

PART 7

THE COUNCIL'S MANAGEMENT STRUCTURE

The Council's Management Structure is set out in a series of documents that define the powers, duties and terms of reference of the Cabinet, Executive Cabinet Members, committees and Area Fora, the appointment of members to serve on those (and other) bodies, the list of Proper Officer appointments made by the Council and the Council's Scheme of Delegation.

- A. Powers and Duties relating to the Cabinet, Executive Cabinet and Cabinet Portfolios
- B. Powers and Duties of Committees and Panels
- C. Appointment of Members to the Cabinet, Scrutiny Committees and Committees
- D. Appointment of Members to Panels
- E. Appointment of Representatives/Members to Various Bodies
- F. Proper Officer Functions
- G. The Council's Scheme of Delegation



A. Powers and Duties Relating to the Cabinet and Executive Cabinet Portfolios

The Cabinet

- (1) The Cabinet is authorised to exercise on behalf of the Council all of the functions of the Council which are by virtue of the Local Government Act 2000, the Localism Act 2011 and regulations made thereunder the responsibility of a Cabinet of the Council under executive arrangements.
- (2) Without prejudice to the generality of the foregoing the Cabinet is authorised in particular to determine:-
 - (a) any matter of general policy or otherwise within or relevant to the powers of the Council which is not delegated to or included within the powers and duties of any Committee, Panel, Executive Cabinet Member or Officer;
 - (b) any matter which is within the powers and duties of more than one Executive Cabinet Member, or which the relevant Cabinet Executive Member or the Leader of the Council or the Chief Executive considers it appropriate to refer to the Cabinet; and
 - (c) any matter within the powers and duties of any Cabinet Executive Member which the Cabinet considers to be contentious or of corporate or general policy significance.

and each Member of the Cabinet is (subject to (2) (b) or (c) above, and the Cabinet Procedure Rules) authorised to exercise on behalf of the Council those functions of the Council which are set out below in respect of the Portfolio allocated to that Member.

- (3) The Leader of the Council shall be the Chair of any meeting of the Cabinet; in the absence of the Leader, or if the Leader shall vacate the Chair, the Deputy Leader of the Council shall take the Chair for the meeting.
- (4) The quorum for a meeting of the Cabinet shall be three Executive Cabinet Members (including the Leader of the Council if present).

Leader of the Council

The Leader of the Council is responsible for all matters relating to Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and Voluntary sectors at a strategic level, Corporate Support Services, Financial Services and Budget Development, the Registration Services and the Coroner's Service (except any matters specifically reserved to the Council or delegated to any committee or body) and matters in relation to any portfolio for which the Leader is responsible at the Greater Manchester Combined Authority. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The Leader will also represent and act as ambassador for the Council and have a strategic overview of all Council services and partnerships, together with responsibility for the strategic political leadership of the Council, where appropriate.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to the Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework established or any variation thereto approved by the Council.

To have overall responsibility for:

- (1) The development and implementation of corporate policy and objectives.
- (2) The recommendation of an annual budget.
- (3) The Council's input into the Local Strategic Partnership, lead on the Community Strategy and performance management of the Community Strategy.
- (4) Matters relating to portfolio for which they have responsibility at the Greater Manchester Combined Authority.
- (5) Elected Members' support and development.
- (6) The co-ordination of the Council's Public Relations, Consultation, Marketing and Communications and Information Strategies.
- (7) The Council's Registration service.
- (8) To be responsible for members' standards in line with the Council's Code of Conduct and the responsibilities of the Standards Committee.
- (9) The construction of an annual budget in consultation with the Leader.
- (10) The development and implementation of the Council's Procurement Strategy ensuring its effective use throughout the Council.
- (11) The monitoring and management of the Council's revenue, capital budgets, financial services and delivery of the Council's performance and outcomes.
- (12) The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity with members and managers and its integration into business planning and performance management.
- (13) The Civil Contingencies functions of the Council.
- (14) The Council's lead authority functions in respect of the Manchester West Coroner's Services
- (15) Risk Management in relation to activities falling within the remit of this Portfolio.
- (16) Fees and charges in relation to activities falling within this Portfolio.
- (17) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (18) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution.
- (19) Adopting and reviewing on an annual basis the strategic service improvement plans for all services, in consultation with the Deputy Leader.
- (20) To agree and monitor performance management arrangements, against Strategic Plans and Service Improvement Plans across the Council, in consultation with the Deputy Leader.
- (21) Consideration of the purchase of works of art or objects for exhibition and consideration of the disposal by sale of books and other items from the reserve

- (22) The implementation of the Council's arts and cultural activities, collections of the public library.
- (23) Liaison with and response on behalf of the Council in relation to relevant cultural matters to regional, national and international bodies.
- (24) Matters concerning the provision, encouragement, development, monitoring and promotion of all forms of leisure, recreation, tourism, events and entertainment in the Borough.
- (25) The approval of details of arrangements in respect of fairs and shows within the Borough (excluding the Town Centre).

The Head of Paid Service in consultation with the Leader:

- (1) Assessment of the staffing requirements of the Council and the provision thereof, including ensuring effective workforce planning arrangements are in place.
- (2) Ensuring effective organisational development arrangements are in place including the provision of proper facilities for training, career development and staff welfare.
- (3) Ensuring effective employment management arrangements are in place.
- (4) Fostering good industrial relations at all levels within the Authority and in particular the promotion of systems for communication and consultation between the Council, its employees and the Trades Unions.
- (5) The control and monitoring, as appropriate, of departmental staffing establishments.
- (6) The development of arrangements to safeguard, within the working environment, the health, safety and welfare of all employees of the Council.
- (7) Monitoring compliance with the strategic policies of the Council in relation to employee management, organisational, development, workforce planning and employee health, safety and welfare.

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to the preparation, co-ordination and monitoring of corporate policies and the principal objectives of the Authority and the presentation of such (together with plans for their attainment) to the Council for consideration/discussion/adoption.
- (2) Recommendations with regard to the Community Strategy.
- (3) Recommendations with regard to the level of the Council Tax and dealing with matters relating to the Council Tax and the National Non-Domestic (Business) Rate.
- (4) Recommendations with regard to the review and determination of appropriate action in respect of strategic policy areas and issues of concern to the Authority as a whole and areas of activity which are not the responsibility of any other designated Executive Cabinet Member.
- (5) Recommendations with regard to compulsory purchase matters and blight notices as these are within the remit of this portfolio.
- (6) The making of recommendations to the Council in respect of Electoral Boundary Reviews and the functions relating to elections.

- (7) Recommendations with respect to other Government department/agencies and European Union initiatives relating to services provided.
- (8) Recommendations with regard to the development, co-ordination and monitoring of the Corporate Business Planning Process and the performance review process including review of the Corporate Performance Dashboard.
- (9) Recommendations with regard to the development of personnel and equal opportunities policies appropriate to the recruitment, employment, management and retention of an effective workforce for the Council and the examination/monitoring of policies and practices to ensure equality of opportunity and the avoidance of discrimination.
- (10) Recommendations with regard to the general management of the financial affairs of the Council.
- (11) Recommendations with regard to the co-ordination and allocation of financial resources between services and/or departments of the Council.
- (12) Recommendations with regard to Performance Management Arrangements.
- (13) Recommendations with regard to submissions of applications for funding from the National Lottery.
- (14) Recommendations relating to Corporate Risk Management.
- (15) Recommendations with regard to the Council's Investment Strategy.

Deputy Leader

The Deputy Leader is responsible for all matters relating to the Authority's duties with regard to Skills, Development and Regeneration, Economic issues, Town Centres including the Town Centre Strategy Sports, Tourism, Libraries, Museums and Cultural Services strategies, Special Projects and Land and Property (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the Deputy Leader is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The Deputy Leader is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The actions and decisions of the Deputy Leader will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) The development and implementation of corporate policy and objectives and the strategic oversight of the regeneration of the Borough and related policies, including the physical development programme.
- (2) The acquisition and management of land and property acquired for the general purposes of the Council until required for the specific functions of another service or until disposal of the land.

- (3) The control and management or disposal of land and property surplus to service requirements by receiving (if necessary) a transfer or an appropriation of such land or property.
- (4) The management and control of the municipal estates including the municipal buildings forming the civic centre in Bolton and buildings used as offices by Council departments.
- (5) The repair and maintenance of buildings (except insofar as this is the responsibility of individual service departments) in accordance with the Council's strategic policies.
- (6) The development, implementation and monitoring of the Council's Mill Action Framework.
- (7) Co-ordination of functions concerning environmental amenity and countryside planning, including conservation and the Council's land reclamation programmes.
- (8) The initiation, encouragement and support of measures to support the development of new businesses and micro-businesses.
- (9) The initiation, development and monitoring of industrial and commercial development projects and the encouragement of development of land in furtherance of the Council's policies and objectives.
- (10) The furtherance of trade, commerce and general industrial and physical development within the Borough, including assisting with the relocation and development of industry and commerce, the declaration of areas for improvement, the making of grants and loans in respect of business security, environmental improvement, commercial improvement and related matters.
- (11) The preparation of development briefs for, and the implementation of, development projects.
- (12) Development of the Town Centres across the borough including Bolton Town Centre.
- (13) Implementation of the Town Centre Strategy
- (14) To promote the Borough for inward investment sub-regionally, regionally, nationally and internationally.
- (15) The encouragement and support of community economic development initiatives.
- (16) The development and management of the various council-owned industrial units.
- (17) The encouragement and support of measures to reduce unemployment, increase employment and improve skills into workplaces.
- (18) Responsibility for the elements of the Place Departments which fall within the portfolio.
- (19) The encouragement and support of measures to improve skills.
- (20) To ensure appropriate consultation with partners and the community on matters relating to skills.
- (21) The responsibility for the strategic management of the relationship with Bolton Community Leisure Trust and the commissioning of sport and leisure.
- (22) Strategic management of the relationship with Bolton Arena and Bolton Middlebrook Leisure Trust.

- (23) The management of all sports and leisure facilities, so far as these are within the remit of the Council.
- (24) The maintenance of all open fields and sports grounds, except grassed areas, in Council ownership.
- (25) Risk Management in relation to activities falling within the remit of this Portfolio.
- (26) Fees and Charges in relation to activities falling within this Portfolio.
- (27) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (28) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to the Council's Asset Management Plan.
- (2) Recommendations with regard to the Council's economic strategy.
- (3) Recommendations with regard to the Council's Contaminated Land Strategy.
- (4) Reports and recommendations with regard to strategic policies in relation to all of the Authority's land and property holdings.
- (5) Recommendations with regard to policies for the acquisition and disposal of land and property, the effective use of the Council's land and property and the identification of land surplus to requirements throughout the Council's entire land holding.
- (6) Recommendations with regard to matters relating to Manchester Airport plc and any other joint company as may affect the Authority as a shareholder or member.
- (7) Recommendations with regard to the development of policies aimed at bringing about the regeneration and renewal of the urban and more deprived parts of the Borough.
- (8) Recommendations with regard to the re-development of the main commercial centres within the Borough.
- (9) Recommendations with regard to the Adult Community Learning Plan.
- (10) Recommendations with regard to the review and co-ordination of the policies, strategies and activities of the Council and its partners that relate to creative arts and industries within the Borough including the development of cross service bids for external funding for creative arts and industries initiatives.

Executive Cabinet Member – Stronger Communities

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to the Council's Digital Strategy, Voluntary Sector, Crime and Disorder and Community Safety (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Co-ordination and general oversight in respect of the Authority's relationships with the voluntary and community sector, and financial support to those voluntary and community sector bodies funded by the Council not being the responsibility of any other designated Executive Cabinet Member.
- (2) The consideration of applications from voluntary bodies for financial and other support.
- (3) Liaison with the BSAFE Partnership Group on the way in which the duty to produce an annual strategic assessment might be best met.
- (4) The promotion of community safety within the Council, both in terms of prevention and in the reduction in the fear of crime.
- (5) The initiation of community safety projects and initiatives led by the Council.
- (6) The development and co-ordination of Section 17 of the Crime and Disorder Act.
- (7) The development and implementation of the Council's Digitalisation agenda including its E-Government and IT Strategy.
- (8) The implementation of the Council's policies to promote and enhance community cohesion in the Borough.
- (9) Monitoring compliance with strategic policies of the Council in relation to the promotion and celebration of diversity, in all its forms, across the Authority's services and activities, including its interaction with individuals and the community.
- (10) The Council's representative on bodies associated with the Greater Manchester Police and Crime Panel.
- (11) The development and implementation of the Council's policies in respect of Area Working, its Neighbourhood Renewal Strategies, delivery of Neighbourhood Management and Area Forums.
- (12) The Council's Customer Relations Management Strategy, including the One Stop Shop and advice hubs across the borough.
- (13) Risk Management in relation to activities falling within the remit of this Portfolio.
- (14) Fees and Charges in relation to activities falling within this Portfolio.
- (15) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (16) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to matters relating to alcohol and drug abuse in the context of Community Safety and Police.
- (2) Recommendations with regard to the formulation and review of the Council's policy in relation to Community Safety.
- (3) The development and implementation of the Council's Digitalisation agenda including its E-Government and IT Strategy.
- (4) Recommendations with regard to policies to maintain enhance social cohesion within the borough

Executive Cabinet Member - Wellbeing

The Executive Cabinet Member is responsible for all matters relating to Health and Wellbeing (including Deprivation and Inequalities), Public Health (including public protection), Mental Health and Health and Social Care integration (except any matters specifically reserved to the Council or delegated to any committee or body). As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The Executive Cabinet Member is the lead member for the Active Connected Prosperous Board and is the chair of the JSNA committee, Joint Commissioning Committee and the co-chair of the Shadow Partnership Board.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to the Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework established or any variation thereto approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) The borough's health and wellbeing strategy.
- (2) The Joint Strategic Needs Assessment.
- (3) Issues relating to strategic and joint commissioning of health, social care and public health.
- (4) The Council's strategic role with respect to the devolution of health and social care in Greater Manchester via the Combined Authority.
- (5) Issues relating to the commissioning and delivery of integrated social and health care services.
- (6) Issues relating to the overall health and wellbeing of the population such as narrowing the health inequalities gap, health protection and health improvement.
- (7) Managing and monitoring policies and processes to reduce deprivation and inequalities.

- (8) Risk Management in relation to activities falling within the remit of this Portfolio.
- (9) Fees and charges in relation to activities falling within this Portfolio.
- (10) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (11) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution.

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to strategic policy and service development issues relating to health promotion and health services of a personal nature in so far as these are relevant to this authority.
- (2) Recommendations with regard to matters relating to alcohol and drug abuse in the context of Public Health.
- (3) Recommendations with regard to the review and determination of appropriate action in respect of strategic policy areas and issues of concern to the Authority as a whole and areas of activity which are not the responsibility of any other designated Executive Cabinet Member.
- (4) Recommendations with regard to compulsory purchase matters and blight notices as these are within the remit of this portfolio.
- (5) Recommendations with regard to strategic policy and service development issues relating to health promotion and health services of a personal nature in so far as these are relevant to this authority.
- (6) Recommendations with regard to matters relating to alcohol and drug abuse in the context of Public Health.

Executive Cabinet Member – Children’s Services – People Directorate

The designated Executive Cabinet Member is responsible for all matters relating to the Council’s affairs in respect of Children’s Services including Looked After Children, Safeguarding relating to Children and Young People, Schools and Early Years (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council’s Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters within the Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Responsibility for the People Department which fits within this portfolio.

- (2) To provide leadership across the range of the Council's children's services and through engagement with partners
- (3) Ensuring that the Council's children's services meet required standards and comply with statutory requirements.
- (4) Develop the strategic direction of the children's service and bring leaders of partner organisations together in shared vision.
- (5) The co-ordination and, where appropriate, provision of children's services as defined in the Children Act 2004 including the functions of the Council as Local Education Authority, including all matters concerning schools and the employment of children and young persons.
- (6) The co-ordination and, where appropriate, provision of children's services as defined in the Children Act 2004 including the provision of Social Services for children and young people as determined by the Local Authority Social Services Act 1970, as amended.
- (7) Determining such individual applications for discretionary awards for Further Education Students as are not delegated to the Director of People, and for Welfare Support for Pupils, together with applications for assistance towards transport costs.
- (8) Co-ordination of integrated children's services.
- (9) The functions of the Council as Local Education Authority as they relate to schools.
- (10) Ensuring the Council is responsive to its corporate parenting role.
- (11) Ensuring the provision of all services to looked after children and those leaving care including education and leisure, employment and training, accommodation and social and emotional support.
- (12) Ensuring the effective operation of services to children and young people at risk of harm.
- (13) Services to individual pupils and parents in relation to nurseries.
- (14) The Management of Children's Centres and Sure Start Centres across the Borough
- (15) Services to individual pupils and parents in relation to primary, secondary and post-secondary education and training.
- (16) The operation of admission and transfer arrangements and matters concerning appeals in relation to these and to attendance generally.
- (17) Matters arising from meetings of governors of schools, where these relate to the above areas of activity.
- (18) Arrangements for the provision to schools of financial, personnel and IT services, for the supply of materials and equipment, and client procedures in relation to building maintenance, building cleaning, grounds maintenance and school meals.
- (19) The development and implementation of the Authority's School Improvement Strategy.
- (20) Determining applications for financial assistance under the Education Act 1996 in connection with pupils wishing to attend at boarding schools.
- (21) The responsibility for strategy and funding for 14-19 year olds.

- (22) Recommendations with regard to reports on standards and quality in local primary schools.
- (23) The provision of services for pupils with special educational needs, including special schools, support services and units, Educational Psychology Services, and liaison with Health Authorities and Trusts and the designated Cabinet Member responsible for Adult Services in the provision of those services.
- (24) The operation of the Youth Service throughout the Borough.
- (25) The determination and implementation of the Youth Strategy.
- (26) Ensure that Chief Officers are held to account for the contribution made by the services for which they are responsible to improvement in outcomes for children and young people.
- (27) Issues emanating from the commissioning provision and procurement of social care services within the Council and with the independent and voluntary sector.
- (28) The functions of the Council as local authority for the purposes of the Local Authority Social Services Act 1970 as amended in respect of services for adults and other relating health and social care legislation.
- (29) Matters relating to the consideration of an individual's financial circumstances in connection with any discretionary element (including the waiving/reduction of charges associated with the financial assessment and provision of residential services under the National Assistance Act 1948 and NHS Community Care Act 1990 and Fairer Charging guidance and the Care Act.
- (30) The management of sports development and community outreach activities for children and young people.
- (31) Risk Management in relation to activities falling within the remit of this Portfolio.
- (32) Fees and Charges in relation to activities falling within this Portfolio.
- (33) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (34) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to the Youth Justice Plan.
- (2) Recommendations with regard to reports on standards and quality in local primary schools.
- (3) Proposals for the integration and development of children's services.
- (4) Recommendations with regard to the preparation and submission of bids for grants/loans under Department for Children, Schools and Families, Department for Innovation, Universities and Skills, European Union initiatives relating to Children's services.
- (5) Recommendations with regard to the Sure Start Plan.
- (6) Recommendations with regard to the Corporate Business Planning Process in respect of the functions and the services provided.

- (7) Recommendations with regard to Compulsory Purchase matters and blight notices as these are within the remit of this portfolio.

Executive Cabinet Member - Adult Social Care – People’s Directorate

The designated Executive Cabinet Member is responsible for all matters relating to the Council’s affairs in respect of Adult Social Care, Safeguarding relating to adults and Bolton Cares (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council’s Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters within the Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Issues emanating from the commissioning provision and procurement of social care services within the Council and with the independent and voluntary sector.
- (2) The functions of the Council as Local Authority for the purposes of the Local Authority Social Services Act 1970 as amended in respect of services for adults and other relating health and social care legislation.
- (3) Matters relating to the consideration of an individual's financial circumstances in connection with any discretionary element (including the waiving/reduction of charges associated with the financial assessment and provision of residential services under the National Assistance Act 1948 and NHS and Community Care Act 1990 and Fairer Charging guidance).
- (4) To review monitor and develop transport for vulnerable people.

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to the Corporate Business Planning Process in respect of the functions and the services provided.

Executive Cabinet Member - Strategic Housing and Planning

The designated Executive Cabinet Member is responsible for all matters relating to the Authority’s duties with regard to Strategic Housing and Planning (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council’s Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) the Council's contributions to the Greater Manchester Spatial Framework.
- (2) The promotion, lead and support for the development of appropriate strategies in relation to public and private sector housing.
- (3) To facilitate arrangements with Bolton at Home Ltd and Bolton Community Homes Ltd for the management and development of the Borough's housing provision.
- (4) To monitor the management transfer agreement with Bolton at Home Limited.
- (5) The comprehensive assessment of the housing needs of the entire community and the implementation of policies to meet those needs.
- (6) To ensure appropriate consultation with partners and the community on matters relating to housing.
- (7) The preparation and implementation of a programme of housing development in order to meet demand within the borough and relates to Greater Manchester's housing programmes.
- (8) The strategic functions of the Council as local planning authority, except insofar as these fall within the remit of the Planning Committee.
- (9) Risk Management in relation to activities falling within the remit of this Portfolio.
- (10) Fees and Charges in relation to activities falling within this Portfolio.
- (11) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (12) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations as to the Borough's strategic policy on tenancies.
- (2) Recommendations with regard to housing strategic plan resources/bid allocation and their coherence with corporate strategies
- (3) Recommendations with regard to development strategies and external funding bids relating to housing regeneration initiatives
- (4) Recommendations with regard to the corporate use of housing capital receipts.
- (4) Recommendations with regard to the preparation of the Council's Local Development Framework.
- (5) Recommendations with regard to Sustainable Development.

