

Appendix One

Scheme of Delegations to Officers

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Scheme of Delegations to Officers

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.

All delegations to officers in accordance with the general powers detailed below are to be exercised in consultation with the relevant Chief Officers where appropriate and shall be deemed to be exercisable in relation to the City of London Corporation in any of its legal capacities unless otherwise specified or the context indicates otherwise.

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:

- a. 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;
- b. undertake staff re-organisation in accordance with agreed policies and procedures and within budget limitations;
- c. place orders and enter into contracts for the supply of goods and services in line with the Public Contracts Regulations 2015 and the City of London Corporation's Procurement Code, Parts 1 and 2 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;

- d. 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 Executive Director Property 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 Procedure and the Procurement Code, Parts 1 and 2;
 - 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 and 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/or 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 Procedure and Procurement Code.
7. To authorise virement of local risk budgets in accordance with Financial Regulations, subject to the approval of the Chamberlain and Chief Financial Officer.

Contracts

8. To approve contracts that are exempt from the Procurement Code, as referenced in the Corporate Competitive Procurement Exemption Policy which outlines the exemption relationship, 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 approval of the contractual situation ;
 - 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 Standing Orders, where the signature of the Comptroller and City Solicitor is not required.

Property

10. Subject to the prior advice of the City Surveyor and Executive Director Property, 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 and Executive Director Property, 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 and 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, agreed policies and procedures in the Employee Handbook regarding the creation and deletion of posts and guidance agreed by Establishment Committee in relation to restructures.
17. To approve submissions to Corporate HR of requests for re-evaluation of a post under the 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, motorcycle 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 Executive 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 of 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 the 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 Executive 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 Executive 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 Executive Director of HR

- 42. To authorise the dismissal of employees on grounds of permanent ill health and any associated early release of pension for such employees and ex-employees 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 10 days per annum subject to adherence to Special Leave Policy guidelines in the Employee Handbook. Any extensions beyond 10 days require the approval of the Executive 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 and 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 the Establishment Committee.
- 47. To set career grade structures and criteria for relevant posts.
- 48. To waive reductions to pension benefits in cases of early retirement or flexible retirement with the agreement of the Chamberlain and Chief Financial Officer.

Section 4 – Delegation to Chief Officers in Agreement with other Authorities

49. 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 £5,000 and of any value for grades I and above must go to the Market Forces Supplement Board and Establishment Committee.
50. To authorise payments of Market Forces Supplements with the approval of the Market Forces Board up to the maximum values of outlined in the Pay Progression Policy within the Employee Handbook. Payments over these maximum values 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.
51. 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.
52. To authorise redundancy for posts below grade I. Associated payments and capital costs for release of pension to be approved by the Executive 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 the Executive Director of HR where any enhancement payments are agreed.

TOWN CLERK AND CHIEF EXECUTIVE

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

Operational

1. To act as head of the paid service for the City of London Corporation.
2. To co-ordinate the development and implementation 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 be responsible for ensuring the City of London Corporation discharges its functions and duties as part of the authority's local arrangements under the Civil Contingencies Act 2004.
7. To be responsible for the making of 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).

Culture and Libraries Functions

16. To be responsible for the London Metropolitan Archives, Guildhall and City Business Libraries, Guildhall Art Gallery, London's Roman Amphitheatre, Billingsgate Roman House and Baths and the City of London Police Museum.
17. To approve loans in to and out of the premises named above for exhibitions and/or display
18. To revise all fees and charges, including admission fees, with the discretion to reduce or waive such fees and charges in appropriate circumstances, for the premises named above
19. To authorise the siting of donation boxes on the premises named above.
20. To be responsible for the management and staffing of the City of London Police Museum

City Information Centre

21. To be responsible for the City Information Centre (CIC) and to approve new products and services supplied by external suppliers for sale by CIC staff or through third party concessionaires (e.g. the Foreign Exchange).

22. To approve fees and licensing arrangements for window and racking space to third party concessionaires for advertising or promotional purposes or to waive such fees as appropriate.
23. To authorise the siting of donation boxes on City Information Centre premises

Outdoor Events Programme

24. To approve programmatic content for the public events schedule in Guildhall Yard, in consultation with the Remembrancer and Chief Commoner in instances where reputational (or other) risk is anticipated.
25. To approve programmatic content for the outdoor arts programme replacing the City of London Festival

Cultural and Visitor Strategies

26. To approve activities, work programmes and publishing in support of the City's Cultural and Visitor Strategies
27. Approve financial, in-kind and collaborative partnerships to deliver the City's Cultural and Visitor Strategies

Delegations to other Officers

28. The following authority is also delegated to the officers indicated to be exercised either:
 - a. at the direction of the Town Clerk and Chief Executive or
 - b. in the absence of the Town Clerk and Chief Executive
 - a. Items 16 – 27 above are delegated to Executive Director, Innovation and Growth
 - b. This item is delegated to the Chief Operating Officer - to act in consultation 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 (whether under Standing Order No. 41 or otherwise) where action may be taken under authority delegated by a committee.
 - c. The following authority is delegated to the Managing Director, Bridge House Estates - to act in consultation with any relevant Chairman and Deputy Chairman in cases where urgent decisions may be required as provided for in Standing Order No. 41, in respect of Bridge House Estates and/or any other charity in which the City of London Corporation has a material interest, and also in cases (whether under Standing Order 41 or otherwise) where action may be taken under authority delegated by a Committee in respect of Bridge House Estates.

CHAMBERLAIN AND CHIEF FINANCIAL OFFICER

The following powers are delegated to the Chamberlain and Chief Financial Officer :

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 and Chief Financial Officer'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, temporarily, as an emergency response to the Covid-19 pandemic, write off all debts due to the City of London Corporation which are irrecoverable of up to £100,000 (Head of Revenues) and of up to £500,000 (Chamberlain and Chief Financial Officer), with any amount in excess of £500,000 to be submitted to Finance Committee for approval. Finance Committee to receive a report for information on any write-offs over £25,000.
10. To write off all unclaimed credit amounts.
11. To, temporarily, as an emergency response to the Covid -19 pandemic, authorise the granting of discretionary rate relief under section 47 and section 49 of the Local Government Finance Act 1988 up to £25,000 per annum, and to determine and award all business grant payments under the government support schemes (Head of Revenues).
12. To agree (Local Government Finance Act 1988) 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 consultation with the Chairman of the General Purposes Committee of Aldermen.

14. To act as Head of Profession for Finance, with the right to issue technical standards and guidance in respect of such matters 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 carry out all functions in relation to Trophy Tax.
16. To sign grant claims and other returns on behalf of the City of London Corporation.

