

Officer Scheme of Delegations

Annex to Council Constitution

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Understanding what is in this document?

This annex to the Council's Constitution is an official document, that is approved by the Full Council. It comprises 4 sections:

	Section Title	Description
1	Guidance on officers taking decisions	This section includes how officers should make decisions and rules on consultancy and agency staff and how they cannot make formal decisions.
2	General Delegations to the Chief Executive, Corporate Directors	These are general delegations covering management, procurement and services that the full Council has delegated to the Chief Executive, Corporate Directors. They may take these decisions themselves or sub-delegate some of them (which would as set out in sections 3&4 set out below).
3	General Management Sub-Delegations	These are sub-delegations on corporate matters, not service specific, such as HR, procurement, finance etc... This section sets out how your Corporate Directors expect such decisions to be made at relevant management levels A-E within your Directorate. This ensures an officer with the relevant seniority takes certain decisions.
4	Directorate & Statutory Sub-Delegations	These are sub-delegations on the services within your Director's remit, along with any statutory responsibilities of certain officers. This section primarily sets out how your Corporate Directors expect such service and statutory decisions to be made at relevant management levels A-E within your Directorate. This ensures an officer with the relevant seniority takes certain decisions. It is structured by Directorate. There is also a section on financial limits for all social care activity. This section also includes the Chief Executive's specific delegations.

Section 1 – Guidance on officers taking decisions

What are officer delegations?

Officer delegations are powers that are granted by the Council (and your Corporate Director) to an officer for them to have the due legal authority to make a particular decision. This Internal Scheme of Delegations set out those delegations as determined by your Corporate Director, i.e. who can take what decision at what management level.

Officers cannot act outside these delegations, and where a decision is required without officer delegated authority shown, such a decision would ordinarily be reserved to the Council, Leader, Cabinet, Cabinet Member or a Council committee to take as set out in this Constitution. Therefore, as a public body, it is vital to ensure any decision is taken by the relevant person or body authorised to take that decision.

Making decisions

The Chief Executive, Corporate Directors and named officer posts are authorised to exercise those powers and duties of the Council in relation to the service and activities for which they are responsible. Accordingly, officers may exercise only the powers delegated to them in this Scheme and these are exercisable only subject to:

- being consistent with the plans and policies determined by the Council, Leader, Cabinet and Cabinet Members, e.g. Social Housing Allocation Policy.
- compliance with the law and relevant regulations, along with any other orders, rules, codes or protocols approved by the Council and in the Constitution, e.g. Rules on Procurement.
- The approved budget and approved management and business plans
- The Council's Financial Regulations and Procurement & Contract (and Property) Standing Orders and financial systems, e.g. Oracle.

When officers are making decisions under their delegated powers on significant or politically sensitive matters, they should notify their Corporate Director. Corporate Directors may need to liaise closely with the relevant Cabinet Member and refer any proposed action to the Leader, Cabinet Member or the Cabinet if so required.

In taking decisions under these delegations, officers should also:

- Ensure that they have all relevant information before they make a decision.
- Bear in mind their actions or decisions in relation to their Employee Code of Conduct, Gifts and hospitality policy or any interests they may have in a proposed decision, i.e. a relative to a potential contractor.
- Ensure any delegated decision is recorded so there is a clear audit trail. This will depend upon the type of decision taken and how the service records it, for example it could be a contract, letter, official notice, email, order etc.

- Note that some more significant decisions of a regulatory nature may need to be recorded and published on the Council's website, e.g. planning decisions. Democratic Services will advise officers if this is the case in their area.
- If in doubt about their authority to exercise certain delegations, officers should contact their Corporate / Executive Director or Democratic Services.
- Note that failure to observe delegations can lead to a disciplinary action.

Consultants and agency staff taking decisions

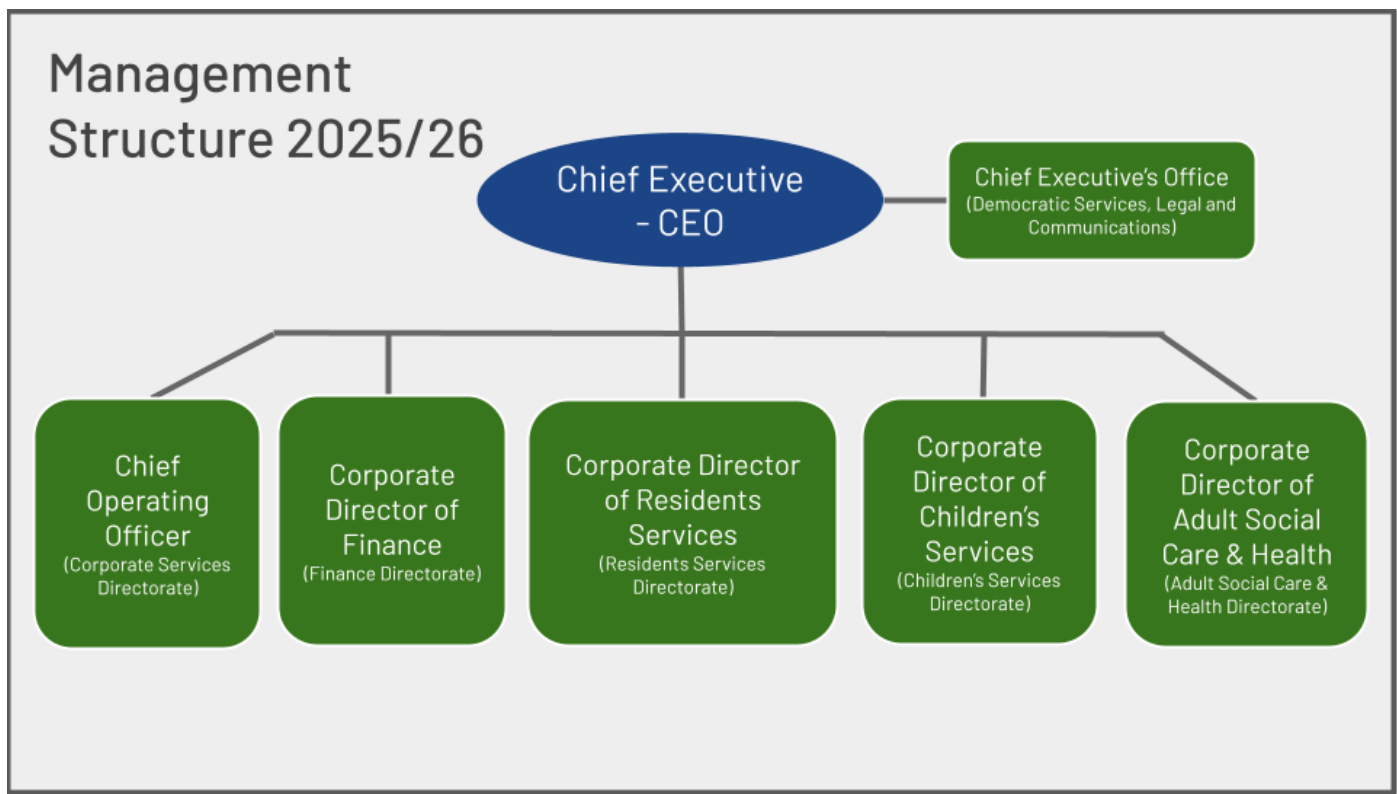
There are consultants / agency staff in certain parts of the Council providing expert advice or cover to assist services and deliver important projects for residents. However, these delegations do not apply to such positions (however temporary or permanent in nature) as they are not officers or employees of the Council and as such, the Council cannot lawfully delegate its functions to them. Adherence to this guidance protects the Council if there is any decision challenged or audited.

All managers need to bear in mind the following:

- (1) Consultants or agency staff should also not take any decision that commits or incurs any expenditure by the Council, or indeed any procurement or contractual decision. Such decisions should only be taken by the designated officers as set out in the scheme of delegations or Council's Constitution or referred to a more senior officer if required. If there is to be an exception made to this principle in an individual case, prior approval must first be sought from your Corporate Director.
- (2) A consultant or agency member of staff cannot take any statutory service decisions on behalf of the Council as set out in these delegations.
- (3) Consultants / agency staff should not have their name on any formal reports for decision to the Cabinet, Committees, Cabinet Members etc... Exceptions to this would be internal briefing notes, memos or reports. If in doubt, seek advice from Democratic Services.
- (4) Where a consultant or agency worker directly manages staff, they may undertake day-to-day management functions such as the approval of annual leave or general monitoring of budgets. However, this should be by agreement with their line manager.
- (5) In terms of HR matters, it is understood that consultants and agency staff may need to be involved in such processes, e.g. as a member of an interview panel. However, any formal decisions to appoint staff, hear grievances, or dismiss staff etc... must be reserved to the relevant Council officers.
- (6) Where a more senior manager post is filled by a consultant then they may assume more significant management responsibilities in discussion with their Corporate Director, but should still defer any decisions on financial expenditure, key HR decisions or those of a statutory nature to another delegated officer or their Corporate or Executive Director.
- (7) However, there may be exceptions provided for consultants in designated chief officer posts, where they are appointed, say into a statutory role by the Full Council. Further guidance can be sought by the Head of Legal Services in these instances.
- (8) Adherence to this guidance protects the Council if there is any decision challenged or audited.

How delegation works

The Council's top level management structure is set out here:



Delegations are to these posts as shown. Where a function is delegated to the Chief Executive, Corporate Director or Chief Operating Officer (unless they themselves are specifically required to hold such a function), they may sub-delegate the function to any other officer within their Directorate, or outside their Directorate with the agreement of the relevant Corporate Director. Generally, in this Scheme, any sub-delegation is done using the Council's management hierarchy as set out below, unless a named post is otherwise indicated:

- a) LEVEL A – Chief Executive and Corporate Directors / Chief Operating Officer
- b) LEVEL B – Chief Officers reporting to a Corporate Director or the Chief Operating Officer
- c) LEVEL C – Service Managers
- d) LEVEL D – Team Managers
- e) LEVEL E – All employees

Note: Delegation to a lower management level (e.g. C) does not prevent a more senior management level (e.g. B) taking that decision within the Service / Directorate.

Changes to or withholding of a delegation

Corporate Directors should inform Democratic Services of any changes to delegation levels so this Scheme can be updated. The Chief Executive may also authorise generally or on any particular occasion an officer to exercise the delegated powers of any other officer or to give directions that a delegated power shall or shall not be exercised in a particular way and on the application of delegated powers in general. However, this cannot be done for the statutory powers vested in the Corporate

Director of Children's Services, the Corporate Director of Adult Social Care & Health, the Corporate Director of Finance and the Monitoring Officer / Head of Legal Services.

Absence of a delegation

Corporate Directors and their officers may exercise all powers within their respective areas of service responsibility, and the absence of a specific delegation to shall not be taken as implying an absence of authorisation to act under a relevant piece of legislation. However, if a delegation is not listed in this document, it is likely that the decision cannot be taken by an officer. This is because authority may lie with the Council, Leader, Cabinet, Cabinet Member or Committee / sub-committee. Officers should, therefore, seek advice from Democratic Services to see if the correct decision-making body has the necessary delegation or power to make that decision within the Council's Constitution.

New duties and new delegations

Where any new power or duty is conferred on the Council under legislation and needs to be delegated to a Corporate Director or Chief Operating Officer, this will require approval of the full Council to be incorporated into these Scheme of Delegations. Until any approval by full Council, the exercise of that power or duty will be undertaken by the relevant Chief Officer until such time as the allocation of responsibility has been determined by the Full Council. In the interim, the Chief Executive, in conjunction with the Leader of the Council, may also determine which Chief Officer post can exercise that power or duty.

Section 2 – General Delegations to the Chief Executive, Corporate Directors & Chief Operating Officer

Chief Executive, Corporate Directors, Chief Operating Officer (Level A)

These delegations (from the Full Council) are to the Chief Executive, Corporate Directors & Chief Operating Officer who may discharge the function through one of his/her staff and this may be shown in sections 3 & 4 of this document:

1. To take any steps necessary for the day to day management and administration of any matters within the designated area of responsibility and to take overall responsibility for the performance of their service area.
2. To take all such action as ordinarily falls within the scope of professional responsibility and deal with all other matters delegated or to be delegated by Council, Cabinet, Cabinet Member or the Chief Executive.
3. To manage any budget for which the Corporate Directors have lead responsibility within the approved cash limit, provided that no action is taken which would result in growth in future years or which would affect a budget which is not under the chief officer's direct control. This includes authorising virements in accordance with the Budget and Policy Framework Procedure Rules which can be found in Part 2, [Chapter 4](#) of the Constitution.
4. To exercise the Council's functions in obtaining registrations, licences, certificates or other similar documents required by the Council, its officers or in respect of its premises from any authority or body not being the Council.
5. To exercise the Council's right of objection against any application made by third parties for registration, certificates, licences, orders and other similar matters.
6. To register, issue or grant licences (not being occupational licences), notices, certificates, orders or similar documents which the Council are authorised or required to register, issue, grant, give or make by or under any enactment.
7. To exercise discretion in writing off or remitting in whole or in part debts of up to £5,000 due to the Council, but only after all reasonable steps to recover them have been taken.
8. Within their designated area of responsibility and subject to 1) any corporate property standards, 2) Rules on Procurement (Chapter 18 of the Constitution) and 3) with the agreement of the Corporate Director of Residents Services to acquire or grant easements and leases for a term not exceeding seven years less 2 days and to acquire or dispose of any other interests in land the value of which does not exceed £10,000.
9. Subject to compliance with any corporate property standards and the Rules on Procurement (Chapter 18 of the Constitution), to take any steps for the proper and effective management of such property falling within their designated area of responsibility, subject to the agreement of the Corporate Director of Finance.
10. In accordance with the Council's Personnel Procedures, but subject to the procedure in this Constitution to appoint and dismiss senior officers, the Corporate / Executive Director may appoint to, dismiss from and amend posts within the chief officer's area of responsibility.
11. In accordance with the Council's HR Procedures to suspend, other than the three Statutory Officers, Chief Officers and Deputy Chief Officers within their area of responsibility.