Executive Cabinet Member - Environmental Service Delivery

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Waste and Waste Collection, Neighbourhood Services, Climate Change, including Clean Air and Community Housing Services, (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The designated Executive Cabinet Member is also the Council's representative at SIGOMA (Special Interest Group of Municipal Authorities).

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) All matters relating to waste collection, disposal, recycling, removal of flytipping and the Council as waste collection authority.
- (2) The functions of the Council and all matters in respect of the collection of litter, the cleaning of streets and the management of public conveniences.
- (3) Matters relating to Community Housing Services including Homelessness, Housing Advice, Lease Management, Furnished Tenancies, Choice Based Letting Services, Private Rented Sector Housing Services, Gypsy and Travellers Service, Mediation Services and Asylum Seekers and Refugees,
- (4) The delivery of the Cleaner Bolton strategy.
- (5) The management of the Council's Building Cleaning functions.
- (6) The management of the Council's Security and Response functions, including the closed-circuit television (CCTV) surveillance function.
- (7) Management of reservoirs in the ownership of the Council.
- (8) Responsibility for the provision of funeral facilities through the Cemeteries and Crematorium services and the provision and management of cemeteries, crematoria and disused church and chapel yards.
- (9) The Management of the Council's School Meals Catering functions.
- (10) To promote, develop and monitor the Council's Clean Air strategy across the Borough.
- (11) Matters relating to allotments in the ownership of the Council, or administered by the Council under agency arrangements, including the undertaking of consultation with allotments holders in respect of such matters.

- (14) Bio-diversity within the borough including the maintenance of open spaces, parks, war memorials and play areas but excluding those used for sports unless they are grassed areas.
- (15) The management of Supported Employment facilities, practices and arrangements at Heaton Fold Horticultural Centre.
- (16) The management and monitoring of the Council's Carbon Management Programme
- (17) Responsibility for the elements of the Place Department which fall within this Portfolio.
- (18) Risk Management in relation to activities falling within the remit of this Portfolio.
- (19) Fees and charges in relation to activities falling within this Portfolio.
- (20) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (21) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to the preparation and submission of bids for grants/loans under Department of the Environment, Food and Rural Affairs (DEFRA).

Executive Cabinet Member – Environment Regulatory Services

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Environment Regulatory Services, Education and Enforcement (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Recommendations with respect to Licensing Strategy and Policy except where they fall within the remit of the Licensing and Environmental Regulation Committee.
- (2) The environmental health functions of the Council, except insofar as these fall within the remit of the Licensing and Environmental Regulation Committee.
- (3) The trading standards functions of the Council, except insofar as these fall within the remit of the Licensing and Environmental Regulation Committee.
- (4) To promote, develop and monitor environmental, strategies across the Borough.

- (5) To promote, develop and monitor enforcement and education of the environmental strategies across the Borough.
- (6) The management and provision of pest control service needs.
- (7) The making of Public Space Protection Orders.
- (8) The development, management and monitoring of taxi minimum standards.
- (9) The Council's dog warden service.
- (10) All matters concerning the provision and management of public libraries, museums and art galleries (subject to the direction of the Executive Cabinet Member with responsibility for Land and Property in matters concerning the structure of buildings) and for the promotion and co-ordination of artistic and cultural activities.
- (11) The functions of the Council as regulator for public safety at sports grounds.
- (12) The Management of the Albert Halls complex including the Council's catering functions.
- (13) Operation and management of Markets within the Borough.
- (14) Responsibility for the elements of the Place Department which fall within this Portfolio.
- (15) Risk Management in relation to activities falling within the remit of this Portfolio.
- (16) Fees and charges in relation to activities falling within this Portfolio.
- (17) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (18) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with respect to the Council's Licensing Act and Gambling Act Policies.
- (2) Recommendations with regards to the Council's Food Service Plan.

Executive Cabinet Member - Highways and Transport

The designated Executive Cabinet Member is responsible for all matters relating to the Authority's duties with regard to Highways and Transport (except any matters specifically reserved to the Council or delegated to any committee or body) in accordance with the Council's Scheme of Delegation. As such, the designated Executive Cabinet Member is responsible for liaising and, where appropriate, working in consultation with other members of the Cabinet, particularly where matters within the portfolio affect other aspects of Council business or affect the Borough generally.

The designated Executive Cabinet Member is responsible for ensuring appropriate consultation with partners and the community on matters relating to this Portfolio.

The actions and decisions of the designated Executive Cabinet Member will, at all times, remain within the context of the policy framework approved by the Council.

The development and delivery of innovation in service delivery ensuring the maximisation of income generation, efficiency and productivity and its integration into business planning and performance management for matters relating to this Portfolio.

To have overall responsibility for:

- (1) Co-ordinating transport planning with land-use planning to achieve the aims of the Authority.
- (2) Matters relating to the support for public transport facilities, including bus reform, and operations within the Borough.
- (3) The management of the Council's Fleet Management Functions, except insofar as these fall within the remit of the Executive Cabinet Members Children's Services and Adults and Health portfolios.
- (4) The functions of the Council as highway authority, except insofar as these fall within the remit of the Planning Committee, including speed restrictions, public rights of way, winter gritting.
- (5) Matters relating to the agreement of a policy, programme and implementation of highway maintenance and improvement works funded from revenue budgets.
- (6) Street lighting.
- (6) The design and implementation of engineering projects, including highways, bridges, pedestrian areas and car parks.
- (7) Matters relating to the Closure of Streets (subject to Planning Committee where appropriate)
- (8) Matters relating to the agreement of a programme of capital works and maintenance for the classified roads in the Borough.
- (9) Ensuring that the Council complies with its duties under the Traffic Management Act 2004.
- (10) Ensuring that the Council complies with its duties under the Greater Manchester Road Activities Permit Scheme (GMRAPS) Regulations 2012.
- (11) Drainage and sewerage matters which are the responsibility of the Council.
- (12) Responsibility for ensuring the Council discharges its various duties under the Land Drainage Acts.
- (13) The designation of certain land and features as being necessary to prevent flooding under the Flood and Water Management Act 2010 and to exercise relevant powers under the Flood Risk Regulations 2009.
- (14) The management of decriminalised parking enforcement and car parking facilities.
- (15) Fees and charges relating to car parking.
- (11) The development of Community Centres.
- (12) Responsibility for school crossing patrols and road safety matters.
- (21) Risk Management in relation to activities falling within the remit of this Portfolio.

- (22) Fees and Charges in relation to activities falling within this Portfolio.
- (23) To consider any recommendations made by the relevant Scrutiny Committee with regard to any matters within this Portfolio.
- (24) Responsibility for considering changes within GMCA for all issues within this portfolio connected to further devolution

To submit to the Cabinet (for approval, where appropriate, by the Council):

- (1) Recommendations with regard to the Council's Local Transport Plan.

B. Powers and Duties of Committees And Panels

Corporate and External Issues Scrutiny Committee

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet, Leader and the Executive Cabinet Member for Stronger Communities with regard to all relevant policy and operational matters falling within the purview of their portfolios relating to Strategy, External Relations, Strategic Budget, Public Service Reform, Partnerships with Public, Private and the Voluntary Sector, Greater Manchester Combined Authority, Corporate Support, Financial Services, Registration Services, and Coroner's Services, Budget Development, Cohesion, Digital Strategy, Crime and Disorder, Community Safety and the Voluntary Sector.
- (2) To monitor and review and where appropriate make recommendations to the Council and/or the Cabinet with regard to the work of Bolton's Local Strategic Partnership – "the Bolton Vision partnership", its associated support and thematic partnership arrangements, the work of outside organisations which affect the Borough and any other Partnership matters.
- (3) To ensure that the Council is well positioned to meet its responsibilities in relation to external scrutiny as laid down in the Local Government and Public Involvement in Health Act 2007.
- (4) To consider matters referred to the Committee by members of the Committee in accordance with Standing Order 36.
- (5) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the Leader and Executive Cabinet Member for Stronger Communities portfolios and those outside organisations which affect the Borough and to recommend the Council accordingly on the outcome of such reviews.
- (6) To act as the Council's Crime and Disorder Scrutiny Committee in accordance with section 4 of the Crime and Disorder (Overview and Scrutiny) Regulations 2009.
- (7) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (8) To receive reports on the Council's performance and specifically performance reports relating to the functions of the Directorates relating to any part of the portfolios.
- (9) The Committee shall have the power to summon the relevant Executive Cabinet Members for (and relevant support members) and the relevant Chief Officer(s) to attend its meetings to consider, provide information and give evidence on matters before the Committee.
- (10) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (11) The quorum for a meeting shall be five.
- (12) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group. It is for the Chief Executive to determine whether a proposed amendment is substantive.

Subject to the acts and proceedings of the Committee being approved by the Council.

Place Scrutiny Committee

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet or the relevant Executive Cabinet Members with regard to all relevant policy and operational matters falling within the purview of his/her portfolio relating to Environmental Services, Waste and Recycling, Highways and Transport, Area Working /Neighbourhood Management and Neighbourhood and Community Services, Sports, and Libraries and Culture, Strategic Housing and Planning, Skills, Development and Regeneration, Economy, Town Centre Strategy and Land and Property.
- (2) To consider matters referred to the Committee by members of the Committee in accordance with Standing Order 36.
- (3) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the portfolio relating to the Directorate of Place, and to recommend the Council accordingly on the outcome of such reviews.
- (4) To receive six monthly reports on performance issues relating to Bolton at Home.
- (5) To receive six monthly reports on the delivery of the transfer agreement between Bolton at Home and the Council.
- (6) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (7) To receive performance reports and Inspectors reports thereon, relating to the functions of the Directorates relating to any part of the portfolio.
- (8) The Committee shall have the power to summon the relevant Executive Cabinet Members (and relevant support members) and the relevant Chief Officer(s) to attend its meetings to consider, provide information and give evidence on matters before the Committee.
- (9) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (10) The Quorum for a meeting of the Committee shall be five.
- (11) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group. It is for the Chief Executive to determine whether a proposed amendment is substantive.

Subject to the acts and proceedings of the Committee being approved by the Council.

Health Overview and Adult Services Scrutiny Committee

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet or Executive Cabinet Members for Adult Social Care and Wellbeing with regard to all policy and operational matters falling within the purview of this portfolio.
- (2) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the Executive Cabinet Members for Adult Social Care and Wellbeing and to recommend the Council accordingly on the outcome of such reviews.
- (3) To receive performance reports and Inspector reports thereon, relating to the functions falling within the purview of the Executive Cabinet Members for Adult Social Care and Wellbeing.

- (4) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (5) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (6) To scrutinise matters relating to the health services operating in Bolton for, and health of, the Borough's population and contribute to the development of policy to improve health and reduce health inequalities.
- (7) To undertake all the statutory functions of the scrutiny committee in accordance with the relevant legislation and associated regulations and guidance.
- (8) To act as the statutory consultee for local NHS bodies on any proposals they may have under consideration for any substantial development of the health service in or impacting on the Borough area, or on any proposals to make any substantial variation in the provision of such service.
- (9) To agree a work programme in consultation with partners in the health economy.
- (10) To review and scrutinise the impact of key partnerships on the health of the Borough's population.
- (11) To agree the information required on a regular basis from health partners.
- (12) To make reports and recommendations to the NHS, patients' representatives, the Council, the Cabinet and other scrutiny committees, and to other relevant bodies and individuals.
- (13) To receive an update at each meeting on the progress and performance of the Bolton Care and Support Steering Committee.
- (14) To consider matters referred to it by members of the Committee in accordance with Standing Order 36.
- (15) To consider items referred to the Committee by statutory patient representative groups.
- (16) To establish Review Panels to look in-depth at specific issues with a significant impact on the health of Bolton's residents.
- (17) To establish or partake in cross-boundary joint working committees where necessary.
- (18) To evaluate and review the effectiveness of its recommendations.
- (19) To refer contested NHS proposals and proposals where the Committee considers that insufficient consultation with the public has been carried out to the Secretary of State for Health in accordance with the relevant legislation/regulations.
- (20) The Committee shall have the power to summon the relevant Executive Cabinet Member (and relevant support members), relevant local authority chief officers and relevant officers of local NHS bodies, the Chair and appropriate officers of the Health and Wellbeing Board and the Chair of the Bolton Cares Steering Committee to attend its meetings to consider and give evidence on matters before the Committee. The Committee may also invite the Chair or non-executive directors of local NHS bodies to participate in the scrutiny process, they, however, are not required to attend.
- (21) The Committee shall have the power to seek the views of experts and advisers and to co-opt lay members.

- (22) In all of the above, to seek and take account of the views of the local population in relation to health only.
- (23) That, pursuant to the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 (the Local Health Scrutiny Regulations), the Greater Manchester Health Scrutiny Committee undertake the scrutiny of strategic, Greater Manchester wide, and cross boundary health services as follows (whilst reserving the right to undertake scrutiny of any of those authorities listed below with regard to matters relating specifically to their local population):-

To examine and report from time to time on the strategies, policies, actions and consultation of:

- NHS England Greater Manchester Local Area Team;
 - The joint work of the Greater Manchester Clinical Commissioning Groups (the Association of GM CCGs);
 - Public Health England (Greater Manchester);
 - Local Authorities across Greater Manchester regarding their role as providers and commissioners of social care, and as public health agencies;
 - All other cross-boundary NHS services i.e. North West Ambulance Service, Christies, Specialist Children's Services provided by the Royal Manchester Children's Hospital;
 - Services provided to patients living and working across Greater Manchester; and
 - Specific health issues that cut across geographical boundaries
- (24) That, pursuant to directions issued by the Secretary of State for Health (17 July 2003) the Committee delegates its powers and duties as a statutory consultee on substantial variations or developments of health services to Joint Committees established for this purpose where the impact is wider than the boundaries of the Borough and not in alignment with the Greater Manchester boundaries and hence the remit of the Greater Manchester Health Scrutiny Committee.
- (25) To consider and respond to issues referred to the Committee by Healthwatch.
- (26) The Quorum for a meeting of the Committee shall be five.
- (27) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group. It is for the Chief Executive to determine whether a proposed amendment is substantive.

Subject to the acts and proceedings of the Committee being approved by the Council.

Children's Services Scrutiny Committee

- (1) To monitor and review and make recommendations to the Council and/or to the Cabinet or Executive Cabinet Member for Children's Services with regard to all policy and operational matters falling within the purview of this portfolio.
- (2) To recommend to the Council a programme of reviews to be undertaken by the Committee with regard to matters falling within the purview of the Executive Cabinet Member for Children's Services and to recommend the Council accordingly on the outcome of such reviews.

- (3) To receive performance reports and Inspector reports thereon, relating to the functions falling within the purview of the Executive Cabinet Member for Children's Services.
- (4) To make recommendations to the Council as to such additional/occasional reviews which the Committee wishes to consider outside the annual programme.
- (5) To set up Scrutiny Panels to undertake in-depth reviews of current policies and practices with a view to identifying areas for future policy development.
- (6) To consider matters referred to it by members of the Committee in accordance with Standing Order 36.
- (7) The Committee shall have the power to summon the Executive Cabinet Member for Children's Services , relevant local authority chief officers and the Chair and appropriate officers of the Health and Wellbeing Board to attend its meetings to consider and give evidence on matters before the Committee.
- (8) The Committee shall have the power to seek the views of experts and advisers and to co-opt lay members.
- (9) The Quorum for a meeting of the Committee shall be five.
- (10) The committee may by its chair request that a new policy or substantive amendment to an existing policy is referred to a Policy Development Group. It is for the Chief Executive to determine whether a proposed amendment is substantive.

Subject to the acts and proceedings of the Committee being approved by the Council.

Active Connected Prosperous Board

Bolton's Active, Connected and Prosperous (The ACP Board) is the system leadership for Health and Wellbeing. It is ambitious, will hold organisations to account and will deliver Bolton's Vision - Active, Connected and Prosperous by:

1. Creating a story for success built upon the 2030 Vision, and delivering on our joint health and wellbeing strategies
2. Ensuring that we make intelligent-led decisions based on our Joint Strategic Needs Assessment (JSNA) and, our Pharmaceutical Needs Assessment (PNA)
3. Build upon the change and do what we say we will do
4. Embed the change and align processes to the new success story

The ACP Board will take a strategic lead on the wider determinants of wellbeing in Bolton, i.e. good employment, economic, housing, education in addition to health and health care and will work across place-based boundaries in pursuit of this. It will create a new relationship with all our partners and citizens; engaging individuals to play their part in creating an ambitious future. It will ensure all statutory responsibilities of health and wellbeing boards are being met i.e. supporting joint commissioning; encourage integrated working; enable pooled budget arrangements.

Our aim is to improve health and wellbeing, improve life expectancy and reduce inequalities by taking both a population and whole system approach. We will be a responsible and accountable group of system leaders who will work together to deliver Bolton's 2030 Vision.

To achieve its ambition, The ACP Board will:-

- (1) Develop a broad, focus that goes beyond organisational culture and interest by creating a strong place-based narrative, through the Vision's principles

- (2) Develop a style and culture of constructive challenge which encourages innovative transformative and new ways of working
- (3) Be clear on how it will judge on the effectiveness of itself
- (4) Think about how to engage with the development of cultures not structures; embedding clear approaches around creativity, collaboration and self-determination and generating social impact as well as delivering services and transformative change
- (5) Develop a mechanism for meaningful and effective engagement with partners and citizens
- (6) Devote time and effort to partnership development, focussing on place-based system Leadership
- (7) Begin with some deliverable projects, that align to our single outcomes' framework
- (8) Ensure that the Board has a genuinely shared strategy and action plan, underpinned by evidence and joint strategic needs assessment, incorporating our community voices which builds on the current Vision 2030.
- (9) Think of itself as being the centre of a network with a clear purpose and tangible outcomes – it is not just a meeting.
- (10) Champion and promote Bolton's unique strengths, challenges and opportunities
- (11) Hold a reflective session once a year.

The quorum for the meeting is:

- 1 Bolton Councillor, and,
- either the Director of Children's Services, Adult Services or Public Health, and,
- 1 CCG Governing Body member, and,
- 1 other statutory CCG representative, and,
- 1 representative from the community, VCSE or other public sector body

Audit Committee

- (1) To consider the effectiveness of the Authority's risk management arrangements, the control environment and associated anti-fraud and corruption arrangements.
- (2) To seek assurance that action is being taken on risk related issues.
- (3) To be satisfied that the Authority's assurance statements properly reflect the Authority's risk environment and the actions needed to improve it.
- (4) To approve Internal Audit's strategy, plan and monitor performance.
- (5) To review summary internal audit reports and receive the annual report from the Head of Internal Audit and Service Development.
- (6) To consider key reports of external audit and inspection agencies.
- (7) To ensure an effective relationship between internal and external audit and other relevant bodies.

- (8) To comment on the scope and depth of external audit work and to ensure it gives value for money.
- (9) To liaise with the Audit Commission over the appointment of the Council's external auditor.
- (10) To maintain an overview of the Council's Constitution in respect of contract procedure rules and financial regulations.
- (11) To consider the Council's arrangements for corporate governance so far as they relate to financial matters and agreeing necessary actions to ensure compliance with best practice.
- (12) To monitor the Council's compliance with its own and other published standards and controls.
- (13) To approve the Council's statement of accounts, income and expenditure and balance sheet under the Accounts and Audit Regulations 2011.
- (14) To review the financial statements, external auditor's opinion and reports to members, and monitor management action in response to issues raised by external audit.
- (15) To consider the Audit Commission's Report on the Statement of Accounts.
- (16) To receive on behalf of the Council reports from Audit on the Council's financial affairs and final accounts.
- (17) To submit an Annual Report to the Council
- (18) The Quorum for the meeting shall be three.

Licensing and Environmental Regulation Committee

- (1) The functions of the Council in relation to the licensing (including registration and enforcement) of hackney carriage and private hire vehicles and their operators and drivers; street traders; public houses, nightclubs, members clubs & off-licensed premises which sell alcohol, together with venues which provide regulated entertainment whether or not they sell alcohol; late night refreshment houses; sex establishments; second hand dealers; pet shops; scrap metal dealers; motor salvage operators, charities and street and house to house collections; gambling premises, gaming machines and lotteries.
- (2) Determination of applications for revision of the taxis fare scale.
- (3) Arrangements in respect of the provision or amendment of taxi stands.
- (4) Regulatory functions in respect of environmental health and trading standards.
- (5) The acceptance or refusal of applications for the registration of land as town or village greens.
- (6) To determine representations made against a Council decision to refuse, revoke or vary a licence under the Scrap Metal Dealers Act 2013.
- (7) The Quorum for a meeting of the Licensing and Environmental Regulation Committee shall be five.

