

	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
	projects and any other plans and proposals, and all other matters of a planning nature in accordance with approved planning policies of the Council.			
207.	<u>Planning Consents – Determination of need</u> To take decisions on applications to determine whether planning permission is required, in consultation with the Director for Legal and Democratic Services where appropriate.	--	Can be either depending on the circumstances	Corporate Director for Development Director of Planning
208.	<u>Approval of Planning Consents – no objections of a planning nature</u> To approve (including approvals subject to conditions) applications for planning consent, for listed building consent, for conservation area consent and to determine applications to vary or delete conditions either where there is no objection from a third party of a planning nature or where there are objections of a planning nature from third parties but the proposal is clearly in accordance with approved Council planning policies.		Non-Executive	Corporate Director for Development Director of Planning
209.	<u>Non-material changes to planning permission</u> To approve non-material changes to planning permission	Town and Country Planning Act 1990 – Section 96A	Non-Executive	Corporate Director for Development Director of Planning
210.	<u>Decline to determine application for planning permission</u> Power to decline to determine application for planning permission.	Town and Country Planning Act 1990 – Sections 70A and 70B	Non-Executive	Corporate Director for Development Director of Planning
211.	<u>Planning Applications Determinations</u> Duties relating to the making of determinations of	Sections 69, 76 and 92 of the	Non-Executive	Corporate Director for Development

	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
	planning applications under Sections 69, 76 and 92 of the 1990 Act as well as the Town and Country Planning (Development Management Procedure (England) ) Order 2010 and directions made thereunder	1990 Act as well as the Town and Country Planning (Development Management Procedure (England) ) Order 2010 and directions made thereunder		Director of Planning
212.	<u>Planning Applications by the Local Authority</u> Power to determine applications for planning permission made by a local authority, alone or jointly with another person under Section 316 of the 1990 Act as well as the Town and Country Planning General Regulations 1992 (to approve (including approvals subject to conditions) applications for planning consent either where there is no objection of a planning nature from third parties or where there are objections of a planning nature from third parties but the proposal is clearly in accordance with approved Council planning policies).	--	Non-Executive	Corporate Director for Development Director of Planning
213.	<u>Permitted Development Rights</u> Power to make determinations, give approvals and agree certain other matters relating to the exercise of permitted development rights under Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995.	Schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995	Non-Executive	Corporate Director for Development Director of Planning
214.	<u>Service of Completion Notices</u> In consultation with the Director of Legal and Democratic Services the power to serve a completion	Town and Country Planning Act	Non-Executive	Corporate Director for Development

	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
	notice.	1990 – Section 94(2)		Director of Planning  Director of Legal and Democratic Services
215.	<u>Applications for hazardous substances consent and related powers</u> Power to determine applications for hazardous substances consent, and related powers.	Planning (Hazardous Substances) Act 1990	Non-Executive	Corporate Director for Development Director of Planning
216.	<u>Old Mining Sites – determination of conditions</u> Duty to determine conditions to be attached to old mining permissions relating to dormant sites or active Phase I or II sites or mineral permissions relating to mining sites.	Schedule 2, paragraph 2(6)(a) Planning and Compensation Act 1991 and Schedule 13, Paragraph 9(6) and Schedule 14, paragraph 6 (5) of the Environment Act 1995	Non-Executive	Corporate Director for Development Director of Planning
217.	<u>Mineral Planning Authority</u> To exercise the functions of the Council as a mineral planning authority.	Environment Act 1995	Executive	Corporate Director for Development Director of Planning
218.	<u>Environmental Impact Assessments</u> To adopt screening and scoping opinions	Town and Country Planning (Environmental Impact Assessment) (England and Wales)	Executive	Corporate Director for Development Director of Planning

