2.0 **Responsibility for Council Functions**

Function	**Body/Individual with Delegation**	**Terms of Delegation**
A **Relating to Town & Country Planning and Development Control**	Council	To approve, for the purpose of its submission to the Secretary of State for independent examination under Section 20 of the Planning & Compulsory Purchase Act 2004, a development plan document. To adopt Local Development Documents after consultation and independent public examination and subject to any direction imposed by the Secretary of State.
1 In connection with the discharge of functions under Sections 28-31 of the Planning & Compulsory Purchase Act 2004 to: a) Agree to the making of an Agreement to prepare one or more joint development plan documents b) Agree the making of an Agreement to establish a joint committee to be for the purposes of Part 2 of the 2004 Act to be the Local Planning Authority	Council	To determine all matters referred to in 1(a) to (c)

Function	Body/Individual with Delegation	Terms of Delegation
c) Agree the making of a request to the Secretary of State for the revocation as the Local Planning Authority for any area or in respect of any matter		
1A National Scheme of Delegation of Planning Functions	Development Management Committee (for Schedule 2 referred applications only). Director of Regeneration and Development, the Associate Director of Planning and Development, the Development Management Lead.	With effect from 31 October 2026, the delegations in items 2 to 37 of this Part A are subject to the Town and Country Planning (Discharge of Local Planning Authority Functions) (England) Regulations 2026 (SI 2026/854) made under sections 319ZZC to 319ZZE of the Town and Country Planning Act 1990 ("the 2026 Regulations"). Where there is any inconsistency, the 2026 Regulations prevail. (a) Schedule 1 applications (Regulation 4): must be determined by an officer and may not be referred to Committee. (b) Schedule 2 applications (Regulation 5): determined by an officer unless the Nominated Member and the Nominated Officer agree to refer the application to Committee because it raises (i) issues of economic, social or environmental significance to the local area, or (ii) significant planning matters having regard to the development plan and

Function	Body/Individual with Delegation	Terms of Delegation
		any other material considerations. (c) Own-interest applications (Regulation 6): applications of a kind in Schedule 1 or 2 made by or on behalf of the Council, a member or officer of the Council, or in which the Council otherwise has an interest, are determined by an officer unless the Nominated Member and the Nominated Officer agree to refer the application to Committee. (d) The Nominated Member is [the Chair of the Development Management Committee or, in their absence, the Vice-Chair]. The Nominated Officer is the Director of Regeneration and Development, or in their absence, the Associate Director of Planning and Development or, in their absence, the Development Management Lead. (e) In considering a referral the Nominated Member and Nominated Officer must have regard to the statutory guidance issued by the Secretary of State under section 319ZZE(4) of the 1990 Act, and a record of each referral decision and the reasons for it shall be kept. (f) The Development Management Committee, and any sub-committee determining applications under this item, shall not have more than 13 members.

Function	Body/Individual with Delegation	Terms of Delegation
		(g) No application may be referred to Committee on any other basis (including the number of objections received or a request by a ward member) other than as provided in (b) and (c).
2 Power to determine applications for planning permission	Development Management Committee	To exercise all powers referred to in paragraphs A2-A36, but only in respect of applications referred to the Committee in accordance with item 1A above
3 Power to determine applications to develop land without compliance with conditions previously attached	Director of Regeneration and Growth, Associate Director of Planning and Development, Development Management Lead	To exercise all powers referred to in paragraphs A2-A14 and A26- A34 subject to item 1A above and except (in the case of paragraphs A2-A4): 1. Where the Development Management Lead is the case officer, and therefore the case is determined by the other officers with delegation 2. Where the Principal Planning Officer is the case officer, and therefore the case is determined by the other officers with delegation
4 Power to determine applications for planning permission for development already carried out		
5 Power to decline to determine application for planning permission		
6 All matters relating to the processing of applications and their determination and the making of any appropriate	In addition to the above, Principal Planning Officers	

Function	Body/Individual with Delegation	Terms of Delegation
administrative charge related to the exercise of these powers (as provided for by s303 of the Town and Country Planning Act 1990 and s 93 of the Local Government Act 2003) including: a) the giving of directions requiring additional information from an applicant in accordance with s63(3) of the Town & Country Planning Act 1990. b) determination as to whether an application requires to be referred to the County Planning Authority as a "county matter" under s.1 and Schedule 1 of the Town and Country Planning Act 1990. c) determination as to whether the County Planning Authority requires to be consulted on an application under s.I and Schedule 1 of the		