12. To agree compensation payments not exceeding £1000 under the Council's Complaints Procedure.
13. To make decisions in respect of quotations, tenders, consultants, agency & temporary workers and contracts in accordance with the Procurement Standing Orders and Property Standing Orders in the Constitution (Chapter
14. To exercise all of the powers of Approved Officers for the purposes of the Procurement Standing Orders and Property Standing Orders (Chapter 18)
15. To enter into agreements, on behalf of the Council incurring match funding or a revenue commitment from the Council, subject to the Cabinet having previously agreed the proposal including the final level of Council commitment.
16. In conjunction with the Leader and relevant Cabinet Member, to sign-off expenditure for approved Initiatives, as agreed by the Cabinet.
17. Capital release – to authorise the release of monies for capital projects up to £99,999. Over this value is a formal decision by the Cabinet Member for Finance and relevant Cabinet Member, or the Cabinet.

Section 3 – General Management Sub-Delegations

These delegations show who can make what decision at officer level across all Directorates on general financial, procurement, HR and operational matters. They are delegated by the Full Council to the Chief Executive and Corporate / Executive Directors. They may then sub-delegate these so that such decisions can be made by their direct reports at Level B, or other managers or employees as set out in the management levels below:

- a) LEVEL A – Chief Executive, Corporate Directors & Chief Operating Officer
- b) LEVEL B – Directors / Deputy Directors / Heads of Service reporting to level A
- c) LEVEL C – Service Managers
- d) LEVEL D – Team Managers
- e) LEVEL E – All employees

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
1	Budget Management	To manage any budget for which the Corporate Directors have lead responsibility within the approved cash limit, provided that no action is taken which would result in growth in future years or which would affect a budget which is not under the chief officer's direct control.	All Budget Managers in A-D	In consultation with Cabinet Members as appropriate and via Collaborative Planning System. Use of budgets reported to Cabinet monthly.
2		Unlimited financial approval in value via Oracle – the Council's authorised financial purchasing system	Corporate Director of Finance	These limits are general rule, Corporate Directors may amend the financial thresholds shown for certain posts. Please refer to ICT for your limit. Also, approval of expenditure will require evidence of contract / cabinet or Cabinet Member approval where granted.
3		Approvals up to £499,999.99 in value via Oracle – the Council's authorised financial purchasing system	A	These limits are general rule, Corporate Directors may amend the financial thresholds shown for certain posts. Please refer to ICT for your limit.

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
				Also, approval of expenditure will require evidence of contract / cabinet or Cabinet Member approval where granted.
4		Approvals up to £499.99 in value via Oracle – the Council’s authorised financial purchasing system	B	
5		Approvals up to £49 in value via Oracle – the Council’s authorised financial purchasing system	C-D	
6		Capital release – authorise the release of monies for capital projects up to £99,999.	A	Over this value is a formal decision by the Cabinet Member for Finance and relevant Cabinet Member, or the Cabinet
7		Approval of virements within a service budget up to £50k	A-B	Subject to the agreement of the Corporate Director of Finance and Cabinet Member informed
8		Approval of virements between a service budget up to £10k	A-B	Subject to the agreement of the Corporate Director of Finance and Cabinet Member informed
9		Approval of virements within a service capital budget up to £10k	A-B	Subject to the agreement of the Corporate Director of Finance and Cabinet Member informed
10		To exercise discretion in writing off or remitting in whole or in part debts of up to £5,000 due to the Council, but only after all reasonable steps to recover them have been taken. Writing off any corporate debt between £200.01 and £4999.99 and to exercise discretion in writing off/cancelling underpaid invoices and small unpaid invoices up to the value of £5 for all service areas. <i>Note: any debt £200 or less can be written off following approval from the Head of Transactional Finance. Any debt between £200.01 and £4999.99 will require approval from the relevant Head of Service, and counter signed by the Corporate Debtors & Payments Service Manager. Any debt £5000 or above requires sign-off by the relevant Head of Services, Director – Strategic & Operational Finance and also formal</i>	A-B	Any signing Head of Service must appear on the Debtors and Payments list of AP02 approvers – All officers appearing on this list have had sign-off from a Chief Officer. Additionally, a debt will only ever be considered for write off once the Corporate Debt team have fully exhausted their recovery processes and options available. The relevant service area will be contacted for assistance if a Debtor is not paying. Writing off a debt is only ever considered a last resort

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
		<i>democratic approval by the Cabinet Member for Finance. Any debt £50,000 or over, a formal report considered by the Cabinet.</i>		
11		Credit Notes and Refunds (up to £499,999) can be signed-off by a Head of Service in the Council, but then referred to the Corporate Debt Team for final authorisation, payment and processing.	A-B	In conjunction with the Corporate Debt Team for final approval To be signed off and approved in accordance with the Corporate Collection Policy and Procedures. Over £500,000 is the Corporate Director of Finance.
12		Authorise petty cash claims in excess of £100	A-C	Below this value, Team Managers (D) may approve.
13		AP02 form approvals up to £499,999.99 – Once authoriser is approved by a Corporate Director. AP02 payments are strictly for non-invoice, non-vatable payments. Payments for goods or services must be made through the Oracle system.	A-B	These limits are general rule, Corporate Directors may amend the financial thresholds shown for certain Directorates or posts. Also, approval of expenditure will require evidence of contract / Cabinet or Cabinet Member approval where granted. Any payment above £500 requires supporting documentation.
	Procurement	Council wide authority regarding formal decisions in respect of contracts – as set out in the Rules on Procurement (Chapter 18 of the Constitution) and its standing orders: Procurement and contract standing orders		
14		To exercise all of the powers of Approved Officers for the purposes of the Rules on Procurement (Chapter 18 of the Constitution)	A-B	Approved officer list agreed by Procurement and Corporate Directors. Approved officers are officers designated for a certain contract(s), and competent in managing the procurement process.

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
15		Authority to accept a tender or quotation between £0 - £99,999 (total value of contract including any contract extensions)	A-B	Must follow the Council's Rules on Procurement (Chapter 18 of the Constitution) . This is via the approved Oracle financial system. Over this value (£100k-£749,999) is a formal democratic Cabinet Member decision and (£750k+) is a Cabinet decision and needs to be scheduled months in advance. Please refer to the Procurement Rules.
16		Authority to extend or vary and existing contract between £0 - £99,999.	A-B	Must follow the Council's Rules on Procurement (Chapter 18 of the Constitution) . This is via the approved Oracle financial system. Over this value (£100k-£749,999) is a formal democratic Cabinet Member decision and (£750k+) is a Cabinet decision and needs to be scheduled months in advance. Please refer to the Procurement Rules.
17		Authority to approve Concession Contracts, where the initial value of the concession is £0- £250k	A-B	Must follow the Council's Rules on Procurement (Chapter 18 of the Constitution) . This is via the approved Oracle financial system. Over this value (£100k-£749,999) is a formal democratic Cabinet Member decision and (£750k+) is a Cabinet decision and needs to be scheduled months in advance. Please refer to the Procurement Rules.
18		Waivers for Procurement Standing Orders up to £99,999	A	Using designated Financial System * with justification attached to requisition and in accordance with the Rules on Procurement (Chapter 18)
19		Authority to sign and execute contracts from £10,000 to £99,999 - after authority to accept, vary or extend a contract has been approved by a Corporate Director.	A-B	Approved officers may execute a contract in accordance with Standing Order 7 - or where appropriate through the raising of a Purchase Order on the Council's Oracle Financial system.

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
				Contracts at £100,000 or greater are executive via legal services and sealed with the Common Seal of the Council and signed by an elected councillor.
20		Authorise the appointment of consultants and agency staff only if using the Council's approved nominated recruitment agency(s) via HR.	A	Approval of agency, consultant and / or temporary workers outside the Council's approved agency(s), will be treated as any other service provision and require a quotation / tender process as per the approval levels for Officers set out above.
21		School contracts – authorisation may be required by the Governing Body and also the Corporate Director of Finance, dependant on value of the tender.	Corporate Director of Finance	Please refer to the Rules on Procurement (Chapter 18 of the Constitution)
22		Emergency Contract Decisions (all values)	Chief Executive	In consultation with the Leader of the Council and following advice from Democratic Services (See Chief Executive's Delegations in Rules on Procurement)
23	Human Resources	In accordance with the Council's Personnel Procedures, but subject to the Officer Employment Procedure Rules, to appoint to, dismiss from and amend posts within the chief officer's area of responsibility.	A-B	As per agreed HR policies. However, the Appointments Committee must approve matters relating to the Chief Executive, Corporate & Executive Directors and those Chief Officers on JNC National Conditions of Service, matters (including interviewing, salaries and service conditions) in their recruitment, selection and appointment. Full Council approval is required for the Chief Executive's and s151/Monitoring Statutory Officers
21		In accordance with the Council's HR Procedures to suspend, other than the three Statutory Officers, Chief Officers and Deputy Chief Officers within their area of responsibility.	A	As per agreed HR policies.

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
22		Appointment of all consultants, agency and temporary staff within establishment / budget as per Rules on Procurement (Chapter 18 of the Constitution)	A – Corporate Director level	Over budget or establishment, the informal agreement of the Leader of the Council is required. Consultancy and agency assignments over £50k to be reported to Cabinet for information only as per Procurement Standing Orders – this is ordinarily done via an appendix to the monthly budget monitoring report.
23		Initiation of disciplinary proceedings and fact-finding investigation for Chief Officers on National Conditions of Service	A	As per agreed HR policies.
24		Hearing of all Absence, Grievance, Capability and Disciplinary matters including Appeals	A-C	As per agreed HR policies. For Chief Officers and Deputy Chief Officers, please refer to Democratic Services where Committee approval may also be required for such matters.
25		All matters relating to recruitment, pay and conditions of staff reporting to them.	A-B	As per agreed HR policies. For Chief Officers and Deputy Chief Officers, please refer to Democratic Services where the Appointments Committee will be required for such decisions. The Appointment of the Chief Executive, Chief Officers and Deputy Chief Officers is also subject to the Officer Employment Procedure Rules in the Constitution. Democratic Services can advise further.
26		Authorisation of service structure <u>within</u> a Directorate	A-B	In consultation with the Cabinet Member. Authorisation of the Directorate structure is reserved to the Leader and Chief Executive
27		To agree the terms and conditions of employment of all staff (other than the Chief Executive and those Chief Officers on JNC National Conditions of Service) and the creation, deletion or amendment of all the Council's HR policies and procedures.	A – Chief Executive only	Those Chief Officers on JNC national conditions, terms and conditions to be agreed by the Appointments Committee.
28		Authorisation of redundancy, early retirement or gratuity payments	A	Subject to agreement by Human Resources with regard to the Redundancy

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
				Policy and if required Chief Executive & Appointments Committee written approval is needed for any discretionary enhanced early retirement packages.
29		Authorisation of staff severance settlements up to £95,000 in consultation with Legal services	A	This would arise as a result of settling an employment tribunal case before the hearing / due process was concluded. As per agreed HR policies
30		Day to day management of absence of staff	A-D	As per agreed HR policies
31		Initiation of disciplinary investigations	A-D	As per agreed HR policies
32		Variation of Working Hours in the interests of the service	A-C	As per agreed HR policies
33		Authorisation of a career break	A-B	As per agreed HR policies
34		Approval of payments under the Additional Payments Policy	A-B	As per agreed HR policies
35		Approval of Personal Injury Allowance	A-B	As per agreed HR policies
36		Approval of advancement under Career Progression schemes	A-C	As per agreed HR policies
37		Authorisation of overtime	A-B	As per agreed HR policies
38		Authorisation of ex-gratia payments for damage caused to staff property in the course of their work	A-B	As per agreed HR policies
39		Waiver of recovery of post-entry training or other expenses	A-D	As per agreed HR policies
40		To approve flexible working and any homeworking by staff	A-D	As per agreed HR policies
41		To approve changes to hours worked by part-time staff	A-D	As per agreed HR policies
42		Authorisation of bereavement leave and emergency leave, dependent emergency leave and domestic emergency leave	A-D	As per agreed HR policies
43		Day to day management of absence of staff & hearing of 1st and 2nd long-term absence meetings	A-D	As per agreed HR policies
44		Conduct and performance management of staff & hearing of 1st and 2nd short-term absence capability cases	A-D	As per agreed HR policies.
45		Misconduct hearings of staff (short of dismissal)	A-D	As per agreed HR policies.
46		Grievances of staff, not including Appeal stage	A-D	As per agreed HR policies.
47		Authorisation of day / block release for training	A-D	As per agreed HR policies
48		Authorisation of car mileage claims for use for official duties	A-C	As per agreed HR policies

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
49		Amendment of job descriptions and submission to HR for evaluation	A-C	Subject to sign-off by Head of Service
50	General Property Management	Within their designated area of responsibility and subject to 1) any corporate property standards, 2) Rules on Procurement (Chapter 18 of the Constitution) and 3) with the agreement of the Corporate Director of Infrastructure, Transport & Building Services to acquire or grant easements and leases for a term not exceeding seven years less 2 days and to acquire or dispose of any other interests in land the value of which does not exceed £10,000.	A / Head of Property & Estates only	Please refer to Statutory and Service Delegations for full Property delegations
51		Subject to compliance with any corporate property standards and the Rules on Procurement (Chapter 18 of the Constitution), to take any steps for the proper and effective management of such property falling within their designated area of responsibility, subject to the agreement of the Corporate Director of Infrastructure, Transport & Building Services.	A-B	Please refer to Statutory and Service Delegations for full Property delegations
52	Operational Management	To take overall responsibility for the performance of their service area.	A-D	
53		To take any steps necessary for the day to day management and administration of any matters within the designated area of responsibility and to take overall responsibility for the performance of their service area.	A-D	
54		To take all such action as ordinarily falls within the scope of professional responsibility and deal with all other matters delegated or to be delegated by Council, Cabinet, Cabinet Member or the Chief Executive.	A-D	
55		To exercise the Council's functions in obtaining registrations, licences, certificates or other similar documents required by the Council, its officers or in respect of its premises from any authority or body not being the Council.	A-C	

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
56		To exercise the Council's right of objection against any application made by third parties for registration, certificates, licences, orders and other similar matters.	A-C	See Statutory and Service Delegations for specific services and officers authorised. If not detailed within then this general delegations can be used.
57		To register, issue or grant licences (not being occupational licences), notices, certificates, orders or similar documents which the Council are authorised or required to register, issue, grant, give or make by or under any enactment.	A-C	See Statutory and Service Delegations for specific services and officers authorised. If not detailed within then this general delegations can be used.
58		To agree compensation payments not exceeding £1000 under the Council's Complaints Procedure.	A-B	
59		To enter into agreements, on behalf of the Council incurring match funding or a revenue commitment from the Council, subject to the Cabinet having previously agreed the proposal including the final level of Council commitment.	A	Subject to previous Cabinet or Cabinet Member authority.
60		In conjunction with the Leader and relevant Cabinet Member, to sign-off expenditure for approved Initiatives.	A	Revenue only
61		To request that Legal Services can engage external advice through Counsel.	A or Interim Head of Legal Services	In conjunction with the Head of Legal Services who may also seek agreement from the Leader of the Council / relevant Cabinet Member
62		Approval and/or signature of any circular letters, leaflets, consultations etc... to a large number of members of the public	A-C	These are circular letters sent to multiple stakeholders, residents or organisations.
63		Investigating complaints at stage 2 for submission to a Corporate Director	A-C	The Corporate Director must sign-off a stage 2 complaint after investigation.
64		Establishment of Service level Agreements (or equivalent) with other departments / sections for relevant service area	A-B	
65		To refer matters to Legal Service for professional legal advice	A-B	
66		To authorise external training in professional skill areas.	A-B	
67		To act as the Gold Director for Emergency Planning purposes.	A-B	This may vary based on the approved rota for Gold.