Delegations to other Officers

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

- a. at the direction of the Chamberlain and Chief Financial Officer; or,
- b. in the absence of the Chamberlain and Chief Financial Officer

Deputy Chamberlain and Chief Financial Officer - Items 5, 9-12, and 14

Deputy Director, Financial Services }

Items 5, 15 and 16

Corporate Treasurer }

Head of Revenues - Items 9 (Up to £100,000), 10 (Up to £5,000), 11 and 12

COMMISSIONER FOR THE CITY OF LONDON POLICE

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 relevant 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 Executive 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 Executive 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, in line with the shared service provided 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 and Chief Financial Officer 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.

City of London Police Museum

9. To be responsible for the management of the museum collection.

Delegations to other Officers

10. The following powers are delegated to the Assistant Commissioner 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 AND CITY SOLICITOR

The following powers are delegated to the Comptroller and City Solicitor:

1. To attest the City of London Corporation's Seal.
2. To act as Vice Chamberlain and Chief Financial Officer.
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 and 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 and 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.
8. To act as Data Protection Officer pursuant to Article 37 of the General Data Protection Regulation (EU) 2016/679 and Section 69 of the Data Protection Act 2018.

CHIEF OPERATING OFFICER

The following powers are delegated to the Chief Operating Officer.

EMPLOYEE SERVICES

1. To act as Head of Profession for IS and Procurement, with the right to issue technical standards and guidance in respect of such matters for use throughout the City of London Corporation and to be consulted on staffing arrangements for any of those functions within other Departments.
2. To authorise the suspension of pension contributions.
3. To give approvals in respect of contract delegated lettings and waivers in accordance with the Procurement Code, Part 1, including waivers up to £50,000.

MARKETS

4. To agree the assignment of standard form tenancies.
5. To grant tenancies at will to suitably qualified applicants in a standard form previously approved by the Comptroller and City Solicitor.

HUMAN RESOURCES

6. To prepare, authorise and execute Settlement Agreements on termination of employment.
7. 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 and Judge's salaries on receipt of Circular from NJC;
 - d. City of London Corporation 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.
8. To authorise increases in allowances payable to employees in accordance with statute and agreed pay policy and other Employee Handbook provisions.
9. To approve the selection process for and authorise the appointment of recruitment advertising agency and search and select agencies as appropriate.

15. 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, including as detailed below.

The Chief Operating Officer 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.

	Legislation	Delegated Function
1.	Health Act 2006	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices

CITY SURVEYOR AND EXECUTIVE DIRECTOR PROPERTY

The following powers are delegated to the City Surveyor and Executive Director Property:

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 in any of its legal capacities.

Property Management

2. To act in respect of:-
 - a. all lettings, including lease renewals, with an annual rent of up to and including £500,000 per annum exclusive which are for a term of 25 years or less, providing the terms are at or above market value;
 - b. all quarterly tenancies, dilapidations, 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 £250,000 per annum exclusive;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 £200,000 per annum and where the premium is no more than £400,000;
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 and granted by the City of London Corporation as landlord, 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 and City Solicitor and the Chamberlain and Chief Financial Officer on financial matters and after taking legal advice from the Comptroller and City Solicitor;
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, Tenancy or Licence by either:

- a. More than 10% of the income over the duration of the Lease, Tenancy or Licence, or
 - b. Where a premium of no more than £1,000,000 is payable to the relevant estate.
- 7. For all locations 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 and 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, disposal or acquisition.
- 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 or re-development of up to £1,000,000 per scheme / per property, for investment properties, with funding either from the relevant 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 agreed with the Chamberlain and Chief Financial Officer .

Blue Plaque Scheme

- 13. Accept and determine applications for Blue Plaques.
- 14. To deal with the replacement of damaged plaques and authorise the erection of replacement plaques in different locations using altered wording if, in the opinion of the City Surveyor and Executive Director Property (taking into account evidence supplied by the Director of Culture, Heritage and 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 and Executive Director Property's Blue Plaques budget; and,
16. Enter into formal licence agreements with building owners for the erection of Blue Plaques.

Capital Projects (whilst adhering to the City's Procurement Code)

17. To appoint consultants for feasibility studies.
18. To seek pre-commencement consultancy or professional advice.
19. To seek cost advice.
20. To seek the advice of contractors on buildings surveys and measured surveys.
21. To drawdown on the costed risk register to an agreed limit.

Delegations to other Officers

22. The above-mentioned authorities are also delegated to the Officers identified to be exercised either:
 - a. at the direction of the City Surveyor and Executive Director Property; or
 - b. in the absence of the City Surveyor and Executive Director Property
 - Investment Property Director
 - Corporate Property Director
 - Operations Director; or
 - Property Projects Director or their nominated Assistant Director
23. The following specific authority is delegated to Nicholas Gill (Investment Property Director) or his appointed deputies to exercise asset management functions as agent for the Trustee of the Bridge House Estates.
24. To appoint an independent valuer on behalf of the Lord Mayor of the City of London pursuant to section 13(2) of the City of London (Various Powers Act) 1948 and/or section 9(2) of the City of London (Various Powers Act) 1948.

Delegations in Emergency

25. 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.

EXECUTIVE DIRECTOR OF COMMUNITY AND CHILDREN'S SERVICES

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

Services for Children

1. To be the City of London Corporation's statutory Executive Director of Children's Services under section 18 of the Children Act 2004.
2. To carry out the functions of the City of London 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 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 City of London Corporation 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 to consultative documents issued by HM Government and its agencies relating to functions affecting children exercisable by the City of London Corporation whether in our local authority or general corporate capacity, subject to appropriate consultation with the Chairman and Deputy Chairman of the responsible Committee

Adult Services

6. To be the City of London Corporation'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 City of London Corporation 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 City of London Corporation 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 service.
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, 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 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 neighbourhood 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 the City dwellings, demotion orders, eviction of secure tenants, introductory tenants, non-secure tenants and licensees in accordance with City Corporation's policy;
 - m. attending the Barbican Residents' Association meetings and discharging functions as set out in the agreed terms of reference of that Committee.
15. To institute proceedings and enforcement remedies in relation to part 1-6 of the Anti-Social Behaviour, Crime and Policing Act 2014.

Homelessness

16. To act on behalf of the City Corporation all matters relating to the City Corporation's functions and duties under the provisions of homelessness legislation (and relevant parts of housing legislation), which include but are not limited to:

- a. determining the strategic management and direction for homelessness services;
- b. exercising the functions in accordance with the Homelessness Strategy and other relevant policies and plans relating to homelessness and rough sleeping;
- c. exercising the functions in accordance with legislation to discharge statutory duties in response to homelessness legislation
- d. exercising the functions in respect of the preparation and development of appropriate strategies and plans;
- e. undertaking the periodic reviews of homelessness and rough sleeping needs and service provision within the City;
- f. incurring expenditure on emergency interim accommodation within budget levels;
- g. incurring expenditure on commissioned services within budget levels;
- h. securing effective preventative, outreach and assessment services for homelessness and rough sleeping services;
- i. undertaking statutory and general consultations on homelessness matters.

Barbican Estate

17. 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.

