

# Public Document Pack



Date: **16 October 2023**  
Our ref: **General Purposes Committee/Agenda**  
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## **GENERAL PURPOSES COMMITTEE**

**24 OCTOBER 2023**

A meeting of the General Purposes Committee will be held at **3.30 pm on Tuesday, 24 October 2023** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### **Membership:**

Councillor Scobie (Chair); Councillors: Albon, Austin, Davis, Dawson, Donaldson, Duckworth, Everitt, Garner, Huxley, Nichols, Ovenden, Whitehead, Worrow and Wright

## **AGENDA**

**Item**  
**No**

**Subject**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST** (Pages 3 - 4)  
To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest advice attached to this Agenda. If a Member declares an interest, they should complete the [Declaration of Interest Form](#)
3. **MINUTES OF PREVIOUS MEETING** (Pages 5 - 8)  
To approve the minutes of the meeting of the General Purposes Committee held on 24 January 2023, copy attached.
4. **MINUTES OF EXTRAORDINARY MEETING** (Pages 9 - 10)  
To approve the minutes of the extraordinary meeting of the General Purposes Committee held on 10 July 2023, copy attached.
5. **SCHEME OF OFFICER DELEGATIONS** (Pages 11 - 34)
6. **PAY POLICY STATEMENT 2023/24**  
Report to follow

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### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or  
Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992



If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

If you need to declare an interest then please complete the declaration of [interest form](#).

## GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on 24 January 2023 at 3.30 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor Ash Ashbee (Chair); Councillors Austin, J Bayford, R Bayford, Everitt, Ovenden, Rawf, D Saunders, M Saunders, Scobie and Wright

### 23. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Albon, substituted by Councillor Scobie.

### 24. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 25. MINUTES OF PREVIOUS MEETING

Councillor David Saunders proposed, Councillor Bob Bayford seconded and Members agreed the minutes as a correct record of the General Purposes Committee meeting that was held on 4 November 2022.

### 26. SENIOR MANAGEMENT STRUCTURE

Colin Carmichael, Interim Chief Executive introduced the report and made the following comments:

- This was an important subject that needed progressing as part of implementing the recommendations from the Independent Monitoring Officer's report;
- Currently the Chief Executive had the authority to make decisions on the appointment of Heads of Service and Directors;
- The General Purposes Committee was being asked to endorse the recommendations in the CEx's report regarding the restructure of the senior management structure;
- With the agreement of members the CEx will proceed with the new proposed structure and replace the current temporary arrangements with the new permanent staff structure;
- Adoption of the new structure would enable the CEx to recruit to any vacancies;
- A two stage consultation was carried out with all the staff as part of the formal exercise.
- Officers who working in an acting capacity to these vacant roles were working hard in those roles and the level of commitment had been impressive;
  
- There were a number of projects that the Council was implementing that included the Levelling Up Funds and Town Deal projects. These projects had significant fund allocations and required a stable senior management team to implement them successfully;
- There was a need to set up an Appointment Sub Committee of the General Purposes Committee whose role would be to appoint Chief Officers. This sub committee was quite traditional in Local Government;
- It was important to establish a good structure for the incoming CEx;
- The CEx also proposed that Director of Service titles be replaced by Heads of Service job titles. This would eliminate any confusion that currently existed by the use of Corporate Director and Service Director titles. This proposal was

supported by most of the staff who responded to the CEx's consultation on the matter;

- The responses from the staff consultation on the senior management restructure was pleasing;
- A new structure chart proposed in Annex 1 to the committee report, would be populated with officer names to the new roles.

Members asked questions and made comments as follows:

- One Member said that this was an excellent and detailed report. Members were in agreement with the principles relating to Member involvement in the recruitment process of senior council officers (i.e. chief officers);
- Since GPC did not have the authority to change the scheme of delegations, any changes to the terms of reference of the GPC or the creation of the Appointment Sub Committee would need to be approved by Full Council, with changes also being made to the Council Constitution;
- Establishing a politically balanced sub committee although appropriate, would not necessarily guarantee inclusion of all political groups that make up the council;
- Could Members be involved in the temporary appointment to the director roles or would they only be involved in the permanent appointment to these roles?
- Previously Members were not involved with the appointment of interim senior officers;
- This proposal for Member involvement in the recruitment of directors was an excellent approach which brought the TDC process more in line with how the same process is managed by other Councils;
- What were the timescales for the appointment to the new structure?
- It would be more helpful if all Members were informed of and got involved in the new recruitment process;
- There used to be a committee that would shortlist three candidates for then CEx post and forward the list to Full Council for final decision;
- Would a set up where Open Spaces operatives (who can work across tasks) could report to a Cleansing Head of Service and not to the Head of Open Spaces be the best approach?
- One Member said that Statutory Officers had to be appointed by Full Council;
- Another Member said that there should be a limited opportunity for Full Council to ask a limited number of questions of the of the CEx and Head of Paid Services;
- The Appointment Sub Committee could be set up by the end of February 2023.

The Chair suggested that Members be involved in the recruitment to the Directors of Place and Environment posts which were being proposed in the new structure. In order to enable Member oversight over this matter, the Chair then proposed that Recommendation 7 in the committee report be amended to read as follows:

That the appointment of Directors and CEx that would be made by the newly created Appointment Sub Committee be formally approved by Full Council.

After some debate, the Chair withdrew the amendment.

