

Appendix

4.10.2 JOINT DIRECTOR OF DEVELOPMENT

1. PROPER OFFICER APPOINTMENTS

(1) to be the Council's Corporate Property Officer

DELEGATED MATTERS

2. FUNCTIONS OF THE COUNCIL

(1) i) Exercise the powers and duties of the Council under section 16 (power of local authorities to obtain particulars of persons interested in land) of the Local Government (Miscellaneous Provisions) Act 1976;

ii) Section 330 (Requisitions for Information) of the Town and Country Planning Act 1990; and

iii) Section 171C (Planning Contravention Notices) of the Town and Country Planning Act 1990.

(2) In the event that the Bolsover District Council Peacetime Emergency and Disaster Plan is triggered, to exercise any or all of the respective duties and responsibilities specified therein or arising therefrom.

(3) To approve the virement of savings up to a value of £10,000 direct employee expenses excepted subject to the agreement of SMT.

(4) To determine applications under the Regulation of Investigatory Powers Act 2000 and related legislation.

(5) To sign applications for planning permission, building regulation approval, and associated notices and documents where the Council is the applicant.

(6) In consultation with the Leader and Deputy Leader, to agree extended rent free periods up to 5 years where major building works are undertaken by tenants at Pleasley Vale Business Park.

3.. MANAGEMENT

(a) GENERAL

(1) To deputise for the Chief Executive Officer in his absence and as instructed by the Chief Executive Officer.

(2) To authenticate any notice, order or other document which the Director of Development may be authorised to sign on behalf of the Council.

(3) To suspend or dismiss any employee.

(4) To authorise in respect of Heads of Service both annual leave and annual leave which may be carried forward to the next financial year subject to a maximum of 5 days.

(5) Amend the duties and responsibilities of employees within the Directorate provided always that there is no resultant financial consequence.

(6) Grant compassionate leave/special leave in respect of Heads of Service and below within the Directorate in accordance with the Council's policy.

(7) To ensure that staff appraisals are carried out in respect of all staff within the directorate and to appraise the Heads of Service within the Directorate on a regular basis.

(8) To waive any part of the notice required to be given by the Heads of Service within the Directorate or any employee below Head of Service level within the Directorate to terminate employment.

(9) To appoint staff in accordance with the approved establishment for the Directorate.

(10) The power to delegate any matter which has been delegated to the Director of Neighbourhoods.

(11) Authorisation to take disciplinary action, in accordance with the Disciplinary and Appeals Procedure.

(12) To vire employee expenses towards advertising posts

(b) IN CONSULTATION WITH MEMBERS

None

4.10.3 JOINT DIRECTOR OF NEIGHBOURHOODS

1. PROPER OFFICER APPOINTMENTS

None

DELEGATED MATTERS

2. FUNCTIONS OF THE COUNCIL

(a) GENERAL

(1) i) Exercise the powers and duties of the Council under section 16 (power of local authorities to obtain particulars of persons interested in land) of the Local Government (Miscellaneous Provisions) Act 1976;

ii) Section 330 (Requisitions for Information) of the Town and Country Planning Act 1990; and

iii) Section 171C (Planning Contravention Notices) of the Town and Country Planning Act 1990.

(2) In the event that the Bolsover District Council Peacetime Emergency and Disaster Plan is triggered, to exercise any or all of the respective duties and responsibilities specified therein or arising therefrom.

(3) To approve the virement of savings up to a value of £10,000 direct employee expenses excepted subject to the agreement of SMT.

(4) To determine applications under the Regulation of Investigatory Powers Act 2000 and related legislation.

(5) With the appropriate Members, to represent the Council at the meetings of the Bolsover Community Safety Strategy Group and where necessary for the implementation of the Bolsover Community Safety Strategy, to commit the Council to any scheme provided that any associated cost is within existing budgets.

(b) IN CONSULTATION WITH MEMBERS

None

3. MANAGEMENT

(a) GENERAL

(1) To deputise for the Chief Executive Officer in his absence and as instructed by the Chief Executive Officer.

(2) To authenticate any notice, order or other document which the Director of Neighbourhoods may be authorised to sign on behalf of the Council.