	Description	Legislation	Executive or Non-Executive	Officer(s) to whom function delegated
		Regulations		
219.	<p><u>Energy Conservation</u> To provide advice and guidance to Council departments and other organisations about energy conservation, purchasing and efficiency and related promotional activities and , in conjunction with the Deputy Chief Executive/Corporate Director for Resources , to enter into agreements for the purchase and supply of energy and water.</p>	--	Executive	Corporate Director for Development  Director of Planning
220.	<p><u>Environmental Improvement Schemes</u> To progress environmental improvement schemes across the City through to final completion on site following approval of the schemes by the relevant Committees of the Council.</p>	--	Executive	Corporate Director for Development  Director of Planning
221.	<p><u>Disabled Access Grants</u> To administer the Council's Disabled Access grants scheme.</p>	--	Executive	Corporate Director for Development  Director of Planning
222.	<p><u>Car Parking Spaces</u> To determine applications for operational car parking spaces in the Council's car parks and to reserve car parking spaces in off-street car parks for exhibitions and other events, subject to capacity being available.</p>	--	Executive	Corporate Director for Development  Corporate Director for Development
223.	<p><u>On/off Street Parking</u> To discharge the functions of the Council relating to on-street and off-street parking, including without prejudice to the generality of the foregoing the administration of parking within the Council's remit and dealing with the misuse of permits and badges on vehicles, including disabled persons' badges.</p>	--	Executive	Corporate Director for Development

	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
224.	<u>Council Controlled Car Parks - Charging</u> To set charges for parking at on-street parking places and Council controlled car parks.	Road Traffic Regulation Act 1984	Executive	Corporate Director for Development
225.	<u>Bus Lane Enforcement</u> To discharge the Council's functions relating to bus lane enforcement, including prosecution if necessary, subject to the Director of Legal and Democratic Services being satisfied with the evidence.	--	Executive	Corporate Director for Development
226.	<u>Bus timing points</u> To agree bus timing points.		Executive	Corporate Director for Development
227.	<u>Siting and erection of bus shelters</u> To respond to consultation regarding the siting and erection of bus shelters.		Executive	Corporate Director for Development
228.	<u>Open Spaces</u> Where a disposal of open space within the meaning of the Open Spaces Act 1906 is in prospect, to instruct the Director of Legal and Democratic Services to advertise in accordance with Section 123 of the Local Government Act 1972 or Section 233 of the Town and Country Planning Act 1990.	Open Spaces Act 1906 Section 123 of the Local Government Act 1972 Section 233 of the Town and Country Planning Act 1990	Executive	Corporate Director for Development
229.	<u>Cleaning of Council owned buildings</u> To be responsible for the cleaning of Council owned buildings.	--	Executive	Corporate Director for Development
230.	<u>Catering – schools, parks, catering concessions and adult social care</u> To discharge the functions of the council relating to the	--	Executive	Corporate Director for Development

	Description	Legislation	Executive or Non-Executive	Officer(s) to whom function delegated
	strategic management of catering in schools and to manage the service delivery of catering in parks and catering concessions, schools meals services and catering for adult social care (e.g. meals on wheels).			
231.	<u>Catering – City Council establishments</u> To exercise or waive the rights to sole and exclusive catering rights within all City Council establishments.	--	Executive	Corporate Director for Development
232.	<u>Council owned Land and Property – Assignment and Under lettings</u> To agree assignment and under lettings of leases and tenancies.	--	Executive	Corporate Director of Development Director of Property and Workplace Strategy
233.	<u>Council owned Land and Property – approval of plans</u> To approve plans where the Council's consent is required as owner.	--	Executive	Corporate Director of Development Director of Property and Workplace Strategy
234.	<u>Council owned Land and Property – Claims under Leasehold Reform Act 1967</u> To admit or deny claims and where admitted settle the sale price under the Leasehold Reform Act 1967.	--	Executive	Corporate Director of Development Director of Property and Workplace Strategy
235.	<u>Council owned Land and Property – licences, wayleaves and easements</u> To authorise the grant of licences, wayleaves and easements.	--	Executive	Corporate Director of Development Director of Property and Workplace Strategy
236.	<u>Council mortgaged Land and Property – repossessed properties</u> To accept offers for the sale of repossessed properties.	--	Executive	Corporate Director of Development Director of Property and Workplace Strategy

