

SCHEME OF SUB-DELEGATION – Andy Brown, Corporate Director for Resources & Deputy Chief Executive (Section 151 Officer)

The scheme of sub-delegation below shows the Council's function and the job title (or where required, name) of the officer to whom those decision-making powers and functions are delegated. Where a job title is given the delegations to all post holders of that job title. In all cases, each delegation applies to each person in direct line management of the delegate post holder or named person.

For the avoidance of doubt, the Corporate Director for Resources & Deputy Chief Executive (S151 Officer) can make decisions on behalf of the Council within their areas of responsibility provided that that decision has not been specifically reserved to Full Council, a Committee or Cabinet. The following specific functions may also be exercised by the officers specified on behalf of the Corporate Director and in the name of the Corporate Director.

This scheme authorises the Director, in consultation with the Corporate Director (or Chief Executive), to take all lawful action consistent within their areas of responsibility to deliver agreed strategy, plans and policy and to comply with statutory obligations within their areas of responsibility and within approved budget (as set out in Part 3 paragraph 1.7.1 of the Constitution).

This authorisation is effective from the date of signature of this document and replaces any former authorisation. In addition, any officer decision taken between 1st August, 2021 and today's date pursuant to a then subsisting sub delegation authorisation which, if it had been taken after this date would have fallen within this scheme of sub-delegation is hereby retroactively ratified.

In exercise of the power given to me pursuant to paragraph 1 of Part 3 Section D2 of Wiltshire Council's Constitution Scheme of Delegation to Officers (as last updated in February 2016) adopted by the Council at its meeting on 9th November 2010 or any subsequent successor constitution, I hereby authorise the officers designated in the last column of the table below to exercise on my behalf the powers set out in the first column subject to the necessary consultations and limitations specified.

	Function	Consultees	Limitations	Job Title or Name of Officer
1	Accountancy			
	The Council has a duty to raise and collect income from certain services. Where recovery of this income has been exhausted under Council procedures then the write off, of that debt should be considered in light of advice from the service and legal services. After which the debt write-off is delegated as follows:	Cabinet Relevant Executive Directors		
	Sundry		<ol style="list-style-type: none"> 1. Up to £5000 2. Up to £10000 3. Up to £50000 	<ol style="list-style-type: none"> 1. Head of Service or above 2. Head of Revenues & Benefits 3. Assistant Director - Finance (Deputy S151 Officer)
	Housing Rents		<ol style="list-style-type: none"> 1. Up to £5000 2. Up to £10000 	<ol style="list-style-type: none"> 1. Head of Housing Operations & People Service 2. Assistant Director - Finance (Deputy S151 Officer)
	Council Tax and NNDR		<ol style="list-style-type: none"> 1. Up to £200 2. Up to £2500 3. Up to £5000 4. Up to £10000 	<ol style="list-style-type: none"> 1. Revenues & Benefits Operation Managers 2. Corporate Benefits & Systems Manager/Corporate Revenue Manager 3. Head of Revenues & Benefits 4. Assistant Director - Finance (Deputy S151 Officer)
	Housing Benefits Overpayments		<ol style="list-style-type: none"> 1. Up to £100 2. Up to £1000 3. Up to £2500 4. Up to £5000 5. Up to £10000 	<ol style="list-style-type: none"> 1. Overpayment Recovery Officers & Specialists 2. Revenues & Benefits Operations Managers 3. Corporate Benefits & Systems Manager/Corporate Revenue Manager 4. Heads of Revenues & Benefits 5. Assistant Director - Finance (Deputy S151 Officer)