(3) To suspend or dismiss any employee.

(4) To authorise in respect of Heads of Service both annual leave and annual leave which may be carried forward to the next financial year subject to a maximum of 5 days.

- (5) Amend the duties and responsibilities of employees within the Directorate provided always that there is no resultant financial consequence.
- (6) Grant compassionate leave/special leave in respect of Heads of Service and below within the Directorate in accordance with the Council's policy.
- (7) To ensure that staff appraisals are carried out in respect of all staff within the Directorate and to appraise the Heads Service within the Directorate on a regular basis.
- (8) To waive any part of the notice required to be given by the Heads of Service within the Directorate or any employee below Head of Service level within the Directorate to terminate employment.
- (9) To appoint staff in accordance with the approved establishment for the Directorate.
- (10) The power to delegate any matter which has been delegated to the Director of Neighbourhoods.
- (11) To sign applications for planning permission, building regulation approval, and associated notices and documents where the Council is the applicant.
- (12) Authorisation to take disciplinary action, in accordance with the Disciplinary and Appeals Procedure.
- (13) To vire employee expenses towards advertising posts

(b) IN CONSULTATION WITH MEMBERS

None

4.10.4 JOINT DIRECTOR OF CORPORATE RESOURCES

1. PROPER OFFICER APPOINTMENTS

(1) To be the designated officer for the purposes of section 151 of the Local Government Act 1972.

(2) To be the Council's Officer Champion for Procurement.

DELEGATED MATTERS

2. FUNCTIONS OF THE COUNCIL

(a) GENERAL

(1) Exercise the powers and duties of the Council under Section 16 (power of local authorities to obtain particulars of persons interested in land) of the Local Government Miscellaneous Provisions) Act 1976.

(2) To approve home loss payments.

(3) Write off debts/items where the amount or value is £1000 or less in respect of the following categories -

- (i) Sundry Debts
- (ii) National Non Domestic Rates
- (iii) Council Tax
- (iv) Community Charge
- (v) Rent Arrears
- (vi) Mortgage repayments
- (vii) Loss of property
- (viii) Obsolete stores and equipment

(4) Payment of grant to Senior Citizens lunch clubs in accordance with the Council's Policy

(5) In cases where an application for grant aid falls outside the criteria fixed by the Executive to advise applicants accordingly.

(6) To issue, serve and pursue in Court proceedings the following in order to recover or prevent any increase in rent arrears, licence fee arrears, mesne profits or the extent of other monies owed to the Council by virtue of a tenancy agreement or contractual arrangement:-

- (i) a Notice Seeking Possession under the Housing Act 1985
- (ii) a Landlord's Notice to Terminate under section 25 Landlord and Tenant Act 1954
- (iii) a Notice to Quit

the termination of a contractual licence and the above includes commencing proceedings for forfeiture, distress, distraint or any other appropriate remedy.

(7) Exercise the powers and duties of the Council under Section 16 (power of local authorities to obtain particulars of persons interested in land) of the Local Government Miscellaneous Provisions) Act 1976.

(8) In the event that the Bolsover District Council Peacetime Emergency and Disaster Plan is triggered, to exercise any or all of the respective duties and responsibilities specified therein or arising therefrom.

(9) To approve the virement of savings up to a value of £10,000 direct employee expenses excepted subject to the agreement of Senior Alliance Management Team.

(10) To determine applications under the Regulation of Investigatory Powers Act 2000 and related legislation.

(11) To amend Parish Council interest rates.

(12) To effect movements between the separately agreed limit for borrowing and other long term liabilities, within the total limit for any individual year.

(13) To determine Discretionary Rate Relief and to award Mandatory Rate Relief.

(14) The execution and administration of treasury management decisions, in accordance with the Council's policy statement and TMPs and CIPFA's Standard of Professional Practice on Treasury Management.

(b) IN CONSULTATION WITH MEMBERS

(1) To renew the Council's insurance cover in consultation with the Chief Executive Officer, Leader and Deputy Leader and the Chair and Vice Chair of Scrutiny Committee, whilst ensuring the most economically advantageous contracts for insurance are secured.

(2) In consultation with the Cabinet Member for Regeneration, delegated authority for bridging loan applications.