	Description	Legislation	Executive or Non-Executive	Officer(s) to whom function delegated
237.	<p><u>Council owned Land and Property – grant of tenancies and leases</u> To grant tenancies and leases of property, other than Housing Revenue account dwellings, for up to 30 years where rent does not exceed £100,000 per annum.</p>	--	Executive	Corporate Director of Development  Director of Property and Workplace Strategy
238.	<p><u>Council owned Land and Property – Dilapidations</u> (1) To settle terms, agree dilapidations and accept the surrender of existing leases and to recover possession of premises on expiry of leases. (2) To approve settlement of the dilapidations claim up to £50,000 where the Council has been the tenant.</p>	--	Executive	Corporate Director of Development  Director of Property and Workplace Strategy
239.	<p><u>Council owned Land and Property – acquisition of properties following compulsory purchase action</u> To negotiate and settle terms for the acquisition of properties following compulsory purchase action by the Council.</p>	--	Executive	Corporate Director of Development  Director of Property and Workplace Strategy
240.	<p><u>Council owned Land and Property – Notice and Review</u> (1) To authorise service of appropriate notices to determine tenancies and leases to initiate possession, rent review and lease renewal or where there has been a breach of covenant. (2) To settle rents on review and renewal.</p>	--	Executive	Corporate Director of Development  Director of Property and Workplace Strategy
241.	<p><u>Council owned Land and Property – Variations of covenants</u> To approve variations of covenants in leases and tenancies and to agree terms.</p>	--	Executive	Corporate Director of Development  Director of Property

	Description	Legislation	Executive or Non-Executive	Officer(s) to whom function delegated
242.	<p><u>Council owned Land and Property – Statutory Compensation to Tenants</u> To settle statutory compensation payable to tenants.</p>	--	Executive	Corporate Director of Development
243.	<p><u>Council owned Land and Property – Land Compensation Act 1973</u> (1) To settle and pay home loss payments under Sections 29 and 32 of the Land Compensation Act 1973. (2) To settle and pay disturbance payments under Sections 37 and 43 of the Land Compensation Act 1973.</p>		Executive	Director of Property Corporate Director of Development Director of Property
244.	<p><u>Council owned Land and Property – Sales of Council Property</u> To market, negotiate and approve sales of land and property for values up to £100,000 where the property has been declared surplus to council requirements.</p>	--	Executive	Corporate Director of Development Director of Property
245.	<p><u>Council owned Land and Property – Purchase of Land and Property</u> To approve the purchases of land and property and the taking of wayleaves, easements, licences, tenancies and leases by the Council over property up to a maximum capital payment of £25,000 or £10,000 initial rental payment and for terms up to 10 years in respect of leases and 50 years in respect of easements.</p>	--	Executive	Corporate Director of Development Director of Property
246.	<p><u>Council owned Land and Property – Release of Covenants</u> To negotiate and approve terms of release of covenants on freehold land to a maximum value of £50,000.</p>	--	Executive	Corporate Director of Development Director of Property



	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
247.	<u>Council owned Land and Property – Planning Applications</u> To submit planning applications in relation to council owned land and property.	--	Executive	Corporate Director of Development  Director of Property
248.	<u>Council owned Land and Property – Overdue Rent</u> In consultation with the Deputy Chief Executive/Corporate Director of Resources to determine arrangements for reduction and recovery of overdue rent .	--	Executive	Corporate Director of Development  Director of Property
249.	<u>Council owned Land and Property – Rental Reductions</u> To agree rental reductions and rent free periods in appropriate cases where the tenant or lessee undertakes work to the premises.	--	Executive	Corporate Director of Development  Director of Property
250.	<u>Council owned Land and Property – Property Trading Account</u> To approve building improvement for property as the Property Trading Account up to £50,000, subject to the necessary budget provision being identified.	--	Executive	Corporate Director of Development  Director of Property
251.	<u>Council owned land and Property – Recovery of Land</u> To authorise recovery of possession of land and property from trespassers	--	Executive	Corporate Director of Development  Director of Property and Workplace Strategy  Director of Legal and Democratic Services  Legal Services Manager(s) Corporate Director of Development
252.	<u>Building Regulations</u> (i) To pass and reject plans deposited under the	Building Act 1984 (and	Non-executive	Corporate Director of Development