2	Pensions			
<p>The Section 151 Officer also undertakes the role of the Treasurer to the Wiltshire Pension Fund. Where there are matters of conflict, the Section 151 Officer will delegate:</p> <p>a) Council decision making to the council deputy Section 151 Officer; and</p> <p>b) Fund decision making to the Relevant Pension Officer.</p>	Cabinet Pension Fund	N/A	<p>Assistant Director - Finance (Deputy S151 Officer)</p> <p>Relevant Pension Officers:</p> <ol style="list-style-type: none"> 1. Head of Pension Fund Investment: All pensions accounting and investment related matters. 2. Head of Pensions Administration & Relations: All other pension matters. 	
<p>Approval to sign all admission agreements on behalf of the Fund will be delegated to the Head of Pensions Administration & Relations.</p> <p>Approval for all other Fund contracts with external providers will be delegated to the Relevant Pensions Officer.</p>			<p>Relevant Pension Officers:</p> <ol style="list-style-type: none"> 1. Head of Pension Fund Investment: All pensions accounting and investment related matters. 2. Head of Pensions Administration & Relations: All other pension matters. 	
<p>Approval for all pension fund administration expenditure, including staffing related costs and procurement of services and supplies (for example software, consultancy support and advice).</p>	Pension Committee	<p>Up the expenditure limits for the subcategories of administration, investments and governance as approved within the annual Pension Fund Budget.</p>	<ol style="list-style-type: none"> 1. Head of Pension Fund Investment: All pensions accounting and investment related matters, including all investment related areas of the budget. 2. Head of Pensions Administration & Relations: All other pension matters including all administration and governance related areas of the budget. 	
<p>Write off of pension overpayments</p> <p>(Note: HMRC rules do not classify any payment under £250 as being a taxable nor any overpayment following the death of pensioner where the Fund was notified for a period up to six months)</p>		<ol style="list-style-type: none"> 1. £250 2. Up to £1000 or up to six months pension overpayments relating to the death of pensioner if officers were not advised of the death 3. Up to £5000 	<ol style="list-style-type: none"> 1. Senior Pension Officers 2. Benefits Manager (Pensions) or Technical & Compliance Manager. 3. Head of Pensions Administration & Relations 	

3	Bank Accounts			
	The creation and deletion of bank accounts shall only be approved on the following delegation.	Relevant Cabinet Member	Cash balance, with no overdraft facility	Assistant Director - Finance (Deputy S151 Officer)
4	Grant Claim Approval			
	There are several claims requiring certification for audit. As part of this process, I delegate the certification as follows.	Corporate Director for Resources & Deputy CEO (S151 Officer)	Grants >£50,000 Grants <£50,000	Assistant Director - Finance (Deputy S151 Officer) except where specified to be S151 Officer Heads of Finance
5	Insurance			
	Decision on insurance claims up to £5,000	Service Departments for evidence Legal Services	Values over £500 to be referred to Chief Accountant	Insurance Officers
	Decision on insurance claims £5,000 to £250,000	Legal Services External Legal Advice (if required) Insurance Team Insurers	Values over £50,000 must be referred to our insurers. No limit on uninsured claims	Assistant Director - Finance (Deputy S151 Officer) Chief Accountant
6	Treasury			
	Management of the Council's resources	Full Council	Refer to Treasury Management Strategy Statement	

Information and Communications Technology (ICT)

	Function	Consultees	Limitations	Job title or Name of Officer
1	<p>The function of Information Security Management, including Cybersecurity</p> <p>Agree and authorise expenditure associated with provision and maintenance of information security measures to keep the company's data secure.</p>	Executive Directors Assistant Director of ICT Director of Finance	£100,000	Head of ICT
2	<p>The function of Data Collection and Management</p> <p>Agree and authorise expenditure associated with provision and maintenance of systems that allow the organisation to collect, store, manage and exploit data.</p>	Executive Directors Assistant Director of ICT Director of Finance	£100,000	Head of ICT
3	<p>The function of Communication</p> <p>Agree and authorise expenditure associated with provision and maintenance of ICT solutions that allows our organisation to communicate by multiple means, including phone, email, video conferencing and social media.</p>	Executive Directors Assistant Director of ICT Director of Finance	£100,000	Head of ICT
4	<p>The Function of Process Improvement</p> <p>Agree and authorise expenditure associated with improving the efficiency of operational ICT processes and IT support systems.</p>	Executive Directors Assistant Director of ICT Director of Finance	£100,000	Head of ICT
5	<p>The Function of Marketing</p> <p>Agree and authorise expenditure associated with the provision and maintenance of ICT solutions aimed at assisting marketing functions across our business. E.g. Content Creation, Online Advertising, Social media, Ecommerce, Marketing Research etc</p>	Executive Directors Assistant Director of ICT Director of Finance	£100,000	Head of ICT

6	IT Contracts Negotiate, sign and approve: New, or amended ICT related contracts up to the value of individual officer's authorised financial approval limits	Head of Procurement Assistant Director of ICT Director of Finance	Not to exceed in value the individual's authorised financial signing limit. Note: If more than one contract applies to a specific service, the combined contracts' value must not exceed authorised financial signing limit.	Head of ICT
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Commissioning and Procurement

