



**PLEASE NOTE THAT PRAYERS WILL BE HELD AT 6.50PM BEFORE THE COMMENCEMENT OF THE BUSINESS OF THE COUNCIL.**

**THE MAYOR REQUESTS THAT ANY MEMBER WISHING TO PARTICIPATE IN PRAYERS BE IN ATTENDANCE BY NO LATER THAN 6.45PM.**

Dear Sir/Madam,

You are summoned to attend the Annual Council meeting of the Borough Council of Newcastle-under-Lyme to be held in the **Queen Elizabeth II & Astley Rooms - Castle House, Barracks Road, Newcastle, Staffs. ST5 1BL** on **Wednesday, 20th May, 2026** at **7.00 pm**.

## **B U S I N E S S**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

To receive declarations of interest from Members on items contained within this agenda.

**3 MINUTES OF A PREVIOUS MEETING**

**(Pages 5 - 12)**

To consider the Minutes of the previous meeting(s)

**4 ELECTION OF MAYOR 2026/27**

When the Mayor has declared the result of the election, the Mayor, preceded by the Mace Bearers, will retire from the room, accompanied by the Chief Executive and the Mayor Elect.

The Mayor Elect will then be robed and invested with the chain of office. The Mayor Elect will then return to the meeting room preceded by the Mace Bearers and accompanied by the Chief Executive.

The Mayor will take the chair and make the declaration of acceptance of office.

**5 APPOINTMENT OF DEPUTY MAYOR 2026/27**

Following the appointment of the Deputy Mayor, he/she will make the declaration of acceptance of office.

**6 MAYORAL APPOINTMENTS**

The Mayor will announce appointments to Civic Roles for the forthcoming year.

**7 MAYORAL ADDRESS**

To receive the Mayoral address

**8 VOTE OF THANKS TO THE RETIRING MAYOR AND MAYORESS**

In appreciation of their services during the past year, the Group Leaders will lead a vote of thanks to the retiring Mayor and Mayoress.

**9 RESPONSE OF THE RETIRING MAYOR AND SUMMARY OF THE MAYORAL YEAR**

Retiring Mayor's response.

**10 APPOINTMENT OF LEADER OF THE COUNCIL**

To appoint the Leader of the Council for 2026-2030.

**11 APPOINTMENT OF DEPUTY LEADER AND CABINET**

The Leader will report the appointment of the Cabinet and Deputy Leader for 2026/27.

**12 ELECTION RESULTS (Pages 13 - 18)**

**13 CALENDAR OF MEETINGS 2026-2030 (Pages 19 - 48)**

**14 APPOINTMENTS TO COMMITTEES, CHAIRS AND VICE CHAIRS FOR 2026/27 (Pages 49 - 58)**

To appoint Members to committees.

**15 APPOINTMENTS TO EXTERNAL ORGANISATIONS FOR 2026/30 (Pages 59 - 76)**

**16 CONFIRMATION OF THE CONSTITUTION (Pages 77 - 140)**

**17 URGENT BUSINESS (Pages 141 - 144)**

To consider any communications which pursuant to Section B4, Rule 9 of the constitution are, in the opinion of the Mayor, of an urgent nature and to pass thereon such resolutions as may be deemed necessary.

**18 DISCLOSURE OF EXEMPT INFORMATION**

To resolve that the public be excluded from the meeting during consideration of the following report(s) as it is likely that there will be disclosure of exempt information as defined in paragraphs contained within Part 1 of Schedule 12A (as amended) of the Local Government Act 1972.

Yours faithfully



Chief Executive

## **NOTICE FOR COUNCILLORS**

### **1. Fire/Bomb Alerts**

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs.

Fire exits are to be found at the side of the room leading into Queens Gardens.

On exiting the building Members, Officers and the Public must assemble at the statue of Queen Victoria. DO NOT re-enter the building until advised to by the Controlling Officer.

### **2. Mobile Phones**

Please switch off all mobile phones before entering the Council Chamber.

### **3. Notice of Motion**

A Notice of Motion other than those listed in Procedure Rule 14 must reach the Chief Executive ten clear days before the relevant Meeting of the Council. Further information on Notices of Motion can be found in Section B5, Rule 4 of the Constitution of the Council.

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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# Agenda Item 3

Council - 11/02/26

## COUNCIL

Wednesday, 11th February, 2026  
Time of Commencement: 7.00 pm

[View the agenda here](#)

[Watch the meeting here](#)

**Present:** Mayor - Councillor Robert Bettley-Smith (Chair)

Councillors:	Adcock	Gorton	Richards
	Beeston	Grocott	Stubbs
	Berrisford	Heesom	Sweeney
	Brown	Holland	J Tagg
	Bryan	Fox-Hewitt	S Tagg (Leader)
	Burnett-Faulkner	Hutchison	Turnock
	Casey-Hulme	Johnson	J Waring
	Crisp	D Jones	P Waring
	Dean	Lewis	Whieldon
	Dymond	Northcott	Whitmore
	Edgington-Plunkett	Parker	Wilkes
	Fear	Reece	Wright

**Apologies:** Councillor(s) Allport, Barker MBE, S Jones, Lawley, Skelding, G Williams and J Williams

<b>Officers:</b>	Gordon Mole	Chief Executive
	Simon McEneny	Deputy Chief Executive
	Anthony Harold	Service Director - Legal & Governance / Monitoring Officer
	Nesta Barker	Service Director - Regulatory Services
	Geoff Durham	Civic & Member Support Officer
	Craig Turner	Service Director - Finance / S151 Officer

### 1. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

### 2. **FORMER COUNCILLOR PETER HAILSTONES**

A minute's silence was held for former Councillor, Peter Hailstones who had recently passed away.

The Leader of the Council led the tributes stating that Peter had been a well-known Conservative Councillor between 2000 and 2018 and had served as Consort to the Mayor in 2014-15 when his wife Linda was elected as Mayor. Peter and Linda had won an award for attending the most Conservative conferences in a row.

On behalf of his group, the Leader sent condolences to Linda and her family.

Councillor Dave Jones stated that Peter was a man of few words although, when engaged in conversation was a very generous person. It was a real testament to Peter that he had the fortitude and stamina to win the conference attendance award. On behalf of his group, Councillor Jones sent condolences to the family.

Councillor Fear stated that Peter was a hard worker who cared about his council work and also worked hard to keep the Wye Road Community Centre running for many years. Peter's interest in the community had continued when he had left the Council. Condolences were sent to the family.

[Watch the tributes here](#)

**3. MINUTES OF A PREVIOUS MEETING**

**Resolved:** That the minutes of the meeting held on 21<sup>st</sup> January, 2025 be agreed as a correct record.

**4. MAYOR'S ANNOUNCEMENTS**

The Mayor made the following announcements:

- the funeral of Peter Hailstones would be held at Bradwell Crematorium on Wednesday 25<sup>th</sup> February commencing at 12.40pm.
- the Freedom Ceremony for Sir Ian Dudson KCVO CBE, would be held here on Wednesday 11<sup>th</sup> March at 6.30pm.
- the Mayor had attended the AGM of the Burgesses and Alicia Hand was elected Chairperson of the Burgesses – the first female Chairperson of the Burgesses in Newcastle-under-Lyme.
- nominations for the Borough Heroes awards would close on 15<sup>th</sup> February if any Members were thinking of making a submission.
- there were two remaining fund-raising events that the Mayor would be holding: firstly, the concert at St Giles at 7pm on Saturday 14 March and secondly, the Mayor's Ball on Saturday 21 March at Keele.
- there would be a final fund-raising event on Saturday 16 May, in Betley Village Hall; details would be posted on the Mayoral Facebook page and circulated to members once they were available.

**5. REVENUE AND CAPITAL STRATEGIES 2026/27**

The Leader introduced the report and moved the recommendations as set out by Cabinet for the 2026/27 General Fund Revenue Budget and Capital Programme. The Medium-Term Financial Strategy 2026/27 to 2030/31, Capital Strategy for 2026/36, Treasury Management Strategy for 2026/27, Investment Strategy 2026/27 and Commercial Strategy for 2026/27 were also recommended for approval.

The Leader stated that there would again be a below inflation Council Tax increase of 1.99%. The Efficiency Board had ensured that the budget gap of £1.599m had been filled. Appendix 4 of the report detailed saving measures, including good housekeeping, efficiencies and no reduction to front line services.

The public consultation had shown that town centre regeneration, street cleaning, refuse collection and recycling, parks and open spaces keeping Council Tax low. The Leader said that the budget reflected those priorities.

Car park charges on surface level car parks would be frozen as would sports fees for outside sports including tennis, bowling, football and rugby for the year ahead. Support would be added for Newcastle's bid to become a town of culture, from the Civic Growth Fund.

Councillor Sweeney seconded the recommendations and stated that the budget had been scrutinised at the previous two meetings of the Finance, Assets and Performance Scrutiny Committee. Councillor Sweeney thanked the Finance Team for the work that had gone into it.

It was forecast that the Council would achieve a balanced outturn for 2025/26.

The Civic Growth Fund would provide £250,000 investment into the Council's Corporate Priorities. £125,000 would be used within place development on initiatives and boosting footfall in the town centre. Environmental sustainability within the Borough would be boosted by £75,000 and £50,000 would continue to be allocated to the digital programme.

Councillor Stubbs said that he had several serious concerns including: a lack of responsiveness to scrutiny; continued reliance on optimistic assumptions; a growing exposure to borrowing and capital programme risk; the fact that the Civic Growth Fund had had little scrutiny; and that the public consultation had attracted 25 responses.

*Councillor Parker arrived at 7.34pm.*

Councillor Whieldon stated that, despite difficult circumstances, the Council had managed to keep the Council Tax low and protect services. Very few people realised how much the Council had done under the current administration.

Councillor Lewis asked what modelling had been carried out to test whether higher charges would reduce usage and how it would be tracked.

Councillor Paul Waring thanked officers for producing the budget which had been subject to a high level of scrutiny and for which sensible suggestions seemed to have been taken into consideration.

Councillor Reece asked what assurances could be provided regarding deliverability and timeline certainty for the major redevelopment taking place in the town centre, as well as what were the financial implications if capital receipts were lower or later than projected.

Councillor Fear said that this administration had kept its promise in respect of keeping Council Tax increases below inflation. £800,000 had been wasted on the Local Government Reorganisation – which could have been used for the wellbeing of residents. No employees at the Council had lost their jobs as a result of due economy.

*Councillor Dave Jones asked for a point of personal explanation regarding Councillor Fear's mention of 'due economy'. Councillor Fear explained that it meant responsible behaviour when managing money.*

Councillor Brown referred to the consultation 25 responses which felt like a significant drop from the 82 that had been received in 2025 and asked what assessment had been made in terms of the consultation's representativeness as well as what steps would be taken to improve public engagement before taking decisions that affected the taxpayer.

Councillor Hutchison stated that he was pleased that the budget had been shaped by resident feedback from the consultation, prioritising service protection. New technology in street cleaning and refuse collection had had a positive effect. Funding from the Civic Growth Fund had helped to enhance parks and open spaces with tree planting and the Grassland Management Strategy and wildflower meadows.

Councillor Richards asked what steps the council would take to reduce reliance on temporary accommodation as referred to in in section 2.10 and what evidence there was that the proposed steps would be successful as well as reduce future financial pressures.

Councillor Adcock expressed his support for the proposal, commenting that many residents were struggling financially and it was encouraging to see that the Council tax increase was remaining below 2% and that priority services were being protected.

Councillor Grocott referred to the refitting of the G2 facilities and asked where extra investments would go next given that other places like Kidsgrove and various community centres were also in need of refurbishment.

Councillor Holland said that no alternative to the current budget proposal had been put forward and thanked the administration for finding money in the Civic Growth Fund to extend concessions on parking tariffs and for the freeze on sports fees.

Councillor Fox-Hewitt noted that there had been an 18% reduction in the headcount of Council's workforce and commented that an alternative budget had been proposed in the past resulting in no fiscal changes.

Councillor Fox-Hewitt also referred to the £781,000 staffing related savings that have been identified and requested some clarity on what the roles are and how those savings had been realized.

Councillor Fox-Hewitt finally asked that specific examples of the projects be provided in relation to the Civic Growth Fund allocations of £125,000 for place development and £50,000 for digital delivery, as well as how those outcomes would be monitored to ensure long-term savings or economic benefits.

The Mayor invited the Leader to respond to questions raised.

The Leader stated that the pool's business rates and reductions would benefit the City and County Councils and that investments were being distributed at the detriment of district councils.

In terms of scrutiny, there had been a record of delivery over the past eight years with £10 million savings realised which suggested that there was a good chance of delivering the current budget plans. There was always a risk as with everything but the Council was working with specialist advisers on the treasury side and with Capital and Centric on the regeneration side.

The agreement for the regeneration projects had been agreed almost unanimously and the designated contractors would be the ones who would be buying those assets and giving capital receipts as part of the deal and arrangements. Online consultations had taken place under the oversight of this administration since 2018 giving residents a chance to participate and have their say in the proposals year after year.

In relation to the cost of maintenance of facilities, external fundings had been brought in including through the environmental scheme with the J2 solar panels. Kidsgrove Sports Centre was also back in use after being closed, as well as the pump track in Newchapel.

The Leader clarified that due economy should be understood as a proper careful and appropriate management of resources ensuring expenditure were necessary and reasonable and not wasteful.

*Councillor Dave Jones left the meeting.*

The Leader stated that the budget proposed was balanced and kept the Council Tax increase down to 1.99% i.e. 10 p a week for over 95% of households which was the key message coming out along with protecting frontline services.

Finally about the staffing savings there had been no redundancies. Efficiency and changes of way of working had led to reduction in the headcount as part of good and sensible governance of the Council.

The Leader concluded by saying that the budget was prudent, fair and forward-looking, reflecting the views of residents.

*The Mayor suspended the meeting to allow members who had left the room to return to their seats.*

A named vote was taken in respect of the proposed budget:

ADCOCK	Y	FEAR	Y	RICHARDS	N
ALLPORT	Absent	FOX-HEWITT	N	SKELDING	Absent
BARKER	Absent	GORTON	N	STUBBS	N
BEESTON	Y	GROCOTT	N	SWEENEY	Y
BERRISFORD	Y	HEESOM	Y	J TAGG	Y
BETTLEY-SMITH	Y	HOLLAND	Y	S TAGG	Y
BROWN	N	HUTCHISON	Y	A TURNOCK	Y
BRYAN	Y	JOHNSON	Y	J WARING	Y
BURNETT-FAULKNER	Y	D JONES	Absent	P WARING	Y
CASEY-HULME	N	S JONES	Absent	WHIELDON	Y
CRISP	Y	LAWLEY	Absent	WHITMORE	Y
DEAN	Y	LEWIS	N	WILKES	Y

## Council - 11/02/26

DYMOND	N	NORTHCOTT	Y	G WILLIAMS	Absent
EDGINGTON-PLUNKETT	N	PARKER	Y	J WILLIAMS	Absent
		REECE	N	WRIGHT	N

In Favour (Y) – 24

Against (N) – 12

Abstain – 0

**Resolved:** That recommendations (a) to (o) as set out in Appendix 1 to this report, be approved.

[Watch the debate here](#)

### 6. PAY POLICY STATEMENT

The Leader introduced a report seeking Council's approval of the Pay Policy Statement for 2026/27 and moved the recommendation.

This was an annual requirement of the Localism Act, 2011 setting out the remuneration of chief officers and the lowest paid employees and the changes in roles and titles of senior officers.

Councillor Sweeney seconded the recommendation.

**Resolved:** That the content of the Pay Policy Statement for 2026/27, as set out at Appendix A be approved, with a view to this being published on the Council's website by 31<sup>st</sup> March 2026.

[Watch the debate here](#)

### 7. QUESTIONS TO THE MAYOR, CABINET MEMBERS AND COMMITTEE CHAIRS

Question from Councillor Joan Whieldon to the Leader of the Council:

"I welcome the decision to set up of a Cabinet Inquiry Panel to hold Labour's forced local government reorganisation plans to account. People across Newcastle Borough expect full transparency and a proper public debate, and this panel is a vital step in ensuring our Borough's voice is heard and defended.

Can the Leader of the Council confirm whether Newcastle's MP, Adam Jogee, will be invited to attend, contribute and answer questions at the first meeting?

Residents still don't know his stance on the future of our Borough, and it's time we heard clearly where he stands."

The Leader stated that he was pleased that it had been agreed to set up a Cabinet Panel as it was important to scrutinise the Government's actions.

The intention was to invite all of the Borough's MP's along to meetings in order to ascertain their views on local government reorganisation.

Councillor Whieldon asked a supplementary question:

"If the Leader was having trouble contacting Adam Jogee MP it may be useful to get a secondary communication through his secretary."

The Leader responded that communications would be opened with the MP's office once a date had been set in order to get their views. It was known that the MP had already voted in favour of the Local Government Reorganisation and therefore this Council needed to know what they would be doing over the next few months.

Question from Councillor Phil Reece to the Leader of the Council:

"Several local residents have contacted me regarding the recent departure of the charity 'Friends of the Guildhall' from the Guildhall building. Given that this charity was established specifically to maintain the Guildhall as a public asset and ensure its long-term viability, could the Leader please:

- clarify the specific reasons why the Friends of the Guildhall have had to vacate the premises?
- confirm what steps are being taken to ensure the Guildhall remains a public building that is both open to and accessible for use by the local community?"

The Leader stated that the Guildhall was run by Support Staffordshire. The Friends of the Guildhall Group was set up and were handling the front area reception but an agreement had been reached between both parties for Support Staffordshire to take over the front office with some of the 'Friends of' staff becoming part of Support Staffordshire.

Councillor Reece asked a supplementary question:

"Would Support Staffordshire continue to provide a public protection service supporting people with computer access for services such as bus passes, blue badges etc.?"

The Leader responded that it was his understanding and that it was also to enhance services; he would raise that question with them.

[Watch the debate here](#)

**8. RECEIPT OF PETITIONS**

No petitions were received.

**9. URGENT BUSINESS**

The Mayor announced an item of urgent business: to consider a report on Elections – Scale of Fees and Charges.

The report had been considered urgent in order to confirm the position with Council ahead of the May elections.

## **Council - 11/02/26**

The Leader introduced the report which set out the fees paid to the Returning Officer and elections staff and moved the recommendation as it had now been confirmed that elections would be taking place in Newcastle-under-Lyme.

Councillor Holland paid tribute to the election staff and those who assisted every year on election days.

**Resolved:** That the proposed election fees for 2026/2027, as set out in Appendix One to this report be noted and agreed.

[Watch the debate here](#)

### 10. **DISCLOSURE OF EXEMPT INFORMATION**

There was no confidential business.

**Mayor - Councillor Robert Bettley-Smith  
Chair**

Meeting concluded at 8.28 pm



## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### CORPORATE LEADERSHIP TEAM'S REPORT TO COUNCIL

20<sup>th</sup> May 2026

**Report Title:** Election Results

**Submitted by:** Chief Executive

**Portfolios:** Legal, Governance & Organisational Performance

**Ward(s) affected:** All

<u>Purpose of the Report</u>	<u>Key Decision</u>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
To inform Council of the outcome of the elections held on 7 <sup>th</sup> May 2026.			
<b><u>Recommendation</u></b>			
That Council:			
1. Notes and comments upon this report.			
<b><u>Reasons</u></b>			
To formally report the outcome of the Newcastle-under-Lyme Borough Council elections held on 7 May 2026.			

1. **Background**

On 7<sup>th</sup> May 2026 all out elections were held for the 44 seats on the Borough Council, across 21 electoral wards. Votes were counted on 8<sup>th</sup> May. The results are set out in Appendix One to this report.

2. **Issues**

As set out above.

3. **Proposal**

That full Council notes this report and the outcomes of the election.

4. **Reasons for Proposed Solution**

To ensure that the outcome of the elections is noted

5. **Options Considered**

The Council is required to hold elections every four years. The Council did not seek to defer elections to 2027.

6. **Legal and Statutory Implications**

None.

7. **Equality Impact Assessment**

None.

8. **Financial and Resource Implications**

None.

9. **Major Risks**

None.

10. **UN Sustainable Development Goals (UNSDG)**

None.



11. **One Council**

Please confirm that consideration has been given to the following programmes of work:

**One Commercial Council**

*We will make investment to diversify our income and think entrepreneurially.*

**One Digital Council**

*We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.*

**One Sustainable Council**

*We will deliver on our commitments and make all decisions with sustainability as a driving principle*

**12. Key Decision Information**

This is not a key decision.

13. **Earlier Cabinet/Committee Resolutions**

None.

14. **List of Appendices**

Appendix One: Table of election results

15. **Background Papers**

None

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## Appendix One

Table 1: Seats and votes won by each party

Party name	Seats won
Reform UK	27
Conservative	15
Labour	2

## Election summary

Ward name	Elected Candidate	Elected Party
Audley	Patricia Harrison	Reform UK
	Rhys Machin	Reform UK
	Janice Sain-Reiners	Reform UK
Bradwell	Pamela Jellyman	Reform UK
	Ben Simpson	Reform UK
	Glenn Tift	Reform UK
Clayton	Paul Wood	Reform UK
Crackley and Red Street	Vanessa Renshaw	Reform UK
	Peter Walton	Reform UK
Cross Heath	Mark Harrison	Reform UK
	Christopher Saxton	Reform UK
Holditch and Chesterton	Wayne Barber	Reform UK
	Jon Chamberlain	Reform UK
Keele	Dave Jones	Labour and Co-operative
Kidsgrove and Ravenscliffe	Charlie Clarke	Reform UK
	Jonathan Gullis	Reform UK
	Olivia Wozny	Reform UK
Knutton	Graham Shaw	Reform UK
Loggerheads	Graham Sedgley	Conservative
	Andrew Turnock	Conservative
Madeley and Betley	Robert Bettley-Smith	Conservative
	Jill Whitmore	Conservative

Maer and Whitmore	Jeremy Lefroy		Conservative
May Bank	John Tagg		Conservative
	Finn Swain		Conservative
	David Hutchison		Conservative
Newchapel and Mow Cop	Jonathan Downs		Reform UK
	Scott Stevenson		Reform UK
Silverdale	Martyn Ashworth		Reform UK
	Ian Sparks		Reform UK
Talke and Butt Lane	Gary Evans		Reform UK
	Simon Kasperowicz		Reform UK
	Martin Rogerson		Reform UK
Thistleberry	Sue Beeston		Conservative
	Joan Whieldon		Conservative
Town	Sheelagh Casey-Hulme		Labour
	Christine Duffy		Reform UK
Westbury Park and Northwood	Andrew Parker		Conservative
	Andrew Fear		Conservative
Westlands	Simon Tagg		Conservative
	Gillian Heesom		Conservative
	Mark Holland		Conservative
Wolstanton	Christopher Bailey		Reform UK
	Andrew Fisher		Reform UK



## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### CORPORATE LEADERSHIP TEAM'S REPORT TO COUNCIL

20<sup>th</sup> May 2026

**Report Title:**           Calendar of Meetings 2026-2030

**Submitted by:**        Chief Executive

**Portfolios:**            Legal, Governance & Organisational Performance

**Ward(s) affected:**    All

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
To ask Council to approve the Calendar of Meetings for the period 2026 – 2030.			
<b><u>Recommendation</u></b>			
That Council approves the draft Calendar of Meetings 2026 – 2030.			
<b><u>Reasons</u></b>			
To ensure the continued operation of the Council's decision making processes.			

1.       **Background**

1.1 The current calendar of meetings lists dates up to and including June 2022. It is necessary to approve a new calendar of meetings to ensure the decision making process can continue without interruption.

2.       **Issues**

2.1 A new calendar of meetings is needed from June 2026. The constitution states that council approves the schedule of meeting dates. It is proposed that a new calendar is approved for the whole of the forthcoming new council term. This will ensure the council's decision making process can continue and will assist with forward planning. Once meeting dates are confirmed this will enable room bookings to be made. The information will also be helpful for prospective councillors and can be used as part of the Member Induction Process.