Licensing Sub-Committee – Traffic Offences

To undertake the functions of the Committee with respect to the conduct of private hire of private hire and hackney carriage license holders in respect of traffic related matters

The quorum for the Licensing Sub-Committee shall be three

Licensing Sub-Committee – Sensitive Cases

To undertake the function of the Committee with respect to licensing matters, in relation to the grant, renewal or any misconduct matter, in respect of reports of a sensitive nature, including but not limited to matters of a sexual nature, indecency or domestic violence.

The quorum for the Licensing Sub-Committee shall be three

Licensing and Environmental Regulation Committee (Acting as Licensing Act 2003 Committee or the Gambling Act 2005)

- (1) To monitor and maintain the Council's Licensing Policy under the Licensing Act 2003 and review every five years and to submit such Policy to the Council for approval.
- (2) To monitor and maintain the Council's Gambling Policy under the Gambling Act 2005 and review every five years and to submit such Policy to the Council for approval.
- (3) To determine applications under the Licensing Act 2003 and the Gambling Act 2005 via its Sub-Committee structure as determined by the Borough Solicitor in accordance with the Council's Scheme of Delegation. (The quorum for the Licensing Sub-Committee(s) shall be three.)
- (4) Power to revoke or suspend a personal licence where the holder of a personal licence is:-
 - (a) convicted of a relevant offence; or
 - (b) convicted of a foreign offence.
- (5) The Quorum for a meeting of the Committee shall be five.

Planning Committee

- (1) The functions of the Authority as local planning authority, except where such functions have been otherwise delegated to an officer and/or Executive Cabinet Member in accordance with the Council's Scheme of Delegation or approved powers and duties.
- (2) Functions in connection with development control, including enforcement of planning control.
- (3) Functions in connection with building regulations.
- (4) The naming of streets and street numbering.
- (5) Ruinous or dangerous buildings and their demolition (other than properties affected by clearance as being unfit for human habitation).
- (6) The determination of matters relating to footpaths, bridleways and rights of way orders.
- (7) The Quorum for a meeting of the Committee shall be five.

Bolton Cares Steering Committee

- (1) Assess the financial performance of the LATC and make decisions concerning the issue of any dividends.

- (2) Exercise any reserved powers contained in the LATC's Articles. These reserved powers could include, for example, a maximum spend limit on directors and the ability to raise additional finance.
- (3) Make decisions concerning proposed changes to the LATC's business plan, such as the way it delivers statutory services on behalf of the Council or new areas of business.
- (4) To ensure that all the relevant legal requirements have been met for such proposals.
- (5) Responsibility for approving the appointment of any directors and will have the power to remove directors from their post.
- (6) The LATC's director(s) will be expected to update the Steering Committee as to progress with the business and any future proposals being considered. The Steering Committee can scrutinise the decisions of the directors in their management of the LATC.
- (7) The Steering Committee will be accountable to Cabinet, Health Overview and Adults Social Care Scrutiny Committee.
- (8) The quorum for a meeting of the Committee shall be three.

Standards Committee

- (1) To make such recommendations to the Council as the Committee considers appropriate with respect to: -
 - (i) The promotion and maintenance of proper standards in the conduct of Council and Town Councils business, and in the conduct of Members and Officers of the Council (subject to consultation with the Executive Cabinet Member Regeneration and Resources).
 - (ii) The adoption, maintenance and review of a Code of Conduct for Members of the Council and Town Councils, together with such other code, procedure, protocol or guidance as the Committee considers to be appropriate.
 - (iii) The provision of training, guidance and assistance for Members in relation to the Council's and Town Councils' Code of Conduct for Members and any other such code, procedure or protocol.
- (2) A subcommittee of the Standards Committee shall be called to determine and hear any complaint referred to the Monitoring Officer under the provisions of the Localism Act 2011 in accordance with regulations made thereunder (the "Hearing Committee").
- (3) When the Hearing Committee is called its membership shall be agreed between the Monitoring Officer and the Chief Executive in consultation with the Leader of the Council, except where the Leader of the Council is the subject of the complaint or has made the complaint in question.
- (4) No member of the Hearing Committee shall be a member of the same political group as the member who is the subject of the complaint in question, and if the person making the complaint is an elected member no member of the Hearing Committee shall be a member of that political group.
- (5) The Hearing Committee shall be made up of five members and the quorum for the meeting shall be three members.
- (6) To adopt such procedures for the hearing and determination of any complaints as the Committee considers appropriate.

- (7) The quorum for a meeting of the Committee shall be five members.

Area Forums

- (1) To encourage and promote discussion on and involvement in the way in which Council and other services are planned and delivered within the area.
- (2) To positively engage local people, organisations and businesses in the work of the area forum and to ensure that their views are represented to the Council and other partners.
- (3) The provision, management and review (in accordance with approved Council policy, standing orders and financial regulations) of those services activities and resources allocated to the Forum by the Council.
- (4) To refer to the Council (or Cabinet, Executive Cabinet Member, Scrutiny Committee or other committee or group, as appropriate) any matter concerning the Council which has been raised at a meeting of the Forum and is not within the responsibilities allocated to the Forum.
- (5) To be consulted in relation to the exercise of any function of the provision of any service (by or on behalf of the Council, or in partnership between the Council and any other organisation) which specifically relates to or affects the Forum area and (where appropriate and practicable) the impact on the Forum area of any corporate policy or other matter.
- (6) The Quorum for a meeting of a Forum shall be two where a Forum consists of three members.

Education Assistance Panel

- (1) Determination of individual applications for discretionary awards for further education students (not delegated to the Director of People Services) and welfare support for pupils, together with applications for assistance towards transport costs.
- (2) Determination of applications for financial assistance under Section 517 and 518 of the Education Act 1996 in connection with pupils wishing to attend at boarding schools.
- (3) Determination of such individual applications for free bus passes as are not delegated to the Director of Children's and Adult Services.
- (4) Determination of such individual applications for the provision of transport or the payment of travelling expenses as are not delegated to the Director of People Services.

Governor Appointments Panel

To make appointments to vacancies on School Governing Bodies and the Management Committees of Pupil Referral Units.

The Appeals Panel

Meeting as the Personnel Disciplinary Appeals Panel

- (2) Determination of appeals by employees in respect of disciplinary matters.

Meeting as the Personnel Grievance/Grading Panel

- (3) Determination of appeals by employees in respect of personnel grievances and grading issues.

Chief Officer Appointments Panel

The determination of any matter concerning the appointment, terms and conditions of employment (including remuneration) of the Chief Executive and of all (or any category of) Chief Officer.

Constitutional Panel (Urgency Committee)

- (1) To determine any matter which is outside the remit of the Cabinet, an Executive Cabinet Member, or any other Committee or Panel, which requires determination in advance of the next Council meeting.
- (2) To approve the Council's statement of accounts, income and expenditure and balance sheet under the Accounts and Audit Regulations 2011, if so required.
- (3) To determine any matter concerning the provision of facilities, services or accommodation for members of the Council.
- (4) To make recommendations to the Council in respect of the making, amending, revoking or re-enacting of byelaws, or the promotion or opposition of any legislation.
- (5) To make recommendations to the Council in relation to conferring the title of Honorary Alderman or Honorary Freeman.
- (6) To make recommendations to the Council in relation to the making of any amendment of, or addition to, the Council's constitution.

Charitable Land Panel

To act as the trustee for charitable land held by the Council including, receiving reports on the finances of such land and ensuring that the Council complies with the objectives set out in the relevant instrument creating the charitable land.

Policy Development Groups

Policy Development Groups (PDGs) are a well-established part of the democratic process for this council in considering the development of new policies and changes to existing policies. In the past they have been held through custom and practice as opposed to being a constituted meeting of the council. Including terms of reference within the constitution should ensure better use of the limited resources of this council both at officer and elected member level as follows:

- (1) They must now be called when a new policy is being considered or substantive changes to existing policies are proposed.
- (2) Membership of each group is delegated to each group leader of the Council in the relevant municipal year and must meet political balance rules.
- (3) Membership should be determined based on relevant expertise/interest.
- (4) There will be 4 PDGs to reflect the work of each Scrutiny Committee.
- (5) Meetings will be timetabled in for PDGs but will only be held if there is an agenda and business to be considered at the meeting of the PDG. The meeting times allocated for PDGs will not be subject specific and will be allocated in accordance with the PDG work programmes and as any other requests come forward from Scrutiny Committees.

- (6) The Executive Cabinet Members with relevant portfolios for each PDG, in consultation with the relevant Director, shall agree a work programme for each PDG. The only additional subjects may be added by the relevant Scrutiny Committee chair who may request a matter is referred to a PDG on behalf of their Scrutiny Committee and the Chief Executive.

C. Appointment Of Members To The Cabinet, Committees And Scrutiny Committees

The Cabinet FOR INFORMATION

Executive Cabinet Members

Councillor Greenhalgh
 (Leader of the Council)
 Councillor Cox
 - Deputy Leader's Portfolio
 Councillor Muslim
 - (Stronger Communities)
 Councillor Baines
 - (Wellbeing)
 Councillor Galloway
 - (Children's Services – People Directorate)
 Councillor Morgan
 - (Adult Social Care – People Directorate)
 Councillor Hewitt
 - (Strategic Housing and Planning)
 Councillor Warren
 - (Environmental Service Delivery)
 Councillor Mrs. Fairclough
 - (Environmental Regulatory Services)
 Councillor Haslam
 - (Highways and Transport)

Deputies

Councillor Cox

 Councillor Greenhalgh

 Councillor Greenhalgh

 Councillor Morgan

 Councillor Morgan

 Councillor Baines

 Councillor Haslam

 Councillor Mrs. Fairclough

 Councillor Warren

 Councillor Cox

Non-Voting Attendees

4 Members of Conservative Group

Councillor Allen
 Councillor Dean
 Councillor Walsh
 Councillor Wild

4 Members of Major Opposition Group

Councillor Haworth
 Councillor Donaghy
 Councillor Peel

Councillor Zaman

1 Member of Minor Opposition Group

Councillor Hayes

1 Member of Minor Opposition Group

Councillor Sanders

1 Member of Minor Opposition Group

Councillor Hornby

1 Member of Minor Opposition Group

Councillor Brady

1 Member of Minor Opposition Group

Councillor Watters

1 Member of Minor Opposition Group

Councillor Ismail

Scrutiny Committees

**Corporate and External Issues Scrutiny Committee (17) (5 Con: 5 Lab:
2 Lib Dem: 1 Farnworth and Kearsley First: 1 UKIP: 1 Horwich and Blackrod First: 1
Independent: 1 Labour Independent)**

Conservative

Councillor Allen

Councillor Cunningham

Councillor Fletcher

Councillor Walsh

Councillor Wild

Labour

Councillor Adia

Councillor Murray

Councillor Peel

Councillor Silvester (Ch)

Councillor Zaman

Liberal Democrats

Councillor Hayes

Councillor Veevers

Farnworth and Kearsley First

Councillor Pattison

UKIP

Councillor Hornby (V.Ch.)

Horwich and Blackrod First

Councillor Wright

Independent

Councillor Heslop

Independent

Councillor McMulkin

Place Scrutiny Committee (17) (5 Con: 5 Lab: 2 Lib Dem: 1 Farnworth and Kearsley First 1 UKIP: 1 Horwich and Blackrod First: 1 Independent: 1 Labour Independent)

Conservative

Councillor Allen

Councillor Connor

Councillor Dean

Councillor Radcliffe

Councillor Walsh

Labour

Councillor Ayub

Councillor Evans

Councillor McKeon

Councillor Peel

Councillor Zaman

Liberal Democrats

Councillor Bagnall (Ch.)

Councillor Wilkinson

Farnworth and Kearsley First

Councillor Weatherby (V.Ch.)

UKIP

Councillor Gibbon

Horwich and Blackrod First

Councillor Brady

Independent

Councillor Heslop

Independent

Councillor Darvesh

Children's Services Scrutiny Committee

(17) (5 Con: 5 Lab: 2 Lib Dem: 1 Farnworth and Kearsley First: 1 UKIP: 1 Horwich and Blackrod: 1 Independent: 1 Labour Independent)

Conservative

Councillor Connor

Councillor Dean

Councillor Fletcher

Councillor Parkinson

Councillor Walsh

Labour

Councillor Donaghy

Councillor Ibrahim

Councillor Iqbal (Ch)

Councillor Khurram

Councillor Murray

Liberal Democrats

Councillor McGeown

Councillor Newall

Farnworth and Kearsley First

Councillor Weatherby

UKIP

Councillor Gibbon

Horwich and Blackrod First

Councillor Brady (V Ch)

Independent

Councillor Heslop

Independent

Councillor Ismail

Co-Opted Members (With Voting Rights)

1 Church of England Diocese Representative

1 Roman Catholic Diocese Representative

2 Parent Governors

Lay Members:

Primary Head Teacher Representative
Secondary Head Teacher Representative
Two Representatives of Joint Teachers Panel
Bolton Forum for Sport Representative

**Health Overview and Adult Services Scrutiny Committee
(17) (5 Con: 5 Lab: 2 Lib Dem: 1 Farnworth and Kearsley First: 1 UKIP: 1 Horwich and
Blackrod: 1 Independent: 1 Labour Independent)**

Conservative

Councillor Cunningham
Councillor Dean
Councillor Parkinson
Councillor Radcliffe
Councillor Wild

Labour

Councillor Abdullah
Councillor Donaghy (Ch)
Councillor Haworth
Councillor Mistry
Councillor Sherrington

Liberal Democrats

Councillor Bagnall
Councillor Eckersley-Fallon

Farnworth and Kearsley First

Councillor Pattison (V.Ch.)

UKIP

Councillor Gibbon

Horwich and Blackrod First

Councillor Wright

Independent

Councillor Heslop

Independent

Councillor Darvesh

Lay Members:

Healthwatch Representative
Ms. S. Hilton – Age Concern
Mrs. J. Pritchard-Jones – Bolton and District Pensioners Association

The Active, Connected and Prosperous Board (3) (2:1)

Conservative

Leader of the Council

Executive Cabinet Member Wellbeing

Labour

Leader of the Main Opposition Group

Bolton Clinical Commissioning Group (2)

Bolton's Healthwatch (1)

Director of People Services

Director of Public Health

Director of Adult Social Services

Planning Committee (17) (5 Con: 5 Lab: 2 Lib Dem: 1 Farnworth and Kearsley First: 1 UKIP: 1 Horwich and Blackrod First: 1 Independent: 1 Labour Independent)

Any Member Suitably Trained Can Deputise for any Member of the Committee

Conservative

Councillor Allen

Councillor Connor

Councillor Dean

Councillor Radcliffe

Councillor Walsh (Ch.)

Labour

Councillor Ayub (V.Ch)

Councillor Haworth

Councillor Mistry

Councillor Peel

Councillor Sherrington

Liberal Democrats

Councillor Hayes

Councillor Wilkinson

Farnworth and Kearsley First

Councillor Sanders

UKIP

Councillor Hornby

Horwich and Blackrod First

Councillor Wright

Independent

Councillor Watters

Independent

Councillor Darvesh

Licensing and Environmental Regulation Committee (10) (3 Con: 3 Lab: 1 Lib Dem: 1 Farnworth and Kearsley First: 1 KIP: 1 Horwich and Blackrod)

Any Member Suitably Trained Can Deputise for any Member of the Committee

Conservative

Councillor Dean (V.Ch)

Councillor Fletcher

Councillor Mrs. Fairclough (Ch.)

Labour

Councillor Haworth

Councillor Khurram

Councillor Morris

Liberal Democrats

Councillor Newall

Farnworth and Kearsley First

Councillor Flitcroft

UKIP

Councillor Gibbon

Independent

Councillor Watters

Licensing Sub-Committee – Traffic Offences (5) (2:2:1)

Conservative

Councillor Dean (Ch)

Councillor Mrs. Fairclough

Labour

Councillor Haworth

Councillor Morris

Liberal Democrats

Councillor Newall

Licensing Sub-Committee – Sensitive Cases (5) (2:2:1)

Conservative

Councillor Fairclough (Ch)

Councillor Fletcher

Labour

Councillor Khurram

Councillor Morris

Liberal Democrats

Councillor Newall

Licensing (Licensing Act 2003) Sub-Committee

To be made up of 3 members from the main Committee to deal with representations under the Licensing Act 2003 and Gambling Act 2005.

Standards Committee (3) (2:1)??

Labour

Councillor Khurram

Councillor Sherrington

Conservative

Councillor Allen

Audit Committee (5) (2:2:1)

**Any Member Suitably Trained Can
Deputise for any Member of the
Committee**

Conservative

Councillor Cox

Councillor Galloway

Labour

Councillor Haworth

Councillor Peel (Ch)

Liberal Democrats

Councillor Hayes

Bolton Cares Steering Committee (5) (2:2:1)

Conservative

Councillor Walsh

Councillor Radcliffe

Labour

Councillor Murray

Councillor Sherrington

Liberal Democrats

Councillor Newall (Ch.)

Independent Remuneration Panel

Ms. M. Blenkinsop

Mr. P. Howard

Rev. Canon C. Bracegirdle

Area Forums

Area Forum	Membership
Astley Bridge Area Forum	Councillor Mrs. Fairclough Councillor J. Walsh Councillor P. Wild
Bradshaw Area Forum	Councillor Dean Councillor Haslam Councillor Radcliffe
Brightmet Area Forum	Councillor Fletcher Councillor Newall Councillor Warren
Bromley Cross Area Forum	Councillor Connor Councillor Greenhalgh Councillor Muslim
Crompton Area Forum	Councillor Darvesh Councillor Ismail Councillor McMulkin
Farnworth Area Forum	Councillor Flitcroft Councillor Sanders Councillor Weatherby
Great Lever Area Forum	Councillor Ayub Councillor Iqbal Councillor Murray
Halliwell Area Forum	Councillor Morris Councillor Mrs. Thomas Councillor Zaman

Harper Green Area Forum	Councillor Haworth Councillor Mistry Councillor Khurram
Heaton and Lostock Area Forum	Councillor Allen Councillor Galloway Councillor Morgan
Horwich and Blackrod Two Towns Area Forum	Councillor Baines Councillor Brady Councillor Cunliffe Councillor McKeon Councillor Silvester Councillor Wright
Hulton Area Forum	Councillor Bullock Councillor Hewitt Councillor Parkinson
Kearsley Area Forum	Councillor Cunningham Councillor Heslop Councillor Pattison
Little Lever and Darcy Lever Area Forum	Councillor Evans Councillor Hornby Councillor Gibbon
Rumworth Area Forum	Councillor Abdullah Councillor Adia Councillor Ibrahim
Smithills Area Forum	Councillor Bagnall Councillor Hayes Councillor Veevers
Tonge with the Haulgh Area Forum	Councillor Donaghy Councillor Peel Councillor Sherrington
Westhoughton with Chew Moor Area Forum	Councillor Cox Councillor Eckersley-Fallon Councillor McGeown Councillor Watters Councillor Wilkinson Vacancy

D. Appointment Of Members To Panels

Membership of Working Parties/Panels/Policy Development Groups 2020/2021

Note 1: Reference to Executive Cabinet Member refers to the relevant subject area.

Note 2: In the event of any member being unable to be present at any meeting of the under mentioned provision can be made, in accordance with Standing Order 35, for a substitute member to be appointed.

ACIS (Achievement, Cohesion and Integration Services)

(3) (2 Con:1 Lab)

Conservative	Councillor Dean Councillor Muslim
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Labour	Councillor Khurram
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Adoption Panel (1 Con)	Councillor Galloway
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Appointments Panel
(5) (2 Con:2 Lab:1 Lib Dem)

Conservative	Councillor Cox Councillor Greenhalgh (Ch.)
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Labour	Councillor Peel Councillor Zaman
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Liberal Democrats	Councillor Hayes
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Central Safety, Health and Welfare Joint Consultative Committee

(5) (2 Con:2 Lab:1 Lib Dem:)

Conservative	Councillor Mrs. Fairclough Councillor Morgan (Ch.)
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Labour	Councillor Donaghy Councillor Khurram
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Liberal Democrats	Councillor Newall
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Charitable Land Panel

(3) (2 Con:1 Lab)

Conservative	Councillor Hewitt Councillor Warren
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Labour	Councillor Zaman
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Chief Officers Joint Consultative Committee

(5) (2 Con:2 Lab:1 Lib Dem)

Conservative	Councillor Cox Councillor Greenhalgh (Ch)
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Labour Councillor Peel
Councillor Zaman

Liberal Democrats Councillor Hayes

Constitutional Panel
(5) (2 Con:2 Lab:1 Lib Dem)

Conservative Councillor Greenhalgh (Ch.)
Councillor Haslam (Deputy)

Councillor Cox
Councillor Morgan (Deputy)

Labour Councillor Peel
Councillor Murray (Deputy)

Councillor Zaman
Councillor Donaghy (Deputy)

Liberal Democrats Councillor Hayes
Councillor Bagnall (Deputy)

Education Assistance Panel
(3) (2 Con:1 Lab)

Conservative Councillor Fletcher
Councillor Galloway

Labour Councillor Donaghy

Employment Opportunities Working Party
(3) (2 Con:1 Lab)

Conservative Councillor Cox (Ch)
Councillor Warren

Labour Councillor McKeon

Fostering Panel
(1 Con) Councillor Galloway

Personnel Appeals Panel Membership Pool
(17) (5 Con: 5 Lab: 2 LibDem: 1 F&KF: 1 UKIP: 1 HBF: 1 Independent: 1 Independent)

Labour Councillor Donaghy
Councillor Ibrahim
Councillor Khurram
Councillor McKeon
Councillor Zaman

Conservative
 Councillor Allen
 Councillor Connor
 Councillor Mrs. Fairclough
 Councillor Galloway
 Councillor Haslam

Liberal Democrat
 Councillor Hayes
 Councillor McGeown

Farnworth and Kearsley First
 Councillor Pattison

UKIP
 Councillor Hornby

Horwich and Blackrod First Independents
 Councillor Wright

Independent
 Councillor Watters

Independent
 Cllr Ismail

4 Policy Development Groups
 (17) (6 Lab: 5 Cons: 2 Lib Dem: 1 F&KF: 1
 UKIP: 1 HBF: 1 Independent)

Membership is to be determined by each group leader for the relevant PDG in accordance with the terms of reference for these groups.

