

Appendix 1

Delegated Decision making Property Services

A. Estate Management – Delegated to the Operational Lead for Delivery and Commercial Service or such persons authorised in writing.

1. To obtain particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.
2. To recommend for approval terms and conditions negotiated for the sale or purchase of land and property, the grant or acquisition of easements, wayleaves and licences and all statutory claims for compensation for Home Loss Payments, well-maintained Payments and disturbance and other statutory displacement costs.
3. To manage all the Council's property and to be responsible for all estate management matters (which includes all lettings (including licences), renewals, assignments, early terminations, surrenders, rent and service charge reviews, drafting notices under the Landlord and Tenant Act 1954, drafting other contractual and statutory notices, and the settlement of statutory and contractual compensation) in accordance with accepted best practice, the granting of consents and approvals including assignments, sub-lettings, terminations, alterations, extensions and other variations to agreements) under the terms of any covenant, lease, licence or tenancy .
4. Taking whatever action may be appropriate for the protection of the Council's land and property
5. Whenever necessary, to instruct the District Valuer or other external valuer to negotiate on behalf of the Council and to recommend acceptance or rejection of the results of those negotiations.
6. To submit applications for outline planning permission for sites identified as suitable for affordable housing for locals and other projects, in consultation with the appropriate Director, or for land identified as surplus to requirements.
7. Following consultation with the appropriate Director to exercise estate management responsibilities set out in 3 above in respect of, land and sundry vacant property.

B. Energy Efficiency and Carbon Reduction - Delegations to the Operational Lead for Delivery and Commercial Service or such other persons authorised in writing

1. To process and certify for payment Energy bills and water bills relating to sites on the monitoring and target system for energy audit reduction and carbon reduction subject to the Contract Procedure Rules and Financial Procedure Rules.

C. Building Maintenance - Delegations to the Operational Lead for Delivery and Commercial Service or such other persons authorised in writing

1. To manage all identified maintenance funds on behalf of the Council in accordance with any priorities determined by the Council except where such funds are specifically controlled by another designated officer of the Council.
2. Irrespective of allocation, to apply maintenance funds to meet changing priorities, emergencies, efficiencies and targets as necessary and practical.
3. To issue works Orders and tenders for Contracts In accordance with the Contract and Financial Procedure Rules

D. Documents and General - - Delegations to the Operational Lead for Delivery and Commercial Service or such other persons authorised in writing

1. To prepare and complete all deeds and documents required to give effect to decisions made under authority.
2. To sign statements of truth under the Civil Procedure Rules 1998
3. To prepare and submit to Legal Services for approval and service:

Landlord and Tenant Act 1954 Business Tenancy Notices under sections 25, 26 and 27,
Agricultural Tenancy and Farm Business Tenancy Notices to quit

4. To raise requests to raise Invoices
5. To raise requests to issue Credit notes
6. To raise cheque requisitions
7. To authorise annual payments for software support costs under existing agreements.

All Matters

For all matters referred to in this Scheme of Authority all certification processes will follow the relevant Council Procedure Rules except where otherwise stated.

Property Held on Trust by the Council will be subject to separate arrangements.

E. ADMINISTRATIVE AND EXECUTIVE DELEGATED DECISION MAKING

Sales, acquisitions, leases (including statutory lease renewals) , surrenders, easements, options and licences shall be subject to the delegations outlined within the table.

Admin Decision : Operational Lead for Delivery and Commercial Services

All matters listed below and which are between the value £0 - £25,000
(Excluding Vat) and Excluding less than best value transactions

- grant or renewal of a simple licence or way leave and easements, including the installation of statutory undertakers apparatus
- Deed of Variation
- Deed of release
- Deed of Rectification
- Sub station/ utilities
- leases and renewals for a term of years up to 99 years (irrespective of value)
- Leases for a term of 6 years or less excluding less than best value
- all statutory lease renewals irrespective of term of years to be granted)but excluding statutory lease renewals at less than best value
- Grazing Licences,
- Garden Tenancies
- Garage site agreements
- Vehicle Access Licences
- Miscellaneous licences and consents (eg licence to alter, licence to assign/underlet/sub-underlet)
- Tenancies at Will
- Options to purchase
- Sales
- Acquisitions
- Surrenders

Delegated Executive Decision : Director

All matters listed below and which are between the value £25,001- £100,000

(Excluding Vat) and Excluding less than best value transactions

- leases, licences and renewal leases to be granted for a term of 7 years to 24 years (irrespective of value).
 - Acquisitions
 - Sales
 - Sales of amenity land of any value to purchasers of former council property or their successors) (irrespective of value)
 - Consents under conveyances where new dwellings are to be constructed(irrespective of value)
 - Options to Purchase
 - Easements
 - Surrenders

Cabinet

All matters listed below and which are over £100,000

(Excluding Vat)

- lease, licence and renewal leases (excluding Statutory lease renewals) for a term of 25 years or more (irrespective of value),
- Sales
- Acquisitions
- Easements
- Options to purchase
- Surrenders
- All sales disposals, acquisitions, easements, options at less than best value including leases, licence and renewal leases
- All assets to be disposed of or acquired irrespective of value for either economic development purposes or for housing (irrespective of value).
- Any transactions considered to be significant (irrespective of value).