18. To approve, where appropriate, filming and photography on the Estate.

19. To agree commercial rent levels in consultation with the City Surveyor and Executive Director Property, subject to reporting to the Barbican Residential Committee.
20. To approve valuations of flats submitted by consultant valuers.
21. To appoint consultants in accordance with Standing Orders.

Commercial Property (within the Housing Revenue Account, the Barbican Housing Estate and Portsoken Pavilion Café)

22. 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.
23. 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.
24. 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 and 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.
25. 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.
26. 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.
27. 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.
28. 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 and Valuation Standards (7th 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

- 29. 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.
- 30. To act as the Proper Officer for the Rent Act 1977 (as amended by the Housing Act 1980).

Public Health

- 31. 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.
- 32. To manage the City Corporation's Public Health functions (where these are not specially delegated to other Chief Officers).
- 33. Exercising the functions in planning for, and responding to, emergencies that present a risk to public health.
- 34. To cooperate with the police, the probation service and prison service to assess the risks posed by violent or sexual offenders.
- 35. To provide the City Corporation's public health response as a 'responsible authority' under the Licensing Act.
- 36. 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.
- 37. To produce an annual public health report.

Community Libraries – Barbican, Artizan and Shoe Lane

- 38. To approve loans of library material to outside exhibitions.
- 39. To agree discounts of up to 50% to individual loan fees.
- 40. To waive loan fees in appropriate circumstances.
- 41. To negotiate the administrative fees to be charged in respect of scholarly loans.

42. To make promotional offers involving the waiving of charges for the library service.
43. To review charges, with discretion to reduce or waive such fees in appropriate circumstances
44. To negotiate and approve delivery of paid for services to third parties that are outside of statutory duties

Miscellaneous

45. To enter into Commissioning arrangements for the provision of any of the functions of the Director of Community and Children's Services in so far as this is compatible with the general conditions of delegations.
46. To consider representations from persons seeking access to their files under the Data Protection Act 2018, and to grant such access as appropriate.

Delegations to other Officers

47. 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 Executive Director of Community and Children's Services; or,
 - b. in the absence of the Executive Director of Community and Children's Services

Strategic Director, Education, Culture and Skills – adult skills and learning
Assistant Director People – services for children and adults
Assistant Director, Commissioning and Partnerships – miscellaneous and other items relating to commissioning of services
Assistant Director, Barbican Estate and Property Services – housing, Barbican Estate and commercial property
Director of Public Health – public health
Head of Barbican and Community Libraries – community libraries

EXECUTIVE DIRECTOR, ENVIRONMENT

The following general powers are delegated to the Executive Director, 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 the 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 and Chief Financial Officer .

TRANSPORTATION AND 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 Undertaker 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. Determining applications for consent to the demolition of works under any part of a street under Section 5(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has demolished works or caused such works to be demolished without consent to deal with them as specified.
23. Giving notice of consent to statutory undertakers under section 5(3) of the Greater London Council (General Powers) Act 1986.
24. Determining applications for consent to the erection or placement of any wall, barrier or obstruction under section 6(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has erected any such wall, barrier or obstruction or caused any such wall, barrier or obstruction to be erected without consent to remove the wall, barrier or obstruction.
25. Giving notice of consent to statutory undertakers under section 6(3) of the Greater London Council (General Powers) Act 1986.
26. Determining applications for consent to infilling any vault, cellar, underground room or storage area under a street under section 7(1) of the Greater London Council (General Powers) Act 1986 and service of notices requiring a person who has undertaken infilling or caused infilling to be undertaken without consent to remove the infilled material or to alter or deal with it as specified.
27. Giving notice of consent to statutory undertakers under section 7(3) of the Greater London Council (General Powers) Act 1986.
28. Approval of plans, sections and specifications relating to certain retaining walls and consultation with Transport for London under section 8(2) of the Greater London Council (General Powers) Act 1986.
29. Service of notices requiring the execution of works to obviate danger under section 8(4) of the Greater London Council (General Powers) Act 1986.
30. Determining whether to comply with a request by Transport for London under section 8(5) of the Greater London Council (General Powers) Act 1986.
31. Executing works under section 9(4) of the Greater London Council (General Powers) Act 1986 and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.

32. Giving effect to any order of a court under section 302 of the Public Health Act 1936 (as applied by section 9(3) of the Greater London Council (General Powers) Act 1986).
33. Approval of plans, sections and specifications relating to retaining walls near streets under section 167(2) of the Highways Act 1980.
34. Consultation with Transport for London under section 167(2) of the Highways Act 1980.
35. Service of notices requiring the execution of works to obviate danger under section 167(5) of the Highways Act 1980.
36. Determining whether to comply with a request by Transport for London under section 167(6) of the Highways Act 1980.
37. Executing works under section 290(6) of the Public Health Act 1936 (as applied by section 167(7) of the Highways Act 1980) and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.
38. Giving effect to any order of a court under section 302 of the Public Health Act 1936 (as applied by 167(8) of the Highways Act 1980).
39. Determining applications for licences for the construction of bridges over highways under section 176(1) of the Highways Act 1980, including the imposition of terms and conditions.
40. Determining whether the removal or alteration of a bridge is necessary or desirable in connection with the carrying out of improvements to a highway under section 176(4) of the Highways Act 1980 and enforcing the requirement to remove or alter the bridge.
41. Determining applications for licences for the construction, alteration and use of buildings over highways under section 177(1) of the Highways Act 1980, including the imposition of terms and conditions.
42. Recovering any sum payable under section 177(3) of the Highways Act 1980.
43. Executing works and providing facilities under section 177(5) of the Highways Act 1980 and recovering expenses incurred in so doing.
44. Declaring any term or condition to be necessary for the purpose of securing the safety of persons using the highway or of preventing interference with traffic thereon under section 177(6) of the Highways Act 1980.
45. Service of notices requiring the demolition of buildings or the making of alterations under section 177(7) of the Highways Act 1980 where a building has been constructed or altered in contravention of section 177(1). Service of notices requiring the execution of works or the taking of steps as are necessary to secure

compliance with terms or conditions of a licence under section 177(8) of the Highways Act 1980.

46. If notices under section 177(7) or (8) are not complied with, demolishing buildings, executing works or taking such steps as are necessary and recovering expenses incurred in so doing under section 177(9) of the Highways Act 1980.
47. Disposing of materials under section 177(10) of the Highways Act 1980.
48. Consenting to the fixing or placing of any overhead beam, rail, pipe, cable, wire or other similar apparatus over, along or across a highway under section 178(1) of the Highways Act 1980 and attaching terms and conditions.
49. Consenting to the construction of works under a street and service of notices requiring the removal or alteration of works or dealing with works constructed without consent under section 179(1) of the Highways Act 1980.
50. Removing, altering or dealing with works under section 179(4) of the Highways Act 1980 and recovering expenses incurred in so doing.
51. Giving notice of consent to public utility undertakers under section 179(5) of the Highways Act 1980.
52. Determining applications for consenting to the making of openings in the footway of a street as an entrance to a cellar or vault thereunder under section 180(1) of the Highways Act 1980 and requiring the provision of doors or coverings or directing the manner of construction and the materials.
53. Consenting to the carrying out of works in a street to provide means for the admission of air or light under section 180(2) of the Highways Act 1980 and imposing requirements as to the construction of the works.
54. Giving notice to public utility undertakers under section 180(5) of the Highways Act 1980.
55. Serving notices and causing any thing as respects which there has been default to be repaired or put into good condition under section 180(7) of the Highways Act 1980 and recovering expenses incurred in so doing.
56. 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.
57. To agree consents for temporary highway activities pursuant to the Crossrail Act 2008.
58. 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 1995 - 2012 (LLAA), and the Traffic Management Act 2004 (TMA).

