

DELEGATIONS OF AUTHORITY:

Director of Operations

This document replaces any previous delegations given in writing or verbally. It sets out the circumstances in which officers in the Council are able to exercise delegated powers on behalf of the Director of Operations which relate to the function within the Directorate where:

- The Director is unable to act owing to absence or illness;
- The matter is so urgent that it cannot await the return of the Director; and
- The Director has agreed to delegate the activity

If any matter is not urgent, officers are only entitled to act in the circumstances set out below:

Reference No	Function	Authorised Officer(s)	Consultation/Limitation
CD1 CD3 CD4	<u>Community Relations Matters – Executive Functions</u> CD1 To exercise powers of management, maintenance and repair of community centres. CD3 The allocation of individual lettings within the policies of the Community Development portfolio. CD4 Authority to let facilities within the ambit of the Community Development portfolio to local organisations for non-commercial and non-political purposes.	Property Services Manager (and officers as manager deems appropriate)	
CD5 CD6 CD7 CD8 CD9	<u>Community Relations Matters – Executive Functions</u> CD5 Authority to determine the following matters relating to Community Centre Programming and pricing: <ul style="list-style-type: none">• Programming community centre courses and activities	Assistant Director	

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	<ul style="list-style-type: none"> • Setting prices for community centre courses • Setting prices for equipment for resale • Setting prices for licensed bar sales • Over an agreed time period varying current prices for Community centre activities for the purpose of promotional offers • For an agreed time period introducing new prices for community centre promotional packages <p>CD6 Approval to grant free use of community centre facilities for community-based events and that were these events are granted.</p> <p>CD7 The allocation of minor playgroups grants in accordance with Council policy and subject to budgetary provision not being exceeded.</p> <p>CD8 The allocation of minor arts grants in accordance with Council policy and subject to budgetary provision not being exceeded.</p> <p>CD9 Authority to close all or part of any community centre facility for the purpose of repair or maintenance.</p>		<p>In consultation with the Portfolio Holder (CD6).</p> <p>In consultation with the Portfolio Holder (CD7).</p> <p>In consultation with the Portfolio Holder (CD8).</p>
CD10	<p><u>Community Relations Matters – Executive Functions</u></p> <p>CD10 Authority to close all or part of any Public Art facility for the purpose of repair or maintenance.</p>	Property Services Manager	<p>In consultation with the Portfolio Holder (CD10).</p>
HHW1 HHW3 HHW4 HHW5 HHW6 HHW7	<p><u>Leisure Matters – Executive Functions</u></p> <p>HHW1 To exercise powers of management, maintenance and repair of leisure centres.</p> <p>HHW3 The allocation of individual lettings within the policies of</p>	Assistant Director and Site Managers	

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HHW10	<p>the Leisure portfolio.</p> <p>HHW4 Authority to let facilities within the ambit of the Leisure portfolio to local organisations for non-commercial and non-political purposes.</p> <p>HHW5 Authority to determine the following matters relating to Leisure Centre Programming and pricing:</p> <ul style="list-style-type: none"> • Programming leisure centre courses and activities. • Subject to a subsequent report to Portfolio Holder setting prices for leisure centre activities at "off peak" times. • Setting prices for leisure centre courses. • Setting prices for individual performances at Bonington Theatre. • Setting prices for equipment for resale. • Setting prices for licensed bar sales. • Over an agreed time period varying current prices for leisure centre activities for the purpose of promotional offers. • For an agreed time period introducing new prices for leisure centre promotional packages. <p>HHW6 Authority to award free swimming passes at Borough swimming establishments for 12 months, to those swimmers passing the "Award of Merit" of the Royal Life Saving Society.</p> <p>HHW7 Power to grant free swim passes at Borough swimming pools for six months to those persons qualifying under the GP referrals scheme.</p> <p>HHW10 Authority to close all or part of any leisure centre facility for the purpose of repair or maintenance.</p>			In consultation with the Portfolio Holder (HHW10).
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HHW8 HHW14	<u>Leisure Matters – Executive Functions</u> HHW8 Approval to grant free use of leisure facilities for communitybased events and that were these events are granted. HHW14 Authority to determine opening hours for leisure facilities during the Christmas/New year period.	Assistant Director	In consultation with the Portfolio Holder (HHW8). In consultation with the Portfolio Holder (HHW14).
E6 E7	<u>Parks and Street Care Matters – Executive Functions</u> E6 Power to manage the Council's cemeteries and to maintain those cemeteries in parish areas where the Parish Councils do not wish to exercise their right and closed churchyards where the Council has this responsibility. E7 Authority to approve drawings and specifications in accordance with the Council's rules and regulations regarding cemeteries.	Parks Operations Manager	
E8 E10	<u>Parks and Street Care Matters – Executive Functions</u> E8 Authority to serve Notices to Quit under the Allotment Act 1908 - 1950 and to initiate proceedings to gain possession. E10 Authority to approve the formation of Allotment Associations.	Assistant Director	
E12	<u>Parks and Street Care Matters – Executive Functions</u> E12 Authority to vary the frequencies and times of street cleansing operation.	Waste and Street Care Manager	
RR1 RR4 RR6 RR7 RR13	<u>Property Matters – Executive Functions</u> RR1 To deal with the letting and day to day management of business centres and other industrial units.	Property Services Manager	

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	<p>RR4 To approve the terms of leases, licences, easements, wayleaves, rights of way, agreements and rent reviews up to a £15,000 annual rental value.</p> <p>RR6 Authority to grant approval to the assignment of Council shop leases, provided satisfactory references are obtained.</p> <p>RR7 Authority to appoint Estate Agents.</p> <p>RR13 Authority to determine requests for fees and concessionary use of the Civic Centre.</p>		<p>In consultation with Director (RR4)</p> <p>Refusals or cases of difficulty to be referred to and dealt with by the Portfolio Holder (RR6).</p> <p>In consultation with procurement services (RR7).</p>
E21 E22	<p><u>Property Matters – Executive Functions</u></p> <p>E21 Authority to manage the public car parks in accordance with the Council's policy.</p> <p>E22 The repair and maintenance of public conveniences, within the policies and the financial limits determined by the Council.</p>	Property Services Manager	
E1	<p><u>Parks and Street Care Matters – Executive Functions</u></p> <p>E1 Authority for the cutting or felling of dangerous trees on or near Council land and power to serve notice to carry out work in default and recover costs incurred including authority under:</p> <ul style="list-style-type: none"> • Highways Act 1980 Section 154 authority to serve notices to carry out work in default and recover costs incurred. • To exercise the rights of entry and to apply to Magistrates' Court for an Order of Entry under Section 294. Local Government (Miscellaneous Provisions) Act 1976 Section 23. • To serve any required notices and to take such steps as he considers appropriate for the purposes of making the trees safe and the recovery of expenses. • Town and Country Planning Act 1990 Sub-Section 	Assistant Director	

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	<p>214B and 214C.</p> <ul style="list-style-type: none">• To authorise an appropriate officer to enter and the making of an application for warrant for entry in cases of urgency or where entry has been refused or refusal is apprehended.		
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Dated: 12.11.2025

Director of Operations: 
Sarah Troman