Function	Body/Individual with Delegation	Terms of Delegation
Town and Country Planning Act 1990. d) determination of the appropriate fee for planning and other applications. e) determination as to whether and how planning or other applications are required to be advertised. f) all powers and duties under the Town and country Planning (Environmental Impact Assessment) Regulations 2011 g) determination as to whether and what material open to public inspection should be permitted to be copied, and the making of reasonable charges for copies supplied. h) determination as to whether the Council's case at an appeal should be dealt with by way of public inquiry, hearing or written representations.		

Function	Body/Individual with Delegation	Terms of Delegation
i) responding to consultations on planning and other applications from neighbouring planning authorities under the Town and Country Planning (Development Management Procedure) (England) Order 2015 j) responding to consultations concerning development with government authorisation under s90 of the Town and Country Planning Act 1990 k) responding to consultations from the Forestry Commission under the Forestry Act 1967 and related legislation. l) responding to consultations under the Mission and Pastoral Measure 2011 no 3. m) the making of a Direction under Article 4 of the Town		

Function	Body/Individual with Delegation	Terms of Delegation
and Country Planning General Permitted Development Order 2015 (as amended)		
7 Power to determine applications for planning permission made by a Local Authority, either alone or jointly with others (own-interest applications: see item 1A(c))		
8 Power to make determinations, give or refuse prior approvals and agree other matters relating to the exercise of permitted development rights set out in schedule 2 to the Town and Country Planning (General Permitted Development) Order 1995		
9 Power to enter into agreements and accept unilateral undertakings regulating development or use of land under s106 of the Town and Country Planning Act 1990		

Function	Body/Individual with Delegation	Terms of Delegation
10 Power to determine applications for a certificate of existing or proposed lawful use or development		
11 Power to serve a completion notice		
12 Power to determine applications for the display of advertisements		
13 Power to authorise entry onto land under the Planning Acts		
14 Power to require the discontinuance of a use of land or the alteration or removal of buildings or works		
15 Power to serve a planning contravention notice, breach of condition notice, stop notice or temporary stop notice	Director of Regeneration and Growth, Associate Director of Planning and Development, Building Control and Planning Enforcement Lead and Development Management Lead	To exercise all powers referred to in paragraphs A15-A25
	In addition to the above the Planning	To exercise all powers referred to in paragraphs A15-25,A32 and A37

Function	Body/Individual with Delegation	Terms of Delegation
16 Power to issue an enforcement notice	Enforcement Manager	except where the Planning Enforcement Manager has been the case officer
17 Power to make an application for a planning enforcement order		
18 Power to apply for an injunction restraining a breach of planning control		
19 Power to serve a notice to require the proper maintenance of land		
20 Power to authorise the execution of works required by an enforcement notice, a listed building enforcement notice or an enforcement notice in relation to the demolition of an unlisted building in a conservation area, or for the enforcement of a discontinuance order		
21 Power to issue a listed building enforcement notice		
22 Power to issue an enforcement notice in relation to the demolition of an		

Function	Body/Individual with Delegation	Terms of Delegation
unlisted building in a conservation area		
23 Power to enforce control over advertisements in accordance with ss224-225E of the Town and Country Planning Act 1990 and related legislation		
24 Power to remedy defacement of premises in accordance with ss225F-225J of the Town and Country Planning Act 1990 and related legislation		
25 Power to determine that no enforcement action be taken either because either (a) there is no breach of planning control (b) it would not be expedient to pursue any action or (c) the breach of planning control previously identified has been remedied		
26 Power to determine applications for hazardous		

Function	Body/Individual with Delegation	Terms of Delegation
substances consent and related matters		
27 Power to determine applications for conservation area consent and related matters		
28 Power to determine applications for listed building consent and related matters		
29 Duties relating to applications for listed building consent and conservation area consent		
30 Power to serve a building preservation notice and related matters		
31 Power to acquire a listed building in need of repair and to serve a repair notice		
32 Power to apply for an injunction in relation to a listed building or a building in a conservation area		
33 Power to execute urgent works under s54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 and related matters		
34 Power to approve or refuse the issue of		