	Description	Legislation	Executive or Non-Executive	Officer(s) to whom function delegated
	<p>building regulations, and to pass or reject Building Notices and certificates under those regulations.</p> <p>(ii) To accept or reject notices given under the Building (Approved Inspectors, etc) Regulations 1985.</p> <p>(iii) To grant or refuse applications for relaxation of the Building Regulations where, after appropriate consultation, no objection has been received.</p> <p>(iv) To issue notices to remove or alter work not complying with the Building Regulations.</p> <p>(v) To deal with all matters relating to Building Regulations and associated matters, including the service of notices under (but not limited to) Sections 76, 77, 78, 79 81 and 99 of the Building Act 1984 relating to Dangerous Structures together with the powers under S.265 Housing Act 1985 (Demolition Orders).</p>	associated legislation)		<p>Director of Planning</p> <p>Head of Development Management</p> <p>Building Control Manager</p>
<b>CHILDREN AND FAMILIES</b>				
253.	<p><u>Court of Protection Deputy</u> To authorise the appropriate officer to apply to the Court of Protection to be appointed as a Deputy to manage the property and affairs and/or personal welfare of an individual who lacks capacity, in cases where that officer considers it appropriate.</p>	Mental Capacity Act 2005 (s.16)	Non- Executive	Director of Adult Assessment
254.	<p><u>Employment of children</u> Power to license the employment of children.</p>	Children and Young Persons Act 1933 – Part II byelaws made under that Part, and Part II of	Non-Executive	Corporate Director for Children and Families

	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
		the Children and Young Persons Act 1963		
255.	<u>Financial Assistance to students and pupils</u> To grant or refuse financial assistance to students and pupils in accordance with statutory regulations.	--	Executive	Corporate Director for Children and Families
256.	<u>School Imprest Accounts</u> To increase school Imprest Accounts as appropriate, in consultation with the Deputy Chief Executive/Corporate Director for Resources.	--	Executive	Corporate Director for Children and Families
257.	<u>Secondment of Teachers and other Education Service staff</u> To arrange the secondment of Teachers and other Education Service staff to promote the provision of an efficient and effective Education Service.	--	Executive	Corporate Director for Children and Families
258.	<u>Adopters – payment of costs</u> To pay legal fees for adopters where legal representation is necessary (and where there is no possibility of public funding being allowed) and in appropriate circumstances the payment of medical fees in connection with adoption.	--	Executive	Corporate Director for Children and Families
259.	<u>Special Guardianship and Residence Orders – payment of legal expenses</u> To pay reasonable legal expenses incurred in relation to applications for Special Guardianship and Residence Orders in accordance with relevant legislation, guidance and policy where there is no possibility of public funding being allowed.	--	Executive	Corporate Director for Children and Families
260.	<u>Special Guardianship – Financial Support</u> To provide financial support to holders of Special	s.s 8, 14 (A) and 14 (F) Children	Executive	Corporate Director for Children and Families

	Description	Legislation	Executive or Non-Executive	Officer(s) to whom function delegated
	Guardianship and Residence Orders in accordance with relevant legislation, guidance and policy.	Act 1989, Adoption and Children Act 2002 and Special Guardianship Regs 2005, Reg 6 (1)		
261.	<u>Children in Care – cost of application for Citizenship</u> To pay the cost of any application for registration as a British Citizen on behalf of a child in the care of the Council.	--	Executive	Corporate Director for Children and Families
262.	<u>Children in Care – Next friend on insurance claims</u> To act as the next friend of any child in care with regards to insurance claims.	--	Executive	Corporate Director for Children and Families
263.	<u>Children in Care - Consents</u> To consent to abortion in respect of children in care and approve the separation of siblings in care.	--	Executive	Corporate Director for Children and Families
264.	<u>Child Placement – Secure Accommodation</u> To permit the placement of a child in secure accommodation for a period not exceeding 72 hours.	Regulations under Children Act 1989 s 25(2)	Executive	Corporate Director for Children and Families
265.	<u>Children in Care – change of name by deed poll</u> To effect a change of name by deed poll of a child in care.	--	Executive	Corporate Director for Children and Families
266.	<u>Foster Care – prohibition of accommodation at specified addresses</u> To impose requirements to prohibit the accommodation of foster children at specified addresses.	--	Executive	Corporate Director for Children and Families
267.	<u>Placement of Older Children</u>	--	Executive	Corporate Director for Children and Families

