



GA.39 11/12

Governance and Audit
Committee

12 March 2012

D

Subject: Annual Review of the Constitution

Report by:

Monitoring Officer

Contact Officer:

Alan Robinson

Revenues Benefits and Customer Services
Manager and Deputy Monitoring Officer

01427 676509

Alan.robinson@west-lindsey.gov.uk

Purpose / Summary:

The purpose of the report is to recommend to
Council the proposed amendments to the
Constitution.

RECOMMENDATION(S):

**That Council be recommended to approve amendments to the Council's
Constitution as detailed in Appendix 1 and that these changes come into
immediate effect.**

IMPLICATIONS

Legal: The Council is required by law to prepare and keep up to date the Constitution.

In order to ensure the correct functioning of the Council the responsibility of Officers needs to reflect the revised management structure.

Financial: There are only very limited financial implications as a result of making amendments to the constitution. These relate to the resources needed to make changes to electronic records and to the limited printing costs of producing amended pages for paper copies of the Constitution.

Staffing: None arising from this report but the Constitution sets out the manner in which staffing matters should be dealt with.

Equality and Diversity including Human Rights : None arising from this report.

Risk Assessment: Failure to amend the constitution to reflect changes in the management structure would lead to a risk of decisions being made outside of authorisations which could lead to a risk of legal challenge and reputational risk for the Council.

Climate Related Risks and Opportunities : None arising from this report.

Title and Location of any Background Papers used in the preparation of this report:

Accessed through WLDC website "[Meetings, agendas, minutes and reports](#)"

Call in and Urgency:

Is the decision one which Rule 14 of the Scrutiny Procedure Rules apply?

Yes

No

Key Decision:

Yes

No

1 Introduction

- 1.1 The Council is required by law to prepare and keep up to date a Constitution which explains how the Council operates, how decisions are made and the procedures which are to be followed to ensure that these are efficient, transparent and accountable to local people.
- 1.2 In line with my duty to annually review the Constitution the following additions/amendments are proposed to come into effect from the meeting of Annual Council.
- 1.3 At the Council meeting on 21 November 2011 alterations to the Constitution were approved following changes to the Council's management structure at Director level. At that time it was noted that further alterations would be required to reflect the future changes to the Service Manager structure. These changes have been managed in the interim by the use of Directors' delegations.
- 1.4 Subsequently there have been further changes in the Council's establishment, due to the departure of the Technical and Contracts Service Manager, necessitating a rethink of the roles, responsibilities and delegations for officers.
- 1.5 As a comprehensive review of the Constitution was undertaken last year only a small number of minor housekeeping amendments are being proposed as detailed at Appendix 1:-
- 1.6 The impending changes to the Standards regime, as reported to Council in January 2012 will necessitate Constitutional changes in due course.

Note : Proposed deletions are shown with lines through. Additions are highlighted

1. Area Forums – the following amendments and additions are proposed to reflect the splitting of the District into six overall areas.

i) Article 1 Part I page 2

Implicit in the working arrangements is the recognition of the right of the community to be involved in the Council's decision making processes. Members of the public and other stakeholders/community organisations can exercise this right through the Council's consultation mechanisms such as the Citizens' Panel ~~or Local Area Forums~~. These arrangements are set out in more detail in the Council's Consultation Strategy.

ii) Article 3 Part II page 7

(c) The council also has arrangements in place for the public to participate in meetings of the policy committees and the Development Management Committee.

~~(d) The six area forums provide an opportunity for the public to participate and learn about the West Lindsey Local Strategic Partnership.~~

(d) The Council is committed to working at a local level to support its communities and has split the District into six overall areas. These areas are:-

- Caistor
- Fosdyke
- Gainsborough
- Market Rasen
- Trent
- Witham

and have a dedicated officer and senior manager responsible for co-ordination.

(e) The West Lindsey Citizens Panel of about 1,000 residents provides ideas, opinions and feedback to the council on its services.

iii) **Responsibility for Functions Part IV page 4**

Prosperous Communities Committee

1. The council's role in the community around health and crime and disorder including the well being of the community and the development of partnerships.
2. The council's approach to community interaction and engagement including the geographic focus within the six Area Forums **designated areas**.

2. **Development Management Committee – Responsibility for Functions Part IV page 4**

Following a number of representations it is proposed that the Development Management Committee revert back to the name of **Planning Committee**, which is considered to be more user friendly.