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
68		Authorise any catering, subject to the Council's policy	A-B	
69		"Core user" access to Resourcelink HR system, i.e. access staff details other than direct reports	A-B	
70		To take any steps necessary for the day to day management and administration of any matters within the designated area of responsibility that are not specifically referred to in these Delegations.	A-D	Subject to being within council policies, the law and financial rules and Cabinet Member agreement, if required.
71	External Legal Advice	Prior agreement and appointment of any external legal advice, consultant or the appointment of Kings Counsel (KC).	Head of Legal Services, Corporate Director of Central Services or Chief Executive (CEO)	<u>Prior agreement</u> All proposed commissioning of any legal advice including a KC to be referred to the Head of Legal Services and/or the Corporate Director of Central Services, and in their absence or specific cases, to the CEO. They will then agree whether to then proceed with any appointment, and this is also subject to the Rules on Procurement in the Council's Constitution. Any proposed commissioning of a KC also requires the approval of the Leader of the Council, in consultation with the Head of Legal Services. <u>Subsequent appointment or commissioning</u> Subject the agreement above, and as per the Rules on Procurement in the Council's Constitution, any formal appointment or commissioning is delegated to Corporate Directors if within approved budget and this may also be sub-delegated to the Head of Legal Services.

Ref	Function	Delegation	Post / management level delegated to authorise *	Implementation Notes
				Appointment or commissioning outside budget requires the CEO's approval, in consultation with the Leader. Notwithstanding any referral of such an appointment to the Cabinet or Cabinet Members by way of a formal democratic report, the above prior agreement must always be sought in the first instance.

Section 4 – Directorate & Statutory Sub-Delegations

Chief Executive's Office

Chief Executive & Head of the Paid Service

The Council has appointed and designated the following person to this post:

Name	Post	Designation
Tony Zaman	Chief Executive	Chief Officer Head of Paid Service (appointed as permanent by the Full Council on 13 July 2023)

Statutory functions

To be the Council's Head of Paid Service for the purposes of the Local Government and Housing Act 1989.

The Head of Paid Service will report to Full Council on the manner in which the discharge of the Council's functions are co-ordinated, the number and grades of officers required for the discharge of functions and the organisation of officers.

The Head of Paid Service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out in this Constitution.

By law, the Head of Paid Service cannot be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

Responsibilities

- To be the Council's Principal policy advisor
- Overall Council performance and budget management
- Advocate for the London Borough of Hillingdon
- Working closely with the Leader of the Council and Cabinet to agree strategy and targets for the Council.
- Providing leadership and direction in the achievement of the Council's strategic objectives.
- Managing highest level external relationships.

- Supporting other Corporate Directors to address specific priority issues.

As per the Council Constitution, the Chief Executive reports directly to the Leader of the Council, works closely with Cabinet Members and is accountable to all Councillors and the Full Council as a whole. The Chief Executive may also report directly to other committees and bodies that may discharge Council functions, and specifically those set out below:

Cabinet Portfolio, Committee or Body
Full Council Leader of the Council Cabinet Members Audit Committee (to attend regularly) Any Select Committee (attend on request) Health and Wellbeing Board (also a permanent Member of the Board) Other committees/bodies as invited

Specific Delegations

These delegations cannot be sub-delegated and are only to the Chief Executive

Ref	Delegation	Implementation Notes
CE1	To authorise generally or on any particular occasion an officer to exercise the delegated powers of any other officer.	
CE2	To give directions that a delegated power shall or shall not be exercised in a particular way and on the application of delegated powers in general, except for any statutory powers vested in the Executive Directors for Adult Services & Health and Children's Services, the Corporate Director of Finance and the Head of Legal Services.	
CE3	To agree the terms and conditions of employment of all staff (other than the Chief Executive and those Chief Officers on JNC National Conditions of Service) and the creation, deletion or amendment of all the Council's HR policies and procedures and to approve proposals for discretionary enhanced early retirement packages for officers following written agreement by a majority of the Members of the Appointments Committee.	

Ref	Delegation	Implementation Notes
CE4	To suspend the statutory s151 Officer and Monitoring Officer pending any procedures set out in the Officer Employment Procedure Rules in relation to the Council's Statutory Officers.	
CE5	In respect of a Council capital project or revenue service, where an emergency or exceptionally urgent situation arises in relation to a commercial contract where: a) The Leader and Chief Executive agree the urgency; b) There is no Cabinet meeting imminent; c) Any delay would seriously jeopardise the Council's finances or its ability to deliver services and; d) A previous executive decision has been made or proposed in respect of the capital project or service provision concerned, authority is granted to the Chief Executive, subject to the written agreement of the Leader of the Council, to incur expenditure and make any new and necessary contractual decisions in order to secure the successful delivery of the project or service. In such instances, the Council's Rules on Procurement (Chapter 18 of the Constitution) can be waived. Any decisions taken must be reported to a subsequent Cabinet meeting for formal ratification.	This is known as an Emergency Contract Decision as per Rules on Procurement (Chapter 18 of the Constitution). Advice from Democratic Services should be sought in the first instance.
CE6	In conjunction with the Leader of the Council, to oversee the Hillingdon Improvement Programme and authorise expenditure on it.	
CE7	Subject to the endorsement of the Leader of the Council and relevant Cabinet Member(s), to authorise the transfer of non-executive powers under delegated authority granted by Council to another body in the best interests of the London Borough of Hillingdon.	
CE8	To exercise all matters relating to Section 36 of the Counter Terrorism & Security Act 2015 in respect of the duty on local authorities and partners of local [CHANNEL] panels to provide support for people vulnerable to being drawn into terrorism (PREVENT AGENDA) and to establish joint [CHANNEL] panel arrangements with other local authorities.	Advice should be sought from Democratic Services in the first instance before any establishment of joint panels regarding delegations.
CE9	Appointment of Consultants / Agency Staff at any value outside establishment or budget, but in consultation with the Leader of the Council.	In consultation with the Leader

Responsible Service Areas

The Chief Executive is accountable for the following service areas and has structured his Chief Executive's Office into the following divisions, showing the senior officer responsible for services, their post and designations and statutory roles, where applicable:

Post & Service Area responsible for	Designation(s)	Delegation Level
Head of Democratic Services	- Deputy Chief Officer - Proper Officer for the Registration of Births, Deaths and Marriages. - Proper Officer for Constitutional Matters - Monitoring Officer - Electoral Registration Officer - Returning Officer for local and other elections	B
Head of Legal Services	- Deputy Chief Officer - Deputy Monitoring Officer - Data Protection Officer	B
Head of Communications & Engagement	Deputy Chief Officer	B

Monitoring Officer

The Council has appointed and designates the following to this post:

Name	Post	Designation
Lloyd White	Head of Democratic Services	Monitoring Officer (Appointed by Council on 27 February 2025)
Daniel Toohey	Head of Legal Services	Deputy Monitoring Officer

Statutory functions

- To be the Council's Monitoring Officer for the purposes of the Local Government and Housing Act 1989.
- The Monitoring Officer maintains an up-to-date version of the Constitution and ensures that it is widely available for consultation by members, staff and the public.
- After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer reports to the Full Council or to the Cabinet in relation to an Cabinet function if he or she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report has the effect of stopping the proposal or decision being implemented until the report has been considered.

- The Monitoring Officer contributes to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee.
- The Monitoring Officer conducts investigations into matters referred to him and make reports or recommendations in respect of them to the Standards Committee or appropriate body.
- The Monitoring Officer ensures that the Access to Information rules set out in this Constitution are adhered to.
- The Monitoring Officer advises whether decisions of the Cabinet are in accordance with the budget and policy framework.
- The Monitoring Officer provides advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors.
- By law, the Monitoring Officer cannot be the Chief Finance Officer or Head of Paid Service.
- The Council will provide the Monitoring Officer with such officers, accommodation and other resources as are in its opinion sufficient to allow their duties to be performed.

Data Protection Officer

This statutory role is to inform and advise the council and its employees about their obligations to comply with the GDPR and other data protection laws, monitor compliance and be the point of contact. The Chief Executive has designated the following officer to this Statutory role:

Name	Post	Designation
Daniel Toohey	Deputy Monitoring Officer / Head of Legal Services	Data Protection Officer

Statutory Scrutiny Officer

The Localism Act 2011 requires the statutory role of designated scrutiny officer to promote the role of the authority's overview and scrutiny committees, provide support to the authority's such functions and to local councillors; and to provide guidance to Members and officers of the council in relation to such functions. The Chief Executive has designated the following officer to this Statutory role:

Name	Post	Designation
Mark Braddock	Senior Democratic Services Manager	Statutory Scrutiny Officer

In accordance with statutory guidance, the Scrutiny Officer cannot be the authority's Head of Paid Service, the Monitoring Officer or the Chief Financial Officer.

Table of Delegations

Many of the service and statutory delegations to the Chief Executive may be sub-delegated as shown below. However, there are certain functions that can only be taken by Proper Officers as set out in the Council's Constitution. All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

- LEVEL A – CEO / Corporate Director / Chief Operating Officer
- LEVEL B – Directors / Deputy Directors / Heads of Service
- LEVEL C – Service Managers
- LEVEL D – Team Managers
- LEVEL E – All employees

Officers at Levels A-E are to be suitably experienced and/or professional qualified / accredited if required in order to undertake any statutory delegations afforded to them in order to take decisions, as set out in the service areas shown in the table.

Table of Sub-Delegations

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
1	Democratic Services (Elections & Registrars)	To act as the proper officer for the Registration of Births, Deaths and Marriages.	Head of Democratic Services	Proper Officer Delegation
2		To act as the Electoral Registration Officer and the returning officer for local and other elections.	Head of Democratic Services	Proper Officer Delegation
3		Deputy Returning Officer – when appointed by Acting Returning Officer / Returning Officer	Electoral Services & Registration Manager	May appoint additional Deputy Returning Officers

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
4		Superintendent Registrar	Electoral Services & Registration Manager	
5		Deputy Superintendent Registrar	Deputy Registration Services Manager Registrars / Deputy Registrars	
6	Democratic Services (General)	To make arrangements to hear appeals against pupil exclusions.	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
7		To make arrangements to hear appeals by Governing Bodies.	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
8	Democratic Services (Councillors & Meetings)	Notification of the formation of a Party Group and the appointment of its Officers	Head of Democratic Services	
9		Who confirms acceptance of office by Councillors and the election of the Mayor	Head of Democratic Services	
10		To certify the minutes of the Council, a committee or sub-committee and any report to such a meeting as a true copy.	Head of Democratic Services	
11		To designate approved duties for Members to claim travelling, subsistence and dependent care allowances.	Head of Democratic Services	As per Constitution
12		Receipt of notice for Chairman and Vice-chairman of committees who have resigned	Head of Democratic Services	As per Constitution
13		Receipt of notice by any Member who resigns from a committee.	Head of Democratic Services	As per Constitution

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
14		Receipt of notice to call a special meeting of a committee by least one third of the whole number of the Committee	Head of Democratic Services	As per Constitution
15		Officer to be requested to call Council meetings in addition to ordinary meetings, in consultation with the Mayor and Chief Whips	Head of Democratic Services	Proper Officer Delegation
16		Council Meetings - time and place of meetings and summons (in consultation with the Chief Whips)	Head of Democratic Services	As per Constitution
17		Receipt of questions and motions to Council, ability to reject a question and keep a record of questions	Head of Democratic Services	As per Constitution
18		Notification of right to raise an issue for adjournment debate	Head of Democratic Services	As per Constitution
19		Notice from any Member wishing to raise a matter at a meeting of any committee under AOB.	Head of Democratic Services	As per Constitution
20		Officer to be advised of the Mayor's view that a matter is one that ought to be treated as a key decision	Head of Democratic Services	Proper Officer Delegation
21		Officer to refer firm proposals for the budget and policy framework to Council for decision and as part of the Conflict resolution procedure	Head of Democratic Services	Proper Officer Delegation
22		Person a councillor notifies if a token gift or hospitality is accepted	Head of Democratic Services	
23		Officers who will issue and accept invitations from independent persons to constitute and administer a Panel in accordance with Section 102(4) of the Local Government Act 1972 for the purposes of advising the Council on matters relating to the dismissal of the Head of the Paid Service, the Monitoring Officer or the Chief Finance Officer:	Head of Democratic Services (in consultation with the Head of HR)	Proper Officer Delegation - approved by Council on 15 May 2015
24		To make minor changes to the Council's Constitution, e.g. to reflect changes in legislation and nomenclature.	Head of Democratic Services	Delegated by Full Council
25	Democratic Services (Executive)	Notification to temporarily assign Cabinet portfolio responsibilities from one Cabinet Member to another for absences etc...	Head of Democratic Services	Notice from the Leader of the Council. May discharge this through the Senior Democratic Services Manager
26		Notification of Cabinet Assistants	Head of Democratic Services	Notice from the Leader of the Council. May discharge this through the Senior Democratic Services Manager