	Function	Consultees	Limitations	Job title or Name of Officer
Recruitment				
1	Approval for new posts	HR/Finance		Reserved to the Director
2	Variation to the establishment	HR/Finance		Reserved to the Director
3	Permission to recruit	HR/Finance		Reserved to the Director
4	Agency staff	HR/Finance		Reserved to the Director
5	Action following a positive DBS	HR		Head of Service
Disciplinary Action for staff				
6	First written warning	HR		Head of Service
7	Final written warning	HR		Head of Service
8	Dismissal stage	HR/Director	All actions consistent with HR policy and guidance	Head of Service
9	Appeal	HR	All actions consistent with HR policy and guidance	Head of Service
10	Suspension	HR/Director	All actions consistent with HR policy and guidance	Head of Service
Finance				
11	Budget setting			Reserved to CLT
12	Monthly budget monitoring	Finance	All actions consistent with Finance policy and guidance	Head of Service

13	Tracking of savings in budget area	Finance	All actions consistent with Finance policy and guidance	Head of Service
14	Approval of invoices up to £250k	Finance	All actions consistent with Finance policy and guidance	Head of Service
15	Approval of invoices up to £100k	Finance	All actions consistent with Finance policy and guidance	Programme Lead
16	Approval of invoices over £250k and up to £1m	Finance	All actions consistent with Finance policy and guidance	Reserved to the Director
Commissioning				
17	Annual Service Plan	Operations		Head of Service
18	Agree SPH's annual procurement pipeline (Atamis)	SPH		Head of Service
19	Ensure SPH's contract list is up-to-date (Atamis)	SPH		Commissioning Leads
20	Authority to make a decision to go to market below below £25k (not including execution of formal contracts)	Head of Service/Operations/SPH	All actions consistent with procurement policy & guidance If budget sits with operations and not commissioning, there must be written agreement from the budget holder	Commissioning Leads
21	Authority to make a decision to go to market between £25k & £181, 301 (not including execution of formal contracts)	Finance/SPH	As above, 3 quotes must be obtained	Head of Service
22	Authority to make a decision to go to market above £181, 301 (not including execution of formal contracts)	Finance/SPH	Seek formal tenders but Public Contracts Regulations 2015 to be followed noting Light Touch Regime. Such tenders may require Cabinet agreement	Head of Service (with Senior Category Manager up to £0.5m and Head of SPH £0.5m+)

23	Procurement with the CCG	CCG/Finance/SPH	Council policy and guidance to be followed. Will require agreement of JCB and to go through necessary CCG governance	Head of Service
24	Contract award recommendation acceptance-up to £250k	SPH/Finance	All actions consistent with procurement policy & guidance	Head of Service
25	Contract award recommendation acceptance-up to £999, 999	SPH/Finance	All actions consistent with procurement policy & guidance	Reserved to Director (above to ED)
26	Contract Variation approval-up to £250k	SPH/Finance	All actions consistent with procurement policy & guidance	Head of Service
27	Contract Variation approval-up to £999, 999	SPH/Finance	All actions consistent with procurement policy & guidance	Reserved to Director (above to ED)
28	Contract Extension approval-up to £250k	SPH/Finance	All actions consistent with procurement policy & guidance	Head of Service
29	Contract Extension approval-up to £999, 999	SPH/Finance	All actions consistent with procurement policy & guidance	Reserved to Director (above to ED)
30	Raise exemption for submission to SPH-up to £250k	SPH/Finance	All actions consistent with procurement policy & guidance	Head of Service
31	Raise exemption for submission to SPH-up to £999, 999	SPH/Finance	All actions consistent with procurement policy & guidance	Reserved to Director (above to ED)

32	Specifications	SPH	Council policy and guidance must be followed. Specifications must be agreed by the relevant Operations SMT. Joint specifications with the CCG must be signed off by them	Head of Service/Director for high value and high risk
33	Annual Market Position Statement	SPH		Head of Service
Procurement				
34	Agree and authorize any procurement budget related expenditure	Relevant Cabinet Member Corporate Director for Resources & Deputy CEO(S151 Officer) Relevant Corporate Directors of Procurement & Commissioning	1. Up to £500 2. Up to £250,000	1. Senior Category Manager 2. Head of Strategic Procurement
35	To approve Sourcing Plans, Regulation 84 evaluation (procurement evaluation) reports		1. Up to FTS (Find a TenderService) threshold 2. Over FTS threshold	1. Senior Category Manager 2. Head of Strategic Procurement in consultation with Commercial Board
36	To sign and enter into contracts and frameworks for goods, works or services on behalf of the Council		1. Up to FTS threshold 2. Over FTS threshold up to £1,000,000	1. Category Manager 2. Senior Category Manager or Head of Strategic Procurement
37	To approve consolidated monthly invoice payments for council-wide corporate services such as Temporary Agency Staff, MDF/Printer charges, public notices, etc.		1. Up to £25,000 2. Up to £250,000 3. Approval of invoices over £250k and up to £1m	1. Senior Category Manager 2. Head of Strategic Procurement 3. Director of Procurement & Commissioning
38	To approve exemptions i.e. ordinary up to FTS and extraordinary above FTS		1. Up to FTS threshold 2. Above FTS threshold	1. Head of Strategic Procurement in consultation with Exemptions Panel 2. Corporate Director of Resources/Deputy CE or Director of Legal & Governance