Function	Body/Individual with Delegation	Terms of Delegation
certificates of appropriate alternative development		
35 Power to determine applications for (a) the discharge of planning and listed building conditions and (b) non material amendments to permissions and consents	Director of Regeneration and Growth, Associate Director of Planning and Development, Development Management Lead and Principal Planning Officers.	To exercise all powers referred to in paragraph A35
36 Powers relating to the preservation of trees	Director of Regeneration and Growth, Associate Director of Planning and Development, Development Management Lead	To agree to make, and confirm Tree Preservation Orders
37 Powers relating to the administration of the Community Infrastructure Levy under the Community Infrastructure Regulations 2010 (as amended) or any subsequent legislation repealing or replacing those regulations	Director of Regeneration and Growth, Associate Director of Planning and Development, Development Management Lead and Infrastructure and Technical Support Manager	To exercise all powers relating to the collection and enforcement of the Community Infrastructure Levy.
B **Relating to Licensing & Registration Functions**		

Function	Body/Individual with Delegation	Terms of Delegation
	Licensing Committee	To exercise all the Council's functions as specified paragraphs B1 – 38 with the exception of (a) setting of hackney carriage fares under section 65 of the Local Government (Miscellaneous Provisions) Act 1976 which is delegated to the Executive
	Executive	Setting hackney carriage fares under section 65 of the Local Government (Miscellaneous Provisions) Act 1976
	Chief Operating Officer, Associate Director Housing and Wellbeing, Community Protection Manager, Licensing Manager, Environmental Health Manager (Business), Senior Licensing Officer, Licensing Officer, Assistant Licensing Officer, Licensing Enforcement Officer	To exercise all the Council's functions listed in B1- 38 delegated to the Licensing Committee and the Licensing (Licensing Act 2003) Committee in accordance with the policies set by those committees and where the function relates to functions under the Licensing Act 2003 Act and Gambling Act 2005 in accordance with the policy set by the Committee or the Executive as necessary with the exception of 1) approving policy in relation to those functions 2) the approval of the Annual Report in relation to those functions 3) in relation to items B6-B8 where valid objections have been received other than in relation to applications for minor variations to premises licences and club

Function	Body/Individual with Delegation	Terms of Delegation
		premises certificates under the Legislative Reform (Minor Variations to Premises Licences and Club premises certificates) Order 2009 4) conducting reviews of premises' licences under Section 52 of Licensing Act 2003 5) conducting reviews of club premises' certificates under Section 88 of Licensing Act 2003 6) setting fees under section 212 of the Gambling Act 2005 7) conducting reviews under section 197 of the Gambling Act 2005 8) making orders under section 284 of the Gambling Act 2005 (removal of automatic authorisation for gaming machines in alcohol-licensed premises) 9) determining applications under section 283 of the Gambling Act 2005 for permits in licensed premises for five or more gambling machines 10) determining whether to transfer enforcement functions under the Smoke-free (Premises and Enforcement) Regulations 2006 to another Enforcement Authority

Function	Body/Individual with Delegation	Terms of Delegation
	Associate Director of Housing and Wellbeing, Chief Operating Officer in consultation with the Chair of Licensing Committee or in his or her absence a member of that Committee	Determining applications for minor variations to premises licences and club premises certificates under the Legislative Reform (Minor Variations to Premises Licences and Club premises certificates) Order 2009 Making any minor amendments to the Interim Street Trading policy
1. Power to issue licenses authorising the use of land as a caravan site ("Site Licenses") Caravan Sites and Control of Development Act 1960	Associate Director of Housing and Wellbeing, Community Protection Manager, Licensing Manager, Environmental Health Managers, Licensing Enforcement Officer, Senior Licensing Officers, Community Protection Officer, Community Safety Manager	To act as the Responsible Authority for the Council under the Licensing Act 2003
2 Power to licence the use of moveable dwellings and camping sites The Public Health Act 1936		
3 All powers in connection with the licensing of hackney carriages and private hire vehicles under The Town & Police Clauses Act 1847 Public Health Act 1875 Transport Act 1945 Local Government (Miscellaneous		

Function	Body/Individual with Delegation	Terms of Delegation
Provisions) Act 1976 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings		
4 All powers in connection with the licensing of drivers of hackney carriages and private hire vehicles under Local Government (Miscellaneous Provisions) Act 1976, including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
5 All powers in connection with the licensing of operators of hackney carriages and private hire vehicles under Local Government (Miscellaneous Provisions) Act 1976 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		