School Governor Appointments Panel
 (5) (2 Con:2 Lab:1 Lib Dem)

Conservative
 Councillor Dean (V. Ch)
 Councillor Galloway (Ch.)

Labour
 Councillor Donaghy
 Councillor Iqbal

Liberal Democrats
 Councillor Hayes

Single Local Joint Consultative Committee
 (6) (2 Con:2 Lab:1 Lib Dem: 1 F&KF)

Conservative
 Councillor Greenhalgh
 Councillor Morgan (Ch.)

Labour
 Councillor Haworth
 Councillor McKeon

Liberal Democrats
 Councillor Hayes

Farnworth and Kearsley First
 Councillor Sanders

E. Appointment Of Representatives/Members To Various Bodies

Note 1: Unless otherwise stated, term of office/period of appointment is until the next following Annual Meeting of the Council.

Organisation (Number)	Representative(s)
Association of Greater Manchester Authorities (AGMA)	
(i) AGMA Executive Board (1)	Leader of the Council
Two substitutes	Councillor Cox Councillor Haslam
(ii) Statutory Functions Committee (1)	Councillor Cox Councillor Haslam (Deputy)
(iii) GMCA Audit Committee (1) (appointed via GMCA)	Councillor Allen
Bolton Town Centre Leadership Board (3) (Cons 2:Lab 1)	Councillor Cox Councillor Greenhalgh Councillor Peel
GM Combined Authority (1)(plus substitute)	Leader of the Council Councillor Cox (Deputy)
GM Corporate Issues and Reform Scrutiny Committee (1)	Councillor Connor
GM Scrutiny Pool (6) Cons 4: Lab 2	
Conservative	Councillor Connor Councillor Fletcher Councillor Parkinson Councillor Walsh
Labour	Councillor Haworth Councillor Zaman
GM Economy, Business Growth and Skills Scrutiny Committee (1)	Councillor Walsh
Greater Manchester Police and Crime Panel (1)	Councillor Muslim
Local Government Association:	
General Assembly (3) (Cons 2;Lab 1)	Leader of the Council Deputy Leader of the Council Councillor Peel

Manchester Airport Group Shareholders Committee (Cons 1)	Councillor Cox Councillor Haslam (Deputy)
Manchester Airport Secured Lending Facilities Working Party (3) (Cons 2:Lab 1)	Councillor Cox Councillor Greenhalgh Councillor Peel
Mayoral Advisory Group (3) (Cons 2:Lab 1)	Councillor Donaghy Councillor Mrs. Fairclough Councillor Greenhalgh
Procurement Holdings Limited (YPO) (Cons 1)	Councillor Greenhalgh
PSP (3) (Cons 2:Lab 1)	Councillor Cox Councillor Greenhalgh Councillor Zaman
Special Interest Group of Metropolitan Authorities (SIGOMA) (Cons 1)	Councillor Mrs. Fairclough
Vision Steering Group (5) (Cons 2:Lab 2: Lib Dem 1)+ (1 officer)	Leader of the Council Councillor Cox Councillor Hayes Councillor Peel Councillor Zaman Chief Executive
Yorkshire Purchasing Organisation (Cons 2)	Councillor Haslam (Voting Rights) Councillor Cox
	<u>Deputy</u> Councillor Warren Councillor Radcliffe
Age Concern (Bolton) - Executive Committee (1)	Councillor Baines
Bolton Schools Admissions Forum (3) (Cons 2:Lab 1) + (2 Officers)	Councillor Donaghy Councillor Galloway Councillor Walsh Manager of Pupil and Student Services Assistant Director of People
Bolton Schools Forum (1)	Councillor Galloway
Canon Slade School - Trustees (3) (Cons 2:Lab 1)	Councillor Haslam Councillor Morris Councillor Walsh
Champion for Looked After Children	Councillor Galloway
Champion for Mental Health	Councillor Baines

Council of Governors Bolton Hospitals Foundation Trust (2)(Cons 1:Lab 1)	Councillor Baines Councillor Haworth
North Start Well Children's Advisory Board (1) Cons	Councillor Fletcher
South Start Well Children's Advisory Board (1) Cons	Councillor Parkinson
West Start Well Children's Advisory Board (1) Cons	Councillor Galloway
Essa Academy (1) Cons	Councillor Hewitt
Governing Body of Birtenshaw School (1) Cons	Councillor Connor
Greater Manchester Health Scrutiny Committee (1)	Councillor Cunningham Councillor Dean (Deputy)
Greater Manchester Health and Social Care Partnership Board (1)	Councillor Baines Councillor Morgan (Substitute)
Joint Commissioning Committee	Councillor Baines Councillor Morgan
Kearsley Academy Governing Body (1) F&KF	Councillor Pattison
Local Safeguarding Board (2) Cons	Councillor Galloway Councillor Morgan
North West Regional Association of Children's Services Authorities:	
(i) Association (1) Cons+ (1 Officer)	Councillor Galloway Director of People
(ii) Finance and Management Committee (1) Cons+ (1 Officer)	Councillor Cox Director of People
Primary Care Commissioning Committee (2) Cons	Councillor Baines Councillor Morgan
Rivington and Blackrod High School - Foundation Trustees (3) (1Cons:1Lab:1H&BFI)	Councillor Baines Councillor Brady Councillor McKeon
Shadow Partnership Boards	Councillor Baines

St Catherine's Academy (1)	Councillor Warren
Standing Advisory Council on Religious Education (SACRE) (Committee D) (5) (Cons 2: Lab 2: LibDem 1)	Councillor Bagnall Councillor Haslam Councillor Iqbal Councillor McKeon Councillor Walsh
Steering Committee for Playing for Success (5) (Cons 2:Lab 2:F&KF 1)	Councillor Connor Councillor Flitcroft Councillor Haslam Councillor McKeon Councillor Silvester
AGMA Joint Waste Planning Committee (1)	Councillor Warren Councillor Mrs. Fairclough (substitute)
Atlantic Gateway Board (appointed via GMCA) (1)	Councillor Cox
Be Safe Bolton Strategic Partnership (3) (Cons 2: Lab 1)+ (1 officer)	Councillor Murray Councillor Muslim Councillor Warren Assistant Director of Place (vice chair)
Bolton Transport Partnership (3) (Cons 2:Lab 1)	Councillor Cunningham Councillor Haslam Councillor Silvester
Bolton Advice Centre (formerly known as the Unemployed Workers Centre) (2) (Cons1:Lab1)	Councillor Cox Councillor Murray
Champion for Domestic Violence	Councillor Baines
Champion for Cleaner and Greener	Councillor Warren
Cleaner and Greener Partnership (3) (Cons 2:Lab 1)+(1 officer)	Councillor Mrs. Fairclough Councillor McKeon Councillor Warren Director of Place
Doffcocker Lodge Management Committee (Lib Dems 3)	Councillor Bagnall Councillor Hayes Councillor Veevers
Greater Manchester Environmental Commission - Board of Trustees (1)	Councillor Warren
GM Housing, Planning and Environment Scrutiny Committee (1)	Councillor Walsh

Greater Manchester Waste and Recycling Committee (appointed via GMCA) (2)	Councillor Connor Councillor Warren
Manchester, Bolton and Bury Canal Steering Group (2) (Lab 1: UKIP 1)	Councillor Evans Councillor Gibbon
North West Regional Flood and Coastal Committee (appointed via GMCA) (1)	Councillor Haslam
PATROL Parking Adjudication Joint Committee (1)	Councillor Mrs. Fairclough
Greater Manchester Forests Partnership (3) (Cons 1:Lab 1: LibDem 1)	Councillor Sherrington Councillor Warren Councillor Wilkinson
Transport for Greater Manchester Committee (1)	Councillor Haslam Councillor Fletcher (substitute)
Turton and North Bolton Local Advisory Group (3) (Cons 2: Lab 1)	Councillor Connor Councillor Radcliffe Councillor Silvester
Westhoughton Local Nature Reserve (3) (Cons 1: Lab 1: LibDem 1)	Councillor Cox Councillor McKeon Councillor Wilkinson
West Pennine Moors Area Management Committee (2) (Cons 1: LibDem 1)	Councillor Hayes Councillor P. Wild
All Souls Community Centre (1) Lab	Councillor McMulkin
Bolton Arena Trust (2) (Cons 1:Lab 1)	Councillor Cox Councillor Zaman
Board of Bolton Community Homes (1) and (1 Officer)	Councillor Hewitt Director of Place
Bolton Citizens Advice Bureau (1)	Councillor Warren
Bolton Community and Voluntary Service Executive Committee (1)	Councillor Greenhalgh
Bolton Community Leisure Trust (1)	Councillor Cox

Bolton Active Travel Forum (5) (Cons 1: Lab 1: LibDem 1: F&KF 1: HBFI 1)	Councillor Ayub Councillor Brady (Ch) Councillor Haslam Councillor Sanders Councillor Wilkinson
Bolton At Home	
Main Board (2) (Cons 1: Lab 1)	Councillor Allen Councillor McKeon
Operations Committee (1)	Councillor Warren
Bolton Lads and Girls Club (1) Cons	Councillor Cox
Bolton Sports and Physical Activity Alliance (3) (Cons 1: Lab 1:F&KF 1))	Councillor Hewitt Councillor Silvester Councillor Weatherby
Bolton Strategic Economic Partnership (3) (Cons 2: Lab 1) + (1 Officer)	Councillor Cox Councillor Greenhalgh Councillor Peel Chief Executive
Bolton Young Person's Housing Scheme (1)	Councillor Baines
Cutacre Liaison Committee (3)	Councillor Bullock Councillor Hewitt Councillor Parkinson
Fair Trade Steering Group (3) (Cons 1: Lab 1:UKIP 1)	Councillor Hornby Councillor Silvester Councillor J. Walsh
GM Pensions Fund Management Panel (appointed via AGMA Exec) (1)	Councillor Parkinson
GM Reform Committee (appointed via AGMA Exec) (1)	Councillor Greenhalgh
Hoot Cooperative Board (1)	Councillor Baines
Lever Park Learning Trust (1)	Councillor Baines
North West Coalfields Communities Regeneration Programme Board (1)	Councillor Hewitt

North West Evergreen Fund Limited Partnership (1)	Councillor Cox
North Western Local Authorities Employers' Organisation (1)	Councillor Morgan Councillor Cox (Substitute)
GM Planning and Housing Commission (appointed via AGMA Exec) (1)	Councillor Hewitt
Octagon Theatre Trust (2)(Cons 1:Lab 1) + (1 Officer)	Councillor Cox Councillor Murray Director of Corporate Resources
Peoples History Museum (1)F&KF	Councillor Sanders
Rivington Heritage Trust (observer) (1)H&BFI	Councillor Wright
Smithills Sports Centre Management Committee (2)Lib Dems two year term expires May 2022	Councillor Hayes Councillor Veevers
The North West of England and Isle of Man Reserve Forces and Cadets Association. (1)	Councillor Morgan
Victim Support and Witness Service (1)	Councillor Baines
Champion for the Armed Forces	Councillor Morgan

OFFICER APPOINTMENTS

AGMA Procurement Hub (former GM Purchasing Consortium)	Director of Corporate Resources
Allotments Consultative Group	Director of Place
Bolton Bond Board Management Committee	Director of Place
Bolton Science and Technology Centre Limited	Assistant Director, School Improvement
Bolton Wanderers Community Trust	Director of Place
Bolton Wildlife Advisory Group	Director of Place
Chadwick Educational Foundation	Director of People
Chartered Institute of Public Library and Information Professionals	Director of Place
Environment Agency Liaison with Local Authorities within South Area	Director of Place
Fair Share Trust Programme Stakeholder Panel (Great Lever)	Director of Place
Greater Manchester Chamber of Commerce	Director of Place
Industrial Communities Alliance	Director of Place
LIFT Strategic Partnering Board	Director of Corporate Resources
Museums Association	Director of Place
North Western Federation of Museums and Galleries	Director of Place
North West Regional Migration Strategic Partnership	Head of Community Housing
North West Sound Archive	Director of Place
North West Sports Board	Health Sport and Inclusion Manager
North West Sports Volunteers Initiative Steering Group	Director of People
Ring-and-Ride Steering Group	Director of Place
Samuel Crompton Scholarship and Prize Fund - Trustees	Director of People
Society of Chief Librarians	Director of Place

Charities

Note 1: Unless otherwise stated, term of office/period of appointment is until the next following Annual Meeting of the Council.

Organisation	Representative(s)	Appointed until
Clarke Convalescent Fund (3)(F&KF 2: Independent 1)	Councillor Flitcroft Councillor Heslop Councillor Weatherby	May 2021 May 2021 May 2021
Dame Dorothy Legh Charity (1)	Councillor Parkinson	May 2021
Dixon Green and Rideout Foundation Trusts (2)	Councillor Haworth Councillor Mistry	May 2021 May 2021
Marsden and Popplewell Education Charity (1)	Director of People	May 2021
Rishton and Seddons Charities (3)(Cons 1: LibDem 1:H&BFI 1)	Councillor Allen Councillor Bagnall Councillor Wright	May 2021 May 2021 May 2021
Westhoughton Educational Charity (2)(Cons 1:LibDem 1)	Councillor Cox Councillor Eckersley-Fallon	May 2021 May 2021

F. Proper Officer Appointments

The Chief Executive is appointed Electoral Registration Officer for any constituency or part of a constituency coterminous with or contained in the Bolton Metropolitan Borough.

The Chief Executive is appointed Returning Officer for the elections of Councillors for the Bolton Metropolitan Borough.

The Chief Finance Officer is appointed as the officer having responsibility for the administration of the Council's financial affairs pursuant to Section 151 of the Local Government Act 1972.

The Director of Public Health is appointed the proper officer of the Council in relation to references to the National Health Service Act 2003 as amended by Section 30 Health and Social Care Act 2012 and the Public Health (Control of Diseases Act) 1984.

The Director of Environmental Services is appointed as the officer of the burial authority for the various matters referred to in The Local Authorities Cemeteries Order 1977.

The Director of Environmental Services is authorised to appoint an officer as the registrar for the various matters referred to in the Regulations as to Cremation 1930 (as amended) and to nominate a Medical Referee and Deputy Referees for the purposes of the Regulations

The Director of Environmental Services is appointed the proper officer of the Council in relation to the references to the proper officer in the Highways Act 1980 and the Building Act.

The Director of Environmental Services is appointed the proper officer of the Council in relation to the references to the proper officer in the Food Act 1984.

The Director of Environmental Services is appointed the proper officer of the Council in relation to references to the proper officer in the Licensing Act 1964 and the Marriage Act 1994.

The Chief Housing Officer is appointed the proper officer of the Council in relation to references to the proper officer in the Housing Act 1985, 1996, 2004.

The officers specified in the Table hereunder are appointed the proper officer for the purpose of the respective functions therein specified in relation to them:-

<u>Reference</u>	<u>Subject Matter</u>	<u>Proper Officer</u>
<u>Local Government Act 1972</u>		
Section 83	Witness and receipt of declaration and acceptance of office	Chief Executive
Section 84	Receipt of written declaration of resignation of officer	Chief Executive
Section 88 (2)	Convening of meeting to Council to fill casual vacancy in office of Mayor	Chief Executive
Section 89(1)(b)	Receipt of notice of casual vacancy from two local government electors	Chief Executive
Section 96(1)	Receipt of general notices of members' pecuniary interests	Chief Executive

Section 96(2)	Keeping record of disclosures of members' pecuniary interests and general notices made under section 96(1)	Chief Executive
Section 100(B)(2)	Determination of which reports or parts thereof which are, in the opinion of the proper officer, unlikely to be considered in the presence of press and public.	Borough Solicitor
Section 100(B)(7)	Determination of which papers relating to any item on an agenda which should be supplied to the press.	Borough Solicitor
Section 100(C)(2)	Written summary where minutes would disclose exempt information	Borough Solicitor
Section 100(D)(1)	Compilation of list of background papers	For each report the officer in whose name the report is prepared, if more than one, the first named.
Section 100(F)(2)	Exclusion from production to members of documents disclosing exempt information	Borough Solicitor
Section 151	Arrangements for proper administration of financial affairs	Chief Finance Officer
Section 115(2)	Receipt of money due from officers	Chief Finance Officer
Section 146(1) (a) and (b)	Declarations and Certificates with regard to securities	Chief Finance Officer
Section 191	Functions with respect to applications under Section 1 of Ordinance Survey Act 1841 (ascertaining boundaries etc)	Borough Solicitor
Section 204(3)	Receipt of notices of application for licences under the Licensing Act 1964	Director of Environmental Services
Section 210(6)	The officer in whom any power with respect to a charity, which immediately before 1st April 1974 vested in the holder of an office connected with any then existing authority, shall vest in the absence of there being a corresponding office connected with the Council.	Borough Solicitor
Section 225(1)	Deposit of documents of any description pursuant to the Standing Orders of either House of Parliament or pursuant to any enactment or instrument	Borough Solicitor
Section 228(3)	Accounts of "any Proper Officer" to be open for inspection by any member of the Authority	Chief Finance Officer

Section 229(5)	Certification of photographic copies of documents	Borough Solicitor
Section 234(1)	Authentication of documents	Borough Solicitor
Section 238	Certification of Byelaws	Borough Solicitor
Section 248(2)	Keeping the Roll of Freemen	Borough Solicitor
Para 4(2)(b) Schedule 12	Signature of summons to Council Meeting	Chief Executive
Schedule 12	Receipt of notices regarding address to which summons to meeting is to be sent	Chief Executive
Schedule 14 Para 25(7)	Certification of resolutions under Paragraph 25 (being a resolution applying certain provisions of the Public Health Acts throughout the Council's area)	Director of Environmental Services
Schedule 16 Para 28	Receipt on deposit of lists of buildings of special architectural or historical interest	Director of Development and Regeneration
Schedule 29 Part 41	Exercise of functions under Section 9(1) and (2), 13(2)(h) and 3(b) and 20(b) of the Registration Services Act 1953	Borough Solicitor
Section 30(5)	Publication of reports of Local Commissioner	Chief Executive
Section 41	Certification of copies of resolutions, Minutes and other documents	Borough Solicitor
Section 60(5)(a)	Receipt of objections to proposals to designated places for touting, hawking, photographing, etc	Borough Solicitor

Representation of the People Act 1983

Section 52(3)	The officer who may do acts authorised or required to be done by or with respect to the Registration Officer in the event of the registration officer's incapacity to act or of a vacancy.	Borough Solicitor
Section 67(7)	Appointment of Election Agent	Chief Executive
Section 82(4)	Declaration as to Election Expenses	Chief Executive
Section 128(4)	Presentation of petition questioning Local Election	Chief Executive
Section 145(6)	Conclusion of trial of Local Election Petition	Chief Executive

Section 146(3)	Special cases to be determined by the High Court	Chief Executive
Section 41 3 and 8 (2)	Election Expenses	Chief Executive
Schedule 2 Part II Para 46	Receipt from Returning Officer of election documents	Borough Solicitor
Schedule 2 Part II Para 46	Receipt from Returning Officer of election documents	Borough Solicitor
Schedule 2 Part II Para 47	Orders for production of documents	Borough Solicitor
Schedule 2 Part II Para 48	Retention of election documents and making them available for public inspection	Chief Executive

Local Democracy Economic Development and Construction Act 2009

Section 31	Designated Scrutiny Officer	Democratic Services Manager
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The officer of the Council named in the second column hereunder is appointed the proper officer of the Council in relation to references to the officer named in the first column in respect of: -

any enactment passed before or during the 1971/72 session of Parliament other than the Local Government Act 1972 in any instrument made before 26th October 1972 which reference is to be construed as a reference to the proper officer of the Council;

any reference in the local statutory provision which, by virtue of any Order made under the Local Government Act 1972, is to be construed as a reference to the proper officer of the Council.