Colin Carmichael and Sameera Khan, Interim Head of Legal & Monitoring Officer responded to Member comments and questions as follows:

- Candidates at this level of senior management role would be used to Member involvement in the recruitment process;
- S151 Officer role could be attached to the director level role;
- Full Council had also to formally approve the Monitoring Officer appointment;

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- Officers had just started making draft changes to the Council Constitution to be through Constitutional Review Working Party, Standards Committee and Full Council before end of February;
- An external company was assisting with the constitutional changes work stream;
- Members should be involved in the appointment to fill in temporary or permanent Director posts;
- Once GPC had approved the officer recommendations, appointment to the senior posts would be done as soon as was possible, with the first option being 1 March 2023 but not later than 1 April 2023;
- Slotting and ringfencing would be done in the week beginning 30 January 2023;
- Advertising to the vacant posts would be done in early February with most appointments being done by 1 March;
- Some of the officers would still be in an acting capacity until those roles were filled. This would be the case with the Head of Operations role;
- Setting up of the sub committee would be a Full Council process, which could be done at the 23 February Council meeting;
- The appointment interview to the CEx role would be better delegated to a sub committee than be conducted by Full Council;
- Where to place the Open Spaces staff on the organisational structure was a hot topic, with some staff responding to the consultation saying that the operatives should fall under the Street Cleansing Services;
- CEx opted to use functions in assigning where the operatives would go. That meant assigning them to the Beaches, and Coastal Areas;
- Colin Carmichael suggested that all the appointments be made by the Interim CEx and the GPC would then be requested to endorse the appointments
- Any changes to the recruitment process of senior management could be made after the May 2023 Local Government elections if Members wished to revisit the issue.

Councillor Bob Bayford proposed, Councillor Everitt seconded and the General Purposes Committee UNANIMOUSLY AGREED to adopt the following recommendations:

1. To endorse the proposed Senior Management Structure as set out in the report at paragraph 6.8 to the committee report;
2. To authorise the Chief Executive to determine the operative date of the new structure;
3. To recommend to Council that the terms of reference of the General Purposes Committee should explicitly cover the approval of any future substantial changes to the senior management structure (which by definition will be the scope and reporting lines of the posts of Chief Executive, Directors, and Heads of Service);
4. To delegate to the Chief Executive, in consultation with the Leader, any future non-substantial changes to the senior structure;
5. To note that changes may be made to the structure, depending on appointments to the vacant posts;
6. For this exercise only, to delegate to the Chief Executive the responsibility of making appointments to all of the new senior structure at the ring-fencing/slotting stage, and to any vacant posts of Head of Service at the competitive recruitment stage;
7. For this exercise only, to delegate to the Chief Executive the responsibility of recommending shortlisted candidates to the vacant posts of Director of Place and Director of Environment at the competitive recruitment stage to the appointment sub-committee for interview and formal approval. In addition to delegate to the Chief Executive all responsibilities regarding the existing temporary acting arrangements for directors.
8. To recommend to Council the creation of a politically balanced Appointment Sub Committee of the General Purposes Committee as soon as possible with terms of reference to oversee the process of recruitment to the posts of Chief Executive and

## Agenda Item 3

Directors, including the final decision on successful candidates; and to take on the responsibility of hearing Grievances at this level;

9. To agree to delegate the appointment of Heads of Service (deputy Chief Officers) to the Chief Executive.

This was subject to the Interim Chief Executive, Leader of Council and Committee Clerk amending the wording to Recommendations 7 and 8 above.

Meeting concluded: 4.28 pm



## GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on 10 July 2023 at 10.00 am in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor Harry Scobie (Chair); Councillors Albon, Austin, Davis, Donaldson, Everitt, Garner, Huxley, Nichols, Ovenden, Rusiecki, Whitehead and Wright

### 27. APOLOGIES FOR ABSENCE

Apologies were received from the following Members:

Councillor Worrow;  
Councillor Dawson, substituted by Councilor Rusiecki;  
Councillor Duckworth;  
Councillor Crittenden who was meant to substitute Councillor Duckworth.

### 28. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

Mr Colin Carmichael, Interim Chief Executive, advised the meeting of a significant interest regarding the item on the appointment of the Interim Chief Executive and Head of Paid Service (agenda item 4), as he was the incumbent.

As a result, Members agreed to swap around the agenda items so that the item regarding the appointment of the Council's Monitoring Officer would be considered ahead of the one for appointing the Interim Chief Executive.

### 29. EXCLUSION OF PUBLIC AND PRESS REPORT

Councillor Albon proposed, Councillor Davis seconded and Members agreed to unexempt annex 1 to the report on the appointment of the Council's Monitoring officer.

### 30. APPOINTMENT OF THE COUNCIL'S MONITORING OFFICER

Mr Colin Carmichael introduced the report and advised Members that it was a statutory obligation for the council to appoint to the position of the council's Monitoring Officer.

Members asked if there would be adequate legal support for Mr Nick Hughes, the deputy Monitoring Officer if he was asked to be the acting Monitoring Officer. Mr Carmichael advised the meeting that there was adequate legal support in the Legal Department, but if needed, external legal assistance would also be sought. Members thanked Ms Sameera Khan, Interim Head of Legal and Monitoring Officer for covering that role on an interim basis.

Councillor Albon proposed, Councillor Huxley seconded and the General Purposes Committee agreed to forward the following recommendations to Full Council:

1. That Ingrid Brown be appointed as the Council's Monitoring Officer from her first day of service;
2. That, in the meantime, Sameera Khan should continue in that role until either she leaves the Council's service, or until Ingrid Brown's first day of service, whichever is earlier;
3. That, if Sameera Khan leaves the Council's service before Ingrid Brown begins,

4. Nick Hughes, as deputy Monitoring Officer, should cover the role for the interim period.

At the conclusion of consideration of this item, Mr Carmichael left the meeting room.

**31. APPOINTMENT OF THE INTERIM CHIEF EXECUTIVE AND HEAD OF PAID SERVICES**

Ms Sonia Godfrey, Head of Human Resources introduced the report and said that the role of the Head of Paid Service was a statutory one. The council was therefore required to have a Head of Paid Service in post. This was critical for the Council's stability. A twelve months' extension of the contract would ensure continuity and stability until a permanent appointment was made.