3.       **Proposal**

3.1 That Council approves the draft Calendar of Meetings 2026 – 30.

4.       **Reasons for Proposed Solution**

4.1 To ensure the decision making process can continue without interruption.

5.       **Options Considered**

5.1 Not approving a calendar of meetings until later in the year risks delaying decisions or increased used of urgency powers which is not good governance.

6. **Legal and Statutory Implications**

6.1 Legislation requires public notice of meetings to be given including business to be transacted. An approved calendar of meetings will support this process.

7. **Equality Impact Assessment**

7.1 There are no adverse equality impacts identified as a consequence of this report.

8. **Financial and Resource Implications**

8.1 There are no financial implications. The resource implications involve booking meeting rooms and inputting meeting dates which can be managed within existing staff resources.

9. **Major Risks**

9.1 The risk of not approving a calendar at an early stage is delayed decision making or increased use of urgency powers which is not good governance.

10. **UN Sustainable Development Goals (UNSDG)**

10.1 N/A



11. **Key Decision Information**

11.1 This is not a key decision.

12. **Earlier Cabinet/Committee Resolutions**

12.1 None

13. **List of Appendices**

13.1 Appendix 1 – draft calendar of meetings.

14. **Background Papers**

14.1 None.

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*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>May 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Bank Holiday	5	6	7 Elections	8
11	12	13	14	15
18 Group Meetings	19	20 Annual Council	21	22
25 Bank Holiday	26	27	28 Planning	29

<b>June 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9 2.00pm Cabinet	10	11 Health, Wellbeing & Environment SC	12
15	16 6.30pm CAWP	17	18 Economy & Place SC	19
22	23 Planning	24	25	26
29 Audit & Standards	30 Licensing & Public Protection			

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>July 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Finance, Assets & Performance SC	3
6 Group Meetings	7	8 Council	9	10
13	14 2.00pm Cabinet  6.30pm CAWP	15	16	17
20	21 Planning	22	23	24
27	28	29	30	31

<b>August 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4	5	6	7
10	11 6.30pm CAWP	12	13	14
17	18 Planning	19	20	21
24	25 Licensing & Public Protection	26	27	28
31 Bank Holiday				

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>September 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	3	3	4
7 Audit & Standards	8 6.30pm CAWP	9	10 Finance, Assets & Performance SC	11
14	15 2.00pm Cabinet Planning	16	17 Health, Wellbeing & Environment SC	18
21	22	23	24 Economy & Place SC	25
28 Group Meetings	29	30 Council		

<b>October 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 2.00pm Cabinet 6.30pm CAWP	7	8	9
12	13 Planning	14	15	16
19	20 Licensing & Public Protection	21	22	23
26	27	28	29	30

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>November 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 2.00pm Cabinet  6.30pm CAWP	4	5	6
9	10 Planning	11	12	13
16 Audit & Standards	17	18	19	20
23 Group Meetings	24	25 Council	26	27
30				

<b>December 2026</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 2.00pm Cabinet  6.30pm CAWP	2	3 Health, Wellbeing & Environment SC	4
7	8 Planning	9	10 Finance, Assets & Performance SC	11
14	15 Licensing & Public Protection	16	17 Economy & Place SC	18
21	22	23	24	25 Bank Holiday
28 Bank Holiday	29 Office Closed	30 Office Closed	31 Office Closed	

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>January 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1 Bank Holiday
4	5 6.30pm CAWP	6	7	8
11	12 Planning	13	14 Finance, Assets & Performance SC	15
18 Group Meetings	19 2.00pm Cabinet	20 Council	21	22
25	26	27	28	29

<b>February 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 2.00pm Cabinet 6.30pm CAWP	3	4	5
8 Audit & Standards	9 Planning	10	11	12
15 Group Meetings	16	17 Council (Budget)	18	19
22	23 Licensing & Public Protection	24	25	26

(meetings commence at 7pm unless otherwise agreed by each Committee)

<b>May 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday

<b>March 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2 6.30pm CAWP	3	4 Economy & Place SC	5
8	9 Planning	10	11 Health, Wellbeing & Environment SC	12
15	16 2.00pm Cabinet	17	18 Finance, Assets & Performance SC	19
22	23	24	25	26 Bank Holiday
29 Bank Holiday	30 6.30pm CAWP	31		

<b>April 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Group Meetings	6 Planning	7	8	9
12 Audit & Standards	13 2pm Cabinet	14 Council	15	16
19	20 Licensing & Public Protection	21	22	23
26	27 6.30pm CAWP	28	29	30

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

3 Bank Holiday	4 Planning	5	6 Elections	7
10	11	12	13	14
17 Group Meetings	18	19 Annual Council	20	21
24	25 6.30pm CAWP	26	27	28
31 Bank Holiday				

<b>June 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Planning	2	3	4
7	8	9	10 Economy & Place SC	11
14 Audit & Standards	15 2pm Cabinet  Licensing & Public Protection	16	17 Health Wellbeing & Environment SC	18
21	22 6.30pm CAWP	23	24 Finance, Assets & Performance SC	25
28	29 Planning	30		

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>July 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6 2.00pm Cabinet	7	8	9
12	13	14	15	16
19 Group Meetings	20 6.30pm CAWP	21 Council	22	23
26 Audit & Standards	27 Planning	28	29	30

<b>August 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10 Licensing & Public Protection	11	12	13
16	17 6.30pm CAWP	18	19	20
23	24 Planning	25	26	27
30 Bank Holiday	31			

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>September 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9 Health, Wellbeing & Environment SC	10
13 Audit & Standards	14 2pm Cabinet  6.30pm CAWP	15	16 Finance, Assets & Performance SC	17
20 Group Meetings	21 Planning	22 Council	23	24
27	28	29	30 Economy & Place SC	

<b>October 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 Licensing & Public Protection	6	7	8
11	12 2.00pm Cabinet  6.30pm CAWP	13	14	15
18	19 Planning	20	21	22
25	26	27	28	29

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>November 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9 2.00pm Cabinet 6.30pm CAWP	10	11	12
15 Audit & Standards	16 Planning	17	18	19
22 Group Meetings	23	24 Council	25	26
29	30 Licensing & Public Protection			

<b>December 2027</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Health, Wellbeing & Environment SC	3
6 6.30pm CAWP	7 2.00pm Cabinet	8	9 Economy & Place SC	10
13	14 Planning	15	16 Finance, Assets & Performance SC	17
20	21	22	23	24
27 Bank Holiday	28 Bank Holiday	29 Office Closed	30 Office Closed	31 Office Closed

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>January 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3 Bank Holiday	4	5	6	7
10 6.30pm CAWP	11	12	13	14
17	18 2.00pm Cabinet Planning	19	20 Finance, Assets & Performance SC	21
24 Group Meetings	25	26 Council	27	28
31				

<b>February 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7 Audit & Standards	8 2.00pm Cabinet 6.30pm CAWP	9	10	11
14 Group Meetings	15 Planning	16 Council (Budget)	17	18
21	22 Licensing & Public Protection	23	24	25
28	29			

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>March 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Health, Wellbeing & Environment SC	3
6	7 6.30pm CAWP	8	9	10
13	14 Planning	15	16 Finance, Assets & Performance SC	17
20	21 2.00pm Cabinet	22	23 Economy & Place SC	24
27	28	29	30	31

<b>April 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 6.30pm CAWP	5	6	7
10 Group Meetings	11 Planning	12 Council	13	14 Bank Holiday
17 Bank Holiday	18 Licensing & Public Protection	19	20	21
24 Audit & Standards	25 2.00pm Cabinet	26	27	28

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>May 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2 6.30pm CAWP	3	4 Elections	5
8	9 Planning(cancel or postpone)	10	11	12
15 Group Meetings	16	17 Annual Council	18	19
22	23	24	25	26
29 Bank Holiday	30 6.30pm CAWP	31		

<b>June 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1 Health, Wellbeing & Environment SC	2
5	6 Planning	7	8	9
12 Audit & Standards	13 2.00pm Cabinet	14	15 Economy & Place SC	16
19	20 Licensing & Public Protection	21	22 Finance, Assets & Performance SC	23
26	27 6.30pm CAWP	28	29	30

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>July 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Planning	5	6	7
10	11 2.00pm Cabinet	12	13	14
17	18	19	20	21
24 Group Meetings	25 6.30pm CAWP	26 Council	27	28
31 Audit & Standards				

<b>August 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 Planning	2	3	4
7	8	9	10	11
14	15 Licensing & Public Protection	16	17	18
21	22 6.30pm CAWP	23	24	25
28 Bank Holiday	29 Planning	30	31	

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>September 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5	6	7 Economy & Place SC	8
11	12 2.00pm Cabinet	13	14 Finance, Assets & Performance SC	15
18 Group Meetings	19 6.30pm CAWP	20 Council	21	22
25 Audit & Standards	26 Planning	27	28 Health, Wellbeing & Environment SC	29

<b>October 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10	11	12	13
16	17 2.00pm Cabinet  6.30pm CAWP	18	19	20
23	24 Planning	25	26	27
30	31 Licensing & Public Protection			

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>November 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6 Audit & Standards	7 2.00pm Cabinet	8	9	10
13	14 6.30pm CAWP	15	16	17
20 Group Meetings	21 Planning	22 Council	23	24
27	28	29	30 Health, Wellbeing & Environment SC	

<b>December 2028</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 2.00pm Cabinet  Licensing & Public Protection	6	7 Economy & Place SC	8
11	12 6.30pm CAWP	13	14 Finance, Assets & Performance SC	15
18	19 Planning	20	21	22
25 Bank Holiday	26 Bank Holiday	27 Office Closed	28 Office Closed	29 Office Closed

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>January 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Bank Holiday	2	3	4	5
8	9	10	11	12
15	16 2.00pm Cabinet 6.30pm CAWP	17	18 Finance, Assets & Performance SC	19
22 Group Meetings	23 Planning	24 Council	25	26
29	30	31		

<b>February 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Audit & Standards	6 2:00pm Cabinet	7	8	9
12 Group Meetings	13 6.30pm CAWP	14 Council(Budget)	15	16
19	20 Planning	21	22	23
26	27 Licensing & Public Protection	28		

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>March 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8 Economy & Place SC	9
12	13 2.00pm Cabinet 6.30pm CAWP	14	15 Health, Wellbeing & Environment SC	16
19	20 Planning	21	22 Finance, Assets & Performance SC	23
26	27	28	29	30 Bank Holiday

<b>April 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
2 Bank Holiday	3	4	5	6
9 Audit & Standards	10 6.30pm CAWP	11	12	13
16 Group Meetings	17 Planning	18 Council	19	20
23	24 Licensing & Public Protection	25	26	27
30				

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>May 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1 2.00pm Cabinet	2	3 Elections	4
7 Bank Holiday	8 6.30pm CAWP	9	10	11
14 Group Meetings	15 Planning	16	17	18
21	22	23 Annual Council	24	25
28 Bank Holiday	29	30	31	

<b>June 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4	5 6.30pm CAWP	6	7	8
11	12 2.00pm Cabinet Planning	13	14 Health, Wellbeing & Environment SC	15
18 Audit & Standards	19	20	21 Economy & Place SC	22
25	26 Licensing & Public Protection	27	28 Finance, Assets & Performance SC	29

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>July 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
2	3 6.30pm CAWP	4	5	6
9	10 Planning	11	12	13
16	17 2.00pm Cabinet	18	19	20
23 Group Meetings	24	25 Council	26	27
30 Audit & Standards	31 6.30pm CAWP			

<b>August 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7 Planning	8	9	10
13	14	15	16	17
20	21 Licensing & Public Protection	22	23	24
27 Bank Holiday	28 6.30pm CAWP	29	30	31

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>September 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 Planning	5	6 Finance, Assets & Performance SC	7
10	11 2.00pm Cabinet	12	13 Economy & Place SC	14
17	18	19	20 Health, Wellbeing & Environment SC	21
24 Group Meetings	25 6.30pm CAWP	26 Council	27	28

<b>October 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1 Audit & Standards	2 Planning	3	4	5
8	9 Licensing & Public Protection	10	11	12
15	16 2.00pm Cabinet	17	18	19
22	23 6.30pm CAWP	24	25	26
29	30 Planning	31		

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>November 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5 Audit & Standards	6 2.00pm Cabinet	7	8	9
12	13	14	15	16
19 Group Meetings	20 6.30pm CAWP	21 Council	22	23
26	27 Planning	28	29 Health, Wellbeing & Environment SC	30

<b>December 2029</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
3	4 2.00pm Cabinet	5	6 Finance, Assets & Performance SC	7
10	11 Licensing & Public Protection	12	13 Economy & Place SC	14
17	18 6.30pm CAWP	19	20	21
24	25 Bank Holiday	26 Bank Holiday	27 Office Closed	28 Office Closed
31 Office Closed				

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>January 2030</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
	1. Bank Holiday	2	3 Planning	4
7	8	9	10	11
14	15 2.00pm Cabinet	16	17 Finance, Assets & Performance SC	18
21 Group Meetings	22 6.30pm CAWP	23 Council	24	25
28	29 Planning	30	31	

<b>February 2030</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 Audit & Standards	5 2.00pm Cabinet	6	7	8
11 Group Meetings	12 Licensing & Public Protection	13 Council (Budget)	14	15
18	19 6.30pm CAWP	20	21	22
25	26 Planning	27	28	

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>March 2030</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
4	5	6	7	8
11	12	13	14 Health, Wellbeing & Environment SC	15
18	19 2.00pm Cabinet  6.30pm CAWP	20	21 Economy & Place SC	22
25	26 Planning	27	28 Finance, Assets & Performance SC	29

<b>April 2030</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8	9 Licensing & Public Protection	10	11	12
15 Group Meetings	16 6.30pm CAWP	17 Council	18	19 Bank Holiday
22 Bank Holiday	23 Planning	24	25	26
29 Audit & Standards	30 2.00pm Cabinet			

*(meetings commence at 7pm unless otherwise agreed by each Committee)*

<b>May 2030</b>				
Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Elections	3
6 Bank Holiday	7	8	9	10
13	14 6.30pm CAWP	15	16	17
20 Group Meetings	21 Planning	22 Annual Council	23	24
27 Bank Holiday	28	29	30	31

<b>June 2030</b>				
3	4	5	6 Finance Assets & Performance SC	7
10	11 2:00PM Cabinet  6.30pm CAWP	12	13 Economy & Place SC	14
17 Audit & Standards	18 Planning	19	20 Health Wellbeing & Environment SC	21
24	25 Licensing & Public Protection	26	27	28

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## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### CORPORATE LEADERSHIP TEAM'S REPORT TO COUNCIL

20 May 2026

**Report Title: Appointment to Committees**

**Submitted by: Chief Executive**

**Portfolios: Legal, Governance and Organisational Performance**

**Ward(s) affected: All**

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u>    Yes <input type="checkbox"/>    No <input checked="" type="checkbox"/></b>
To appoint Members to committees, elect chairs and vice-chairs and note appointments to Political Group Leader and Deputy Leadership positions.	
<b><u>Recommendation</u></b>	
That Council makes the committee appointments set out in the Appendix to this report and notes the appointed Group Leader/Deputy Leadership positions.	
<b><u>Reasons</u></b>	
In accordance with the requirements of the Constitution, and to enable council business to be conducted through committees (Sections 101 & 102 of the Local Government Act 1972; Section 6 of the Licensing Act 2003) and to comply with the requirements in respect of Scrutiny (Part 1A of the Local Government Act 2000).	

1.     **Background**

*Committee Appointments*

- 1.1     The Local Government and Housing Act 1989 ("the 1989 Act") imposes political proportionality requirements in respect of the appointment of committees (other than the Executive). Specific provision is made in Section 15 of the Act as to how proportionality requirements should be prioritised as between the number of seats available on each committee and the number of available committee seats overall.
- 1.2     To meet these requirements, minor adjustments often need to be made where, for instance, a strict calculation results in an entitlement to less than one whole seat on any given committee.
- 1.3     It now falls to Council to appoint members from the relevant political groups to the seats allocated to those groups. Council will then need to elect a chair and vice-chair for each committee. Nominations made by the groups will be set out in an appendix to be tabled at the meeting.

1.4 Government advice on Scrutiny Committees suggests that local authorities might consider it appropriate to have all or some of these committees chaired by members outside the majority group.

1.5 The constitution states that there shall be 2 non-voting co-opted members on the Health, Wellbeing and Environment Scrutiny Committee as set out below:

“In addition, there shall also be 2 non-voting co-opted members, representing the young people of the Borough drawn from the Student’s Union at Keele University and the Student Representative Body at Newcastle College. Both establishments are to be invited to nominate a co-opted member at each Annual Council.”

It is recommended that the Head of Legal and Governance/Monitoring Officer be granted delegated authority to make these arrangements.

#### *Group Leadership/Deputy Leadership*

1.6 For completeness, Political Group Leader and Deputy Leaderships are also reported to Annual Council. These will also be set out in Appendix 1 to this report tabled at the meeting.

#### *Armed Forces Champion*

1.7 Following the death in office of the previous Armed Forces Champion, the report includes nominations for this position until the next election.

## 2. **Issues**

2.1 Set out above.

## 3. **Proposal**

3.1 That Council makes the committee appointments set out in the Appendix to this report and notes the appointed Group Leader/Deputy Leadership positions.

## 4. **Reasons for Proposed Solution**

4.1 To comply with the legislative requirements and Council’s Constitution.

## 5. **Options Considered**

5.1 Not applicable.

## 6. **Legal and Statutory Implications**

6.1 Dealt with in the body of the report

## 7. **Equality Impact Assessment**

7.1 Not applicable.

## 8. **Financial and Resource Implications**

8.1 There are no significant direct financial or resource implications arising from the proposals. There is no change to the number of chairmanships or vice-chairmanships so no impact on members’ allowances.

## 9. **Major Risks**

9.1 It is essential that the council’s decision-making structures and processes are robust and established in line with the relevant legislation and principles of good governance, to minimise the risk of legal challenge. The proposed approach seeks to ensure those aims are met.

9.2 The appointment of scrutiny committees enables the Council to achieve enhanced accountability and transparency of decision-making process. Scrutiny is a key element of the Council's executive arrangements and is the main way by which executive decision-makers are held to public account for the discharge of the functions for which they are responsible.

9.3 The scrutiny process is a key mechanism for enabling councillors to represent the views of their constituents and other organisations to the cabinet and to the Council and, by examining the operation and impact of the Council's policies, is a useful means of improving the development and delivery of services. Lack of an effective scrutiny function could lead to a lack of democratic accountability for the Council.

## 10. UN Sustainable Development Goals (UNSDG)

10.1



## 11. One Council

11.1 Please confirm that consideration has been given to the following programmes of work:

One Commercial Council

*We will make investment to diversify our income and think entrepreneurially.*

One Digital Council

*We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.*

One Green Council

*We will deliver on our commitments to a net zero future and make all decisions with sustainability as a driving principle.*

11.2 Councillor membership of scrutiny, regulatory and decision-making committees ensures accountability and transparency in decision-making for commercial, digital and green policies and priorities.

## 12. Key Decision Information

12.1 This is not a Key Decision.

## 13. Earlier Cabinet/Committee Resolutions

13.1 Not Applicable.

14. **List of Appendices**

14.1 Appendix 1 - Nominations from political groups

15. **Background Papers**

15.1 Not Applicable.

## Notification of Political Groups of the Borough Council

Members are advised that the Proper Officer has received notification, under the provisions of the Local Government (Committees and Political Groups) Regulations 1990, of the operation of two political groups on the Council namely:-

NAME & NUMBER OF MEMBERS	DESIGNATED LEADER	DESIGNATED DEPUTY LEADER
<b>REFORM UK 27</b>	<b>JONATHAN GULLIS</b>	<b>GRAHAM SHAW</b>
<b>CONSERVATIVE 15</b>	<b>SIMON TAGG</b>	<b>MARK HOLLAND</b>
<b>LABOUR 2</b>	<b>DAVE JONES</b>	<b>SHEELAGH CASEY-HULME</b>

### Representation of Political Groups in Committees and Appointment of Members to Committees

		REFORM UK	CONSERVATIVE	LABOUR
<b>Audit &amp; Standards</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>0</b>
		Glenn Tift	Simon Tagg	
		Janice SainReiners	Jeremy Lefroy	
		Christopher Saxton	Joan Whieldon	
		Scott Stevenson		
Substitutes	<b>7</b>	<b>4</b>	<b>3</b>	<b>0</b>
			Mark Holland	
			Graham Sedgley	
			Finn Swain	
<b>Employment Committee</b>	<b>7</b>	<b>4</b>	<b>3</b>	<b>0</b>
		Jonathan Gullis	Simon Tagg	Dave Jones
		Martin Rogerson	Mark Holland	
		Glenn Tift	Sue Beeston	
		Patricia Harrison		
Substitutes	<b>7</b>	<b>4</b>	<b>3</b>	<b>0</b>
			Joan Whieldon	Sheelagh Casey-Hulme
			Jeremy Lefroy	
			Gill Heesom	
<b>Licensing &amp; Public Protection</b>	<b>15</b>	<b>9</b>	<b>5</b>	<b>1</b>
		Simon Kasperowicz	Joan Whieldon	Sheelagh Casey-Hulme
		Pamela Jellyman	Andrew Parker	
		Charlie Clarke	Jill Whitmore	
		Jonathan Downs	Graham Sedgley	
		Wayne Barber	Gill Heesom	
		Christopher Bailey		
		Rhys Machin		
		Scott Stevenson		
		Ian Sparks		

<b>Substitutes</b>	<b>15</b>	<b>9</b>	<b>5</b>	<b>1</b>
			Sue Beeston	Dave Jones
			Jeremy Lefroy	
			David Hutchison	
			John Tagg	
			Robert Bettley-Smith	
<b>Conservation Advisory</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>
		Jonathan Gullis	Sue Beeston	
		Graham Shaw	Jill Whitmore	
		Andrew Fisher		
<b>Substitutes</b>	<b>5</b>	<b>3</b>	<b>2</b>	<b>0</b>
			Andrew Turnock	
			Jeremy Lefroy	
<b>Planning</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>1</b>
		Christopher Saxton	Andy Fear	Dave Jones
		Jonathan Downs	Mark Holland	
		Ian Sparks	Andrew Turnock	
		Simon Kasperowicz	David Hutchison	
		Gary Evans		
		Glenn Tift		
		Christopher Bailey		
<b>Substitutes</b>	<b>12</b>	<b>7</b>	<b>4</b>	<b>1</b>
			Sue Beeston	Sheelagh Casey-Hulme
			Robert Bettley-Smith	
			Gill Heesom	
			Finn Swain	
<b>Health, Wellbeing &amp; Environment SC</b>	<b>11</b>	<b>7</b>	<b>3</b>	<b>1</b>
		Scott Stevenson	David Hutchison	Sheelagh Casey-Hulme
		Olivia Wozny	Gill Heesom	
		Ian Sparks	John Tagg	
		Martyn Ashworth		
		Mark Harrison		
		Pamela Jellyman		
		Christopher Bailey		
<b>Substitutes</b>	<b>11</b>	<b>7</b>	<b>3</b>	<b>1</b>
			Sue Beeston	Dave Jones
			Simon Tagg	
			Andrew Turnock	

<b>Economy &amp; Place SC</b>	<b>11</b>	<b>7</b>	<b>4</b>	<b>0</b>
		Martin Ashworth	Robert Bettley-Smith	
		Patricia Harrison	Andrew Parker	
		Gary Evans	Finn Swain	
		Olivia Wozny	Andy Fear	
		Paul Wood		
		Charlie Clarke		
		Jon Chamberlain		
<b>Substitutes</b>	<b>11</b>	<b>7</b>	<b>4</b>	<b>0</b>
			Joan Whieldon	
			Simon Tagg	
			Jill Whitmore	
			Graham Sedgley	
<b>Finance, Assets &amp; Performance SC</b>	<b>11</b>	<b>7</b>	<b>3</b>	<b>1</b>
		Paul Wood	Simon Tagg	Dave Jones
		Rhys Machin	Mark Holland	
		Mark Harrison	Jeremy Lefroy	
		Peter Walton		
		Wayne Barber		
		Jon Chamberlain		
		Janice SainReiners		
<b>Substitutes</b>	<b>11</b>	<b>7</b>	<b>3</b>	<b>1</b>
			John Tagg	Sheelagh Casey-Hulme
			Joan Whieldon	
			Andy Fear	

## Appointment of Chairs and Vice-Chairs of Committees (in accordance with Standing Order 46(1))

Members are advised of the following nominations for the positions of Chair and Vice-Chair for the various Committees of the Council. Where there are two nominations (**highlighted in bold**), the Council must vote on which Member to appoint:-

COMMITTEE	CHAIR	VICE-CHAIR
Audit & Standards	Cllr Glen Tift (Reform UK) Cllr Simon Tagg (Conservative)	Cllr Janice SainReiners (Reform UK) Jeremy Lefroy (Conservative)
Conservation Advisory	Cllr Sue Beeston (Conservative)	Cllr Jill Whitmore (Conservative)
Employment Committee	PORTFOLIO HOLDER	NO NOMINATION REQUIRED
Licensing & Public Protection	Cllr Simon Kasperowicz (Reform UK) Cllr Joan Whieldon (Conservative)	Cllr Pamela Jellyman (Reform UK) Cllr Graham Sedgley (Conservative)
Planning	Cllr Christopher Saxton (Reform UK) Cllr Andy Fear (Conservative)	Cllr Jonathan Downs (Reform UK) Cllr Andrew Turnock (Conservative)

<b>Health, Wellbeing &amp; Environment SC</b>	<b>Cllr Scott Stevenson (Reform UK)</b> <b>Cllr David Hutchison (Conservative)</b>	<b>Cllr Olivia Wozny (Reform UK)</b> <b>Cllr Gill Heesom (Conservative)</b>
<b>Economy &amp; Place SC</b>	<b>Cllr Martyn Ashworth (Reform UK)</b> <b>Cllr Robert Bettley-Smith (Conservative)</b>	<b>Cllr Patricia Harrison (Reform UK)</b> <b>Cllr Andrew Parker (Conservative)</b>
<b>Finance, Assets &amp; Performance SC</b>	<b>Cllr Paul Wood (Reform UK)</b> <b>Cllr Mark Holland (Conservative)</b>	<b>Cllr Peter Walton (Reform UK)</b> <b>Cllr Jeremy Lefroy (Conservative)</b>
<b>MAYOR AND DEPUTY MAYOR NOMINATIONS</b>		
<b>NOMINATION FOR MAYOR</b>	<b>Cllr Christopher Bailey (Reform UK)</b>	<b>Cllr Joan Whieldon (Conservative)</b>
<b>NOMINATION FOR DEPUTY MAYOR</b>	<b>Cllr Simon Kasperowicz (Reform UK)</b>	-

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## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### CORPORATE LEADERSHIP TEAM'S REPORT TO COUNCIL

20<sup>th</sup> May 2026

**Report Title:** External Roles and Appointments

**Submitted by:** Chief Executive

**Portfolios:** Legal, Governance and Organisational Performance

**Ward(s) affected:** All

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
To ask Council to appoint to outside bodies.	
<b><u>Recommendation</u></b>	
That Council appoints representatives to the outside bodies as set out in the appendix.	
<b><u>Reasons</u></b>	
To ensure the council is represented on the outside bodies and external organisations as set out in the appendix to this report.	