<u>Reference Column 1</u>	<u>Proper Officer Column 2</u>
Town Clerk or Clerk to the Council or Clerk to the Authority	Chief Executive
Borough Treasurer	Head of Strategic Finance and Accountancy
Medical Officer of Health	Consultant in Communicable Disease Control
Sanitary Inspector or Public Health Inspector	Chief Housing Officer
Surveyor	Chief Property Officer

Until the Council otherwise determine, the Chief Executive is appointed the proper officer for the purpose of all statutory provisions, whether existing or future, in respect of which no express proper officer appointment has for the time being been made.

Deputies In Respect Of Proper Officer Appointments

In any event of any of the offices mentioned in the foregoing paragraphs being for any reason unable to act or of any of their posts being vacant, the officer specified in column 2 of the Table hereunder is appointed to act in the absence of the proper officer indicated in column 1: -

<u>Column 1</u> <u>Officer</u>	<u>Column 2</u> <u>Substitute Officer</u>
Chief Executive	Deputy Chief Executive
Borough Solicitor	Vacant
Director of Environmental Services	Assistant Director of Environmental Services
Director of Development and Regeneration	
Borough Treasurer	Head of Strategic Finance and Accountancy
Director of Environmental Services	Group Manager, Regulatory Services
Chief Housing Officer	Group Manager, Regulatory Services

Statutory Appointments

Local Government Finance Act 1988

Chief Financial Officer Miss Susan Johnson
Borough Treasurer

Deputy

Mrs. Janet Pollard

Head of Paid Service

Mr Tony Oakman
Chief Executive

Local Government and Housing Act 1989

Monitoring Officer Mrs Helen Gorman
Borough Solicitor

Health and Social Care Act 2012

Director Of Public Health Ms. Wendy Meredith

G. The Council's Scheme of Delegation

Part 1: Guidance Notes

1. Decision Making

- 1.1. It should be noted that any decisions made under this Scheme are open to challenge and review. It is, therefore, important to be able to show that a decision has been made in a lawful way.
- 1.2. It is important to remember that decisions which are overturned will frequently have been successfully challenged because they have been reached following a flawed or improper process.
- 1.3. There are a number of areas of action and decision making by local authorities which typically give rise to challenge. They include:-
- failure to take into account relevant considerations;
 - taking into account irrelevant considerations;
 - acting so unreasonably such that no reasonable body of persons could have so acted;
 - failure of the Council to direct itself properly in law;
 - exercising a power for a purpose for which it was not conferred;
 - acting in bad faith or for an improper motive, fettering or failing to exercise discretion, or through improper delegation;
 - failure to consult properly;
 - failure to have proper regard to individual or collective rights in accordance with the statutory requirements e.g. Human Rights Act 1998, Freedom of Information Act 2000, Data Protection Act 2018 and the General Data Protection Regulations 2016;
 - failure to act fairly or observe procedural requirements;
 - failure to comply with the requirement that local government finance must be conducted on an annual basis; and
 - failure to have proper regard to the extent to which their own resources can be taken into account in deciding whether to make any provision.

2. Decision Making - Executive and Key Decisions

- 2.1 Regulation 8 of The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012 defines key decisions as:

“an executive decision, which is likely—

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an

area comprising two or more wards or electoral divisions in the area of the relevant local authority.”

- 2.2 Key decisions can normally only be made by the Cabinet/Executive Cabinet Member if they have been included on the Council’s Forward Plan and the report on which the decision is based has been available for public inspection for five clear days (cases of urgency and emergency powers have different procedures). When such decisions are made by the Cabinet/Executive Cabinet Member, a representative of the Monitoring Officer and Chief Finance Officer must be present and decisions must be recorded.

2.3 Key decisions taken by officers have to be included in the Council’s Forward Plan, the report has to be available for five clear days and decisions have to be recorded (see 3.4 below) as do any executive decisions made by the Cabinet or Executive Cabinet Members. Decisions taken by officers (in the main operational decisions) do not have to be recorded, but officers’ attention is drawn to paragraph 3.7. For the avoidance of doubt, a decision to expend £100,000 or more will be a key decision”

3. Decision Making – The Process

- 3.1. Before a Director or other designated officer takes a key decision under the Scheme, the Director/designated officer must satisfy him/herself where relevant as to the following matters:-

- (a) the facts upon which the decision must be based;
- (b) any legislative requirements, including the need to secure Best Value (in accordance with the Local Government Act 1999);
- (c) the strategies and policies contained in the Budget and Policy Framework and any plans policies, strategies, objectives, initiatives or procedures relating to their services or the Council;
- (d) any relevant national or regional guidance;
- (e) the available options;
- (f) the financial, staffing and legal implications, following consultations with Chief Finance Officer and the Monitoring Officer;
- (g) the views/advice of any appropriate statutory officer;
- (h) the views of any Ward member(s) where the report relates to a particular ward of the Borough;
- (i) any consultation undertaken, the views of any consultees and any other representations received;
- (j) any implications for any other areas of the Council’s activities including the views of any Director whose services may be affected and whether any consultation has taken place; and

(k) the Council's Constitution, including Standing Orders relating to contracts and Financial Regulations.

3.2 Officers are responsible for determining when further consultation and public participation would be appropriate.

3.3 Where a Director is taking a key decision, he/she should undertake consultation with the relevant Executive Cabinet Member/Cabinet Member before taking the decision.

3.4 Where an officer is empowered to make a key decision under the Scheme of Delegation, that officer shall complete a Record of Delegated Decision in respect of that decision which must include:-

(a) a record of the decision;

(b) the reasons for the decision;

(c) details of any alternative options considered and rejected by the Officer;

(d) a record of any conflict of interest declared, in relation to the decision, by any Executive Cabinet Member/Cabinet Member consulted by the officer who made the decision; and

(e) in respect of any declared conflict of interest a note of any dispensation granted by the Local Authority's Standards Committee.

3.5 Any report considered in the making of the key decision and the record of the key decision have to be available for inspection by members of the public as soon as reasonably practicable. Consequently, a report detailing the action taken will need to be submitted to the next Cabinet or relevant Executive Cabinet Member/Cabinet Member meeting and the Record of Delegated Decision will also be made available for perusal by all members of the Council.

3.6 A copy of each Record of Delegated Decision shall be kept from the date of a decision for a four year period and an electronic copy of each Record of Delegated Decision shall be sent to Legal Services.

3.7 Officers are also responsible for ensuring that consultation is undertaken, where appropriate, and especially where they are aware that the decision is likely to be controversial.

4 Referral

Whilst this Scheme of Delegation is designed to encourage officers to take responsibility for decisions, an officer should always consider the advisability of consulting the Chief Executive or the appropriate Director and/or the Executive Cabinet Member/Cabinet Member especially on matters involving the reputation of the Council to decide on the appropriate decision maker.

5. Member Consultation

Before an officer exercises delegated power to make a key decision, s/he must consult with the relevant Executive Cabinet Member/Cabinet Member and also with the appropriate Opposition Spokespersons. The appropriate Executive Cabinet Member/Cabinet Member may direct that an officer's delegated authority should not be exercised and that the matter should be referred to the Executive Cabinet Member/Cabinet Member for consideration.

6. **Decision Making - Giving Reasons**

There is a duty to provide adequate reasons for a decision. Adequate reasons should:

- deal with all the substantial points made;
- be sufficient so that it is clear whether an error in law has been made; and
- set out and explain, where appropriate, the key aspects of the rationale behind the reasons.

7. **Accountability**

Officers are accountable to the Council for any decision they make and may be required to report to, and to answer questions from, a Scrutiny Committee in respect of a decision which they make. Officers may also be required to account to or answer questions from the Local Ombudsman, Auditor, Inspector(s) or in court or other proceedings.

The delegations contained in this Scheme are subject to the provisions contained in Standing Orders Relating to Proceedings of the Council (And Other Formal Meetings) Orders 34(a), 34(b), 34(c) and 34(d).

Part 2: Powers to Chief Officers

Part 2, Section 1: Powers to All Chief Officers

- 1.1. Power to authorise expenditure in accordance with agreed budgets and, where there is an approved or delegated budget, to procure works, supplies and services subject to compliance with Standing Orders relating to Proceedings, Standing Orders relating to Contracts and Financial Procedure Rules.
- 1.2. Authority to act as the Proper Officer of the Council for the purpose of Sections 100D(1)(a) and 100D(5)(a) of the Local Government Act 1972 in respect of reports to The Cabinet/Executive Cabinet Members/Committees and Area Fora prepared in their names and, in the case of a joint report, the Proper Officer shall be the first mentioned Chief Officer for both these functions.
- 1.3. Authority to sign Statements of Truth for the purposes of commencing, conducting and defending proceedings in court.
- 1.4. For the purposes of the Town and Country Planning General Regulations 1992, or like regulation replacing or re-enacting the same, authority to make any necessary application for planning permission (subject to prior consultation with the Borough Solicitor) for any purpose to progress any project or scheme approved by the Council.
- 1.5. Authority to appoint staff below second tier level subject to arrangements being made to ensure member consultation in appointments considered by the Chief Officer, in consultation with the appropriate Executive Cabinet Member responsible for Human Resources and Cohesion and the Executive Cabinet Member/Cabinet Member responsible for the relevant service such member consultation to include a member of the major opposition party.
- 1.6. Authority, in consultation with the Chief Property Officer, to declare land and premises surplus to operational requirements or to accept an appropriation of any land and premises which are required for future use, with any terms and conditions or planning brief to be reported to the relevant Executive Cabinet Member/Cabinet Member and to the action being reported to the Executive Cabinet Member for Strategy and External Relationships.
- 1.7. Authority to apply for external funding and, where applicable, legal advice has been sought, to formally accept the funding and enter into a grant agreement.
- 1.8. Authority to award grant funding up to a maximum of £2,000.
- 1.9. Authority, in consultation with the Borough Solicitor, to work in partnership with other public bodies to jointly commission / procure works, supplies and services, subject always to 1.1 above.

Part 2, Section 2: Powers to the Chief Executive, the Director of Place, the Director of People, the Director of Corporate Resources, the Director of Public Health and the Managing Director (DASS)

1. Authority to award compensation under the Council's Complaints Procedures up to the value of £500 per person, in consultation with the Borough Solicitor.
2. Authority to make payments recommended by the Local Government Ombudsman, in consultation with the Borough Solicitor.

Part 2, Section 3: Powers to Chief Officers in Consultation With Members

1. In consultation with the Chair, Vice Chair and opposition spokesperson of the Planning Committee or the Licensing and Environmental Regulation Committee, authorisation to take any action on behalf of the Council in cases of urgency within the remit of the Committees, subject to a report to the next convenient meeting.
2. In consultation with the Chair of an Area Forum, authority to take any action on behalf of the Council in cases of urgency within the remit of the Forum subject to a report being submitted to the next meeting of the .

Part 2, Section 4: Executive Cabinet Members - The Emergency Powers Procedure

1. Authority to take any action on behalf of the Council in any cases of urgency in accordance with the following procedure:-

(a) Key Decisions

With the consent of the Chief Executive (or in their absence, the Director of Corporate Resources or the Borough Solicitor) consultation to be undertaken by the officer seeking to use emergency powers with the relevant Scrutiny Committee Chair (or Vice-Chair in the Chair's absence) with an explanation given as to why the emergency powers procedure is being used. The Executive Cabinet Member is authorised to take the decision and the relevant opposition members shall be informed in writing of the action proposed as soon as reasonably possible. A report then needs to be submitted to the next meeting of the Executive Cabinet Member, for information, detailing the actions taken and the reasons why; and

(b) Other Executive Decisions

With the consent of the Chief Executive (or in their absence, the Director of Corporate Resources or the Borough Solicitor), a written request to be made to the Executive Cabinet Member who has authority to take the decision, which request shall include an explanation as to why the Emergency Powers Procedure is being used, with a report being submitted to the Executive Cabinet Member's next meeting, for information, detailing the actions taken and the reasons why. Relevant opposition members should be informed in writing of any action taken using the Emergency Powers Procedure.

Part 2, Section 5: Powers to Deputies to Chief Officers and the Chief Executive

1. Chief Officers may delegate their powers to other officers as required by the Department's service needs.

Part 2, Section 6: Local Government (Contracts) Act 1997 Certificates

1. The Council will, subject to the exceptions set out below, indemnify the Chief Executive, and the Borough Solicitor (and any other Officers who are authorised to give certificates under the Local Government (Contracts) Act 1997 (as amended or re-enacted)) against any claims made against them (including costs incurred by and awarded against them) and will not itself make claims against them for any loss or damage (other than claims falling within the cover provided to their Officers under any policy of insurance taken out by the Officer) occasioned by neglect, act, error or omission committed by such Officer in the course of or in connection with signing a certificate within the meaning of the 1997 Act.

The exceptions are:-

- (a) Any amount which results directly or indirectly from the commission of a criminal offence of which the Officer is convicted, except where the Council, upon consideration of all the circumstances, determines that the Officer should nonetheless benefit from this indemnity; and
 - (b) Any amount directly or indirectly resulting from the fraud or dishonesty of the Officer.
2. This indemnity will not apply where:
 - (a) an Officer, without prior written approval of the Council, admits liability or compromises any claim falling within the scope of the indemnity; or
 - (b) the Officer signs the certificate and the Council has resolved that it will not apply.

Part 2, Section 7: Regulation of Investigatory Powers Act 2000 (RIPA)

1. That the undermentioned post holders (and any others specifically authorised by the Cabinet) be authorised to act as Authorising Officers, as defined within the Regulation of Investigatory Powers Act 2000, for applications to carry out surveillance for activities within that field of operation under Sections 21, 28 and 29 of the Regulation of Investigatory Powers Act 2000:

Environmental, Education and Enforcement Manager

Counter Fraud, Support Services and Recovery Manager

Head of Regulatory Services,

Head of Community Safety and Neighbourhoods

Development Manager (Enforcement)

Head of Service, Regulatory Services

Head of Service, Neighbourhood Services

Head of Audit and Risk Management

Part 3: Powers to the Chief Executive's Department

Part 3, Section 1: The Chief Executive

1. Authority in consultation with the Borough Solicitor to action decisions made by the Be Safe Bolton Strategic Partnership provided details of any action taken are reported to the next meeting of the relevant Executive Cabinet Member/Cabinet Member.
2. Power to authorise the payment of subscriptions and fees to professional bodies of which it is in the interests of the Council that Chief Officers should be in membership.
3. Authority to consider urgent grant requests not exceeding £5,000 and minor amendments to schemes previously approved under the Council's "Grants to Voluntary Groups" and "Area Forums' Voluntary Groups" budget subject to a report to the next Executive Cabinet Member/Cabinet Member/Area Forum meeting as appropriate.
4. Authority to award grants from the main grants scheme in cases of emergency and in accordance with the established criteria.
5. Authority to approve grants from the "Grants to Voluntary Organisations concerned with the Arts" and the "Grants related to Community Arts Activities" funds up to a maximum of £1,000 or 75% of eligible costs, whichever is the greater.
6. Authority to participate and/or be represented by any of the Chief Executives of any of the other Greater Manchester district councils, in Emergency Planning Major Incident arrangements involving toxic chemical or biological substances.
7. Authority to take any action which is required as a matter of urgency in the interests of the Council, in consultation with the Leader of the Council, if time permits, to deal with emergencies and disasters and the carrying out any of the functions under the Civil Contingencies Act 2004.
8. Power to authorise the attendance of any member at any relevant conference or seminar, subject to a report being submitted to the relevant Executive Cabinet Member/Cabinet Member meeting.
9. Authority to manage the membership of the Independent Remuneration Panel.

Crime And Disorder

10. Authority to take and authorise the taking of any action necessary under the Crime and Disorder Act 1998 (as amended or replaced) the Anti-Social Behaviour, Crime & Policing Act 2014 (as amended or re-enacted) or any other actions under the Police Reform Act 2002, together with any other actions by or on behalf of the

Council or the Be Safe Bolton Strategic Partnership under the Anti-Social Behaviour Act 2003 (as amended or re-enacted).

To the Chief Executive in Consultation With Members

11. In consultation with the Leader of the Council, authorisation to take any action on behalf of the Council in cases of urgency.
12. In consultation with relevant ward members, authority to take any urgent decisions relating to the ward area, within a Forum's terms of reference, with respect to grants and issues emanating from the approved area action plan, subject to a report being submitted to the next formal meeting of the Forum and that in the event of any ward member(s) failing to agree the proposed course of action the matter be dealt with at a formal meeting of the Forum to be arranged by the Chief Executive's Department as soon as is practicable.
13. In consultation with the appropriate Executive Cabinet Member/Cabinet Member, power to approve establishments of Departments including terms and conditions of services and the grading and re-grading of individual posts.

To the Chief Executive in consultation with the Chief Officers Appointments Panel

14. Authority to appoint Chief Officers and second tier Officers in accordance with the Council's appointments process.

To the Chief Executive

15. Authority, in consultation with the Borough Solicitor, to action decisions made by the following partnerships provided details of any action taken are reported to the next meeting of the relevant Executive Cabinet Member/the Cabinet:-
 - Active Connected and Prosperous Board ;
 - Bolton Community Homes
 - Be Safe Bolton Strategic Partnership
 - Great Lever Neighbourhood Management Partnership
 - Farnworth Neighbourhood Management Partnership
 - Joint Commissioning Committee
 - Bolton Safeguarding Adult Board
 - Bolton Safeguarding Children's Partnership
 - Integrated Care Partnership Board

Part 3, Section 2: Director of Corporate Resources

1. Power to decide on the eligibility of a charitable or other organisation for mandatory relief under Section 43 of the Local Government Finance Act 1988, and to grant discretionary relief under Section 47 of the Local Government Finance Act 1988 within the policy laid down by the Council.
2. Power to take all necessary action for the collection and recovery of the Council Tax, and all rates, including the National Non-Domestic Rates, and to take all

necessary action in connection with valuation proceedings for Council Tax and Non-Domestic Rating purposes.

3. Authority to undertake functions as Council Tax Collecting Authority under legislation relating to the same, except for the making and levying of the Council Tax.
4. Authority to design (to the extent permitted by legislation) and administer the Local Council Tax Support Scheme for all dwellings, including authority to use discretionary powers in special circumstances.
5. Authority to design (to the extent permitted by legislation) and implement the Local Welfare Provision Scheme.
6. Authority to locally approve and implement the National Pension Scheme.
7. Authority to pay accounts.
8. Authority to write off bad debts except where precluded from doing so by law up to a maximum of £5,000 in each case.
9. Authority to carry out Treasury Management activities consisting of borrowing, leasing and investment transactions.
10. Authority to process hardship claims in connection with the National Non-Domestic Rates and grant relief, where claims are in accordance with ~~the~~ section 49 of the Local Government and Finance Act 1988.
11. Power to determine applications for refund of National Non-Domestic Rates under section 9 of the General Rate Act 1967, as amended by Section 120 of the Local Government Finance Act 1988.
12. Power to determine applications made under section 44a of the Local Government Finance Act 1988, in respect of hereditaments which are partly occupied.
13. Power to issue Revenue Bills, in accordance with the Local Government and Housing Act 1989 and the Local Government Act 1972, up to the Council's legal limit in such denominations and to such bodies as he deems to be in the interest of the Council.
14. Power to impose and revoke penalties in relation to Council Tax
15. Authority to authorise individuals for the purposes of Section 110A of the Social Security Administration Act 1992.
16. Power to give written authority to officers including the authority to take decisions in cases of Housing and/or Local Council Tax Support Fraud, including any decisions as to sanctions/prosecutions and decisions/certification in accordance with Sections 116(2)(b) and 116(3)(b) of the Social Security Administration Act 1992 and Regulations 4, 5, 10 and 11 of the Council Tax Reduction Schemes (Detection of Fraud and Enforcement) Regulations 2013.

17. Authority to procure gas and electricity for the relevant financial year in compliance with the Standing Orders relating to Contracts and authority to agree variations to any contracts in place for the supply of gas and electricity.
18. Authority to negotiate the terms of admission body agreements and all other associated agreements with the Greater Manchester Pensions Fund.
19. Authority to appoint specified persons for the Greater Manchester Pensions Fund.
20. Authority to administer the Housing Benefit Scheme including the assessment and granting of Housing Benefit in relation to private accommodation in accordance with the Council's approved scheme, together with authority to use discretionary powers in special circumstances and to institute and conduct legal action for the recovery of housing benefit over-payments until such time as judgment by default is entered by the Council or a defence or a counter-claim is entered by the Defendant.
21. Authority to fix the rate of interest to be charged in accordance with the terms of the approved local scheme in respect of both private sector and sale of Council house mortgages.
22. Authority to invest Criminal Injuries Compensation awards received of up to £10,000 with an appropriate banker and to make alternative arrangements for the investment of awards greater than this amount, subject to having due regard to the need to strike a balance between security and a high rate of return.
23. Authority to invest up to £10,000 of any compensation recovered or monies inherited on behalf of any child for whom the Council exercises parental responsibility with an appropriate banker.
24. Authority to consider and make arrangements for the investment of awards of greater than £10,000 of any compensation recovered or monies inherited on behalf of any child for whom the Council exercises parental responsibility, subject to having due regard to the need to strike a balance between security and a high rate of return.
25. Authority to carry out financial accounting in relation to the Greater Manchester Road Authority Permit Scheme for the purpose of issuing the certificate required prior to prosecution for a permit offence confirming that a fixed penalty has not been received.
26. Authority to opt to tax buildings and/or land.
27. Authority to consider and determine Reviews of the Listing of Assets of Community Value under the Assets of Community Value (England) Regulations 2012, following consultation with consultees as appropriate, or in the absence of the Director of Corporate Resources, the Head of Audit and Risk Management.
28. Authority to obtain external advice as necessary.
29. Authority to approve the acceptance of the lowest tender submitted, in respect of items grant aided under the Council's "Grants to Voluntary Groups" where the grant aid is above £10,000.

