recently, Service Based Reviews have highlighted the need for the City to more effectively identify those assets which are surplus to departmental need so they can be considered for alternative uses or disposal.
10. There are already a number of groups considering the efficient and effective use of assets and resources and it is felt that this work would be assisted by a change to Standing Orders which formalises the process for Chief Officers and Committees identifying assets as surplus.
11. It is proposed to add the following new provision to Standing Orders:-

#### ***55. Identification of Property Assets Surplus to Departmental Requirements***

*(1) Committees are required to consider the effective and efficient use of all operational property assets. This will be monitored by the Corporate Asset Sub-Committee.*

*(2) Where assets are no longer required, in whole or in part, for the provision of operational services for which they are currently held, a report on the circumstances must be made to the Corporate Asset Sub-Committee. This does not apply where lettings are an integral part of the service e.g. market or housing tenancies*

#### **Project Procedure**

12. The Project Procedure was approved by the Court of Common Council in November 2011. It has now been reviewed in detail by the Projects Sub-

Committee and a number of alterations are proposed to bring the Procedure up to date.

### **Gateway 0**

13. New provision has been made in the procedure to reflect the practice which has been developed of capturing forthcoming projects on the Project Vision as “Gateway 0” prior to their submission to the Corporate Property Board.

### **The Role of Finance Committee**

14. It is proposed that the role of Finance Committee should change in that it will now receive periodic updates on the City Corporation’s capital expenditure rather than being part of the routine approval process for projects over £2m. The Finance Committee has consulted on this and has confirmed that it is content with the approach.

### **Business plans and Thresholds**

15. The importance of projects featuring in Departmental business plans is also stressed and the upper threshold for categorising projects has been increased from £2m to £5m, but the other threshold levels are unchanged.

### **Approval tracks**

16. The procedure currently allows for flexibility in passing through the gateway process by allowing for gateways to be combined or delegated to Chief Officers or to the Town Clerk in consultation with Chairmen and Deputy Chairmen. To further illustrate this and to reflect the different levels of scrutiny required for projects, three approval paths are now illustrated rather than two: streamlined, standard and complex.

### **Corporate & Strategic Implications**

17. The proposed changes to the Scheme of Delegations, Standing Orders and the Project Procedure are intended to support the effective governance of the City of London Cororation and ensure that decision making is effective and transparent.

All of which we submit to the judgement of this Honourable Court.

DATED this 20<sup>th</sup> day of March, 2014.

SIGNED on behalf of the Committee.

**MARK BOLEAT**  
**Chairman of the Policy and Resources Committee**



## **APPENDIX 1**

### **CITY OF LONDON CORPORATION**

### **SCHEME OF DELEGATIONS TO OFFICERS**

# SCHEME OF DELEGATIONS TO OFFICERS

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## **1. THE GENERAL CONDITIONS OF DELEGATIONS**

### **Overall Delegations to Officers**

The Court of Common Council has agreed the principle that authority should be delegated to Chief Officers (and their nominated Deputies or Assistants) for carrying out the day-to-day management of all services and for the discharge of specific statutory and non-statutory functions.

All delegations to officers are subject to any statutory provisions which apply; the exclusion of any matters which remain for decision by the Court and/or any Committee unless specifically delegated to a particular officer; and accountability to the Court and/or any Committee in respect of decisions made under delegated authority.

### **Day-to-Day Management**

Chief Officers (and their nominated Deputies or Assistants) are authorised to implement agreed policies and to act on the City of London Corporation's behalf in the discharge of its statutory and non-statutory functions and to exercise powers in relation to the day-to-day management of the service area for which they are responsible. (Day-to-day management should include those items which have been recognised as such by past practice or by specific decision/resolution, or where the Town Clerk, in consultation with the Chief Officers, agrees is ancillary to or analogous with matters accepted as being within the scope of day-to-day business exercisable by officers.) This includes authority to:-

- (i) appoint and manage staff in accordance with agreed policies and procedures, except in respect of appointments and dismissals in relation to posts graded H and above and where this scheme of delegation indicates otherwise.
- (ii) undertake staff re-organisation in accordance with agreed policies and procedures and within budget limitations;
- (iii) place orders and enter into contracts for the supply of goods and services in line with the Procurement Regulations and to authorise or incur any other expenditure for which provision has been made in the appropriate budget or capital programme subject to limits set out in Standing Orders and Financial Regulations and subject to these not being in conflict with existing contracts;
- (iv) Manage any physical assets, including land and buildings for which the relevant Chief Officer is responsible, subject always to the advice of the City Surveyor and any relevant policies and strategies in relation to property asset management.

### **Limitations**

1. Any exercise of delegated powers by officers shall:-
  - a. comply with the City of London Corporation's Standing Orders, Financial Regulations, Project Management Procedure and Procurement Regulations;

- b. have regard to any agreed policies, objectives and service standards including any management directions;
  - c. have regard to the overall management and co-ordination of the work of the City Corporation and the achievement of corporate standards;
  - d. not authorise expenditure except in accordance with approved revenue estimates or capital programmes;
  - e. not involve a new policy or extend an existing policy of the City Corporation (except where the Town Clerk & Chief Executive is acting in accordance with urgency powers);
  - f. be in accordance with any existing approved scheme or direction of the City Corporation, its Committees or Sub-Committees; and
  - g. be the subject of prior consultations with the appropriate professional or technical officers of the City Corporation where technical and professional considerations are concerned which are not within the province of the Chief Officer.
2. Any delegation to a Chief Officer may be exercised by any officer authorised by the Chief Officer either generally or specifically for the purpose (except where restrictions exist in employment policies). The Town Clerk may exercise any function delegated to a Chief Officer at his discretion.
  3. All delegation is without prejudice to the jurisdiction of the City of London Corporation or of the relevant Committee or Sub-Committee. Any officer may refer a matter to a Committee or Sub-Committee in lieu of exercising delegated powers.
  4. Subject to the foregoing conditions and to any special conditions which may have been or may in future be applied in respect of particular matters Chief Officers will be expected to make such decisions and to initiate such action as they deem necessary in the interests of the efficient running of their departments and the services which they administer.
  5. Within their terms of delegation any reference to a statutory provision shall be deemed to refer to any statutory re-enactment or amendment of the provision.

The following powers are delegated to Chief Officers:

### **Expenditure**

6. To incur revenue and capital expenditure and enter into commitments on behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders, Financial Regulations, the Project Management Procedure and Purchasing Procedure.
7. To authorise virement of local risk budgets in accordance with Financial Regulations, subject to the approval of the Chamberlain.

## **Contracts**

8. To approve select lists of non-approved list contractors subject to:-
  - a) a £1,000,000 upper threshold;
  - b) a reporting procedure being put into place;
  - c) Officers maintaining adequate documentation, recording the detailed checks undertaken to support the inclusion of each entry on the list;
  - d) Officers being required to sign a declaration that they have no personal connection with the contractors.
9. To sign contracts, in accordance with established procedures in the Projects Manual and Standing Orders, where the signature of the Comptroller & City Solicitor is not required.

## **Property**

10. Subject to the prior advice of the City Surveyor, to deal with the day to day management and maintenance of all facilities under their control where specific functions have not been delegated to another officer.

## **Surplus Equipment**

11. To dispose of surplus or obsolete vehicles, plant, apparatus, furniture, office or other books and equipment subject to any requirements laid down by the City of London Procurement Service (CLPS).

## **Casual Lettings**

12. Subject to the prior advice of the City Surveyor, to approve the casual or occasional use of land, premises or equipment under the control of the department.

## **Access to Information**

13. To act as proper officer for the purpose of identifying background papers for reports written by the department. In the case of joint reports this role will be discharged by the Senior Officer.

## **Health and Safety**

14. To be responsible for ensuring, so far as is reasonably practical, the health and safety of everyone who may be affected by the work and activities of the department.
15. To comply with the City of London Corporation's Health & Safety Policy, delegating this responsibility as appropriate in accordance with the Policy

## **EMPLOYMENT MATTERS**

**UNLESS OTHERWISE SPECIFIED, RELATES TO CITY OF LONDON CORPORATION EMPLOYEES OTHER THAN TEACHERS AT THE CITY SCHOOLS. POLICE OFFICERS ARE ALSO EXCLUDED.**

**THE EMPLOYMENT POLICIES AND PROCEDURES IN THE EMPLOYEE HANDBOOK AND THE HEALTH AND SAFETY POLICY SET OUT WHAT AUTHORITIES CAN BE EXERCISED IN RELATION TO EMPLOYEES. THIS SECTION SUMMARISES THOSE DELEGATIONS AND REFERENCES THE POLICIES AND PROCEDURES UNDER WHICH THE MOST UP TO DATE INFORMATION IS CONTAINED. IT ALSO SETS OUT DELEGATIONS NOT COVERED BY SPECIFIC POLICIES OR PROCEDURES.**

**THE EXERCISING OF ANY DELEGATION IS SUBJECT TO THE FINANCIAL IMPLICATIONS BEING CONTAINED WITHIN THE APPROPRIATE EXISTING LOCAL OR CENTRAL RISK BUDGETS.**

### **SECTION 1 – CHIEF OFFICER ACTING ALONE**

#### **Posts**

16. To create and delete posts up to and including Grade H subject to adherence to the Job Evaluation scheme, and agreed policies and procedures in the Employee Handbook regarding the creation and deletion of posts.
17. To approve submissions to Corporate HR of requests for re-evaluation of a post under Job Evaluation Scheme
18. Determine which posts are ‘sensitive posts’ for the purpose of defining Politically Restricted Posts and make a recommendation to the Standards Committee if a request for an exemption is made

#### **Appointment of Staff**

19. To appoint casual and agency workers and temporary staff subject to appropriate use of these types of workers in line with legal and corporate requirements and procedures and within local risk budget To appoint to existing and new posts on a permanent or fixed basis in line with the recruitment and selection policy and guidelines in the Employee Handbook and subject to any approval process in place at the time.
20. Chief Officers may also:-
  - a) apply variable clauses to the contract from the pre-approved corporate list.
  - b) appoint, progress and reward employees on the appropriate scale point in accordance with the Pay Progression Policy.
  - c) authorise acting up arrangements and associated allowances in accordance with the Acting Up Policy.

21. To determine appointment of a candidate or continued employment of an employee, with advice from the corporate Disclosure and Barring Service Lead Signatory, in cases where any potentially relevant risks are identified in accordance with the Disclosure and Barring Policy.

**Terms, Conditions and Allowances (Contractual or Non-Contractual)**

22. Chief Officers can for new appointments or in line with existing individual contracts:-
  - a) Fix the working hours of posts provided they are in compliance with the Working Time Regulations
  - b) Authorise appropriate contract hours or overtime and unsocial; hours working payments in accordance with the Employee Handbook
  - c) Authorise movement through an agreed career grade scheme
23. To determine flexible working, job sharing and home working requests in line with statutory and policy requirements contained in the Employee Handbook.
24. To authorise official travel (and costs) by employees in accordance with the Business Travel Scheme.
25. To approve allowances in relation to travel and meal, relocation, motor vehicle and cycle; loans in relation to car, motor cycle and bicycles and payment of professional fees/annual subscriptions provided they are in accordance with the provisions and criteria set out in the Employee Handbook .
26. To authorise payment of First Aid Allowance to appropriate qualified employees if the need for them to provide first aid cover is not part of their job description.
27. To deal with matters of conduct, capability, probation, attendance, employee grievances and other associated employment matters in conjunction with the Director of Human Resources as required and in accordance with the relevant HR policies and procedures in the Employee Handbook. To deal with formal employee appeals against decisions apart from those reserved for the Staff Appeal Committee

**Leave**

28. To authorise special leave for compassionate, emergency dependents and other special leave with pay or up to 5 days per annum, following the guidelines found in the Employee Handbook.
29. To authorise participation in public duties; non-regular forces; reservists' voluntary mobilisation; volunteering and training and development in accordance with the special leave provision in the Employee Handbook.
30. To approve unpaid leave whether or not additional costs are incurred for cover in accordance with the Employee Handbook.
31. To approve the carry-over of more than 5 days annual leave up to the end of March the following year (unless related to maternity or sickness in accordance with those schemes).

32. To approve leave arrangements in relation to maternity, paternity, adoption and parental leave, in line with statutory requirements and guidance in the Employee Handbook.
33. To approve Career Break requests in line with the policy in the Employee Handbook.

### **Development**

34. To authorise the attendance of officers at conferences, meetings and seminars in the UK to acquaint employee with current developments associated with their work and in connection with training and development, and also attendance at overseas events in accordance with the Business Travel Scheme.
35. To approve secondments to external bodies in the UK or internationally and/or to other Departments of the City of London Corporation in line with HR guidance.
36. To authorise time off for attendance at learning and development events and costs in support of learning and development as set out in the Employee Handbook special leave provisions.