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
27		Notification of changes to the Cabinet Scheme of Delegations (in conjunction with the Interim Head of Legal Services)	Head of Democratic Services	Notice from the Leader of the Council. May discharge this through the Senior Democratic Services Manager
28		Placing of items on the Cabinet agenda following request from Leader	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
29		Publish notice of Forward Plan	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
30		Approval of items not on the Forward Plan (urgent items) to be considered by Cabinet	Head of Democratic Services	Approval required initially from the Leader of the Council. May discharge this through the Senior Democratic Services Manager
31		Arbitrate and notify reports that contain exempt information	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
32		Receipt and arbitrator of petitioner of more than 20 signatures	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
33		Publication of decisions by the Cabinet and Individual Cabinet Members	Head of Democratic Services	May discharge this through the Senior Democratic Services Manager
34	Democratic Services (Overview & Scrutiny)	Authority (with the Select Committee) to require a report to full Council if a key decision is taken not in accordance with procedures	Head of Democratic Services	May discharge this through the Statutory Scrutiny Officer
35		Notification of items to be called-in by the relevant Select Committee	Head of Democratic Services	May discharge this through the Statutory Scrutiny Officer
36		Receipt of notice for special meetings of Select Committees	Head of Democratic Services	May discharge this through the Statutory Scrutiny Officer
37		Receipt of reports from Select Committees	Head of Democratic Services	May discharge this through the Statutory Scrutiny Officer
38		Notification to officers who are required to attend Select Committees	Head of Democratic Services	May discharge this through the Statutory Scrutiny Officer

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
39	Legal Services	To be the Council's Monitoring Officer for the purposes of the Local Government and Housing Act 1989.	Head of Legal Services	
40		To institute any legal or formal proceedings on behalf of the Council which the Council could institute and to defend any prospective or actual legal or formal proceedings instituted against the Council, its members or officers and to appear by Counsel or in person or to authorise an officer to so appear in any proceedings and to verify a document by signing a Statement of Truth under the Civil Procedure Rules on behalf of the Council and to settle any actual or prospective proceedings.	Head of Legal Services and levels B-E	The Interim Head of Legal Services has sub-delegated this to all levels in his service area.
41		To certify copies of original documents for use in court proceedings.	Head of Legal Services and levels B-E	The Interim Head of Legal Services has sub-delegated this to all levels in his service area.
42		To suspend the Chief Executive pending an immediate summoning of the Investigations and Disciplinary Committee	Head of Legal Services	
43		Officer to ensure that Access to Information rules as set out in the constitution are adhered to	Head of Legal Services	Proper Officer Delegation - and in consultation with the Head of Democratic Services
44		Officer to be notified in writing if any staff have a financial interest in a contract or proposed contract with the Council	Head of Legal Services	
45		To be the Council's Statutory Data Protection Officer	Head of Legal Services	

Finance Directorate

Corporate Director of Finance / Chief Finance Officer

Name	Post	Designation
Steve Muldoon	Corporate Director of Finance	Chief Officer Chief Finance Officer / s151 Officer (appointed by full Council on 10 July 2025)

Statutory functions of the Chief Finance Officer

- To act as and exercise the functions of the “chief finance officer” meaning the officer designated under section 151 of the Local Government Act 1972.
- After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer reports to the Full Council or to the Cabinet (in relation to a Cabinet Function) and to the Council’s External Auditor if he or she considers that any proposal, decision or course of action will involve incurring unlawful expenditure or is unlawful and is likely to cause a loss or deficiency to the Council, or if the Council is about to enter an item of account unlawfully.
- The Chief Finance Officer has responsibility for the administration of the financial affairs of the Council.
- The Chief Finance Officer contributes to the corporate management of the Council through the provision of professional financial advice.
- The Chief Finance Officer provides advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to all councillors and will support and advise Councillors in their respective roles.
- The Chief Finance Officer provides financial information to the media, members of the public and the community.

Cabinet & Committee reporting

As per the Council Constitution, the Chief Finance Officer reports directly to the following Cabinet Members and is accountable to them, as well as the Cabinet and Council as a whole and to support all elected Councillors in their varied roles. The Corporate Director may also report directly to other committees that may discharge related functions as set out below, though this list is not exhaustive:

Cabinet Portfolio, Committee or Body
Full Council (as s151 Officer)

Leader of the Council (MTFF / financial strategy)
 Cabinet Member for Finance & Transformation
 Pensions Committee
 Audit Committee
 Corporate Resources & Infrastructure Select Committee (attend on request) & other committees as invited

Deputy Chief Finance Officer

The Chief Finance Officer has appointed a Deputy to carry out their functions in cases of absence or illness as set out below:

Name	Post	Designation
Andy Goodwin	Head of Strategic Finance	Deputy Chief Finance Officer (Deputy s151)

Directorate Service Areas

The Finance Directorate is structured into the following divisions, showing the senior officer responsible for services, their post and designation:

Post & Service Areas within Finance	Designation
Head of Strategic Finance	Deputy Chief Officer / Deputy s151 Officer
Director of Strategic & Operational Finance	Deputy Chief Officer
Head of Internal Audit and Business Assurance	Deputy Chief Officer

Table of Delegations

Many of the service and statutory delegations may be sub-delegated as shown below. However, there are certain decisions that can only be taken by Chief Finance Officer. He may, however, appoint a specific Deputy Chief Finance Officer to discharge these in his absence as indicated above.

All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

LEVEL A – Corporate Director
 LEVEL B – Directors / Deputy Directors / Heads of Service
 LEVEL C – Service Managers
 LEVEL D – Team Managers
 LEVEL E – All employees

Officers at Levels A-E are to be suitably experienced and/or professional qualified / accredited if required in order to undertake any statutory delegations afforded to them in order to take decisions, as set out in the service areas shown in the table.

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
1	S151 role	To act as and exercise the functions of the “chief finance officer” meaning the officer designated under section 151 of the Local Government Act 1972. These functions include: (a) Responsibility for general grants, accounting systems, corporate accounts, external audit liaison and insurance. (b) Responsibility for the medium term financial forecast, budget preparation and monitoring, financial appraisals of all service areas and VAT. (c) Responsibility for income collecting arrangements including rents, council tax, business rates, service charges, mortgages, education recoupment and social care charges.	Corporate Director of Finance	
2	Strategic Operational Finance	To have regard to CIPFA’s “Prudential Code for Capital Finance in Local Authorities” when considering all matters relating to capital finance, as defined by Part 1 of the Local Government Act 2003. This involves establishing procedures to monitor performance against all forward looking prudential indicators and ensuring that the following matters are taken into account when prudential indicators are set or revised: - (i) Affordability; (ii) Prudence and sustainability; (iii) Value for money; (iv) Stewardship of assets;	A-D	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		(v) Service objectives; and (vi) Practicality.		
3		To review and amend Financial Regulations.	Corporate Director of Finance	Any changes to the Council's Financial Rules require full Council approval
4		To authorise specific officers to have control/command access of the Council's Financial Systems	Corporate Director of Finance	The Corporate Director may sub-delegate to specific posts authority to control aspects of the Council's Financial Systems.
5		To administer any funds which are approved by the Council and which are pursuant to the effective management of the Council's finances.	A-D	
6		To make decisions, in conjunction with the Cabinet Member for Finance, during the interim period leading up to the closure of the Council's annual accounts for any necessary revenue or capital budget virements, allocation of priority growth funds or acceptance of grants that may be required for service or project delivery within the overall budget framework approved by Council. That such decisions be reported to a subsequent Cabinet meeting for formal ratification and to ensure transparency.	Corporate Director of Finance	
7		As set out in the Budget and Policy Framework Procedure Rules approval of virements within a service budget up to £50k, approval of virements between a service budget up to £10k and approval of virements within a service capital budget up to £10k.	Corporate Director of Finance	
8		Unlimited financial approval level in the Council's authorised financial purchasing system and credit notes and refunds over £500k, subject to the necessary Member approvals where required.	Corporate Director of Finance	
9		To exercise the Council's functions regarding the demanding of National Non-Domestic Rate and the Council Tax and the collection and recovery of all sums owing in respect thereof and regarding all matters involving valuation for rating purposes, and for these purposes to authorise officers to represent the Council in magistrates' courts, the Local Valuation Court or the Valuation and Community Charge Council Tax, Tribunals.	Head of Revenues and Benefits	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
10		To be responsible for the calculation and payment of all benefits, including council tax, housing, community care grants, other general grants and the universal credit.	Head of Revenues and Benefits	
11	Insurance	To ensure that effective arrangements for insurance are in place and to take out insurance cover for all policies as necessary.	Director of Strategic & Operational Finance	
12	Pensions, Treasury & Statutory Accounts	To implement the Council's Treasury Management Strategy which has adopted CIPFA's "Code of Practice for Treasury Management in Local Authorities" and to control all money in the hands of the Council in accordance with this CIPFA code by taking all executive decisions on borrowing, investment or financing including, without limitation, the power: - (i) to raise money pursuant to any authority to borrow. (ii) to make temporary investments of monies by way of loan provided proper security is deposited with the Council's bankers. (iii) to make advances from the Consolidated Loans Fund or other funds held by the Council. (iv) to buy or sell investments of any kind.	Director of Pensions, Treasury and Statutory Accounts	
13		To set the rate of interest for mortgages and loans.	Head of Transactional Finance	
14		To administer and manage the Council's pension fund in accordance with the regulations and with policy set by the Pensions Committee, including the taking of any urgent decisions on behalf of the Pensions Committee, reporting back to the Committee for ratification.	Director of Pensions , Treasury and Statutory Accounts	
15		The Corporate Director is authorised to take urgent decisions in relation to the pensions fund and investment strategy on behalf of the Pensions Committee, in consultation with the Pensions Sub-Group if established, reporting back to the Committee any exercise of these powers for ratification.	Corporate Director of Finance	A Pensions Sub-Group can be arranged comprising 3 Members politically balanced and it can meet informally, in person or virtually to suit any urgent timings
16		To counter-sign maintained school contractual decisions over £100k as per the Rules on Procurement.	Corporate Director of Finance	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
17	Internal Audit	To be responsible for internal audit.	Head of Internal Audit and Risk Assurance	

Residents Services Directorate

Corporate Director of Residents Services

The Corporate Director of Residents Services is:

Name	Post	Designation
Dan Kennedy	Corporate Director of Residents Services	Chief Officer (Appointed 5 September 2025)

Statutory functions of the Corporate Director

The Corporate Director, through the officers employed in the Directorate, will undertake a range of statutory and non-statutory functions covering the service responsibilities below.

Cabinet & Committee reporting

As per the Council Constitution, the Chief Officers responsible for services report directly to the following Cabinet Members and are accountable to them, as well as the Cabinet and Council as a whole and to support all elected Councillors in their varied roles. The Chief Officer may also report directly to other committees that may discharge related functions as set out below, though this list is not exhaustive:

Cabinet Portfolio, Committee or Body
Leader of the Council Cabinet Member for Corporate Services & Property Cabinet Member for Community & Environment Cabinet Member for Planning, Housing & Growth Corporate Resources & Infrastructure Select Committee (attend on request) Residents' Services Select Committees (attend on request) Planning Committees (discharged through officers to report to) Licensing Committee and Sub-Committees (discharged through officers to report to)

Directorate Service Areas

The Directorate is structured into the following divisions, showing the senior officer responsible for services, their post and designation and delegation level:

Post / Service area	Designation	Delegation Level
Director of Environment	Deputy Chief Officer	B
Director of Assets	Deputy Chief Officer	B
Director of Planning and Sustainable Growth	Deputy Chief Officer	B
Director of Community Safety & Enforcement	Deputy Chief Officer	B
Head of Library and Cultural Services	Deputy Chief Officer	B
Assistant Director Housing Needs and Homelessness	Deputy Chief Officer	B
Assistant Director Homes and Neighbourhoods	Deputy Chief Officer	B
Head of Housing Strategy & Policy	Deputy Chief Officer	B

Table of Delegations

Many of the service and statutory delegations in the Directorate may be sub-delegated as shown below. All sub-delegations are either to named posts or if more broadly sub-delegated to line management levels and officer posts within these levels, as shown below:

- LEVEL A - Corporate Director
- LEVEL B - Directors / Assistant Directors / Heads of Service reporting to the above
- LEVEL C - Service Managers
- LEVEL D - Team Managers
- LEVEL E - All employees

Officers at Levels A-E are to be suitably experienced and/or professional qualified / accredited if required in order to undertake any statutory delegations afforded to them in order to take decisions, as set out in the service areas shown in the table.