3. MANAGEMENT

(a) GENERAL

(1) Authenticate any Notice, Order or other document which the Director of Resources is authorised to sign by the Council.

(2) To obtain independent legal advice in connection with Director of Resource's duties under section 151 of the Local Government Act 1972 and section 114 of the Local Government Finance Act 1988 and to incur the necessary reasonable expenditure to obtain such advice.

(3) The power to delegate any matter delegated to the Director of Resources.

(4) To attend as a representative of the Council at any meeting of creditors of any Company such meetings being called under the provisions of the Companies Act 1985 and to vote at such meetings in the best interests of the Council.

(5) Suspend or dismiss any employee.

(6) To authorise in respect of the Heads of Service within the Directorate both annual leave and annual leave which may be carried forward to the next financial year subject to a maximum of 5 days.

(7) Amend the duties and responsibilities of employees within the Directorate provided always that there is no resultant financial consequence.

(8) Grant compassionate leave/special leave in respect of Heads of Service and below within the Directorate in accordance with the Council's policy.

(9) To ensure that staff appraisals are carried out in respect of all staff within the Directorate and to appraise the Heads of Service within the Directorate on a regular basis.

(10) To waive any part of the notice required to be given by the Heads of Service within the Directorate or any employee below Head of Service level within the Directorate to terminate employment.

(11) To appoint staff within the Directorate in accordance with the approved establishment for the Directorate.

(12) Authorisation to take disciplinary action, in accordance with the Disciplinary and Appeals Procedure.

(13) To vire employee expenses towards advertising posts

4.10.5 JOINT DIRECTOR OF HEALTH AND WELLBEING

1. PROPER OFFICER APPOINTMENTS

None

DELEGATED MATTERS

2. FUNCTIONS OF THE COUNCIL

(a) GENERAL

(1) i) Exercise the powers and duties of the Council under section 16 (power of local authorities to obtain particulars of persons interested in land) of the Local Government (Miscellaneous Provisions) Act 1976;

ii) Section 330 (Requisitions for Information) of the Town and Country Planning Act 1990; and

iii) Section 171C (Planning Contravention Notices) of the Town and Country Planning Act 1990.

(2) In the event that the Bolsover District Council Peacetime Emergency and Disaster Plan is triggered, to exercise any or all of the respective duties and responsibilities specified therein or arising therefrom.

(3) To approve the virement of savings up to a value of £10,000 direct employee expenses excepted subject to the agreement of SMT.

(4) To determine applications under the Regulation of Investigatory Powers Act 2000 and related legislation.

(b) IN CONSULTATION WITH MEMBERS

(i) In consultation with the Head of Leisure and the Portfolio Holder for Social Inclusion delegated powers to commission the Public Art and Participatory Arts programme.

3. MANAGEMENT

(a) GENERAL

(1) To deputise for the Chief Executive Officer in his absence and as instructed by the Chief Executive Officer.

(2) To authenticate any notice, order or other document which the Director of Health and Wellbeing may be authorised to sign on behalf of the Council.

(3) To suspend or dismiss any employee.

(4) To authorise in respect of Heads of Service both annual leave and annual leave which may be carried forward to the next financial year subject to a maximum of 5 days.

(5) Amend the duties and responsibilities of employees within the Directorate provided always that there is no resultant financial consequence.

(6) Grant compassionate leave/special leave in respect of Heads of Service and below within the Directorate in accordance with the Council's policy.

(7) To ensure that staff appraisals are carried out in respect of all staff within the directorate and to appraise the Heads of Service within the Directorate on a regular basis.

(8) To waive any part of the notice required to be given by the Heads of Service or any employee below Head of Service level within the Directorate to terminate employment.

(9) To appoint staff in accordance with the approved establishment for the Directorate.

(10) The power to delegate any matter which has been delegated to the Director of Neighbourhoods.

(11) To sign applications for planning permission, building regulation approval, and associated notices and documents where the Council is the applicant.

(12) Authorisation to take disciplinary action, in accordance with the Disciplinary and Appeals Procedure.

(13) To vire employee expenses towards advertising posts

(b) IN CONSULTATION WITH MEMBERS

None