1.     **Background**
  - 1.1 The Council has representation on various outside bodies and organisations. It is recommended that appointments are made for the 4-year term of this Council.
  
2.     **Issues**
  - 2.1 The Council is required to make appointments to support effective governance and representation for bodies which operate within the borough, supporting decision-making and enabling
  
3.     **Proposal**
  - 3.1 That council makes appointments to the outside bodies and external organisations as listed in the appendix to this report.
  
4.     **Reasons for Proposed Solution**
  - 4.1 To ensure the council has representation on various outside bodies and organisations.
  
5.     **Options Considered**
  - 5.1 None.

6. **Legal and Statutory Implications**

6.1 None.

7. **Equality Impact Assessment**

7.1 None.

8. **Financial and Resource Implications**

8.1 None.

9. **Major Risks**

9.1 None.

10. **UN Sustainable Development Goals (UNSDG)**

10.1 None.



11.

Please confirm that consideration has been given to the following programmes of work:

One Commercial Council

*We will make investment to diversify our income and think entrepreneurially.*

One Digital Council

*We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.*

One Sustainable Council

*We will deliver on our commitments and make all decisions with sustainability as a driving principle*

**12. Key Decision Information**

12.1 This is not a key decision.

13. **Earlier Cabinet/Committee Resolutions**

13.1 None.

14. **List of Appendices**

14.1 List of outside bodies and external organisations.

15. **Background Papers**

15.1. None

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**APPOINTMENTS FROM MAY, 2026 TO MAY 2030 .**

**External Roles of Members – Community Groups**

Name of Organisation/ Role	Description of Organisation / Role	Appointed by	Nomination convention	Term of Appointment	Nominations for re-appointment
<p>Community Centres Management Committees:</p> <p>Audley                      Bradwell Lodge Community Centre *                      Butt Lane                      Chesterton                      Clayton                      Crackley                      Harriet Higgins                      Knutton                      Marsh Hall                      Ramsay Road                      Red Street                      Silverdale, Park Road                      Silverdale, Social Centre                      Whitfield                      Wye Road</p> <p>CIE – Community Interest Group                      (appoints own Directors)</p>	<p>The Management Committees hold regular meetings, usually monthly, to decide on how the organisation should operate the community centre on a day to day basis.</p>	<p>Council                      (up to 3 members on each)</p>	<p>Ward members automatically become the Council's nominated representatives for community centres situated within their wards for the period of their office, negating the need to make specific nominations each year</p> <p>Ward Members do not have voting rights unless co-opted or elected to the Management Committee</p>	<p>Every 4 years</p>	<p>Ward Councillors automatically appointed</p>

Residents Associations

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Residents' Associations are made up of local residents (tenants and/or homeowners) who represent the interests of everyone living in a particular area or building. They come together to represent the views of all residents in their area to help make their neighbourhood a better place to live.

Council

Ward Members automatically become the Council's nominated for any Residents Association within their ward for the period of their office, negating the need to make specific nominations each year.

Ward Members do not have voting rights unless co-opted or elected to the Residents Association.

Every 4 years

Ward Councillors automatically appointed

## External Roles of Members

Name of Organisation/ Role	Description of Organisation / Role	Appointed by	Nomination convention	Term of Appointment	Nominations for appointment
Aspire Housing Board	Provider of homes for rent and homes for shared ownership.	1 member/ Council (£5,000 p/a paid by Aspire)	One Member (Cllr Northcott)	4 years	Cllr Renshaw (R) Cllr Heesom (C)
Business Improvement District	Works with partner organisations to lobby, support and deliver a range of projects and events in the BID area	1 member/ Council	Relevant Portfolio Holder or nominee (Cllr S Tagg)	4 years	Leader Cllr S Tagg (C)
Campaign to Protect Rural England - County Branch	Works to make the countryside of Staffordshire a better place for everyone to live, work and enjoy.	up to 2 members/ Council	One Member (Cllr S Tagg)	4 years	Cllr Machin (R) Cllr Sedgley (C)

<p>Corporate Parenting Panel</p> <p>Page 66</p>	<p>The Corporate Parenting Panel supports the Council to ensure that it is fulfilling its duties towards those children looked after corporately. It also oversees the services provided to children and young people in care.</p>	<p>1 member/ Cabinet</p>	<p>Relevant Portfolio Holder or nominee (Cllr Heesom)</p>	<p>4 years</p>	<p>Cllr Kasperowicz (R)</p>
<p>Local Councils Network</p>	<p>The District Councils' Network is a cross-party member led network of 180 district councils. It is a Special Interest Group of the Local Government Association and provides a single voice for all district councils within the Local Government Association.</p>	<p>1 member/ Council</p>	<p>Leader</p>	<p>4 years</p>	<p>Leader</p>

Visit Staffordshire Destination Management Partnership	A partnership between the public sector and private sector – to bring more visitors into Staffordshire. The partnership has a board of members representing all parts of the county and all elements of the industry.	1 member/ Council	Relevant Portfolio Holder or nominee  (Cllr Sweeney)	4 years	Leader
Go Kidsgrove	Community Interest Company promoting local businesses and events.	1 member/ Council	Relevant Portfolio Holder or nominee  (Cllr Skelding)	4 years	Cllr Wozny (R)
LGiU Assembly	A local authority membership organisation. Members are councils and other organisations with an interest in local government from across the UK. Support is provided to officers and councillors.	1 member/ Council	One nominee  (Cllr Hutchison)	4 years	Cllr Rogerson (R)

<p>Local Government Association</p> <p>Page 68</p>	<p>The 'parliament of Local Government'</p>	<p>1 member/ Council</p>	<p>Leader</p>	<p>4 years</p>	<p>Leader</p>
<p>Newcastle Partnership (Local Strategic Partnership)</p>	<p>Representing different sectors in the Borough and playing a vital role in bringing together a range of organisations through co-operative and co-ordinated joint working to improve social, economic and environmental wellbeing for residents.</p> <p>It is committed to continuously improving the quality of life and experiences of people, who live, work, invest, study and visit Newcastle</p>	<p>1 + sub member/ Council</p>	<p>Leader, Deputy Leader as substitute</p>	<p>4 years</p>	<p>Leader</p>
<p>North Staffs Victim Support</p>			<p>Portfolio Holder or nominee (Cllr Heesom)</p>	<p>4 years</p>	<p>Portfolio Holder</p>

Parking and Traffic Regulations Outside London (PATROL)	There is a statutory requirement for authorities to make provision for independent adjudication of motorists' appeals against the traffic penalties they issue.	1 Member  Council	Relevant Portfolio Holder or Nominee  (Cllr Heesom)	4 years	Portfolio Holder
Sir John Offley Almshouse Trust	Charity run Housing situated in Madeley	N/A	One Madeley Ward Cllr (Cllr Whitmore appointed 2024)	4 years	Cllr Whitmore
Staffordshire County Council Health and Care Overview and Scrutiny Committee	Responsible for scrutinising the commissioning and delivery of health services in Staffordshire County Council's area, with the aim of helping to reduce health inequalities.	1 member/ Council	Chair of relevant Scrutiny Committee or substitute  (Cllr Adcock)	4 years	Cllr Stevenson (R)
Staffordshire Leaders Board	A Joint Committee of the local authorities in Staffordshire to explore opportunities for improved joint working	1 member/Council	Leader  Deputy Leader is substitute	4 years	Leader

Staffordshire Playing Fields Association Page 7 of 9		1	Relevant Portfolio Holder or nominee (Cllr Skelding)	4 years	Leader
Staffordshire Police, Fire and Crime Panel and associated panels	The role of the Panel is to scrutinise the Police, Fire and Crime Commissioner, to promote openness in the transaction of Police and Fire and Rescue business and also to support the Commissioner in the effective exercise of their functions.	1+ sub member/ Council (£920.04 p.a. paid by the PFCP)	Relevant Portfolio Holder or nominee (Cllr Heesom)	4 years	
Stoke-on-Trent and North Staffordshire Theatre Trust Limited (New Victoria Theatre)	A charity for people of all ages/backgrounds – using the power of theatre to change lives.	1 member/ Council	Relevant Portfolio Holder or nominated Member (Cllr Holland)	4 years	Cllr Holland (C)
Stoke-on-Trent and Staffordshire Local Enterprise Partnership	The Partnership works to bring together businesses and local authorities to drive economic growth, create jobs and raise skills levels.	1 member/ Council	Leader	4 years	Leader

Newcastle-under-Lyme Almshouse Association	Charity run housing – comprising 5 bungalows providing accommodation for single ladies, over the age of 60 and in need of affordable housing.	2 members/  N/A	Cross Heath Ward members automatically become the Council's nominated representatives for the period of their office, negating the need to make specific nominations each year	4 years	Ward Councillors automatically appointed
West Midlands Employers	The Regional Employers Organisation for the West Midlands, representing public sector employers, operating with integrity and accountability in line with the Trade Union and Labour Relations (Consolidation) Act (1992)	1 member	Leader	4 years	Leader
Waste and Mineral Site Liaison Committee – Acton Composting Site (Committee is Active)  <b>ONE elected member</b> (whose ward is not specified in any related S106 agreement) - the site lies within the Loggerheads and Whitmore ward	Overseeing the operation of mineral or waste developments. The Committee ensures continued communication and cooperation with the community, operator, the Council and interested parties	1 member/ Council	One nominee  (Cllr Bryan)	4 years	Cllr Lefroy

<p>Waste and Mineral Site Liaison Committee –Holditch House Waste Site</p> <p><b>ONE elected member</b> (whose ward is not specified in any related S106 agreement) - the site lies within the Holditch ward</p>	<p>Overseeing the operation of mineral or waste developments. The Committee ensures continued communication and cooperation with the community, operator, the Council and interested parties</p>	<p>1 member</p>	<p>One nominee (Cllr Beeston)</p>	<p>4 years</p>	<p>Cllr Barber (R)</p>
<p>Waste and Mineral Site Liaison Committee – Keele (Madeley Heath) Quarry (Committee not yet Active)</p> <p><b>TWO elected members</b> (whose wards are not specified in any related S106 agreement) - the quarry lies within the Madeley ward</p>	<p>Overseeing the operation of mineral or waste developments. The Committee ensures continued communication and cooperation with the community, operator, the Council and interested parties</p>	<p>2 members/ Council</p>	<p>Two nominees (Cllrs Berrisford &amp; Whitmore appointed 2024)</p>	<p>4 years</p>	<p><b>Cllr Bettley-Smith</b> <b>Cllr Whitmore</b></p>

<p>Waste and Mineral Site Liaison Committee – Knutton Quarry (Committee is Active)</p> <p><b>TWO elected members</b> (the quarry lies predominately within the Knutton and Silverdale ward, with a small part located within the Silverdale and Parkside ward. There is a section 106 agreement that requires the liaison committee and for invitations for membership of up to two elected councillors. Whilst there are no conditions dictating which wards the councillors should be drawn from, it should be noted that this committee also determines community projects and the level of financial support from the S106 funds. These projects must be located within the Silverdale and Knutton ward.</p>	<p>Overseeing the operation of mineral or waste developments. The Committee ensures continued communication and cooperation with the community, operator, the Council and interested parties</p>	<p>2 members/ Council</p>	<p>Two nominees (Cllrs Adcock &amp; Dean)</p>	<p>4 years</p>	<p><b>Cllr Shaw</b> <b>Cllr Sparks</b></p>
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<p>Waste and Mineral Site Liaison Committee –Walleys Landfill Site (Committee is Active)</p> <p><b>FOUR</b> elected members (*previously six) Red Industries have taken over as owners and operators of the site and a unilateral undertaking has formalised the previously voluntary liaison committee (reference N.12/09/216 MW approved 26/5/2016), reducing the number of invited Borough Council elected members from 6 to 4.</p> <p>The unilateral undertaking specifies that Red Industries must invite four elected councillors on behalf of the Borough Council, plus two elected councillors from Staffordshire County Council, one elected councillor on behalf of Silverdale Parish Council and one on behalf of Knutton Parish Council (albeit that Knutton Parish Council does not exist). The undertaking does not specify from which wards the Borough Council elected members should be drawn from. Walley’s Landfill site lies within the Thistleberry ward but also adjoins the Knutton and Silverdale and Silverdale and Parksite wards.</p>	<p>Overseeing the operation of mineral or waste developments. The Committee ensures continued communication and cooperation with the community, operator, the Council and interested parties</p>	<p>4 members Council</p>	<p>Four nominees, one each from Thistleberry, Silverdale, Knutton and Keele Wards</p> <p><u>(Thistleberry:</u> Cllr Bettley-Smith</p> <p><u>Silverdale:</u> Cllr Adcock</p> <p><u>Knutton:</u> Cllr Dean</p> <p><u>Keele:</u> Cllr D Jones)</p>	<p>4 years</p>	<p>Cllr Ashworth (Silverdale) Cllr Shaw (Knutton) Cllr Jones (Keele) Cllr Whieldon (Thistleberry)</p>
<p>West Midland Reserve Forces and Cadets Association</p>	<p>Made up of volunteers from across the region. Supporting the Reserve Forces and Cadets from the Royal Navy, Royal Marines, Army and Royal Air Force within Staffordshire and other Counties.</p>	<p>1 member/ Council</p>	<p>Cllr Sweeney</p>	<p>4 years</p>	<p>Cllr Bailey (R)</p>



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**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**Corporate Leadership Team's  
REPORT TO COUNCIL**

**20th May 2026**

**Report Title:** Review of the Constitution

**Submitted by:** Service Director, Legal and Governance

**Portfolios:** All

**Ward(s) affected:** All

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
To update the Council Constitution following a review.	
<b><u>Recommendation</u></b>	
That full Council:	
<ol style="list-style-type: none"> <li>1. Notes the updates to the constitution produced by the Monitoring Officer (see Appendices to the report)</li> <li>2. Authorises the Monitoring Officer to progress amendments to the constitution at Appendices 1-3.</li> <li>3. Authorises the Monitoring Officer to make any further administrative/enabling amendments to the constitution as required.</li> </ol>	
<b><u>Reasons:</u></b>	
It is necessary for the Council to review and refresh its constitution so as to ensure that it accurately reflects legislative changes . There is also a need to update schemes of delegation of decision-making by officers and members and to ensure that the constitution is generally fit for purpose.	

**1. Background**

- 1.1 The Council's constitution details how the council operates, including its structure, how it makes decisions, and the procedures that ensure these decisions are transparent, efficient, and accountable to the public. It outlines the roles of councillors and officers, and contains rules such as standing orders for meetings, codes of conduct, and financial regulations.
- 1.2 The constitution defines powers and responsibilities sets out the authority's functions and determines who is responsible for which duties, including the roles of councillors,

committees, and key officers and ensures that decision-making is efficient, transparent, and accountable, with specific procedures for meetings of the full council, cabinet, and committees.

- 1.3 By standardising procedures and making them public, the constitution provides clarity for both Council members and the public it ensures transparency and accountability.
- 1.4 This is also the means by which it maintains ethical standards via the Code of Conduct for councillors and employees to ensure high standards of ethical governance.
- 1.5 It is also an essential governance tool which regulates meetings and procedures such as **council** "standing orders," that govern council meetings, manages financial and contractual matters.

## **2. Issues**

- 2.1 The purpose of the Council's constitution is to act as a public rulebook that explains how the council operates, makes decisions, and holds itself accountable to residents. It is a legal requirement that our constitution is a comprehensive, living document that provides a clear framework for governance.
- 2.2 There is a need to refresh the constitution periodically so as to ensure that we have a plain-language guide for how the council operates as a democratic organisation so that it can help residents, businesses, and stakeholders better understand how the council's decision-making process works.

## **3. Recommendation**

- 3.1 Notes the proposals contained in the attached appendices produced by the Monitoring Officer in order to update the constitution.
- 3.2. Authorises the Monitoring Officer to progress amendments to the constitution at Appendices 1-3.
- 3.3 Authorises the Monitoring Officer to make any final administrative/enabling amendments to the constitution as required.

## **4. Reasons**

- 4.1 It is necessary for the Council to review and refresh its constitution so as to ensure that it accurately reflects legislative changes as well as new policies and ways of working.
- 4.2 There is a need to update schemes of delegation of decision-making by officers and members.
- 4.3 To ensure that the constitution is generally fit for purpose.

## **5. Options Considered**

5.1 None; a review is required to ensure we remain legally complaint.

**6. Legal and Statutory Implications**

6.1 None other than those stated in the body of the report.

**7. Equality Impact Assessment**

7.1 Not applicable.

**8. Financial and Resource Implications**

8.1 Not applicable.

**9. Major Risks & Mitigation**

9.1 Not applicable.

**10. UN Sustainable Development Goals (UNSDG)**

10.1 The proposal helps us to achieve a strong institution and sustainable community so contributes towards the UNSDGs goals.



**11. One Council**

Please confirm that consideration has been given to the following programmes of work:

**One Commercial Council**

*We will make investment to diversify our income and think entrepreneurially.*

**One Digital Council**

*We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.*

**One Sustainable Council**

*We will deliver on our commitments to a net zero future and make all decisions with sustainability as a driving principle*

**12. Key Decision Information**

12.1 Not applicable.

**13. Earlier Cabinet/Committee Resolutions**

13.1 Not applicable.

**14. List of Appendices**

Appendix 1 - F5F:- Contract Procedure Rules

Appendix 2 - F5H:- Glossary

Appendix 3 – Regulatory Services – Scheme of Delegation

**15. Background Papers**

5.1 None



**Part F – Appendices**

**Section F5:- Finance and Contract Procedure Rules**

**F5F:- Contract Procedure Rules**

**In Part F:-**

**Section F1** contains the Member Code of Conduct

**Section F2** contains the Member Planning Protocol

**Section F3** contains the Officer Code of Conduct

**Section F4** contains the Officer/Member Relations Protocol

**This Section (F5)** contains the Finance and Contract Procedure Rules that govern how the council manages its financial affairs. The Rules are split into the following eight parts:-

- **Part F5A** contains an introduction and overview to the principles of good financial management, the roles and responsibilities of Officers and Members and the various documents and processes that form the council's financial management framework.
- **Part F5B** Financial Management
- **Part F5C** Financial Planning
- **Part F5D** Risk Management and Control of Resources
- **Part F5E** Financial Systems and Procedures
- **This Section (F5F)** Contract Procedure Rules
- **Part F5G** Collaborative Working and ASDVs
- **Part F5H** Glossary

**Part F – Appendices**



**Section F5:- Finance and Contract Procedure Rules**

**F5F:- Contract Procedure Rules**

**In this Section:-**

F1	Basic Principles
F2	Statute
F3	Compliance
F4	Consequence of Breach
F5	Review
F6	Corporate Contracts
F7	Frameworks
F8	In-house Suppliers
F9	Joint Procurement
F10	Authority to Proceed
F11	Insurance
F12	Form of Contract
F13	Bonds and Security
F14	Procurements of Goods, Services or Works below Threshold Tenders – Procurement Act 2023 (PA2023)
F15	Procurement of Goods, Services or Works above Threshold Tenders – Procurement Act 2023 (PA2023)
F16	Remedies for breach of the Regulations
F17	Timescales
F18	Electronic Tendering
F19	General Rules for Procurements Involving an Element of Competition
F20	Abandonment
F21	Central Digital Platform (CDP)
F22	Signing/Sealing
F23	Waiving the Rules
F24	Payment of Undisputed Invoices
F25	Public Services (Social Value) Act 2012
F26	Additional Matters
F27	Consultancy Procedure



## **F1. Basic Principles**

F1.1 The aim of the Contract Procedure Rules (“the Rules”) is to:

- a) ensure compliance with all legal requirements.
- b) achieve best value.
- c) ensure transparency, openness, non-discrimination and fair competition.
- d) demonstrate probity, consistency, accountability and integrity.
- e) ensure compliance with the council’s procurement strategy.

F1.2 The principles of transparency, non-discrimination and equality are obligations that apply to all procurements and must be complied with at all times.

F1.3 These Rules are supplemented by Procurement Procedure Guidance (“PPG”) as indicated. The PPGs will be updated as required so Officers must check the intranet site for the latest version.

## **F2. Statute**

F2.1 The Council is required by s.135 of the Local Government Act 1972 to make standing orders to ensure competition and regulate the procurement process.

F2.2 The Council must also comply with various other statutes when purchasing goods, works or services, including the Procurement Act 2023 (PA2023). The Council must also have regard to the National Procurement Policy Statement (NPPS).<sup>1</sup>

F2.3 The risks of non-compliance are significant and include awards of damages and contracts being set aside.