### **Benefits**

37. Agree whether a post can be covered by the Flexitime Scheme for posts up to and including Grade F and to determine the flexitime workplace arrangements in accordance with the scheme.
38. Approve Long Service award gifts for eligible employees in accordance with the long service award scheme.

## **SECTION 2 – DELEGATIONS TO CHIEF OFFICERS SUBJECT TO NOTIFICATION TO THE DIRECTOR OF HR**

39. To authorise selection of candidates to Senior Management posts of Grade I and above. The process must involve a Selection Panel including the Director of HR as set out in the Recruitment and Selection Policy.
40. To re-designate posts up to and including Grade H where it can be shown there are no grading implications. For professional posts there must be consultation with and approval by the Head of Professional Service.
41. To approve retirement with unreduced benefits under Regulation 31 ('85 year rule') where there is no cost.

## **SECTION 3 – DELEGATION TO CHIEF OFFICERS IN AGREEMENT WITH THE DIRECTOR OF HR**

42. To authorise the dismissal of employees on grounds of permanent ill health and any associated early release of pension in accordance with the relevant provisions.

43. To authorise special leave for compassionate, emergency dependents and other special leave with pay for between 6 and 15 days per annum subject to adherence to Special Leave Policy guidelines in the Employee Handbook. Any extensions beyond 15 days require the approval of the Director of HR in consultation with the Chairman and Deputy Chairman of the Establishment Committee.
44. In exceptional circumstances to authorise payment in lieu of the balance of annual leave (above the statutory amount which must be taken in any year) that could not be taken by the end of March of the following year due to work requirements. Payment will only be for the year preceding the year in question.
45. To authorise severance terms/settlements following advice from the Comptroller & City Solicitor as appropriate.
46. To authorise sick pay extensions beyond contractual entitlement for posts grade H and below. Grade I and above must also be agreed with the Chairman and Deputy Chairman of Establishment Committee.
47. To set career grade structures and criteria for relevant posts.

#### **SECTION 4– DELEGATION TO CHIEF OFFICERS IN AGREEMENT WITH OTHER AUTHORITIES**

48. To authorise honoraria payments up to the value of £5,000, for posts Grade H and below with approval from the Market Forces Supplement Board (being a group of officers appointed from time to time by the Town Clerk for the purpose). Payments over £5K and of any value for grades I and above must go to the Market Forces Supplement Board and Establishment Committee.
49. To authorise payments of Market Forces Supplements up to a maximum value of £5,000 for posts Grade H and below with approval from the Market Forces Board. Payments over £5K and of any value for grades I and above must go to the Market Forces Board and Establishment Committee. Cases must have a business case with current and relevant market information and will be subject to review and reauthorisation for their continuation.
50. To authorise moderated incremental progression, accelerated increments and discretionary bonus/recognition payments (up to grade J) under the contribution pay scheme in line with the expected distribution and with the agreement of the Market Forces Supplement Board
51. To authorise redundancy for posts below grade I. Associated payments and capital costs for release of pension to be approved by the Director of HR and Chairman and Deputy Chairman of the Establishment Committee in accordance with the relevant policies in the Employee Handbook and pension regulations. Grade I and above must go to Establishment Committee for approval. Settlements agreements must be issued via Director of HR where any enhancement payments are agreed.



## DELEGATION TO INDIVIDUAL OFFICERS

### **TOWN CLERK & CHIEF EXECUTIVE**

The following powers are delegated to the Town Clerk & Chief Executive:-

#### **Operational**

1. To act as head of the paid service for the City of London Corporation.
2. To co-ordinate the development of corporate policy and strategy, and to act as the principal adviser to the Court of Common Council and its committees thereon.
3. To deal with disciplinary matters, grievances and other employment matters other than those which are the responsibility of Chief Officers in the management of their departments.
4. To be responsible for investigating complaints against the City of London Corporation from members of the public in accordance with the Corporate Complaints Procedure.
5. To be responsible for the administration of the oath or declaration of office to the Lord Mayor, Aldermen and Sheriffs, and every other person admitted to any corporate office.
6. To act as Controller Designate Civil Defence and Controller for the purpose of Peace Time Emergencies in the event of a major incident occurring.
7. To be responsible for the making all unopposed highway stopping up orders under Sections 247 and 257 of the Town and Country Planning Act 1990, as amended by Section 270 and Schedule 22 of the Greater London Authority Act 1999, pursuant to Section 101 of the Local Government Act of 1972.
8. Issue contracts of employment for Chief Officers.
9. Suspension, and management of disciplinary, capability and complaints procedures for Chief Officers in line with Chief Officer procedures.
10. In the City of London Corporation's capacity as a local authority, police authority or port health authority, to:-
  - a) consider any application for exemption from political restriction that is made to him in respect of any post by the post holder;
  - b) where appropriate, give directions requiring the City of London Corporation to include a post in the list of politically restricted posts that it maintains in accordance with the provisions of the Local Government and Housing Act 1989.

#### **Elections**

11. To issue all precepts to the several wards for the election of the Ward Members and officers, and to the different companies of the City to assemble in Common Hall, whether for elections or other purposes; and to issue all other precepts that may be required to the several wards and companies of the City. To receive the returns to such

precepts, and also to the wardmote indentures, and the returns of the annual election of Ward Members and officers.

12. To act as Electoral Registration Officer pursuant to the Representation of the People Act 1983.
13. To superintend, under the Sheriffs, the conduct of polls at elections in Common Hall.
14. To prepare the lists of the respective Aldermen and others in nomination for Lord Mayor, Sheriffs, and annual Officers elected by the Livery. To draw up their proceedings at such elections, and such other proceedings as may be transacted at any meeting of the Livery in the Common Hall. To issue the precepts for holding the said Common Halls and to record the proceedings thereof.

### **Proper Officer**

15. To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

### **Delegations to other Officers**

16. The following authority is also delegated to the Deputy Town Clerk and the Assistant Town Clerks to be exercised either:-
  - (a) at the direction of the Town Clerk & Chief Executive or
  - (b) in the absence of the Town Clerk & Chief Executive

To act in consulting with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41, and also in cases where action may be taken under authority delegated by a Committee.

**DIRECTOR OF HR**  
**(If not available, to the Town Clerk & Chief Executive)**

The following powers are delegated to the Director of HR (or in their absence, the Town Clerk & Chief Executive):-

1. To prepare, authorise and execute Settlement Agreements on termination of employment.
2. To authorise increases to:-
  - a. the Teachers' salary scale effective from 1 September each year in line with the School Teachers Review Body recommendation once this has been approved for state sector teachers;
  - b. the lump sum allowance for new qualified teachers taking up their first teaching position, based on the annual increase in the RPI (all items published in March each year.
  - c. Coroner's salary on receipt of Circular from NJC.
  - d. Col Special Supplement and salary increases for Occupational Health Manager in line with increases promulgated by the Royal College of Nursing for Occupational Health Nursing employees.
3. To authorise increases in allowances payable to employees in accordance with statute and agreed pay policy and other Employee Handbook provisions.
4. To approve the selection process for and authorise the appointment of recruitment advertising agency and search and select agencies as appropriate.
5. To re-designate posts Grade I and above where it can be shown there are no grading implications. Reference to Town Clerk or Service Committee where appropriate.
6. To authorise the application of discretions in relation to Pensions benefits (including flexible retirement and release of pension on compassionate grounds) in line with the agreed discretions and delegations of the Establishment Committee (set out in the Policy Statement on the use of Employer's Discretions that Apply to Employees of the City Of London).
7. In cases of early retirement or flexible retirement, decisions taken to waive reductions to pension benefits should be taken by the relevant Chief Officer in agreement with the Director of Human Resources and the Chamberlain.
8. In consultation with the Chairman and Deputy Chairman of the Establishment Committee, to authorise:-
  - a. exceptionally payment of private diagnostic medical costs up to £5,000, where there is a business benefit, and legal fees up to £5,000 for individual employees in cases connected with their work in which we support their position;
  - b. compassionate leave for 16 or more working days or where any request for compassionate leave is outside policy guidelines;
  - c. To extend lodging allowances and other disturbance payments beyond 52 weeks.

9. In consultation with Chief Officers and also the Chairman and Deputy Chairman of the Establishment Committee to authorise sick pay extensions beyond normal contractual entitlement for grade I and above.

## CHAMBERLAIN

The following powers are delegated to the Chamberlain:-

### **Operational**

1. To be the officer responsible for the conduct of the City of London Corporation's financial affairs and, in particular, to be the proper officer for the purpose of Section 6 of the Local Government Housing Act 1989.
2. In consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee to authorise the carry forward of unspent balances within the revenue budgets.
3. To authorise all virements within locally controlled budgets
4. To exercise such powers as may from time to time be delegated to him through the Treasury Policy Statement.
5. To authorise the payment of precepts, levies and contributions to the national non-domestic rates pool.
6. To operate market force supplements for Chamberlain's Department staff within the set maximums.
7. To determine the financing of capital expenditure.
8. To deal with and agree claims received under the Riot (Damages) Act, 1886
9. To write off all debts except for non-domestic rates and council tax due to the City of London Corporation which are irrecoverable, up to £5,000 under Standing Order No. 52; and to write off all non-domestic rates debts up to £5,000 and council tax debts up to £1,000.
10. To write on all unclaimed credit amounts.
11. To authorise the granting of discretionary rate relief under Section 47 and 49 of the Local Government Finance Act 1988 up to £5,000 per case per annum.
12. To agree Section 44A Allowances (empty rate relief on partly occupied properties).
13. To agree minor amendments to the ordinance of City Companies and Livery Companies in conjunction with the Chairman of the General Purposes Committee of Aldermen.
14. To act as Head of Profession for Finance, IS, and Procurement , with the right to issue technical standards and guidance for use throughout the City of London Corporation and to be consulted on staffing arrangements for any of those functions within other Departments.
15. To sign grant claims and other returns on behalf of the City of London Corporation.
16. To authorise the suspension of pension contributions.

17. To carry out all functions in relation to the Trophy Tax.
18. In give approvals in respect of contract lettings and waivers in accordance with the Procurement Regulations

**Delegations to other Officers**

19. The following authorities are also delegated to the Officers identified to be exercised either

- (a) at the direction of the Chamberlain; or,
- (b) in the absence of the Chamberlain

Financial Services Director	-	Items 5, 14 and 15
Chief Accountant	}	Items 5 and 16
Corporate Treasurer	}	
Head of Revenues	-	Items 9, 10, (up to £5,000), 11 and 12
Technical Officer	-	Item 12
Business Support Director	-	Item 9, 10, 11, 12, 14 and 15

## COMMISSIONER OF POLICE FOR THE CITY OF LONDON

The following powers are delegated to the Commissioner of Police for the City of London. The Commissioner also discharges all functions vested in the office of Commissioner by virtue of the common law and legislation in force from time to time.

### Human Resources

1. To authorise the variation of staff numbers and structures (both Police Officers and civilian staff) provided that the costs can be contained within the Police estimates.
2. In respect of civilian staff to authorise, subject to the agreement of the City of London Corporation's Director of HR, variations in terms and conditions of employment, other than basic pay, leave, sick pay and other core terms.
3. To authorise minor amendments, by prior agreement with the City of London Corporation Director of HR, to HR policies to take account of the policing environment
4. To authorise the provision of occupational health services to civilian staff, provided that liaison is maintained with the City of London Corporation's occupational health officer.
5. To authorise the purchase of training for civilian staff from the City of London Corporation's Training Section.
6. To exercise powers of direction and control in respect of Police (civilian) staff for operational purposes.

### Finance

7. To authorise virements between all heads in the Policing Plan budget (with the exception of capital financing and support costs) subject to prior consultation with the Chamberlain wherever a transfer of resources is proposed from a non-staffing to a staffing budget.
8. To make annual grants to the Force Athletic and Sports Club.

### Delegations to other Officers

9. The following powers are delegated to the Director of Corporate Services of the City of London Police.

Authority to act and to enter into arrangements in relation to:-

- (a) the supply of goods and services in respect of which a charge is made to the recipient;
- (b) sponsorship, including gifts and donations.

## **COMPTROLLER & CITY SOLICITOR**

The following powers are delegated to the Comptroller & City Solicitor:-

1. To attest the City of London Corporation's Seal.
2. To act as Vice Chamberlain.
3. To sign contracts (and similar documents where intended to have legal binding effect) on behalf of the City of London Corporation, either in his own name or on behalf of the City of London Corporation, where any required authority or approval of a Sub-Committee, Committee or of the Court of Common Council (or Court of Aldermen) has been obtained, or where such authority has been delegated to another officer of the City of London Corporation and that officer has requested or instructed the Comptroller & City Solicitor to do so.
4. To issue, defend, settle or participate in any legal proceedings, prosecution, inquiry, procedures or documentation where such action is necessary to give effect to the decisions of the City of London Corporation, or in any case where the Comptroller & City Solicitor considers that such action is necessary to protect the City of London Corporation's interests.
5. To instruct counsel, witnesses, experts and external solicitors as appropriate.
6. To authorise officers to appear on behalf of the City of London Corporation in proceedings in the magistrates' courts, pursuant to Section 223 of the Local Government Act 1972.
7. To act as Monitoring Officer pursuant to section 5 of the Local Government and Housing Act 1989



## **CITY SURVEYOR**

The following powers are delegated to the City Surveyor:-

### **Operational**

1. To act in accordance with the general powers detailed below, and in consultation with the relevant Chief Officer, in relation to all property owned by the City of London Corporation.