CITY WALKWAY

59. Publication and display of notices of the passing of a resolution declaring a city walkway under section 6(2) of the City of London (Various Powers) Act 1967.
60. Publication and display of notices of the passing of a resolution altering or discontinuing a city walkway under section 6(5) of the City of London (Various Powers) Act 1967.
61. Agreeing or authorising the entering into of an agreement in respect of responsibility for paving, repairing, draining, cleansing or lighting any city walkway or any exemption from liability for non-repair of the surface of a city walkway under section 9(1) of the City of London (Various Powers) Act 1967.
62. Agreeing or authorising the entering into of an agreement relating to any changes in ownership of materials placed by the Corporation on or in any building or land in pursuance of the Corporation's functions under section 9 of the City of London (Various Powers) Act 1967.
63. Agreeing or authorising the entering into of an agreement relating to any changes in duties to provide and maintain support for city walkways or parts of city walkways under section 10(1) of the City of London (Various Powers) Act 1967.
64. Instituting civil proceedings for an injunction to prevent any breach of the duty or to secure compliance with the duty to provide and maintain support for a city walkway or any part of a city walkway under section 10(2) of the City of London (Various Powers) Act 1967.
65. Service of notices requiring the carrying out of works required to prevent danger or inconvenience to persons on a city walkway or works required for the improvement of a city walkway under section 11(1) of the City of London (Various Powers) Act 1967.
66. Approving or refusing to approve the carrying out of alternative works under section 11(3) of the City of London (Various Powers) Act 1967.
67. Carrying out works under section 11(5) of the City of London (Various Powers) Act 1967 and recovering the expenses reasonably incurred in so doing, including instituting proceedings for the recovery of expenses.
68. If any question arises whether the withholding of a consent is unreasonable, determining whether to require referral to an arbitrator under section 11(6) of the City of London (Various Powers) Act 1967 and agreeing to the appointment of the arbitrator.
69. Restricting or prohibiting temporarily pedestrian access along and the use of a city walkway or any part of a city walkway under section 11A of the City of London (Various Powers) Act 1967, including determining the extent of the restriction or prohibition and the imposition of conditions and exceptions considered necessary.

70. Affixing to a building drainage apparatus under section 15(1) of the City of London (Various Powers) Act 1967.
71. Applying to the Mayor's and City of London Court for the affixing of drainage apparatus without the consent of the owner of the building under section 15(2) of the City of London (Various Powers) Act 1967 where consent is considered to unreasonably withheld.
72. Removing drainage apparatus in compliance with a notice served on the Corporation and applying to the Mayor's and City of London Court for the annulment of notices to remove drainage apparatus under section 15(3) of the City of London (Various Powers) Act 1967 where the requirement is considered reasonable.
73. Temporarily removing drainage apparatus necessary during any reconstruction or repair of a building under section 15(4) of the City of London (Various Powers) Act 1967.
74. Altering, removing, repairing and maintaining drainage apparatus under section 15(5) of the City of London (Various Powers) Act 1967.
75. Paying compensation under section 16(5) of the City of London (Various Powers) Act 1967 to the owner of a building who suffers damage by, or in consequence of, the affixing, altering, removing repairing or maintaining of any drainage apparatus.
76. Giving undertakings as to the use to which land or a right in, on, over or under land or any part thereof to be compulsorily acquired will be put under section 17(3) of the City of London (Various Powers) Act 1967.
77. Determining applications for consent to the placing or maintaining in or over a city walkway or any part thereof anything for the use, convenience or entertainment of members of the public, or otherwise for the benefit of the public, or for the improvement of amenities, or for decorative purposes, or to the use of any part of a city walkway temporarily for the purpose of any exhibition or entertainment under section 18(1) of the City of London (Various Powers) Act 1967 including the imposition of conditions.
78. Withdrawing consent or varying or adding to any conditions subject to which a consent has been given under section 18(3) of the City of London (Various Powers) Act 1967.
79. Requiring the removal of things in respect of which consent was given, removing such things and recovering the expenses incurred in so doing where a condition of consent is contravened under section 18(4) of the City of London (Various Powers) Act 1967.

CEMETRY AND CREMATORIUM

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

81. To refund fees paid by City of London Corporation employees and Members of the Common Council or their close relatives' burial or alternatively cremation.
82. Setting of contract conditions and burial and cremation fees, in conjunction with the Comptroller and City Solicitor.
83. To enforce the Byelaws and offences under the Local Authorities Cemeteries Order 1977 and Cremation Act 1902 relating to the Cemetery and Crematorium subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller and City Solicitor, and to the result of any such prosecution being reported to the Port Health and Environmental Services Committee.
84. To authorise individual officers to enforce the Byelaws appertaining to the Cemetery and Crematorium, subject to and decision to institute proceedings being taken in accordance with 31 above.
85. To grant licences following consultation with the City Surveyor and Executive Director Property and City Solicitor, for:
 - x. Sale of refreshments
 - y. filming and commercial photography
86. To deal with the sale of forestry produce by private treaty.

PORT HEALTH AND PUBLIC PROTECTION

87. To increase current charge rates for products of animal origin annually in line with inflation.
88. To enter into a Service Level Agreement with the Health Protection Agency and agree minor amendments from time to time if required.
89. To set miscellaneous hourly-based charges subject to agreement with the Chamberlain and Chief Financial Officer .

OPEN SPACES

Strategic

90. 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.
91. To institute or become involved in legal proceedings in consultation with the Comptroller and City Solicitor where deemed appropriate, to protect or preserve, enhance or secure the interests of the City of London Corporation in relation to its open spaces.