	<b>Description</b>	<b>Legislation</b>	<b>Executive or Non-Executive</b>	<b>Officer(s) to whom function delegated</b>
	To authorise the placement and cost thereof of older children under the inter agency placement scheme established by the Association of British Adoption and Fostering Agencies on the Adoption Resources Exchange.			Children and Families
268.	<u>Adoption and Fostering Panels</u> - recommendations To decide upon recommendations of Adoption and Fostering Panels.	--	Executive	Corporate Director for Children and Families
269.	<u>Special Guardianship and Residence Order Applications</u> To consent to the making of an application for Special Guardianship and Residence Order where required.	Children Act 1989 ss 8, 14 (A) and 14 (F)	Executive	Corporate Director for Children and Families
270.	<u>Urgent Action to protect interests of a child</u> To take any action urgently required to protect the interests of any child in need under the Children Act 1989.	Children Act 1989 S17	Executive	Corporate Director for Children and Families
271.	<u>Authorised officer under Children's and Adoption legislation</u> To act as Authorised Officer under Children's and Adoption Legislation.	Children Act 1989 and 2004 and Adoption and Children and Children Act 2002	Executive	Corporate Director for Children and Families
272.	<u>Disabled Children</u> To put into place services for Disabled Children under Part 3 of the Children's Act 1989 and to make available the provision of specific services outlined in the Chronically Sick and Disabled Persons Act 1989 including the provision of Direct Payments.	Part 3 Children Act 1989  Chronically Sick and Disabled Persons Act 1989	Executive	Corporate Director for Children and Families  Head of Family Community Teams

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- 249. Council owned land and property – rental reductions
- 250. Council owned land and property – property trading account
- 251. Council owned land and property – recovery of land
- 252. Building Regulations

**Children and Families**

- 253. Court of Protection Deputy
- 254. Employment of children
- 255. Financial assistance to students and pupils
- 256. School Imprest Accounts
- 257. Secondment of teachers and other education service staff
- 258. Adopters – payment of costs
- 259. Special Guardianship and Residence Orders – payment of legal expenses
- 260. Special Guardianship – financial support
- 261. Children in care – cost of application for citizenship
- 262. Children in care – next friend on insurance claims

<b>Ref No.</b>	<b>Subject</b>
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- |      |   |
|------|---|
| 263. | Children in care – consents                                       |
| 264. | Child placement – secure accommodation                            |
| 265. | Children in care – change of name by deed poll                    |
| 266. | Foster care – prohibition of accommodation at specified addresses |
| 267. | Placement of older children                                       |
| 268. | Adoption and Fostering Panels – recommendations                   |
| 269. | Special Guardianship and Residence Order applications             |
| 270. | Urgent action to protect interests of a child                     |
| 271. | Authorised officer under Children’s and Adoption legislation      |
| 272. | Disabled Children   |

## Delegated Decision Making Form

REF NO PH/WC/O
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**Decision Type**

	Portfolio Holder		Ward Councillor		Officer
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**Department**

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**Subject**

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**Decision**

This is not a key decision because it does not result in the Council incurring expenditure or making income or savings of more than £1 million revenue or capital, taking into account the overall impact of the decision, and does not significantly affect communities in 2 or more wards	Subject to call-in: Yes / No
	Total value of decision: £
	Revenue or Capital:

Decision taken

--

**Options Considered**

(with reasons for rejecting options not favoured)

--

**Reasons for Decision(s)**

--

**Affected Wards**

--

**Advice Sought**

(a copy of which must be attached to this form, with the name of the person that provided the advice and the date that it was provided)(If this is a Ward Councillor Decision advice must be sought from the Single Gateway Unit)

	Yes	No
Legal	<input type="checkbox"/>	<input type="checkbox"/>
Finance	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
Equality & Community Relations Team	<input type="checkbox"/>	<input type="checkbox"/>
Single Gateway Unit	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>

**Consultations**

**PLEASE READ** – It is **crucial** for this section to be correct if the decision is to be valid. As a result of combining all of the different delegated decision form templates, you need to be sure which consultations **MUST** be undertaken.