Assets and Commercial Development

	Function	Consultees	Limitations	Job title or Name of Officer
1	To issue notices to quit, notices of seeking possession, notices seeking demotion and notices to end introductory tenancies			Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Senior Neighbourhood Officers Housing Income Manager Senior Income Officer
2	To review and decide upon whether a decision to end an introductory tenancy should be overturned or upheld following a request for review by a Council tenant		Review decision cannot be made by same officers who made original decision	Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager
3	To authorise court proceedings for matters relating to breach of tenancy or lease conditions and authorise for eviction by a bailiff where under court order for HRA property	Legal services		Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager
4	To authorise variations to the terms of secure tenancies under section 102 of the Housing Act 1985 and to enter into agreements under section 102(1)(a), or in the absence of any agreement under s102 to authorise the service of preliminary notices of intention to vary a secure tenancy, and notices of variation under section 103 of the Housing Act 1985.	Legal Services		Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager
5	To authorise applications for assignments, successions, sub-letting and authorise demoted tenancies			Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager Senior Neighbourhood Officers
6	To issue Closure Notices for up to 48 hours			Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager

7	To authorise applications to buy Council dwellings under Part V (“Right to Buy”) of the Housing Act 1985 (as amended), including issuing section 123 Housing Act 1985 ‘Offer Notices’, and to authorise rectifications or variations (including the transfer of additional land) relating to dwellings sold under the right to buy.	Legal services, financial services, Strategic assets		Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager
8	To grant and transfer mortgage agreements to new or additional mortgagees	Legal services, financial services, Strategic assets		Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Housing Income Manager
9	To authorise applications for the right to repair			Head of Strategic Asset Maintenance & Facilities Management Responsive Repairs Manager Senior Contracts Surveyors Repairs Surveyors Direct Services Team Leaders
10	To ensure the Council’s landlord obligations in relation to repair and maintenance of the Council’s housing stock			Head of Housing Revenue Account (HRA) Operations Contracts Manager Responsive Repairs Manager Senior Customer Support
11	To authorise the waiver or permanent release of covenants affecting former right to buy dwellings or to authorise the giving of consent (including retrospective consent) for works in breach of covenant in relation to former right to buy properties.	Legal services Estates		Head of Estates & Development Senior Estates Manager Housing Income Manager
12	To authorise the grant of licences or easements over local authority land in respect of former local authority dwellings.	Legal services Estates		Head of Estates & Development Senior Estates Manager Housing Income Manager

13	To authorise applications from tenants (including long-leasehold tenants of right to buy flats) for consent to carry out alternations or improvements (in accordance with the tenancy agreement or lease)			Head of Housing Revenue Account (HRA) Operations Head of Strategic Asset Maintenance & Facilities Management Tenancy Services Manager Contracts Manager Responsive Repairs Manager Repairs Surveyors
14	To authorise applications for warrants and injunctions to gain forced entry to any property, in the event that access is denied once all official procedures have been exhausted, in order for the Council to comply with the Gas Safety Regulations 1998 and gain entry to property where there is a welfare concern, danger to life or the structure of the building may be compromised due to fire, flood or other detrimental event	Legal services		Head of Housing Revenue Account (HRA) Operations Tenancy Services Manager Contracts Manager Responsive Repairs Manager Out of Hours Duty Officer
15	Authorise expenditure of commuted sums in line with restrictions set out in s.106 agreement	Finance officers	Restrictions in s. 106 agreement	Head of Estates and Development Residential Development Manager
15	Support Registered Provider bids for Homes England and other funding sources			Principal Development Officer
17	Submit bids for grant funding from the Homes England and other agencies on behalf of the council (where approval given by Cabinet/Capital Assets Committee)	Cabinet Member, Service Director	On specific delegation by a Director following Cabinet approval	Head of Estates and Development Residential Development Manager
18	Make recommendations for release / amendment of covenants between WC and RP partners on land relating to affordable housing regeneration schemes	Director, Legal Services, Estates	Recommendation to Director	Head of Estates & Development Residential Development Manager