Function	Body/Individual with Delegation	Terms of Delegation
6 All powers in connection with the Licensing Act 2003 including granting, refusing, suspending, revoking licences and club premises' certificates, issuing formal cautions and initiating legal proceedings		
7 All powers in connection with the Gambling Act 2005 including granting, refusing and revoking temporary use notices, premises licences, provisional statements, and permits, making representation to the Licensing (Licensing Act 2003) Committee and initiating reviews in accordance with the Council's Statement of Principles, determining registration of small society lotteries, issuing formal cautions and initiating and defending legal proceedings		
8 All powers in connection with	Licensing Sub-Committee	Where relevant objections have be lodged

Function	Body/Individual with Delegation	Terms of Delegation
the determination of sexual entertainment venue licences and sex establishment licences under schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982.	Chief Operating Officer, Associate Director of Housing and Wellbeing.	In all other cases, including undertaking all related enforcement.
9. All powers in connection with the licensing of performances of hypnotism under Hypnotism Act 1952 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
10 All powers in connection with the licensing of premises for acupuncture, tattooing, ear piercing and electrolysis under Local Government (Miscellaneous Provisions) Act 1982 including granting, refusing, revoking, suspending, issuing		

Function	Body/Individual with Delegation	Terms of Delegation
formal cautions and initiating legal proceedings.		
11 All powers in connection with the licensing of pleasure boats and pleasure vehicles under Public Health Amendment Acts 1907 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
12 All powers in connection with the licensing of market and street trading under Local Government (Miscellaneous Provisions) Act 1982 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
13 All powers in connection with the registration of licensing premises for the preparation of food under Food Safety Act 1990		

Function	Body/Individual with Delegation	Terms of Delegation
including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
14 All powers in connection with the licensing of scrap yards under Scrap Metal Dealers Act 1964 and Scrap Metal Dealers Act 2013 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
15 All powers in connection with the licensing of premises for the breeding of dogs under The Animal Welfare (Licensing of Animals Act) 2018, Animal Health Act 1981 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
16 All powers in connection with the licensing of pet shops and other establishments where		

Function	Body/Individual with Delegation	Terms of Delegation
animals are bred or kept for the purposes of carrying on a business under Animal Health Act 1981, The Animal Welfare (Licensing of Animals Act) 2018, Riding Establishments Acts 1964 and 1970 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
17 All powers in connection with the licensing of zoos under The Zoo Licensing Act 1981 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
18 All powers in connection with the licensing of dangerous wild animals under The Dangerous Wild Animals Act 1976 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		

Function	Body/Individual with Delegation	Terms of Delegation
19 All powers in connection with the licensing of knackers yards under The Slaughter Houses Act 1974 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
20 All powers in connection with the licensing of persons to collect charitable and other causes under Police, Factories etc. (Miscellaneous Provisions) Act 1916 House to House Collections Act 1939 granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
21 All powers in connection with the granting of consent for the operation of a loud speaker under Noise & Statutory Nuisance Act 1993 including granting, refusing, revoking,		

Function	Body/Individual with Delegation	Terms of Delegation
suspending, issuing formal cautions and initiating legal proceedings.		
22 All powers in connection with the approval of meat product premises under Meat Products (Hygiene) Regulations 1994 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
23 All powers in connection with the approval of premises for the production of minced meat or meat preparations under Minced Meat & Meat Preparations (Hygiene) Regulations 1995 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
24 All powers in connection with approving dairy establishments under		

Function	Body/Individual with Delegation	Terms of Delegation
Dairy Products (Hygiene) Regulations 1995 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
25 All powers in connection with the approval of egg product establishments under Egg Products Regulations 1993 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
26 All powers in connection with the licensing of butchers shops carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready to eat foods under Food Safety (General Food Hygiene) Regulations 1995 including granting, refusing, revoking, suspending, issuing formal		

Function	Body/Individual with Delegation	Terms of Delegation
cautions and initiating legal proceedings.		
27 All powers in connection with the approval of fish products premises under Food Safety (Fishery Products & Live Shellfish) (Hygiene) Regulations 1998 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
28 All powers in connection with the approval of dispatch or purification centres under Food Safety (Fishery Products & Live Shellfish) (Hygiene) Regulations 1998 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
29 All powers in connection with the registration of auction and wholesale markets		

Function	Body/Individual with Delegation	Terms of Delegation
under Food Safety (Fishery Products & Live Shellfish) (Hygiene) Regulations 1998 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
30 All powers in connection with the duty to keep food register of food business premises under Food Premises (Registration) Regulations 1991 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		
31 All powers in connection with the registration of food business premises under Food Premises (Registration) Regulations 1991 including granting, refusing, revoking, suspending, issuing formal cautions and initiating legal proceedings.		