### **Property Management**

2. To act in respect of:-
  - (a) all lettings, including lease renewals, with an annual rent of not more than £100,000 which are for a term of 25 years or less, providing the terms are at or above market value;
  - (b) all quarterly tenancies, tenancies at will, licences, easements, wayleaves, Rights of Light, crane oversail, hoarding licences and similar arrangements;
  - (c) to negotiate and agree all rent reviews, including nil increase reviews, except where the increase is in excess of £50,000 per annum;and to report all such cases to the Property Investment Board on a quarterly basis.
3. To negotiate terms and accept surrenders of leases where the rent is less than £100,000 per annum and where the premium is no more than £250,000;
4. To act in respect of a change in the identity of a tenant after terms have been approved by Committee, subject to there being no other material change in the terms and the financial covenant being no less strong;
5. To agree minor variations to the terms of ground lease restructurings, disposals, acquisitions and other complex transactions, together with leases being taken by the City of London Corporation as tenant, where the main terms have been approved by Committee and where the variations are necessary to complete the transaction expediently, such delegated authority to be exercised in consultation with the Comptroller & City Solicitor and the Chamberlain on financial matters;
6. To act in respect of any variation to the terms of any existing Lease, Tenancy, Licence or other agreement relating to property which do not affect the duration of, or income from such Lease or Tenancy by either:-
  - (a) more than plus or minus 10%, or
  - (b) where a premium of no more than £100,000 is payable to the estate

7. For land where the City of London Corporation is freeholder and the land is proposed to be redeveloped, subject to a Planning Agreement under Section 106 of the Town & Country Planning Act 1990 to:
  - (a) make it a condition of any freehold or leasehold disposal that the freeholder or leaseholder is required to enter into planning obligations on like terms with the Planning Agreement; and
  - (b) consent to the City of London Corporation's land being bound by the planning obligations in the Planning Agreement.
8. To review periodically all operational and corporate property assets and to make recommendations to the Corporate Asset Sub-Committee for their better utilisation and improved efficiency.
9. To approve licences for works, scaffolding, demolition or other works pursuant to or necessary for the implementation of an existing Committee approval.
10. To deal with party wall matters including being the Appointing Officer to make such appointments as are required in Section 20 of the Party Wall etc. Act 1996.

### **Property Maintenance**

11. To be responsible for the maintenance and upkeep of property owned by the City of London Corporation other than within the remit of the Community and Children Services Committee.
12. To approve schemes for refurbishment of up to £250,000 per scheme/ per property, with funding either from the sales pool, providing the sales pool is in credit with sufficient funds to cover the total cost of the scheme, or from other appropriate sources such as the Additional Works Programme.

### **Blue Plaque Scheme**

13. Accept and determine applications for Blue Plaques.
14. To deal with the replacement of damaged and authorise the erection of replacement plaques in different locations using altered wording if, in the opinion of the City Surveyor (taking into account evidence supplied by the Director of Culture, Heritage & Libraries) a different location or different wording would be more accurate or otherwise more appropriate.
15. Approve reasonable third party professional fees up to £2,500 plus VAT from the City Surveyor's Blue Plaques budget; and,
16. Enter into formal licence agreements with building owners for the erection of a Blue Plaques.

## **Delegations to other Officers**

17. The above-mentioned authorities are also delegated to the Officers identified to be exercised either:-

- (a) at the direction of the City Surveyor; or
- (b) in the absence of the City Surveyor

Investment Property Director  
Corporate Property Director  
Operations Director; or  
Property Projects Director or his nominated Assistant Director.

18. The following specific authority is delegated to the Officer identified in accordance with the requirements of Section 12(2) of the Trustee Act 2002 which requires that a specific individual be authorised to give advice on the disposing of Properties and granting of leases in accord with the Charities Act 1993:-

Nicholas Gill (Investment Property Director) or his appointed deputies to exercise asset management functions as agent for the Trustee of the Bridge House Estates.

## **Delegations in Emergency**

19. To carry out all necessary repair works to bridge and other structures in an emergency. To take all appropriate actions in an emergency to resolve Health and Safety property matters.

## DIRECTOR OF COMMUNITY & CHILDREN'S SERVICES

Key functions delegated to the Director of Community & Children's Services (DCCS) include, but are not limited to:-

### Services for Children

1. To be the City of London Corporation's statutory Director of Children's Services under section 18 of the Children Act 2004.
2. To carry out the functions of the Corporation as a Children's Services Authority including those functions referred to in Schedule 2 of the Children Act 1989, Section 18 of the Children Act 2004 and the Adoption and Children Act 2002(as amended from time to time), including:-
  - a. education functions conferred on or exercisable by the authority including the functions of the Corporation relating to child employment and the youth service, and functions relating to adult learning and further education, set out in the Section 18(3) of the Children Act 2004 (as amended from time to time).;
  - b. functions conferred on or exercisable by the authority which are social services functions (within the meaning of the Local Authority Social Services Act 1970 (c. 42)), so far as those functions relate to children;
  - c. the functions conferred on the authority under sections 23C to 24D of the Children Act 1989 (After care arrangements etc.) (c. 41) (so far as not falling within paragraph (b));
  - d. the functions conferred on the authority under sections 10 to 12, 12C, 12D and 17A of the Children Act 2004.
  - e. any functions exercisable by the authority under section 75 of the National Health Service Act 2006 on behalf of an NHS body (within the meaning of those sections), so far as those functions relate to children; and
  - f. the functions conferred on the authority under Part 1 of the Childcare Act 2006 in relation to Early Years
  - g. the functions conferred on the authority under any new or amended legislation in relation to education or children's social care.
3. To carry out the functions of the Council under section 31 of the Health Act 1999 (as amended from time to time) so far as those functions relate to children.
4. To arrange the use of Sir John Cass School premises for adult education classes, youth work and other after-school activities.
5. To submit responses on behalf of the Committee to consultative documents issued by Government and its agencies, subject to their being copied to the Chairman and Deputy Chairman (Education Committee 15.03.93).

### Adult Services

6. To be the Council's Statutory Director of Adult Social Services under section 6(A1) of the Local Authority Social Services Act 1970 as amended by section 18(1) of the Children Act 2004.

7. To carry out the functions of the Council in relation to Adult Social Services and Social Care including all social services functions under the Local Authority Social Services Act 1970 and the National Health Service and Community Care Act 1990 (as amended from time to time) so far as they relate to adults.
8. To be the principal point of contact for the conduct of business with the health service sector and carry out the functions of the Council under the Health Act 1999 and any other health legislation (as amended from time to time) so far as these functions relate to adults.

### **Adult Skills and Learning**

9. To manage and run the apprenticeship scheme.
10. To prepare and submit funding bids to the Skills funding agency and other sources as appropriate.
11. To enter into partnerships with businesses and educational institutions on behalf of the apprenticeship scheme and skills and training.
12. To participate in regional and sub-regional programmes to enhance skills and learning.
13. To determine fees for adult education, youth and early years/out of school provision.

### **Housing**

14. To act on behalf of the City Corporation in its capacity as a local housing authority on all matters relating to the City Corporation's functions under the provisions of housing legislation, which include but are not limited to:-
  - a. determining the strategic management and direction for Housing operational services;
  - b. exercising the functions as Housing Authority in accordance with the Housing Strategy and other relevant housing policies and plans;
  - c. exercising the functions in respect of the preparation and development of appropriate strategies and plans, including those relating to housing investment, homelessness, social tenancy, tenancy related matters, leaseholders and allocations;
  - d. undertaking the periodic reviews of housing needs and conditions within the City;
  - e. preparing and reviewing an Asset Management Strategy for consideration by Members;
  - f. maintaining the Housing Revenue Account in accordance with proper practices;
  - g. discharging of all functions and responsibilities Procurement in relation to the City Corporation's housing stock;
  - h. incurring housing repair and improvement expenditure within budget levels and the programmed maintenance of City dwellings, garages and estates;
  - i. incurring expenditure on adaptations to dwellings for people with disabilities within the approved budgets;
  - j. securing effective housing and neighborhood management including the management of the City Corporation's housing properties, housing estates and ancillary amenities, including rent collection, recovery of arrears and debit control;

- k. undertaking statutory and general consultations on housing matters with tenants, leaseholders and others
- l. exercising the powers relating to securing possession of City dwellings, demotion orders, eviction of secure tenants, introductory tenants, non-secure tenants and licensees in accordance with City Corporation's policy;
- m. assessing and preventing homelessness in accordance with legislation;
- n. attending the Barbican Residents' Association meetings and discharging functions as set out in the agreed terms of reference of that Committee.

### **Barbican Estate**

- 15. In relation to the Barbican Estate:-
  - a. to approve lettings and sales between Committee meetings;
  - b. to authorise sale prices at or above consultant values;
  - c. to approve sales of residential property on the Estate;
  - d. to approve assignments, sub-tenancies and tenancies at will to suitably qualified applicants between Committee meetings;
  - e. to authorise signage on private areas of the Estate;
  - f. to approve the occupation of accommodation by Estate Office staff in and around the Barbican;
  - g. to approve the occupation of accommodation managed by the Barbican Estate to other City of London Corporation Departments.
- 16. To approve, where appropriate, filming and photography on the Estate.
- 17. To agree commercial rent levels in consultation with the City Surveyor, subject to reporting to the Barbican Residential Committee.
- 18. To approve valuations of flats submitted by consultant valuers.
- 19. To appoint consultants in accordance with Standing Orders.

### **Commercial Property**

- 20. To approve all new lettings of commercial property at market value for a term of 15 years or less, with a minimum of five yearly upward only rent reviews. Such lettings to accord with the relevant approved commercial estate strategy.
- 21. To conclude all commercial property rent reviews, except where:-
  - a. it is proposed that the rent is reduced;
  - b. the review is determined more than 12 months after the review date unless either (a) interest is payable on the reviewed sum, or (b) the matter has been referred for determination by a third party and has been so determined.
- 22. To approve all lease renewals of commercial property, where the lease is renewed by negotiation or where the lessee is entitled to renewal in accordance with Part II of the Landlord & Tenant Act 1954. Such renewal will be at market value for a term of 15 years or less, with a minimum of five yearly upwards only rent reviews.

23. To negotiate terms and accept surrenders of commercial leases where the level of income is maintained by the simultaneous grant of a new letting to either the existing or a new tenant.
24. To approve the grant of short term periodic tenancies, tenancies at will, licenses, easements, and wayleaves in respect of cables, cranes, scaffolding and hoardings and similar arrangements of a non-permanent and determinable nature, other than those involving capital payments totalling in excess of £10,000.
25. To deal with Rights of Light and Party Wall matters and other items of a similar nature, including those where, in the opinion of the Director capital payments are not considered appropriate or the quantum of such payments has been determined by external advice.
26. To authorise formal minor amendments to any lease, tenancy, licence or other agreement relating to property which does not in the opinion of the Director materially affect the duration of, or income from such agreements.

[NB. The definition of ‘market value’, as referred to above, is as stated in the RICS Appraisal & Valuation Standards (7<sup>th</sup> edition) – Practice Statement 33:-

*‘The estimated amount for which a property, or space within a property, should lease on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms in an arms-length transaction, after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion. Whenever Market Rent is provided the ‘appropriate lease terms’ which it reflects should also be stated. ’]*

### **Proper Officer**

27. To act as the Proper Officer for the London City Registration District (Registration of Births, Deaths, Marriages, etc.) pursuant to Section 29 of the Local Government Act 1972.
28. To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

### **Public Health**

29. To discharge the responsibilities for public health within The City of London in accordance with the requirements of the Health and Social Care Act 2012 and the NHS Act 2006.
30. To manage the City Corporation's Public Health functions (where these are not specially delegated to other Chief Officers).
31. Exercising the functions in planning for, and responding to, emergencies that present a risk to public health.
32. To cooperate with the police, the probation service and prison service to assess the risks posed by violent or sexual offenders.