19	Approve use of Right to Buy receipts, commuted sum funding and capital funding on qualifying developments including approval of associated Grant Funding Agreements with Registered Providers	Housing Assets & New Development Team, Legal Services, Finance	Within agreed budgets	Head of Estates & Development Residential Development Manager
20	Authorise contract variations in respect of Housing Related Support Contracts Authorisation to issue new contract agreement. Authorise termination of contracts. Authorisation to complete Record of Officer Decision	Strategic Procurement	Subject to Director & Member approval to award contracts.	Head of Housing Revenue Account (HRA) Operations Contracts Manager Responsive Repairs Manager
21	Authorise spend from Community Housing Fund in relation to Community Housing projects	Spatial Planning, Finance	Within agreed budgets and bidding criteria	Head of Estates & Development Residential Development Manager
22	Approve spending of RTB receipts on Re-Purchasing of RTB properties and open market purchases	Finance	In line with existing parameters (No more than 6% of RTB receipts and up to 30% of purchase price)	Head of Estates & Development Residential Development Manager
23	Authorise the re-purchase of former local authority dwellings (including those sold under the statutory right to buy under the Housing Acts 1980 and 1985 or those sold under the local authority's voluntary right to dispose (pursuant to the Housing Act 1974 etc.) and including where the Council receives an offer notice under the housing (Right of First Refusal) Regulations 2015 or any subsequent regulations	Finance Estates	Within agreed budget and in line with the process	Head of Estates & Development Residential Development Manager

24	<p>Authorise the service of notices pursuant to regulation 6 (Acceptance Notices) and regulation 7 (Rejection notices) of the Housing (Right of First Refusal) Regulation 2015 or to otherwise nominate another person to accept any offer pursuant to regulation 8 of the Housing (Right of First Refusal) Regulation 2015</p>	<p>Legal Services Estates Finance (Where appropriate)</p>		<p>Head of Estates and Development Residential Development Manager</p>
25	<p>Approve Purchase of s106 dwellings</p>	<p>Finance Legal Procurement</p>		<p>Head of Estates & Development Residential Development Manager</p>
26	<p>All day to day estate management decisions relating to the Operational Portfolio including, but not limited to, entering into new leases and licenses, serving rent review notices, termination notices, notices under the Landlord and Tenant Act 1954, or other notices as required by any lease or licence, negotiating and settling rent reviews, lease renewals, assignments, consent to sub-lets, license to carry out alternations or any other agreements or consents under any lease or licence, lease debt write off, dilapidations claims, deeds of variation, renegotiations (of lease terms) and surrenders. This includes the decision to assign and reassign services and partner organisations to various properties within the Operational Portfolio to facilitate the proper utilisation of this portfolio. All day-to-day maintenance in respect of reactive maintenance and compliance matters within the operational portfolio.</p> <p>The above actions shall be taken where they contribute to achieving and maintaining the established objectives and financial considerations for each of the categories within this part of the portfolio. Where appropriate, the Head of Estates & Development or Senior Estate Manager may give further delegations to an Estate Manager, Estates Surveyor or Assistant</p>	<p>As appropriate depending on the complexity and sensitivity of the case in hand: - Cabinet Member Local Members as defined by policy Public as required under statutory requirements Internal Service Heads as appropriate Legal Services</p>	<p>The right to approve the grant of leases under this paragraph 1 excludes leases for which a premium is payable (regardless of the length of term) or leases for a term exceeding 125 years (other than those falling within paragraph 4 below - grant of leases pursuant to the Asset Transfer Policy).</p>	<p>Head of Estates & Development Senior Estates Manager</p>