3. **To agree the following additions and amendments, as highlighted, to the Budgetary and Policy and Contract Procedure Rules.**

i) **Budgetary and Policy Framework Procedure Rules Part V page 22**

1. **The Framework for Decision Making**

1.1 The Council will be responsible for the adoption of its budget and policy framework as set out in Article 4. Once a budget or policy framework is in place, it will be the responsibility of the policy committees to implement it.

2. **Process for Developing the Framework**

2.1 The process for developing the budget and policy framework is –

a) In summer each year, following the approval of the Corporate Plan priorities by Council, the Policy and Resources Committee will agree a programme for establishing revising the Medium Term Financial Plan and determining a budget for the following year. Within this programme, the Committee may identify strategic policy or resource issues which it wishes to request studies by the Overview and Scrutiny Committee.

b) Policy studies undertaken by the Overview and Scrutiny Committee should engage as widely as possible with citizens and stakeholders in the community and use a variety of methods to gauge public views. The results should be presented to the

relevant policy Committee, which will then draw on them in developing proposals for Council.

c) In Autumn each year the draft Medium Term Financial Plan will be prepared to clearly link the Council's resources with priorities.

d) In March the Council will approve the Medium Term Financial Plan and set the Council Tax for the coming year.

e) Between March and the summer the Corporate Plan priorities will be reviewed and revised where required.

3. Virement

3.1 Steps taken by a Committee or Officers, or joint arrangements implementing Council Policy, shall not exceed the approved budgets allocated to each cost centre. However, virement between cost centres is permitted under the Council's Financial Procedure Rules as set out in this Constitution, subject to the requirements and limits there specified.

4. In-Year Adjustments

4.1 The responsibility for agreeing the financial framework lies with the Council, and decisions by policy committees or officers with delegated authority must be inline with it. Changes in year to any policy or strategy that form the policy framework must be agreed by the relevant policy committee or by the Council except –

a) where necessary to ensure compliance with the law, ministerial direction or government guidance; or

b) in relation to the policy framework in respect of policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration.

ii) Contract Procedure Rules Part V page 49-50

Local Suppliers

For the purpose of these regulations a local supplier is defined as those "whose trading premises are located in Lincolnshire and/or a 20 mile radius of the County".

Exceptions

All staff involved in the purchase and/or supply of goods and services must follow these Procedure Rules. However, exemptions can be agreed by either

- a) The appropriate Committee, or
- b) The Management Team and the Chief Finance Officer

If the total value of the contract is over the EU Threshold legal advice must be sought from Legal Lincolnshire before proceeding with the exception process and the contract.

- i) An example of where option (a) might be needed is - where it is felt that a tendering exercise would not achieve best value. A report to Committee would need to demonstrate this in terms of cost, performance and quality comparisons, market conditions and any other relevant factors. The report should provide the basis for subsequent audit scrutiny.

- ii) Option (b) will be appropriate only in the following circumstances -

There are unforeseen events – for example, the breakdown of equipment or delayed deliveries,

A quotation or tender differs marginally from the specification but nevertheless represents the best value for West Lindsey,

There is only one potential supplier or contractor,

If the value of the contract is below £25,000.

If option (b) is used, a written request must be submitted to the Management Team and the Chief Finance Officer detailing the reasons for the request. If approved, the note must be signed by a member of the Management Team, on behalf of the Management Team and the Chief Finance Officer and retained on file. Additionally, where the value of the contract is over the EU Threshold which should be confirmed with Procurement Lincolnshire) a report must be taken to the relevant Committee to inform it of the action taken and the reasons for taking it.

iii) **Rule 4. Contracts Under £10,000 Part V page 53**

4.1 **Contracts up to £5,000**

Service Managers must ensure that best value for West Lindsey is obtained. A local supplier must be used where appropriate.

4.2 **Contracts from £5,001 to £10,000**

Service Managers must ensure that best value for West Lindsey is obtained.

A minimum of two written quotations are required. One of the quotations must be from a local supplier and local supplier must be used where they provide the most economically advantageous offer.

iv) **Rule 5. Contracts from £10,000 to £75,000 Part V page 54**

5.1 **Contracts from £10,001 to £25,000**

Service Managers must ensure that best value for West Lindsey is obtained.

A minimum of three written quotations are required. One of the quotations must be from a local supplier and local supplier must be used where they provide the most economically advantageous offer.

The form of contract will be a properly completed official West Lindsey District Council order raised through the Financial Management System Purchasing Module. An accompanying letter or e mail, cross-referenced from the order, should give further details if necessary.