In summary these are:

- Portfolio Holder Decision – all relevant consultees from the table below, including the Portfolio Holder and Corporate Director taking the decision, and any other Portfolio Holder and Corporate Director whose remit of responsibility may be affected by the decision being taken.
- Ward Councillor Decision – Councillors in the ward, relevant Area Manager and Director of Neighbourhoods and Communities.
- Officer decision – Portfolio Holder, Minority Group spokesperson(s).

For those not consulted, reasons for this **MUST** be given i.e. those not consulted are not directly affected by the proposals

	<b>Yes</b>	<b>No</b>	<b>Name and Date</b>
<b>Details of Consultations undertaken</b>	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
	<input type="checkbox"/>	<input type="checkbox"/>	_____
<u>Reasons for not consulting</u>			
<b>Background to the decision</b> (either add in the detail of the decision in the space provided or attach as a separate sheet)			
<b>Declared colleague/ Councillor Interests</b>			
<b>Dispensation by Standards Committee</b>	Date:	Dispensation Reference:	

**Due Regard for Equality**

(NOTE – equality impact **MUST** be assessed for:

- decisions relating to new or changing policies, services or functions;
- financial decisions which will have an effect on services;
- decisions on implementation of policies developed outside the Council

EIA guidance is available on the intranet

**Background Papers**

(including published documents)

**Exempt/Confidential**

**report** (if 'yes', include the exempt or confidential material in an appendix and in this space explain the reason(s) why it is not in the public domain). See guidance on the intranet or ask for advice if in doubt

Has the equality impact of the decision been assessed?

No (EIA not required)

Yes (EIA attached)

YES  NO

**Contact Person**

Contact No.

For Officer delegated decisions only please provide the reference number from the Scheme of Delegation under which the decision is being taken.

**Scheme of Delegation Reference Number**

**AUTHORISED SIGNATORIES**

**PLEASE READ** – It is crucial for this section to be correct if the decision is to be valid. As a result of combining all of the different delegated decision form templates, you need to be sure which Councillors and Corporate Directors can authorise the respective decisions.

In summary these are:

- Portfolio Holder Decision – The signature of the relevant Portfolio Holder and Corporate Director is required.
- Ward Councillor Decision – The signature of either the Director of Neighbourhoods and Communities or Corporate Director of Communities.
- Officer decision – The signature of the relevant Corporate Director or authorised Officer is required.

**The completed and signed form must be sent to Constitutional Services within 2 working days of the last signature(s).**

Corporate Director or authorised colleague (Print name)  Signature	Date:
Portfolio Holder (Print name)  Signature	Date:
Date Published:	Last Date for Call-in:

Attach any additional background information to this form.

**Advice sought must be attached to this form, along with the Equality Impact Assessment (where appropriate).**



**THE SUB-DELEGATION OF AUTHORITY FORM**  
 (Recommended form for use by Corporate Directors/Leader/  
 Portfolio Holders to record the sub-delegation of authority)

<b>Power that is being sub-delegated/being withdrawn from sub-delegation, including the reference number from the Scheme of Delegation</b> (please specify whether the power is being sub-delegated or withdrawn from sub-delegation)	
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<b>Name/job title of Officer with delegated power</b>	
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<b>Name/job title of Officer to whom power is being sub-delegated to/or withdrawn from</b>	
--	--

<b>Is the sub-delegation time limited?          If yes, how long for?</b>	<b>Yes</b>		<b>No</b>	

**Signed by**

\_\_\_\_\_ (person sub-delegating power)

**Date** \_\_\_\_\_

**NOTES**

- (a) The sub-delegation may be time limited to ensure that service provision can be maintained if the Officer with the delegated power is, for example, planning to be absent from work for a period of time. Most sub-delegations will **not** be time limited.