## **F3. Compliance**

F3.1 These rules apply to the following undertaken by or on behalf of the council:-

- a) the purchase of all goods, services or works.

<sup>1</sup> The NPPS places a statutory obligation on contracting authorities to have regard to its policy priorities and determine how procurements can contribute to the delivery of these wider policy objectives. This means that a contracting authority must consider whether the procurement can contribute to achieving one or more of the policy objectives stated in the NPPS in a manner that is appropriate, proportionate and relevant; and take steps to address this where possible.



b) Concessions.

c) In circumstances where the Council is procuring goods, works or services on behalf of a collaborative working arrangement.

d) In circumstances where the Council is seeking a commercial partner for the purposes of a joint venture.

- F3.2 All references in these Rules apply equally to a) to d) above as appropriate and as advised by the procurement team. All Officers are responsible for ensuring compliance with these Rules.
- F3.3 Third parties acting on behalf of the council must also comply with the Rules. Officers instructing third parties to procure contracts must supply the third party with a copy of the Rules.
- F3.4 Officers and third parties must ensure that any conflicts of interest are avoided. Any conflicts of interest must be declared to appropriate line managers as set out in the Officer Code of Conduct. Legal advice must be obtained by Officers where any conflict has potential to impact on contractual relationships.
- F3.5 Corruption is a criminal offence. All Officers who let, manage or supervise contracts must act in accordance with the highest standards of propriety and ensure adequate records are kept.
- F3.6 Differences in the interpretation of these rules will be resolved by the Service Director Legal and Governance in consultation with the Section 151 Officer.
- F3.7 These Rules do not apply to the sale, leasing or purchase of land or any interest in land or any contract of employment or loans or the sale, issue or purchase of any shares or other similar financial asset.
- F3.8 These Rules do not apply to an award of a contract in the following circumstances:
- a) any contracts between the council and a company that is controlled by it (sometimes referred to as a Teckal company).
  - b) any contracts between the council and a company that is jointly controlled by the council with another contracting authority; or



- c) any contract which establishes or implements a co-operation between the council and another contracting authority with the aim of ensuring that public services they have to perform are provided with a view to achieving objectives they have in common and where implementation of the co-operation is governed solely by considerations relating to the public interest and participating contracting authorities perform on the open market less than 20% of the activities concerned by that co-operation.
- d) any service contract awarded by the council to another contracting authority based on an exclusive right that the latter enjoys pursuant to a law, regulation or published administrative provision which is compatible with the PA2023.

F3.9 For contracts falling within the exceptions at F3.8, written advice from the Service Director Legal and Governance must be obtained to ensure that the specific rules relating to the exceptions apply and to ensure that the award does fall outside of the scope of these Rules.

F3.10 Additional goods, services or works within the scope of a contract with a company that is wholly or jointly owned by the Council may be permitted but shall comply with the general provisions for authority to vary as found in paragraphs F12.10 to F12.12. It may be possible to increase the scope of a contract falling within F3.8 a) or b) above, but before seeking to do so, the Officer shall prepare a business case demonstrating value for money. Increasing the scope of such a contract shall comply with the general change principles stated in paragraphs F12.7 and F12.8 below, shall be recorded in writing by ODN and shall be authorised by the relevant Service Director and the Service Director Legal and Governance.

F3.11 In calculating the total value of a contract, the following principles shall apply to determine the total value:

- a) the total amount payable over the term of the contract plus any extension period, net of VAT, including any form of option and any renewal of the contract by all council services utilising the contract.
- b) where the award of a contract involves lots, the total amount payable for all of the lots, net of VAT, including any form of option and any renewal of the contract by all council services utilising the contract.



- c) for joint purchasing arrangements, the contract value shall be the aggregate of both parties spend under the contract.

F3.12 No Officer shall take any steps or omit to do something in order to seek to subdivide procurements or payments to avoid the application of the Rules or any part of the Rules or the PA2023.

F3.13 Rules relating to grants and collaborative working arrangements are dealt with in Sections F5G and F5H of the Rules respectively.

#### **F4. Consequence of Breach**

F4.1 Failure to comply with any of these rules may be considered a breach of the Officer Code of Conduct and may result in disciplinary action and legal proceedings against the Officer or third parties concerned. No Officer shall take any steps or omit to do something amounting to a knowing or reckless attempt to avoid the Rules.

F4.2 Any Officer who fails to follow the Rules may lose the protection of the indemnity given to Officers by the Council and therefore may have personal liability for a contract or any losses.

F4.3 Where it becomes apparent that a service has failed to comply with the Rules the Service Director must immediately notify the Monitoring Officer and Section 151 Officer. The Service Director must complete a Waiver And Record of Non-Adherence (WARN) form outlining the reasons for the non-compliance and the steps taken to prevent a re-occurrence.

F4.4 The content of WARN forms must be approved by the Section 151 Officer and the Monitoring Officer. The Audit and Standards Committee will receive periodic reports on the WARN process and significant single occurrences will be reported to the next available meeting of the Audit and Standards Committee. Service Directors may be required to attend Audit and Standards Committee to explain the circumstance leading to the WARN.

#### **F5. Review**

F5.1 The Service Director Legal and Governance will keep the Rules under review and shall have authority to make minor amendments and updates as required. Any significant changes require the consent of full Council.



F5.2 The Service Director Legal and Governance will report to the Audit and Standards Committee who will make recommendations to Council.

F5.3 The Service Director Legal and Governance and the Section 151 Officer will keep the procurement strategy and procurement procedure guidance under review and have authority to make such amendments and updates as required.

#### **F6. Corporate Contracts**

F6.1 Officers must always check if there is an existing council contract in place before starting a new procurement activity.

F6.2 If a council contract exists, it must be used unless the contract allows for, and the council's procurement team authorise, another course of action.

#### **F7. Frameworks**

F7.1 A framework contract is an agreement with suppliers which establishes the terms governing contracts from which orders for goods, services or works may be placed or 'called off'.

F7.2 Frameworks may only be used when: -

- a) the works, goods or services required are clearly identified within the framework.
- b) the framework allows the Council to participate.
- c) the framework adheres to the aims of the Rules.

F7.3 Officers must ensure that they follow the rules applicable to the framework that set out how individual contracts can be called off. Often this will involve a further procurement activity, referred to as a mini or further competition. Even where not a requirement, a mini/further competition should be considered to adhere to the aims of the Rules. Advice must be sought from the procurement team. Advice must be sought from Legal Services in accordance with rule F13 below concerning contract terms, to ensure contract terms are acceptable.

F7.4 Authority to establish a new framework agreement must be evidenced in an Officer Decision Notice (ODN) signed by the Service Director Legal and Governance and Section 151 Officer before procurement activity is started and must be supported by a business case. The business case must clearly state the type of framework, the



maximum value of the framework agreement, the range of contracting authorities able to call-off from it and monitoring arrangements, in particular relating to the total spend under the framework and compliance with call-off procedures.

F7.5 The PA2023 allows contract authorities to establish its own framework agreements providing two options:

	Standard Framework	Open-Framework
Is it a public contract:	Yes.	Yes – the frameworks in the scheme are each public contracts, but the open framework is not a contract.
Maximum duration:	4 Years.	Maximum 8 Year term (with minimum reopening periods)  final framework in the scheme to expire 8 years from the day the first framework was awarded, unless single supplier.
Number of Suppliers:	No minimum or maximum of suppliers.	Minimum of two suppliers to take advantage of maximum 8 year term, no maximum.
Can number of suppliers be limited:	Yes.	Yes.
Ability to add additional suppliers throughout the term:	No.	Yes, when the framework is reopened.
Flexibility to operate:	Award with or without further competition.	Award with or without further competition.

F7.6 No contracting authority shall be entitled to call off from a framework agreement established by the council unless the contracting authority has signed an access



agreement with the council. The Service Director Legal and Governance must advise on the most appropriate form of access agreement.

#### **F8. In House Suppliers**

F8.1 Various services may be available internally from within the council or by any council controlled companies that the council has established. The procurement team can provide advice on utilising these services.

#### **F9. Joint Procurement**

F9.1 It is best practice to consider working with others either internally or externally where there may be benefits to a joint procurement with other service areas or public bodies to achieve economies of scale and prevent duplication.

F9.2 Advice from the Service Director Legal and Governance must be sought as to the most appropriate form of agreement for joint procurement activity and the apportionment of risk between the parties.

F9.3 If the Council is responsible for any procurement under such joint arrangements, which result in the Council entering into a contract with a supplier, the Rules must be followed.

#### **F10. Authority to Proceed**

F10.1 Before beginning a procurement, the service Officer is responsible for ensuring that the appropriate authority and budget is in place. The form of the authority will depend on the value, strategic importance of the proposed contract, budget implications and risks.

F10.2 Member authority to commence a procurement process will not normally be required, even where the decision to ultimately let a contract will be a Key Decision. However, Service Directors should ensure that there is sufficient budget in place to undertake the procurement exercise and let a contract and that doing so will not be contrary to the budget and policy framework.

F10.3 It is prudent to ensure that relevant Members are briefed and content with the proposal to procure, particularly if the ultimate letting of a contract will amount to a Key Decision. This is to avoid wasted resource in running a procurement process in circumstances where Cabinet might ultimately decline to award a contract.



F10.4 Notwithstanding the content of rule F10.3 above, Officers must consider whether the decision to procure is in itself a Key Decision because of the likely cost of the procurement process. If so, a Cabinet decision will be required prior to commencing procurement and notice of the same will need to be given in the Forward Plan.

F10.5 Authority to proceed must be evidenced in writing and include confirmation from the budget holder that budget is available to procure and ultimately let a contract. Acceptable forms of authority include:

- a) minutes of the Cabinet.
- b) an Officer Decision Notice.
- c) a relevant extract from the appropriate scheme of delegation.

#### **F11. Insurance**

F11.1 Officers are responsible for checking that all chosen contractors provide written evidence of adequate insurance to cover public liability, employers' liability and if necessary professional indemnity for the full duration of the contract.

F11.2 Indemnity levels must reflect the risk to the Council which typically will be for each and every contract: -

- a) £5 million for public liability.
- b) £10 million for employer's liability.
- c) £2 million for professional indemnity.

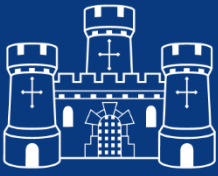
F11.3 The levels required may be reduced following the written consent of the Service Director Legal and Governance either as a one off in respect of a particular contract or, where other arrangements have been agreed, for particular types of contract(s). The service Officer shall consider insurance risks and issues before commencing a procurement and shall seek any necessary approvals prior to issue of the invitation to tender.

F11.4 In some circumstances, it may be necessary to obtain specialist insurance. Service Officers shall be responsible for making enquiries with Insurance Team.



## **F12. Form of Contract**

- F12.1 The form of contract must be identified in advance. Every request/invitation for a quote ("ITQ") or invitation to tender ("ITT") must be accompanied by the appropriate form of contract. The Council's standard form of contract must be used. In exceptional cases, an alternative form of contract may be used such as the supplier's form of contract or a varied form of the council's standard contract, but with the prior written agreement of the Service Director Legal and Governance.
- F12.2 F12.1 does not apply to call-off contracts from frameworks. In addition, in appropriate circumstances, industry standards such as PCSA, NEC, JCT, JClI, ACE, RIBA & ICE may be used with the Council's additional standard clauses covering freedom of information and other local government specific issues. These additional clauses are available from Legal Services. Officers must ensure that the published ITQ/ITT includes the correct form of contract or refers to the correct industry standard.
- F12.3 Letters of Intent will only be used in exceptional circumstances and with the written consent of the Service Director Legal and Governance.
- F12.4 Advice need not be taken from legal services on the final draft of a contract with a value of up to £50,000 where the council's standard form of contract has been used with no amendments, additions or deletions to the council's standard clauses.
- F12.5 The final draft of all contracts over £50,000, contracts that must be executed as a deed (irrespective of value) or any other contract (whether specifically or by type) stipulated by the Service Director Legal and Governance must be approved by legal services (or in some other manner agreed by the Service Director Legal and Governance) before they are executed.
- F12.6 When selecting the form of contract, be sure to consider whether it will need to be executed "under hand" (signed) or as a deed. See rule F22 below.
- F12.7 A change to a contract, such as an extension of the contract period (in addition to any extension period included in the original contract), or a change to any of the terms or adding in scope to the goods, works or services, is known as a variation to the contract.
- F12.8 When drafting the specification for the ITQ or ITT, it is good practice to provide for a variation in clear, precise and unequivocal words that state the scope of the



variation(s) permitted and the conditions under which the variation(s) shall apply, provided that such variation(s) do not alter the overall nature of the contract. For example, the ITQ or ITT may state additional goods, works or services that may be included in the contract in the future, or an extension in time of the contract period.

- F12.9 In relation to PA2023 procurements, variations to contracts are covered in Sections 74-77 and Schedule 8 of the Act and regulation 40 regulate contract modifications. Variations to such contracts shall be recorded in writing by Officer Decision Notice and shall be authorised by the Service Director and the Service Director Legal and Governance. The procurement team shall ensure that appropriate notices are issued to comply with Section 75 which provides that before modifying a contract, contracting authorities must publish a contract change notice, unless an exemption applies. The information that must be included in a contract change notice is set out in regulation 40.
- F12.10 For below threshold non PA2023 procurements, Officers shall not enter into variations which would extend the contract beyond the original scope or which would increase the contract price by more than an additional 20% of the original contract price, without the approval of the Section 151 Officer and Service Director Legal and Governance. Such approval shall be evidenced by ODN signed by the Section 151 Officer and Service Director Legal and Governance. A business case will be required to obtain this approval. The procurement team will keep a record of such approvals. Any variation pursuant to this paragraph 12.7 shall comply with the principles in paragraphs F12.7 and F12.8 above.
- F12.11 In all cases, any variation shall be agreed between the parties to the contract and as a minimum shall be recorded in writing and signed by the parties.
- F12.12 In no circumstances shall a variation be made to a contract which has ended, or which has been terminated. If there is no provision within the contract terms for a variation of the type required, legal advice shall be sought.
- F12.13 Contracts must be effectively monitored throughout the period of the contract by the relevant contract manager/client officer and appropriate records kept in accordance with the council's document retention scheme.
- F12.14 Contracts shall not permit payment in advance except in respect of software licences, hardware or software support, HP leases, deposits, warranties or new or additional water, electricity and gas connections instigated by a new build or



refurbishment project, unless the Service Director and Section 151 Officer agree otherwise, such agreement to be recorded in writing.

F12.15 Part payments may be made during the contract period after the completion of a stage of work provided that the services, goods or works have been completed or delivered to the satisfaction of the council. The contract shall include a clear payment schedule which identifies milestones and payment dates or shall identify the events and performance indicators which will trigger a part payment. No part payment shall be made unless the contract precisely sets out the payment schedule and the circumstances in which the part payment shall be made.

F12.16 Payments made under a contract shall be made in accordance with the relevant scheme of delegation and these Rules.

### **F13. Bonds and Security**

F13.1 A performance bond or adequate security will be required where:

- a) the nature and length of the contract is such that the risk of failure is sufficiently high.
- b) the estimated cost of re-establishing a service if the contract fails is relatively high.
- c) the financial and technical standing of the contractor is such that the risk of the failure is sufficiently high.

F13.2 Contracts with a value of up to £250,000 and which appropriately mitigate risk through staged payments or retentions will not typically require a bond or other security (though security may still be sought if any of F13.1 a) to c) apply). In all cases of contracts with a value of more than £250,000, a decision of the Section 151 Officer should be sought.

F13.3 The amount of the bond will be 10% of the total contract value unless otherwise agreed by the Section 151 Officer.

F13.4 Where the contractor is a limited company which is part of a larger group, the ultimate holding company may be required to provide a parent company indemnity or guarantee in addition to or instead of a performance bond or other security.



**F14. Procurements of Goods, Services or Works below the Procurement Act 2023 (“PA2023”) Thresholds.**

F14.1 Where the estimated costs of any goods, services or works is less than the PA2023 thresholds, quotes shall be invited as outlined below:

Value	Procedure
Under £5k	Awarding to a contractor from the council’s approved list of contractors on a rotational basis where applicable. In other cases, direct awards are permissible but there is a requirement to be able to demonstrate compliance with the principles of Rule F1.1 across a period of time/range of awards.
£5k< to £30k	At least two written quotations, <b>and where possible from local (within the Borough of Newcastle-under-Lyme) providers.</b>
£30k< to the PA2023 Thresholds	A minimum of three quotations sought through the appropriate e-tendering portal <b>and offering compliance in the publication of appropriate notices linked to Below Threshold (estimated value of not less than £30,000) requirements under the PA23 .</b>

F14.2 The PA2023 threshold is reviewed biennially, and advice must be taken from the procurement team as to the threshold at the time of planning a procurement.

F14.3 The procedure for under threshold procurements is explained in PPGs.

**F15. Procurement of Goods, Services or Works above the PA2023 Threshold**

F15.1 The PA2023 apply to above threshold contracts for the supply of goods, services and works. There is a separate procedure (known as the ‘light touch contracts’) for certain social, health education and other public services contracts specified in Section 9 (Light touch contracts) of the Act.



F15.2 The PA2023 uses only three procedures, not including frameworks and dynamic markets (the new name for dynamic purchasing systems). These are aimed - to create a simpler and more flexible procurement system.

The new procurement procedures are:

A) Open Procedure  
Competitive Flexible procedure  
Direct award.

- a) Open Procedure
- b) Competitive Flexible procedure.
- c) Direct award .

F15.3 There is a separate procedure for some types of procurements, known as the light touch contracts, which is explained in the PPGs.

F15.4 Advice shall be taken from the procurement team as to the most appropriate type of procurement procedure. PPGs contain a general guide to the types of procurement procedures.

F15.5 The procedures to be followed for each type of procurement at F15.2 (a) to (c) above are set out in the 2023 regulations and cannot be varied under any circumstances. PPG5 explains the procedure for the Open Procedure. PPGs explain the procedure for the Competitive Flexible procedure. There is a separate procedure for social and health procurements and other contracts specified in Section 9 (Light touch contracts) of the Act. Call-offs under a framework agreement shall follow the procedure set down by the framework authority and in compliance with the PA2023.

F15.6 Before commencing any above PA2023 threshold procurement, advice must be taken from the procurement team.

## **F16. Remedies for Breach of the Regulations**

F16.1 The consequences for breaches of the Regulations for over threshold procurement are significant and Section 102 empowers the court to make a variety of interim orders which include:



- a) automatic suspension.
- b) Pre-contractual remedies.
- c) post-contractual Remedies

F16.2 Officer compliance with these Rules and the Regulations is therefore essential.

### **F17. Timescales**

F17.1 Procurements over threshold can take a minimum of 4 months and sometimes over 18 months to complete depending on complexity.

F17.2 Section 54 (Time limits) of the PA2023 provides the minimum time limits to be set by contracting authorities in different circumstances. Section 54(3) provides that in most cases a participation period of at least 25 days must be allowed for suppliers to submit requests.

### **F18. Electronic Tendering**

F18.1 The Council utilises an e-procurement software solution for competitive procurement activities of £25,000 and over.

F18.2 Officers must use the e-procurement solution for all procurements with a value of £25,000 and over unless the Section 151 Officer has provided written consent for the exception or unless the procurement is being conducted through a framework that has its own e-procurement software, when it is permissible to use the e-procurement facility provided by the framework provider.

### **F19. General Rules for Procurements Involving an Element of Competition**

F19.1 For procurements of £25,000 and over, Service Officers must contact the procurement team before the commencement of procurement activities to agree the appropriate process that will ensure value for money and adequate competition.

F19.2 Service Officers are responsible for drafting a clear and robust specification. The specification must set out exactly what the Council requires and timescales for delivery.



F19.3 Where a variant is permitted, the service Officer must set out the minimum requirement(s) of the variant. Lots must be considered where appropriate and the procurement team will advise on the best use of lots.

F19.4 The tender documentation must as a minimum include:

- a) the time, date and internet address for submission of tenders.
- b) information the supplier must provide.
- c) timescales for the project.
- d) the criteria for award and how compliant bids will be assessed.
- e) the contract documents.
- f) method for dealing with queries during the tender period.
- g) where applicable that the council will utilise the supplier 'debarment list' published by the Cabinet Office (a supplier can only be considered for debarment if any of the mandatory or discretionary exclusion grounds, outlined in Schedule 6 and 7 of the PA2023, apply and the circumstances giving rise to the relevant exclusion ground are continuing or are likely to occur again. Following investigation, a supplier might be listed as an "excluded" or an "excludable" supplier.

F19.5 The tender documentation must state that the council is not bound to accept the lowest or any tender.

F19.6 The tender documentation must set out how errors in tenders will be dealt with using one of the following two ways: -

- a) the tenderer shall be given details of the error(s) found during the evaluation and shall be given the opportunity to confirm without amendment or withdraw the tender; or
- b) amending the tender to correct genuine error(s) provided that in this case, apart from these genuine errors, no other adjustment, revision or qualification is permitted.



F19.7 The ITT must state that by submitting a tender the tenderer agrees to the council's contract terms. There shall be no discussion or negotiation about the contract terms prior to the tender close date. Once an award has been made, modifications may exceptionally be necessary, for example to address an error, where an issue with consistency with the specification is identified or exceptionally where a condition is at odds with the approach in that sector of the market. Legal advice shall always be obtained to ensure that any modification is appropriately drafted. Such modifications shall comply with the general principles listed below: -

- a) the modifications shall not render the contract materially different from the one forming part of the ITT.
- b) had the modifications been included originally with the ITT, the modification would not have allowed for the admission of bidders other than those initially selected OR for the acceptance of a tender other than that originally accepted OR have attracted additional bidders.
- c) the modifications do not change the economic balance of the contract in favour of the contractor in a way which was not provided for in the original contract.
- d) The modification does not extend the scope of the contract beyond PA2023 prescribed parameters.

F19.8 Any modifications which do not fall within at least one of the conditions listed in (a) to (d) above shall require approval by ODN from the Service Director Legal and Governance. Advice shall always be taken from the Service Director Legal and Governance before agreeing to any modifications of the Council's contract terms.

F19.9 Evaluation criteria are the basis on which scores are given to assess responses. Tender evaluation criteria are assessed on:

- a) price or quality only.
- b) MAT (Most Advantageous Tender) whilst price remains a consideration the PA2023 allows procuring authorities to prioritise other factors such as environmental impact or social and governance standards when awarding and evaluating contracts.
- c) Life cycle costing



d) Fixed price with quality criterion only

e) Community Wealth Building

f) Social Value

F19.10 Guidance on evaluation criteria is contained in the PPGs.

F19.11 A record of all tenders received shall be kept on the e-procurement solution and shall include:

a) service name

b) bidder's names

c) tender value

d) date

e) reasons for any disqualifications for late tenders and

f) name of those who were invited but did not submit a tender

F19.12 Any request for an extension to a tender period must be made no later than the period stated in the ITT and in any event before the tender close date and shall be agreed by the Service Director Legal and Governance or their delegated officer. If an extended date is permitted all tenderers must be advised.

F19.13 Clear written records must be kept of the assessment process. For all PA2023 procurements, a report must be written and retained by the service until the expiry of the contract term. The procurement team shall advise what must be recorded in the procurement report.

F19.14 Negotiation or discussion is generally not permitted except where included as part of a 'Competitive Flexible procedure' where negotiation may be permitted and it is clearly stated in the ITT that negotiation or discussion is part of this tender process. If used, negotiations or discussions must be recorded either contemporaneously or as soon as possible after the negotiation or discussion has concluded.



F19.15 A contract procured under the Regulations cannot be entered into or a framework agreement concluded until the end of the standstill period. Section 51 of the PA2023 (Standstill periods on the award of contracts) provides that the 'mandatory standstill period' is the period of eight (8) working days beginning with the day the contract award notice is published. It also sets out the exemptions to this requirement and makes provision for a voluntary standstill period where these exemptions apply.

