

CHAMBERLAIN

The following powers are delegated to the Chamberlain.

Operational

1. To be the officer responsible for the conduct of the City of London Corporation's financial affairs and, in particular, to be the proper officer for the purpose of Section 6 of the Local Government Housing Act 1989.
2. In consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub-Committee to authorise the carry forward of unspent balances within the revenue budgets.
3. To authorise all virements within locally controlled budgets
4. To exercise such powers as may from time to time be delegated to him through the Treasury Policy Statement.
5. To authorise the payment of precepts, levies and contributions to the national non-domestic rates pool.
6. To operate market force supplements for Chamberlain's Department staff within the set maximums.
7. To determine the financing of capital expenditure.
8. To deal with and agree claims received under the Riot (Damages) Act, 1886
9. To write off all debts due to the City of London Corporation which are irrecoverable, except for non-domestic rates and council tax up to £5000 under Standing Order No. 52.
10. To write on all unclaimed credit amounts.
11. To authorise the granting of discretionary rate relief under Section 47 of the Local Government Finance Act 1988 up to £2,500 per case per annum.
12. To agree Section 44A Allowances (empty rate relief on partly occupied properties).
13. To agree minor amendments to the ordinance of City Companies and Livery Companies in conjunction with the Chairman of the General Purposes Committee of Aldermen.
14. To act as Head of Profession for Finance, IS, and Procurement , with the right to issue technical standards and guidance for use throughout the City of London Corporation and to be consulted on staffing arrangements for any of those functions within other Departments.
15. To sign grant claims and other returns on behalf of the City of London Corporation.
16. To authorise the suspension of pension contributions.
17. To carry out all functions in relation to the Trophy Tax.
18. In give approvals in respect of contract lettings and waivers in accordance with the Procurement Regulations

Delegations to other Officers

19. The following authorities are also delegated to the Officers identified to be exercised either
 - (a) at the direction of the Chamberlain; or,
 - (b) in the absence of the Chamberlain

Financial Services Director	}	
Chief Accountant	}	Items 5 and 16

Corporate Treasurer	}	
Head of Revenues	-	Items 10, 11 (up to £5,000), 12 and 13
Technical Officer	-	Item 13
Business Support Director	-	Item 11 (over £5,000) and Item 15

CITY SURVEYOR

The following powers are delegated to the City Surveyor.

Operational

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

Property Management

2. To act in respect of:
 - (a) all lettings, including lease renewals, with an annual rent of not more than £100,000 which are for a term of 25 years or less, providing the terms are at or above market value;
 - (b) all quarterly tenancies, tenancies at will, licences, easements, wayleaves, Rights of Light, crane oversail, hoarding licences and similar arrangements;
 - (c) to negotiate and agree all rent reviews, including nil increase reviews, except where the increase is in excess of £50,000 per annum;

and to report all such cases to the Property Investment Board on a quarterly basis.

3. To negotiate terms and accept surrenders of leases where the rent is less than £100,000 per annum and where the premium is no more than £250,000;
4. To act in respect of a change in the identity of a tenant after terms have been approved by Committee, subject to there being no other material change in the terms and the financial covenant being no less strong;
5. To agree minor variations to the terms of ground lease restructurings, disposals, acquisitions and other complex transactions, together with leases being taken by the City of London Corporation as tenant, where the main terms have been approved by Committee and where the variations are necessary to complete the transaction expediently, such delegated authority to be exercised in consultation with the Comptroller & City Solicitor and the Chamberlain on financial matters;
6. To act in respect of any variation to the terms of any existing Lease, Tenancy, Licence or other agreement relating to property which do not affect the duration of, or income from such Lease or Tenancy by either:-
 - (a) more than plus or minus 10%, or
 - (b) where a premium of no more than £100,000 is payable to the estate
7. For land where the City of London Corporation is freeholder and the land is proposed to be redeveloped, subject to a Planning Agreement under Section 106 of the Town & Country Planning Act 1990 to:

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

Property Maintenance

1. 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
2. To approve schemes for refurbishment of up to £250,000 per scheme/ per property, with funding either from the sales pool, providing the sales pool is in credit with sufficient funds to cover the total cost of the scheme, or from other appropriate sources such as the Additional Works Programme.

Blue Plaque Scheme

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

Delegations to other Officers

7. The above-mentioned authorities are also delegated to the Officers identified to be exercised either,
 - (a) at the direction of the City Surveyor or
 - (b) in the absence of the City Surveyor

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

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

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

Delegations in Emergency

9. 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.