Members thanked Mr Carmichael for the work done thus far and that he was the right choice who had brought significant experience into the organisation. Mr Carmichael was insightful and well regarded by senior officers and Members. His work was well recognised by all the political groups. When asked when the Council would be employing on a more permanent basis to that role, Councillor Everitt, Leader of Council said that at the appropriate time, he would start by speaking to all the group leaders to kick start that process.

Councillor Albon proposed, Councillor Rusiecki seconded and the General Purposes Committee agreed to forward the following recommendations to Full Council:

1. For Full Council to extend the appointment of Colin Carmichael as Interim Chief Executive, Head of the Paid Service, and Returning Officer for a further year, until 31 July 2024;
2. To note that the Appointment Panel has the responsibility of determining the timing and process of the appointment of a permanent Chief Executive.

Meeting concluded : 10.15 am

## **SCHEMES OF OFFICER DELEGATIONS**

<b>General Purposes Committee</b>	24 October 2023
<b>Report Author</b>	Nicholas Hughes, Committee Services Manager
<b>Portfolio Holder</b>	Cllr Yates, Portfolio Holder for Corporate Services
<b>Status</b>	For Information
<b>Classification:</b>	Unrestricted
<b>Ward:</b>	All

### **Executive Summary:**

This report is to inform Members of the Chief Executive's scheme of officer delegations, which are attached at annexes 1-4 of this report.

### **Recommendation(s):**

The report is for information.

### **Corporate Implications**

#### **Financial and Value for Money**

There are no direct financial implications arising from this report.

#### **Legal**

There are no direct legal implications arising from this report.

#### **Risk Management**

A clear and transparent set of officer delegations mitigates risk for the Council. It allows Officers and Members to clearly see where delegated authority to make decisions lies and ensures that decisions can be made appropriately and only by those with the appropriate levels of delegated authority.

#### **Corporate**

A clear scheme of officers delegations that is published on the Council's website, shows that the Council is transparent with its decision making and allows Officers, Members and Members of the public to see at what level decisions can be made.

#### **Equality Act 2010 & Public Sector Equality Duty**

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty: -  
(Delete as appropriate)

- To eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act.
- To advance equality of opportunity between people who share a protected characteristic and people who do not share it
- To foster good relations between people who share a protected characteristic and people who do not share it.

## Corporate Priorities

This report relates to the following corporate priorities: -

- *Growth*
- *Environment*
- *Communities*

## 1.0 Introduction and Background

1.1 As part of the review by the Independent Monitoring Officer, it was recommended:

*“To review the scheme of delegation to ensure that it is clear and easy to understand and also includes appropriate conditions requiring engagement of Cllrs in strategic and high-risk decisions.”*

1.2 The scheme of delegations for Cabinet and Committees is set out in the Council's constitution and was agreed at the Council's Annual Council meeting on 18 May 2023. All other decision making powers that were not retained by the Cabinet Leader or exercised by Committees were delegated to the Chief Executive as Head of Paid Service. This report demonstrates how the Chief Executive has further delegated those powers throughout the organisation. This is known as the scheme of officer delegations.

## 2.0 The Current Situation

2.1 As described above the Chief Executive was given all decision making powers (except those retained by the Cabinet Leader or exercised by Committees) at the

Annual meeting of Council, he has then delegated those powers to the directors of the Council and in turn each director has sub delegated to officers in their respective directorates. This allows for a “golden thread” of delegated power to run from a front-facing junior officer all the way back through to the Chief Executive and the Leader of the Council. The four elements that form the scheme of officer delegations are outlined in Annexes 1 to 4 of this report.

- 2.2 The scheme of officer delegations is in the gift of the Chief Executive as Head of Paid Service and not subject to approval from elected Members, as such this report is for Members information only.

Contact Officer: Nicholas Hughes (Committee Services Manager)

Reporting to: Sameera Khan (Interim Head of Legal & Monitoring Officer)

## **Annex List**

Annex 1: Chief Executives Delegations

Annex 2: Director of Corporate Services and Section 151 delegations

Annex 3: Director of Environment delegations

Annex 4: Director of Place delegations

## **Background Papers**

None

## **Corporate Consultation**

**Finance:** Chris Blundell (Director of Corporate Services - Section 151)

**Legal:** Sameera Khan - Interim Head of Legal & Monitoring Officer

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### Chief Executive delegations

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Chief Executive. The Chief Executive then delegates some of those functions and responsibilities to directors.

This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

Post	Responsibilities and Functions
<b>Chief Executive</b>	<b>All functions and responsibilities in relation to all services not otherwise reserved by Members or Committees.</b>
Director of Corporate Services and Section 151 Officer	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Finance and Procurement</li> <li>● Insurance and Risk Management</li> <li>● Human Resources</li> <li>● East Kent Services</li> <li>● Legal and Democracy</li> <li>● Revenues and Benefits</li> <li>● Facilities Management</li> <li>● Workplace Health and Safety</li> <li>● Elections (excluding Returning Officer Responsibilities)</li> </ul>
Director of Environment	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Neighbourhoods</li> <li>● Coastal and Public Realm</li> <li>● Cleansing Services</li> </ul>
Director of Place	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Property</li> <li>● Housing and Property</li> <li>● Regeneration and Growth</li> </ul>
Head of Strategy and Transformation	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● <b>Corporate Plan</b></li> <li>● <b>Climate Change</b></li> <li>● <b>Equalities Policy</b></li> <li>● <b>Improvement and Performance</b></li> <li>● <b>Communications</b></li> <li>● <b>Consultations</b></li> </ul>