30. Authority to monitor the application of the employment policy framework of the Council and departmental establishments through the medium of information supplied by Departments.
31. Authority to monitor the application of the valuing diversity policy framework of the Council through the medium of information supplied by Departments.
32. Authority to interpret and operate the various national and locally agreed conditions of service, together with supplemental local schemes approved by the Council, including involvement in appointment and promotion of staff, payment of removal expenses and lodging allowance, car allowances, long service retirement gifts, leave of absence and all aspects of staff remuneration and reward.
33. Power to implement the organisational development policy of the Authority and to monitor its application through the medium of information provided by Departments, including the granting of day release, study leave and financial assistance where necessary, together with the organisation and provision of courses to meet training needs.
34. Authority to represent the Authority in negotiations or disputes with trade union representatives and to maintain established procedures for consultation, grievance and disciplinary matters.
35. Responsibility for the health, safety and welfare of all employees and to provide as far as possible good working conditions.
36. Authority to determine applications for early retirement under the Council's scheme.
37. Authority to negotiate the terms of employee liability agreements with contractors to whom staff will transfer under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (or any replacement legislation, rules or regulations).

To the Director of Corporate Resources in consultation with the Borough Solicitor

38. Authority to indemnify officers and members in accordance with the Local Government (Indemnities for Members and Officers) Order 2004.
39. Authority to agree the terms of and sign Compromise Agreements on the termination of employment contracts in consultation with the Borough Solicitor.

To Officers of the Chief Executive's Department

40. Authority to the Corporate Procurement Manager to sign Confidentiality Agreements and Access Agreements with other public bodies to assist the Council in the joint commissioning / procurement of works, supplies and services.

Part 3, Section 3: The Borough Solicitor

1. Authority to complete all necessary legal formalities in order to give effect to any actions approved by the appropriate Executive Cabinet Member or the Cabinet, any

actions taken in this scheme of delegation, any actions under the terms of a contract and any actions required to formalise a variation or novation of a contract.

2. Authority to remove legal charges, restrictions and notices registered against property as a result of any action approved by the appropriate Executive Cabinet Member or the Cabinet or any action taken in this scheme of delegation.
3. Authority to obtain external advice and representation in relation to any legal matters or proceedings.
4. Authority to take or defend any legal action to protect the Council's interests, to incur reasonable costs in relation to the action and to bring it to the most satisfactory conclusion available.
5. Authority to act as the Proper Officer of the Council for the purposes of the Local Government Act 1972 Part VA (as amended) and the Local Authorities (Executive Arrangements) (Access to Information) Regulations 2000.
6. Authority to authorise (or discontinue authorisation for) any member of staff to appear as an advocate on behalf of the Council before the Magistrates and County Courts.
7. Authority to approve applications for, attach conditions to, renew or revoke grants of approval of premises for the solemnisation of marriages in accordance with the Marriage Act 1994.
8. Authority to commence and conduct proceedings in the Magistrates' Court for common assault, under the provisions of Section 222 of the Local Government Act 1972, where s/he is satisfied that an employee has been assaulted in the course of his or her employment by the Council, and that it is appropriate for the Council to commence proceedings.
9. Authority to complete all legal facilities with respect to schools converting to academy schools in accordance with the provisions of the Academies Act 2010.
10. Authority to hear and determine an appeal from a trader of a stall, a pitch or premises at any of the markets against a decision of the relevant Chief Officer with delegated authority relating to the day to day management control; there being no further right of appeal to any other body of the Council.
11. Authority to hear and determine an appeal from a licensee against termination of market licence for breach of agreement, there being no such appeal in the event of a major breach of condition or term of the licence.
12. Authority to hear and determine an appeal from a close member of the family against the refusal by the relevant Chief Officer with delegated authority for the grant of a new miscellaneous licence.
13. Authority to serve the appropriate notices as required under leases, licences and tenancies of stalls, pitches or premises granted by the Council at any of the markets to enable rent reviews to be implemented and agreements to be renewed.

14. Authority to serve the appropriate notices to terminate tenancies under the Landlord and Tenant Act 1954 where vacant possession of stalls, pitches or premises at any of the markets is required by the Council for a scheme previously approved by the Council and to take all the necessary action to recover possession of the stalls, pitches or premises and authority to pay the appropriate statutory compensation.
15. Authority in respect of all of the markets, including any private markets, to enforce automatic termination of licences and to take all necessary action to recover possession of the stall, pitch or premises.
16. Authority to take proceedings for unlawful occupation of any stalls at any of the markets.
17. Authority to serve Notice to Quit on Tenants of allotment plots in consultation with the Director of Place.
18. Authority to serve notices under Section 23 of the Local Government Miscellaneous Provisions Act 1976 and Section 154 of the Highways Act 1980 in respect of dangerous trees and to take any necessary action in connection therewith.
19. Authority to institute legal proceedings under the Protection of Badgers Act 1992.
20. Authority to sign documents conferring Exclusive Rights of Burial.
21. Authority, in consultation with the Director of Place, to institute legal proceedings in respect of offences under any Byelaws or Orders now or hereafter to be in force relating to Parks, Recreation Grounds, Open Spaces, Cemeteries, Crematoria and Allotments.
22. Subject to a requirement to report exceptional or unusual circumstances to the next meeting of Planning Committee, authority to enter or amend agreements and obligations regulating the development or use of land (Section 106 and 106A, Town and Country Planning Act 1990).
23. Authority to make Tree Preservation Orders.
24. Authority to confirm unopposed Tree Preservation Orders.
25. Authority to recover compensation in pursuance of the Town and Country Planning (Control of Advertisements) (England) Regulations 2007.
26. Authority to make directions restricting permitted development (Article 4, Town and Country Planning (General Permitted Development) (England) Order 2015).
27. Authority to take action in respect of the obstruction of rights of entry (Section 325, Town and Country Planning Act 1990).
28. Authority to require information as to interests in land.

29. Authority to seek injunctions restraining breaches of planning control, subject to reporting back to the next meeting of Planning Committee (Section 187B and Section 214A, Town and Country Planning Act 1990).
30. Authority to issue a letter in accordance with Section 172A of the Town and Country Planning Act 1990.
31. Authority to withdraw an enforcement notice or to waive or relax any requirement of such a notice (Section 173A, Town and Country Planning Act 1990).
32. Authority to serve and enforce statutory notices and apply for injunctions in connection with Section 23, 24 and 26AA of the Planning (Hazardous Substances) Act 1990.
33. Authority to serve, withdraw or relax Remedial Notices served pursuant to Sections 69 and 70 of the Anti-Social Behaviour Act 2003.
34. Authority to take the required legal action to implement decisions of or on behalf of the Council to create, stop up, extinguish, divert or modify public footpaths, bridleways and restricted byways.
35. Authority to initiate consultations prior to hazardous substances consent.
36. Authority to determine validity of claims for deemed consent (Section 11, Planning (Hazardous Substances) Act 1990).
37. Authority to maintain the register of hazardous substances consents (Section 28, Planning (Hazardous Substances) Act 1990).
38. Authority to determine applications and impose conditions on hazardous substances consent (Section 9, Planning (Hazardous Substances) Act 1990).
39. Authority to conduct proceedings and represent the Council in the Employment Tribunal.
40. Authority to take legal proceedings for the recovery of possession of premises in mortgage, when borrowers are in arrears and to instigate proceedings to re-vest in the Council dwellings previously sold to tenants.
41. Authority to make grants towards loss or disturbance of business and other allowances of persons affected as a result of action taken under the Housing Act 1985 within approved limits and to carry out all necessary formalities in respect of the same.
42. Authority to sign Settlement Agreements on the termination of employment contracts in consultation with the relevant Chief Officer with delegated authority.
43. Authority to determine applications for use of the Council's Heraldic Badge or part of the Council's Coat of Arms.

44. Authority to negotiate and enter into contracts relating to filming activities, sponsorship, marketing and events up to a value of £20,000 for each individual contract.
45. Authority to commission and enter into contracts for the provision of translation and interpretation services.
46. Authority to apply for injunctions under Part 1 of the Anti-Social Behaviour Crime and Policing Act 2014, to apply for warrants of arrest or committal proceeding in the case of a breach of an injunction, and to apply for the variation or discharge of an injunction as appropriate.
47. Authority to apply for a Criminal Behaviour Order under Part 2 of the Anti-Social Behaviour Crime and Policing Act 2014, and to apply for the variation or discharge of a Criminal Behaviour Order as appropriate.
48. Authority to apply for a Closure Order under Part 4 of the Anti-Social Behaviour Crime and Policing Act 2014 and to apply for the discharge of an order as appropriate.
49. Authority to issue cautions where the Council is so empowered by legislation, institute and conduct legal proceedings or take any other relevant enforcement action in order to protect the Council's interests where there has been a breach of legislation or common law.

To The Borough Solicitor and the Data Protection Officer

50. Authority to take any necessary action to ensure compliance by and on behalf of the Council in accordance with:
 - (a) the General Data Protection Regulation (Regulation (EU) 2016/679);
 - (b) the Data Protection Act 2018;
 - (c) the Law Enforcement Directive (Directive (EU) 2016/680);
 - (d) the Regulation of Investigatory Powers Act 2000;
 - (e) the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000;
 - (f) the Privacy and Electronic Communications (EC Directive) Regulations 2003, implementing the Electronic Communications Data Protection Directive 2002/58/EC;
 - (g) Freedom of Information Act 2000;
 - (h) Environmental Information Regulations 2004; and
 - (i) all other applicable laws and regulations relating to the protection, processing and sharing of personal data and privacy including where applicable guidance and codes of practice issued by the Information Commissioner

To Officers of Legal Services

51. Authority to officers within legal services to sign statements of truth and to certify documents.

52. Authority to the Acting Head of Legal Services, Acting Head of Projects and all Senior Lawyers to act as Authorised Sealing Officers and Authorised Signing Officers.

Part 4: Powers to the Department of People

Part 4, Section 1: The Managing Director (DASS), the Director of Operations Social Care and Health and Assistant Directors relating to Adult Services

1. Authority to approve approved mental health professionals to act in accordance with the requirements of section 114 of the Mental Health Act 1983 as amended in 2007.
2. Authority to sign Compromise Agreements on the termination of employment contracts in consultation with the Borough Solicitor.
3. Authority to facilitate the move of an individual who lacks capacity to new supported accommodation, without a signed tenancy in place, pending an application to the Court of Protection and for the tenancy, upon receipt, to be signed on behalf of the Council further to receipt of the Order from the Court.
4. Authority to determine applications from eligible persons and their representatives for a Deferred Payment Agreement and to enter into contracts for the same, subject to compliance with the Care Act 2014, The Care and Support (Deferred Payment) Regulations 2014 and all statutory or relevant guidance and subject to consultation with Legal Services.
5. Authority to implement the terms of and carry out the duties contained in any Alliance Agreement and any agreement entered into under section 75 of the National Health Service Act 2006 for the integration of health and social care, including the Integrated Care Partnership and authority to enter into, implement the terms of and carry out the duties of any further related section 75 agreement for the purpose of the integration of health and social care within the Bolton Borough.
6. Authority to supply suitable equipment and fund the alteration of property occupied by people with a physical disability
7. Authority to make loans to blind persons to purchase apparatus from the National League of the Blind - within the limits of the existing agreed scheme.
8. Decisions under the Care Act to include care and support for adults, support for carers, provision about safeguarding adults from abuse or neglect, care standards, to establish and make provision about Health Education England and about the Health Research Authority; to make provision about integrating care and support with health services; and for connected purposes.
9. Authority to act as the authorised officer for property and affairs deputyships, subject to a written record that the relevant officer holds the requisite qualifications and experience as laid down in relevant legislation and guidance.

10. The power to create a charge on property in respect of all debts due to the Council.

Part 4, Section 2: Powers to the Director of People and Assistant Directors relating to Children's Services

The Director of People and the Assistant Director of Staying Safe

1. Authority to grant assistance where there is reason to believe that such assistance would be constructively used in preventing the breakdown of or in the rehabilitation of a family.
2. Authority to approve grants to families in need and the making of loans to families in need under section 17 of the Children Act 1989.
3. Authority to make arrangements for the provision of accommodation to children under the provisions of Section 20 of the Children Act 1989.
4. Authority to arrange for the placement of children and young persons looked after by the Council, including the placement with family members.
5. Authority to conduct reviews of children in care, as required by Section 26 of the Children Act 1989.
6. Authority to make payments to foster parents looking after children, in accordance with the scale approved by the appropriate Executive Cabinet Member/Cabinet Member.
7. Authority to make payments to special guardians in accordance with the current Council policy relating to the same.
8. Authority to expend up to £7,500 in any one case in any one year on the provision of services or equipment, recreational or otherwise, to any child or young person looked after by the Council.
9. Authority to appoint visitors to certain children in care, as required by Schedule 2 of the Children Act 1989.
10. Authority to decide on cases where children might benefit from attendance in family support centres free of charge, irrespective of parents' income.
11. Authority to deal with applications for permission for children in care to go abroad on holiday with their foster parents.
12. Authority to reimburse the medical expenses incurred by applicants for the adoption of children in connection with the statutory medical examination.
13. Authority to carry out the various functions and requirements of the Adoption Agency and in particular to consent to the adoption of children or young persons where the consent of the Council is required and the payment of adoption allowances.

14. Authority to approve requests by foster parents for ex-gratia payments in respect of damage caused by foster children placed with them up to a value of £5,000 in any one case in any one year.
15. Following consideration of the recommendations of the Fostering and Adoption Panel, authority to assume the responsibility of the Adoption Agency (whose function is outlined in the Adoption Agencies Regulations 1983).
16. Following consideration of the recommendations of the Fostering and Adoption Panel, authority to determine all foster parent applications.
17. In cases deemed to be urgent, authority to approve foster parents.
18. Authority to provide financial support under Section 24 of the Children Act 1989 for furnishing and equipment and financial assistance under the Children (Leaving Care) Act 2000.
19. Authority to make decisions concerning the underwriting of legal fees in adoption cases for which the Authority is responsible.
20. Authority to take any appropriate action under the Children Act 1989, the Family Law Act 1996, the Adoption and Children Act 2002 and the Children and Families Act 2014 designed to safeguard, protect or promote the welfare of children in Bolton.
21. Authority to grant financial assistance towards the adaptation of property for foster parents where it is deemed that such action would be in the best interests of the foster children, subject to a maximum of £7,500.
22. Authority to make appointments to the Adoption and Fostering Panels.
23. Authority to approve the rota for visits to establishments and registered homes.
24. Authority to make an application to the Criminal Injuries Authority on behalf of a child in care for compensation under the Criminal Injuries Scheme, to sign any contingency fee forms necessary and to approve any settlement figure offered, subject to receipt of legal advice.
25. Authority to consent to the marriage of young persons where the consent of the Council is required.
26. Authority, in consultation with the Borough Solicitor, to action decisions made by Bolton Children's Trust and Associated Partnership Boards, and the Bolton Skills Board provided details of any action taken are reported to the next meeting of the relevant Executive Cabinet Member/Cabinet Member.
27. Authority to approve the change of name for any looked after child with the written consent of any other person who has parental responsibility for that child and delegate to the Borough Solicitor the completion of any legal documentation to affect the same.

The Director of People and all Assistant Directors of People

28. Authority to identify and assess children with Special Educational Needs.
29. The discretion to agree to and make payment of, fees in respect of children with Special Educational Needs who are placed in schools not maintained by the Council.
30. Authority to approve admissions to nursery, primary and secondary schools (in consultation with the Head Teachers concerned).
31. Authority to pay travelling expenses to school pupils.
32. Authority to make allowances for the provision of school uniform and ancillary equipment for schoolchildren.
33. Authority to make routine applications for the use of education premises within his/her department.
34. Authority to send statutory notices and to authenticate all documents required to be issued in connection with the provision of education within the borough.
35. Authority to determine a request for free transport to school in cases where s/he is of the opinion that there has been a dramatic change in a family's circumstances, subject to a report being submitted to the next available meeting of the Executive Cabinet Member/Cabinet Member and the Education Assistance Panel.
36. Authority to institute proceedings under the extended provisions of Section 547 of the Education Act 1996 (causing a nuisance on school premises).
37. Authority to institute and conduct proceedings under Sections 437-444 of the Education Act 1996 as amended, Schedule 26 to the Education Act 1996 and Section 36 of the Children Act 1989.
38. Authority to institute and conduct proceedings under Part II of the Children and Young Persons Act 1933 as amended and regulations made thereunder.
39. Authority to purchase books, audio-visual materials, equipment etc. for schools and the Youth Service and the circulating book stock for primary schools.
40. Authority to consider exceptions to the Home to School Transport Policy and to issue a free bus pass to pupils following consideration of an appeal in cases where the faith of the school is not one to which the parent adheres, on the production of evidence as detailed.
41. Authority to procure, in accordance with the Standing Orders relating to Contracts, services under the Apprenticeships, Skills, Children and Learning Act 2009 and negotiate contractual terms and conditions in respect of such procurement.
42. Authority in consultation with the Borough Solicitor to complete the necessary arrangements for schools converting to academies under the Academy Act 2010.

To the Director of People and Assistant Directors of People in relation to Children’s Services, in Consultation with the Borough Solicitor

43. Authority to administer an estate on behalf of a child in care where the child is the sole or main beneficiary, to hold monies on trust for such a child and to advance money or make maintenance payments for the benefit of such a child.
44. In relation to the Building Schools for the Future project and to the Strategic Partnering Agreement and the Facilities Management Agreement entered into between the Council and the Blackburn with Darwen and Bolton Local Education Partnership (“Agreements”), authority to:
 - (a) initiate a request for the delivery of additional services and negotiate services specifications on behalf of any school or educational facility in the Bolton borough in accordance with the Agreements; and
 - (b) enter into a Governing Body Agreement with the relevant school or educational facility under which the Council will agree to carry out those actions detailed in (a) above and, subject to Executive Cabinet Member/Cabinet Member/Cabinet approval, place an order for the additional services and the school or educational facility will agree to provide all necessary information to the Council and meet all costs associated with the proposed order for additional services.

Prior to the Council placing an order for additional services on behalf of a school or educational facility, a report shall be delivered to the appropriate Executive Cabinet Member/Cabinet Member or the Cabinet, as appropriate, detailing all action taken under the above and requesting authority to place an order.

To the Director of People, the Assistant Director of Inclusive Education and Learning, the Principal Education Social Worker and the Education Social Work Team Managers in consultation with the Borough Solicitor

45. Authority, in accordance with Section 223 of the Local Government Act 1972, as amended, to prosecute on the Council’s behalf or appear on their behalf in proceedings concerning the attendance of children at school before a Magistrates Court under the Children Act 1989, the Education Act 1996 as amended or re-enacted.

To the Director of People, the Assistant Director of Inclusive Education and Learning, the Teacher in charge of the Pupil Referral Units and the Staffing Subcommittee of the Management Committee

46. Authority to appoint teachers on Standard National Scale plus two responsibility points to the Pupil Referral Units.

To the Director of People and the Assistant Director of Inclusive Education and Learning

47. Authority to accept gifts for prize funds and to amend prize schemes consequent upon the reorganisation of education institutions.

To the Director of People and all Assistant Directors of People relating to Children's Services

48. Authority to exercise parental responsibility acquired through legal proceedings under the Children Act 1989 and/or the Adoption and Children Act 2002 in order to safeguard, protect or promote the welfare of children in Bolton.
49. Authority to institute or defend, on behalf of the Council, legal proceedings relating to the welfare of children and young persons and to sign all necessary documents.
50. Authority to act as Litigation Friend for legal claims in respect of any child for whom the local authority exercises parental responsibility.
51. Authority to exercise the powers of the Council under the Adoption Act 1976 or the Adoption and Children Act 2002.

Part 4, Section 3: Powers to the Director of People, Managing Director (DASS), Director of Operations Social Care and Health and All Assistant Directors within the Department of People

The Director of People, Managing Director (DASS), Deputy Director of People, Director of Operations Social Care and Health and All Assistant Directors of People

1. Authority to negotiate bookings for individual events shows etc. to be held at land/establishments under the control of his/her department.
2. Authority to waive or vary fees and charges of facilities under the control of his/her department.
3. Authority to approve and renew contracts with providers of social care services, after appropriate consultations, including discussions with the Executive Cabinet Member and only where in accordance with the Council's Standing Orders.
4. Authority to take all necessary action to comply with the Safeguarding Vulnerable Groups Act 2006 and any other legislation relating to the health and wellbeing of children and adults.