5.2 **Contracts from £25,001 to £75,000**

At this level three quotations are required.

Quotations must be based on a request for quotation (RFQ) document including a written specification with simplified Terms and Conditions.

Contracts above £25,001 must be notified to the Financial Services Manager who will maintain a register of such contracts.

To demonstrate an open and transparent process, contracts above £25,001 must be advertised on www.sourcelincolnshire.co.uk Advice should be obtained from the Procurement Team on the process to be followed.

v) Responsibility for Functions Part IV page 22-23

Sub-Delegation

14. Any power delegated to a Director in the absence of that Director may be exercised by the Chief Executive.
15. Any power delegated to a Service Manager in the absence of that Service Manager may be exercised by the relevant Director.

Politically Sensitive Issues

16. The existence of a delegation to a Director or Service Manager shall not require that officer to take a decision on that issue. Directors and Service Managers need to be aware of particularly controversial issues of concern to the Committees of the Council. In such circumstances he/she may refer the matter for guidance or decision by the Committee or the Council if he/she considers it is appropriate to do so at the earliest opportunity. In so doing the Director or Service Manager shall advise the members concerned of the extent of his/her delegated powers relating to the matter.

5. **To agree the following responsibilities and functions for the Directors**

Director of Localism and Communities

1. To be the Council's Monitoring Officer
2. To nominate the Council's Data Protection Officer.
3. To take all such actions and decisions in the proceedings of the Lincolnshire Shared Legal Services Partnership.
4. To monitor authorisations to conduct surveillance under the Regulation of Investigatory Powers Act 2000.

Public Protection Services Manager

1. To decide, approve, determine, consider representations and applications, vary, issue, relax, refuse, revoke, withdraw licences, licence conditions,

registrations, certificates, permits, awards and authorisations in relation to the following legislation listed in section 3.

2. To appoint, authorise, nominate, named persons to
 - (a) Administer, exercise powers, give direction, exercise the powers of entry, agree notices, act, take enforcement action including prosecutions, serving notice, carrying out work in default, including cost recovery
 - (b) Act as inspectors
 - (c) Act as a competent person
 - (d) Act in a statutory role
 - (e) Administer the provisions
 - (f) Determine confidential matters

Under the provisions in the acts, regulations, and any associated orders and regulations listed in paragraph 3 below.

3. The powers in paragraph 2 above apply to the following legislation:

Town Police Clauses Act 1847 & 1889 incorporated by the Public Health Act 1875.

The Dogs Act 1906 as amended by the Local Government Act 1988, Police, Factories, etc (Miscellaneous Provisions) Act 1916

Performing Animals Act 1925

Public Health Act 1936

House to House Collections Act 1939

National Assistance Act 1948 as amended by the National Assistance (Amendment) Act 1951.

Prevention of Damage by Pests Act 1949

Pet Animals Act 1951

Rag, Flock and other Filling Materials Act 1951

Hypnotism Act 1952

Caravan Sites and Control of Development Act 1960

Public Health Act 1961

Animal Boarding Establishments Act 1963

Scrap Metal Dealers Act 1964

Riding Establishments Act 1964 and 1970

Slaughter of Poultry Act 1967

The Agriculture (Miscellaneous Provisions) Act 1968

European Communities Act 1972

Breeding of Dogs Act 1973

Control of Pollution Act 1974

Health and Safety at Work etc Act 1974

Dangerous Wild Animals Act 1976

Land Drainage Act 1976

Local Government (Miscellaneous Provisions) Act 1976 and the Town
Police Clauses Act 1847
Local Govt Act 1972 Section 101 Small Society Lotteries
Refuse Disposal (Amenity) Act 1978
Zoo Licensing Act, 1981
Animal Health Act 1981
Local Government (Miscellaneous Provisions) Act 1982
Control of Asbestos Work Regulations and the Asbestos (Licensing)
Regulations 1983.
Building Act 1984
Public Health (Control of Diseases) Act 1984
Food and Environmental Protection Act 1985
Natural Mineral Waters Regulations 1985
Control of Pesticides Regulations 1986
Public Health (Infectious Diseases) Regulations 1988
Health & Safety (Enforcing Authority) Regulations 1989
Water Act 1989
Food Safety Act 1990
Environmental Protection Act 1990.
Water Industry Act 1991
Dangerous Dogs Act 1991
Private Water Supplies Regulations 1991
Land Drainage Act 1991
Controlled Waste Regulations 1992
Clean Air Act 1993
Noise and Statutory Nuisance Act 1993
Sunday Trading Act 1994
Criminal Justice and Public Order Act 1994
Environment Act 1995
Dogs Fouling of Land Act 1996
Noise Act 1996
Crime and Disorder Act 1998
Vehicle (Crime) Act 2001
Police Reform Act 2002
Motor Salvage Operator regulations 2002
Licensing Act 2003
Food Safety Act 1990 (Amendment) Regulations 2004
General Food Regulations 2004
Official Feed and Food Controls (England) (Regulations 2005)
Gambling Act 2005
Clean Neighbourhoods and Environment Act 2005
Food Hygiene (England) Regulations 2006
Animal Welfare Act 2006
Health Act 2006