33. To provide the City Corporation's public health response as a 'responsible authority' under the Licensing Act.
34. To develop and maintain the Joint Strategic Needs Assessment for the City of London and to discharge the responsibilities for research in relation to public health and wellbeing.
35. To produce an annual public health report

**Miscellaneous**

36. To enter into Commissioning arrangements for the provision of any of the functions of the Director of Community and Adult Services in so far as this is compatible with the general conditions of delegations.
37. To consider representations from persons seeking access to their files under the Data Protection Act 1998, and to grant such access as appropriate.

**Delegations to other Officers**

38. The following authorities are also delegated to the Officers as appropriate to the relevant skills and experience of each to be exercised either,
  - (a) at the direction of the Director of Community & Children's Services; or,
  - (b) in the absence of the Director of Community & Children's Services

Assistant Director People	- Items 5-11
Assistant Director Places	- Items 19-31
Assistant Director Partnerships (and other items relating to commissioning of services)	- Items 14-18
Director of Public Health	- Items 34-40



## **DIRECTOR OF THE BUILT ENVIRONMENT**

The following general powers are delegated to the Director of the Built Environment:-

### **Authorisations**

1. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and of Department.
2. To sign the necessary warrants of authorisation for the above officers.

### **Charges**

3. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

### **Transportation & Public Realm**

4. To implement, waive or vary charges relating to traffic management and /or the Public Highway and/or pipe subways such as parking dispensations, private apparatus in the highway, temporary road closures and traffic orders, scaffolding hoarding and fencing licenses, and charges for pipe subways (including under S.73 of the London Local Authorities Act 2007).
5. To grant permission or consent with or without conditions or refusing to grant permission or consent as the case may be with respect to applications made to the City of London Corporation:
  - a. under Part II of the Road Traffic Act 1991, relating to dispensations from, or, the temporary suspension of, waiting and loading regulations or parking places regulations made in accordance with the Road Traffic Regulation Act 1984;
  - b. under Section 7 of the City of London (Various Powers) Act 1973, relating to new buildings;
6. To sign appropriate notices indicating that consent or refusal has been given, as the case may be under (a) above.
7. To sign and serve notices or granting of consents under the Highways Act 1980, City of London Various Powers Act 1900 and the City of London Sewers Act 1848 relating to the management and maintenance of streets within the City.
8. To exercise powers under the Road Traffic Regulation Act 1984 in respect of temporary traffic orders
9. To issue notices and, as necessary discharge the City of London Corporation's obligations under Part III of the New Roads and Street Works Act 1991, relating to the co-ordination and execution of street works by public utility companies and other licensed operators.
10. To enter into agreement with companies and statutory companies to allow the placement of plant within the pipe subways inherited from the Greater London Council in accordance with the London County Council (General Powers) Act 1958 and to

determine applications for consent to place electricity substations in the street pursuant to the Electricity Act 1989

11. To enter into agreements with other traffic authorities to jointly exercise the City's traffic order making functions or to delegate those functions to them in accordance with S.101 Local Government Act 1972
12. To enter into agreements with other highway authorities under section 8 of the Highways Act 1980

### **Water and Sewers**

13. The requisition of sewers under Sections 98 to 101 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaker within the City to adopt sewers).
14. The adoption of sewers under Sections 102 to 105 inclusive of the Water Industry Act 1991 (relating to the powers to exercise and discharge the functions of the Undertaken within the City to adopt sewers).
15. To authorise and/or approve works under Section 112 of the Water Industry Act 1991 (relating to the power to exercise and discharge the requirements of the Undertaker within the City).
16. The closure or restriction of sewers under Section 116 of the Water Industry Act 1991, relating to the powers to exercise and discharge the functions of the Undertaker within the City to close or restrict the use of a public sewer.
17. The alteration or removal of pipes or apparatus of the Undertaker under Section 185 of the Water Industry Act 1991, relating to the power to exercise and discharge the functions of the Undertaker within the City to alter or remove any relevant pipe or apparatus.

### **Highways and Transport**

18. To make all Traffic Orders under sections 6, 9, 10, 23 and 45 of the Road Traffic Regulation Act 1984, and to make modifications to or to revoke any experimental Traffic Regulation Order (following consultation with the Commissioner of Police for the City of London) where deemed necessary in the interests of safety, convenience or the expeditious movement of traffic.
19. To exercise powers under Part V of the Highways Act 1980 dealing with highway improvements.
20. To make representation or lodge objection, as appropriate, to applications for a Public Service Vehicle Operator's Licence, under Section 14A of the Public Passenger Vehicles Act 1981 or for a London Local Service Licence, under section 186 of the Greater London Authority Act 1999 and authorising in writing the appropriate officers in his Department to put forward objection or recommendation on behalf of the City of London Corporation at any Inquiry or Appeal arising out of an application for either of the recited licences.
21. To agree details of railway works in the City of London under the Transport and Works Act 1992.

22. To issue projection licences on, over or under streets pursuant to schemes where planning permission has already been agreed or renewing existing licences.
23. To be responsible for all functions under the Traffic Management Act 2004 and Regulations made thereunder that relate to the City of London as a local highway and local traffic authority.
24. To agree consents for temporary highway activities pursuant to the Crossrail Act 2009
25. To exercise through Civil Enforcement amongst other things, parking management and parking enforcement functions, under the Road Traffic Regulations Act 1984, the Road Traffic Act 1991, the London Local Authorities Acts 1996 – 2008 (LLAA), and the Traffic Management Act 2004 (TMA)

### **City Walkway**

26. Power to licence the temporary hoarding or enclosure of City Walkway pursuant to Section 162 of the City of London Sewers Act 1848 and Section 21 and Schedule 2 Part II to the City of London (various Powers) Act 1967.

### **Cleansing**

27. The institution of proceedings and other enforcement remedies in respect of offences under the Environmental Protection Act 1990, Part II, Part III and Part IV.
28. To institute proceedings and other enforcement remedies in respect of the Health Act 2006, section 6, 7, 8, 9 and 10.
29. To institute proceedings and other enforcement remedies in respect of offences under the Refuse Disposal (Amenity) Act. 1978.
30. To institute proceedings and other enforcement remedies in respect of offences under the City of London (Various Powers) Act 1987.
31. To institute proceedings and enforcement remedies in relation to part VI of the Anti-Social Behaviours Act 2003.
32. To institute proceedings in relation to Town and Country Planning Act 1990 section 224 and 225.
33. To institute proceedings in relation to Regulatory Investigator Powers Act 2000.
34. To institute proceedings in relation to Control of Pollution Act 1974.
35. To issue notices under section 6 London Local Authorities Act 2004 (abandoned vehicles).

### **Delegations to other Officers**

The above-mentioned authorities are also delegated to the specified Deputies or Assistants:-

Transportation and Public Realm Director – Items 4-35

## **Town Planning**

The following functions are delegated to the Chief Planning and Development Director:-

### **A: Development Management**

36. To determine applications for outline, full and temporary planning permission under Part III of the Town and Country Planning Act 1990 subject to the applications being in accordance with policy, not being of broad interest and there being no more than 4 planning objections.
37. To make non-material changes to planning permission pursuant to Section 96A of the Town and Country Planning Act 1990.
38. To determine applications for Listed Building Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 planning objections.
39. To advise the Secretary of State for Communities and Local Government of what decision the City of London Corporation would have made on its own applications for listed building consent if it had been able to determine them subject to the same criteria as 41.
40. To grant applications for Conservation Area Consent under the Planning (Listed Buildings & Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 planning objections.
41. To determine submissions pursuant to the approval of conditions, under the Town & Country Planning Act 1990 and the Planning (Listed Buildings & Conservation Areas) Act 1990 and in relation to clauses set out in approved Section 106 Agreements.
42. To make minor changes to conditions in respect of planning permissions, listed building consents and conservation area consents which have been conditionally approved by the Planning & Transportation Committee
43. To determine applications for planning permission, listing building consent and conservation area consent to replace an extant permission/consent granted on or before 1<sup>st</sup> October 2010, for development which has not already begun with a new permission/consent subject to a new time limit pursuant to Article 18 of the Town and Country Planning (Development Management Procedure) Order 2010 and Regulation 3 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 and provided no more than 4 planning objections have been received.
44. To determine applications for Certificates of Lawfulness of existing and proposed use or development in accordance with sections 191 and 192 of the Town and Country Planning Act 1990.
45. To determine applications for Advertisement Consent pursuant to Regulations 12, 13, 14, 15 and 16 of the Town & Country Planning (Control of Advertisements) (England) Regulations 2007.

46. To determine applications for prior approval under the Town and Country Planning (General Permitted Development) Order 1995.
47. To make observations in respect of planning and related applications submitted to other Boroughs, where the City of London's views have been sought and which do not raise wider City issues.
48. To serve notices under Article 4 of the Town and Country Planning (Development Management Procedure) Order 2010.
49. To determine the particulars and evidence to be supplied by an applicant for planning permission pursuant to section 62 of the Town and Country Planning Act 1990.
50. To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.
51. To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.
52. To issue and serve Enforcement Notices under Section 172 of the Town and Country Planning Act 1990 and Section 38 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
53. To issue a letter of assurance under Section 172A of the Town and Country Planning Act 1990.
54. To serve notices under Section 215 of the Town and Country Planning Act 1990.
55. To serve Breach of Condition Notices under Section 187A of the Town and Country Planning Act 1990.
56. To decline to determine a retrospective application for planning permission under Section 70C of the Town and Country Planning Act 1990.
57. To seek information as to interests in land under Section 330 of the Town and Country Planning Act 1990, and as applied by Section 89 of the Planning (Listed Buildings & Conservation Areas Act) 1990, and Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
58. To institute proceedings pursuant to Section 224 of the Town and Country Planning Act 1990.
59. To serve Notice of Intention to remove or obliterate placards and posters pursuant to Section 225, 225A, 225C and 225F of the Town and Country Planning Act 1990.
60. To agree minor variations to agreements pursuant to sections 106 and 106A of the Town and Country Planning Act 1990
61. To determine applications made under section 106BA of the Town and Country Planning Act 1990 (concerning the modification or discharge of affordable housing obligations) and to agree viability assessments submitted in support of such applications.

62. To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980.
63. To make payments to other parties where required by the terms of an agreement made under section 106 of the Town and Country Planning Act 1990 or section 278 of the Highways Act 1980.
64. To determine City Community Infrastructure Levy contributions pursuant to the Community Infrastructure Levy Regulations 2010 (as amended).
65. To pass Community Infrastructure Levy contributions to other parties pursuant to section 216A of the Planning Act 2008 and regulations made thereunder.

#### **B: Trees**

66. To authorise works, including their removal, to trees in Conservation Areas and works in relation to a tree the subject of a Tree Preservation Order (T.P.O.), subject to them being seen and agreed by the Chairman of the Planning & Transportation Committee or Deputy Chairman in his or her absence.
67. To determine applications made under sections 206 (2) and 213 (2) of the Town and Country Planning Act 1990, to dispense with the duty to plant replacement trees, subject to notification to the Chairman or Deputy Chairman of the Planning & Transportation Committee except in urgent cases.

#### **C: Churches**

68. To respond to consultation made under the provisions of the Pastoral Measure 1983, the Faculty Jurisdiction Rules 2000 and 2013, the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, the Care of Cathedrals Measure 1990 and the Code of Practice relating to exempted denominations procedures agreed by the Secretary of State.
69. The City of London Corporation's functions under the City of London (St. Paul's Cathedral Preservation) Act 1935.

#### **D: Environmental Impact**

70. To carry out the following functions under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations of 2011 and Circular 02/99:-
  - a. formulating "screening opinions" under Regulation 5;
  - b. requiring developers to submit an environmental statement to validate an application under Regulation 10;
  - c. formulating "scoping opinions" under Regulation 13;
  - d. providing relevant information to developers who propose to prepare an environmental statement under the provisions of Regulation 15 (4);
  - e. requiring the submission of further information pursuant to regulation 22
  - f. requiring the local authority to submit an environmental statement in respect of applications for local authority development under Regulation 25;

- g. formulating a “screening opinion” in matters of planning enforcement under Regulation

### **E: Crossrail**

- 71. To agree Crossrail contributions, agree viability assessments and instruct the Comptroller & City Solicitor to secure any necessary planning obligations in respect of Crossrail contributions pursuant to Section 106 of the Town and Country Planning Act 1990.
- 72. To review Section 106 agreements for planning permission already considered by the Planning & Transportation Committee, but not yet issued prior to the policy being adopted, and re-determine the application to ensure that appropriate consideration is given to relevant policy on the Crossrail contribution (subject to there being no reduction in any S.106 contributions previously envisaged).
- 73. To make payments of Crossrail contributions received by the City to the Mayor and/or Transport for London on the basis of the Implementation Protocol between the Mayor, Transport for London and the local planning authorities, subject to such payment being agreed by the Chamberlain.