To the Director of People, Director of Public Health, Managing Director (DASS), Director of Operations Social Care and Health and all Assistant Directors of People in Consultation with the Borough Solicitor

5. Authority to commission personal care, services or facilities and enter into contracts pursuant to the Care Act 2014, National Health Service and Community Care Act 1990, the National Assistance Act 1948, the Chronically Sick and Disabled Persons Act 1990 and the Children Act 1989, the Local Government Act 2000 and the Health and Social Care Act 2001, the Health and Social Care Act 2012 and any other relevant legislation governing the Council's duties and powers to provider personal care services and facilities.

6. Authority to undertake such emergency procedures for the maintenance of premises as may be made necessary by unforeseen circumstances, subject to any action taken being subsequently reported to the appropriate Executive Cabinet Member/Cabinet Member and to any exception of Standing Orders relating to Contracts being recorded.

Part 4, Section 4: Powers to other Officers within the Department of People

To the Senior Head of Service (Staying Safe)

1. Authority to consent to the adoption of children where the consent of the Council as an Adoption Agency (under the Adoption and Children Act 2002) is required.

To the Director of People, the Managing Director (DASS), Director of Operations for Social Care and Health, Assistant Directors, all Heads of Service within the Department of People and the DoL Co-Ordinator

2. Authority to take any decision on behalf of the Council with regard to the Deprivation of Liberty Safeguards (Liberty Protection Safeguards) within the Bolton Borough and to provide any authorisations necessary to deprive a child or adult of their liberty under relevant legislation and guidance.

Part 4, Section 5: Powers to the Director of Public Health

1. Power to authorise in writing officers appointed whose functions include responsibility as proper officers or alternative proper officer be appointed 'Proper Officer' for the purpose of the following Acts and any Act or Acts extending or amending the same or incorporated therein and under any Orders or Regulations made under the Act or Acts:-

Public Health (Control of Disease) Act 1984;
 Public Health (Infection Diseases) Regulations 1988;
 National Assistance Act 1948;
 Milk and Dairies (General) Regulations 1959;
 National Assistance (Amendment) Act 1951.

2. Power to discharge any functions of the Council arising from:

The Health and Social Care (Community Health and Standards) Act 2003;
 National Health Service Act 2006;
 Licensing Act 2003;
 Local Government and Public Involvement in Health Act 2007;
 Health and Social Care Act 2012;
 Human Medicine Regulations 2012.

The Director of Public Health and all Assistant Directors of Public in conjunction with the Borough Solicitor

3. Authority to give all notices and institute legal proceedings in pursuance of the Public Health Act 1936 and to authorise in writing persons to enter onto land for the purposes permitted by the Act.

4. Authority to action decisions made by the Health and Wellbeing Board (Active, Connected and Prosperous Board) provided details of any action taken are reported to the next meeting of the relevant Executive Cabinet Member/the Cabinet.

Part 5: Powers to the Department of Place

Part 5, Section 1: Powers to the Director of Place, Deputy Director of Place and the Assistant Director of Economic and Regeneration relating to Planning Control and Related Matters

1. Authority to determine all planning applications except the following (unless such applications are to be refused because of lack of information, in which case the authority will still apply):
 - (a) applications for major development involving development of ten or more residential units, 1000 square metres or more floor space and/or where the site area is 1 hectare or more and where more than five objections containing valid material considerations have been received during the statutory consultation period and where the officer recommendation is not to refuse;
 - (b) applications for development pursuant to demolition of a Listed Building;
 - (c) applications that are substantively contrary to the Local Plan or Local Development Framework Proposal and the officer recommendation is to approve;
 - (d) applications referred by the Director of Place, Deputy Director of Place, Assistant Director Economic Development and Regeneration or the Head of Development Management, in consultation with the Chair and Vice Chair of Planning Committee, under one of the following criteria:
 - (i) a novel, finely balanced policy or precedent issues, which are not addressed either through the Council's Development Plan, any adopted Supplementary Planning Documents, or government planning policy as set out in the National Planning Policy Framework or any successor document; or
 - (ii) there are probity issues or public interest reasons for the matter to be determined by Planning Committee;
 - (e) applications where members of the Council have asked for the application to be placed before the Planning Committee because of identified significant material planning considerations raised by the proposal;
 - (f) applications containing any substantive changes to proposals including the terms of major planning agreements (usually specified at the time a major development application is reported to Planning Committee) where such changes are materially different to those specifically agreed by Planning Committee on an application previously determined by Planning Committee

subject in each case to a requirement to report exceptional or unusual circumstances to the next meeting of the Planning Committee.

2. Authority to impose conditions on planning permissions and other consents.
3. Authority to determine applications for the retention of buildings or works or the continued use of land.
4. Authority to determine applications for the development of land without complying with conditions subject to which a previous planning permission was granted in accordance with Section 73 Town and Country Planning Act 1990.
5. Authority to decline to determine applications in accordance with Sections 70A, 70B and 70C of the Town and Country Planning Act 1990, the Town and Country Planning (Development Management Procedure)(England) Order 2015 and Section 81 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
6. Authority to take enforcement action in relation to breaches of planning control including those relating to Listed Buildings and Conservation Areas and to take enforcement action relating to the removal or damage of protected trees.
7. Authority to take all steps to require proper maintenance of land under Section 215 of the Town and Country Planning Act 1990.
8. Authority to determine requests for non-material amendments to existing planning consents in accordance with the provisions of Section 96A of the Town and Country Planning Act 1990.
9. Authority to enforce the control of advertisements by means of a discontinuance notice or otherwise (Section 220-225, Town and Country Planning Act 1990).
10. Authority to determine applications and to issue certificates of lawfulness in accordance with Section 191 - 194, Town and Country Planning Act 1990.
11. Authority to determine non Local Authority applications for express advertisement consent.
12. Authority to determine applications to prune trees and refuse applications to fell trees.
13. Authority to decide whether trees to be felled in Conservation Areas should be the subject of Tree Preservation Orders.
14. Authority to dispense with the requirement to plant replacement trees for dead, dying or dangerous specimens (Section 206, Town and Country Planning Act 1990).
15. Authority to maintain the Register of Enforcement Notices and Stop Notices (Section 188, Town and Country Planning Act 1990).
16. Authority to maintain the registers of all Tree Preservation Order applications and all advertisement applications.

17. Authority to request that reserved matters be part of outline planning permission.
18. Authority to make consultations and carry out publicity prior to the determination of planning applications.
19. Authority to make representations in response to consultations by other authorities pursuant to the Town and Country Planning (Development Management Procedure)(England) Order 2015.
20. Authority to administer the Hedgerows Regulations 1997.
21. Authority to administer the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 including the provisions of scoping and screening opinions.
22. Authority to determine whether the prior approval of the Local Planning Authority is required under the provisions of The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) as appropriate, subject to the Council's scheme on delegated planning applications.
23. Authority to execute works required by enforcement notice (Section 178, Town and Country Planning Act 1990).
24. Authority to publicise applications affecting Conservation Areas and Listed Buildings.
25. Authority to take the appropriate action in accordance with the relevant regulations in respect of any planning application which is considered to involve a departure from the development plan.
26. Authority to make representations in response to consultations relating to Ecclesiastical Exemptions (Listed Buildings and Conservation Areas) Order 2010 and the Pastoral Measure 1983 and the Faculty Jurisdiction Measure 1964.
27. Authority to Control works for the alteration or extension of listed buildings (sections 7-19 of the Planning (Listed Buildings and Conservation Areas Act 1990).
28. Authority to object to a proposed felling licence in respect of trees to which a Tree Preservation Order relates (Section 15 of the Forestry Act 1967).
29. Authority to impose after-care conditions on mineral workings (Section 72(5) Schedule 5, Part I(2), Town and Country Planning Act 1990).
30. Authority to require the issue of Completion Notices (Sections 94 and 96 of the Town and Country Planning Act 1990).
31. Authority to define areas of special (advertisement) control.
32. Authority to respond to consultations by Government Departments formally indicating the kind of planning permission likely to be granted in respect of surplus land.
33. Authority to deal with all aspects relating to Interim Development Orders.

34. Authority to determine applications for deemed permission for development or express advertisement consent by a local authority in accordance with the criteria set out in Part 5, Section 2 paragraph 1(a)-(f) above.
35. Authority to determine applications for deemed permission for development of land vested in a local authority which it does not itself propose to carry out in accordance with the criteria set out in Part 5, Section 2 paragraph 1(a)-(f) above.
36. Authority to administer provisions and decide complaints submitted in respect of High Hedges pursuant to Part 8 of the Anti-Social Behaviour Act 2003.
37. Authority, in consultation with the Borough Solicitor to action decisions made by Bolton Strategic Economic Partnership, Bolton Skills Board, Bolton Innovation Zone Partnership and Bolton Community Homes – Strategic Housing Partnership provided details of any action taken are reported to the next meeting of the relevant Executive Cabinet Member/Cabinet Member.
38. Authority to consider whether an application to amend the register of town and village greens to include a town or village green is duly made and to carry out the pre-determined procedures as set out in the Commons Act 2006.
39. Authority, in accordance with Standing Orders Relating to Contracts, to commission specialist consultants up to a maximum of £100,000 per appointment to provide support to the Council in the event of a planning enquiry.

Part 5, Section 2: Powers to the Director of Place, Deputy Director of Place, the Assistant Director for Economic Development Regeneration and other officers where specified relating to Building Control Matters

1. Subject to a requirement to report exceptional or unusual circumstances to the next meeting of Planning Committee, authority to deal with the following matters:-
 - (a) Plans deposited under the Building Regulations 2010 (as amended) and Building Notices given under the Building Regulations 2010 (as amended).
 - (b) The approval or rejection of building plans under the following sections of the Building Act 1984 and the Building Regulations 2010 (as amended):-

Building Act 1984

Section 20	-	Special provisions as to buildings constructed of materials which are short-lived or otherwise unsuitable for use in permanent buildings.
Section 21	-	The provision of necessary drains to new buildings.
Section 24	-	Exits, entrances etc., to certain public and other buildings.
Section 25	-	The provision of sufficient water supply to new houses.
Section 72	-	Means of escape from fire.

- (c) The charging of fees under the Building (Local Authority Charging) Regulations 2010.
 - (d) The taking of action relating to fire protection pursuant to Section 61-66 of Part IV of the Greater Manchester Act 1981.
 - (e) Notices given under Part II of the Building Act 1984 (Supervision of Building Works other than by a Local Authority) and Regulations made thereunder.
 - (f) Carrying out the functions of the Council under the Building Act 1984 regarding ruinous, dilapidated or dangerous buildings and structures or neglected sites. Taking action under the appropriate Acts including the Local Government (Miscellaneous Provisions) Act 1982 for making secure unoccupied or damaged buildings open to trespass.
 - (g) The imposition of conditions relating to demolition of buildings under the provisions of the Building Act 1984 and authority to take appropriate action in cases where conditions imposed have not been complied with.
 - (h) Requiring the provision of entrances/exits etc. for buildings referred to in Section 24 of the Building Act 1984.
2. Authority to deal with all applications for the relaxation or dispensation of Building Regulations.
 3. Authority to serve notices requiring the owner of a property either to pull down or remove work carried out in contravention of the Building Regulations and for the Council to do work in default under the provisions of Section 36(3) of the Building Act 1984.
 4. Power in respect of naming and numbering of streets including renaming and renumbering.

To Officers of the Department of Place with responsibility for Building Control Matters

5. To Officers appointed to service the Council currently or in the future capacity of:-

Head of Development Management
Development Management (Building)
Principal Development Officer (Building)
Assistant Development Officer (Building)
Principal Development Technician

in the Building Control Section be authorised to enter upon land, buildings and structures for enforcement purposes and that the Director of Place and Deputy Director of Place be authorised to issue to such officers due authority in writing.

To the Director of Place in consultation with the Borough Solicitor (Subject to a requirement to report exceptional or unusual circumstances to the next meeting of Planning Committee)

6. Authority to conduct Appeals against certificates of appropriate alternative development, planning decisions, failure to determine planning applications, enforcement notices, listed building consent and conservation areas, and refusal of advertisement consent.
7. Authority to appear at hearings in respect of Secretary of State decisions relating to the review of planning decisions where compensation is claimed.
8. Authority to appear at hearings in connection with the granting or refusal of Certificates of Lawfulness.
8. Authority to appear at a hearing in connection with the confirmation of any purchase notice by the Secretary of State.
9. Authority to make representations in response to applications for heavy goods vehicle operating centre licences.
10. Authority to serve planning contravention notices and to institute proceedings for non-compliance with planning contravention notices (Sections 171C and 171D of the Town and Country Planning Act 1990).
11. Authority to conduct appeals against decisions of the Hazardous Substances Authority (Section 21 of the Planning (Hazardous Substances) Act 1990).
12. Authority to issue certificates under Article 5 of Tree Preservation Orders and authority to determine the amount of compensation payable in accordance with the Town and Country Planning (Tree Preservation) (England) Regulations 2012.
13. Authority to conduct appeals against decisions and Remedial Notices served pursuant to Part 8 of the Anti-Social Behaviour Act 2003.
14. Authority to serve, withdraw or relax remedial notices served pursuant to Section 69 and 70 of the Anti-Social Behaviour Act 2003.
15. Power to authorise Officers in the Department of Place to enter upon land to take any necessary action in connection with the following statutes as amended or re-enacted:-
 - Town and Country Planning Act 1990
 - Building Act 1984
 - Safety at Sports Grounds Act 1975
16. Authority to waive or vary non statutory and discretionary fees and charges for the services within the Department's remit in appropriate circumstances.
17. Authority to serve notices under Section 215 of the Town and Country Planning Act 1990.

Part 5, Section 3: Powers to the Director of Place, Deputy Director of Place, Assistant Director for Economic Development and Regeneration and other officers where specified, relating to Economic Development Matters

1. Authority to approve Bolton Town Centre Business Support grants up to £20,000.
2. Authority to introduce charges in respect of the Ask Bolton Libraries Service.
3. Authority to sign contracts with outside bodies of an economic nature in order to secure funding and deliver services for the benefit of local residents and businesses in accordance with the Council's Strategic economic development objectives, subject to the overall strategy being agreed by the appropriate Executive Cabinet Member/Cabinet Member.
4. Authority to award security grants up to 50% up to a maximum of £1,000 for retail applicants and £5,000 for industrial applicants within the terms and conditions of the grant provided suitable grant terms and conditions are imposed on the recipients.
5. Authority to award grants for environmental audits and subsequent environmental improvements up to 50% of the cost or not more than £5,000 provided suitable grant terms and conditions are imposed on the recipients.
6. Authority to approve grant assistance under the ERDF and ESF Schemes up to a maximum level of £1,000 (50% of the eligible cost) provided suitable grant terms and conditions are imposed on the recipients.
7. Authority to authorise grants up to £10,000 under the Business Expansion Grants Scheme provided suitable grant terms and conditions are imposed on the recipients.
8. Authority to approve applications of up to £1,000 in respect of Tourism Development. Details of such action to be reported to the appropriate Executive Cabinet Member/Cabinet Member provided suitable grant terms and conditions are imposed on the recipients.

To Officers of The Department of Place with responsibility for Economic Development Matters

9. Officers appointed to the service of the Council currently or in the future capacity of:-

Chief Planning Officer
 Head of Planning and Building Control
 Development Manager (Planning/Enforcement)
 Principal Development Officer (Planning)
 Development Officer Planner (Planning)
 Enforcement Officer
 Assistant Development Officer (Planning)

in the Planning Control Section of the Department of Place be authorised to enter any land for enforcement purposes; and that the Director of Place and Deputy Director of Place be authorised to issue to such officers due authority in writing (Section 196A, Town and Country Planning Act 1990).

10. Officers appointed to the service of the Council currently or in the future in the Planning Division of the Department of Place (or any successor Department) be authorised to enter any land in accordance with the following legislation and that the Director of Place and Deputy Director of Place be authorised to issue to such officers due authority in writing (Sections 209, 214B and 324, Town and Country Planning Act 1990, Section 88 Listed Building Act 1990 and Section 36 Planning (Hazardous Substances) Act 1990) and Section 74 of the Anti-Social Behaviour Act 2003.

Part 5, Section 4: Powers to the Director of Place, Deputy Director of Place, Assistant Director for Economic Development and Regeneration and other officers where specified, relating to Corporate Property Matters

Corporate Property Services

1. Authority to grant leases, licences and tenancies of all Council land and premises having a rental value of no more than £15,000 per annum for a term not exceeding twenty five years.
2. In consultation with the appropriate Executive Cabinet Member, authority to accept and complete a surrender of a lease.
3.
 - (a) Authority to consent to assignments or underlettings of leases and tenancies granted by the Council and complete such contractual documentation as required to give effect to the same.
 - (b) Authority to give consent to change of use and to agree to the release or variation of covenants contained in leases and tenancies granted by the Council.
 - (c) Authority to agree rent reviews for all relevant leases granted by the Council.
 - (d) Authority to enter into Deeds of Rectification where necessary in respect of leases granted by the Council.
4. Authority to deal with the day to day management of all Council land and or premises let on leases, licences and tenancies and where required by such agreements to give the Council's consent as landlord to matters contained therein.
5.
 - (a) Authority to advertise the intention to dispose of any land consisting or forming part of an open space in accordance with section 123(2A) of the Local Government Act 1972; and
 - (b) Subject to paragraph 1 above and paragraph 18 below, authority to dispose of land consisting or forming part of an open space where there are no objections to the advertisement of the intention to dispose of such land.

6. Authority to grant leases and licences to statutory undertakers.
7. Authority to conduct preliminary negotiations for the acquisition or disposal of any interest in land and/or premises without committing the Council at the request of a Chief Officer, subject to a report being presented to the appropriate Executive Cabinet Member.
8. Authority to purchase land and or premises required for a scheme previously approved by the Council or an Executive Cabinet Member at a price not exceeding £100,000 exclusive of costs per transaction.
9. Authority to grant and acquire easements and wayleaves and, where necessary, to enter into licences to enter onto third party land for the purpose of carrying out works.
10. Authority to deal with enfranchisement or extension of ground rents under the Leasehold Reform Act 1967 subject to an appropriate consideration based on values current at the time.
11. Authority in respect of ground rents of up to £50 per annum to enter into an agreement whereby the Council offers to cease collection of the ground rent or convert it to a peppercorn if demanded upon payment of an open market premium, the lease to remain in existence and the Council to issue a "Certificate of Redemption".
12. Authority to purchase ground and chief rents considered beneficial to the Council up to a maximum of £10,000 total but exclusive of fees in any one financial year.
13. Authority to enter into leases (and renew such existing leases) of land and buildings where the Council is the tenant up to a lease term length of 5 years and a rent of £10,000 per annum and the authority to agree rent reviews on land and on premises where the Council is tenant.
14. In consultation with the appropriate Executive Cabinet Member, authority to renew leases of land and buildings where the Council is the tenant and the Council has the right to renew under the Landlord and Tenant Act 1954.
15. Authority to carry out and agree rent reviews in respect of leases where the Council is the landlord or the tenant and a rent review is provided for in the lease.
16. Authority to instigate proceedings for unlawful occupation of any Council-owned property.
17. Authority to take appropriate action under Section 7 of the Animals Act 1971 where animals stray onto Council land.
18. Authority to dispose of minor holdings of land and/or premises save for land held on trust, which is surplus to the requirements of the Council up to a maximum of £100,000 total (in any one sale) but exclusive of fees.
19. Power to dedicate Council - owned land as highway to be maintained at public expense.

20. Authority to approve reports on the amounts of compensation for interests in land and premises included in Compulsory Purchase Orders.
21. Authority to terminate leases, licences and tenancies of business premises or land in Council ownership, and to take all necessary action to recover possession of the premises/land.
22. Authority to serve the appropriate notices as required under leases, licences and tenancies of all Council land and or premises and take all necessary action:
 - (a) to enable rent reviews to be implemented;
 - (b) to enable leases, licences and tenancies to be renewed;
 - (c) in respect of dilapidations; and
 - (d) in respect of any other matters related to the lease, licence or tenancy.
23. Authority to serve the appropriate notices to terminate tenancies under Landlord and Tenant Act 1954 where vacant possession of premises and/or land is required by the Council for a scheme previously approved by the Council or the appropriate Executive Cabinet Member and to take all necessary action to recover possession of the premises/land and authority to pay the appropriate statutory compensation.
24. Authority to order the demolition of properties purchased for a scheme requiring their demolition or where they are certified as being dangerous to the public.
25. Acting as landlord or tenant, authority, in consultation with the Borough Solicitor, to negotiate and settle any dilapidations claims.
26. Authority to serve a notice and take all appropriate action under sections 172 to s179 of the Housing and Planning Act 2016.

To the Chief Property Officer in consultation with the Borough Solicitor

27. Authority to recover rent, licence fees and/or use and occupation arrears in respect of any Council premises, including but not limited to rent for stalls, pitches or premises at any markets on Council land and use and occupation charges and any professional fees due to the Council in respect of the aforementioned.

