

## PART 3 | SECTION 2 - COUNCIL FUNCTIONS

### 1. SECTION 2 – COUNCIL FUNCTIONS

In some instances, a decision can only be taken at a meeting of the Full Council. In other cases, the responsibility for undertaking the function may be delegated by the Council to a Committee or an Officer - where this is the case, it is identified in this part of the Constitution.

<b>Function</b>	<b>Reservation or Delegation of Function</b>
All those functions for which the Council is responsible relating to town and country planning and development control	Development Control Committee Strategic Director -Finance
All those functions for which the Council is responsible relating to the protection and treatment of hedgerows and the preservation of trees	Development Control Committee Strategic Director -Finance
All those functions for which the Council is responsible relating to public rights of way	Development Control Committee Strategic Director -Finance
All those functions for which the Council is responsible relating to licensing and registration and the grant of consents and refusals	Licensing and Regulatory Committee Strategic Director Head of Law and Democracy
All those functions for which the Council is responsible governing health and safety at work (other than in the Authority's capacity as an employer)	Strategic Director
All those functions relating to elections	Council Chief Executive Returning Officer Electoral Registration Officer
Functions relating to the name and status of	Council

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<b>Function</b>	<b>Reservation or Delegation of Function</b>
areas and individuals	
Power to make, amend, revoke, re-enact or enforce byelaws or orders	Council
Power to promote or oppose local or personal bills	Council
Power to make and amend procedure rules	Council
Power to make contract standing orders	Council
Power to appoint staff, and to determine the terms and conditions on which they hold office (including procedures for their dismissal)	Council Chief Executive
Duty to make arrangements for the proper administration of financial affairs	Council
Power to appoint Officers for particular purposes (appointment of Proper Officers)	Council Monitoring Officer
Duty to designate an Officer as the Head of the Authority's Paid Service	Council
Duty to designate an Officer as the Monitoring Officer and to provide staff	Council
Duty to approve the Authority's statement of accounts, income and expenditure and balance sheet, or record of payments and receipts	Policy Finance and Development Committee Chief Finance Officer
Power to make a closing order on a takeaway food shop	Licensing and Regulatory Committee Head of Law and Democracy
Functions under local Acts	Council

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Function	Reservation or Delegation of Function
	Heads of Service
The conduct of best value reviews under Local Government Act 1999	Policy Finance and Development Committee Chief Executive Chief Finance Officer
The discharge of any function relating to the control of pollution or the management of air quality	Licensing and Regulatory Committee Strategic Director
The service of an abatement notice for a statutory nuisance	Licensing and Regulatory Committee Strategic Director
The passing of a resolution that Schedule 2 to the Noise and Statutory Nuisance Act 1993 should apply	Council
Inspections for statutory nuisance	Licensing and Regulatory Committee Strategic Director Head of Law and Democracy
Investigation of any complaint as to the existence of a statutory nuisance	Licensing and Regulatory Committee Strategic Director Head of Law and Democracy
Obtaining information under Section 330 Town and Country Planning Act 1990 as to interests in land	Policy Finance and Development Committee Strategic Director- Finance
Obtaining of particulars of persons interested in land under Section 16 Local Government (Miscellaneous Provisions) Act 1976	Policy Finance and Development Committee Service Delivery Committee Heads of Service
The appointment or revocation of appointment of any individual to any office/body other than the Council	Council Chief Executive

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**Revised:** Friday, 01 April 2022

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<b>Function</b>	<b>Reservation or Delegation of Function</b>
The making of agreements with other local authorities and external agencies for the placing of staff and joint working arrangements	Council Chief Executive
All those functions for which the Council is responsible relating to Community Governance Reviews as set out in Chapter 3 of the Local Government and Public Involvement in Health Act 2007	Council Chief Executive