	<ul style="list-style-type: none"> <li>● <b>Social Media</b></li> <li>● <b>Member engagement</b></li> <li>● <b>Civica activity on Customer Services</b></li> <li>● <b>ICT</b></li> <li>● <b>Digital strategy</b></li> <li>● <b>Business transformation and analysis</b></li> <li>● <b>Digital Technology</b></li> <li>● <b>Digital Security</b></li> <li>● <b>Warning and Informing during emergencies and crisis management</b></li> </ul>
Senior Transformation and Technology Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Digital and ICT strategy</li> <li>● System improvement and business redesign</li> <li>● Internal digital and technology support - including digital skills</li> <li>● Network and infrastructure</li> <li>● Cloud strategy</li> <li>● Digital project management</li> <li>● Performance management</li> <li>● Accessibility and digital inclusivity</li> <li>● Digital data compliance</li> </ul>
Policy Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Organisational/corporate policy management</li> <li>● Service Planning</li> </ul>
Communications Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Communications strategy and council-wide communications protocols</li> <li>● Media relations - proactive and reactive media handling for the council</li> <li>● Internal communications</li> <li>● Social media management</li> <li>● Public engagement and consultations</li> <li>● Brand management</li> <li>● Warning and informing the public during an emergency</li> </ul>
ICT and Digital Managers	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Infrastructure and network management</li> <li>● ICT support and digital skills</li> <li>● GIS mapping</li> <li>● Data management</li> <li>● TDC website</li> <li>● Online forms</li> </ul>
Climate Change Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The creation and coordination of the council's Net Zero Strategy</li> <li>● Strategies, activity and advice with regard to climate change, cutting carbon emissions and supporting biodiversity</li> <li>● Low carbon and climate change initiatives</li> </ul>



<b>Executive Support Manager</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"><li>• <b>Complaints Management</b></li></ul>
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Colin Carmichael (Interim Chief Executive)

Date: 12th October 2023

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**Director of Corporate Services and Section 151 delegations**

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Director of Corporate Services. In addition various Executive functions are delegated to the Director and to the Heads of Service in the Directorate. Under the Council's scheme of delegations to officers, these delegations can be further sub-delegated.

This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

Post	Responsibilities and Functions
<b>Director of Corporate Services and S.151 Officer</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● Finance and Procurement</li> <li>● Insurance and Risk Management</li> <li>● Human Resources</li> <li>● Legal and Democracy</li> <li>● Revenues and Benefits</li> <li>● Facilities Management</li> <li>● Workplace Health and Safety</li> </ul>
<b>Head of Finance and Procurement</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● Financial Services</li> <li>● Financial Systems</li> <li>● Treasury Management</li> <li>● Procurement</li> <li>● Insurance</li> <li>● Risk Management</li> <li>● Workplace Health and Safety</li> </ul>
Financial Services Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● Financial Services including - Financial Management, Budget setting, Medium Term Financial Planning, Budget Monitoring, Final Accounts and Capital Accounting</li> <li>● Financial Systems including - Creditors (payments), Income and ensuring the integrity of the general ledger and Finance systems.</li> <li>● Treasury Management including - Daily cash management, debt management and long term funding</li> </ul>

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## Annex 2

	<ul style="list-style-type: none"> <li>● Procurement including - Leading on finding, acquiring, buying goods, services or works from an external source</li> <li>● Risk and Insurance</li> <li>● Staff Management</li> </ul>
Finance Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Financial Services including - Financial Management, Budget setting, Medium Term Financial Planning, Budget Monitoring, Final Accounts and Capital Accounting</li> <li>● Risk and Insurance including - Management of the Authorities risk management function, re-tendering of the insurance contracts, meetings with insurers and management and claims Handling.</li> <li>● Staff Management</li> </ul>
Procurement Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Procurement including - Leading on finding, acquiring, buying goods, services or works from an external source</li> <li>● Staff Management</li> </ul>
Financial Systems Income and Payments Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Financial Systems including - Creditors (payments), Income and ensuring the integrity of the general ledger and Finance systems.</li> <li>● Staff Management</li> </ul>
<b>Head of Human Resources</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>HR Advice</b></li> <li>● <b>Employment Law</b></li> <li>● <b>HR Policies</b></li> <li>● <b>Organisational Development</b></li> <li>● <b>Client for contracted out HR services; Payroll, Occupational &amp; Employee Health, eLearning, Salary Sacrifice</b></li> <li>● <b>Equalities as it relates to the workforce</b></li> </ul>
Employee Relations Lead	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● HR Advice</li> <li>● Employment Law</li> <li>● HR Policies</li> </ul>
HR Advisor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● HR Advice</li> </ul>
<b>Head of Legal and Democracy</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Legal</b></li> <li>● <b>Democratic Services</b></li> <li>● <b>Elections* ♦</b></li> <li>● <b>Information governance - data protection and</b></li> </ul>

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## Annex 2

	<p style="text-align: center;"><b>cyber-security</b></p> <ul style="list-style-type: none"> <li>● <b>Land Charges</b></li> </ul>
Committee Services Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Committee services</li> <li>● Land charges</li> </ul>
Senior Land Charges Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Maintaining the Land Charges database</li> <li>● Processing of legal searches</li> </ul>
Electoral Services Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Electoral Registration</li> </ul>
Information Governance and Equality Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Data protection</li> <li>● Information governance</li> <li>● Freedom of information</li> <li>● Subject Access Request</li> </ul>
Principal Litigation Solicitor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Legal functions relating to property transactions and contract and procurement matters.</li> <li>● To deputise for the Head of Legal and Democracy</li> </ul>
Principal Lawyer - Property	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Legal functions relating to civil and criminal litigation and enforcement action.</li> <li>● To deputise for the Head of Legal and Democracy</li> </ul>
<b>Health and Safety Compliance Manager</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Work-based health and safety</b></li> </ul>
<b>Facilities Manager</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Print and Mail</b></li> <li>● <b>Cleaners</b></li> <li>● <b>Caretakers</b></li> <li>● <b>Facilities Management</b></li> <li>● <b>Internal repairs and maintenance</b></li> <li>● <b>Property compliance commissioning</b></li> </ul>

\*Council Delegation, not Executive Delegation.