F19.16 Where timescales allow, for below threshold PA2023 contracts, a voluntary standstill period of eight (8) working days beginning with the day the contract award notice is published can be implemented. Advice should be taken from the Service Director Legal and Governance on whether or not to apply a voluntary standstill period.

## **F20. Abandonment**

F20.1 If less than three tenders are received, consideration should be given as to whether continuing with the process will achieve a competitive price, value for money and quality of services. A further advertisement may be required.

F20.2 Before abandonment or recommencement of an above threshold procurement, there shall be consultation with the Service Director Legal and Governance to ensure appropriate procedure and risk management.

## **F21. Central Digital Platform (CDP)**

F21.1 All relevant procurement opportunities which involve an element of competition over £25,000 shall be advertised on "Central Digital Platform". An element of competition means where the procurement opportunity is put into the public domain for the attention of suppliers generally. It does not include situations where a tender or quote is sought from a limited number of suppliers such as a call-off from a framework agreement or seeking quotes/tenders from selected suppliers.

F21.2 An award of a relevant contract shall be notified on "Central Digital Platform". PPGs explain when an opportunity or award has to be advertised on "Central Digital Platform".

## **F22. Signing and Sealing**



F22.1 Contracts with a value of up to £50,000 that are not required to be executed as a deed may be signed by the Service Director in accordance with a service scheme of delegation.

F22.2 Unless otherwise agreed in writing by the Service Director Legal and Governance, contracts with a value of more than £50,000 and contracts that are required to be executed as a deed (irrespective of value) must be executed by:

- a) The Service Director Legal and Governance or the Section 151 Officer or the Chief Executive; and
- b) An authorised Member signatory

F22.3 Contracts will be executed “under hand” (signed) unless required in law or by the Service Director Legal and Governance to be executed as a deed. Contracts required to be executed as a deed in law typically include:-

- a) Transfers of land or interests in land.
- b) Some Leases.
- c) Mortgages and Charges.
- d) Certain documents in respect of Trusts.
- e) Agreements made without consideration.
- f) Gifts or tangible goods without delivery.
- g) A release or variation of certain rights.

F22.4 In addition to legal requirements to execute some contracts as a deed, there can be advantages to executing other types of contracts as deeds. This will typically occur in respect of high value/risk transactions and/or where contractual relations will be continuing for some time. In these situations, the council may want to execute the contract as a deed to:

- a) be able to take action for breach of contract over a longer period.



- b) prevent the contracting party (or their successor in title) calling into question, at a later date, the validity or effectiveness of the contract or the accuracy of statement of fact made in the contract.

F22.5 Advice should be taken from Legal Services on execution requirements where there is any doubt.

F22.6 Contracts must be executed and completed before work is started to ensure incorporation of terms. Making payments before the contract is sealed or signed may be a breach of the Rules and may result in disciplinary action.

### **F23. Waiving the Rules**

F23.1 Where an Officer intends to seek an exemption to these Rules on the grounds set out below the Officer shall obtain the written consent of the Service Director Legal and Governance and the Section 151 Officer by way of a Waiver And Record of Non-Adherence (WARN) form.

F23.2 The Audit and Standards Committee will receive periodic reports on the WARN process and significant single occurrences will be reported to the next available meeting of the Audit and Standards Committee. Service Directors may be required to attend Audit and Standards Committee to explain the circumstance leading to the WARN.

F23.3 Other than in exceptional circumstances, there shall be no retrospective approval of an exemption and the matter will have to be recorded and reported as a Non-adherence instead, in accordance with rules F4.3 and F4.4 above.

F23.4 Requests to waive these rules for under PA2023 threshold contracts may be authorised in the following circumstances, following a robust audit:

- a) goods, services or execution of works are obtainable only from one source or contractor and there is no reasonably satisfactory alternative.
- b) compatibility issues such that procurement from another source would be uneconomic given the investment in previous infrastructure.
- c) in cases of genuine urgency or emergency (which shall not include urgency or emergency arising on account of a failure to comply with the Rules when there has been ample opportunity to do so) where it can be clearly demonstrated that the



time required to comply with the Rules would have a significant adverse impact on the council's interests. The Procurement Act 2023 introduces four key sections:

- section 41 – direct award in special cases (“an absence of competition for technical reasons” - “difference or incompatibility” - “disproportionate technical difficulties”).
  - section 42 – direct award to protect life, etc.
  - section 43 – switching to direct award (permits the use of a direct award where there are no suitable tenders/responses in a competitive tendering procedure, and it is not considered possible to award following a competitive process as a result (this is equivalent to the existing ground where there are no tenders/suitable tenders).
  - section 44 – transparency notices – this provision now requires that a transparency notice is required for a direct award.
- d) where a recent, directly analogous and diligently undertaken compliant procurement process evidences a lack of genuine competition.
- e) Other such circumstances as shall be agreed by the Service Director Legal and Governance and the Section 151 Officer.

F23.5 All WARNS signed pursuant to E23.1 shall be held by Legal Services and shall be available for inspection as required.

#### **F24. Payment of Undisputed Invoices**

F24.1 The Council has a duty under the PA2023 for every public contract (whether it is above or below the PA2023 threshold) to pay undisputed invoices within 30 days. PPGs explain the requirements for payment of undisputed invoices.

#### **F25. Public Services (Social Value) Act 2021**

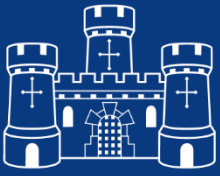
F25.1 The Council must consider the social value of its approach to procurement and whether social or environmental criteria or conditions may be appropriate and permissible. PPGs explain the requirements for social value.

#### **F26. Additional Matters**

F26.1 PPGs set out additional matters which might be relevant to a procurement and Officers are advised to refer to PPGs before commencing a procurement.

#### **F27. Consultancy Procedure**

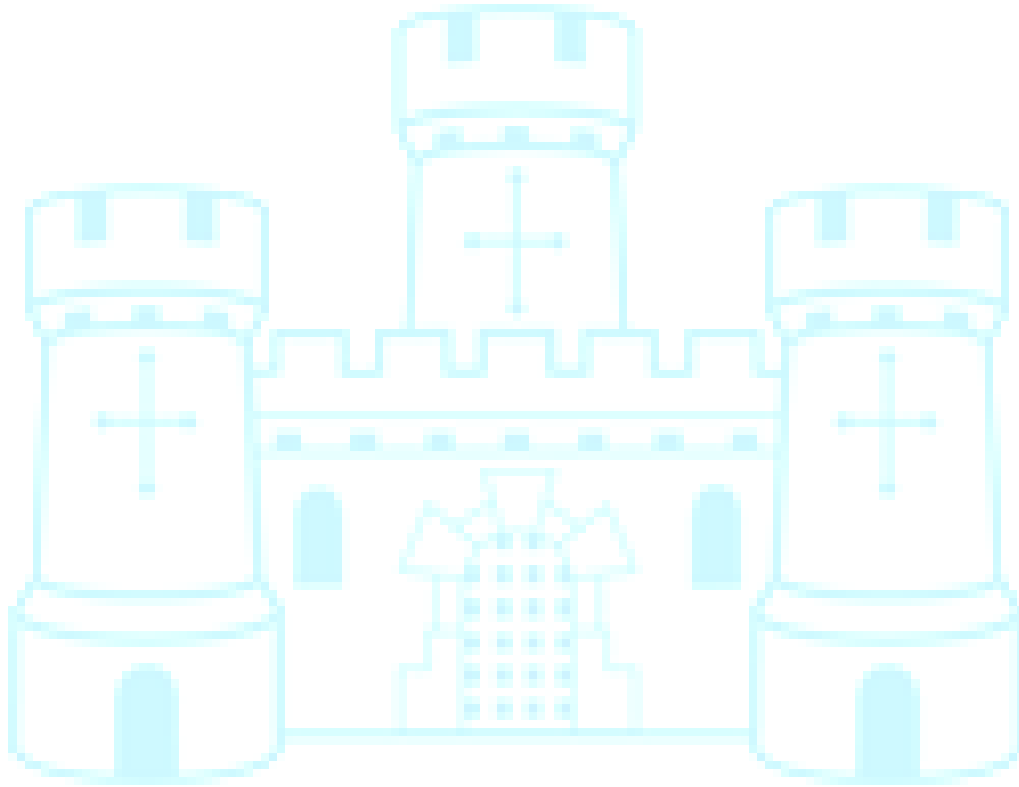
F27.1 Officers shall follow the separate consultancy procedure in addition to the Rules.



- F27.2 External consultants or advisors may only be appointed to provide professional or consulting services if such services are not available within the council or if the Officers providing them do not have the resources to meet what is required. Where such services are available in-house, the appointing Officer must consult with the Service Director Strategy, People and Performance and the Section 151 Officer before taking any decision to make an external appointment.
- F27.3 Consideration should always be given to using approved frameworks, examples include YPO (Yorkshire Purchasing Organisation), ESPO (Eastern Shires Purchasing Organisation, CCS (Crown Commercial Service) and Homes England.
- F27.4 External consultants and technical Officers engaged to supervise contracts must follow these Rules as applicable and their contracts for services must state this requirement.
- F27.5 Procurement plans and/or tenders prepared by external consultants on behalf of the Council must be referred to the procurement team for approval and advice.
- F27.6 All contracts for external consultants and advisors shall explicitly require that the consultants or advisors provide immediately any, or all documents and records maintained by them relating to the services provided at the request of the appointing Officer, and lodge all such documents and records with the appropriate Officer at the end of the contract.
- F27.7 The appointing Officer shall ensure that any consultant working for the Council has appropriate indemnity insurance.
- F27.8 Any consultant used by the council shall be appointed in accordance with these Rules. Where the council uses consultants to act on its behalf in relation to any procurement, then the appointing Officer shall ensure that the consultants carry out any procurement in accordance with these Rules and using the council's standard terms and conditions of contract in any procurement that the consultant carries out. No consultant shall make any decision on whether to award a contract or whom a contract should be awarded to. The appointing Officer shall ensure that the consultant's performance is monitored.



F27.9 Where the engagement of a consultant is required to support a procurement process or related project, the consultant should sign an appropriately drafted confidentiality agreement.



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**Part F – Appendices**

**Section F5:- Finance and Contract Procedure Rules**

**F5H:- Glossary**

**In Part F:-**

**Section F1** contains the Member Code of Conduct

**Section F2** contains the Member Planning Protocol

**Section F3** contains the Officer Code of Conduct

**Section F4** contains the Officer/Member Relations Protocol

**This Section (F5)** contains the Finance and Contract Procedure Rules that govern how the council manages its financial affairs. The Rules are split into the following eight parts:-

- **Part F5A** contains an introduction and overview to the principles of good financial management, the roles and responsibilities of Officers and Members and the various documents and processes that form the council's financial management framework.
- **Part F5B** Financial Management
- **Part F5C** Financial Planning
- **Part F5D** Risk Management and Control of Resources
- **Part F5E** Financial Systems and Procedures
- **Part F5F** Contract Procedure Rules
- **Part F5G** Collaborative Working and ASDVs
- **This Section (F5H)** Glossary

**Part F – Appendices**



**Section F5:- Finance and Contract Procedure Rules**

**F5H:- Glossary**

Appropriation	Amounts transferred between the Revenue account and revenue or capital reserves
Bad debt	A debt owed to the Council where the cash will not be collected and therefore the debt needs to be written off. See also provision for bad debts below.
Balances (Revenue Account)	The accumulated surplus of income over expenditure. Members may agree that Balances be used to reduce future Council Tax precepts although a minimum level, consistent with prudence and best practice will be maintained. Amounts in excess of that required for day-to-day cash management and to finance working capital can be invested to generate interest income to the Authority.
Capital Approval	The capital programme provision as amended by any supplementary estimates or virements.
Capital Expenditure	Expenditure on the purchase, construction or replacement of capital (fixed) assets or expenditure that adds to the life or value of an existing fixed asset.
Capital Programme	The Authority's plan of capital projects and spending over future years. Included in this category are the purchase of land and buildings, the erection of new buildings and works, Highway Improvement schemes and design fees, and the acquisition of vehicles and major items of equipment.
Capital Project / Scheme	These terms mean the same thing and are used interchangeably within these Rules. A project/scheme may be separately identified in the capital programme or be an item within a themed allocation (for example ICT or building maintenance).
Capital Receipts	Income received from the sale of capital assets and available, subject to rules laid down by the Government, to finance new capital expenditure or to repay debt.
Carry Forward	An increase or reduction in a Service's new financial year budget, stemming from either an under or overspend in the previous year. All carry forwards (except for Schools) need the approval of the Cabinet upon the presentation of a business case.



<p>Central Digital Platform (CDP)</p>	<p>The online system referenced in the Procurement Act 2023 enabling:</p> <ul style="list-style-type: none"> <li>(a) contracting authorities and suppliers to register and receive a unique identifier.</li> <li>(b) contracting authorities to publish notices and other information as required under the Act for covered and below-threshold procurements.</li> <li>(c) suppliers to submit and store certain core organisational information as required by the regulations to participate in a covered procurement. This information will only be available to those contracting authorities that a supplier chooses to share it with.</li> </ul> <p>(The CDP replaces the ‘Finder A Tender Service’).</p>
<p>Commitment</p>	<p>The value of any order or contract placed, prior to payment for goods / services having been made.</p>
<p>Contingencies</p>	<p>Sums set aside as part of the Councils budgets to meet either:</p> <ul style="list-style-type: none"> <li>(a) the potential costs of activities expected to occur during the year over and above those costs included in Service budgets (pay and price contingency); or</li> <li>(b) items that are difficult to predict in terms of financial impact or timing (contingency for uncertain items).</li> </ul>
<p>Contracts types: PCSA  NEC,  JCT,  JClI,  ACE,  RIBA &amp;  ICE</p>	<p>Pre-Construction Service Agreement – is a contract entered into before a formal building contract to provide specified services prior to the full build.</p> <p>New Engineering Contract – is a series of contracts designed to manage a project from start to finish.</p> <p>The Joint Contracts Tribunal, contracts are a simplified and standardize the legal framework for construction projects.</p> <p>The JClI is a Standard Form of Agreement and Conditions of Contract for Landscape Maintenance Works.</p> <p>ACE Agreements are industry standard documents for the appointment of consulting and engineering professionals.</p> <p>RIBA Contracts are standard contracts developed by the Royal Institute of British Architects (RIBA) for the procurement and management of construction projects.</p> <p>The ICE Conditions of Contract are a family of standard conditions of contract for civil engineering works,</p>



Council Fund	The Council's main revenue fund to which all revenue receipts are credited, and from which revenue liabilities are discharged. The movement on the fund in the year represents the excess of income over expenditure within the Consolidated Revenue Account. The level of balances held is based on the Council's assessment of the level of risk and uncertainty and the potential call on such reserves. Also known as the General Fund Reserve.
Corporate Leadership Team	The Corporate Leadership Team is the Chief Executive, Deputy Chief Executive, Section 151 Officer, Monitoring Officer and Service Directors,
Debt Write-Off	Realising the cost of debt that is considered to be "bad" (unrecoverable) by writing it off against the revenue account or bad debt provision.
Earmarked Reserves	Reserves that can only be used for a specific use or purpose.
Financial Scheme of Delegation	A table setting out the financial limits within which Officers are authorised to incur expenditure. The table is held and maintained by the Section 151 Officer
Financial Year	The Council's accounting period covers the 12 months from April 1 to March 31.
Forward Plan	The statutory notice given of an intention to take a "Key Decision". See Section C3 of the Constitution.
Internal Control	A procedural system designed to manage risk to an acceptable level whereby different staff Members perform different parts of a task, so that no one person is entirely responsible for processing a transaction from start to finish.



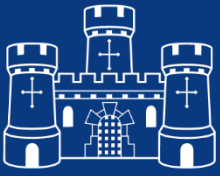
Key Decision	A decision of such significance that additional processes apply. See Section C3 of the Constitution.
Leases	Agreements covering the hire/rental of equipment or buildings, generally for a specified period of time and at a specified rate. There are two types of leases, Operating and Finance
Leases (operating)	A lease where the risks and rewards of ownership remain with the lessor.
Leases (finance)	A lease where most of the risks and rewards associated with ownership are transferred to the lessee (responsibility for maintenance, insurance, etc. will fall to the Council)
Monitoring Officer	The Officer appointed by Council as the Monitoring Officer for the purposes of Section 5 of the Local Government and Housing Act 1989. The Monitoring Officer has statutory duties to report on matters they believe to be illegal or that amount to maladministration and is responsible for matters relating to the conduct of Members and Officers. They are also responsible for the operation of the council's Constitution.
Option Appraisal/Business Case	This is required for all Capital schemes and all significant revenue proposals and takes the form of a Business Case Template. This will be used to assess whether the scheme is affordable, deliverable and in accordance with the corporate plan. Consequences to the Service are considered and evaluated and it will also provide a basis for monitoring and reporting progress. In the case of revenue proposals, it will also take into account the risk and impact on users.
Policy and Expenditure Planning	The Council's annual cycle of planning for the medium and short-term future, aimed at achieving optimal allocation of available resources.
Policy and Expenditure Proposals	Proposals, including new policies, which have resource implications and will be subject to appraisal by Members, the Corporate Management Team and external consultees before inclusion in the annual budget.
Procurement	The process of acquiring goods, services and works which includes the choice of supplier, the specification of goods/ services/works required and the initiation of a purchase order or contract agreement.



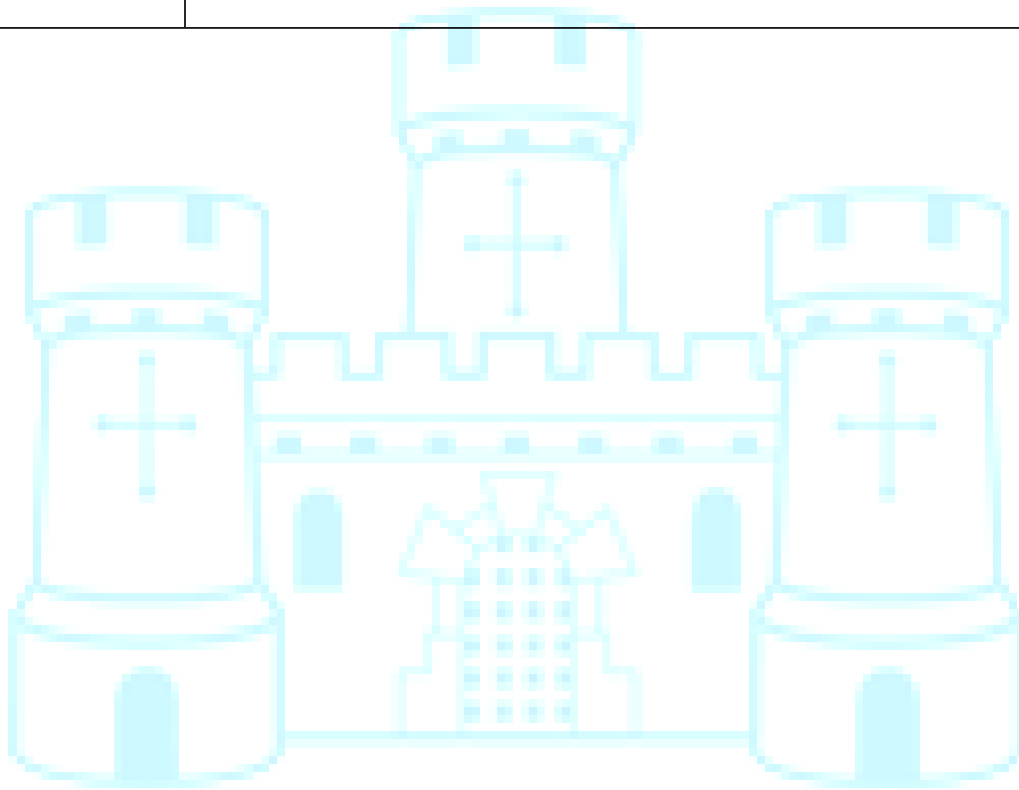
Provision	An amount set aside by the Authority for any liabilities of uncertain amount or timing that have been incurred. The main category is estimates of liabilities or losses already incurred but whose exact amount will be determined in the future (e.g. bad debts, obsolete stock). See also Capital Provision and Provision for Doubtful Debt.
Provision for Doubtful Debt	An allocation of funds set aside from Service revenue budgets to cover amounts that may not be recoverable from debtors.
Prudential Borrowing Limits	The maximum amount of borrowing that the Council can enter into at any one point in time during the year. This limit is set by Council prior to the start of the year to which it relates and cannot be breached under any circumstances.
Quotation	An informal priced offer setting out the terms and conditions to supply requested goods or services.
Revenue Account	The Account that sets out the Council's income and expenditure for the year for non-capital spending.
Revenue Expenditure	Spending on the day-to-day running expenses of the Council. It includes expenditure on employees, premises, transport and supplies and services.
Ring Fencing	Certain budgets agreed by the Section 151 Officer are "ring-fenced". This means that under-spends on these budgets will return to balances and overspends will be met centrally. This is to reflect the fact that certain items of expenditure are either demand-led or so significantly influenced by extraneous factors that they are beyond the direct control of managers. Ring-fenced budgets include planning levies, external audit fees and election expenses.
Schemes of Delegation	Schemes of Delegation are the documents that set out, for each Service, any powers that Members of the Corporate Leadership Team have delegated to other Officers. Service Directors are responsible for maintaining up to date and accurate Schemes of Delegation and lodging a copy of the same with the Director of Legal and Governance.
Section 151 Officer	The Officer designated by Council as the Section 151 Officer for the purposes of the Local Government Act 1972. The Section 151 Officer is responsible for the proper administration of the council's financial affairs.



Service Plan/Priority Delivery Plans	A plan which outlines measurable Service aims for the year ahead, encompassing both core purpose and specific key objectives for any given year. The Plan will consider both inputs and outputs.
Starts value	Represents the full value of the Council's contribution to a Capital Scheme irrespective of the timing of the payments.
Supplementary Capital Estimate (SCE)	Additional resources approved by Members with funds either provided by a third-party (e.g. developer contributions, receipts, government grant), by the use of Council reserves or from the Revenue budget
Supplementary Revenue Estimate (SRE)	An approved increase to a Service revenue budget during the financial year, funded centrally from reserves, contingencies or external funding sources such as grants or partner contributions.
Tender	A formal priced offer in response to an invitation to supply goods, services or works against a specification.
Tenderer	Any person or organisation invited to submit a Tender.
Third Party Funds	Funds provided by outside bodies or individuals in support of Council activities, establishments or clients. Can sometimes be known as trust funds.
Threshold	The financial level at which award of contract regimes under prevailing Procurement Act 2023 apply
Underspend	An underspend results when the net costs of a budget holder are lower than the net budget for the year.
"Up to" or "to"	In tables setting out financial thresholds "up to" or "to" means up to and including the amount stated. In the same tables, "<" means more than.
Virement	A Revenue virement is a transfer of amounts from one budget heading to another within, or between, Service Directors of Service. Capital virements cover any changes to Capital budgets funded from within the existing Capital programme.