Operational Services Manager

1. To set charges for the collection and disposal of commercial waste,
2. To appoint, authorise, nominate, named persons to
 - (a) Administer, exercise powers, give direction, exercise the powers of entry, agree notices, act, take enforcement action including prosecutions, serving notice, carrying out work in default, including cost recovery under the following legislation:
 - Clean Neighbourhood and Environment Act 2009 (Section 47A)
 - Environment Protection act 1990 (Section 33 and 46)

Director of Regeneration and Planning

Regeneration Services Manager and Planning and Development Services Manager

General

1. To draw up service level agreements (SLAs) with other organisations for the effective delivery of services related to regeneration which includes, but is not limited to, economic development, tourism and skills and employment.
2. To enter into partnerships that increase the benefit, services and influence available to West Lindsey District Council with other organisations related to regeneration, which includes, but is not limited to, economic development, tourism and skills and employment.

Planning and Development Services

Note: Any agreed name change to the committee will be reflected in the revised pages of the Constitution which will be circulated in due course

1. To determine the following:
 - Applications for planning permission
 - Applications for Listed Building and Conservation Area Consent
 - Applications made under the Hazardous Substances regulations
 - Applications for consent to display advertisements
 - All prior approval applications

The above powers cannot be used if the following circumstances apply:

- (a) In the case of an application it is intended to determine in conflict with a representation received from a parish or town council, a neighbour or other person or organisation, that application will be referred to the Development Management Committee for determination where, in the professional opinion of the Service Manager or the Development Management Team Leader:
 - (i) The representation relates to a “planning matter”; and
 - (ii) The representation is relevant to the application under consideration; and
 - (iii) The planning matters under consideration in the determination of the application are finely balanced.

- (b) The application has been subject to a request by a councillor, made within 28 days of the publication of the weekly list upon which the application first appeared and supported by relevant planning policies and other material planning considerations, to have it determined by the Development Management Committee for one of the following reasons;
 - (i) The application is of major importance or significance to the District as a whole and therefore requires the input of Councillors in its determination
 - (ii) There is, in the opinion of the Councillor making the request, a valid planning reason why the application should be determined by the Development Management Committee and this is supported by planning policy.

It will be for the Service Manager or the Development Management Team Leader to decide, on the basis of the planning reasons given by the councillor or planning policies referred to, whether the application should be referred to the Development Management Committee for determination.

- (c) An application has been on deposit in the statutory register for a period of less than 28 days or the period allowed for consultation replies to be received has not expired, whichever is the later.

- (d) The applicant or agent is a councillor.

- (e) The applicant or agent is from the immediate family of a Councillor.

- (f) The applicant or agent is an officer of the Council.

- (g) The applicant or agent is from the immediate family of an officer of the Council.
 - (h) The Service Manager or the Development Management Team Leader considers it appropriate that the application is determined by the Development Management Committee.
2. To determine all other matters which are part of the development management process, including (but not exclusively):
- (a) Approve details to discharge conditions attached to planning permissions
 - (b) To enter into negotiations and reach agreements concerning obligations, agreements and undertakings – including those to do with s106 of the Town and Country Planning Act 1990 and the Community Infrastructure Levy.
 - (c) To approve the details of agreements and obligations made under the planning acts (including those made under s106 of the Town and Country Planning Act 1990).
 - (d) To approve non-material amendments to planning permissions.
 - (e) To determine those organisations and individuals who should be consulted on planning and other applications.
 - (f) To deal with planning appeals.
 - (g) To decide the need for and content of environmental statements.
 - (h) To decline to determine applications where a previous application has been dismissed at appeal and the new application is substantially the same.
5. To make Tree Preservation Orders and to confirm orders where no objection – relevant under current legislation – has been made.
6. To determine all applications to lop, top or fell protected trees.
7. To determine notices to make safe dangerous trees in private ownership and to take action to make the tree/s safe.
8. To determine all applications for the removal of hedgerows in accordance with the Hedgerow Regulations 1997.

