

ANNEXE 1

Division Of Officer Responsibilities

(Note: The purpose of this annexe is to identify the officer responsible for doing something. It is not in itself a list of delegated powers. Whether specifically stated or not, officers exercising functions are expected to consult other officers whose functions may be affected by their actions. See also Annexe 3.)

Staff

(N.B. refer to Personnel Policies and Procedures handbook)

Appointment and starting terms within established range; disciplinary action; capability matters; dismissal; general management in accordance with established policy and procedures; advancement within salary range in accordance with established policy; variation of terms and conditions within established policy:

The Chief Executive and Corporate Head concerned.

Administration of staff car leasing scheme, car loans, and computer loans:

ACE151 following consultation with Corporate Head concerned, in case of individual applications.

All other Officer staffing decisions, including variations to gradings and establishment within available flexibility:

CE following consultation with Corporate Head concerned.

Finance

All financial matters delegated to an Officer, including administration and collection of Council Tax and Non-Domestic Rates and Sundry Debts

ACE151/CHCDCS, subject to consultation with the Corporate Head responsible for any service involved.

Property

Acquisitions, disposals, dealings, rights, statutory powers:

CE and CHAR, subject to considering the advice of a qualified Valuer on significant transactions, and subject to consultation with the Chief Officer or Corporate Head responsible for any service involved.

Legal matters

The initiation or defence of legal proceedings:

CHLG, subject to consultation with the Corporate Head responsible for any service involved.

ACE151/CHCDCS for recovery or non-payment of Council Tax, Non-Domestic Rates, or benefit **fraud** and Sundry Debts

CHH for recovery of rent, service charges, rechargeable works, homelessness and ASB.

Entering into legally binding obligations (if not delegated to another Officer):

CHLG, subject to consultation with the Corporate Head responsible for any service involved.

[Authorising the use of appropriate electronic facilities for entering into legally binding obligations.](#)

[CHLG](#)

Administration

The procurement of goods, materials, labour or services:

CE/ACE151 and Corporate Head responsible for the service involved, to act in accordance with Standing Orders.

Amendment of Standing Orders where necessary to comply with Legal requirements

CHLG

Insurance

ACE151

Refuse collection and recycling:

General Delegation

Staffing

Approval of staffing proposals for services being provided in house following a competitive bid, subject to consultation with the Chief Officer or Corporate Head concerned and consideration of the effect on the business or financial plan

CE/ACEs/CORPORATE HEADS

With the approval of Chief Executive, Corporate Heads may vary the number, grading and salary costs in their business centres within the salary base, except where compulsory redundancies are required.

CE/ACEs/CORPORATE HEADS

Approval of all employment policies and procedures, responsibility for policies and procedures for operational matters excluding pay policy, pension policy, compensation policy and any further policy which will have an additional budgetary impact.

CE

Except in cases of dismissal, application of employment policies on capability, sickness absence and disciplinary action

LINE MANAGERS

Dismissal of staff

CE/ACEs/CORPORATE HEADS

Employment Stability Policy

Approval of proposals for salary protection in event of redeployment to a lower graded post for periods longer than one year on exceptional grounds

CE

Salary sacrifice arrangements – agreement of in cases where there are advantages to doing so and where costs/additional work could be contained within current budgets and staffing levels.

CE/ACE151

Administration

Authorisation of any staff member to act as Proper Officer or for any other statutory purpose (if Committee or Council resolution not required by law), if no other officer specifically nominated for this function

CE

Co-option of Members to the Crime and Disorder Committee:

CHLG

Minor amendments to the Constitutions of the Cabrera Trust Management Committee or the Chertsey Meads Management Liaison Group

CHLG

Calendar of Committee and Council meetings – ad hoc minor changes

CE in consultation with Group Leaders.

Use of funds from New Initiatives Fund

CE in consultation with Leader of the Council

Communications

Signing of location agreements for news filming on Council land or locations after consultation with relevant service area and to sign a booking form to confirm individual advertisements in Council publications.

Head of Public Relations and Marketing, or in their absence, the Marketing and Communications Manager.

Refuse collection and recycling

Waiver of charges for collection of bulky household refuse for householders in receipt of Council Tax Benefit

DSO MANAGER/CHES/PEHO

Adjustment of trade refuse charges to respond to market, and discounts for customers with two or more containers

DSO MANAGER/CHES/PEHO

Environmental Health

The issue of any notice in an emergency for a function exercisable by

CHES/PEHO - Any Environmental Health Officer, Environmental Health Technician, or Trainee Environmental Health Officer

Serving of all relevant notices under Part II of the Environmental Protection Act 1990 in particular any notice which the Authority may serve under Sections 33, 34, 46, 47 and 59 or any subsection thereunder.

CHES/PEHO

Authorisation of employees of Runnymede Borough Council and other persons who, in pursuance of arrangements made by the Authority, have the function of giving such notices as 'Authorised Officers' for the purposes of giving notices, written warnings and requiring the payment of fixed penalties under Part II and appropriate sections of the Environmental Protection Act 1990 and associated Regulations.

CHES/PEHO

The appointment of appropriate staff of the UK Health Security Agency as Proper Officers for relevant purposes under the Public Health (Control of Diseases) Act 1984 and the National Assistance Acts 1948 and 1951

CHES/PEHO

The issue of fixed penalty notices in accordance with the Environmental Protection Enforcement policies prevailing at the time

CHES/PEHO

Smoke-free legislation –

Authorisation of any such persons as deemed necessary to enforce the smoke-free provisions of the Health Act 2006 and any Regulations made thereunder.

CHES/PEHO

Sunbeds (Regulation) Act 2010

- i) appointment of appropriate authorised Officers under the Act and
- ii) institution of legal proceedings in relation to offences under the Act

- i) **CHES/PEHO**
- ii) **CHLG/CHES/PEHO**

Sanitary facilities in Council Enforced Premises – discretion to allow deviation from British Standard in small premises holding less than 20 persons.

CHES/PEHO

Dogs – authorisation of any person (“an authorised person”) to act for the purpose of enforcing the Microchipping of Dogs (England) Regulations 2015 in the Runnymede area.

CHES/PEHO

[Enforcement of Land Drainage Bylaws.](#)

CHES/PE