◆ Returning Officer Delegations, not Executive Delegation.

A handwritten signature in black ink, appearing to read 'Chris Blundell', is positioned above the name label.

Chris Blundell (Director of Corporate Services - Section 151)

Date: 16/10/23

### Director of Environment delegations

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Chief Executive. The Chief Executive then delegates some of those functions and responsibilities to directors.

Under the Council's scheme of delegations to officers, the above delegations can be further sub-delegated. This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

Post	Responsibilities and Functions
<b>Director of Environment</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● Neighbourhoods</li> <li>● Coastal and Public Realm</li> <li>● Cleansing</li> </ul>
<b>Head of Neighbourhoods</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>● Cemeteries and Crematorium</li> <li>● Multi-agency services (Multi-Agency Task Force)</li> <li>● Enforcement services</li> <li>● Community safety</li> <li>● Regulatory services (Environmental Health/Licensing*/Food safety/Air quality)</li> <li>● Parking</li> <li>● Technical support</li> </ul>
Technical Support Manager  Technical Support Officers	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>● The issuing of licences, certificates, provisional statements and notices under the 2003 Licensing Act where no relevant representation or objection is made</li> <li>● The issuing of reviews under the 2003 Licensing Act on behalf of the Licensing Authority</li> <li>● Decisions on whether a complaint/representation is irrelevant, frivolous, vexatious under the 2003 Licensing Act and request to be removed as designated premises supervisor</li> </ul>
	<ul style="list-style-type: none"> <li>● the issuing of licences, permits, registrations, and notices under the 2005 Gambling Act where no relevant representation or objection is made</li> <li>● the issuing of reviews under the 2005 Gambling Act on</li> </ul>

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	<ul style="list-style-type: none"> <li>behalf of the Licensing Authority</li> </ul>
	<ul style="list-style-type: none"> <li>authorised to take action under the following provisions of the Local Government (Miscellaneous Provisions) Act 1976 in relation to the licensing of hackney carriage and private hire vehicles, drivers and operators:-               <ul style="list-style-type: none"> <li>a) inspection of licences, records and suspension of licences</li> <li>b) testing and inspection of vehicles</li> <li>c) return of identification plate or disc</li> <li>d) fitness of vehicles</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>employ veterinary surgeons and other advisory officers as necessary in pursuance of the exercise of the Council's registration and licensing functions</li> </ul>
	<ul style="list-style-type: none"> <li>Responsibility for Sunday Trading Laws</li> </ul>
	<ul style="list-style-type: none"> <li>The authorised person of the Licensing Authority as defined in the Licensing Act 2003, Gambling Act 2005 and the Criminal Justice and Police Act 2001</li> </ul>
	<ul style="list-style-type: none"> <li>Inspections and powers of entry, including the taking of samples in accordance with various Acts.</li> </ul>
	<ul style="list-style-type: none"> <li>All functions related to Safety Advisory Groups</li> </ul>
Community Services Manager  Community Officer	<ul style="list-style-type: none"> <li>All functions and responsibilities in relation to anti-social behaviour in accordance with various Acts.</li> </ul>
	<ul style="list-style-type: none"> <li>Designated Officer under the provisions of the Childrens Act 2004</li> </ul>
	<ul style="list-style-type: none"> <li>All functions in relation to safeguarding including adults, children, anti-terrosism, modern day slavery in accordance with various Acts.</li> </ul>
	<ul style="list-style-type: none"> <li>Responsibility for Community Safety Planning/S17 responsibilities in accordance with Crime and Disorder Act 1998.</li> </ul>
	<ul style="list-style-type: none"> <li>Review and seizure of CCTV footage from authority owned systems in accordance with Crime and Disorder Regulations 2007.</li> </ul>
	<ul style="list-style-type: none"> <li>Issue of trespass notice under Criminal Justice and Public Order Act 1994</li> </ul>
	<ul style="list-style-type: none"> <li>Statutory Public Accountability under Police &amp; Justice Act 2006</li> </ul>



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	<ul style="list-style-type: none"> <li>● Refuse Disposal (Amenity) Act 1978</li> </ul>
Regulatory Services Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Food safety and food hygiene in accordance with various European Directives and Acts.</li> <li>● European Communities Act 1972. This Act makes provision of the incorporation of EC law into the domestic law of the UK. Under section 2(2) Regulations may be laid before Parliament to implement required changes to UK law to include EU Directives. It also provides in section 2(4) that all UK legislation, including primary legislation (Acts of Parliament) shall have effect “subject to” directly applicable EC law.</li> <li>● All functions in relation to health and safety enforcement in workplace premises in accordance with various Acts.</li> <li>● All functions and responsibilities relating to licensing enforcement.</li> </ul>
Senior Environmental Health Practitioners Environmental Health Practitioners Public Protection Officers Environmental Protection Officers	<p>All functions and responsibilities, subject to the officer being qualified to undertake them in relation to:</p> <ul style="list-style-type: none"> <li>● Food safety and food hygiene in accordance with various European Directives and Acts.</li> <li>● European Communities Act 1972. This Act makes provision of the incorporation of EC law into the domestic law of the UK. Under section 2(2) Regulations may be laid before Parliament to implement required changes to UK law to include EU Directives. It also provides in section 2(4) that all UK legislation, including primary legislation (Acts of Parliament) shall have effect “subject to” directly applicable EC law.</li> <li>● All functions in relation to health and safety enforcement in workplace premises in accordance with various Acts.</li> <li>● Environmental Protection functions in accordance with various Acts including but not limited to Air Quality, Statutory Nuisance, Contaminated Land.</li> </ul>
Senior Licensing Officers Licensing Officers	All functions and responsibilities in relation to licensing.
	<ul style="list-style-type: none"> <li>● employ veterinary surgeons and other advisory officers as necessary in pursuance of the exercise of the Council’s registration and licensing functions</li> </ul>
	<ul style="list-style-type: none"> <li>● authorised to take action under the following provisions of the Local Government (Miscellaneous Provisions) Act 1976 in relation to the licensing of hackney carriage and private hire vehicles, drivers and operators:-             <ol style="list-style-type: none"> <li>a) inspection of licences and records</li> <li>b) testing and inspection of vehicles</li> <li>c) return of identification plate or disc</li> </ol> </li> </ul>