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
1	Environment - Waste Services	The Corporate Director is to make decisions, in conjunction with the Leader of the Council, in relation to the award of grants from the Council's Charitable Fund.	A	
2		Operation of the Refuse Collection Service / Street Cleaning / Trade Waste services	B	
3		Management of recycling and civic amenity facilities	B	
4		Operation of public conveniences	B	
5	Environment - Highways	The service of notices and/or counter notices on public utility undertakers in relation to the breaking up of streets.	B-C	
6		Administration of the New Roads and Street Works Act 1991, Part III (Street Works) on behalf of the Council as the Street Authority. (Control coordination of street works and enforcement)	B-C	
7		To authorise the adoption of streets and drains constructed under agreement with the Council.	B	
8		To authorise emergency repairs to private streets in accordance with Section 230(3) of the Highways Act 1980.	B	
9		The adoption of footpaths and streets as highways maintainable at public expense.	B	
10		Preparation and maintenance of the definitive Rights of Way map.	B-C	
11		The authority to make final apportionments for any private street work undertaken by the Council, as Highway Authority, in accordance with Section 211 of the Highways Act 1980.	B	
12		The authority to issue all notices, consents, approvals, orders, demands, licenses, estimates and other documents authorised or required by or under Section 321 of the Highways Act 1980.	B	
13		Determination of any applications for any purpose allowed by legislation (Highway Management).	B-C	
14		Control and Management of Highway Assets – Road and Pavements, Highway Structures, Highway Drainage, Street Lighting, Signs, Highway Street Furniture.	B-C	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
15		Supervision of reservoirs in accordance with the Reservoirs Act 1975 and the appointment of an Inspecting Engineer; Construction Engineer: and Supervising Engineer as and when required by the Act.	C-D	
16		Removal or prevention of obstructions of the highway.	B - C	
17		Authority to close any Public Rights of Way and public footpaths on land owned by the Department for a temporary period.	B	
18		Responsible under the Highways Act 1980 for Highways Event Permits, Banners & Festive Lights, skips, Cranes/oversails & Building materials	C-D	
19		Control Movement of Abnormal Loads in the Borough	C-D	
20		Determination of applications for vehicle crossover (appeal as per the VCO policy)	B-C	Any appeal to this will be as per the Vehicle Crossover policy Stage 1 appeal - LEVEL B Stage 2 - LEVEL A (Corporate Director)
21		To manage and delivery of Highways Projects that will include options appraisal, feasibility, value management, detail design and implementation of all highway project within the Council.	C	
22		To exercise the council's function to assess and prepare S278 and S38 agreement with the developers to supervise the highways work and process the road adoption if applicable.	C	
23		Highways works approval e.g., reactive works, vehicle crossovers, line marking	B-C	
24		Highways capital work payment approval	B-C	
25		Highways officers overtime approval	B-C	
26		Approvals of highways works POs	B-D	Inline with Council's authorised financial purchasing system depending on the value
27		To determine AA/RAC temporary direction signs applications.	B-C	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
28	Environment – Green Spaces	Signing and issue of notices for matters concerning allotment of grave spaces and memorial stones.	B-C	
29	Assets – Property Services	The Corporate Director, in conjunction with the Leader of the Council and Cabinet Member for Property & Infrastructure, will oversee the development, construction and use of land and property assets across all Council Directorates, including the Housing Development Programme, and be responsible for all such reporting to Members.	A	
30		To provide back-office services in relation to: · Commercial and voluntary sector lease negotiation and management · Valuation of properties · Sales and acquisition of properties · Property information management, reporting and benchmarking · Strategy and asset management planning.	B	
31		Approval of terms in respect of any transaction for which Cabinet authority has already been given for the acquisition or disposal of land and property or any legal interest in land and property.	B	
32		To grant leases and licences for a term not exceeding seven years at an annual rental of not more than £10,000 (and, where a premium is paid, at a premium of less than £10,000).	C	
33		To acquire or dispose of any other interests in land and licences provided the value of any such interest or licence does not exceed £10,000.	B	
34		To grant easements and wayleaves over or under council land to 3rd parties where the proper consideration payable is under £10,000.	B	
35		To implement rent reviews following a decision by the Leader and Cabinet Member for Property, Highways and Transport	B-C	
36		To take legal or equitable charges over any property or any other assets.	B	
37		To establish and maintain mechanisms for the review of land and property holdings.	B	
38		Approval of sub-lettings, assignments, charges, surrenders and alterations under leases to or by the Council.	B-C	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
39		Approval of compensation, home loss, well maintained payments and removal expenses and other appropriate allowances arising from the acquisition, disposal, management or alteration of land and property.	B	
40		Approval of all action necessary to protect and enhance the Council's commercial portfolio of leases, licences and wayleaves to all external bodies including the undertaking of rent reviews and lease renewals and appointment of arbitrators the selection of tenants and approval of terms for rent reviews and lease renewals.	B-C	
41		Approval of terms for appropriation.	B	
42		The approval of the making of advance payments under Section 52 of the Land Compensation Act 1973 and the making of compensation payments due following the refusal of planning permission or revocation of planning permission.	B	
43		Approval of terms and compensation due to the Council arising from the disposal of any interest in land to another authority having compulsory purchase powers.	B	
44		Approval to the modification of restrictive covenants or other agreements relating to property.	B	
45		Take all necessary steps using professional judgement and best practice to protect and enhance council land and property including steps against vandalism, squatting and possessory title claims after obtaining client service approval of any budgetary implications and costs.	B-C	
46		Approval of short-term licences and permissions e.g. grazing, site compounds, where the fee does not exceed £10,000 provided the relevant client service consents to the land use.	B-C	
47		Management and implementation of current policies in relation to the letting of land and buildings held by the Department or managed by it on behalf of other Departments, together with the signing and issue of related notices.	B	
48		Take all necessary steps to collect commercial rent and other income due to the council including the use of bailiffs where necessary. To sign all Rent Review Memoranda on behalf of the council. Deal and instruct Legal	B-C	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		Services on collection of such debts and seek write-offs where appropriate.		
49		Authority to serve notices on travellers in respect of their occupation of Council owned land.	B	
50		Section 16 - Notices requiring details of interest in land LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976	B-C	
51	Assets - Capital Projects	To manage a Projects Team that will include asset review, options appraisal and feasibility, refurbishment and supporting the client management of all major property projects within the Council.	B	
52		To be responsible for Corporate Construction which not only includes all major construction projects but also all corporate building projects.	B	
53		Authority to be the named officer to submit planning applications on behalf of the Council, strictly where these have been approved by the relevant portfolio Cabinet Member under his/her delegated authority.	A-D	
54	Assets - Building Safety	To be responsible for the general management, repairs and maintenance of and investment in Council Housing Stock.	B	
55		Facilities Management - to be responsible for managing and overseeing a Technical and Compliance Team which will be responsible for the maintenance of all Council property assets and also for all technical areas where the Council has a legal duty to comply with designated standards.	B	
56		Allocation of office space to Departments and management of office facilities.	B	
57	Planning & Sustainable Growth - Development Control	Other than those determined by the Hillingdon Planning Committee as set out in Chapter 7 of the Council's Constitution, The Council has delegated the determination of all other planning decisions to the Chief Planning Officer in accordance with S101 of the Local Government Act 1972. The Chief Planning Officer is authorised to delegate any of the above functions delegated to her/him in this Constitution to other officers, subject to maintaining a written record.	Chief Planning Officer (Director of Planning & Sustainable Growth) and as sub-delegated	Subject to Chapter 7 of the Council Constitution setting out all Planning Delegations. The Chief Planning Officer may sub-delegate and keep a written record of this. More significant decisions and those involving petitions / 20 or

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		Additionally, the Chief Planning Officer, in consultation with the appropriate Cabinet Member may refer applications which by virtue of the level of public interest, importance and/ or the economic or regeneration impacts of the proposals, are felt to warrant consideration at Planning Committee.		more written representations may need to be referred to the committee. Link to Chapter 7 of the Council's Constitution
58	Planning & Sustainable Growth – HS2	Other than those more significant decisions reserved to the Hillingdon Planning Committee, all other High Speed 2 Act Schedule 17 applications and Schedule 16[5][land restoration schemes] applications from HS2 Ltd to the London Borough of Hillingdon requiring approval are delegated to the Chief Planning Officer in consultation with the relevant Cabinet Member.	Chief Planning Officer (Director of Planning & Sustainable Growth) in consultation with Cabinet Member	More significant decisions are taken by the Hillingdon Planning Committee as set out above in Chapter 7 of the Council Constitution. Link to Chapter 7 of the Council's Constitution
59	Planning & Sustainable Growth – Building Control	All functions in relation to dangerous and neglected structures/buildings including securing the removal of dangerous structures buildings and the service of notices under the London Buildings Act (Amendment) Act 1939 (as far as they relate to dangerous and neglected structures/buildings) and employing contractors to carry out emergency works.	Director of Planning & Sustainable Growth or Head of Development Management Building Control Manager	
60		Those functions and duties relating to the administration and enforcement of the Building Regulations and allied legislation:- i) determination of Full Plans applications and Building Notices submitted under the Building Regulations; ii) the checking and verification of certificates submitted by approved persons; iii) the checking of notices and certificates, other than in ii) above, given under the Building (Approved Inspectors, Etc.) Regulations; iv) determination and vetting of appropriate fees; and	Director of Planning & Sustainable Growth or Head of Development Management Building Control Manager	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		v) the service of notices under the Building Regulations and the Building Act 1984 (in so far as they relate to the Building Regulations).		
61		All functions in relation to the receipt of and counter serving of notices under the 1984 Building Act - demolition of buildings.	Director of Planning & Sustainable Growth or Head of Development Management Building Control Manager	
62	Planning & Sustainable Growth – Economic Development	To be responsible for local business support and regeneration (Economic Development)	Director of Planning & Sustainable Growth	
63	Planning & Sustainable Growth – Land Charges	All statutory functions required in relation to Land Charges	Director of Planning & Sustainable Growth or Head of Development Management or the Planning Services Manager	
64	Planning & Sustainable Growth - Traffic & Transportation	To permit vehicles to use highways in cases where they would not otherwise be permitted. (In accordance with the provisions of orders made under the Town and Country Planning Act).	B	
65		Authorisation of making of Traffic Regulation Orders.	B	
66		The authorisation of the making of temporary Traffic Regulation Orders (TRO's).	B	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
67		Approval of waiting and loading restrictions where no objections have been received.	B	
68		To approve applications under Section 38, Highways Act 1980 – Construction of New Streets.	B	
69		Determination of authorisation of parking bays on the highway for disabled people.	B	
70		Approval of Pedestrian Crossing facilities.	B	In consultation with the Cabinet Member
71		Approval of details for Traffic Management schemes where the principle has already been agreed by the Council.	B	In consultation with the Cabinet Member
72	Community Safety & Enforcement - Parking Services	Officer named for the purposes of obtaining confidential information in pursuance of parking offences.	B	
73		Officer who shall waive, in exceptional circumstances, fees, charges and notices in car parks and in respect of on-street, footway and verge parking.	B	
74	Community Safety & Enforcement - Trading Standards	Power to test purchase products	D-E	Trading Standards Officer
75		Power to observe the carrying on of a business	D-E	Trading Standards Officer
76		Power to enter premises without a warrant	D-E	Trading Standards Officer
77		Power to inspect products or take samples	D-E	Trading Standards Officer
78		Power to test weighing and measuring equipment	D-E	Trading Standards Officer

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
79		Power to require the production of documents	D-E	Trading Standards Officer
80		Power to seize and detain goods	D-E	Trading Standards Officer
81		Power to seize documents required as evidence	D-E	Trading Standards Officer
82		Power to decommission or switch off fixed installations	D-E	Trading Standards Officer
83		Power to enter premises with a warrant	D-E	Trading Standards Officer
84		Power to require assistance from person on premises	D-E	Trading Standards Officer
85		Power to require the production of information	D-E	Trading Standards Officer
86		Power to issue statutory notices under trading standards legislation (excluding suspension notices)	D-E	Trading Standards Officer
87		Trading Standards Officer (authorisation by Trading Standards Manager required)	D-E	Trading Standards Manager authorisation required
88		Power to break open any container	D-E	Trading Standards Manager authorisation required
89		Determination to institute a review of a premises licence	D-E	Trading Standards Manager authorisation required
90		Fixed penalty notices: power to issue a notice of intent	D-E	Trading Standards Manager authorisation required
91		Power to apply for a directed surveillance authorisation under RIPA	D-E	Trading Standards Manager authorisation required .Surveillance is authorised by the Interim Head of Legal Services
92		Power to apply for communications data	D-E	Trading Standards Manager authorisation required .In consultation with Legal Services
93		Power to apply for orders and warrants under the Proceeds of Crime Act 2002	D-E	Trading Standards Manager authorisation required .In consultation with Legal Services
94		Determination of applications for explosives licences	D-E	Trading Standards Manager authorisation required