Function	Body/Individual with Delegation	Terms of Delegation
32 All powers to authorise named officers to undertake all necessary steps to secure compliance with all Environmental Health legislation and EU derived domestic legislation & direct EU legislation in accordance with the European Union (Withdrawal) Act 2018 within the remit of this Committee		
33 To take all necessary steps to ensure compliance with all Acts, Statutory Instruments and EU derived domestic legislation & direct EU legislation in accordance with the European Union (Withdrawal) Act 2018 in relation to food safety, food hygiene, food premises, animal welfare, and maintaining general public health, including issuing, refusing, revoking or suspending licences, prohibiting premises or equipment, inspection of premises, animals, plant and vehicles, issuing formal cautions and initiating legal proceedings		

Function	Body/Individual with Delegation	Terms of Delegation
34 To exercise all powers under Section 115E Highways Act 1980 in relation to issuing permits to place structures on the highway including initiating legal proceedings		
35 To enforce the provisions of chapter 1 and regulations made under the Health Act 2006		
36 To authorise officers under section 10 and Schedule 2 of the Health Act 2006		
37 To exercise all functions in relation to fixed penalty notices under Schedule 1 of the Health Act 2006 and the Smoker Free (Vehicle Operators & Penalty Notices) Regulations 2007		
38 To transfer enforcement functions under the Smoke –free (Premises and Enforcement) Regulations 2006 to another enforcement authority		

Function	Body/Individual with Delegation	Terms of Delegation
39 Power to register common land or town or village green, except where the power is exercisable solely for the purpose of giving effect to: a) an exchange of lands effected by an Order under S19(3) of, or paragraph 6(4) of Schedule 3 to the Acquisition of Land Act 1981; or b) an Order under S147 of the Inclosure Act 1945 Regulation 6 of the Commons Registration (New Land) Regulations 1969	Council Functions Committee	To exercise the Council's functions as specified in B39 and 40
	Director of Regeneration and Growth))))))	To exercise the Council's functions specified in B39 and 40 in accordance with policy set by the Council Functions Committee
40 Power to register variation of rights of common Commons Registration (General) Regulations 1966		
41 All functions referred to in numbers 1-7 of Part I of the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 and numbers 1-34 of Paragraph 2 of	Development Management Committee	To exercise all of the Council's functions
	Director of Regeneration and Growth	To exercise all of the Council's functions in accordance with the approved policy of the Committee or the Hertfordshire County Council as appropriate

Function	Body/Individual with Delegation	Terms of Delegation
Schedule 1 of Regulations 2001 within the remit of the Council by either delegation from Hertfordshire County Council or otherwise		
C **Functions relating to Health & Safety at Work**		
1 To exercise all functions under any of the relevant statutory provisions within the meaning of Part 1 (Health Safety and Welfare in connection with work and control of Dangerous Substances) of the Health & Safety at Work etc. Act 1974 to the extent that those functions are discharged otherwise than in the Authority's capacity as an employer	Licensing Committee Chief Operating Officer, Associate Director of Housing and Wellbeing	To exercise all the Council's functions in relation to this matter To exercise all the Council's functions in relation to this matter
D **Functions Relating to Elections**		
1 Duty to appoint Electoral Registration Officer	Council	
	Council	

Function	Body/Individual with Delegation	Terms of Delegation
2 Duty to appoint Returning Officer for Local Government Elections		
3. Power to assign officers in relation to the requisitions of the Registration Officer	Electoral Registration Officer	To exercise all functions of the Council referred to in D3 and D8
4 Duty to provide assistance at European Parliamentary elections	Returning Officer	To exercise all functions of the Council referred to in D4-7 and 9-11
5 Duty to divide constituency into polling districts	Returning Officer	
6 Duty to divide electoral divisions into polling districts at Local Government elections	Returning Officer	
7 Power in respect of holding of elections	Returning Officer	
8 Power to pay expenses properly incurred by Electoral Registration Officers	Electoral Registration Officer	
9 Power to fill vacancies in the event of insufficient nominations	Returning Officer	
	Returning Officer	