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NEWCASTLE  
UNDER LYME  
BOROUGH COUNCIL

Date	Statute	Function and plain English description of power/duty	Delegation
20/05/2026	Anti-social Behaviour Act 2003	To appoint & authorise appropriate groups of officers by designation to perform associated duties	Service Director - Regulatory Services
20/05/2026	Anti-social Behaviour Act 2003	Investigation of noise at night complaints (s 42(3)(1))	Service Director - Regulatory Services and Environmental Health Officers and appropriately qualified technical staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	To appoint & authorise appropriate groups of officers by designation to perform associated duties	Service Director - Regulatory Services
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	<u>Part 1 Injunctions</u>	
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application for Injunction / Interim injunction / Variation of Injunction / Discharge if injunction (Part 1 s 5, 6, 7, 8)	Chief Executive or Service Director Regulatory Services, Environmental Health Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Arrest warrant and prosecution of injunction Application for arrest warrant and authority to prosecute (Part 1, s 10)	Chief Executive or Service Director Regulatory Services, Environmental Health Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Consultation on injunction Requirements to consult etc. (Part 1, s 14)	Chief Executive or Service Director Regulatory Services, Environmental Health Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	<u>Part 2 Criminal Behaviour Orders</u>	
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application for CBO, Interim order, variation, discharge Application for criminal behaviour order / interim order / Variation of order / Discharge of criminal behaviour order (Part 2 s 23, 26, 27) Consultation with YOT prior to application for CBO on under 18's Requirement to consult with YOT if offender is under 18 (Part 2 s 29) Review of CBO's imposed on under 18's Duty to cooperate with chief officer of police in review of orders imposed on under 18's (Part 2 s 28/29)	Chief Executive or Service Director Regulatory Services, Environmental Health Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	<u>Part 4 – Chapter 1 Community Protection Notices</u>	
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Power to issue community protection notices to persons over 16 s 43 or a body (Part 4 Chapter 1 s 53) Obligation to inform anybody or individual that the serving officer sees fit prior to issuing a community protection notice (Part 4 Chapter 1 s 43(6) )	Chief Executive, Service Director Regulatory Services and Environmental Health Business Manager and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Power of entry into unoccupied premises, or where proper name and address of occupier cannot be established, to post notice on the premises (s 45)	Chief Executive and Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager, and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Issue of notice of costs to defaulter for remedial action (Part 4 Chapter 1 s 47)	Service Director - Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Power of entry and remedial action in respect of community protection notice.(s 47)	Chief Executive and Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Authorisation of proceedings for failing to comply with a community protection notice (Part 4 Chapter 1 s 48)	Service Director - Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application to court for a remedial order (Part 4 Chapter 1 s 49)	Chief Executive or Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Seizure of items used in commission of offence where warrant issued (s 51)	Chief Executive and Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Issue fixed penalty for non compliance with Community Protection Notice (s 52)	Chief Executive and Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Closure of premises associated with nuisance or disorder: Closure Notice for up to 24hrs (s 76)	Chief Executive or person designated by him/her, Service Director Regulatory Services
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Duty to consult anybody or individual prior to service of closure notice (Part 4 Chapter 2 s 76(7))	Chief Executive or person designated by him/her, Service Director Regulatory Services, Environmental Health Business Manager, Environmental Protection Lead, Licensing Lead
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Power to extend closure notice beyond 24 hours to 48 hours (Part 4 Chapter 2 s 76(77))	Chief Executive
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Power to vary or cancel a closure notice (Part 4 Chapter 2 s 78)	Officer who originally signed notice, or in their absence Chief Executive or person designated by him/her
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application to a magistrates' court for a closure order within 48 hours of service of closure notice (unless closure notice has been cancelled (Part 4 Chapter 3 s 80)	Chief Executive or Service Director Regulatory Services
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application to the court for an extension of period of a closure order or further extension (Part 4 Chapter 3 s 82)	Chief Executive or Service Director Regulatory Services

20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Fixing closure orders in at least one prominent place on premises, to each normal means of access and outbuildings which appear to be associated with premises (with entry if required Sec 79(4))Part 4 Chapter 3 s 79(2))	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application to the court to discharge a closure order. (Part 4 Chapter 3 s 83)	Chief Executive or Service Director Regulatory Services
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Application to court for prosecution for breach of closure order (Part 4 Chapter 3 s 86)	Chief Executive or Service Director Regulatory Services
20/05/2026	Anti-social Behaviour Crime & Policing Act 2014	Access to a premises etc. to enforce closure order, to secure premises against entry and carrying out essential maintenance or repairs (s 85)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Building Act 1984	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Building Act 1984	Defective Premises & Demolition etc. (s 76 – 79)	Service Director- Regulatory Services, Housing and Vulnerability Business Manager, Lead officer, Environmental Health Officers
20/05/2026	Building Act 1984	Power to serve notice about demolition (s 81 and 82)	Service Director - Regulatory Services, Housing and Vulnerability Business Manager
20/05/2026	Building Act 1984	Powers in respect of Drainage (s 59 – 63)	Service Director Regulatory Services and Environmental Health Business Manager, Housing and Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Building Act 1984	Provision of Sanitary Conveniences (s 64-68)	Service Director Regulatory Services and Environmental Health Business Manager, Housing and Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Building Act 1984	Power to serve notice in respect of paving / drainage of yards and passages (s 84 and 85) Drainage of yards and passages (s 84 and 85)	Service Director Regulatory Services and Environmental Health Business Manager, Housing and Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Building Act 1984	Power to enter premises to inspect (s 95 & 96) (inc. warrant) Recovery of Expenses (sect 107)	Service Director Regulatory Services and Environmental Health Business Manager, Housing and Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Building Act 1984	To prosecute offences under the Act (s 113),	Service Director Regulatory Services and Environmental Health Business Manager, Housing and Vulnerability Business Manager
20/05/2026	Business and Planning Act 2020 as amended by Levelling Up and Regeneration Act 2023	Power to grant with conditions (Part 1 s 5(1))	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Business and Planning Act 2020 as amended by Levelling Up and Regeneration Act 2023	Power to grant a pavement licence with standard conditions (Part 1 s.3(5))	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Business and Planning Act 2020 as amended by Levelling Up and Regeneration Act 2023	Power to enforce a breach of any condition of the licence (Part 1 s 6)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Business and Planning Act 2020 as amended by Levelling Up and Regeneration Act 2023	Power to serve notice to remove furniture or refrain from putting furniture on the highway (Part 1 7A(3)) and where the person fails to comply , to remove the furniture (Part 1 s 7A(4)) to dispose and retain proceeds of the sale (Part 1 s 7(5))	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Caravan Sites Act 1968	To exercise the Council's powers under the Caravan Sites Act 1968	Service Director - Regulatory Services, Housing and Vulnerability Business Manager.
20/05/2026	Caravan Sites and Control of Development Act 1960	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Caravan Sites and Control of Development Act 1960	Issue of site licence and conditions (s 3-5)	Service Director Regulatory Services and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Caravan Sites and Control of Development Act 1960	Power of local authority to alter conditions attached to a site licence (s 8)	Service Director Regulatory Services and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Caravan Sites and Control of Development Act 1960	Provisions as to breaches of condition (s 9)	Service Director Regulatory Services and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Caravan Sites and Control of Development Act 1960	Power to inspect land etc.(s 26) which is used as a caravan site or in respect of an application for a site licence	Service Director Regulatory Services and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Childrens Act 1989	Duty of local authority (a) to safeguard and promote the welfare of children within their area who are in need; and (b) so far as is consistent with that duty, to promote the upbringing of such children by their families, by providing a range and level of services appropriate to those children's needs (s 17 (1)) The services may include providing accommodation and giving assistance in kind or in cash (s 17(9))	Service Director - Regulatory Services , Housing and Vulnerability Manager, NHA Team leader and officers
20/05/2026	Clean Air Act 1968	Approval or refusal of chimney heights (s 6)	Service Director - Regulatory Services Environmental Health Business Manager

20/05/2026	Clean Air Act 1993	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Clean Air Act 1993	Powers in relation to offences involving Dark Smoke, Grit and Dust (s 1,2,4 &5)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Clean Air Act 1993	Approval of furnaces and grit and dust arrestment plants (s 3,6 & 7)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Clean Air Act 1993	Requests for information (s 8)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Clean Air Act 1993	Powers in relation to the measuring (s 10,11&12) (inc. requiring work in default)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Clean Air Act 1993	Instigate proceedings for offence of emission of smoke in a controlled area (s19)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Clean Air Act 1993	Require adaptation of fireplaces in private dwellings (s 24)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Air Act 1993	Approval or refusal of chimney height (s 14,15&16)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Clean Air Act 1993	Powers to investigate in relation to sampling and analysis of the sulphur content of oil fuel for furnaces or engines (s 31 & 32)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Air Act 1993	Power to investigate in relation to Cable Burning offences (s 33)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Air Act 1993	Power to commence proceedings (s 33) (cable burning)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Clean Air Act 1993	Power to require information in respect of emissions and associated powers of entry (s 35, 36 & 58)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Air Act 1993	Duty of Local Authority to advise occupiers of offences (s 51)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Air Act 1993	Declaration of Smoke Control Areas by Order (s 18)	Public Protection Committee
20/05/2026	Clean Air Act 1993	Power of entry and inspection (s 56)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Air Act 1993	Issue grants for adaptations (s 26)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Clean Air Act 1993	Power to instigate proceedings to prosecute (s 55)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Clean Neighbourhoods & Environment Act 2005	To appoint and authorise appropriate named staff members	Service Director - Regulatory Services
20/05/2026	Clean Neighbourhoods & Environment Act 2005	<u>Part 5 Waste</u>	
20/05/2026	Clean Neighbourhoods & Environment Act 2005	Action in respect of unlawful depositing of waste, powers of seizure and search, Local Authority waste collection and disposal, and supplementary enforcement powers (s 40-53)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Neighbourhoods & Environment Act 2005	<u>Part 7 Noise</u>	
20/05/2026	Clean Neighbourhoods & Environment Act 2005	Authority to prosecute offences relating to the provision of false details (s 7.2)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Clean Neighbourhoods & Environment Act 2005	To apply for Warrant to enter premises using reasonable force to silence an intruder alarm (s 78)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Neighbourhoods & Environment Act 2005	Power of Entry in respect of Intruder Alarms (s 77 & 79)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Clean Neighbourhoods & Environment Act 2005	<u>Part 9 Miscellaneous</u>	
20/05/2026	Clean Neighbourhoods & Environment Act 2005	Power to designate an Alarm Notification Area, and to withdraw notification area designation (s 69 & 70 respectively)	Public Protection Committee
20/05/2026	Control of Pollution (Amendment) Act 1989	To carry out functions under the Act (s5 and 5A) Transport of controlled waste - stop and search	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution (Amendment) Act 1989	Power to issue a fixed penalty notice for failure to produce authority to transport waste (s 5B)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Control of Pollution (Amendment) Act 1989	Power to obtain a warrant to seize a vehicle and its contents where the vehicle is believed to have been used in the commission of a relevant waste offence (s 6)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution (Amendment) Act 1989	Authority to prosecute for offence of transporting controlled waste without registering as a waste carrier	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Control of Pollution (Amendment) Act 1989	To appoint and authorise appropriate named staff members to carry out functions under the Act (s 5 and 5A)	Service Director - Regulatory Services
20/05/2026	Control of Pollution Act 1974	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Control of Pollution Act 1974	Notices to control noise on construction sites (s 60)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution Act 1974	Prior consent for works on construction sites (s 61)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution Act 1974	Action in respect of Loudspeakers in the street (s 62)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution Act 1974	Prosecution Powers (s 62)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Control of Pollution Act 1974	Register of noise levels (s 64)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Control of Pollution Act 1974	Notices re noise exceeding registered level (s 65)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution Act 1974	Notices re reduction of noise levels (s 66)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Control of Pollution Act 1974	All powers of entry (inc. s 91)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Criminal Justice and Police Act 2001 (Part 1, Schedule 1)	Powers of seizure under section 122(1)(b) and s 123.	Service Director Regulatory Services and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Deer Act 1991 (as amended by The Regulatory Reform (Deer) (E&W) Order 2007)	Power to inspect etc. Control of culling etc.	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Domestic Abuse Act 2021	Part 4 Local authority support Duty of the local authority to assess or make arrangements for the assessment of, the need for accommodation based support in its area to victims of domestic abuse Duty to prepare and publish a strategy for the provision of such support in its area and monitor and evaluate the effectiveness of the strategy (Part 4 s (1))	Service Director - Regulatory Services , Housing and Vulnerability Manager, NHA Team leader and officers
20/05/2026	Enterprise and Regulatory Reform Act 2013 Order made in exercise of powers conferred by the act.	The Redress Schemes for Letting Agency Work and Property Management Work (Requirement to belong to a scheme etc.) Order 2014 Part 4 Enforcement (s 7-10)	Service Director Regulatory Services and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environment Act 1995	The exercise of powers of persons authorised by an enforcing authority under s 108(4)(a) to(m) and any subsequent amendments & schedule 18 supplemental provisions relating to powers of entry	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environment Act 1995	<u>Part IV – Air Quality</u>	
20/05/2026	Environment Act 1995	To undertake air quality monitoring (Part IV Air Quality)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environment Act 1995	To appoint and authorise appropriate named staff members as inspecting officers (s 108)	Service Director - Regulatory Services
20/05/2026	Environment Act 1995	All proceedings (Air Quality to inc. designation of AQMAs)	Public Protection Committee
20/05/2026	Environment Act 1995	Designation of an Air Quality Management Area by Order, Variation of an Air Quality Management Area Order and Revocation of an Air Quality Management Area Order (s 83)	Public Protection Committee
20/05/2026	Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Reg.. 2006	Exercising powers in respect of Clean Neighbourhood & Env Act, Noise Act 1996, and Env Protection Act 1990	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Offences (Fixed Penalties) (Miscellaneous Provisions) Reg.. 2006	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Environmental Protection Act 1990	<u>Part II Waste On Land</u>	
20/05/2026	Environmental Protection Act 1990	Power to prohibit unauthorised / harmful treatment / disposal of waste. (s 33)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Environmental Protection Act 1990	Issuing of Fixed Penalties for contravention of s 33(1)(a) and s 33ZA (unauthorised or harmful deposit, treatment or disposal of waste)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Proceeding in respect of offences under (s 34B(7) or (s 34(9)) - failure to give assistance / obstruction and provision of information inc. name and address	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Environmental Protection Act 1990	Investigation of duty of care (s 34, 34ZA & 34A)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	To appoint & authorise appropriate groups of officers by designation to perform associated duties. (except Part III)	Service Director - Regulatory Services
20/05/2026	Environmental Protection Act 1990	Power to serve a fixed penalty notice for failure to furnish documentation (waste carrier's licence) (s 34A(2))	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Power to search and seize vehicles etc. (s 34B) and Seizure of vehicles etc: supplementary (s 34C)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Instigation of proceedings for failure to comply with Duty of Care (s 34(6))	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Environmental Protection Act 1990	Collection, disposal or treatment of controlled waste (s45-50) inc. amendments of the Deregulation Act 2015 (s 46A)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Authority to prosecute for failure to provide proper receptacles for household, commercial and industrial waste (s 46 & 47)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Environmental Protection Act 1990	Power to serve a fixed penalty notice in relation to waste receptacles (s 47ZA (2))	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Power to require removal of unlawful waste deposits (s 59, & 59ZA)	Service Director Regulatory Services and Environmental Health Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	<u>Part III Nuisances</u>	
20/05/2026	Environmental Protection Act 1990	To appoint and authorise appropriate named staff members	Service Director - Regulatory Services
20/05/2026	Environmental Protection Act 1990	Duty to serve notice in respect of statutory nuisances (s 80)	Service Director Regulatory Services and Environmental Health Business Manager and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Power to authorise work in default (s 81(3))	Service Director Regulatory Services and Environmental Health Business Manager and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Instigate proceedings for contravention of abatement notice (s 80 (4))	Service Director - Regulatory Services Environmental Health Business Manager, Housing & Vulnerability Business Manager
20/05/2026	Environmental Protection Act 1990	Take proceedings in the High Court for the purpose of securing the abatement, prohibition or restriction of the nuisance (s81(5))	Service Director - Regulatory Services Environmental Health Business Manager, Housing & Vulnerability Business Manager
20/05/2026	Environmental Protection Act 1990	Power of entry etc. (s 81(7) and Sch.3)	Service Director Regulatory Services and Environmental Health Business Manager and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Power to serve notice in respect of statutory nuisance outside local authority area (s 81(2))	Service Director Regulatory Services and Environmental Health Business Manager and Housing & Vulnerability Business Manager and Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	<u>Part IV Litter</u>	
20/05/2026	Environmental Protection Act 1990	Power to serve a fixed penalty notice for littering (s 88(1))	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990	Prosecute for offence of leaving litter (s 87) Litter control areas (s 90)	Service Director - Regulatory Services Environmental Health Business Manager
		<u>Part IIA Contaminated Land</u>	
20/05/2026	Environmental Protection Act 1990, Part IIA	Research, inspections and analysis to enable identification and designation of contaminated land	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Environmental Protection Act 1990, Part IIA	Identification of contaminated land and the giving of notice (s 78B)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Identification and designation of special sites (s 78C)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Referral of special site decisions to the Secretary of State (s 78D)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead

20/05/2026	Environmental Protection Act 1990, Part IIA	Duty of enforcing authority to require remediation of contaminated land (s 78E)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Prosecution for failing to comply with a remediation notice (s 78M)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Powers of enforcing authority to carry out remediation (s 78N)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Recovery of and security for the cost of remediation by the enforcing authority (s 78P)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Duty to maintain a register of prescribed particulars etc. (s 78R)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Exclusion from registers of information affecting national security – notification to Secretary of State of excluded information (s 78S)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Environmental Protection Act 1990, Part IIA	Exclusion from registers of certain confidential information (s 78T). Determination of confidential/potentially confidential information	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	European Communities Acts	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	European Communities Acts	To carry out all functions under the European Communities Act 1972 as amended, the European Communities (Amendment) Acts of 1986, 1998 and 2002 and any Regulations made under those Acts including authorisation of officers to exercise all powers and duties under those Acts and Regulations made there under. Subject to revisions enacted by royal assent of the European Union (Withdrawal) Bill	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food and Environment Protection Act 1985	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Food and Environment Protection Act 1985	Inspection and enforcement powers (Part III) Pesticides	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety Act 1990	To appoint and authorise appropriate named staff members to act in relevant provisions of Parts II and III of the Act, any Food Safety Regulations, Orders or Codes of Practice made under the Act and existing Regulations as specified in Schedule 4 of the Act (s 5(6)) including service of appropriate notices	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Food Safety Act 1990	To carry out the relevant provisions of Parts II and III of the Act, any Food Safety Regulations, Orders or Codes of Practice made under the Act and existing Regulations as specified in Schedule 4 of the Act (s 5(6))	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety Act 1990	Inspection and seizure of suspected food (s 9)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety Act 1990	Power to maintain statutory registers in respect of the Food Premises (Registration) Regulations 1991 (Reg.5)	Service Director - Regulatory Services Environmental Health Business Manager Food and Safety Lead
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Including Regulation (EC) 852/2004, (EC) No. 853/2004, Regulation (EC) No. 854/2004 of the European Parliament and Food Safety and Hygiene (England) Regulations 2013	
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	To appoint and authorise appropriate named staff members to serve appropriate notices and act in matters under the Food Safety and Hygiene (England) Regulations 2013, Food Safety Act 1990 (as amended), and (a) any Orders or Regulations made there under or relating to the foregoing or having effect by virtue of the European Communities Act 1972; and (b) any modification or re enactment of the foregoing	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Enforcement of Hygiene Regulations (Reg. 5)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Service of Hygiene Improvement Notices (Reg. 6)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Hygiene Emergency Prohibition Notices (Reg. 8)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Remedial action notices and detention notices (Reg. 9 & 10)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Sampling & Analysis (Reg. 14 & 15)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Powers of Entry (Reg. 16)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Initiation of Proceedings for offences (Reg. 19)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Food Safety and Hygiene (England) Regulations 2013	Certification of Food (Reg. 29)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Gambling Act 2005	To exercise the functions of the licensing authority under the Gambling Act 2005 other than the adoption of the Statement of Gambling Policy	Licensing Committee
20/05/2026	Gambling Act 2005	To issue a Statement of Gambling Policy	Full Council
20/05/2026	Gambling Act 2005	Determination of application for premises licence where representations made	Licensing Committee or Licensing Sub-committee
20/05/2026	Gambling Act 2005	Determination of application for a variation of premises licence where representations made and not withdrawn	Licensing Committee or Licensing Sub-committee
20/05/2026	Gambling Act 2005	Determination of application to transfer premises licence where Gambling Commission makes a representation	Licensing Committee or Licensing Sub-committee
20/05/2026	Gambling Act 2005	Determination of provisional statement where representations made and not withdrawn	Licensing Committee or Licensing Sub-committee
20/05/2026	Gambling Act 2005	Review of a premises licence	Licensing Committee or Licensing Sub-committee
20/05/2026	Gambling Act 2005	Power to issue a 'no casino' resolution	Full Council
20/05/2026	Gambling Act 2005	Power to delegate fee setting levels	Full Council
20/05/2026	Gambling Act 2005	Power to set fees where delegation enacted	Licensing Committee
20/05/2026	Gambling Act 2005	Determination of application for premises licence, variation, transfer or provisional statement where no representations received	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Gambling Act 2005	Determination of application for temporary use notice where objection notice served	Licensing Sub-committee
20/05/2026	Gambling Act 2005	Issuing an objection notice under s 221	Service Director - Regulatory Services, Environmental Health Business Manager Licensing Lead
20/05/2026	Gambling Act 2005	Issue of counter notice under s 244	Service Director - Regulatory Services, Environmental Health Business Manager Licensing Lead
20/05/2026	Gambling Act 2005	Power to issue family entertainment centre gaming machine permit (Schedule 10)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Gambling Act 2005	Power to issue single machine supply and maintenance permit (s 250)	Gambling Commission
20/05/2026	Gambling Act 2005	Power to issue a club gaming permit (s 271)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Gambling Act 2005	Power to issue a club gaming machine permit (s 273)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Gambling Act 2005	Power to issue licensed premises gaming machine permit (s 283)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Gambling Act 2005	Power to issue prize gaming permit (s 289)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Gambling Act 2005	Refusal and/or revocation of a registered lottery (Schedule 11)	Licensing Sub-committee
20/05/2026	Gambling Act 2005	Power to refuse a family entertainment centre gaming machine permit, club gaming permit, club gaming machine permit, licensed premises gaming machine permit and prize gaming permit	Licensing Sub-committee
20/05/2026	Gambling Act 2005	Appointment of authorised officers (s 304(2)(b))	Service Director - Regulatory Services
20/05/2026	Gambling Act 2005	Power of inspection for compliance (s 305)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Power of inspection for gambling (s 307)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Power of inspection of family entertainment centres (s 309)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Power of inspection of a licensed premises for the purposes of applications and reviews (s 313)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), and Environmental Health Officers, Technical Assistants authorised in writing
20/05/2026	Gambling Act 2005	Power of inspection of alcohol licensed premises providing gaming (s 310)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Power of inspection of a club (s 312)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)