Operational

Burnham Beeches and City Commons

92. To take any action to protect or preserve the Beeches/Commons and to report to the Epping Forest and Commons Committee, as appropriate.
93. 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 and Commons Committee have not indicated that they wish to consider any further applications.
94. To seek and obtain all requisite licences and consents required in connection with Beeches/Commons lands, activities or entertainments.
95. To enforce the Byelaws and Public Spaces Protection Orders relating to the Beeches/Commons subject to any decision relating to the institution of legal proceedings being made in consultation with the Comptroller and City Solicitor and to the result of any such prosecution being reported to the Epping Forest and Commons Committee.
96. 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 (5) above.
97. To authorise individual officers to issue Fixed Penalty Notices.
98. To grant licences following consultation with the City Surveyor and Executive Director Property and Comptroller and City Solicitor, for:
 - a. Sale of refreshments
 - b. Filming and commercial photography
 - c. Events and entertainments
 - d. Driving and parking vehicles
 - e. Other licences arising from the City of London Corporation (Open Spaces) Act 2018
99. To grant minor wayleaves and licences in consultation with the City Surveyor and Executive Director Property.
100. To let out recreational facilities in accordance with the current approved scale of charges.
101. To deal with the sale of agricultural and forestry produce by private treaty.

Epping Forest

102. To take any action to protect or preserve the Forest, and to report to the Epping Forest and Commons Committee, as appropriate.
103. 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 and City Solicitor, if appropriate, and to the result of any such prosecution being reported to the Epping Forest and Commons Committee.

104. 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.
105. To close, re-open and vary designated ways pursuant to Section 9(4) of the City of London (Various Powers) Act 1961.
106. To deal with the sale of Forest produce by private treaty.
107. To grant licences following consultation with the City Surveyor and Executive Director Property and Comptroller and City Solicitor, for:-
 - f. sale of refreshments;
 - g. filming and commercial photography;
 - h. circus and fairs;
 - i. flying model aircraft;
 - j. driving and parking vehicles;
 - k. camping;
 - l. events and entertainments.
108. To let out recreational facilities in accordance with the current approved scale of charges.
109. To grant minor way-leaves and licences.
110. 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

111. To act to protect or preserve Hampstead Heath, Highgate Wood and Queen's Park and to report to the Hampstead Heath, Highgate Wood and Queen's Park Committee, as appropriate.
112. 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 and Queen's Park have not indicated that they wish to consider any further applications.
113. 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.
114. 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 and City Solicitor and to the result of any such prosecution being reported to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

115. 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 23 above.
116. To grant licences following consultation with the City Surveyor and Executive Director Property and Comptroller and City Solicitor, for:
 - m. sale of refreshments
 - n. filming and commercial photography
 - o. circus and fairs
 - p. driving and parking vehicles
 - q. events and entertainments
 - r. other licences arising from the City of London Corporation (Open Spaces) Act 2018
117. To grant minor wayleaves and licences.
118. To let out recreational facilities in accordance with the current approved scale of charges.
119. To liaise with Historic England pursuant to the provision of any agreement in this regard between the City of London Corporation and Historic England.
120. To deal with the sale of agricultural and forestry produce by private treaty.

City Gardens and West Ham Park

121. 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.
122. To issue all necessary licences, franchises and consents relating to the City Gardens and West Ham Park where a precedent has already been set and where the West Ham Park Committee or the Open Spaces and City Gardens Committee have not indicated that they wish to consider any further applications.
123. To seek and obtain all requisite licences and consents required in connection with West Ham Park and City Gardens lands, activities or entertainments.
124. 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 and 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.

125. 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 33 above.
126. To grant licences following consultation with the City Surveyor and Executive Director Property and Comptroller and City Solicitor, for:-
- s. sale of refreshments
 - t. filming and commercial photography
 - u. events and entertainments
 - v. driving and parking vehicles
 - w. other licences arising from the City of London Corporation (Open Spaces) Act 2018
127. To grant minor wayleaves and licences.
128. To let out recreational facilities in accordance with the current approved scale of charges.

Tower Bridge and the Monument

129. To approve lettings of premises at Tower Bridge subject to the hire charges being within the levels approved by the Culture, Heritage and Libraries Committee.
130. To negotiate and agree non-fee-based benefits for Tower Bridge in respect of large budget productions.
131. To exercise powers under Section 29 of the Corporation of London Tower Bridge Act 1885 and Section 11 of the City of London (Various Powers) Act 1971 for the opening of Tower Bridge for the navigation of vessels on the River Thames
132. To negotiate and agree costs of sales and discounts in relation to the retail businesses being conducted at Tower Bridge Exhibition and the Monument.
133. To liaise with Historic England pursuant to the provisions of any agreement between the City of London Corporation and Historic England relating to matters affecting Tower Bridge and the Monument.

Keats House and Ten Keats Grove

134. To grant licences following consultation with the City Surveyor and Executive Director Property and City Solicitor, for:
- Sale of refreshments
 - Filming and commercial photography
 - Events and entertainments
135. To grant minor wayleaves and licences

TOWN PLANNING

A: Development Management

136. To determine applications for outline, full and temporary planning permission under Part III of the Town and Country Planning Act 1990 subject to the decisions being in accordance with policy, not being of broad interest and there being no more than 4 planning objections.
137. To make non-material changes to planning permission pursuant to Section 96A of the Town and Country Planning Act 1990.
138. To determine applications for Listed Building Consent under the Planning (Listed Buildings and Conservation Areas) Act 1990; subject to the applications not being of broad interest and there being no more than 4 relevant objections.
139. 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 99.
140. To determine submissions pursuant to the approval of conditions, under the Town and 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.
141. 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 and Transportation Committee.
142. To determine applications for planning permission, listed building consent and conservation area consent to replace an extant permission/consent granted on or before 1st October 2010, for development which has not already begun with a new permission/consent subject to a new time limit pursuant to Article 20 of the Town and Country Planning (Development Management Procedure) Order 2015 and Regulation 3 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 and provided no more than 4 planning objections have been received.
143. 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.
144. To determine applications for Advertisement Consent pursuant to Regulations 12, 13, 14, 15 and 16 of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.
145. To determine applications for prior approval under the Town and Country Planning (General Permitted Development) Order 2015.

146. To make observations in respect of planning and related applications submitted to other Boroughs, where the City of London Corporation's views have been sought and which do not raise wider City issues.
147. To serve notices under Article 5 of the Town and Country Planning (Development Management Procedure) Order 2015.
148. 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.
149. To serve Planning Contravention Notices under Section 171C of the Town and Country Planning Act 1990.
150. 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.
151. To issue a letter of assurance under Section 172A of the Town and Country Planning Act 1990.
152. To serve notices under Section 215 of the Town and Country Planning Act 1990.
153. To serve Breach of Condition Notices under Section 187A of the Town and Country Planning Act 1990.
154. To decline to determine a retrospective application for planning permission under Section 70C of the Town and Country Planning Act 1990.
155. 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 and Conservation Areas Act) 1990, and Section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
156. To institute proceedings pursuant to Section 224 of the Town and Country Planning Act 1990.
157. To serve Notice of Intention to remove or obliterate placards and posters pursuant to Section 225 of the Town and Country Planning Act 1990.
158. To agree minor variations to agreements pursuant to sections 106 and 106A of the Town and Country Planning Act 1990 and to authorise section 106 covenants in respect of planning applications (and where the planning application is such that it may be determined by the Chief Officer (or other appropriate officer authorised by them) under this Scheme of Delegation.
159. To agree minor variations to agreements pursuant to section 278 of the Highways Act 1980.