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
95		Determination of applications for competitive bidding licences	D-E	Trading Standards Manager authorisation required
96		Trading Standards Manager	Trading Standards Manager only	Authorisation by Head of Service required in sensitive or high cost cases
97		Determination on whether to institute confiscation proceedings under the Proceeds of Crime Act.	Trading Standards Manager only	Authorisation by Head of Service required in sensitive or high cost cases. Subject to Legal Services agreement
98		Determination on whether to issue a simple or conditional caution	Trading Standards Manager only	Authorisation by Head of Service required in sensitive or high cost cases
99	Community Safety & Enforcement - Licensing Act 2003	To undertake the following functions under the Licensing Act 2003 that are not reserved to the Licensing Sub-Committee and if not called-in by Ward Councillor:	E	
100		To determine applications for personal licences where no objection made.	E	
101		To determine applications for transfer of Premises Licence where no representations received from a responsible authority	E	
102		To determine applications for a Provisional Statement where no representations made/representations have been withdrawn	E	
103		To determine applications for Club Gaming and/or Club Machine Permits where no representations made/representations have been withdrawn	E	
104		To determine applications for other permits	E	
105		Cancellation of licensed premises gaming permits	E	
106		Consideration of Temporary Use Notices	E	
107		Notifications and applications for two or three gaming machines	E	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
108		Applications for four to five gaming machines (in consultation with Chairman)	E	
109		To raise representations as Responsible Authority on behalf of the Licensing Authority.	D & E	
110	Community Safety & Enforcement - Gambling Act 2005	To undertake the following functions under the Gambling Act 2005 that are not reserved to the Licensing Sub-Committee and if not called-in by Ward Councillor:		
111		To determine applications to vary Premises Licence where no representations made/representations have been withdrawn	B - D	
112		To determine applications for transfer of Premises Licence where no representations received from the Gambling Commission	B - D	
113		To determine applications for a Provisional Statement where no representations made/representations have been withdrawn	B - D	
114		To determine applications for Club Gaming and/or Club Machine Permits where no representations made/representations have been withdrawn	B - D	
115		To determine applications for other permits	B - D	
116		Cancellation of licensed premises gaming permits	B - D	
117		Consideration of Temporary Use Notices	B - D	
118		Notifications and applications for two or three gaming machines	B - D	
119		Applications for four to five gaming machines (in consultation with Chairman)	B - D	
120		To raise representations as Responsible Authority on behalf of the Licensing Authority.	B - D	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
121	Community Safety & Enforcement - Sex Establishments	To undertake functions under Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 in respect of Sex Establishment Licences that are not referred to a Licensing Sub-Committee:		
122		To determine application for new/renewal licences where no representation made.	E	
123	Community Safety & Enforcement - Scrap Metal	To undertake functions under the Scrap Metal Dealers Act 2013 as follows where the matter is not referred to a Licensing Sub-Committee:		
124		To determine uncontested applications for site and collector's licences.	E	
125		To determine uncontested applications for site and collector's licences subject to conditions	E	
126		To revoke a site or collectors licence where no relevant representations from the licensee have been received.	E	
127	Community Safety & Enforcement - Street Trading & Pavement Licensing	Determination of applications for street trader's licences and temporary markets and enforcement action as necessary. (Note: power to the Licensing Sub-Committee in respect of applications also)	B-D	Where contested they must be reported to a Licensing Sub-Committee for determination.
128		All matters concerning street trading licenses to enable the granting, renewing or revoking of a street trading license or to make regulations for prescribing new Standard Conditions.	B-D	Where contested they must be reported to a Licensing Sub-Committee for determination.
129		Authorisation and issue of street litter control notices to businesses etc...	B	Note: these are not notices issued by the Council's Environmental Enforcement Service to street litterers
130		Authorisation, subject to legal advice, of legal proceedings under street trading legislation.	B	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
131		To grant, refuse, revoke, consider an internal appeal and enforce all matters relating to pavement licenses: 1. Level B – Revoke 2. Level C – Internal Appeal 3. Level D-E – Grant, Refuse of Enforcement	B-E	Approved by Full Council 11 July 2024 To exercise licensing provisions in the Levelling-up and Regeneration Act 2023 replacing Part 1 of the Business and Planning Act 2020 – Coronavirus measures
132	Community Safety & Enforcement – Food Safety	Decisions in relation to the organisation and delivery of enforcement functions as they relate to legislation on food safety, food hygiene and control feed, Health and Safety and Health Protection including powers as they relate to Environmental Health – smoking, Public Health Infectious Diseases control and Animal Health	B-D	
133		Enter into business establishments at any reasonable hour to carry out inspections and investigations and to carry out sampling to determine compliance with food; (Food Safety Act 1990) (The Food Safety and Hygiene (England) Regulations 2013;)(other UK SI;s related to food) and retained EU regulations (as set out by the European Withdrawal Act 2018;) Feed (Feed (Hygiene and Enforcement)(England) Regulations 2005 (as amended.) Health and safety legislation, (Health and Safety at Work etc Act 1974 and associated regulations; to further investigate private waters, and other supplies as may be of assistance to the statutory water undertaker, (Water Industry Act 1991)(Private Water Supply Regulations 2016,) sample waters, conduct investigations, in connection with, animal health, the prevention of damage by pests, trading hours and employment of young person’s legislation and deal with building drainage defects.	E	
134		Enter into business and other such establishments to conduct inspections and carry out investigation to determine compliance with Part 1 of the Health Act 2006 (in relation to smoking) and further determine levels of health protection and infectious disease controls as deemed necessary under Public Health Acts 1936 1961 (as amended) Public Health (Control of Disease) Act 1984 and regulations made there under.	E	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
135		Issuing of formal correspondence including warnings related to compliance with food, feed and health and safety legislation, private waters, building drainage/remediate building defects (Building Act 1984 Part III Provisions;) water quality, infectious disease, animal health, pest prevention and treatment (Prevention of Damage by Pest Act 1949), trading hours and employment of young person's legislation.	E	
136		Issuing of Statutory Notices relating to food and health and safety legislation, private waters, public health, building drainage and prevention of damage by pests including fixed penalty notices relating to smoking.	E	
137		To authorise the institution of any legal proceedings in respect of any notices, served under Food, Feed, Health and Safety, Health Protection and Health Act Legislation or other on-going legislative infringements as they relate to Environmental Health.	C	In consultation with Legal Services
138		Decision to prosecute by an inspector under the Health and Safety at Work etc. Act 1974 and associated regulation	E	
139		Issuing of Notices to deal with imminent danger / risk to health which have the effect of closing a business	D	
140		Issuing of Notices to deal with imminent danger/ risks to health that have the effect of limiting the activities of a business, process or treatment	E	
141		Application to the courts for an Order	D	
142		Issuing of food premises approvals	E	
143		Exercise of miscellaneous functions including determination of interest in private land/ premises or property e.g. Section 16 Government (Miscellaneous Provisions) Act 1976, 1982 (as amended.)	E	
144		Detention destruction and special treatment etc under Regulation 32 of The Official Feed and Food Controls (England) Regulations 2009 as amended	E	
145		Issuing Notices related to unchecked consignments; Regulation 19 Notice as it relates to The Trade in Animals and related Products Regulations 2011	E	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
146		Authorisation of Seizure of food	D	
147		Detention of Food Section 9 Food Safety Act 1990	E	
148		Authorisation of an application to the court for a food condemnation order	D	
149		Investigation and issuing of formal correspondence including issuing statutory notices in connection with premises that are prejudicial to health under the Environmental Protection Act 1990	E	
150		Investigate measures in place to prevent protect against and control and provide a public health responses to international spread of disease (International Health Regulations 2005) Public Health (Aircraft) Regulations 1979	D-E	
151		Seek authorisation for surveillance (Regulation of Investigatory Powers Act 2000)	D	Surveillance is authorised by the Interim Head of Legal Services
152	Community Safety & Enforcement - Imported Food Office	Authorisation of officers to carry out relevant enforcement actions in relation to imported food controls, including serving notices on businesses etc.	B	
153		Sign the memorandum of understanding Single Authority Agreement establishing the London Borough of Hillingdon as a single designated local authority responsible for carrying out all appropriate (reactive and proactive) safety checks at London Heathrow Airport on imported food and feed, at Internal Temporary Storage Facilities (ITSF) or Remote Internal Temporary Storage Facilities (ITSF(R)) through a risk-based approach.	C	
154		Authorise onward transportation agreements with External Temporary Storage Facilities (ETSF).	D	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
155		Enter Internal Temporary Storage Facilities (ITSF), Remote Internal Storage Facilities (ITSF(R)) and External Temporary Storage Facilities (ETSF) in Hillingdon to carry out targeted inspections.	E (Excluding Administrative Officers)	
156		Access manifest data from airlines and Internal Storage Facilities to look for undeclared consignments.	E	
157		Issue letters to service users regarding changes in import control legislation that will have an impact on them.	D	
158		Ensuring the Border Control Posts meet the minimum requirements laid down in retained Regulation (EU) 2019/1014 and comply with food hygiene legislation.	E (Environmental Health Officers, Food Safety Officers and Official Veterinarians)	
159		Issuing notices for consignments that do not meet import requirements under the following Regulations: The Trade in Animals and Related Products Regulations 2011 (as amended), Official Feed and Food Controls (England) Regulations 2009 (as amended), The Sea Fishing (Illegal, Unreported and Unregulated Fishing) Order 2009.	E (Environmental Health Officers, Food Safety Officers and Official Veterinarians)	
160		Issuing notices for consignments that do not meet import requirements under the following Regulations: The Organic Products Regulations 2009 (as amended), The Plastic Kitchenware (Conditions on Imports from China) (England) Regulations 2011	E (Environmental Health Officers and Food Safety Officers)	
161	Community Safety & Enforcement - Misc. Licensing Functions	Lead Officer to chair the Safety Advisory Group (SAG) on behalf of the Council to bring together relevant agencies to plan contingencies for large sporting, civic, community, special and ad hoc events in the Borough	D-E	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
162		Exercise of miscellaneous licensing/registration functions where related to this service including determination of applications for licences or registration for scrap metal dealers, acupuncturists, tattooing, ear piercing, electrolysis or similar premises and enforcement action as necessary.	E	Applications for Miscellaneous functions where refusal is proposed must be referred to the Registration and Appeals Committee
163		Determination of applications for the approval of premises for the purpose of civil marriage ceremonies and approval of changes to the technical regulations, rules, standards, guidelines or criteria governing public functions	E	Applications for Licensing of premises for marriages if objections have been raised must be referred to the Registration and Appeals Committee
164		Exercise of Licensing enforcement functions under the Licensing Act 2003, Gambling Act 2005, London Local Authorities Act 2000, Local Government (Miscellaneous Provisions) Act 1982, Marriage Act 1994 (as amended) in respect of suspected offences under these acts.	E	Opposed or contentious applications and revocations in relation to miscellaneous licensing functions must be referred to the Licensing Sub-Committee Committee
165		All matters relating to the safety of sports grounds including inspections, enforcement and the issuing of any required safety certificate or licence.	D or (Principal Licensing Officer Ross Forsyth)	
166		Suspension of Licences for failure to pay Annual Fees under the Licensing Act 2003	D	
167		To undertake licensing functions under the Environmental Protection Act 1990 in respect of the distribution of printed matter	E	
168		To undertake licensing functions under the London Local Authorities Act 2000 in respect of Street Entertainment.	E	
169		Animal Licensing - Determination of applications, inspections, issue of licences, prosecutions	E (Principal Licensing Officers Ross Forsyth & Lois King)	
170		Special Treatment Licensing - Acupuncturists, tattooing, ear piercing, electrolysis, Laser or similar premises (London Local Authorities Act 1991)	E	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
171	Community Safety & Enforcement – Environmental Enforcement	Sign Public Space Protection Orders following statutory consultation and Cabinet approval.	A	Note PSPO's recently updated, so likely no need to sign, if needed reserved to the CEO.
172		Section 16 – Notices requiring details of interest in land LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976	B-C	May be exercised by other level B-C officers in the Directorate
173		Authority to apply for, sign and serve notices of direction to leave land or court orders under the Criminal Justice and Public Order Act 1994 to occupiers of caravans in relation to unauthorised encampments.	A-C – also such officers under Green Spaces	ay be exercised by Legal Services alternatively under the Interim Head of Legal Services authority
174		Authority to serve notices on travellers in respect of their occupation of Council owned land.	B	May be exercised by other level B officers in the Directorate. May be exercised by Legal Services alternatively under the Interim Head of Legal Services authority
175		To sign and serve notices of direction to leave land, as above when, due to operational reasons it is necessary to do so, and including outside normal working hours as a part of a duty rota or call out team.	A-D – also such officers under Green Spaces	
176		To undertake various functions under legislation related to deliberate or negligent behaviour which causes a nuisance to other people, such as Environmental Protection Act, Highways Act, Clean Neighbourhoods and Environment Act, Anti-Social Behaviour Act, Crime and Disorder Act and several others.	B	
177		Authorisation of works in default of the person responsible failing to carry out the works him/herself up to £10,000	B	
178		Arrangement of works in default up to £500 in an emergency situation (such as out of hours) where immediate action is needed (e.g. to silence a ringing alarm)	E	
179		Authorisation of prosecution where a statutory notice or other obligation has not been complied with	C	
180		Authorising the issuing of a statutory notice (by team members) to require compliance with a legal requirement within in the service's remit	D	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
181		Issuing a statutory notice under pre-determined circumstances in agreement with the team manager	E	
182		Issuing of fixed penalty notices for specific offences and in pre-determined circumstances, such as PSPOs	E	All staff within the assigned service. Such powers may also be carried out by a third party or contractor, e.g. the Environmental Enforcement Service.
183		Authorisation of other powers following suitable consultation, such as Dispersal Zones	D	
184		Authorisation of the removal of Abandoned Vehicles.	C	
185	Library and Cultural Services	Responsibility for the Museum Curator Service	B-C	
186	Housing - General	To exercise the council's regulatory and enforcement functions in relation to housing in the area under any enactment including:- (i) taking all steps in connection with the issue or withdrawal of notices, orders or other documents which the council is authorised or required to serve. (ii) selecting the most effective means of enforcement whether by agreement, works in default, prosecution or otherwise. (iii) authorising officers to act in matters arising under any such enactments.	B	
187		To authorise payments of improvement grants, home insulation grants and creditors' accounts in accordance with regulations.	B	
188		To assess housing rents in accordance with council policy.	B	
189		To operate the building society support lending scheme on behalf of the council.	B	
190		To exercise the council's statutory discretion in connection with improvement grants.	B	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
191		To exercise the council's functions in deciding whether or not applicants for housing assistance are intentionally homeless and therefore ineligible for such assistance.	B	
192		To act on behalf of the council in agreeing the terms for the sale of any interest in land where the council is obliged by the Right to Buy legislation to sell or has discretion to sell to secure tenants under the Housing Legislation subject to obtaining the appropriate statutory consents.	B	
193		To assess, agree and authorise the payments of compensation including home loss and disturbance payments and claims regarding the acquisition of or depreciation in interests or rights in land relating to non-Council tenants.	A	
194		To approve the making of Housing Act advances in accordance with the council's scheme and to secure recovery of all sums owing to the council. There under including where appropriate the exercise of rights of sale, to vary the rate of interest charged on Housing Act advances and to effect the discharge of mortgages.	A	
195		To enter agreements with tenant management organisations	A	
196		Landlord Services (i) To approve re-housing in accordance with current policies and appropriate legislation. (ii) To authorise refunds of rent in appropriate cases. (iii) To exercise the Council's functions regarding the restoration of gas, electricity and water services for tenants. (iv) In relation to residential property to grant secure tenancies (including joint tenancies), licences, wayleaves and other occupational rights and to do all that is necessary to ensure compliance with the terms of such rights once agreed. (v) To approve and take steps to institute eviction proceedings in appropriate cases. (vi) To take all steps to comply with the Council's obligations arising under Tenancy Agreements and Leases which it has granted.	B	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		(vii) To be responsible for the general management, repairs and maintenance of and investment in Council Housing Stock.		
197		Signing of NOSPS and NTQs	A	
198		Signing of authority to evict	A	
199		Administration of lettings including decisions on applications and the granting of concessionary charges.	A-B	
200		Approval of terms for the settlement of end of tenancy matters including: · With written approval to serve the appropriate notice to terminate a tenancy whether to be renewed or not. · Upon receipt of a notice that the council's occupation of a property leased in is to terminate then consult and obtain written approval to serve the appropriate counter-notice whether the lease is to be renewed or not. · Obtain written approval to serve a Section 146 notice on a tenant under the Law of Property Act 1925 for disrepair, agreement of satisfactory completion of works and/or compensation if necessary. · Deal with receipt of a Section 146 notice received and obtain best advice in responding to the notice. Agree satisfactory terms for settlement of the claim.	B-C	
201		To issue a notice of intent relating to civil penalties to landlords for specific offences in pursuant of the Housing Act 2004 and the Housing and Planning Act 2016.	A	
202		To issue the final penalty notice relating to a civil penalty to landlords for specific offences in pursuant of the Housing Act 2004 and the Housing and Planning Act 2016.	B	
203		Right to Buy - Housing Buy Back Scheme - Authority to purchase and acquire properties, agree any necessary purchase prices and/or parameters and any other property transactions or decisions required to effectively implement the Scheme	A	Following informal sign-off by the Leader of the Council and relevant Cabinet Member(s) and strictly subject to final capital release approval through the democratic process.
204		To make all necessary decisions in respect of the implementation of the Private Sector Leasing Scheme (including the Finders Fee and Guaranteed Rental Schemes), including any expenditure property and/or	A	Following informal sign-off by the relevant Cabinet Member(s).