20/05/2026	Gambling Act 2005	Power of inspection of premises with a prize gaming permit (s 311)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Powers of inspection of lotteries: registered societies (s 314)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Power of inspection of premises with a temporary use notice (s 315)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	General power of inspection (s 317)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Gambling Act 2005	Registration of societies – small lotteries (Part 11)	Chief Executive or Service Director Regulatory Services
20/05/2026	Gambling Act 2005	Permits for amusements with prizes	Chief Executive or Service Director Regulatory Services
20/05/2026	Gambling Act 2005	Track betting licences (Part 8)	Licensing Committee
20/05/2026	Gambling Act 2005	Power to authorise the institution of proceedings in respect of contravention of the legislation within the above terms of reference (s 309-315 & 346)	Licensing Committee
20/05/2026	Health Act 2006	To enforce Part 1, Chapter 1 as 'authorised officers' and to exercise power of entry in accordance with Schedule 2	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health Act 2006	Power to issue fixed penalty notices Part 1, Chapter 1, Schedule 2 (s 9) in respect of smoking	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health Act 2006	To appoint and authorise appropriate named staff members under s10(5) to discharge appropriate duties of Part 1, Chapter 1	Service Director - Regulatory Services
20/05/2026	Health Act 2006	Power to authorise proceedings in respect of offences under Part 1 of the Health Act 2006	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Health Act 2006	Power to issue fixed penalties to a person who has committed an offence under s 6(5) or 7(2) on premises, or in a place or vehicle. (Sec.9)	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health and Safety (Enforcing Authority) Regulations 1989	Transfer of enforcement responsibility (Reg. 5 and 6)	Service Director - Regulatory Services Environmental Health Business Manager Food and Safety Lead
20/05/2026	Health and Safety at Work etc. Act 1974	To appoint and authorise appropriate named staff members as Inspectors (s 19)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Health and Safety at Work etc. Act 1974	Powers and duties placed upon local authority inspectors under s 20 (2) a-m, 21, 22 and 25 of the Act, any Health and Safety Regulations made under the Act and the provisions of the Acts specified in Schedule 1 of the Act, inc. powers of entry [Enforcement EHOs]	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health and Safety at Work etc. Act 1974	Powers and duties placed upon local authority inspectors under s 20 (2) a, b, c, d, f, g, k, & l of the Act, any Health and Safety Regulations made under the Act and the provisions of the Acts specified in Schedule 1 of the Act, inc. powers of entry [Other teams and TAs]	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health and Safety at Work etc. Act 1974	Power to revoke withdraw a notice (s 23)	Service Director - Regulatory Services Environmental Health Business Manager Food and Safety Lead
20/05/2026	Health and Safety at Work etc. Act 1974	Institution of proceedings (s 38 & 39)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Health Protection (Local Authority Powers) Regulations 2010	Disinfection and Decontamination of items on request Regs. 4 & 5	Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health Protection (Local Authority Powers) Regulations 2010	Disinfection and Decontamination of premises on request Regs. 6 & 7	Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health Protection (Local Authority Powers) Regulations 2010	Restriction of contact with, access to, or relocation of, dead bodies Regs. 9-11	Service Director Regulatory Services and Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Health Protection (Part 2A Orders) Regulations 2010	Application to JP for a Part 2A Order (Reg.4)	Service Director Regulatory Services and Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Homelessness (Suitability of Accommodation) (England) Order 2003	Determination of suitability of B&B accommodation where there is a family commitment	Service Director - Regulatory Services , Housing and Vulnerability Manager, NHA Team leader, Officers
20/05/2026	Homelessness Act 2002	Duty of a housing authority to formulate a homeless strategy at least every 5 years (s 1) Duty to carry out a homeless review for the district and formulate and create a homeless strategy based on the results of the review (s 1(1)) Duty to keep the strategy under review (s 3(6))	Service Director - Regulatory Services , Housing and Vulnerability Manager, NHA Team leader, Officers
20/05/2026	Homelessness Reduction Act 2017	Amends the Housing Act 1996 and Homelessness(Suitability of Accommodation)(England) Order 2012 by placing duties for LA's to intervene at earlier stages to prevent homelessness and provide homelessness services	Service Director - Regulatory Services , Housing and Vulnerability Manager, NHA Team leader, Officers

20/05/2026	Housing Act 1985	To periodically review the housing needs of its area in relation to housing conditions and the needs of the district (Housing Act 1985, s 8)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Housing Act 1985	Acquisition of land for housing purposes (s 17-19)	Service Director - Regulatory Services
20/05/2026	Housing Act 1985	<u>Clearance Areas</u>	
20/05/2026	Housing Act 1985	Power to make demolition order (s 265)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Service of notice of order (s 268)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	<u>Part X OVERCROWDING</u>	
20/05/2026	Housing Act 1985	Recovery of possession of building to be demolished (s 270)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Cleansing before demolition (s 273)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Power to permit reconstruction of condemned house (s 274)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Substitution of closing order to permit use otherwise than for human habitation (s 275)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Clearance areas etc. (s 289)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Power of entry (s 319)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1985	<u>Part XVII Compulsory Purchase and Land Compensation</u>	
20/05/2026	Housing Act 1985	Power to issue or revoke licence authorising persons in excess of permitted number to sleep in a dwelling (s 330)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Power to require information about persons sleeping in a dwelling (s 335)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1985	Power to require production of rent book (s 336)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1985	Power of entry to determine permitted number of persons (s 337) and for the purpose of a survey or examination [ Also Powers of entry as in s 340]	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1985	Notice to abate overcrowding (s 338)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1985	Power to Prosecute (s 324 & 344) (s 339)	Service Director - Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Housing Act 1985	Powers of entry (s 600)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 D)	Failure to give a written statement of terms and any other prescribed information.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 E)	Attempting to let a property for a fixed term under section 16E of the Housing Act 1988	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 E)	Attempting to end a tenancy by service of a notice to quit under section 16E of the Housing Act 1988.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 E)	Attempting to end a tenancy orally or requiring that it is ended orally under section 16E of The Housing Act 1988.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 E)	Serving an eviction notice that attempts to end a tenancy outside the prescribed section 8 process under section 16E of the Housing Act 1988.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 E)	Relying on a ground where the landlord does not reasonably believe that the landlord is/will be able to obtain possession under section 16E of the Housing Act 1988	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 E)	Failing to provide a tenant with prior notice that a ground which requires it may be used under section 16E of the Housing Act 1988	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1988 - (Section 16 I, J & K)	Power to impose financial penalties, notices and offences for landlords (RRA s 15)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 1996 (as amended) Part VI	Allocation of housing accommodation - duty to comply with the provisions of Part 6 (s 159)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers

20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to notify the applicant for housing accommodation of the decision and grounds of appeal (s 160AZ(9))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to provide advice and information free of charge about the right to make an application for an allocation of housing accommodation (s 166(1))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to consider all applications made in accordance with the procedural requirement of the local authorities allocation scheme (s 166(3))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to allocate accommodation in accordance with a scheme framed to ensure that certain categories of applicants are given reasonable preference (s 166A)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to ensure that reasonable preference is given to the categories of people in (a) to (e) (s 166A(3))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to have an allocation scheme for determining priorities and for defining the procedures to be followed in allocating housing accommodation (s 166A(14))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Duty to have regard to homelessness and tenancy strategies when framing their allocation scheme (s 166A(12))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VI	Power to take behaviour into account when determining priorities between people in the reasonable preference categories (s 166A(5a))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duty to provide advisory services available free of charge (s 179)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duty to make inquiries into cases of homelessness or threatened homelessness to determine whether eligible for assistance and if so whether any duty is owed (s 184)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duty to provide the decision in writing and inform applicant of the reasons (s 184)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Power to request information from the Secretary of State (s 187)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duty to provide temporary / interim accommodation until found not homeless, or not eligible/end of relief duty arises (s 188(1))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Assessments and personalised plan Duty to make an assessment of the applicants case (s 189A(1)) Duty to notify the applicant in writing of the assessment (s 189A(3)) Plan must be kept under review (s 189A (9))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Initial duty owed to all eligible persons who are homeless (s 189B(2)) - "Relief duty"	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duties in Main Homeless duty to provide suitable accommodation for a homeless person who is eligible, in "priority need" and not intentionally homeless (s 193)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	LA must take reasonable steps to help applicant find or keep accommodation (s 189B) (s195)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duties in case of threatened homelessness Duty to take reasonable steps to help the applicant to secure that accommodation does not cease to be available for the applicant's occupation (s 195 (2)) - "Prevention duty"	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Power to give notice to the applicant bringing the duty to an end if any circumstances mentioned in subs (8) apply and/or in cases of the applicant's deliberate and unreasonable refusal to co-operate (s 195(5) and (10))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 1996 (as amended) Part VII	Duty to review a decision on a request being duly made (s 202(2))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Housing Act 2004	<b>PART 1 – HOUSING CONDITIONS Enforcement of Housing Standards: General</b>	
20/05/2026	Housing Act 2004	Duty to review housing conditions in the area (s 3)	Service Director - Regulatory Services
20/05/2026	Housing Act 2004	Inspections to see whether Category 1 or 2 hazards exist: Category 1 hazards – duty to take enforcement action; Category 1 hazards – powers to take enforcement action; Category 2 hazards – powers to take enforcement action	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Category 1 hazards – duty to serve improvement notices (s 11)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Category 2 hazards – power to serve improvement notices (s 12)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Suspension of improvement notices (s 14)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Revocation and variation of improvement notices (s 16)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Review of suspended improvement notices (s 17)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Service of improvement notices etc. and related appeals (s 18)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Housing Act 2004	Duty of authority to make prohibition orders in relation to Category 1 hazards (s 20)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power of authority to make prohibition orders in relation to Category 2 hazards (s 21)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Suspension of prohibition orders (s 23)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Revocation and variation of prohibition orders (s 25)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Emergency Measures</u>	
20/05/2026	Housing Act 2004	Review of prohibition orders (s 26)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Service of copies of prohibition orders etc. and related appeals (s 27)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Hazard awareness notices relating to category 1 hazards: duty of authority to serve notice (s 28)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power of authority to serve hazard awareness notices in relation to Category 2 hazards (s 29)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Declarations</u>	
20/05/2026	Housing Act 2004	Offence of failing to comply with improvement notice (s 30)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power of authority to take enforcement action which provides for receiving of related expenses (s 31)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>General and Miscellaneous Provisions relating to Enforcement Action</u>	
20/05/2026	Housing Act 2004	Power of authority to take emergency remedial action (s 40)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Notice of emergency remedial action (s 41)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Part 2 – LICENSING OF HOUSES IN MULTIPLE OCCUPATION (HMO)</u>	
20/05/2026	Housing Act 2004	Recovery of expenses of taking emergency remedial action (s 42)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Emergency prohibition orders (s 43)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make demolition orders (s 46)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make clearance areas (s 47)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to charge for enforcement action (s 49)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Recovery of charge under s 49 (s 50)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Licensing of HMOs to which Part 2 applies (s 55)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to designate areas subject to additional licensing (s 56)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Housing Act 2004	Power to serve temporary exemption notices from licensing requirements (s 62)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to grant licence (s 64)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Part 3 – SELECTIVE LICENSING OF OTHER RESIDENTIAL ACCOMMODATION</u>	
20/05/2026	Housing Act 2004	Power to refuse licence (s 64)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to impose licence conditions (s 67)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to vary licence (s 69)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Revocation of licence (s 70)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Failure to obtain an HMO licence (s 72)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Knowingly permitting over-occupation of an HMO (s 72)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Failure to comply with HMO licence conditions (s 72)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to implement rent payment orders (s 73, s 74)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Designation of selective licensing areas (s 80)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Duration, review and revocation of designations (s 84)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Temporary exemption from licensing requirements (s 86)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Grant of licence (s 88)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Part 4 – ADDITIONAL CONTROL PROVISIONS IN RELATION TO RESIDENTIAL ACCOMMODATION</u>	
20/05/2026	Housing Act 2004	<u>Interim and Final Management Orders</u>	
20/05/2026	Housing Act 2004	Refusal of licence (s 88)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Licence conditions (s 90)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Variation of licence (s 92)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026			
20/05/2026	Housing Act 2004	Revocation of licence (s 93)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Failure to obtain a selective licence (s 95)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Failure to comply with selective licence conditions (s 95)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Housing Act 2004	Power to implement rent repayment orders (s 96, s 97)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Duty/power to make interim management orders (s 102)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make special interim management orders (s 103)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Variation of interim management orders (s 111)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Revocation of interim management orders (s 112)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Making of final management orders (s 113)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Operation of management schemes (s 114)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Management schemes and accounts (s 119)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Enforcement of management scheme by relevant landlord (s 120)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Variation of final management orders (s 121)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Interim and Final Empty Dwelling Management Orders</u>	
20/05/2026	Housing Act 2004	Revocation of final management orders (s 122)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Management orders – power to supply furniture (s 127)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Compensation liable to third parties (s 128)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Termination of management orders (s 129, s 130)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Overcrowding Notices</u>	
20/05/2026	Housing Act 2004	Management orders – power of entry (s 131)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make empty dwelling management orders (s 133)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	<u>Part 7 – SUPPLEMENTARY AND FINAL PROVISIONS</u>	
20/05/2026	Housing Act 2004	Power to make interim empty dwelling management orders (s 133)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make final empty dwelling management orders (s 136)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make compensation payments to third parties (s 138)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to make overcrowding notices (s 139)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Revocation and variation of overcrowding notices (s 144)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Housing Act 2004	Register of licences and management orders (s 232)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Management regulations in respect of HMO (s 234)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to require documents to be produced (s 235)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Powers of entry (s 239)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Warrant to authorise entry (s 240)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Penalty for obstruction (s 241)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Additional notice requirements for protection of owners (s 242)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to dispense with notices (s 245)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Orders and Regulations (s 250) relating to The Smoke and Carbon Monoxide Alarm (England) Regulations 2015 Remedial action (s 5-7) Penalty Charges (s 8-13) Notices (s 14)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Authorisation for enforcement purposes etc.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	HMO declarations (s 255)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Revocation of HMO declaration (s 256)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Power to prosecute (s 72)	Service Director Regulatory Services, Housing & Vulnerability Business Manager,
20/05/2026	Housing Act 2004	Financial arrangements whilst and interim order is in force (s 110)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Duties once final management order in force (s 115)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004	Local authorities duties once interim management order in force (s 106)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2014	Offences in relation to licensing of HMOs (s 72)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004 (s 212A)	Powers to use information from tenancy deposit schemes to investigate if named legislation has been broken. Relevant to Housing Act 2004, s212A (RRA s.134)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004 (s 235)	Powers to request information from a relevant person to inform the setting of civil penalties after the conclusion of an investigation. (RRA s.135)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004 (s 237)	Powers to use information from housing benefit and council tax information to investigate if named legislation has been broken. Relevant to Housing Act 2004, s 237 (RRA s.134)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Act 2004 (s 239)	Powers of entry to remove the requirement to give 24hrs' notice, replacing this with a duty to notify the owner. (RRA s.135)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Application and notice of intended proceedings (s 15)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Housing and Planning Act 2016	Power to require information (s 19)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Offence of breach of banning order (s 21)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	To authorise Banning Orders for appropriate Rogue Landlord offenders, determine breaches of banning orders and impose financial penalties (s 21) Including amendments under s.114, s115, s.116, s118, s120, s.121, s134 and 136 of the Renters' Rights Act	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Financial penalty for breach of banning order (s 23)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Duty to include person with banning order (s 29)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Power to include person convicted of banning order offence (s 30)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Power to require information (s 35)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Removal or variation of banning order entries (s 36)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Application for rent repayment order (s 41)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Notice of intended proceedings (s 42)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Enforcement of rent repayment orders (s 47)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing and Planning Act 2016	Power to authorise the institution / enforcement of civil proceedings under s 126 and Schedule 9	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Approval of an application for a disabled facility grant (s 24)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Refusal of an application for a disabled facility grant (s 24(3))	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Payment of the disabled facility grant (s 35)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Power to require as a condition of payment of the disabled facility grant that eligible works are carried out in accordance with such specifications as they determine (s 37)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Power to cease payment of a disabled facility grant and reclaim any instalment where the applicant ceases to be a person entitled to a grant before the certified date (s 40)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Power to take such action as appears appropriate where there is a change of circumstances affecting the disabled occupant (s 41)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Where s. 42(1) applies, power to refuse to pay the grant or any further instalment or make a reduction and demand repayment in whole or part or any instalment (s 42(2))	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Power to require repayment where an applicant is not entitled to a disabled facility grant (s 43)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Housing Grants, Construction and Regeneration Act 1996	Power to pay the disabled facility grant (some or all) where the applicant dies (s 56)	Service Director - Regulatory Services, Housing and Vulnerability Manager, DFG Lead
20/05/2026	Immigration and Asylum Act 1999	Power to provide support in accordance with arrangements made by the Secretary of State (Part VI Support for Asylum - Seekers s 99)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Lead, Housing Lead
20/05/2026	Immigration and Asylum Act 1999	To cooperate if requested in giving the Secretary of State such assistance as is reasonable in the circumstances ((Part VI Support for Asylum - Seekers s 100)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Lead, Housing Lead
20/05/2026	Immigration and Asylum Act 1999	To supply the Secretary of State such information about their housing accommodation (whether or not occupied) as he may from time to time request . (Part VI Support for Asylum - Seekers s 100(4))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Lead, Housing Lead

20/05/2026	Immigration and Asylum Act 1999	Duty to secure that , so far as practicable, a tenancy of, or licence to occupy, housing accommodation provided under the accommodation provisions is not granted to a person subject to immigration control unless (a) he is a class specified in an order made by the Secretary of State or (b) the tenancy of, or licence to occupy, such accommodation is granted in accordance with arrangements under s 4, 95 ,98 ((Part VI Support for Asylum -Seekers s 118(1))	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Lead, Housing Lead
20/05/2026	Immigration and Asylum Act 1999	Power to deal with offences (Part VI Support for Asylum - Seekers s 105-109B)	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Lead, Housing Lead
20/05/2026	Land Compensation Act 1973	Home loss payments and advance payments (s 29)	Service Director- Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Land Compensation Act 1973	Discretionary home loss payments (s 32(7))	Service Director- Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Landlord and Tenant Act 1985	Power of local housing authority to institute legal proceedings (prosecute) (s 34)	Service Director- Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Law of Property Act 1925	Regulation of exercise of power of sale (s 101 & 103)	Service Director- Regulatory Services, Housing and Vulnerability Manager
20/05/2026	Licensing Act 2003	Perform actions as an 'authorised person' (as s 13(2) & 69 Licensing Authority officer or s 19 H&S Inspector)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Require production of Premises Licence (s 56(2) and 57)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Inspection before grant of licence (s 59)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Inspection before grant of certificate (s 96)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Other Powers of entry and search (s 97)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Rights of entry - Temporary event notice (s 108)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Require production of Temporary Event Notice (s 109)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Require production of Personal Licence (s 134 & 135)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	Investigation of licensable activities & offences (s 179 & 180)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Licensing Act 2003	To exercise the functions of the licensing authority under the Licensing Act 2003 other than the adoption of the Statement of Licensing Policy	Licensing Committee
20/05/2026	Licensing Act 2003	To authorise officers to exercise the rights of an 'authorised person' (as s 13(2) & 69)	Service Director - Regulatory Services
20/05/2026	Licensing Act 2003	To determine applications for a premises licence, club premises certificate, personal licence, provisional statements, variations, transfers, removal of designated premises supervisor and all other applications made under the Licensing Act 2003 where no representations have been received	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officer(s)
20/05/2026	Licensing Act 2003	To authorise prosecutions for offences under the Licensing Act 2003	Licensing Committee, Service Director- Regulatory Services
20/05/2026	Licensing Act 2003	To determine applications under the Licensing Act 2003 where representations are received	Licensing Committee or Licensing Sub-committee
20/05/2026	Licensing Act 2003	To make Closure Orders under the Licensing Act 2003 in an area experiencing disorder (Part 8 s (1))	Magistrates Court on application by Police
20/05/2026	Licensing Act 2003	Grant or rejection of club registration certificates provide notice to the applicant, persons who made representations, chief officer of police (s 77)	Licensing Sub-Committee
20/05/2026	Licensing Act 2003	Require production of certificates of a club premises (s 94 (7))	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976	Approval of advertisements on Hackney Carriage vehicles (Resolution 984/97)	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Requisition regarding ownership of land (s 16)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Notice requiring provision of sanitary facilities at places of entertainment etc. (s 20)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to assist tenants to restore and continue supply of gas, water or electricity because landlord has not paid bills (s 33)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to approve Council policy with regard to hackney carriage and private hire drivers, vehicles and operators	Public Protection Committee
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to grant, renew and transfer Private Hire and Hackney Carriage: Vehicle licenses, Driver licenses and Operators in compliance with policy	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s), Licensing Support Officers
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to grant, renew and transfer Private Hire and Hackney Carriage: Vehicle licenses, Driver licenses and Operators NOT in compliance with policy	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officer(s)
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to suspend, refuse or revoke Hackney Carriage vehicle licences	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to suspend Hackney Carriage driver licences	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to refuse or revoke Hackney Carriage driver licences	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to suspend Private Hire, driver licenses and operators licenses	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to refuse or revoke Private Hire driver licenses and operators licenses	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to refuse, suspend or revoke Private Hire Vehicle licenses	Public Protection Sub- Committee, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Hackney Carriage fares and numbers.	Public Protection Committee ratified by Cabinet
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to authorise prosecution proceedings for Hackney Carriage and Private Hire vehicles, drivers and Operators	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Provision of information and production of documents Hackney Carriages and Private Hire vehicles (s 50, 53, 53A & 56)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officers
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Return of identification plate or disc on revocation or expiry of licence etc.(s 58, 60 & 61, 62 & 62A)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officers, Licensing Support Officers
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Inspection and Testing of Hackney Carriages and Private Hire vehicles for fitness (s 68)	Service Director - Regulatory Services or Service Director - Sustainable Environment, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officers
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Action in respect of obstruction of authorised officers (s 73)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Local Government (Miscellaneous Provisions) Act 1976 (including Town Police Clauses Act 1847)	Power to restore or continue a supply of water, gas or electricity to a premises (s 33)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Local Government (Miscellaneous Provisions) Act 1982	Control of sex establishments - LA may resolve that Schedule 3 applies to their area Part II	Licensing Committee
20/05/2026	Local Government (Miscellaneous Provisions) Act 1982	Registration of persons and premises for acupuncture, tattooing, ear piercing & electrolysis (s 13 -17)	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Local Government (Miscellaneous Provisions) Act 1982	To undertake appropriate inspections associated with for acupuncture, tattooing, ear piercing & electrolysis (s 13 -17)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Local Government (Miscellaneous Provisions) Act 1982	Securing of buildings against unauthorised access where permanently unoccupied or occupier temporarily absent (s 29 - 32)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Local Government (Miscellaneous Provisions) Act 1982	Execution of work in default to secure compliance with notices under s 29-32	Service Director - Regulatory Services Environmental Health Business Manager, Housing and Vulnerability Business Manager
20/05/2026	Local Government and Housing Act 1989	<u>Urban Renewal</u>	
20/05/2026	Local Government and Housing Act 1989	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director- Regulatory Services
20/05/2026	Local Government and Housing Act 1989	Power to declare, extend or terminate, etc. Renewal Areas (Part VII Renewal Areas s 89) - et sequence	Service Director - Regulatory Services Housing and Vulnerability Business Manager