	<p>Estates Surveyor relating to the day to day estate management of the Operational Portfolio. Such delegations to be provided in writing and will not include decisions listed above.</p>			
27	<p>All day to day estate management decisions relating to the Investment Portfolio including, but not limited to, entering into new leases and licenses, serving rent review notices, termination notices, notices under the Landlord and Tenant Act 1954, or other notices as required by any lease or licence , negotiating and settling rent reviews, lease renewals and surrenders, assignments, consent to sub-lets, license to carry out alternations or any other agreements or consents under any lease or licence, lease debt write off, dilapidations claims, deeds of variation, renegotiations (of lease terms) and surrenders.</p> <p>The above actions shall be taken where they contribute to achieving and maintaining the established objectives and financial considerations for each of the categories within this portfolio. All day-to-day maintenance activity in respect of reactive maintenance and compliance matters where responsibility is retained by the landlord.</p> <p>Where appropriate, the Head of Estates & Development or Senior Estate Manager may give further delegations to an Estate Manager, Estates Surveyor or Assistant Estates Surveyor relating to the day-to-day estate management of the Investment Portfolio. Such delegations to be provided in writing and will not include decisions listed above.</p>	<p>As appropriate depending on the complexity and sensitivity of the case in hand: -</p> <ul style="list-style-type: none"> Cabinet Member Local Members as defined by policy Public as required under statutory requirements Internal Service Heads as appropriate Legal Services 	<p>The right to approve the grant of leases under this paragraph 1 excludes leases for which a premium is payable (regardless of the length of term) or leases for a term exceeding 125 years (other than those falling within paragraph 4 below - grant of leases pursuant to the Asset Transfer Policy).</p>	<p>Head of Estates & Development Senior Estates Manager</p>

28	Negotiating and agreeing terms for the acquisition of assets into the Operational or Investment Portfolio, and acquiring/granting of private rights of way and other wayleaves and easements	Relevant Cabinet Member Local Members as defined by policy Public as required under statutory requirements Internal Service Heads as appropriate Legal Services	Approval up to authorised signing limit as contained in the 'authorised signatory list' Asset Management Frameworks Cabinet Authority	Head of Estates & Development Senior Estates Manager
29	For de minimis value (<£15,000) transactions that accord with good estate management practice to do so to protect the Council's interest. (e.g. boundary dispute resolutions) Granting leases or licenses to town or parish councils, prior to any package transfers as part of the Service Devolution and Asset Transfer Policy. The grant of leases to third sector groups as part of the Community Asset Transfers Policy, after authority is provided. Freehold disposal of land parcels and service-based assets to Parish Council's as part of the Service Devolution and Asset Transfer Policy. Negotiating and agreeing private rights of way and other easements and wayleaves to utility companies and third parties.	Relevant Cabinet Member Local Members as defined by policy Public as required under statutory requirements Legal Services	Transaction considerations / value not to exceed capital value £15,000 Cabinet Authority	Head of Estates & Development Senior Estates Manager
30	Negotiate, sign and approve new, amend or cancel contracts up to the value approved under the individual officer's signing list for invoice payments	Strategic Procurement Unit Legal Services	Not to exceed in value the individual's authorised signing limits as contained in the 'authorised signatory list'. If more than one contract applies to a specific service, the combined contract negotiation value must not exceed authorised limit	Head of Strategic Asset Maintenance & Facilities Management Head of Estates & Development Senior Estates Manager Asset Manager (Asset Condition and Business Management) Residential Development Manager Senior Capital Build Project Managers
31	Instructing Legal Services to defend legal claims or to inform the Estates team on the strength of the council's position concerning property matter relating to 1 and 2 above	Legal Services Insurance Team Insurers		Head of Estates & Development Senior Estates Manager

32	Decide what are the appropriate terms for freehold acquisition and disposal of Assets and granting of other property interests for a premium to include appointing agents, marketing approach, what overage/claw back provisions are to be applied, what rights are to be granted and reserved, and the methods of sale, including the granting of options agreements.	Legal Services Finance		Head of Estates & Development Senior Estates Manager Strategic Projects & Development Manager
33	Decisions relating to the prioritisation of capital works and the deployment of capital maintenance spending across the investment and operational portfolio. This includes works such as, capital maintenance, minor refurbishments, extensions and demolition, and works as associated with awarded grants.	Local Members as defined by policy Public as required under statutory requirements Internal Service Heads as appropriate		Head of Strategic Asset Maintenance & Facilities Management Asset Manager (Asset Condition and Business Management)
34	Payment of invoices in line with approved RoOD and confirmation of completion of works. Approval of Contractors Payment Certificate in line with NEC or JCT contract with QS Valuation Report.			Residential Development Project Managers Residential Development Manager Head of Estates & Development Head of Strategic Asset Maintenance & Facilities Management Asset Manager (Asset Condition and Business Management) Senior Capital Build Project Managers



SIGNED: _____

Andy Brown, Corporate Director for Resources & Deputy Chief Executive (S151 Officer)

DATE: 01/02/2022