The following functions are delegated to the Planning Policy and Performance Director:-

### **F: Local Plans, Naming and Numbering**

- 74. To carry out sustainability appraisal of Local Development Documents under Section 19(5) of the Planning and Compulsory Purchase Act 2004 and to exercise functions under the Environmental Assessment of Plans and Programmes Regulations 2004 including carrying out strategic environmental assessment (including assessments under the Habitats Directive (Council Directive 92/43/EEC)), preparing, publishing and consulting upon screening reports, scoping reports, sustainability commentaries and sustainability appraisal reports.
- 75. To carry out public consultation in the preparation of Local Development Documents in accordance with the Statement of Community Involvement and the duty cooperate in Section 33A of the Planning and Compulsory Purchase Act 2004.
- 76. To carry out surveys under Section 13 of the Planning & Compulsory Purchase Act 2004.
- 77. To provide any documents necessary to support consultations on Local Development Documents and submission of Local Plans.
- 78. To prepare and publish monitoring reports on an annual basis in accordance with Section 35 of the Planning & Compulsory Purchase Act 2004
- 79. To make observations on consultation documents issued by central and local government, statutory bodies etc., where the observations are in accordance with the City’s general policy position.

80. To carry out public consultation in the preparation of the Community Infrastructure Levy, in accordance with the Community Infrastructure Levy Regulations 2010 (as amended) and the Statement of Community Involvement.
81. To exercise powers under the London Building Acts (Amendment) Act 1939 – Part II relating to street naming and numbering of property.

### **G: Land Charges**

82. To maintain a register and index of Local Land Charges pursuant to section 3 of the Local Land Charges Act 1975, including the amendment and cancellation of registrations pursuant to the Local Land Charges Rules 1975 and to set search fees pursuant to Section 8 of the Local Land Charges Act 1975 and Section 150 of the Local Government and Housing Act 1989 and relevant Rules and Regulations made there under.
83. To make searches and issue search certificates pursuant to section 9 of the Local Land Charges Act 1975.

### **Delegations to other Officers**

The following functions are also delegated to the following Officers:-

Director of the Built Environment – Section A to G

Chief Planning Officer & Development Director – Sections F-G in the absence of the Policy & Performance Director

Assistant Director (Development Management) – Sections A – E

Assistant Director (Change Management) – Sections A to E

Policy & Performance Director – in the absence of the Chief Planning and Development Director; and Assistant Directors, Sections A to E

### **Statutory Authorities**

84. Officers of the department are authorised to exercise the following powers in accordance with the responsibilities of the post:
  - a. Sections 178(1), 196A(1), 196B, 209(1), 214B(1)(3), 214C, 219(1) and 225, 324 and 325 of the Town and Country Planning Act 1990 (as amended),
  - b. Sections 42(1), 88(2), (3), (4) and (5) and 88(A) of the Planning (Listed Buildings and Conservation Areas) Act 1990 (as amended)
  - c. Sections 36 and 36A of the Hazardous Substances Act 1990.



## **DISTRICT SURVEYOR**

The following functions are delegated to the District Surveyor:

85. To grant permission or consent, with or without conditions or, refuse to grant permission or consent, as the case may be, with respect to applications made to the City of London Corporation under the London Building Acts 1930-1982, The Building Act 1984 and The Building Regulations 2010 (as amended).
86. To sign and serve any notices required to be given by the City of London Corporation under the London Building Acts (Amendment) Act 1939, Part VII, Section 62 relating to dangerous structures within the City of London.

### **Delegation to other Officers**

The functions of the District Surveyor are also delegated to the Director of the Built Environment and the Deputy District Surveyor.

## **DIRECTOR OF CULTURE, HERITAGE & LIBRARIES**

The following matters are delegated to the Director of Culture, Heritage & Libraries:-

### **Libraries**

1. To approve loans of material to outside exhibitions.
2. To agree discounts of up to 50% to individual loan fees.
3. To waive loan fees in appropriate circumstances.
4. To negotiate the administrative fees to be charged in respect of scholarly loans .
5. To make promotional offers involving the waiving of charges for the library service
6. To waive admission charges to the Guildhall Art Gallery for promotional purposes.
7. The revision of all charges, with the discretion to reduce or waive such fees in appropriate circumstances.
8. The setting of levels of discount offered by the Guildhall Art Gallery and by the Guildhall Library Bookshop.

### **Tower Bridge**

1. To approve lettings of accommodation at Tower Bridge subject to the hire charges being within the levels approved by the Corporate Asset Sub-Committee.
2. To negotiate and agree non-fee based benefits for Tower Bridge in respect of large budget productions.

## **DIRECTOR OF MARKETS & CONSUMER PROTECTION**

The following matters are delegated to the Director of Markets & Consumer Protection:-

### **Markets**

1. To agree the assignment of tenancies where, in their opinion, there are no complications.
2. To grant tenancies at will to suitably qualified applicants in a standard form previously approved by the Comptroller & City Solicitor.
3. To authorise the Comptroller & City Solicitor to institute proceedings under the City of London Corporation's Byelaws.

### **Delegations to other Officers**

4. The above matters (1, 2 and 3) are also delegated to the Superintendents of Billingsgate Market, Smithfield Market and Spitalfields Market to be exercised either at the direction of or in the absence of the Director of Markets & Consumer Protection.

### **Port Health and Public Protection Division**

#### **Administrative**

5. To increase current charge rates for products of animal origin annually in line with inflation.
6. To enter into a Service Level Agreement with the Health Protection Agency and agree minor amendments from time to time if required.
7. Setting miscellaneous hourly-based charges subject to agreement with the Chamberlain.

#### **Delegations to other Officers**

8. The above matters (5, 6 and 7) are also delegated to the Port Health and Public Protection Director at the direction of or in the absence of the Director of Markets & Consumer Protection.

#### **Legislative**

9. To authorise duly appointed officers to act under any enactments, regulations or orders relating to the functions within the purview of the Committee and Department.

*The Director of Markets and Consumer Protection and any staff authorised by him are indemnified against all claims made against them including awards of damages and costs arising out of acts done by them in the bona fide discharge or purported discharge of such functions.*

	<b>Legislation</b>	<b>Delegated Function</b>
1.	Accommodations Agencies Act 1953	Institution of Proceedings and other enforcement methods
2.	Administration of Justice Act 1970	Institution of Proceedings and other enforcement methods
3.	Agriculture Act 1970 (as amended)	(i) Institution of Proceedings and other enforcement methods (ii) Section 67 – to enforce this part of the Act within the respective area; and the health authority of the Port of London shall have the like duty as respects the district of the Port of London
4.	Agricultural Produce (Grading & Marking) Act 1928 Agricultural Produce (Grading & Marking) Amendment Act 1931	Institution of Proceedings and other enforcement methods
5.	Animal Boarding Establishment Act 1963	(i) Institution of Proceedings and other enforcement methods (ii) Authorising of Officers to carry out inspections (iii) Granting of Licences
6.	Animal Health Act 1981 including all Orders and Regulations made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Section 52(1) – Appointment of Inspectors and other Officers as required for the execution and enforcement of the Act
7.	Animal Health & Welfare Act 1984	Institution of Proceedings and other enforcement methods.
8.	Animal Welfare Act 2006	(i) Institution of Proceedings and other enforcement methods (ii) Section 51 – Appointment of Inspectors and other Officers as required (iii) Service of Notices under

		Section 10
9.	Anti-Social Behaviour Act 2003	(i) Institution of Proceedings and other enforcement methods (ii) Section 48 – Issue of Notices (iii) Section 43 – Issue of FPN’s (iv) Authorisation of Officers
10.	Breeding of Dogs Acts 1973 (as amended) & 1991 Including any regulations made there under  and Breeding and Sale of Dogs (Welfare) Act 1999 (amendment to the 1973 Act)	(i) Institution of Proceedings and other enforcement methods (ii) Section 2 – Authorisation of officers (iii) the Granting of Licences iv) Setting of Fees
11.	Building Act 1984 including all Orders & Regulations made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Section 126 – Authorisation of Officers (iii) Part I and Schedule 3 - Granting all authorisations and consents and issuing of notices
12.	Cancer Act 1939	Institution of Proceedings and other enforcement methods
13.	Children & Young Persons Act 1933 (as amended by Protection of Children (Tobacco) Act 1986	Institution of Proceedings and other enforcement methods
14.	Children & Young Persons (Protection from Tobacco) Act 1991 Including all Orders and Regulations made thereunder	Institution of Proceedings and other enforcement methods
15.	Christmas Day (Trading) Act 2004	(i) Institution of Proceedings and other enforcement methods. (ii) Section 3(2) – Appointment of Inspectors. (iii) Section 2(1) – Granting of Consents.
16.	City of London Sewers Act 1848 (as amended in 1851 and 1897)	(i) Powers of Inspection under Sections 70 and 71 (ii) Issuing of notices Sections 61 and 75

17.	City of London (Various Powers) Act 1954 – Section 4	Institution of Proceedings and other enforcement methods
18.	City of London (Various Powers) Act 1971 – Section 3	Institution of Proceedings and other enforcement methods
19.	City of London (Various Powers) Act 1973	To exercise the power to dispense with or relax any requirement of a sanitation byelaw
20.	City of London (Various Powers) Act 1977	Authorisation of Officers under Section 22
21.	City of London (Various Powers) Act 1987 – Part III	(i) Grant and renewal of annual licences (ii) Institution of Proceedings and other enforcement methods (iii) Section 26 – Designation of areas
22.	Clean Air Act 1993 Including any Regulations made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Section 56 – Authorisation of Officers (iii) Sections 24, 36 & 58 – Serving of notices (iv) Section 15 – Granting of approvals (v) Section 35 – Powers of entry
23.	Clean Neighbourhoods and Environment Act 2005	(i) Power to make dog control orders (ii) Issue Fixed Penalty Notices (iii) Setting the level of fees (iv) Authorising Officers
24.	Companies Act 2006 Including any regulations made thereunder	Institution of Proceedings and other enforcement methods
25.	Consumer Credit Act 1974 Including any regulations made thereunder	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of officers under Sections 162 & 164
26.	Consumer Protection Act 1987 Including any regulations made thereunder	(i) Institution of Proceedings and other enforcement methods

		(ii) Authorisation of Officers under Sections 28 & 29 (iii) Part II – Serving of notices
27.	Control of Pollution Act 1974	(i) Institution of Proceedings and other enforcement methods. (ii) Part III and Section 93 – serving of notices.
28.	Copyright Designs & Patents Act 1988	Institution of Proceedings and other enforcement methods
29.	Courts & Legal Services Act 1990	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of officers under Section 106(6)
30.	Criminal Justice Act 1988	Institution of Proceedings and other enforcement methods
31.	Criminal Justice & Public Order Act 1994	Institution of Proceedings and other enforcement methods
32.	Dangerous Wild Animals Act 1976	(i) Institution of Proceedings and other enforcement methods (ii) Section 3 – Authorisation to carry out inspections (iii) Section 1 – Granting of licences
33.	Education Reform Act 1988	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of officers under Section 215
34.	Enterprise Act 2002	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Serving of Notices (iv) Applying for Orders
35.	Environment Act 1995	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers

36.	Environmental Protection Act 1990 (Part III)	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issuing Notices
37.	Estate Agents Act 1979	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issuing Notices
38.	European Communities Act 1972	Institution of legal proceedings, granting of authorisations/permissions, issuing of notices and authorisation of officers in respect of regulations made under the provisions of S.2(2) European Communities Act 1972 insofar as they apply to the Common Council of the City of London in its capacity as a local authority, weights and measures authority, food authority or port health authority.
39.	Explosives Act 1875 – Section 69	Discharge of duties
40.	Fair Trading Act 1973	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
41.	Farm & Garden Chemicals Act 1967	Institution of Proceedings and other enforcement methods
42.	Fireworks Act 2003	Institution of Proceedings and other enforcement methods
43.	Food and Environmental Protection Act 1985	Institution of Proceedings and other enforcement methods
44.	Food Safety Act 1990	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices



		(iv) Appointment of Public Analysts for the City of London Corporation acting as a Food Authority and/or a Port Health Authority
45.	Forgery & Counterfeiting Act 1981	Institution of Proceedings and other enforcement methods
46.	Fraud Act 2006	Institution of Proceedings and other enforcement methods
47.	Gambling Act 2005	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting applications, variations and transfers of premises licences (iv) Granting provisional statements (v) Endorsement of temporary use notices (vi) Issuing club gaming permits (vii) Issuing of club machine permits (viii) Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits
48.	Greater London Council (General Powers) Act 1967	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Certificates of Registration
49.	Greater London Council (General Powers) Act 1981	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
50.	Greater London Council (General Powers) Act 1984, Part VI	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting of refusing registration