Function	Body/Individual with Delegation	Terms of Delegation
10 Duty to declare vacancy in office in certain cases		
11 Duty to give public notice for casual vacancy	Returning Officer	
12 Power to submit proposals to the Secretary of State for an Order under S10 (Pilot Schemes for Local Elections in England and Wales) of the Representation of the People Act 2000	Council Functions Committee	
13 Duty to consult on change of scheme fro elections	Council	
14. Duties relating to publicity regarding change to the scheme of elections	Council	
15 Duties relating to notice to Electoral Commission regarding changes to scheme of election	Council	
16 Functions relating to change of name of electoral area	Council	
E **Functions Relating to Name and Status of Areas and Individuals**		
	Council	

Function	Body/Individual with Delegation	Terms of Delegation
1 Change the name of a District		
2 Power to confer title of Honorary Alderman or to admit to be an Honorary Freeman	Council	
3 Power to petition for a Charter to confer a Borough status	Council	
EA **Functions relating to changing governance arrangements under Local Government Act 2000**		
1. Duty to draw up proposals	Council	
2. Duty to consult prior to drawing up proposals	Council	
3. Duty to comply with direction given by Secretary of State	Council	
4. Duty to hold referendum to change governance arrangements	Council	
5. Duty to Publish notice if proposals not approved in a referendum	Council	
6. Duty to obtain consent of elected mayor to change	Council	

Function	Body/Individual with Delegation	Terms of Delegation
governance arrangements		
EB **Functions relating to community governance**		
1. Duties relating to community governance reviews	Council	
2. Functions relating to community governance petitions	Council	
3. Functions relating to terms of reference of a review	Council	
4. Power to undertake a community governance review	Council	
5. Functions relating to the making of recommendations for a community governance review	Council	
6. Duties when undertaking a community governance review	Council	
7.Duty to publicise the outcome of a community governance review	Council	
8. Duty to send 2 copies of order to Secretary	Council	

Function	Body/Individual with Delegation	Terms of Delegation
of State and Electoral Commission		
9. Power to make agreements about incidental matters	Council	
F **Power to Make, Amend, Revoke re-Enact or Enforce Bylaws**	Council	
G **Power to Promote or Oppose Local or Personal Bills**	Council	
H **Functions Relating to Local Government Pensions**	Council	
1 Exercise all administrative functions relating to the provision of a pension	Functions Committee	To make all policy decisions, including exercising of discretion regarding the operation of the Local Government Pension Scheme as it relates to the Council.
	Executive Head of HR and OD	To exercise all Council administrative functions in relation to pensions on behalf of the Council
	Chief Finance Officer in consultation with the Chief Executive	To make additional payments into the Pension Fund and to act on any recommendations of the Pension Fund Actuaries
I **Miscellaneous Functions**		
1 Duty to set the Council Tax for the Watford Area	Council Functions Committee	To set the total Council Tax, including precepts, for the Watford Area, on the basis of precepts

Function	Body/Individual with Delegation	Terms of Delegation
		notified and tax approved by Council for Watford Borough Council purposes
2 To agree the use of earmarked reserves and contingencies		To agree schemes for the use of earmarked reserves or contingency provisions made in any budget, including the allocation of delegated authority to Chief Officers where not otherwise provided for in the Scheme of Delegation
3 Power to appoint staff, and to determine the terms and conditions on which they hold office, including Procedures for grievance and discipline, with the exception of determining and reviewing the terms and conditions of Chief Officers		To approve the Council's Policies on discipline, grievance and general terms and conditions
To appoint Chief Officers and determine procedures for grievance and discipline of Chief Officers	Council	To appoint the Chief Executive and Chief Officers in conjunction with the Executive To appoint a panel of Members to make Chief Officer appointments To appoint a panel of Members to hear appeals against dismissal for Chief Officers To appoint in accordance with officer employment rules a panel of