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	d) fitness of vehicles
	<ul style="list-style-type: none"> <li>the authorised person of the Licensing Authority as defined in the Licensing Act 2003, Gambling Act 2005 and the Criminal Justice and Police Act 2001</li> </ul>
	<ul style="list-style-type: none"> <li>inspections and powers of entry, including the taking of samples, in accordance with various Acts</li> </ul>
Parking and Transportation Enforcement Manager  Civil Enforcement Supervisor  Civil Enforcement Office	<ul style="list-style-type: none"> <li>All functions and responsibilities, dependent on officer qualifications, relating to Traffic Management including but not limited to on and off street parking, abandoned vehicles, street naming and numbering and bus shelters.</li> </ul>
Enforcement and Multi Agency Task Force Manager	<ul style="list-style-type: none"> <li>All functions and responsibilities in relation to the multi agency task force, street scene and CCTV</li> </ul>
CCTV Supervisor  CCTV Operatives.	<ul style="list-style-type: none"> <li>All functions and responsibilities in relation to the operation and function of CCTV including but not limited to the Regulatory Powers and Investigation Act</li> </ul>
Street Scene Enforcement Officers	All functions and responsibilities in relation to the delivery of the street scene enforcement, including but not limited to litter and fly tipping. <ul style="list-style-type: none"> <li>Anti-Social Behaviour Act 2003</li> <li>Anti-Social Behaviour, Crime and Policing Act 2014</li> <li>Clean Neighbourhood and Environment Act 2005</li> <li>Control of Pollution Act 1974</li> <li>County of Kent 1981</li> <li>Dangerous Dogs Act 1991 (1997)</li> <li>Dogs (Fouling of Land) Act 1996</li> <li>Environment Act 1995</li> <li>Environmental Protection Act 1990</li> <li>Environment Protection Act 1985</li> <li>Highways Act 1980</li> <li>Local Government (Miscellaneous) Act 1976</li> <li>Local Government Act 2000</li> <li>Noise &amp; Statutory Nuisance Act 1993</li> <li>Police &amp; Criminal Evidence Act 1984</li> <li>Prevention of Damage by Pest Act 1949</li> <li>Proceeds of Crime Act 2003</li> <li>Rag, flock and other Materials Act 1951/81</li> <li>Refuse Disposal (Amenity) Act 1978</li> <li>Regulation of Investigatory Powers Act 2000</li> <li>Removal &amp; Disposal of Vehicle Regs 1986</li> </ul>

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	<ul style="list-style-type: none"> <li>● Road Traffic Regulations Act 1984</li> <li>● Scrap Metal Dealers Act 2013</li> <li>● Traffic Management Act 2004</li> <li>● Protection of Freedoms Act 2012</li> <li>● Housing Act 2004</li> <li>● Animal Welfare Act 2006</li> <li>● The Microchipping of Dogs (England) Regulations 2015</li> <li>● Thanet Byelaws</li> </ul>
<p><b>Head of Coastal and Public Realm</b></p>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Port and Harbour management and client</b></li> <li>● <b>Beach and coastal services</b></li> <li>● <b>Technical Services - flood and coast protection/coastal maintenance/coastal asset management/municipal civil engineering</b></li> <li>● <b>Birdwise</b></li> <li>● <b>Emergency Planning</b></li> <li>● <b>Open Spaces</b></li> <li>● <b>Minor Works</b></li> <li>● <b>Public Conveniences (investment and Improvement)</b></li> </ul>
<p>Beach and Coast Manager</p>	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Beach and coast services including <ul style="list-style-type: none"> <li>- Seaweed removal and deployment</li> <li>- Bathing water quality</li> <li>- Coastal amenity maintenance and improvement</li> <li>- Granting of permissions for coastal activities</li> </ul> </li> <li>● North East Kent Marine Protected Area</li> <li>● Thanet Coast Marine Conservation Zone</li> <li>● Thanet Coast Special Protection Area</li> <li>● Thanet Coast Special Area of Conservation</li> <li>● Beach Public Spaces Protection Order under the following acts. <ul style="list-style-type: none"> <li>- Environmental Protection Act 1990</li> <li>- Clean Neighbourhoods &amp; Environment Act 2005</li> <li>- Prevention of Damage by Pests Act 1949</li> <li>- Anti-social Behaviour, Crime and Policing Act 2014</li> <li>- Refuse Disposal Amenity Act 1978</li> <li>- Control of pollution Act (Amendment) Act 1989</li> <li>- Regulation of Investigatory Powers Act 2000</li> <li>- All aspects of part 6 The Environment of the Anti-social Behaviour Act 2003</li> <li>- Anti-social Behaviour, Crime and Disorder Act 2014 (2023 updates)</li> <li>- (Community Protection Notice) – Ongoing problems or nuisance which negatively affect the community’s quality of life by targeting those responsible</li> <li>- Clean neighbourhoods &amp; Environment Act 2005</li> <li>- Section 59 – Dog Fouling</li> </ul> </li> </ul>