51.	Hallmarking Act 1973	Institution of Proceedings and other enforcement methods
52.	Health Act 2006	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
53.	Health and Safety at Work Act 1974 Including any Regulations made thereunder	(i) Institution of Proceedings and other enforcement methods (ii) Appointment of inspectors (iii) Issue of notices
54.	House to House Collections Act 1939 (Regulations 1947)	(i) Institution of Proceedings and other enforcement methods (ii) Granting of Licences.
55.	Housing Act 1985	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices (iii) Granting of Licences
56.	Housing Act 2004	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices (iii) Authorisation of Officers (iv) Power to make Orders (v) Exercising the licensing functions
57.	Insolvency Act 1986	Institution of Proceedings and other enforcement methods
58.	Intoxicating Substances (Supply) Act 1985	Institution of Proceedings and other enforcement methods
59.	Knives Act 1997	Institution of Proceedings and other enforcement methods
60.	Legal Services Act 2007	Institution of Proceedings and other enforcement methods
61.	Licensing Act 2003 Various provisions relating to granting or refusal or	(i) Institution of Proceedings and other enforcement

	enforcement.	<p>methods</p> <p>(ii) Authorisation of Officers</p> <p>(iii) Granting premises licences, variations to premises licences and transferring premises licences</p> <p>(iv) Issuing provisional statements</p> <p>(v) Granting club premises certificates, and variations to club premises certificates</p> <p>(vi) Issue of Notices</p> <p>(vii) Renewal of personal licences</p> <p>(viii) Determining representations</p>
62.	Local Government (Miscellaneous Provisions) Act 1976	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Issue of Notices</p>
63.	Local Government (Miscellaneous Provisions) Act 1982	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Authorisation of Officers</p> <p>(iii) Granting of registrations</p>
64.	London County Council (General Powers) Act 1920 - Part IV	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Authorisation of Officers</p>
65.	London Local Authorities Act 1990	<p>(i) Institution of Proceedings and other enforcement methods under Section 34</p> <p>(ii) Granting, renewing, revoking or varying of licences under Part III</p>
66.	London Local Authorities Act 2007	Institution of Proceedings and other enforcement methods under Section 75
67.	Malicious Communications Act 1988	Institution of Proceedings and other enforcement methods
68.	Medicines Act 1968 Including any Regulations and Orders made thereunder	<p>(i) Institution of Proceedings and other enforcement methods</p> <p>(ii) Authorisation of Officers</p>

69.	Motorcycle Noise Act 1987	Institution of Proceedings and other enforcement methods
70.	National Lottery ETC Act 1993	Institution of Proceedings and other enforcement methods
71.	Noise Act 1996	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
72.	Olympic Symbol etc. (Protection) Act 1995	Institution of Proceedings and other enforcement methods
73.	Performing Animals (Regulation) Act 1925	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers
74.	Pet Animal Act 1951	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers (iii) Granting of Licences
75.	Poisons Act 1972	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers
76.	Pollution Prevention & Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2010	(i) Institution of Proceedings and other enforcement methods. (ii) Undertaking of functions relating to permits (iii) Carrying out of Enforcement Actions (iv) Authorisation of Officers under Regulation 32 of the 2010 Regulations.
77.	Prevention of Damage by Pests Act 1949	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices
78.	Prices Acts 1974	(i) Institution of Proceedings and other enforcement

		methods (ii) Authorisation of Officers
79.	Property Misdescriptions Act 1991	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of Officers
80.	Protection against Cruel Tethering Act 1988	Institution of Proceedings and other enforcement methods
81.	Protection from Harassment Act 1997	Institution of Proceedings and other enforcement methods.
82.	Public Health (Control of Disease) Act 1984	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Power to make Orders (iv) Applying to Courts for Closure Orders
83.	Public Health (Aircraft) Regulations 1979	Authorisation of Officers
84.	Public Health (Ships) Regulations 1979	Authorisation of Officers
85.	Public Health Act 1936	(i) Institution of Proceedings and other enforcement methods (ii) Issue of Notices
86.	Public Health Act 1961	Issue of Notices
87.	Riding Establishments Acts 1964 and 1970	(i) Institution of Proceedings and other enforcement methods (ii) Granting of Licences and provisional Licences
88.	Road Traffic Act 1988 Including any Regulations made thereunder	Institution of Proceedings and other enforcement methods
89.	Scrap Metal Dealers Act 1964	(i) Institution of Proceedings and other enforcement methods. (ii) Authorisation of suitable officers.
90.	Site Waste Management Plan Regulations 2008	i) Institution of Proceedings ii) Issue of Notices and Authorisation of Officers
91.	Solicitors Act 1974	(i) Institution of Proceedings and other enforcement

		methods (ii) Powers of Entry
92.	Sunbeds (Regulation) Act 2010	i) Institution of Proceedings and other enforcement methods ii) Powers of Entry
93.	Sunday Trading Act 1994	(i) Institution of Proceedings and other enforcement methods (ii) Appointment of Inspectors (iii) Consents
94.	Tobacco Advertising & Promotion Act 2002	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
95.	Trade Descriptions Act 1968	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers
96.	Trade Marks Act 1994	Institution of Proceedings and other enforcement methods
97.	Unsolicited Goods & Services Act 1971	Institution of Proceedings and other enforcement methods
98.	Video Recordings Act 1984	Institution of Proceedings and other enforcement methods
99.	Water Industry Act 1991	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Issue of Notices and Notifications (iv) Granting of Consents
100.	Weights and Measures Act 1985	(i) Institution of Proceedings and other enforcement methods (ii) Power to appoint Inspectors
101.	Zoo Licensing Act 1981	(i) Institution of Proceedings and other enforcement methods (ii) Authorisation of Officers (iii) Granting, renewing, revoking, alteration and transferring of licenses (iv) Making zoo closure directions

## **DIRECTOR OF OPEN SPACES**

The following matters are delegated to the Director of Open Spaces:-

### **Strategic**

1. To submit responses, having consulted where appropriate, on behalf of the Open Spaces and City Gardens Committee to initiatives and consultative documents issued by the Government and its agencies.

### **Operational**

#### **Burnham Beeches and City Commons**

2. To deal with the sale of agricultural and forestry produce by private treaty.
3. To issue all necessary licences, franchises and consents relating to the Beeches/Commons where a precedent has already been set and where the Epping Forest & Commons Committee have not indicated that they wish to consider any further applications.
4. To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
5. To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest & Commons Committee, as appropriate.
6. To enforce the Byelaws relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.
7. To authorise individual officers to enforce the Byelaws appertaining to the Beeches/Commons subject to any decision to institute proceedings being taken in accordance with paragraph (8) above.
8. To grant licences for:
  - a. sale of refreshments
  - b. filming and commercial photography
  - c. events and entertainments
  - d. driving and parking vehicles
9. To grant minor wayleaves and licences in consultation with the City Surveyor.

#### **Epping Forest**

10. To take any action to protect or preserve the Forest, and to report to the Epping Forest & Commons Committee, as appropriate.
11. To authorise individual officers to enforce the Byelaws relating to the Forest, subject to any decision to institute legal proceedings for any offence being made in consultation

with the Comptroller & City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest & Commons Committee.

12. To institute proceedings in Magistrates' courts under the Epping Forest Act 1878 (as amended) Section 87 of the Environmental Protection Act 1990, Section 9 of the City of London (Various Powers) Act 1971 and Section 7(6) of the City of London (Various Powers) Act 1977.
13. To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
14. To deal with the sale of Forest produce by private treaty.
15. To grant licences for: –
  - e. sale of refreshments;
  - f. filming and commercial photography;
  - g. circus and fairs;
  - h. flying model aircraft;
  - i. driving and parking vehicles;
  - j. camping;
  - k. events and entertainments.
16. To let out recreational facilities in accordance with the current approved scale of charges.
17. To grant minor way-leaves and licences.
18. To fix fees for the sale of Forest produce and to fix licence fees for ice cream vans and other small scale refreshment facilities in the Forest.

### **Hampstead Heath, Highgate Wood and Queen's Park**

19. To liaise with English Heritage pursuant to the provision of any agreement in this regard between the City of London Corporation and English Heritage.
20. To issue all necessary licences, franchises and consents relating to Hampstead Heath, Highgate Wood and Queen's Park where a precedent has already been set and where the Hampstead Heath, Highgate Wood & Queen's Park have not indicated that they wish to consider any further applications.
21. To seek and obtain all requisite licences and consents required in connection with Hampstead Heath lands, Highgate Wood and Queen's Park, activities or entertainments.
22. To act to protect or preserve Hampstead Heath, Highgate Wood and Queen's Park and to report to the Hampstead Heath, Highgate Wood & Queen's Park Committee, as appropriate.
23. To enforce the Byelaws relating to Hampstead Heath, Highgate Wood and Queen's Park subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor and to the result of any such



prosecution being reported to the Hampstead Heath, Highgate Wood & Queen's Park Committee.

24. To authorise individual officers to enforce the Byelaws appertaining to the Hampstead Heath Grounds, Highgate Wood and Queen's Park subject to any decision to institute proceedings being taken in accordance with paragraph 25 above.
25. To let out recreational facilities in accordance with the current approved scale of charges.
26. To grant licences for:
  - l. sale of refreshments
  - m. filming and commercial photography
  - n. circus and fairs
  - o. driving and parking vehicles
  - p. events and entertainments
  - q. minor wayleaves and licences

### **City Gardens and West Ham Park**

27. To take any action to protect or preserve West Ham Park and the City Gardens, and to report to the Open Spaces and City Gardens Committee or the West Ham Park Committee, as appropriate.
28. To enforce the Byelaws relating to West Ham Park and the City Gardens subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller & City Solicitor, and to the result of any such prosecution being reported to the Open Spaces and City Gardens Committee or the West Ham Park Committee, as appropriate.
29. To authorise individual officers to enforce the Byelaws appertaining to West Ham Park and to the City Gardens, subject to any decision to institute proceedings being taken in accordance with paragraph 28 above.
30. To grant licences for:
  - r. sale of refreshments
  - s. filming and commercial photography
  - t. events and entertainments
  - u. driving and parking vehicles
31. To grant minor wayleaves and licences.
32. To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.
33. To let out recreational facilities in accordance with the current approved scale of charges.

### **Cemetery and Crematorium**

34. To extinguish Exclusive Rights of Burial in a grave that has not been used for over 75 years,

35. To refund fees paid by City of London Corporation employees and Members of the Common Council or their close relatives burial or alternatively cremation.
36. Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller & City Solicitor.

**Delegations to other Officers**

37. The following authorities are also delegated to the Officers identified to be exercised either:-

- v. at the direction of the Director of Open Spaces; or,
- w. in the absence of the Director of Open Spaces.

Superintendent of Burnham Beeches	-	Items 2 - 9
Superintendent of the City Commons	-	Items 2 - 9
Superintendent of Epping Forest	-	Items 10 – 18
Superintendent of Hampstead Heath, Highgate Wood and Queen’s Park	-	Items 19 – 26
Superintendent of Parks & Gardens	-	Items 27 – 33
Cemetery & Crematorium Manager	-	Items 34 – 36

## **HEAD TEACHER, CITY OF LONDON FREEMEN'S SCHOOL**

The following matters are delegated to the Head Teacher:-

### **Operational**

1. The letting of school premises in consultation with the City Surveyor.

### **Human Resources**

#### **Creation of Posts**

1. In relation to Teaching Staff:-
  - a. to create posts below the level of Head of Department, provided that they are funded from the approved budget and adhere to City of London Corporation salary structure, terms and conditions for teachers. To be reported to Board of Governors; and
  - b. to approve additional responsibilities, provided that they are funded from the approved budget. (Proposed scale increments of 2 points and above require prior agreement with the Director of HR to ensure consistency across the 3 Schools). To be reported to Board of Governors.

#### **Appointments**

2. to appoint Deputy Head and Bursar, with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
3. to appoint Second Deputy Head, Heads of Section and Heads of Departments
4. to appoint Teachers;
5. to approve overlapping of employment in a post, provided it can be funded from approved budget.

#### **Employment policies, procedures and contracts**

6. to issue to teachers – in consultation with the Director of HR.

#### **Salary Structure and Increases**

7. to approve responsibility allowances, provided they can be funded from approved budget. Proposed scale increments of 2 points and above for additional responsibilities require agreement of the Director of HR to ensure consistency across three Schools. To be reported to Board of Governors;
8. to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). To be reported to Board of Governors.

### **Leave of Absence**

9. to approve paid work during term-time, in accordance with policy agreed by Board of Governors;
10. to approve unpaid leave whether or not additional costs are incurred for cover, provided it can be funded from approved budget.

### **Termination of Employment**

11. to give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher redundancy. Report to Board of Governors and Establishment Committee.