Function	Body/Individual with Delegation	Terms of Delegation
		Members to consider disciplinary action against the Chief Executive, Statutory Officers and Chief Officers
	Executive	Recommending overall policy to Council Functions Committee on areas relating to pay and conditions, discipline and grievance and dismissal To determine the structure of the Organisation (including approving restructuring) and the overall number of posts for exercising all Council functions
	Chief Executive, Chief Operating Officer, Directors, Associate Directors in consultation with the Executive Head of HR and OD	To implement all changes to the structure of the Council within their area of responsibility, including recruitment, redeployment, assimilation and ring fencing, termination of employment including redundancy and early retirement, and implementing changes to terms and conditions, subject to complying with the Council Policy and the structural requirements of the Executive
	All Chief Officers and Associate Directors	To be responsible for the day to day management of all human resources made available for the exercise of functions within their area of responsibility including appointments, terminations, re-grades, discipline and dismissals, subject to complying with the overall policies of the Council and

Function	Body/Individual with Delegation	Terms of Delegation
		the structural requirements of the Executive
4 Power to determine and review the terms and conditions of all Chief Officers	Chief Officer Pay Panel	To determine and regularly review the terms and conditions of the Council's Chief Officers
5 Power to make Standing Orders	Council Functions Committee	To exercise all the functions under 5-12 that are not by statute the sole responsibility of the Council
6 Power to make Standing Orders as to Contracts		
7 Power to make payments or provide other benefits in case of maladministration		
8 Duty to designate officer as the Head of the Authority's Paid Service and to provide staff		
9 Duty to designate officer as the Monitoring Officer and to provide staff		
10 Duty to provide staff etc to person nominated by Monitoring Officer pursuant to Sections 82A(4) and (5) of the Local Government Act 2000		
11 Duty to designate officer as the Chief		

Function	Body/Individual with Delegation	Terms of Delegation
Finance Officer and to provide staff		
12 Power to appoint officers for particular purposes		
13 Appointment of Proper Officers	Chief Executive	Will receive a written request and formally record all appointments and place on individual's Personnel file
14 Function to create a scheme to provide for co-opted Members to attend Overview & Scrutiny Committees and vote at such Committees pursuant to paragraphs 12 and 14 of Schedule 1 to the Local Government Act 2000	Council	To devise a Scheme and publish it
15 To implement the provisions of Part 8 of the Anti-Social Behaviour Act 2003	Director of Regeneration and Growth / Associate Director of Planning and Development Development Management Committee	To receive, investigate and determine complaints made to the Council under part 8. Including appointing authorised officers to enter land for any purposes authorised by part 8. To defend any appeals To determine any complaints referred to it by the Executive Director of Place and Associate Director of Planning Infrastructure and Economy
16 To approve (but not direct) internal	Audit Committee	

Function	Body/Individual with Delegation	Terms of Delegation
audit's strategy (including its terms of reference), plan and performance	(members of the Executive are excluded from sitting as members of Audit Committee)	To exercise all the functions under 16-29
17 To review the annual internal audit report and other summary internal audit reports and the main issues arising and seek assurance that action has been taken where necessary		
18 To consider the reports of external audit and inspection agencies and make any recommendations for action to either the Executive or other appropriate Committee and follow up on its recommendations as appropriate		
19 To consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and anti-corruption arrangements and to seek assurances that action is being taken		

Function	Body/Individual with Delegation	Terms of Delegation
on risk related issues identified by auditors and inspectors		
20 To approve the Council's Risk Management, Anti-Fraud & Corruption and Whistle Blowing Policies and all policies associated with risk and financial probity		
21 To approve and be satisfied that the authority's assurance statements, including the statement of internal control properly reflect the risk environment and any actions required to improve it		
22 To ensure that there are effective relationships between internal audit, external audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted		
23 To approve the Council's annual financial statement		

Function	Body/Individual with Delegation	Terms of Delegation
24 To receive and consider the external auditor's opinion and any reports to Members and monitor management action in response to the issues raised by external audit		
25. To receive twice yearly reports on the number of FOI/EIR requests received by the council.		
26 To make an annual report on its work to the Council		
27 Approve the internal Audit Charter and Mandate		
28 Ensuring Internal Audit and the Committee comply with the Global Internal Audit Standards		
29 Approving the Internal Audit Plan, including Internal Audit's resource requirements.		

Any function specified in this Scheme to be exercised by a Committee or by an officer, can in the event of either a decision needing to be taken as a matter of urgency and/or the designated officer being unavailable be exercised by the Chief Executive, a Chief Officer or Associate Director.