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<p>Maritime Operations Manager and Harbour Master</p>	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Collection of harbour fees</li> <li>● Enforcement of harbour terms and conditions</li> <li>● Ensure compliance with the Port Marine Safety Code</li> <li>● Facilitate the safe and efficient use of the port and harbour</li> <li>● Regulate the movement and handling of dangerous and polluting substances within the port and harbour area</li> <li>● Ensure compliance with relevant health and safety legislation</li> <li>● Manage the safety of navigation within the defined harbour limits</li> <li>● Regulate and monitor vessel movements and the operation of Port Control to ensure appropriate levels of service are delivered.</li> <li>● Manage the safe and efficient operation of the pilotage service</li> <li>● Ensuring compliance with the port's statutory obligations related to the marine environment</li> </ul>
<p>Open Spaces Manager</p>	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Ensure grounds maintenance, tree maintenance, minor works, playgrounds, and allotments, in association with other council services, volunteers and external partners are delivered to the highest possible quality.</li> <li>● The planning and implementation of the short and long term maintenance of open spaces and their facilities.</li> <li>● Ensure that the Open Spaces service meets the governance requirements of the council</li> </ul>
<p>Deputy Technical Services Manager</p>	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Management of the Technical Services &amp; Beach and Coast department.</li> <li>● The council's duties under the Flood and Coast Protection act 1949 and the Land Drainage Act 1991</li> <li>● Ensure compliance with the Council's Health and Safety Policy, Risk Assessments and all relevant legislation</li> <li>● Oversee the Flood and Coast Risk Management (FCERM) Programme.</li> <li>● Facilitate the safe use of coastal zone assets and spaces for residents, visitors and employees.</li> <li>● Manage coastal and municipal civil engineering and construction projects</li> <li>● Advise on the impact of coastal development or projects on the marine environment, ensuring sustainable development in line with the Marine and Coastal Access Act 2009</li> <li>● All functions under the Beach and Coast Manager</li> <li>● Budget Manager for Technical Services revenue and capital budgets</li> <li>● Advise on and fulfil the Council's duties under the Civil Contingencies Act 2004</li> <li>● Develop and implement shoreline pollution and flood emergency plans and coastal emergency exercises</li> </ul>

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	<ul style="list-style-type: none"> <li>● Lead response to emergencies occurring around the coastline, particular responsibility for flooding and shoreline pollution incidents</li> </ul>
<b>Head of Cleansing</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Waste Collection</b></li> <li>● <b>Recycling</b></li> <li>● <b>Street Cleaning</b></li> <li>● <b>Public Convenience cleaning and operating times</b></li> </ul>
Cleansing Services Strategic Projects Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Improving the council's recycling rate through initiatives and engagement with the residents of Thanet.</li> <li>● Engagement with local Parish Councils to deal with more localised projects.</li> <li>● Management of online functions in regards to the waste service.</li> </ul>
Waste Compliance Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Environmental Permit Compliance</li> <li>● Responding to resident enquiries and formal complaints.</li> <li>● Maintenance of bin and container stock levels.</li> <li>● Legislation in regards to waste management storage and transfer.</li> <li>● Collection and recording of waste data.</li> </ul>
Transport and Fleet Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Compliance in regards to transport legislation and the Council's Operators Licence.</li> <li>● Provision and maintenance of fleet (both collection and street sweeping vehicles).</li> <li>● The appearance and cleanliness of the fleet.</li> <li>● Management of engineering staff.</li> </ul>
Waste Operations Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The design and implementation of all collection services: <ul style="list-style-type: none"> <li>○ Residual Waste</li> <li>○ Mixed Recycling</li> <li>○ Paper Recycling</li> <li>○ Food Recycling.</li> <li>○ Clinical waste collections</li> </ul> </li> <li>● The deployment of street sweepers within the district, cleansing the urban environment both manually and via mechanical sweeping.</li> <li>● The cleansing of public parks and green spaces.</li> <li>● The emptying of litter bins both on street and in public parks/green spaces.</li> <li>● Provision of waste receptacles for residents.</li> </ul>

\*Council Delegation, not Executive Delegation.



Mike Humber - Director of Environment  
Date: 12 October 2023

### Director of Place Delegations

Under the Constitution for Governance of Thanet District Council, certain Council responsibilities and functions are delegated to the Chief Executive. The Chief Executive then delegates some of those functions and responsibilities to directors.

Under the Council's scheme of delegations to officers, the above delegations can be further sub-delegated. This scheme of delegation authorises the post holders identified below to undertake these Council and Executive functions and responsibilities, provided that an officer can only carry out a responsibility if:

- They (or an officer who reports to them) have budgetary or management responsibility for it; and
- The constitution or the law does not require it to be carried out by someone else; and
- The activity is not reserved by Members or committees.

Post	Responsibilities and Functions
<b>Director of Place</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>• <b>Tenant and Leaseholder Services</b></li> <li>• <b>Property</b></li> <li>• <b>Housing and Planning</b></li> <li>• <b>Regeneration and Growth</b></li> </ul>
<b>Head of Tenant and Leaseholder Services</b>	<b>All functions and responsibilities in relation to:</b> <ul style="list-style-type: none"> <li>• <b>Tenant and Leaseholder Services</b></li> </ul>
Building Safety and Compliance Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>• The health and safety of tenants and leaseholders of the council's housing stock.</li> <li>• Safety within TDC residential buildings within the scope of the Building Safety Act 2022 (Tower Blocks)</li> </ul>
Housing Manager	All functions and responsibilities in relation to: <ul style="list-style-type: none"> <li>• The management of council dwellings and tenancies</li> <li>• The issuing of statutory notices in relation to TDC tenants and leaseholders</li> <li>• The letting of tenancies for TDC residential dwellings.</li> <li>• RTB sales</li> </ul>
Income Manager	All functions in relation to: <ul style="list-style-type: none"> <li>• Income management and advice to tenants and leaseholders.</li> <li>• Arrears actions and statutory notices.</li> <li>• Court action for debt, possession and attachment of earnings orders etc.</li> <li>• Service charges to the council's leaseholders:</li> <li>• The issuing of annual invoices and statements of account.</li> </ul>