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		lease decisions, following sign-off by the Cabinet Member for Environment, Housing & Regeneration.		
205		Where there are extenuating medical or other circumstances, the Corporate Director is to review and consider amending, on an individual basis, the Housing Allocation Policy, in conjunction with the Leader of the Council.	A	Informal sign-off by the Leader.
206	Housing – Tenancy Management	Issue and be responsible for Notices used within Tenancy Services: • Notice of Seeking Possession of Proceedings (Probationary Tenancy) Housing Act 1996 Section 128 • Notice of Extension (Probationary Tenancy) Housing Act 1996 sections 125A & 125B • Notice of Seeking Possession SECTION 83, HOUSING ACT 1985 • Fixed Term Tenancy Notice of Seeking Possession HOUSING ACT 1985, SECTION 83 • Notice of Demotion SECTION 83, HOUSING ACT 1985 • Notice to Quit • Notice Seeking Possession – Anti Social Behaviour Absolute Grounds For Possession Housing Act 1985, Section 84A • Successors required to downsize. Gd 16 Sc 83 Hsg Act NOSP and Gd 15A Sc 83 Hsg Act NOSP (as amended by Hsg Act 1996 sc 147 Localism Act 2011). • Ending a garage tenancy. Section 41 of the Local Government (Miscellaneous Provisions) Act 1982 as amended • Fixed Term Tenancies (Notice of Recovery of Possession on Expiry of Flexible Tenancy). Section 107D of the Housing Act 1985	B	

Adult Services & Health Directorate

Corporate Director

The Corporate Director of the Adult Services & Health Directorate is:

Name	Post	Designations
Sandra Taylor	Corporate Director of Adult Services & Health	Chief Officer Statutory Director of Adult Social Services (DASS)

Statutory functions

The Corporate Director is the officer responsible and accountable for:

- All adult social services functions by being designated the statutory Director of Adult Social Services.
- Such other functions conferred on or exercisable by the Council as may be prescribed by the Secretary of State by regulation or which the Council may consider appropriate.

Cabinet & Committee reporting

As per the Council Constitution, the Director reports directly to the following Cabinet Members and is accountable to them, as well as the Cabinet and Council as a whole and to support all elected Councillors in their varied roles. The Director may also report directly to other committees that may discharge related functions as set out below, though this list is not exhaustive:

Cabinet Portfolio, Committee or Body
Leader of the Council Cabinet Member for Health & Social Care Cabinet Member for Children, Families & Education (for children and family services)

Health & Wellbeing Board (also a permanent Member of the Board)
 Health & Social Care Select Committee (attend on request)
 Children, Families & Education Select Committee (children and family services)(attend on request)

Directorate Service Areas

The Corporate Director is accountable for the following service areas and has structured her Directorate into the following divisions, showing the senior officer responsible for services, their post and designation:

Post / Service area	Designation
Director of Direct Care & Business Delivery	Deputy Chief Officer
Assistant Director of Child Family Support Services	Deputy Chief Officer
Director of Public Health (shared with the London Borough of Hounslow)	Statutory Director of Public Health Deputy Chief Officer
Assistant Director of Immediate Response Service	Deputy Chief Officer
Assistant Director of Sustained Support Services	Deputy Chief Officer

Table of Delegations

Many of the service and statutory delegations to the Corporate Director of may be sub-delegated as shown below. However, there are certain functions that can only be taken by the Corporate Director. All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

- LEVEL A – CEO / Corporate Director / Chief Operating Officer
- LEVEL B – Directors / Deputy Directors / Heads of Service
- LEVEL C – Service Managers
- LEVEL D – Team Managers
- LEVEL E – All employees

Officers at Levels A-E are to be suitably experienced and/or professional qualified / accredited if required in order to undertake any statutory delegations afforded to them in order to take decisions, as set out in the service areas shown in the table.

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
1	Statutory	All adult social services functions by being designated the statutory Director of Adult Social Services.	Corporate Director only	
2		Duties contained in Mental Health Act 1983, Mental Health Act 2007 (as amended) and Mental Capacity Act 2005 (as amended)	A-B	Authorised to carry out these duties by the Corporate Director
3		Duties contained in Chronically Sick & Disabled Persons Act 1970 (as amended)	A-B	Authorised to carry out these duties by the Corporate Director
4		Duties contained in the NHS & Community Care Act 1990 (as amended) their section	A-B	Authorised to carry out these duties by the Corporate Director
5		Duties contained in Health Act 1999 (as amended)	A-B	Authorised to carry out these duties by the Corporate Director
6		Duties contained in Care Standards Act 2000 (as amended) and the Care Act 2014	A-B	Authorised to carry out these duties by the Corporate Director
7		Duties as contained in other relevant legislation	A-B	Authorised to carry out these duties by the Corporate Director
8		Approval to initiate Corporate Appointeeship on clients behalf	A-C	
9		Disposal of assets resulting from discharging responsibilities under Corporate Appointeeship role	A-B	
10		Approval to act as a Deputy of the Court of Protection on client's behalf	A-E	
11		Disposal of assets resulting from discharging responsibilities under the deputy role	A-E	
12		To exercise the council's powers and duties for the purpose of implementation of community care.	A-B	
13		To create legal charges on property to secure sums outstanding in relation to residential care charges or other charges under statutory provisions which fall to be discharged by the local children's or adult social care authority.	A-B	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
14		Authorisation of Deprivation of Liberty	A-C	
15		To register or regulate any person or body for which the local social services authority has responsibility in respect of service.	A-B	
16		To exercise the council's powers and duties as social services authority when decisions are required regarding the personal welfare of any individual.	A-B	
17		To act as a Receiver in appropriate cases and to recover expenditure related thereto.	A-B	
18		To register or regulate any person or body for which the local social care authority has responsibility in that respect.	A-B	
19		Disposal of assets resulting from discharging responsibilities under s46 of the Public Health Act, 1936	A-B	
20		Disposal of unclaimed personal assets found in a residential or day care establishment managed by LBH staff	A-B	
21		Approval and re-approval of AMHPs (issuing warrants)	A-B	Level B officers may delegate further to lower levels of other management within their section for the purposes of evaluating competencies but not authorisation of warrants.
22		Approval to apply for Guardianship under Mental Health Act	A-B	
23		Approval to apply for displacement of the Nearest Relative under Mental Health Act 1983	A-D	
24		To exercise the powers and duties of the Nearest Relative where the council is appointed to act in this role	A-D	
25		Approval to initiate proceedings in the Court of Protection	A-D	
26	Public Health	Reporting and accountable to the Executive Director of Adult Services, to be the statutory and responsible officer for the Borough's health emergency planning and infection control and also the local authority's public health functions pursuant to: The Health and Social Care Act 2012 and any subsequent related legislation.	Director of Public Health	Proper Officer for related public health functions.

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		- A responsible authority under the Licensing Act 2003. - The Healthy Start and Welfare Food Regulations 2005 as amended. - Relevant sections of the NHS Act 2006, as amended by the 2012 Act. - Section 325 of the Criminal Justice Act 2003. - Any other relevant primary or secondary legislation relating to public health.		
27		Operation of health education and health promotion services.	A & Director of Public Health	

Children's Services Directorate

Corporate Director

The Corporate Director of Children's Services is:

Name	Post	Designation
Julie Kelly	Corporate Director of Children's Services	Chief Officer Statutory Director of Children's Services (DCS)

Statutory functions

The Corporate Director is the officer responsible and accountable for:

- All functions by being designated the statutory Director of Children's Services.

Specifically, the Corporate Director is to have overall responsibility for those functions which relate to children which are set out in:

- The Children Act 2004 and in particular Section 18 which for the avoidance of doubt includes the functions conferred on or exercisable by the Council in its capacity as a local education authority.
- Such other functions conferred on or exercisable by the Council as may be prescribed by the Secretary of State by regulation or which the Council may consider appropriate.
- Specifically, to be responsible for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970, as amended by the Children Act 2004.

Cabinet and committee reporting

As per the Council Constitution, the Corporate Director reports directly to the following Cabinet Members and is accountable to them, as well as the Cabinet and Council as a whole and to support all elected Councillors in their varied roles. The Corporate Director may also report directly to other committees that may discharge related functions as set out below, though this list is not exhaustive:

Cabinet Portfolio
Leader of the Council Cabinet Member for Children, Families & Education Health & Wellbeing Board (also a permanent Member of the Board) Children, Families & Education Select Committee (upon a request) Corporate Parenting Panel (also discharged through officers)

Directorate Service Areas

The Corporate Director is accountable for the following service areas and has structured her Directorate into the following divisions, showing the senior officer responsible for services, their post and designation:

Post / Service area	Designation
Director of Children's Social Care	Deputy Chief Officer – Level B
Director of Safeguarding, Quality Assurance, Partnerships and Residential Care	Deputy Chief Officer – Level B
Director of Education and SEND	Deputy Chief Officer – Level B

Table of Delegations

Many of the service and statutory delegations to the Corporate Director of may be sub-delegated as shown below. However, there are certain functions that can only be taken by the Corporate Director. All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

LEVEL A – CEO / Corporate Director / Chief Operating Officer

LEVEL B – Directors reporting to a Corporate Director

LEVEL C – Assistant Directors/Heads of Service

LEVEL D – Service Managers

LEVEL E – Team Manager

LEVEL F – All employees

Officers at Levels A-F are to be suitably experienced and/or professional qualified / accredited if required in order to undertake any statutory delegations afforded to them in order to take decisions, as set out in the service areas shown in the table.

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
1	Statutory	All functions by being designated the statutory Director of Children's Services. Specifically, the Executive Director is to have overall responsibility for those functions which relate to children which are set out in: a) The Children Act 2004 and in particular Section 18 which for the avoidance of doubt includes the functions conferred on or exercisable by the Council in its capacity as a local education authority. b) Such other functions conferred on or exercisable by the Council as may be prescribed by the Secretary of State by regulation or which the Council may consider appropriate. c) Specifically, to be responsible for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970, as amended by the Children Act 2004.	Corporate Director only – and as Statutory Director of Children's Services	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
2		Responsible for the delivery of local authority social services functions listed in Schedule 1 of the Local Authority Social Services Act 1970, as amended by the Children Act 2004.	Corporate Director only - A	
3		Duties contained in Children Act 1989, The Children and Families Act 2014 and the Adoption and Children Act 2002	A-B	Authorised to carry out these duties by the Corporate Director
4		Duties contained in Mental Health Act 1983, Mental Health Act 2007 (as amended) and Mental Capacity Act 2005 (as amended)	A-B	Authorised to carry out these duties by the Corporate Director
5		Duties contained in Chronically Sick & Disabled Persons Act 1970 (as amended)	A-B	Authorised to carry out these duties by the Corporate Director
6		Duties contained in the NHS & Community Care Act 1990 (as amended) their section	A-B	Authorised to carry out these duties by the Corporate Director
7		Duties contained in Health Act 1999 (as amended)	A-B	Authorised to carry out these duties by the Corporate Director
8		Duties contained in Care Standards Act 2000 (as amended) and the Care Act 2014	A-B	Authorised to carry out these duties by the Corporate Director
9		Duties as contained in other relevant legislation	A-B	Authorised to carry out these duties by the Corporate Director
10	Authorised decision-makers	The Manager who is responsible for the appointment of the Chair of Fostering and Permanency Panel and appointments to it (other than the Councillor representative)	A - B	Councillor representative appointment is made by Full Council, usually annually.
11		The Agency Decision Maker who makes decisions based on recommendations of the Fostering Panel and the Adoption and Permanency Panel.	A - B	
12		Approval of recommendation of Fostering Panel to exceed the usual limit	A - B	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
13		The manager / management level who must authorise proposed financial support for service delivery up to these amounts: £0 - F £300 - E £2,500 - D £7,000 - C £15,000 - B	B-F (as shown)	
14		The manager who is authorised to decide that an application for a secure accommodation for a child over the age of 13 order be made	A - B	
15		The manager who is authorised to decide that an application for a deprivation of liberty order is to be made	A-B	
16		The manager who must approve Care Plans in relation to Accommodated Children	B - C	
17		The manager who may authorise a Care Plan in relation to Care Proceedings	C - D	
18		The manager who may authorise the taking of court proceedings where parental agreement is not forthcoming	B - C	
19		The manager who may authorise a Care Plan in relation to Care Proceedings at the final hearing	C	
20		Manager to approve to refer case to Court of Protection on clients behalf	C	
21		Manager to officers to attend court to give evidence on behalf of the council and to represent the council in magistrates' courts in matters involving children.	F	
22		The Manager who is authorised to decide that a child should be Looked After	B	
23		The Manager who is authorised to decide that an application for an Emergency Protection Order be made	C	
24		The Manager who must provide consent for emigration	B	
25		The Manager who must provide consent for LAC to marry	C	
26		Passports for Looked After Children, the manager who may authorise passports	C	
27		The manager who will approve the decision for adoption	B	
28		The Manager who may authorise Placements with Parents	C	
29		The Manager who may authorise Placements in Foster Care	C	
30		The Manager who may authorise out of area placements in adjoining Local Authorities	C	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
31		The Manager who may authorise approvals and oversees all matters in relation to Private Foster Carers	D	
32		The Manager who may authorise that a child be placed in secure accommodation for up to 72 hours.	A - B	
33		The manager who must approve Special Guardianship Support Plans and applications for Special Guardianship Orders	C	
34		Approval of Interim Variation	C	
35		To present case, review and facts to Hillingdon Safeguarding Children Partnership and notify Ofsted	C	
35		Manager to make payments to those asylum seekers who fall within the definition of children as defined in the Children Act 2004 in accordance with Council policy.	E	
36	Youth Services	To ensure the adequacy and efficiency of Youth Services.	B	
37	Education	Responsibility for those functions which relate to children which are set out in the Children Act 2004 and in particular Section 18 which for the avoidance of doubt includes the functions conferred on or exercisable by the Council in its capacity as a local education authority.	Corporate Director of Children's Services, in respect of functions conferred on or exercisable by the Council in its capacity as a local education authority.	
38		To take all procedural steps necessary prior to deciding whether to give a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 97 of the School Standards and Framework Act 1998.	Director of Education and SEND	
39		To issue a direction to admit a child in the borough to a specified voluntary aided or foundation school in accordance with section 96 of the School Standards and Framework Act 1998.	Director of Education and SEND	