9. To deal with and adjudicate on complaints about high hedges under the Anti-Social Behaviour Act 2003.
10. To confirm any unopposed footpath orders following the expiration of the statutory consultation period.
11. To determine all applications relating to certificates of lawful use or development and related applications [NB the provisions set out in paragraph 1 points d to g with regard to officer and member applications and family relationships also apply to this category of application].
12. To make objections to the issuing of operators licences under the Transport Act 1968 and the Goods Vehicles (Operators Licences Qualifications and Fees) Regulations 1984.
13. To respond to consultations from Government (including agencies) on proposals to introduce new policies, procedures or legislation or to alter existing policies procedures or legislation.
14. To respond to consultations from neighbouring councils on applications which might have an impact on the District, unless in the opinion of the Service Manager or the Development Management Team Leader that impact is of wider significance or of major importance to West Lindsey.
15. To respond to consultations on proposals for major infrastructure developments within or having an impact upon the District, unless in the opinion of the Planning and Development Services Manager or the Development Management Team Leader that impact is of wider significance or of major importance to West Lindsey.
16. To respond to consultations on pipeline consents within the District, unless in the opinion of the Service Manager or the Development Management Team Leader that impact is of wider significance or of major importance to West Lindsey.
17. To respond to consultations on county matters or county developments, unless in the opinion of the Service Manager or the Development Management Team Leader that impact is of wider significance or of major importance to West Lindsey.

Gainsborough Markets

1. To alter the approved fees and charges for Gainsborough Market stalls and pitches for a limited period, in exceptional circumstances eg relocation

of the market or significant loss of traders, in consultation with the Chairman of the Prosperous Communities Committee.

2. To amend the Code of Practice for Traders, should the need arise, in consultation with the Chairman of the Prosperous Communities Committee.
3. To approve the cancellation of markets in exceptional circumstances in consultation with the Chairman of the Prosperous Communities Committee.
4. To approve the dates of any extra markets in Gainsborough Market Place / Silver Street at any time of the year, in consultation with the Chairman of the Prosperous Communities Committee.

Trinity Arts Centre:

1. To alter the approved fees and charges for a limited period, taking into account the circumstances at any given time.

Housing, Renewal and Community Safety Service Manager and Technical and Contracts Service Manager

Housing, Renewal and Community Safety

1. To agree Building Society variations to mortgage of property subject to "Right to Buy" provisions.
2. To postpone the discount charge for all organisations specified by Section 156 of the Housing Act 1985 and any other financial organisation where the mortgagor account has not been conducted satisfactory
(Limits on delegation: Following consultation with the Chairman or Vice-Chairman of the Prosperous Communities Committee).
3. To determine housing applications within the term of the current homelessness legislation.
4. To approve applications to be placed on the Council's Housing Register which fall within the criteria for acceptance.
5. To make nominations to Registered Social Landlords (RSLs) and other agencies in accordance with the Council's approved housing allocation policies.

6. To provide professional services and make financial grants to property owners and tenants to assist in the improvement, adaptation, conversion and renovation of dwellings and houses in multiple occupation.
7. To take action in respect of; the repair, closing or demolition of dwellings failing to meet the necessary legal standard (currently set out through the Housing Health and Safety Rating System) or otherwise in a state of disrepair, the designation and treatment of clearance and renewal areas, the abatement of overcrowding and the control of houses in multiple occupation.
8. To decide on applications for home improvement grants and for home repairs assistance.
9. To serve notices for execution of repairs for privately owned dwellings, including houses in multiple occupation and, if necessary, to exercise the Council's powers to institute or secure the institution of works in a default of compliance with such notices. To promote the voluntary Landlord Accreditation Scheme and to promote other good management practices in relation to privately owned dwellings to prevent the need for enforcement or regulatory action to be required.
10. To initiate planning enforcement action (including all action related to the listed buildings and trees), including (but not exclusively):
 - b. To serve enforcement notices
 - c. To serve breach of condition notices
 - d. To issue stop notices
 - e. To issue temporary stop notices
 - f. To serve planning contravention notices
 - g. To serve s215 notices
 - h. To authorise prosecution

Under all relevant statutes or any subordinate rules, orders or regulations.