160. 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.
161. To determine City Community Infrastructure Levy contributions pursuant to the Community Infrastructure Levy Regulations 2010 (as amended).
162. To pass Community Infrastructure Levy contributions to other parties pursuant to section 216A of the Planning Act 2008 and regulations made thereunder.
163. To determine applications to discharge requirements and approve details pursuant to the Thames Tideway Development Consent Order and other similar Development Consent Orders, and to discharge conditions and approve details pursuant to deemed planning permission granted by Transport and Works Act Orders and statutes in respect of infrastructure projects subject to the applications being in accordance with policy, not being of broad interest, and there being no more than 4 planning objections.
164. To authorise the entering into of Planning Performance Agreements and Memoranda of Understanding under S111 of the Local Government Act 1972 and Part 1 of the Localism Act 2011 and making charges for discretionary planning services under S93 of the Local Government Act 2003

B: Trees

165. 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.).
166. 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.

C: Churches

167. To respond to consultation made under the provisions of the Mission and Pastoral Measure 2011, the Faculty Jurisdiction Rules 2000 and 2013, the Care of Churches and Ecclesiastical Jurisdiction Measure 1991, the Care of Cathedrals Measure 2011 and the Code of Practice relating to exempted denominations procedures agreed by the Secretary of State.
168. The City of London Corporation's functions under the City of London (St. Paul's Cathedral Preservation) Act 1935.

D: Environmental Impact

169. To carry out the following functions under the Town and Country Planning (Environmental Impact Assessment) Regulations 2011 (as amended):
 - c. formulating "screening opinions" under Regulation 5;

- d. requiring developers to submit an environmental statement to validate an application under Regulation 10;
- e. formulating “scoping opinions” under Regulation 13;
- f. providing relevant information to developers who propose to prepare an environmental statement under the provisions of Regulation 15 (4);
- g. requiring the submission of further information pursuant to regulation 22;
- h. requiring the local authority to submit an environmental statement in respect of applications for local authority development under Regulation 25;
- i. formulating a “screening opinion” in matters of planning enforcement under Regulation 32.

E: Crossrail

- 170. To agree Crossrail contributions, agree viability assessments and instruct the Comptroller and 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.
- 171. To make payments of Crossrail contributions received by the City of London Corporation 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 payments being agreed by the Chamberlain and Chief Financial Officer .

F: Local Plans, Naming and Numbering

- 172. 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.
- 173. 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.
- 174. To carry out surveys under Section 13 of the Planning and Compulsory Purchase Act 2004.

175. To provide any documents necessary to support consultations on Local Development Documents and submission of Local Plans.
176. To prepare and publish monitoring reports on an annual basis in accordance with Section 35 of the Planning and Compulsory Purchase Act 2004.
177. 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.
178. 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.
179. To exercise powers under the London Building Acts (Amendment) Act 1939 – Part II relating to street naming and numbering of property.

G: Land Charges

180. 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.
181. To make searches and issue search certificates pursuant to section 9 of the Local Land Charges Act 1975.

H: Lead Local Flood Authority

182. To exercise the City's functions as Lead Local Flood Authority in relation to the Flood and Water Management Act 2010 (other than the function delegated to the City Surveyor and Executive Director Property).

DISTRICT SURVEYOR

183. 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).
184. 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.
185. To exercise the City's Lead Local Flood Authority function as a statutory consultee to the local planning authority on surface water drainage issues.
186. To sign and serve any notices and consents required to be given by the City of London Corporation under the London Building Acts (Amendment) Act 1939,

Part IV, Section 30 relating to special and temporary structures etc. erected within the City of London.

187. In accordance with the Party Wall etc Act 1996, Section 10 (8) select the third surveyor if required to do so.

Delegations to other Officers

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

- a. at the direction of the Executive Director, Environment; or,
- b. in the absence of the Executive Director, Environment.

Transportation and Public Realm Director	- Items 4-96
Assistant Director (Highways) and 58	- Items 5-17 and 56, 57
Assistant Director (City Transportation)	- Item 18
Superintendent and Registrar of the City of London Cemetery and Crematorium	- Items 80 - 86
Port Health and Public Protection Director	- Items 87-89
Open Spaces Director	- Items 90 -135
Superintendent of The Commons	- Items 92 -101
Superintendent of Epping Forest	- Items 102 - 110
Superintendent of Hampstead Heath, Highgate Wood and Queen's Park	- Items 111 - 120
Superintendent of (City) Parks and Gardens	- Items 121 - 128
Head of Tower Bridge	- Items 129 – 135
Chief Planning and Development Director	- Items 136 – 182
Assistant Directors (Development), then to the Policy and Performance Director	- Items 136 – 171 and Paragraph 194
Policy and Performance Director, then to the Assistant Director (Policy), then to the Chief Planning Officer and Development Director	- Items 171 – 182
District Surveyor and the Assistant District Surveyors	- Items 183 - 187

Institution of Proceedings

189. 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.

190. To institute proceedings and other enforcement remedies in respect of the Health Act 2006, section 6, 7, 8, 9 and 10.

191. To institute proceedings and other enforcement remedies in respect of offences under the Refuse Disposal (Amenity) Act. 1978.

192. To institute proceedings and other enforcement remedies in respect of offences under the City of London (Various Powers) Act 1987.
193. To institute proceedings and enforcement remedies in relation to part VI of the Anti-Social Behaviours Act 2003.
194. To institute proceedings and enforcement remedies in relation to Part I-IV of the Anti-Social Behaviour, Crime and Policing Act 2014
195. To serve notices and institute enforcement remedies in relation to the Town and Country Planning Act 1990 sections 225A- 225K.
196. To institute proceedings in relation to Regulation of Investigatory Powers Act 2000.
197. To institute proceedings in relation to Control of Pollution Act 1974.
198. To issue notices under section 6 London Local Authorities Act 2004 (abandoned vehicles).
199. To institute proceedings in relation to the Environment Act 1995.
200. To institute proceedings in relation to the London Local Authorities Act 1995.
201. To institute proceedings in relation to the London Local Authorities and Transport for London Act 2003.
202. To institute proceedings and other enforcement remedies in sections 34,38,38A,38B and 38C in respect of street trading offences under the London Local Authorities Act 1990 as amended and authorise duly appointed officers to act under that enactment.
203. To institute proceedings in relation to the Local Government (Miscellaneous Provisions) Act 1976.
204. To institute proceedings in relation to the Highways Act 1980.
205. To institute proceedings in relation to the Greater London Council (General Powers) Act 1986.

Statutory Authorities

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

I. Sections 36 and 36A of the Hazardous Substances Act 1990.

Legislative

207. 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, including as detailed below.

The Executive Director, Environment 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.