### **Dismissal**

12. to dismiss the Deputy Head, Second Deputy Head, Heads of Section and Bursar, in consultation with Chairman and Deputy Chairman of the Board of Governors following consultation with the Director of HR;
13. to dismiss Heads of Department, and Teachers;

### **Suspension**

14. to suspend the Deputy Head, Second Deputy Head, Heads of Section, Bursar, Heads of Department, and Teachers, following consultation with the Director of HR.
15. In relation to Administrative Staff, with the exception of the Bursar:-
  - a. to approve dismissal only following consultation with the Director of HR;
  - b. to approve suspension, following consultation with the Director of HR.

## HEAD TEACHER, CITY OF LONDON SCHOOL

The following matters are delegated to the Head:-

### Operational

1. The letting of school premises in consultation with the City Surveyor.

### Human Resources

In relation to **Staff:-**

#### Creation of Posts

2. to make appointments below that of Deputy Head (i.e. the Second Master) provided that they are funded from the approved budget and can be funded on an on-going basis and adhere to City of London Corporation salary structure, terms and conditions for teachers. **To be reported to Board of Governors;**
3. to approve additional responsibilities, provided that they are funded from the approved budget and can be funded on an on-going basis. **To be reported to Board of Governors.**

#### Appointments

4. to appoint Deputy Head (The Second Master), with final selection in consultation with Chairman and Deputy Chairman of the Board of Governors;
5. to appoint all other Teachers and Members of the support staff;
6. to approve overlapping of employment in a post, provided it can be funded from approved budget.

#### Employment policies, procedures and contracts

7. to issue to staff – in consultation with the Director of HR.

#### Salary Structure and Increases

8. to approve responsibility allowances, provided they can be funded from approved budget and can be funded on on-going basis. **To be reported to Board of Governors;**
9. to approve recruitment increments subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). **To be reported to Board of Governors.**

#### Leave of Absence

10. to approve paid work during term-time, in accordance with policy agreed by **Board of Governors;**
11. to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget.

### **Termination of Employment**

12. to give notice of redundancy in consultation with the Director of HR and adherence to City of London Corporation policy on teacher or support staff redundancy. **Report to Board of Governors and Establishment Committee.**

### **Dismissal**

13. to dismiss or suspend Deputy Head (the Second Master), in consultation with Chairman and Deputy Chairman of the **Board of Governors** following consultation with the Director of HR;
14. to dismiss or suspend all other members of staff, following consultation with the Director of HR.

## HEAD TEACHER, CITY OF LONDON SCHOOL FOR GIRLS

The following matters are delegated to the Head Teacher:-

### **Operational**

1. The letting of school premises in consultation with the City Surveyor.

### **Human Resources**

2. In relation to **Teaching Staff**:-

### **Creation of Posts**

3. to make appointments below the level of Head of Department, provided that they are funded from the approved budget and don't commit to increase the level of ongoing expenditure on teachers' salary costs for future years and adhere to City of London Corporation salary structure, terms and conditions for teachers. **To be reported to Board of Governors;**
4. to approve additional responsibilities, provided that they are funded from the approved budget and don't commit to an increase in the overall level of ongoing expenditure on teachers' salary costs for future years. **To be reported to Board of Governors.**

### **Appointments**

5. to appoint the Deputy Heads, Director of Studies and other members of the Senior Management Team', with final selection in consultation with the Chairman and Deputy Chairman of the **Board of Governors or their appointed representatives'**;
6. to appoint Heads of Departments, Assistant Heads of Section and Teachers;
7. to approve overlapping of employment in a post, provided it can be funded from approved budget and does not increase the overall level of expenditure on teachers' salary costs for future;
8. to appoint casual agency staff and temporary staff for up to one year, subject to adequate provision within the temporary staffing contingency fund;
9. to permit the extension of posts and employment contracts of administrative/support staff, provided funding is met from the approved budget and also give consideration to the impact on future budgets, in consultation with the Director of HR and the Pay Office. **To be reported to Board of Governors.**

### **Employment policies, procedures and contracts**

10. to issue to teachers – in consultation with the Director of HR;
11. to issue to administrative/support staff, subject to consultation with HR and recognised Unions.

### **Salary Structure and Increases**

12. to approve responsibility allowances, provided can be funded from approved budget and provided this does not result in an increase in the overall level of expenditure on teachers' salary costs for future years. **To be reported to Board of Governors;**

13. to approve recruitment increment subject to prior consultation with the Director of HR (additional increment/part increment can be awarded if there are demonstrable problems in recruitment or retention for a particular teaching post). **To be reported to Board of Governors.**

#### **Payments**

14. to approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Director of HR;
15. to approve payment of the Lump Sum Allowance for Newly Qualified Teachers, in accordance with the policy approved by Establishment Committee.

#### **Leave of Absence**

16. to approve paid work during term-time, in accordance with policy agreed by **Board of Governors**;
17. to approve unpaid leave whether or not additional costs are incurred for cover, provided can be funded from approved budget and does not result in an increase in the overall level of teachers' salary costs for future years;
18. to approve compassionate leave with pay for between 1-5 working days, in accordance with the policy agreed by Establishment Committee;
19. to approve compassionate leave with pay for between 6-10 working days, in consultation with the Director of HR.

#### **Termination of Employment**

20. to give notice of redundancy in consultation with HR and adherence to City of London Corporation policy on teacher redundancy. **Report to Board of Governors and Establishment Committee;**
21. to approve voluntary early retirements without enhancement and not due to redundancy or in the interests of efficiency, subject to consultation with the Director of HR and approval of Teachers Pensions;
22. to approve early retirements on the grounds of ill health where supported by the Occupational Health Manager, subject to consultation with the Director of HR.

#### **Dismissal**

23. to dismiss the Director of Studies, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;
24. to dismiss Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.

#### **Suspension**

25. to suspend the Director of Studies, in consultation with the Chairman and Deputy Chairman of the **Board of Governors** and the Director of HR;
26. to suspend Heads of Department, Teachers and administrative/support staff, following consultation with the Director of HR.



27. In relation to **Administrative Staff**:-

- (a) to approve dismissal only following consultation with the Director of HR;
- (b) to approve suspension, following consultation with the Director of HR.

## **PRINCIPAL - THE GUILDHALL SCHOOL OF MUSIC & DRAMA**

Consistent with the resolution of the Court of Common Council in December 2005, the Principal has all the powers necessary to execute the Financial Memorandum with the Higher Education Funding Council for England (HEFCE) delegated to him.

Further, under the terms of the Guildhall School of Music & Drama Instrument and Articles of Government, the following powers are delegated to the Principal:-

1. To make such decisions and to initiate such action as he/she deems necessary in the interests of the efficient running of the Institution and the services provided by the Institution.
2. To make proposals to the Board of Governors about the education character and mission of the Institution and to implement the decisions of the Board of Governors.
3. The appointment, assignment, appraisal and dismissal of staff.
4. The maintenance of student discipline and the suspension or expulsion of students on disciplinary grounds in accordance with the procedures relating thereto in force from time to time and the implementation of decisions to expel students for academic reasons.
5. To incur revenue and capital expenditure and enter into commitments of behalf of the City of London Corporation where appropriate provision has been included in either the revenue or capital estimates, subject to compliance with Standing Orders.
6. To act as Chief Accounting Officer for HEFCE purposes

## **REMEMBRANCER**

### **MANAGING DIRECTOR – BARBICAN CENTRE**

The Remembrancer and the Managing Director of the Barbican Centre do not have any powers delegated to them other than those general delegations that apply to all Chief Officers.

# City of London (Draft) Project Procedure

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**May 2014**

## **Overview**

1. Projects are one of the key ways that the City of London Corporation delivers its strategic aims and priorities. The City Corporation is committed to ensuring that projects are delivered efficiently and that the best use is made of the resources available to the organisation.
2. The Project Procedure is approved by the Policy and Resources Committee and the Court of Common Council. Any changes to the Project Procedure require the authorisation of the Policy and Resources Committee for technical adjustments and the Court of Common Council for significant changes.
3. The Project Procedure has been designed to encourage consistency of delivery across the organisation, while allowing flexibility to respond to circumstances with appropriate speed.
4. All projects over £50,000 that have tangible, physical deliverables (including IS projects) must be recorded on Project Vision, the City Corporation's project management system.
5. The Project Procedure applies to the following categories of projects that have tangible, physical deliverables (including IS projects):
  - a. Capital and supplementary revenue projects (including projects within agreed strategies) over £50,000
  - b. Routine revenue projects over £250,000
  - c. Capital and supplementary revenue projects delivered with ringfenced funds over £250,000 (e.g. Capital Caps, Designated Sales Pools, Additional Works Programmes, Housing Revenue Account)
6. This document contains information about:
  - Governance
  - Resource Allocation Timetable
  - Approval Process
  - Ringfenced Funds (e.g. Capital Caps, Designated Sales Pools, Additional Works Programmes, Housing Revenue Account)
  - Externally Funded Projects (e.g. TfL, Heritage Lottery, EU)
  - Funds with Restricted Purpose (e.g. Section 278)
  - Strategies (e.g. Area Strategies)
  - Routine Revenue Projects
  - Changes to Projects: Before Agreement at Authority to Start Work
  - The Project Sum
  - Changes to Projects: After Agreement at Authority to Start Work
  - Procurement and Contract Letting
  - Project Toolkit
7. If you have any queries or comments about the Project Procedure or about project management generally at the City Corporation, please contact the Town Clerk's Programme Office on 020 7332 1128.

## **Governance**

8. All projects that are likely to require over £50,000 of capital expenditure over the following five years must be identified in departmental business plans. Projects captured in business plans are registered on Project Vision as 'gateway 0' projects.
9. Approval of the City of London Corporation's programme of projects is the responsibility of the Policy and Resources Committee through its Projects Sub-Committee, which scrutinises individual projects, and the Resource Allocation Sub-Committee, which considers the overall programme of project activity and its funding. Decisions about projects are made in conjunction with Spending Committees and the Court of Common Council for high value projects. The Projects Sub-Committee periodically receives programme reports on all capital and supplementary revenue projects and can 'call in' any project at any stage of the Approval Process when it is considered appropriate to do so.
10. Where the Town Clerk considers a scheme has policy implications, or where the Policy and Resources Committee has indicated it wishes to consider a particular project further, the report will also be submitted to that Committee.
11. The Finance Committee is responsible for obtaining value for money, improving efficiency and overseeing procurement generally across the City Corporation. The Finance Committee therefore receives periodic reports on the City Corporation's capital expenditure.
12. The Town Clerk's Programme Office monitors the progress of projects from start to finish. Departmental project teams are required to maintain up to date information about each project on Project Vision including key dates, risks and documentation.
13. Officer-level Project Boards may be established for individual projects. The establishment of a Project Board is particularly important for projects which require officers from a number of different departments to deliver them. Guidance is available from the Town Clerk's Programme Office about the establishment, composition and running of Project Boards.
14. For full details of the different roles and responsibilities relating to project management please refer to the Project Governance guidance available in the Project Toolkit.

## **Resource Allocation Timetable**

15. The Resource Allocation Sub-Committee will determine the budget to be set aside for capital and supplementary revenue projects for the forthcoming financial year. That sum will be included in the City's annual budget agreed by the Finance Committee and Court of Common Council in February/March each year.
16. New projects may enter the Gateway Approval Process at any time during the year, but should be already planned in a department's business plan. The stages at which a project will be included in the capital programme are described in more detail below.

## **Gateway Approval Process**

17. All projects covered by this Project Procedure enter the Gateway Approval Process at gateway 1 and the general expectation is that projects will normally proceed through gateways 1 to 7 in sequence.

18. To allow projects to proceed at the appropriate speed and to ensure that the City Corporation is able to take advantage of circumstances as they arise, Standing Orders authorise the Town Clerk, in consultation with the Projects Sub-Committee, or the Chairman and Deputy Chairman thereof as appropriate, to vary the Gateway Approval Process in relation to individual projects in cases when it is deemed appropriate to do so (e.g. to take advantage of external funding sources).
19. There should be no assumption that the Gateway Approval Process is a linear process and it is possible that more complex schemes may include the preparation of more than one report at each stage, particularly in the options appraisal stages.
20. The City has adopted a Gateway Approval Process with three tracks: complex, regular and light. The decision about which track a project should follow depends on the estimated cost and the level of risk. The matrix below provides guidance on the track that should be followed. There is flexibility to move projects between tracks at any stage if it becomes evident that a project is more or less complex than originally anticipated.

<b>Cost</b>	<b>Risk</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
<b>Under £250k</b>		<i>Light</i>	<i>Light</i>	<i>Regular</i>
<b>£250k to £5m</b>		<i>Regular</i>	<i>Regular</i>	<i>Complex</i>
<b>Over £5m</b>		<i>Regular</i>	<i>Complex</i>	<i>Complex</i>

Unless otherwise stated, 'cost' is the project cost and includes, but is not limited to, cost elements such as works, fees and staff costs.

21. The stages in the Gateway Approval Process are:

**Gateway 0. Project captured in Business Plan**

A brief description of the project together with an indicative idea of the cost, funding source and timetable is included in the relevant departmental business plan.