11. To determine it is not expedient to take enforcement action in accordance with the Council's enforcement policy unless the Development Management Committee has authorised the enforcement action.
12. To issue licences for houses in multiple occupation, together with the imposition of conditions as appropriate, to take the necessary enforcement and regulatory powers and to revoke licences where necessary.
13. To extend time in which renovation grant work may be completed provided that the extension does not commit the Council to another financial year.

14. To exercise powers contained in Section 1, 3, 4,9,10 and 11 of the Caravan Sites and Control of Development Act 1960.
15. On the breach of any condition attached to a grant made under the Local Government and Housing Act 1989 or the Housing Grants, Construction and Regeneration Act 1996, to approve in special circumstances, the waiver of repayment of the grant monies, or where legislation allows, part thereof.
16. To approve the transfer of mortgaged property in circumstances covered by the exempt provisions of the Housing Act 1985 or as a result of family circumstances.
17. To seek the repayment of Renovation Grants (Housing Act 1985 and Local Government and Housing Act 1989) and Housing Grants (Construction and Regeneration Act 1996).
18. To make determinations under the Housing Health and Safety Rating System.
19. To grant licences to permit the use of land for moveable dwellings to take legal proceedings for non-compliance with conditions, in accordance with the provisions of section 269 of the Public Health Act 1936.
20. To undertake action, including licensing, the promoting of orders and enforcement measures as required under the Housing Act 2004, not covered by any of the above delegations.
21. To give a direction under Section 77 of the Criminal Justice and Public Order Act 1994 and to give notice of such a direction to those persons to whom the direction applies.
22. To administer the provisions of the Refuse Disposal (Amenity) Act 1978 in respect of the Regulations (as amended) relating to the removal and disposal of abandoned vehicles and the recovery of costs.
23. To administer the provisions of the Refuse Disposal (Amenity) Act 1978 in respect of the Regulations relating to anything (other than motor vehicles) abandoned without lawful authority and the recovery of costs.
24. To appoint, authorise, nominate, named persons to
 - (b) Administer, exercise powers, give direction, exercise the powers of entry, agree notices, act, take enforcement action including prosecutions, serving notice, carrying out work in default, including cost recovery

- (c) Act as inspectors
- (d) Act as a competent person
- (e) Act in a statutory role
- (f) Administer the provisions
- (g) Determine confidential matters

Under the provisions in the acts, regulations, and any associated orders and regulations listed below.

The Dogs Act 1906 as amended by the Local Government Act 1988
Prevention of Damage by Pests Act 1949
Building Act 1984
Environmental Protection Act 1990
Dangerous Dogs Act 1991
Dogs Fouling of Land Act 1996
Clean Neighbourhoods and Environment Act 2005
Animal Welfare Act 2006

Technical and Contract Services

1. Where appropriate, to appoint a competent person to be the CDM Coordinator under the Construction (Design and Management) Regulations 2007.
2. To deal with all enquiries for the disposal of small areas of land or rights over land, subject to the following conditions being satisfied -
 - (a) the affected land is deemed to be surplus to the Council's requirements and, for sales, can be disposed of in one transaction or one series of transactions;
 - (b) there is the prospect of generating some income or some other tangible benefit to the Council such as no further management or maintenance of the land; and
 - (c) there are no potential long-term management problems or legal encumbrance associated with the sale or grant which would negate the value of (b).
3. To assign leases.
4. To agree and sign Licences and Way leaves affecting Council land.
5. To approve miscellaneous short-term lettings.
6. To negotiate terms to take a lease or licence or to acquire the freehold of land or premises where a service need has been identified and budgetary provision made.

7. To enter into Agreements relating to the adoption of sewers.
8. To appoint Consultants where necessary within the budget to ensure compliance with the Council's Capital works Programme, or to provide technical advice on work of a specialist nature.
9. To terminate leases and licenses, including issuing Notices to Quit and Notices under the provisions of the Landlord and Tenant Act 1954, where possession is required by the Council for an approved purpose.
10. To arrange for the renewal, on appropriate terms, of leases and licences.
11. To submit applications for planning permission, listed building consent and other necessary consents in respect of any works included in the approved capital or revenue programme.
12. To submit tenders/quotations up to the value of £75,000 for work for public bodies as defined by the Local Authority (Goods and Services) Act 1970 and to any other organisations permitted by legislation.
13. To take all such action and proceedings and to sign all such directions, notices, applications or other process in relation to obtaining possession of any part of the Council's land holding from unauthorised campers, travellers and other trespassers as deemed to be necessary and appropriate on behalf of the Council.