	Legislation	Delegated Function
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)	a. Institution of Proceedings and other enforcement methods b. 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 and Marking) Act 1928 Agricultural Produce (Grading and Marking) Amendment Act 1931	Institution of Proceedings and other enforcement methods
5.	Animal Boarding Establishment Act 1963	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers to carry out inspections c. Granting of Licences
6.	Animal Health Act 1981 including all Orders and Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Section 52(1) – Appointment of Inspectors and other Officers as required for the execution and enforcement of the Act
7.	Animal Health and Welfare Act 1984	Institution of Proceedings and other enforcement methods.

	Legislation	Delegated Function
8.	Animal Welfare Act 2006	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 51 – Appointment of Inspectors and other Officers as required c. Service of Notices under Section 10
9.	Anti-Social Behaviour Act 2003	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 48 – Issue of Notices c. Section 43 – Issue of FPN's d. Authorisation of Officers
10.	Breeding of Dogs Acts 1973 (as amended) and 1991. Including any regulations made thereunder and Breeding and Sale of Dogs (Welfare) Act 1999 (amendment to the 1973 Act)	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 2 – Authorisation of Officers c. The Granting of Licences d. Setting of Fees
11.	Building Act 1984 Including all Orders and Regulations made thereunder	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 126 – Authorisation of Officers c. Part 1 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 and Young Persons Act 1933 (as amended by Protection of Children (Tobacco) Act 1986	Institution of Proceedings and other enforcement methods
14.	Children and 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	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 3(2) – Appointment of Inspectors c. Section 2(1) – Granting of Consents
16.	City of London Sewers Act 1848 (as amended in 1851 and 1897)	a. Powers of Inspection under Sections 70 and 71

	Legislation	Delegated Function
		b. 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 3	a. Grant and renewal of annual licences b. Institution of Proceedings and other enforcement methods c. Section 26 – Designation of areas
22.	Clean Air Act 1993 Including any Regulations made thereunder	a. Institution of Proceedings and other enforcement methods b. Section 56 - Authorisation of Officers c. Sections 24, 36 and 58 - Serving of notices d. Section 15 - Granting of approvals e. Section 35 – Powers of entry
23.	Clean Neighbourhoods and Environment Act 2005	a. Power to make dog control orders b. Issue Fixed Penalty Notices c. Setting the level of fees d. Authorisation of 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	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Sections 162 and 164
26.	Consumer Protection Act 1987 Including any regulations made thereunder	a. Institution of Proceedings and other enforcement methods

	Legislation	Delegated Function
		<ul style="list-style-type: none"> b. Authorisation of Officers under Sections 28 and 29 c. Part 2 – Serving of Notices
27.	Control of Pollution Act 1974	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods. b. Part 3 and Section 93 – serving of notices
28.	Copyright Designs and Patents Act 1988	Institution of Proceedings and other enforcement methods
29.	Courts and Legal Services Act 1990	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Section 106(6)
30.	Criminal Justice Act 1988	Institution of Proceedings and other enforcement methods
31.	Criminal Justice and Public Order Act 1994	Institution of Proceedings and other enforcement methods
32.	Dangerous Wild Animals Act 1976	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Section 3 – Authorisation to carry out inspections c. Section 1 – Granting of Licences
33.	Education Reform Act 1988	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers under Section 215
34.	Enterprise Act 2002	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Serving of Notices d. Applying for Orders
35.	Environment Act 1995	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
36.	Environment Protection Act 1990 (Part 3)	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issuing Notices

	Legislation	Delegated Function
37.	Estate Agents Act 1979	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. 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	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
41.	Farm and 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	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices d. Appointment of Public Analysts for the City of London Corporation acting as a Food Authority and/or a Port Health Authority
45.	Forgery and 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	a. Institution of Proceedings and other enforcement methods

	Legislation	Delegated Function
		<ul style="list-style-type: none"> b. Authorisation of Officers c. Granting applications, variations and transfers of premises licences d. Granting provisional statements e. Endorsement of temporary use notices f. Issuing club gaming permits g. Issuing of club machine permits h. Granting and renewing family entertainment centre permits; Licensed Premises Gaming Machine permits; Prize Gaming permits
48.	Greater London Council (General Powers) Act 1967	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Issue of Certificates of Registration
49.	Greater London Council (General Powers) Act 1981	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
50.	Greater London Council (General Powers) Act 1984, Part 6	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of refusing registration
51.	Hallmarking Act 1973	Institution of Proceedings and other enforcement methods
52.	Health Act 2006	<ul style="list-style-type: none"> d. Institution of Proceedings and other enforcement methods e. Authorisation of Officers f. Issue of Notices
53.	Health and Safety at Work Act 1974 Including any Regulations made thereunder	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Appointment of Inspectors c. Issue of notices
54.	House to House Collections Act 1939 (Regulations 1947)	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Granting of Licences
55.	Housing Act 1985	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Issue of Notices

	Legislation	Delegated Function
		c. Granting of Licences
56.	Housing Act 2004	a. Institution of Proceedings and other enforcement methods b. Issue of Notices c. Authorisation of Officers d. Power to make Orders e. 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 enforcement	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting premises licences, variations to premises licenses and transferring premises licences d. Issuing provisional statements e. Granting club premises certificates, and variations to club premises certificates f. Issue of Notices g. Renewal of personal licences h. Determining representations
62.	Local Government (Miscellaneous Provisions) Act 1976	a. Institution of Proceedings and other enforcement methods b. Issue of Notices
63.	Local Government (Miscellaneous Provisions) Act 1982	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of registrations
64.	London County Council (General Powers) Act 1920 – Part 4	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers

	Legislation	Delegated Function
65.	London Local Authorities Act 1990	a. Institution of Proceedings and other enforcement remedies in sections 34, 38, 38A, 38B, and 38C in respect of street trading offences b. Authorisation of Officers c. Granting, renewing, revoking or varying of licences under Part 3
66.	London Local Authorities Act 2007	Institution of Proceedings and other enforcement methods
67.	Malicious Communications Act 1988	Institution of Proceedings and other enforcement methods
68.	Medicines Act 1968 Including any Regulations and Orders made thereunder	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
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	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
72.	Olympic Symbol etc. (Protection) Act 1995	Institution of Proceedings and other enforcement methods
73.	Performing Animals (Regulation) Act 1925	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
74.	Pet Animal Act 1951	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting of Licences
75.	Poisons Act 1972	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
76.	Pollution Prevention and Control Act 1999 and the Environmental Permitting (England and Wales) Regulations 2010	a. Institution of Proceedings and other enforcement methods b. Undertaking of functions relating to permits

	Legislation	Delegated Function
		c. Carrying out of Enforcement Actions d. Authorisation of Officers under Regulation 32 of the 2010 Regulations
77.	Prevention of Damage by Pests Act 1949	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices
78.	Prices Acts 1974	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
79.	Property Misdescriptions Act 1991	a. Institution of Proceedings and other enforcement methods b. 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	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Power to make Orders d. 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	a. Institution of Proceedings and other enforcement methods b. Issue of Notices
86.	Public Health Act 1961	Issue of Notices
87.	Riding Establishments Acts 1964 and 1970	a. Institution of Proceedings and other enforcement methods b. Granting of Licences and provisional Licences
88.	Road Traffic Act 1988 Including any Regulations made thereunder	Institution of Proceedings and other enforcement methods