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
40		To request an Academy School to admit a Hillingdon child in the Borough to it.	Director of Education and SEND	
41		In relation to all educational institutions with delegated management, to exercise in accordance with agreed staffing procedures all those powers and duties conferred on the local education authority which the council is bound to exercise at the request of the Governing Body	Corporate Director of Children's Services	
42		To allocate budgets for schools in accordance with an agreed scheme of delegation including the exercise of discretion under such a scheme.	Corporate Director of Children's Services	Subject to Schools Forum and Cabinet approval of the Schools Budget
43		To provide any other benefits or services to pupils, students and educational institutions which the local authority has a duty or power to provide under Education Acts.	Director of Education and SEND	
		To issue notices to schools causing concern to improve as per the School Standards and Framework Act 1998 and the Education Act 2011 and the Education and Inspections Act 2006	Director of Education and SEND	Note: For any formal intervention, this is delegated to the Cabinet Member to exercise the LEA's powers of intervention including the suspension of delegated powers from a governing body in accordance with the School Standards and Framework Act 1998 and related legislation.
44		To allocate school places and to agree placements of children outside the borough including the payment of boarding and tuition fees in appropriate cases.	Director of Education and SEND	
45		To arrange publication of prospectuses, handbooks, etc. relating to the education service	Director of Education and SEND	
46		To <u>recommend</u> school redundancy payments to the Cabinet Member for sign-off.	Corporate Director of Children's Services	Any such school redundancy payments must be signed-off by the Cabinet Member

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
47		To agree premature retirement for teachers aged between 50 and 60 in accordance with Council policy.	Corporate Director of Children's Services	To consult with HR on policy
48		To recruit and refer nominations for appointments to Maintained School Governing Bodies for formal democratic approval by the Cabinet Member.	Director of Education and SEND	To issue nominations as a formal cabinet member decision.
49		Authorisation of prosecutions pursuant to Education Act 1996	Director of Education and SEND	
50		Signing and issue of statutory notices for education functions and notices concerning non-school attendance.	Director of Education and SEND Attendance Support Senior Officer	Attendance Support Senior Officer authorised on 3/9/2025
51		Issue the making of a School Attendance Order	Director of Education and SEND	
52		Agreeing the School Term Dates (in conjunction with the relevant Cabinet Member)	Director of Education and SEND	This may be referred as a Cabinet Member Decision instead.
53		To bring appeals to the School's Adjudicator.	Director of Education and SEND	
54	SEND	To sign EHC Plans	A-C	
55		To authorise education, health and care needs assessments and arrange any necessary provision.	A-D	

All Social Care Financial Limits by type of services

Children's Services	Expenditure Type	Management Level	
	Residential placements or accommodation for LAC up to a maximum of £7,000 per week	C	Using approved Social Care payment system
	Residential placements or accommodation for LAC up to a maximum of £2,500 per week	D	Using approved Social Care payment system
	Non-residential placements of LAC up to a maximum of £5,000 per transaction	A-B	Using approved Social Care payment system
	Non-residential placements of LAC up to a maximum of £1,000 per transaction	C	Using approved Social Care payment system
	Non-residential placements of LAC up to a maximum of £500 per transaction	D	Using approved Social Care payment system

Education & SEND			Management Level			
			D	C	B	A(Corporate Director only)
Mainstream	Expenditure Type					
	Band 1	Targeted 2	£2,390	£2,390	£2,390	£2,390
	Band 2					
	Band 3	Enhanced 1A	£4,787	£4,787	£4,787	£4,787
	Band 4	Enhanced 1B	£9,101	£9,101	£9,101	£9,101
	Band 5					
	Band 6	Enhanced 2	None	£12,877	£12,877	£12,877
	Band 7					
	Band 8	Exceptional	None	None		
	Band 9					
Special	Special	LBH schools	None	None	Sign off individual school budgets in April each year for LBH maintained schools	n/a
		Non-LBH schools	Placements to £20k for non-LBH schools	Placements to £30k for non-LBH schools	Agree non-LBH placements above £30k to £190k	Placements over £190k
	Independent Schools		FE placements up to £20k pa/ £385 per week	FE placements below £30k pa/ £57 per week	All INMSS placements below age 19 years up to £5,000 per week (£190k per annum)	+£5,000 per week (+£190k per annum)
	Tuition & Therapies		£100 per week (£3.8k per annum)	£200 per week (£7.6k per annum)	£500 per week (£19k per annum)	+£500 per week (+£19k per annum)
	Equipment		£5k one off	£7.5k one off	£15k one off	+£15k one off

		Management Level			
	Expenditure Type	D	C	B	A (Corporate Director only)
Learning Disabilities	Respite Residential & Nursing Placements	Up To 28 Nights @ £1,700 per week	Up to 42 Nights @ £1,700 per week	£5,000 per week	+£5,000 per week
	In House Residential Respite	Up To 28 Nights @ £1,700 per week	Up To 28 Nights @ £1,700 per week	£5,000 per week	+£5,000 per week
	Short Term Residential & Nursing Placements	None	Up to 42 Nights @ £1,700 per week	£5,000 per week	+£5,000 per week
	Long Term Residential & Nursing Placements	None	None	£5,000 per week	
	Community Packages	£600 per week	£1,200 per week	£5,000 per week	+£5,000 per week
Physical Disabilities	Standard Equipment	£1,500 per client	£2,750 per client	£5,000 per client	+£5,000 per client
	Special Equipment	£100 per client	£1,500 per client	£5,000 per client	+£5,000 per client
	Respite Residential & Nursing Placements	£570 per week	£650 per week	£5,000 per week	+£5,000 per week
	Short & Long Term Residential & Nursing Placements	£550 per week	£650 per week	£5,000 per week	+£5,000 per week
	Community Packages	£450 per week	£550 per week	£5,000 per week	+£5,000 per week
Mental Health	Standard Equipment	£1,500 per client	£2,750 per client	£5,000 per client	+£5,000 per client
	Special Equipment	£100 per client	£1,500 per client	£5,000 per client	+£5,000 per client
Mental Health	Short Term & Respite Residential & Nursing Placements	None	£800 per week	£5,000 per week	+£5,000 per week
	Long Term Residential & Nursing Placements	None	£800 per week	£5,000 per week	+£5,000 per week

	Community Packages	£250 per week	£500 per week	£5,000 per week	+£5,000 per week
	Standard Equipment	£1,500 per client	£2,750 per client	£5,000 per client	+£5,000 per client
	Special Equipment	£100 per client	£1,500 per client	£5,000 per client	+£5,000 per client

Corporate Services Directorate

Chief Operating Officer

The Chief Operating Officer, also responsible for the Corporate Services Directorate is:

Name	Post	Designations
Matthew Wallbridge	Chief Operating Officer	Chief Officer Senior Information Risk Owner

Cabinet & Committee reporting

As per the Council Constitution, the Chief Operating Officer reports directly to the following Cabinet Members and is accountable to them, as well as the Cabinet and Council as a whole and to support all elected Councillors in their varied roles. The Chief Operating Officer may also report directly to other committees that may discharge related functions as set out below, though this list is not exhaustive:

Cabinet Portfolio, Committee or Body
Leader of the Council Cabinet Member for Corporate Services & Property Cabinet Member for Finance & Transformation Corporate Resources & Infrastructure Select Committee (on request) Audit Committee

Senior Information Risk Owner (SIRO)

This statutory role leads on delivering risk management and security strategy in the council and assists corporate management team in the delivery of this. The Chief Executive has designated the following officer to this Statutory role:

Name	Post	Designation
Matthew Wallbridge	Chief Operating Officer	Senior Information Risk Owner

Responsible Service Areas

The Chief Executive is accountable for the following service areas and has structured his Directorate into the following divisions, showing the senior officer responsible for services, their post and designations and statutory roles, where applicable:

Post & Service Area responsible for	Designation(s)	Delegation Level
Director of Transformation & Business Change	Deputy Chief Officer	B
Digital, Business, Intelligence and Technology: Head of Digital: Head of Technology Head of Business Intelligence Head of Resident Hub	Deputy Chief Officers	B
Head of HR	- Deputy Chief Officer - Proper Officer for HR matters	B
Director of Procurement and Commissioning	Deputy Chief Officer	B
Head of Counter Fraud	Deputy Chief Officer	B

Table of Delegations

Many of the service and statutory delegations to the Corporate Director of may be sub-delegated as shown below. However, there are certain functions that can only be taken by Proper Officers as set out in the Council's Constitution. All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

All sub-delegations are to named posts (like above), or if more broadly sub-delegated to line management levels as shown below:

LEVEL A – CEO / Corporate Director / Chief Operating Officer

LEVEL B – Directors / Deputy Directors / Heads of Service

LEVEL C – Service Managers

LEVEL D – Team Managers

LEVEL E – All employees

Officers at Levels A-E are to be suitably experienced and/or professional qualified / accredited if required in order to undertake any statutory delegations afforded to them in order to take decisions, as set out in the service areas shown in the table.

Table of Sub-Delegations

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
1	Human Resources	Officer to be notified of the name of the person to whom it is proposed to make an offer of appointment as Chief Executive, Chief Officer and Deputy Chief Officer.	Head of HR	Proper Officer Delegation
2		Officer to notify every member of the Cabinet of the name of a person to whom it is wished to make an offer of appointment as Chief Executive, Chief Officer and Deputy Chief Officer, and to whom any objections by the Leader to the proposal can be made.	Head of HR	Proper Officer Delegation
3		Officer to be notified of the name of the person whom it is proposed to dismiss as Chief Executive, Chief Officer and Deputy Chief Officer.	Head of HR	Proper Officer Delegation
4		Officer to notify every member of the Cabinet of the name of a person [Chief Executive, Chief Officer or Deputy Chief Officer] who it is proposed	Head of HR	Proper Officer Delegation

Ref	Service area	Delegation	Post / management level delegated to authorise	Implementation Notes
		to dismiss, and to whom any objections by the Leader to the proposal can be made.		
5		To be responsible for all aspects of payroll provision.	Head of HR	Named Officer Delegation to Corporate Director of Finance, but exercised via the Head of Human Resources
6	Digital, Business, Intelligence & Technology	Immediate removal of all ICT equipment from an employee and carrying out forensic investigation.	CDIO or Level C ICT managers / Information Security Officer only.	
7		Investigate suspected inappropriate use of ICT equipment, internet or e-mail.	CDIO or Level C ICT managers / Information Security Officer only.	
8		Suspending the e-mail account of an employee.	CDIO or Level C ICT managers / Information Security Officer only.	
9		Granting proxy access to email account or file directory in the absence of the employee.	CDIO or Level C ICT managers / Information Security Officer only.	
10		ICT access issues relating to Heads of Service, Directors, Members	CDIO with approval from Chief Executive or relevant Corporate Director	For Members ICT issues, in consultation with the Head of Democratic Services in the first instance.
11		Immediate removal of all ICT equipment from an employee and carrying out forensic investigation.	CDIO or Level C ICT managers / Information Security Officer only.	
12	Procurement & Commissioning	To be responsible for the procurement of council contracts and authorise approved officers for tender and contract decisions in accordance with the Constitution's Rules on Procurement	Director of Procurement & Commissioning	In-line with Rules on Procurement
13	Counter Fraud	To oversee the effective counter fraud policies and operations	Head of Counter Fraud	

Version Control

Document Version Date

- 30 September 2025

Current Status:

- Updated to reflect revised Management Structure of Directorates approved by CEO 28 October 2024 along with reporting lines to Cabinet Members following Cabinet portfolio changes w/e 24 October 2024.
- Amended June 2023 to reflect clarification of appointment of external legal advice under General Management Delegations
- Updated to reflect change in Management Structure following merger of Education & SEND and Children & Young People's Directorates as approved by the Leader of the Council and Chief Executive
- Annex to the approved Council Constitution and Chapter 12 – Responsibilities and Delegations to Officers
- Incorporates existing approved delegations to Chief Officers and sub-delegations over the years
- Updated in 2021-22 as per legislative requirements and to reflect updated statutory powers reserved to officers
- Subject to further review by Corporate Management Team
- Updated October 2023 to reflect new Corporate Director positions and recent service moves of planning, housing and ICT.
- Amended December 2023 to reflect resignation of Corporate Director of Place and interim delegations in the Place Directorate approved by the CEO.
- Update February 2024 to reflect HR delegations for managers around levels of seniority for investigations, hearings etc, approved by CEO and CMT
- Updated June 2024 to reflect appointment of Corporate Director of Place and interim pavement licence delegations
- Updated 11 July 2024 to reflect changes to the Procurement Standing Orders and authority for capital release.
- Updated 26 September 2024 to reflect Council appointment of s151 and Interim Monitoring Officer posts
- Updated 29 November 2024 to reflect Monitoring Officer appointment
- Finalising updates following Directorate changes and updated Monitoring Officer changes – Jan/Feb 2025
- 16 April 2025 – to reflect changes in s151 Officer agreed by CEO.
- 11 June 2025 – to reflect departmental changes to reporting lines, Education functions transferred to the Director of Education & SEND and Education and SEND placement authorisations.
- 12 September 2025 – to update Education Delegation on attendance notices to the post of Attendance Support Senior Officer

- 12 September 2025 - reflect new post of Corporate Director of Residents Services and merger of former Directorates of Homes and Communities and Place into a new Residents Services Directorate. Transfer of delegations as authorised by the Chief Executive and sub-delegation as agreed by the Corporate Director of Residents Services.
- 15 September 2025 - to update Children's Social Care delegations, as advised by the DCS.
- 30 September 2025 - updated to reflect new Chief Executive's Office and Internal Audit moving to Finance Directorate
- 3 October 2025 - updated by the DCS to ensure relevant statutory decisions are taken at the most appropriate management level along with updated financial limits (increased) to reflect price changes over time for placement authorisations.

Approval, Control & Publication

- Document managed by Democratic Services
- Delegated authority to Head of Democratic Services to update as per legislative requirements/management changes
- Published on Cabinet Toolkit, Governance Toolkit, Council's Intranet Site for internal use and promotion
- Public Website