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Senior Repairs Surveyor	<p>All functions in relation to:</p> <ul style="list-style-type: none"> <li>• The letting of relevant repairs contracts.</li> <li>• Issuing of orders for repairs activities.</li> <li>• Completion of disabled adaptations to council dwellings.</li> </ul>
Planned Works Team Leader	<p>All functions in relation to:</p> <ul style="list-style-type: none"> <li>• Issuing orders for planned works activities</li> </ul>
Resident Involvement Manager	<p>All functions in relation to:</p> <ul style="list-style-type: none"> <li>• Resident involvement</li> </ul>
<b>Head of Property</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>• <b>Estates management, valuations, development, acquisitions &amp; disposals</b></li> <li>• <b>Major capital works, repairs and maintenance</b></li> <li>• <b>Property advice, landlord and tenant, rent &amp; Capital</b></li> </ul>
Principal Surveyor - Strategic Asset Management	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Instructing agents, marketing reports and recommendations</li> <li>• Minor acquisitions and disposals (Under £100,000)</li> <li>• Instructing agents, reporting and strategic planning</li> </ul>
Principal Building Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Responsive and planned maintenance programs and budgets setting.</li> <li>• Condition and dilapidation surveys.</li> </ul>
Asset Development Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Capital works, programs, delivery and budget approval.</li> </ul>
Decarbonisation Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Decarbonisation of the council's operational portfolio</li> <li>• Carbon reduction in tenanted and investment portfolios.</li> </ul>
Principal Property Management Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Landlord and tenant, rent maximisation, lettings</li> <li>• Annual Insurance and Valuations</li> </ul>
Compliance Officer	<p>All functions and responsibilities in relation to Corporate Property Health and Safety Compliance, for operational, commercial and other buildings including:</p> <ul style="list-style-type: none"> <li>• Risk Assessments and Action Planning</li> <li>• Recording Completion of related works</li> <li>• Auditing compliance and risk registers</li> </ul>
Estate Surveyor	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>• Landlord and Tenant activities for income generation, lease renewals (outside of L&amp;T Act) and rent reviews (under £25k p.a.), Lettings, tenant management, rental valuations, invoicing and rent collection.</li> </ul>



<b>Head of Housing and Planning</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Housing Options</b></li> <li>● <b>Housing Strategy and Projects</b></li> <li>● <b>Private Sector Housing</b></li> <li>● <b>Development Control*</b></li> <li>● <b>Planning Enforcement</b></li> <li>● <b>Local Plan/strategic planning</b></li> <li>● <b>Building Control</b></li> </ul>
Strategic Planning Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Local Plan and strategic planning</li> <li>● Neighbourhood Planning</li> </ul>
Housing Strategy and Projects Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● New council house building</li> <li>● Housing Enabling</li> <li>● Disabled Facilities Grants and Housing Assistance</li> <li>● Housing Strategy</li> <li>● Home Energy Advice and Support</li> </ul>
Housing Options Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Housing Register</li> <li>● Homelessness</li> <li>● Rough Sleeping</li> <li>● Landlord Incentives</li> </ul>
Planning Applications Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Planning Enforcement</li> <li>● Development Control*</li> </ul>
Principal Planning Officers	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The determination of Planning Applications</li> </ul>
Building Control Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Building Regulation Applications and Enforcement</li> <li>● Dangerous Structures</li> </ul>
Private Sector Housing Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Housing related enforcement and licensing</li> <li>● Empty homes</li> <li>● Caravan sites and mobile homes</li> <li>● Land affecting the amenity of an area</li> <li>● Service of Notices in relation to the Town and Country Planning act 1990</li> </ul>
Senior Housing Improvement Officer, Senior Housing Licensing Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Housing related enforcement and licensing</li> </ul>
Sustainable Energy	<p>All functions and responsibilities in relation to</p>

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## Annex 4

Lead	<ul style="list-style-type: none"> <li>● Home Energy advice and referrals</li> <li>● Home Energy capital and revenue bids</li> </ul>
<b>Head of Regeneration and Growth</b>	<p><b>All functions and responsibilities in relation to:</b></p> <ul style="list-style-type: none"> <li>● <b>Economic Development and Business Support activities</b></li> <li>● <b>Culture and Tourism (Visitor services)</b></li> <li>● <b>Museums</b></li> <li>● <b>Business space management - Kent Innovation Centre/Green Campus/Future High Street Fund</b></li> <li>● <b>Delivery of the Simplification Pathfinder Pilot including delivery of the Levelling Up Fund, Margate Town Deal projects and Future High Street Fund</b></li> <li>● <b>Delivery of the UK Shared Prosperity Fund</b></li> </ul>
Tourism Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The Visit Thanet Service</li> </ul>
Visitor Services Officer	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The management of the Visitor Information Centre</li> </ul>
Project Manager (s)	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Delivery of government funded regeneration programmes including Future High Street Fund, Margate Town Deal and Levelling Up Fund</li> </ul>
Shared Prosperity Project Coordinator	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The UK Shared Prosperity Programme</li> </ul>
Theatre Royal Project Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● Delivery of the Margate Town Deal and council Theatre Royal Margate and 19 Hawley Square project</li> </ul>
Business Centre Manager	<p>All functions and responsibilities in relation to:</p> <ul style="list-style-type: none"> <li>● The Management of the Kent Innovation Centre</li> </ul>

\*Council Delegation, not Executive Delegation.



Bob Porter Director of Place  
Date: 9 October 2023