	Legislation	Delegated Function
89.	Scrap Metal Dealers Act 1964	a. Institution of Proceedings and other enforcement methods b. Authorisation of suitable Officers
90.	Site Waste Management Plan Regulations 2008	a. Institution of Proceedings b. Issue of Notices and Authorisation of Officers
91.	Solicitors Act 1974	a. Institution of Proceedings and other enforcement methods b. Powers of Entry
92.	Sunbeds (Regulation) Act 2010	a. Institution of Proceedings and other enforcement methods b. Powers of Entry
93.	Sunday Trading Act 1994	a. Institution of Proceedings and other enforcement methods b. Appointment of Inspectors c. Consents
94.	Tobacco Advertising and Promotion Act 2002	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
95.	Trade Descriptions Act 1968	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers
96.	Trade Marks Act 1994	Institution of Proceedings and other enforcement methods
97.	Unsolicited Goods and 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	a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Issue of Notices and Notifications d. Granting of Consents
100.	Weights and Measures Act 1985	a. Institution of Proceedings and other enforcement methods b. Power to appoint Inspectors

	Legislation	Delegated Function
101.	Zoo Licensing Act 1981	<ul style="list-style-type: none"> a. Institution of Proceedings and other enforcement methods b. Authorisation of Officers c. Granting, renewing, revoking, alteration and transferring of licenses d. Making zoo closure directions
102.	City of London (Various Powers) Act 1987 (as amended by the City of London (Various Powers) Act 2013)	<ul style="list-style-type: none"> a. To issue temporary street trading licences under the provisions of S.11A of the Act; b. To authorise officers of the Department of Markets and Public Protection and the Department of the Built Environment to exercise the power of seizure under S.16A of the Act; c. To authorise disposal order applications under the provisions of S.16G of the Act
103.	Scrap Metal Dealers Act 2013	<ul style="list-style-type: none"> a. To authorise proceedings under S.1 of the Act; b. To issue and renew licences under S.3 of the Act; c. To issue notices and apply for closure orders under the provisions of S.9 and Schedule 2 of the Act;
104.	Anti-Social Behaviour, Crime and Policing Act 2014	<ul style="list-style-type: none"> a. To institute proceedings and enforcement remedies in relation to parts 1-6
105	Consumer Rights Act 2015	Authorisation of officers under Schedule 5 of the Act
106	Enterprise and Regulatory Reform Act 2013 including the Redress Schemes for Lettings Agency Work (Requirement to Belong to a Scheme etc) (England) Order 2014	<ul style="list-style-type: none"> a Institution of Proceedings and other enforcement remedies in respect of the offence under Sections 83-88 of the Act b Authorisation of Officers
107	Highways Act 1980	<ul style="list-style-type: none"> a Granting of permissions or Consent with or without conditions or refuse to grant permissions or consent as the case may be and issuing the appropriate notices under the provisions of Part VIIA of the Act relating to the provision of amenities on certain highways. b Issue of enforcement notices under the provisions of Section 115K of the Act (Tables, chairs and other street furniture)

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 and Executive Director Property.

Human Resources

Creation of Posts

2. 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 through the Education and Personnel Sub-Committee for information; and
- b. to seek Governor approval for new posts including and above the level of Head of Department; and
- c. 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 Executive Director of HR to ensure consistency across the 3 Schools). To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.

Appointments

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

Employment policies, procedures and contracts

7. To issue such documentation to teachers – in consultation with Corporate HR .

Salary Structure and Increases

8. 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 Executive Director of HR to ensure consistency across three Schools. To be reported to Board of Governors through the Education and Personnel Sub-Committee for information.
9. To approve recruitment increment subject to prior consultation with the Executive 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 through the Education and Personnel Sub-Committee for information.

Leave of Absence

10. To approve paid work during term-time, in accordance with policy agreed by the Board of Governors;
11. To approve compassionate leave in line with the School's policy;
12. To approve unpaid leave whether or not additional costs are incurred for cover, provided it can be funded from approved budget.

Termination of Employment

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

Dismissal

14. 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 HR Business Partner for the School.
15. To dismiss Heads of Department, Teachers and, on occasions, members of the non-teaching staff, dependent on grade.

Suspension

16. To suspend the Deputy Head, Second Deputy Head, Heads of Section, Bursar, Heads of Department, Teachers, Teachers and, on occasions, members of the non-teaching staff, dependent on grade following consultation with the HR Business Partner for the School.
17. In relation to Non-Teaching Staff, with the exception of the Bursar:
 - d. to approve dismissal only following consultation with the HR Business Partner;
 - e. to approve suspension, following consultation with the HR Business Partner.

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 and Executive Director Property.

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 for information.
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 for information.

Appointments

4. To appoint a Deputy Head (Senior Deputy Head), 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 such documentation to teachers – in consultation with Corporate 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 for information.
9. To approve recruitment increments subject to prior consultation with the Executive 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 for information.

Leave of Absence

10. To approve paid work during term-time, in accordance with policy agreed by the 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 Executive Director of HR and adherence to City of London Corporation policy on teacher or support staff redundancy and with the approval of the 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 Executive Director of HR;
14. To dismiss or suspend all other members of staff, following consultation with the Executive 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 and Executive Director Property.

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 for information.
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 for information.

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 Executive Director of HR and the Pay Office. To be reported to Board of Governors for information.

Employment policies, procedures and contracts

10. To issue such documentation to teachers – in consultation with Corporate 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 for information.
13. To approve recruitment increment subject to prior consultation with the Executive 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 for information.

Payments

14. To approve extensions of payments beyond 26 weeks and up to 52 weeks, in consultation with the Executive 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 Executive 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 and with the approval of the 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 Executive 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 Executive 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 Executive Director of HR.
24. To dismiss Heads of Department, Teachers and administrative/support staff, following consultation with the Executive 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 Executive Director of HR.
26. To suspend Heads of Department, Teachers and administrative/support staff, following consultation with the Executive Director of HR.
27. In relation to **Administrative Staff**:
- a. to approve dismissal only following consultation with the Executive Director of HR;
 - b. to approve suspension, following consultation with the Executive Director of HR.

PRINCIPAL – THE GUILDHALL SCHOOL OF MUSIC and 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 Office for Students (OfS) delegated to them.

Further, under the terms of the Guildhall School of Music and 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 they deem 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 Office for Students (OfS).

DEPUTY TOWN CLERK AND CHIEF EXECUTIVE

REMEMBRANCER

MANAGING DIRECTOR – BARBICAN CENTRE

The Deputy Town Clerk and Chief Executive, 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.