20/05/2026	Local Government and Housing Act 1989	Power of Entry (Part VII Renewal Areas s 97) - Renewal areas	Service Director - Regulatory Services Housing and Vulnerability Business Manager
20/05/2026	Local Government and Housing Act 1989	Power to institute proceedings in respect of contraventions of the above mentioned Acts, Regulations or Regulations made there under as amended or substitute and to recover costs/expenses where appropriate	Service Director - Regulatory Services Housing and Vulnerability Business Manager
20/05/2026	Local Government and Housing Act 1989	Power to designate a particular technical officer as being appropriate	Service Director - Regulatory Services Housing and Vulnerability Business Manager
20/05/2026	Localism Act 2011	Power to determine which applicants do or do not qualify for an allocation of social housing	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader, Officers
20/05/2026	Mobile Homes Act 1983	Provisions relating to protected sites	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Mobile Homes Act 2013	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director- Regulatory Services
20/05/2026	Mobile Homes Act 2013	Provisions relating to licensing (s 1-7)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Mobile Homes Act 2013	Provisions relating to offences (s 12-14)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Noise Act 1996	Authority to serve Warning Notice (s 3)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Noise Act 1996	Authority to require a person to give their name and address (s 8B)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Noise Act 1996	Powers of entry and Authority to Seize Noise Producing Equipment (s 10(7))	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Noise Act 1996	Authority for retention, application for forfeiture, return or disposal of seized equipment (s 10(9) and Schedule)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Noise Act 1996	Adoption of provisions (s 1)	Public Protection Committee
20/05/2026	Noise Act 1996	To appoint & authorise appropriate groups of officers by designation to perform associated duties and claim indemnity afforded by the act	Service Director - Regulatory Services
20/05/2026	Noise and Statutory Nuisance Act 1993	Power to grant consent for the operation of a loudspeaker, in contravention of the Control of pollution act 1974 s 62(1)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Party Wall Act 1996	To periodically review the housing needs of its area in relation to housing conditions and the needs of the district (Housing Act 1985, s 8)	Service Director - Regulatory Services Housing and Vulnerability Business Manager
20/05/2026	Pollution Prevention and Control Act 1999 (as amended by Order)	Also: Powers of Entry (paragraph 14)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Pollution Prevention and Control Act 1999 (as amended by Order)	Local authority obligations in respect of The Waste (England and Wales) Regulations 2011	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Pollution Prevention and Control Act 1999 (as amended by Order)	To appoint and authorise appropriate named staff members to carry out the functions and to exercise all powers and duties under that Act and Regulations made there under –	Service Director - Regulatory Services
20/05/2026	Pollution Prevention and Control Act 1999 (as amended by Order)	Permit A2 & B installations (schedule 1); grant permits; issue revocations; vary permits & conditions; payment issues; transfer of permits; obtaining information; suspension & enforcement	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	Pollution Prevention and Control Act 1999 (as amended by Order)	Authority to prosecute for offences (paragraph 17)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Prevention of Damage by Pests Act 1949	Notices in respect of rodent infestation (s 4-7 and 9) and work in default in respect of rodent infestation	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Prevention of Damage by Pests Act 1949	Authority to Enter Premises (s 22)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Prevention of Damage by Pests Act 1949	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	Prevention of Damage by Pests Act 1949	Authority to prosecute offences (s 26)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Private Rented Sector and Social Rented Sector(England) Regulations 2020	Breach of duty under Regulation 3, 3B, 3C, and 3D of The Electrical Safety Standards in the Private Rented Sector and Social Rented Sector (England) Regulations 2020.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Protection from Eviction Act 1977	Part 1 – unlawful eviction and harassment	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Protection from Eviction Act 1977	Part 3(A) a an act likely to interfere with the peace and comfort of those living at the property.(s 3)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health (Control of Disease) Act 1984 Health Protection (Local Authority Powers) Regulations 2010 Health Protection (Part 2A Orders) Regulations 2010 and Health Protection Regulations 2010	To appoint and authorise appropriate named staff members to carry out the functions and exercise all powers and duties under the above Acts and Regulations thereunder	Service Director - Regulatory Services
20/05/2026	Public Health (Control of Disease) Act 1984 Health Protection (Local Authority Powers) Regulations 2010 Health Protection (Part 2A Orders) Regulations 2010 and Health Protection Regulations 2010	To authorise the nominate proper officer for the Control of Notifiable Disease and Food Poisoning under the 1984 Act, with powers to act as Proper Officer, including the signing of documents	Service Director - Regulatory Services
20/05/2026	Public Health (Control of Disease) Act 1984 Health Protection (Local Authority Powers) Regulations 2010 Health Protection (Part 2A Orders) Regulations 2010 and Health Protection Regulations 2010	Disinfection of Premises (s 31)	Service Director - Regulatory Services Environmental Health Business Manager Housing & Vulnerability Business Manager
20/05/2026	Public Health (Control of Disease) Act 1984 Health Protection (Local Authority Powers) Regulations 2010 Health Protection (Part 2A Orders) Regulations 2010 and Health Protection Regulations 2010	Disposal of dead bodies (s 46)	Chief Executive, Service Director - Regulatory Services
20/05/2026	Public Health (Control of Disease) Act 1984 Health Protection (Local Authority Powers) Regulations 2010 Health Protection (Part 2A Orders) Regulations 2010 and Health Protection Regulations 2010	Removal of Dead Bodies (s 48)	Designated Proper Officer
20/05/2026	Public Health (Control of Disease) Act 1984 Health Protection (Local Authority Powers) Regulations 2010 Health Protection (Part 2A Orders) Regulations 2010 and Health Protection Regulations 2010	Power to enter premises (s 61 & 62)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	Power to examine and test drains s 48	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	Notice to remedy overflowing and leaking cesspools s 50	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	Power to enter premises to inspect & Warrant provisions s 287	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	To appoint & authorise appropriate groups of officers by designation to perform associated duties under s 343(1)	Service Director - Regulatory Services
20/05/2026	Public Health Act 1936	Repair of defective closets (s 45)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	Notice requiring care of closets (s 51)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	Notices to remedy filthy or verminous premises, articles, persons and their clothing (s 83, 84 and 85) (with associated works)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Public Health Act 1936	Authority to issue tent site licences (s 269)	Service Director - Regulatory Services Housing & Vulnerability Business Manager
20/05/2026	Public Health Act 1936	Authority to institute proceedings (s 296)	Service Director - Regulatory Services Housing & Vulnerability Business Manager
20/05/2026	Public Health Act 1961	Power to remedy stopped drains and repair defective drains s 17	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	Public Health Act 1961	Notices in respect of accumulation of rubbish and filthy and verminous premises (s 34-37)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Refuse Disposal (Amenity) Act 1978	Power to enter premises to inspect s 8	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Refuse Disposal (Amenity) Act 1978	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director- Regulatory Services
20/05/2026	Scrap Metal Dealers Act 2013	Issue of Licence (Where there are no questions relating to the suitability of the applicant)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officers, Licensing Support Officers
20/05/2026	Scrap Metal Dealers Act 2013	Issue of Licence (Where questions do arise regarding the suitability of the applicant)	Licensing Sub-Committee Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Scrap Metal Dealers Act 2013	Revocation of Licence and imposition of conditions (s 4)	Licensing Sub-Committee Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	Scrap Metal Dealers Act 2013	Closure of Unlicensed Sites - Schedule 2 (s 9)	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Scrap Metal Dealers Act 2013	Inspection of Premises and checking of records (s 10-16)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officers
20/05/2026	Scrap Metal Dealers Act 2013	Commence proceedings in respect of offences	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Staffordshire Act 1983	Powers of entry for the Prevention of Damage by Pests Act 1949 (s 16)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Staffordshire Act 1983	Powers in respect of oil burning equipment (s 27)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Staffordshire Act 1983	Registration of hairdressers and barbers and of their premises (s 11)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Staffordshire Act 1983	Notices to control dust, etc. from building operations (s 2)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	Staffordshire Act 1983	Complaint to Magistrates Court requesting Order to alter chimney (s 14)	Service Director - Regulatory Services, Environmental Health Business Manager
20/05/2026	Staffordshire Act 1983	Power to control rats and mice on land and recharge owner (s 15)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer
20/05/2026	Sunbeds (Regulation) Act 2010	To appoint and authorise appropriate named staff members to carry out the functions and to exercise all powers and duties under the above Act and Regulations made there under	Service Director - Regulatory Services
20/05/2026	Sunbeds (Regulation) Act 2010	Powers of entry (s 7) and Schedule	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Sunday Trading Act 1994	Power of inspection	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Sunday Trading Act 1994	To appoint and authorise appropriate named staff members to perform duties (Schedule 2, Parts 1 & 2)	Service Director - Regulatory Services
20/05/2026	The Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006	Determine provision for which persons from abroad will be ineligible	Service Director - Regulatory Services, Housing and Vulnerability Manager, NHA Team Leader and Officers
20/05/2026	The Animal By-Products (Enforcement) (England) Regs 2013	Authorised persons and powers of entry and additional powers (Reg.22 and Reg.23)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Animal By-Products (Enforcement) (England) Regs 2013	Service of notices (Reg.25)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Animal By-Products (Enforcement) (England) Regs 2013	Power to disclose information to any enforcement authority or authorised person (Reg.26)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Power to require the provision of information to the enforcing authority (Reg. 23)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Authorise the exercise of powers of authorised persons under the Regulations to Environmental Health Officers and appropriately qualified technical staff	Service Director - Regulatory Services
20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Power to serve a notice on a responsible operator to prevent further environmental damage (Part 2)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Power to serve a remediation notice on the responsible operator where environmental damage had occurred (Part 3)	Service Director - Regulatory Services Environmental Health Business Manager

20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Power to undertake works in default where a remediation notice served in respect of environmental damage under Part 3 has not been complied with (Reg. 19)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Power to recover costs associated with any works in default from the appropriate duty holder (Reg. 17 and 24)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Environmental Damage (Prevention and Remediation) Regulations 2009 (as amended)	Power to instigate legal proceedings (Reg. 25)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Grant of an Environmental permit (Reg. 13)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Consolidation of an environmental permit (Reg. 18)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Variation of an environmental permit (Reg. 20)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Transfer of an environmental permit (Reg. 21)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Revocation of an environmental permit: general (Reg. 22)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Issue of certificate of satisfaction (Reg. 23(6))	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Variation of permit partial surrender notice (Reg. 24(5)(6)(7))	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Standard rules as a condition of a permit (Reg. 27)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Notification of revisions of standard rules (Reg. 28)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Variation of an environmental permit: revocation of standard rules (Reg. 30)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Discharge of functions (Reg. 32(5)(6)(7))	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Review of environmental permits and inspection of regulated facilities (Reg. 34)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Enforcement notices (Reg. 36)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Suspension notices (Reg. 37)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Instigation of prosecution proceedings for offences (Reg. 38)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Enforcement by the High Court (Reg. 42)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Duty to maintain a public register (Reg. 46)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Exclusion from public registers of confidential information (Reg. 48)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Procedure if the regulator considers that information may be confidential (Reg. 49)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Duty to determine confidentiality (Reg. 50)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Procedure following a determination (Reg. 52)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Reconsideration of confidentiality (Reg. 55)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Power of the regulator to prevent or remedy pollution (Reg. 57)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Power of the regulator to prevent or remedy effects of flood risk activities (Reg. 58)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Appropriate agency: notices in relation to emissions to water (Reg. 59)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Power to require the provision of information (Reg. 61)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead

20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Reference of applications to an appropriate authority (Reg. 63)	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Environmental Permitting (England and Wales) Regulations 2016	Revocation or suspension of permit for non-payment of charges (Reg. 66(5))	Service Director - Regulatory Services Environmental Health Business Manager Environmental Protection Lead
20/05/2026	The Fluorinated Greenhouse Gases Regulations 2015	Service of Information Notices (Reg. 24)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Fluorinated Greenhouse Gases Regulations 2015	Service of enforcement notices (Reg. 25)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Fluorinated Greenhouse Gases Regulations 2015	Authorise the exercise of powers of authorised persons under the Regulation to Environmental Health Officers and appropriately qualified technical staff (Reg. 21 (1), 22(1))	Service Director - Regulatory Services
20/05/2026	The Fluorinated Greenhouse Gases Regulations 2015	Proceedings before a civil court (Reg. 27)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The Fluorinated Greenhouse Gases Regulations 2015	Prosecution of relevant offences( Reg. 29)	Service Director - Regulatory Services Environmental Health Business Manager
20/05/2026	The General Food Regulations 2004	To appoint & authorise appropriate groups of officers by designation to perform associated duties to comply with Regulation (EC) No. 178/2002	Service Director - Regulatory Services
20/05/2026	The General Food Regulations 2004	Inspection to in accordance with Regulation (EC) No. 178/2002	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The House to House Collections Act 1939	Grant (s 2(2)) of a charitable collection permits House to House Collections Act 1939	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	The House to House Collections Act 1939	Revoke (s 2(3)) of a charitable collection permits House to House Collections Act 1939	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	The Official Controls ( Animals, Feed and Food, Plant Health Fees etc.) Regs 2019	Power to exchange information with Secretary of State and designated authorities (Reg.4) Facilitating assistance and co-operation (Reg.9) Recovery of expenses (Reg.10) Enforcement and prosecution (Reg.11) Enforcement powers (Reg.12) Powers of entry (Reg.13)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Official Feed and Food Controls (England) Regulations 2009	To appoint & authorise appropriate groups of officers by designation to perform associated duties.	Service Director - Regulatory Services
20/05/2026	The Official Feed and Food Controls (England) Regulations 2009	Power of entry (Reg.18) (Reg.39)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Official Feed and Food Controls (England) Regulations 2009	Procurement of samples with regard to food (Reg.37)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Official Feed and Food Controls (England) Regulations 2009	Analysis of samples (Reg.38)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Official Feed and Food Controls (England) Regulations 2009	Notice to detain, destruct, special treat, re-despatch and other appropriate measures and costs (Reg.31)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Police, Factories, etc. (Miscellaneous Provisions) Act 1916	Any person who acts in contravention liable to a fine not exceeding level 1 (s 5)	Chief Executive, Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead
20/05/2026	The Police, Factories, etc. (Miscellaneous Provisions) Act 1916	Power to make regulations with respect to places where and the conditions under which persons may be permitted in any street or public place to collect money or sell articles for the benefit of charitable or other purposes (s 5)	Public Protection Committee
20/05/2026	The Private Water Supplies (England) Regulations 2016	To appoint and authorise appropriate named staff members to carry out the functions and to exercise all powers and duties under the above Acts and Regulations made there under	Service Director - Regulatory Services
20/05/2026	The Private Water Supplies (England) Regulations 2016	To perform duties in respect of Part 2 – Risk Assessment, Part 3 - Monitoring & Sampling, Part 4 – Investigations, Part 5 - Notices & Penalties and Part 6 – Fees	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Discrimination relating to children in the lettings process under section 33 of the Renters' Right Act	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Discrimination relating to benefits in the lettings process under section 34 of the Renters' Rights Act 2025	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Failure to specify proposed rent within a written advertisement or offer under section 56 of the Renters' Rights Act 2025	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	The Renters Rights Act 2025	Inviting, encouraging or accepting any offer of rent greater than the stated rate under section 56 of the Renters' Rights Act 2025	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Accepting an offer from any person to pay an amount of rent under the proposed letting that exceeds the stated rent under section 56 of the Renters' Rights Act 2025	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Breach of duty of residential landlord to ensure an active landlord and active dwelling entry in the database.(s 82(3))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Impose a financial penalty on a person if the person has (a)breached a requirement imposed by section 82(1), (2) or (3), (b)committed an offence under section 92.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence of knowingly or recklessly providing false or misleading information to the database operator. (s 92(1))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence of continuing to breach the duty to ensure an active landlord and dwelling entry in the database at the end of a 28 day period beginning on the day on which a financial penalty for the breach was imposed. (s 92(2))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence of breach of the duty to ensure an active landlord and active dwelling entry in the database. (s 82(3)) When a relevant has been imposed for a breach of requirements under sections 82(1), 82(2), 82(3), 92(3).	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence of breach of the duty to ensure an active landlord and active dwelling entry in a database within 5 years of either receiving a penalty or a conviction for a database offence. (s 92(4))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to report required data to the Ministry of Housing, Communities and Local Government (MHCLG)/ Secretary of State. This includes preparing, approving and submitting returns and ensuring data quality and compliance.(s.110)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power to serve notice to require information from relevant person (s 114)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power to serve notice to require information from any person. (s 115)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Enforcement of power to require information from any person. Power to apply to court for an order where a person fails to comply with a notice under section 115. (s 116)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026		Business Premises	
20/05/2026	The Renters Rights Act 2025	Power to enter premises without warrant. To use powers to enter any premises at any reasonable time if the officer reasonably believes the premises to be occupied by a relevant person for the purposes of a rental sector business and to exercise the powers under s122 or s123 and power to serve relevant notices (s118)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to provide the occupier(s) a document that set out why the entry is necessary and indicates the nature of offences under s 131(1)(2) if entry takes place other than a routine inspection (s119)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power to obtain a warrant to enter premises. (s 120)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power to enter business premises under warrant at any reasonable time, using reasonable force if necessary. (s 121)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power for an officer entering premises under a warrant under section 120 may be accompanied by such persons, and may take onto the premises such equipment, as the officer thinks necessary. (s 121(4))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power for officer entering premises under a warrant under section 120 may take photographs or make recordings. (s 121(5))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to leave a notice on the premises stating that the premises have been entered under a warrant under section 120, and leave the premises as effectively secured against trespassers as the officer found them. (s 121(8))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Following entry under s.118 or s.120, to require s 122(1)(a) production of relevant documents; s 122(1)(b) take copies of or of any any entry in, any such document; s 122(4) power includes power to require the person to give an explanation of the documents.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	The Renters Rights Act 2025	Power to seize and detain documents (s 123)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to allow access to seized documents (s 124)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026		Suspected Residential Tenancy	
20/05/2026	The Renters Rights Act 2025	Power to enter premises at any reasonable time. (s 126(1))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to provide the occupier(s) a document that set out why the entry is necessary and indicates the nature of offences under s 131(1)(2) and provides 24 hours notice of entry. (s 126(1)(c), 126(2))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power to apply for a warrant to enter a suspected residential tenancy. (s 128)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power to enter tenancy premises under warrant at any reasonable time, using reasonable force if necessary. (s 129(1))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power for an officer entering premises under a warrant under section 128 may be accompanied by such persons, and may take onto the premises such equipment, as the officer thinks necessary. (s 129(3))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Power for officer entering premises under a warrant under section 128 may take photographs or make recordings. (s 129(4))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to leave a notice on the premises stating that the premises have been entered under a warrant under section 128, and leave the premises as effectively secured against trespassers as the officer found them. (s 129(7))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Duty to oversee activity and powers of accompanying persons. (s 130)	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence in relation to — (a)without reasonable excuse obstructs an officer exercising a power under any provision of this Chapter other than section 115, (b)without reasonable excuse fails to comply with a requirement properly imposed by an officer under any provision of this Chapter other than section 115, or (c)without reasonable cause fails to give an officer any other assistance or information which the officer reasonably requires of the person for the purpose of exercising a power under any provision of this Chapter other than section 115. (s 131(1))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence of (a)making a statement which the person knows is false or misleading in a material respect, or (b)recklessly makes a statement which is false or misleading in a material respect. (s 131(2))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Offence of impersonating an officer (s 131(3))	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Renters Rights Act 2025	Authorisation of Officers (s 132)	Service Director - Regulatory Services
20/05/2026	The Renters Rights Act 2025	Failure to give an existing tenant prescribed information about changes made by the Renters' Rights Act 2025 in the prescribed form and timeframe under paragraph 7(2) of schedule 6 to the Renters' Rights Act 2025.	Service Director Regulatory Services, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Trade in Animals and Related Products Regulations 2011	Powers of Entry (Reg. 33)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Trade in Animals and Related Products Regulations 2011	Powers of Authorised Officers (Reg. 34)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	The Transmissible Spongiform Encephalopathies (No. 2) Regulations 2006	To appoint & authorise appropriate groups of officers by designation to perform associated duties. Revoked by The Transmission Spongiform Encephalopathies ( England) Regs 2018	Service Director - Regulatory Services
20/05/2026	The Transmission Spongiform Encephalopathies ( England) Regs 2018	To appoint inspectors (Reg.13)	Service Director - Regulatory Services
20/05/2026	The Transmission Spongiform Encephalopathies ( England) Regs 2018	Powers of entry (Reg.14)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff

20/05/2026	The Transmission Spongiform Encephalopathies ( England) Regs 2018	Power to serve Notice (Reg.16)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Town and Country Planning Act 1990	To serve notices under s 215 of the Act requiring proper maintenance of land	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Town and Country Planning Act 1990	Power to require information as to interests in land (s 330)	Service Director Regulatory Services, Environmental Health Business Manager, Housing & Vulnerability Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Town Police Clauses Act 1847	Provisions in respect of Hackney carriages. Hackney carriages to be licensed (s 37), What to be hackney carriages. Provision as to stage coaches (s 38) Powers relating to licences (s 40-66)	Service Director - Regulatory Services, Environmental Health Business Manager, Licensing Lead, Licensing Enforcement Officers
20/05/2026	Water Industry Act 1991	Local Authority Functions etc. – water supplies (s 77 - 85) including service of Notices under s 80	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Water Industry Act 1991	Power to enter premises, to risk assess, sample, obtain information, inspect (s 84 & s 85)	Service Director Regulatory Services, Environmental Health Business Manager, Lead Officer and Environmental Health Officers and appropriately qualified Technical Staff
20/05/2026	Water Industry Act 1991	To appoint and authorise appropriate named staff members as Inspectors (s 84(2))	Service Director - Regulatory Services

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**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**Corporate Leadership Team's  
REPORT TO FULL COUNCIL**

**20 May 2026**

**Report Title:** Appointment of Interim Monitoring Officer

**Submitted by:** Chief Executive

**Portfolios:** All

**Ward(s) affected:** All

<b><u>Purpose of the Report</u></b>	<b><u>Key Decision</u></b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
To seek formal confirmation to the appointment of an Interim Monitoring Officer, until such time as a permanent appointment to the post can be made.	
<b><u>Recommendation</u></b>	
That in accordance with section 5 of the Local Government & Housing Act 1989:	
1. That Council is asked to confirm the appointment of Barbara Beardwell as the Council's Interim Monitoring Officer.	
2. That Council delegates approval to the Chief Executive, in consultation with the Leader of the Council, to maintain an Interim Monitoring Officer ahead of a permanent replacement.	
<b><u>Reasons</u></b>	
To comply with the requirement of the Local Government & Housing Act 1989 that all local authorities appoint and maintain a Monitoring Officer.	

**1. Background**

- 1.1 Under section 5 of the Local Government and Housing Act 1989; the Council has a statutory duty to appoint a Monitoring Officer.
- 1.2 The Monitoring Officer has a number of statutory duties and responsibilities relating to the Council's Constitution and the Council's arrangements for effective governance. These include:

- a. to report on matters they believe are, or are likely to be, illegal or amount to maladministration;
- b. to be responsible for matters relating to the conduct of Councillors and officers; and
- c. to ensure the Council's Constitution is up to date and fit for purpose.

## **2. Issues**

- 2.1 The Council's Monitoring Officer has resigned and will leave his post on 29<sup>th</sup> May 2026 Arrangements are in hand to fill the post on a permanent basis, however to ensure a full and proper search and appointment is undertaken; the process is likely to take a number of months. It is therefore proposed to use interim arrangements for the initial period.
- 2.2 Barbara Beardwell has been interviewed and deemed competent; and is able to start providing support from 1<sup>st</sup> June 2026, pending this formal approval.

## **3. Recommendation**

- 3.1 It is recommended that in accordance with section 5 of the Local Government & Housing Act 1989:
  - 3.1.1. That Council is asked to confirm the appointment of Barbara Beardwell as the Council's Interim Monitoring Officer.
  - 3.1.2. That Council delegates approval to the Chief Executive, in consultation with the Leader of the Council, to maintain an Interim Monitoring Officer ahead of a permanent replacement.

## **4. Reasons**

- 4.1 To comply with statutory duties.

## **5. Options Considered**

- 5.1 Given the statutory requirement for a Monitoring Officer to be in post and given the timescales of the departure of the previous incumbent, an interim is required pending permanent decision. Alternatives to an interim placed at the Council would be to explore shared options with other neighbouring authorities however given the workload across the region currently this doesn't seem feasible at this time.

## **6. Legal and Statutory Implications**

- 6.1 Under section 5 of the Local Government and Housing Act 1989; the Council has a statutory duty to appoint a Monitoring Officer.

## 7. Equality Impact Assessment

7.1 Equalities legislation has been considered throughout the process of appointment

## 8. Financial and Resource Implications

8.1 Budgetary provision has been made for this interim appointment, through a combination of existing salary budgets and any further necessary contribution from the Budget Support Fund.

## 9. Major Risks & Mitigation

6.1 The Council needs to ensure that it has its three statutory officers in place to comply with legal requirements and to demonstrate good governance.

## 10. UN Sustainable Development Goals (UNSDG)

10.1 The proposal, by achieving this appointment contributes towards all UNSDGs in terms of ensuring smooth and effective compliance with statutory regulations with regard to running of the Local Authority.



## 11. One Council

Please confirm that consideration has been given to the following programmes of work:

**One Commercial Council**

*We will make investment to diversify our income and think entrepreneurially.*

**One Digital Council**

*We will develop and implement a digital approach which makes it easy for all residents and businesses to engage with the Council, with our customers at the heart of every interaction.*

**One Sustainable Council**

*We will deliver on our commitments and make all decisions with sustainability as a driving principle*

**12. Key Decision Information**

12.1 n/a

**13. Earlier Cabinet/Committee Resolutions**

13.1 n/a

**14. List of Appendices**

14.1 n/a

**15. Background Papers**

15.1 n/a