**Gateway 1. Authority to submit Project Proposal**

A very short project proposal report is submitted to the Corporate Projects Board of senior officers who consider whether to give approval to submit the proposal to Members.

**Gateway 2. Project Proposal**

A short business case to be prepared seeking authority to proceed to Outline Options Appraisal stage and permission to expend any resource, internal or external. The proposal should establish clear, measurable objectives and targeted benefits for the City Corporation. At this stage, the relevant approval track (Complex, Regular or Light) will be determined. An indication of the intended procurement strategy should be set out at this stage.

**Gateway 3. Outline Options Appraisal**

The report should set out a range of viable options for proceeding with the project and make recommendations to Members on the option(s) to progress.

**Gateway 4. Detailed Options Appraisal**

Report to be prepared setting out detailed appraisal of options, or variations of an option, taking account of further information available and advice by Members on

previous report. The level at which the scheme design will be approved is to be determined at this stage (options would include Spending Committee, Projects Sub-Committee, Chief Officer, Project Board, Town Clerk's Programme Office). Approval of the procurement methodology will be sought at this stage (subject to approval of gateway 4a if City funding is being sought, gateway 4b if the project is estimated to cost over £5m and gateway 4c the detailed design at the appropriate level) will be sought at this stage, if required.

**Gateway 4a. Inclusion in Capital Programme (if unallocated City funding is required for the project)**

The Resource Allocation Sub-Committee will recommend to the Policy and Resources Committee whether to add a project to the capital programme, hold it in reserve, commission further work or drop it. If a project is added to the programme the Resource Allocation Sub-Committee will advise the Policy and Resources Committee as to how the expenditure should be phased. Reporting at this stage will be prepared by the Town Clerk's Programme Office.

**Gateway 4b. Court of Common Council Approval (projects over £5m)**

Approval of the Court of Common Council will be sought at this stage. Court reports will be prepared by the Town Clerk's Office.

**Gateway 4c. Detailed Design**

Approval of the detailed design for the option selected at Detailed Options Appraisal, at the level agreed at that stage.

**Gateway 5. Authority to Start Work**

Authority to be sought at this stage to begin delivering the project. The results of any tender exercise must be included in this report. The level of progress reporting is determined at this stage and can range from specific project reports to coverage by exception in routine updates.

**Gateway 6. Progress Reports**

Short updates, usually by exception, on progress made on project with particular focus on risk, cost and time – frequency to be determined at 'authority to start work' stage.

**Gateway 7. Outcome Report**

Critical assessment of the project and the achievement of its objectives.

22. Advice on the equivalent RIBA stages is available from the City Surveyor's Property Projects Division.
23. Guidance on the reporting format and requirements for each stage has been prepared and is available in the Project Toolkit.
24. Risk Management must be an integral part of managing a project from start to finish. A separate guidance note available in the Project Toolkit is available to assist officers in how risk should be managed throughout the life of a project.
25. The diagram below sets out the Gateway Approval Process and the Committees with authority to consider and approve projects at each of the gateways. It sets out the three tracks which will generally be followed.

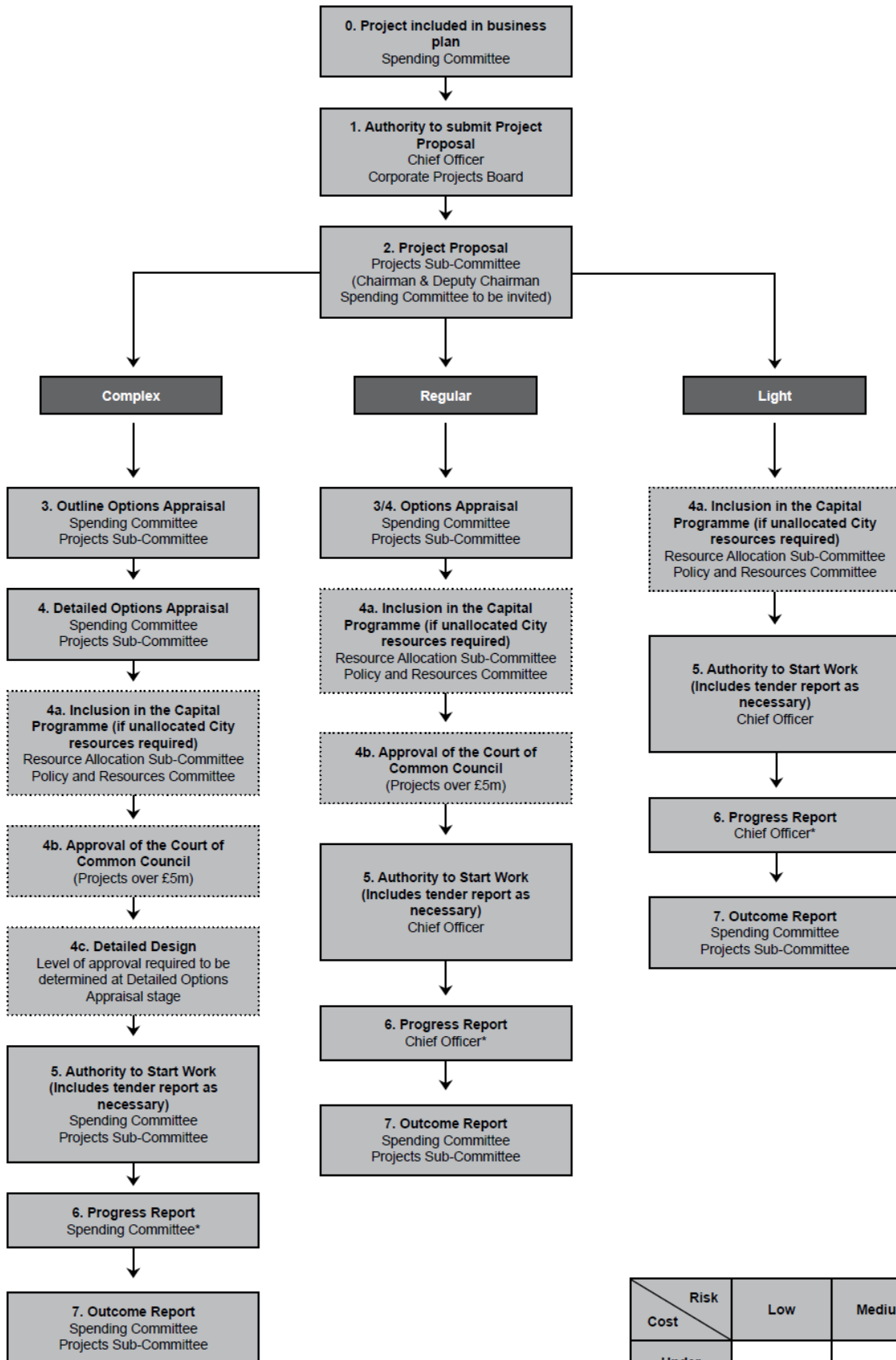
# Gateway Approval Process

The procedure applies to projects that result in tangible, physical deliverables (including IS projects) in the following categories.

Capital and Supplementary Revenue projects (including those within agreed strategies) >£50k

Routine Revenue projects >£250k

Capital and Supplementary Revenue projects delivered with ringfenced funds >£250k



Risk \ Cost	Low	Medium	High
Under £250k	Light	Light	Regular
£250k - £5m	Regular	Regular	Complex
Over £5m	Regular	Complex	Complex

\* Projects Sub Committee regularly reviews the whole programme of projects



### **Ringfenced Funds (e.g. Capital Caps, Designated Sales Pools, Additional Works Programme, Housing Revenue Account)**

26. All projects delivered from ringfenced funds (e.g. Capital Caps, Designated Sales Pools, Additional Works Programmes, Housing Revenue Account) over £250,000 will follow the Approval Process from gateway 1. Such projects will normally follow the light or regular route.
27. Any project delivered with ringfenced funds costing up to £250,000 may be authorised by the relevant Chief Officer at all stages of the Gateway Approval Process, including the authorisation of changes to projects.

### **Externally Funded Projects (e.g. TfL, Heritage Lottery, EU)**

28. The Corporate Projects Board and the Projects Sub-Committee must be consulted on opportunities for and potential use of external funding for projects at the earliest opportunity to ensure that it fits with corporate priorities. This should be done prior to making an application for external funding. Match funding from the City cannot be guaranteed.

### **External Funds with a Restricted Purpose (e.g. Section 278)**

29. Projects over £50,000 funded from sources that may only be used for one particular purpose with no possible alternative use, will follow the Gateway Approval Process from gateway 1. Such projects will normally follow the light route.
30. The Town Clerk, in consultation with the Projects Sub-Committee, or the Chairman and Deputy Chairman thereof as appropriate, will normally authorise projects delivered from external funds with a restricted purpose to proceed direct from gateway 2 to gateway 5.

### **Strategies (e.g. Area Strategies)**

31. All projects within an agreed strategy over £50,000 will follow the Gateway Approval Process from gateway 1 and will normally follow the light or regular route.

### **Routine Revenue Projects**

32. Routine revenue projects costing over £250,000 follow the Gateway Approval Process from gateway 1. Such projects will normally follow the light or regular route.
33. Any routine revenue project costing up to £250,000 may be authorised by the relevant Chief Officer at all stages of the Gateway Approval Process including the authorisation of changes to projects.

### **Changes to Projects: Before agreement at Authority to Start Work**

34. During the development of a project, the confidence ranges relating to overall cost, quality and time will be determined at each gateway on a case by case basis. Factors which will influence the establishment of the confidence range include costs that cannot be quantified with certainty and the likelihood of unexpected works.
35. Fees budgets sought to develop the project during the early stages will be fixed amounts and if further resources are required, approval needs to be sought from the Projects Sub-Committee.

36. As the project evolves, the expectation is that the confidence range should become smaller as officers obtain greater certainty about the project and the associated risks and issues. The confidence range for each project will need to reflect the risks particular to that project and will need to be considered on a case by case basis.
37. Provided that a project remains, and is forecast to remain, within the agreed confidence ranges, officers should continue to work towards the next gateway. Guidance is available in the Project Toolkit on the process for movement between budget lines.
38. In cases where:
- the financial implications will be higher or lower than the agreed confidence range (capital or revenue expenditure or income/returns/savings)
  - the overall programme needs to be accelerated or delayed
  - the specification will be significantly different to that agreed
- in these circumstances, officers will report to the Committee(s) or Chief Officer who approved the last gateway report on the circumstances, the options available and a recommended course of action.

### **The Project Sum**

39. The project sum (total estimated cost of the project) is agreed at Authority to Start Work stage. Officers may include a confidence range at Authority to Start Work (gateway 5) if there is still some uncertainty about the project sum. Officers need to relate such cost uncertainties to specifically identified risks. The case for allocating a specific risk-based contingency will be considered on a project by project basis by the Projects Sub-Committee in the light of the confidence range provided. A limited fund is held centrally for additional project costs and the process for accessing such funds, including in cases of urgency, is provided in the Project Toolkit.
40. In the case of externally funded projects, officers are expected to phase expenditure between essential and optional elements to ensure that the project sum is not exceeded. Where project works on essential elements have been completed officers can then progress agreed optional elements.

### **Changes to Projects: After agreement at Authority to Start Work**

41. If the cost of the project is projected to escalate over the project sum agreed at Authority to Start Work stage (or any subsequent revision to that project sum agreed by the relevant Committees) the following approvals are required:

<b><i>Increase in Project Sum</i></b>	<b><i>Approval Required</i></b>
£0 to £50,000 or up to 10% (whichever is lower)	Chamberlain (in consultation with the Chief Officer for the project)
Over £50,000 or more than 10% (whichever is lower)	Spending Committee Projects Sub-Committee
<b>For projects costing over £5m: Over £500,000</b>	<b>Spending Committee Projects Sub-Committee Court of Common Council</b>

If additional unallocated City Corporation resources are required, the procedure described in the table above must be followed and the approval of the Policy and Resources Committee must also be obtained. In such cases the Policy and Resources Committee must be advised of the impact of the proposed increase in the City's overall programme and any agreed increase must be reported to the next meeting of the Resource Allocation Sub-Committee for appropriate adjustments to be made to the City Corporation's programme.

42. Where an increase has been agreed under the arrangements set out in paragraph 41 above, the procedure starts again for any further increases.
43. Any significant changes to the project that are not related to cost (e.g. programme, risk and specification) must be agreed by the Spending Committee which considers the progress reports for the project.

### **Procurement and Contract Letting**

44. All projects involve procurement activity and contract letting which must be carried out in accordance with the City Corporation's agreed Procurement Regulations.

### **Project Toolkit**

45. Guidance for officers on how to progress between the gateways together with the necessary documentation and processes to follow is provided in the Project Toolkit maintained by the Town Clerk's Programme Office.