Part 5, Section 5: Powers to the Director of Place, Deputy Director of Place, Assistant Director for Economic Development and Regeneration and other officers where specified, relating to Housing Matters

Housing Strategy matters

1. Authority to determine applications under Part XVI Housing Act 1985 including the approval of grant aid in respect of a qualifying dwelling or the re-purchase of former Council houses where it would be unreasonable to expect the owners to secure or await the carrying out of the work required, subject to approved limits.
2. Authority to give financial assistance up to a maximum of £30,000 in matters relating to housing policy, including assistance granted in accordance with the Private Sector Housing Policy.

3. Authority, in consultation with the Chief Property Officer and subject to finance being available, to enter into negotiations for the acquisition of individual houses in Housing Renewal Areas.
4. Authority to waive individual renovation grant repayments not exceeding £15,000.
5. Authority to apply for external funding provided the appropriate Executive Cabinet Member/Cabinet Member approves any grant conditions imposed by the relevant funder prior to formal acceptance of the funding.
6. Authority to operate a National Mobility and/or Tenants Exchange scheme

To The Director of Place in Consultation with the Borough Solicitor

7. Authority to provide services to Bolton at Home Limited under an agreement dated 28th March 2011 and entered into between the Council and Bolton at Home Limited (“Agreement”) as varied from time to time.
8. Authority to negotiate and agree variations to the services which the Council has agreed to provide to Bolton at Home Limited under Schedule 12 of the Agreement and which Bolton at Home Limited have agreed to provide to the Council under Schedule 13 of the Agreement.
9. Authority to allow owner occupiers with an outstanding Council mortgage to rent out the mortgaged property.
10. Authority to negotiate a settlement in respect of claims by mortgagees for negligence and/or breach of statutory duty in respect of properties mortgaged by the Council.
11. Authority to waive individual grant repayments not exceeding £10,000.

Housing Services Matters

1. Authority to carry out the duties and responsibilities of the Council under the relevant Housing Acts – Housing the Homeless.
2. Authority to manage caravan sites.
3. Authority for the allocation, termination and the management of tenancies or licences of dwellings, in accordance with the Council’s policies.
4. Authority to initiate the removal of unauthorised traveller encampments.
5. Authority to carry out the duties and responsibilities of the Council as the proper officer in relation to the relevant Housing Act, Housing Conditions, Licensing of Houses in Multiple Occupation, Selective licensing of Other Residential Accommodation and Additional Control Provisions in relation to Residential Accommodation.

6. Authority to serve Notice to Quit on occupants of Local Authority hostel or other temporary accommodation in cases where there is three weeks or more use and occupation charges in arrears.
7. Authority to serve Notice to Quit in cases, other than where there are use and occupation charge arrears, where it is proposed to take action for the recovery of possession of Local Authority hostel or other temporary accommodation.
8. Authority to carry out enforced sales under the Town and Country Planning Act 1990, Housing Act 2004, Building Act 1984 and the Environmental Protection Act 1990 in conjunction with the Borough Solicitor.
9. Authority to take enforcement action and institute legal proceedings under the following Acts:-
 - (a) Protection from Eviction Act 1977; and
 - (b) Protection from Harassment Act 1997.
10. Authority to postpone or waive repayment of discount charges and other permissions required in relation to former Council houses.
11. Authority to serve notices and/or certificates under the Rent Act 1977 and the Local Government (Miscellaneous Provisions) Act 1976.
12. Authority to serve and enforce Closing Orders under the Housing Act 1985.

To Officers of the Department of Place

1. Authority to the following officers:
 - Accommodation Services Manager
 - Head of Community Housing Services
 - Advice & Options Services Manager
 - Head of Economic Development
 - Head of Regulatory Services
 - Principal Environmental Health Officer
 - Environmental Health Officer
 - Technical Officer
 - Special Projects Officer

to act as an Officer/Inspector within the Bolton Borough in connection with the Acts listed below, as modified and re-enacted and to act as an Officer/Inspector for any offence under any legislation, or at common law, which is of a similar nature or related to the Acts listed below, including offences of aiding, abetting, counselling and procuring, incitement, conspiracy, perverting the course of justice and criminal attempts and, where appropriate to:

- (i) Serve notices;
- (ii) Institute legal proceedings;
- (iii) Exercise registration and licensing functions;
- (iv) Grant, refuse, renew, vary or revoke approvals permits or consents;
- (v) Issue certificates; and
- (vi) Make determinations

in relation to any offence or alleged offence under the following:

- (a) Building Act 1984
- (b) Caravan Sites and Control of Development Act 1960
- (c) Clean Air Act 1993
- (d) Clean Neighbourhoods and Environment Act 2005
- (e) Courts and Legal Services Act 1990
- (f) Criminal Justice and Police Act 2001
- (g) Criminal Justice Act 1967
- (h) Criminal Justices Act 1988
- (i) Environmental Protection Act 1990
- (j) Energy Act 2013
- (k) Greater Manchester Act 1981
- (l) Housing Acts 1985, 1996 & 2004
- (m) Housing Grant and Construction and Regeneration Act 1996
- (n) Local Government (Miscellaneous Provisions) Act 1976 & 1982
- (o) Local Government and Housing Act 1989
- (p) Magistrates Court Act 1980
- (q) Noise and Statutory Nuisance Act 1993
- (r) Prevention of Damage by Pests Act 1949
- (s) Public Health (Control of Diseases) Act 1984
- (t) Public Health Acts 1936 and 1961
- (u) Public Health Amendment Act 1907
- (v) Town and Country Planning Act 1990
- (w) Water Act 1989 & 1999
- (x) Water Industry Act 1991

To the Director of Place in Consultation with the Borough Solicitor

1. Authority to agree variations with the Consortium and/or the Home Office in relation to the Asylum Seeker and Refugee contracts and in relation to the provision of accommodation or services.
2. Authority to carry out pruning, felling, removal and replacement of trees in Bolton town centre that have outgrown their location, cause security concerns or conflict with proposed development.

Part 5, Section 6: Powers to the Director of Place, Deputy Director of Place and the Assistant Director for Neighbourhood and Regulatory Services relating to Leisure Matters

Leisure Matters

1. Authority to determine applications for free or concessionary use of leisure facilities, together with specific reductions and negotiated bookings and that the ward councillors affected by the proposals be consulted, where appropriate.

Part 5, Section 7: Powers to the Director of Place, Deputy Director of Place and the Assistant Director for Neighbourhood and Regulatory Services relating to Neighbourhood Services Matters

1. Authority to deal with applications to hold religious open air services in Parks and Cemeteries.
2. Authority to issue tenancy agreements for allotments and to deal with cultivation procedures, financial control, promotion, horticultural advice and general site maintenance in connection with allotments.
3. Authority to work in partnership with associations and / or site secretaries in relation to the development of self-managed allotments.
4. Authority to negotiate bookings and approve the details of arrangements for individual events, fairs, markets, shows etc. to be held at land/establishments under the control of the Department of Place.
5. Authority to deal with appropriations of land, subject to maintenance budget provisions being in place.
6. Authority to deal with applications for the use of outdoor recreational facilities and the provision of tuition.
7. Authority to determine minor applications (up to the limit of £2,000) for the provision of refreshment facilities in connection with the promotion and development of outdoor recreation in Bolton.
8. Authority to approve special concessionary bookings and opening hours of outdoor recreation facilities.
9. Authority to take such steps as are necessary to discharge the obligations of the statutory duty conferred by sections 149 -152 of the Environmental Protection Act 1990 dealing with stray dogs found in the area of the authority.
10. Authority to enter into permanent and temporary arrangements in order to discharge all or part of the responsibility to deal with stray dogs and to sign agreements with a person or persons specifying service provision for which they are to be contracted.
11. Authority (in consultation with the relevant Executive Cabinet Member/Cabinet Member) to identify areas for designation under Dog Control Orders within the Clean Neighbourhood and Environment Act 2005.

12. Authority to take such steps as are necessary to discharge the following with respect to the enforcement of the Fixed Penalty Notice scheme for Environmental Crime :-
- the maintenance of appropriate systems of delivery;
 - the payment or repayment of any sums of money;
 - the appointment and authorisation of persons to issue fixed penalty notices;
 - the issuing of operational instructions to the Council's enforcement officers and any contractor (including Police Community Support Officers) working on behalf of the Council;
 - the issue of all legal proceedings required for the scheme;
 - appropriate monitoring of the scheme as required by Government departments
13. Authority to put into place arrangements for the appeal of contested fixed penalty notices prior to the commencement of court proceedings.
14. Authority to manage trees and woodlands in accordance with the relevant Council policy in force at the time.
15. Authority to negotiate bookings for individual events, shows etc. to be held at land/establishments under the control of the Department of Place.

Part 5, Section 8: Powers to the Director of Place, Deputy Director of Place, the Assistant Director for Neighbourhood and Regulatory Services and other officers where specified, relating to Regulation and Enforcement Matters

1. Authority to the Director of Place and the following officers (acting individually):
- Deputy Director of Place
 - Assistant Directors
 - Head of Regulatory Services
 - Head of Neighbourhood Services
 - Head of Community Safety
 - Head of Highways and Engineering
 - Senior Engineering Manager
 - Education and Enforcement Manager
 - Principal Officers
 - Environmental Health Officers
 - Trading Standard Officers
 - Licensing Officers
 - Licensing Enforcement Officers
 - Enforcement Officers

- Trade Waste Officers
- Team Leaders
- Inspectors
- Dog Wardens
- Technical Officers
- Technical Assistants
- Waste Prevention and Recycling Officers

to serve notices, make designations, issue consents, take enforcement action and, in consultation with the Borough Solicitor, institute legal proceedings under the provisions of the following Acts (as amended or re-enacted) and any Orders or Regulations made under the same:

- Environmental Protection Act 1990 (Part II Collection of Waste; Part IV Litter)
- Environmental Protection Act 1990 (Part VIII miscellaneous – Control of Dogs s149 -152)
- Clean Neighbourhoods and Environment Act 2005
- Public Health Acts 1936 and 1961
- Control of Pollution Act 1974 (Part I Waste)
- Control of Pollution (amendment) Act 1989
- Refuse Disposal (Amenity) Act 1978
- Dangerous Dogs Act 1991
- Dogs Act 1871
- The Control of Dogs Order 1992
- Dogs Act 1906
- Guard Dogs Act 1975
- Litter Act 1983
- Protection of Animals Act 1911
- Animal Welfare Act 2006
- Control of Pollution Act 1974 (Part I Waste)
- Anti-Social Behaviour Act 2003 (Part 6 Graffiti and Fly-posting)
- Anti-Social Behaviour Crime and Policing Act 2014
- Criminal Damage Act 1971
- Highways Act 1980
- Town and Country Planning Act 1990
- Traffic Management Act
- Environmental Act 1995
- Refuse Disposal (Amenity) Act 1978

- Rights of Way Act 1932
 - Countryside and Rights of Way Act 2000
 - Flood and Water Management Act 2010
2. In conjunction with the Borough Solicitor, authority to give all notices in pursuance of the Highways Act 1980 and Public Health Act 1936 and Water Industry Act 1991 and Land Drainage Act 1991.
 3. In conjunction with the Borough Solicitor, authority to institute legal proceedings in pursuance of the Highways Act 1980 and Public Health Act 1936 and Water Industry Act 1991.
 4. Authority to the Director of Place and the following officers (acting individually):
 - Deputy Director of Place
 - Heads of Service within the Department of Place
 - Community Safety Manager
 - Anti-Social Behaviour Coordinator
 - Principal Environmental Health Officer
 - Environmental Health Officer
 - Technical Officer
 - Special Projects Officer
 - Trading Standards Officer
 - Principal Officer
 - Licensing Officer
 - Licensing Enforcement Officers
 - Technical Officer
 - Environmental Education & Enforcement Manager
 - Senior Environmental Enforcement Officer
 - Environmental Enforcement Officer
 - Dog Warden

to issue Community Protection Notices under the Anti-Social Behaviour Crime and Policing Act 2014.

5. Authority to the Director of Place in conjunction with the Borough Solicitor and in consultation with the relevant Executive Cabinet Member to make and review Public Spaces Protection Orders.
6. Authority to the Deputy Director of Place or Heads of Service or Assistant Directors within the Department of Place in conjunction with the Borough Solicitor to authorise the issue of a Closure Notice under section 77 of the Anti-Social Behaviour Crime and Policing Act 2014 for up to 24 hours.
7. Authority to the Chief Executive to authorise the extension of a Closure Notice for a maximum of 48 hours under Section 77 of the Anti-Social Behaviour Crime and Policing 2014 and to designate all Chief Officers within the Department of Place to exercise this function on their behalf in conjunction with the Borough Solicitor.

Authority to the Enforcement Manager, Enforcement Officers, Team Leaders, Chargehand Enforcement Officers, Neighbourhood Care Operatives and Police Community Support Officers (acting individually)

8. Authority, in accordance with the Local Government Act 1972 to issue fixed penalty notices on behalf of the Council for the following offences:-
- (a) littering and fly-tipping;
 - (b) failure to remove dog faeces;
 - (c) failure to keep a dog on a lead;
 - (d) allowing a dog to enter a designated area;
 - (e) failure to put a dog on a lead when directed by an authorised officer; and
 - (f) graffiti or fly posting.

Part 5, Section 9: Powers to the Director of Place, Deputy Director of Place, the Assistant Director for Neighbourhood and Regulatory Services and other officers where specified, relating to Licensing Matters

1. Authority to grant, transfer or renew:-

- (a) Hackney Carriage Vehicle and Driver Licences;
- (b) Private Hire Vehicle and Driver Licences

subject to the applicant meeting the Council's criteria set out in the Council's Statement of Fitness and Suitability and subject to the Council's standard conditions, together with any additional conditions recommended by the Borough Solicitor.

2. Authority to refuse to grant, transfer or to renew Hackney Carriage or Private Hire Driver, Vehicle or Operator Licences where an applicant fails to meet the criteria set out in the in the Council's Statement of Fitness and Suitability or any other relevant Council policy or any application requirements in force at the time.

3. Authority to suspend or revoke Hackney Carriage or Private Hire Driver, Vehicle or Operator Licences where:

- a. the licence fee is paid under a Licence Payment Plan and there is reasonable cause to do so due to a failure to maintain payments in accordance with the Plan; and/or
- b. the vehicle has become classified as a Category S (previously Category C) insurance 'write off' after the 1st June 2015; and/or
- c. the vehicle proprietor has failed to submit the vehicle for a midyear test and the vehicle is still being used as a Private Hire or Hackney Carriage Vehicle or the licence holder has failed to notify the Council that the vehicle is no longer being used as a Private Hire or Hackney Carriage Vehicle

4. In consultation with the Chair or Vice-Chair of the Licensing and Environmental Regulation Committee, authority to suspend or revoke a licence granted to a person:
- (a) who has been convicted of offences relating to drugs, alcohol, indecency, dishonesty or violence, and
 - (b) where the Director of Place is satisfied that the licence holder is not a fit and proper person to hold such a licence or there is any other reasonable cause and where any such action is in the interests of public safety.

and any suspension referred to in (a) and (b) above shall continue until such time as the Licensing and Environmental Regulation Committee can consider the matter.

5. Authority to issue warning letters in relation to low level matters (as detailed in Council's Statement of Fitness and Suitability or any other relevant Council guidance) including but not restricted to motoring convictions.
6. Authority to the Licensing Principal Officers, Head of Service in Licensing, Assistant Director for Neighbourhood and Regulatory Services, Deputy Director of Place and the Director of Place to refuse Private Hire and Hackney Carriage Driver Licence applications where the applicant has declared a conviction subject to the Council's Statement of Fitness and Suitability or any other relevant Council guidance.
7. Power to approve suitable advertisements for display in the approved places on Hackney Carriages with power to refuse advertisements which may be offensive, indecent or otherwise unsuitable.
8. Authority to consider requests for derogation from the vehicle identification requirements.
9. Authority to determine applications for all over full livery commercial advertising on licensed Hackney Carriages.
10. Power to determine the suitability of films shown in the Borough and the authority to refer films which are considered likely to be unsuitable for public viewing for further consideration by the Licensing and Environmental Regulation Committee.
11. Power to approve the exhibition of "18" or "R18" films except where films are considered contentious or objectionable.
12. Power to approve applications for foyer and auditorium charity collections in cinemas.
13. Authority to the Director of Place and the following specified officers (acting individually):
- Deputy Director of Place
 - Assistant Directors of Place
 - Head of Regulatory Services

- Head of Neighbourhood Services
- Head of Community Safety
- Principal Officers
- Environmental Health Officers
- Trading Standard Officers
- Education and Enforcement Officer
- Trade waste officer
- Licensing Officers
- Licensing Enforcement Officers
- Licensing Enforcement Officers
- Team Leaders
- Inspectors
- Dog Wardens
- Technical Officers
- Technical Assistants

To exercise powers under and, in consultation with the Borough Solicitor, to institute legal proceedings under:-

- (a) Town Police Clauses Act 1847
- (b) Local Government (Miscellaneous Provisions) Act 1976
- (c) Greater Manchester Act 1981
- (d) Local Government (Miscellaneous Provisions) Act 1982
- (e) Transport Act 1985
- (f) Police, Factories, etc. (Miscellaneous Provisions) Act 1916
- (g) House to House Collections Act 1939
- (h) Betting, Gaming and Lotteries Act 1963
- (i) Licensing Act 2003
- (j) Gambling Act 2005
- (k) Police Reform and Social Responsibility Act 2011
- (l) Equality Act 2010
- (m) Scrap Metal Dealers Act 2013

14. Authority to the Director of Place and to those Officers detailed at the paragraph above, to grant, issue or renew or refuse (where appropriate) the following and collect any licence fees in respect of the same-

- (a) Street Trading Consents and Licences
- (b) Street Collection Permits (subject to relevant Regulations)
- (c) Lottery Registration (subject to relevant Regulations)
- (d) Second Hand Goods Dealer Registrations

- (e) Site Licences and Collector's Licences under the Scrap Metal Dealers Act 2013
- (f) House to House Collection Licences

15. In relation to the Licensing Act 2003 (as amended) and in accordance with the Council's Statement of Fitness and Suitability or any other relevant Council guidance, authority to the Director of Place and those Officers detailed at paragraph 14 above, to grant, issue or make a decision with regard to:-
- Personal Licence (where no relevant representation is received)
 - Premises Licence (where no relevant representation is received)
 - Club Premises Certificate (where no relevant representation is received)
 - Provisional Statement (where no relevant representation is received)
 - Variation of Premises Licence (where no relevant representation is received)
 - Variation of Club Premises Certificate (where no relevant representation is received)
 - Variation of Designated Premises Supervisor (if no police representation made)
 - Approval of request to be removed as Designated Premises Supervisor
 - Transfer of a Premises Licence (if no police representation made)
 - Interim Authority (if no police representation made)
 - To decide whether a representation is irrelevant, frivolous, vexatious or repetitious
 - To accept or reject an application for a minor variation and where an application is accepted, to determine it
 - To decide whether to consult other Responsible Authorities on a minor variation application
 - To make representations on behalf of the Licensing Authority in its capacity as a Responsible Authority
 - To issue a counter notice in respect of a Temporary Events Notice
16. Authority to the postholders of the positions detailed at paragraph 14 above to enter upon land to take any necessary action in connection with the Licensing Act 2003 as amended or re-enacted, subject to the requirement to report exceptional or unusual circumstances to the next meeting of the Licensing and Environmental Regulations Committee.
17. Authority to the postholders of the positions detailed at paragraph 14 above to act as Officers/Inspectors within the Borough for the purposes of carrying out the Acts, Orders and Regulations referred to in paragraph 14 above (Licensing Matters).

Part 5, Section 10: Powers to the Director of Place, Deputy Director of Place, the Assistant Director for Neighbourhood and Regulatory Services and other officers where specified, relating to Environmental Health and Trading Standards Matters

1. Authority under Section 20(2)(c)(i) of the Health and Safety at Work Etc. Act 1974 to grant authority to persons other than Inspectors to accompany Officers entering premises.
2. Authority (for the purposes of enforcing Health and Safety legislation) to transfer control of premises from the Local Authority to the Health and Safety Executive and

to accept the transfer of control of premises from the Health and Safety Executive to the Local Authority where there is agreement between the two enforcing authorities that the transfer should take place.

3. Power to authorise in writing, as appropriate, those officers appointed to the service of the Council to act as Officers/Inspectors within the Borough for the purposes of carrying out powers and duties under the acts referred to in this Part 5.
4. Power to give consent in writing to officers of another local authority to make enquiries within the borough under the provisions of the Video Recordings Act 1984.
5. Appointment of Public Analyst for Bolton under the provisions of section 27 of the Food Safety Act 1990 and of Agricultural Analyst under section 67 of the Agriculture Act 1970.
6. Authority to the Director of Place and the following officers (acting Individually):
 - Deputy Director of Place
 - Assistant Directors of Place
 - Head of Regulatory Services
 - Head of Neighbourhood Services
 - Head of Community Safety
 - Principal Officers
 - Environmental Health Officers
 - Trading Standard Officers
 - Licensing Officers
 - Licensing Enforcement Officers
 - Enforcement Officers
 - Education and Enforcement Manager
 - Trade waste officers
 - Team Leaders
 - Inspectors
 - Dog Wardens
 - Technical Officers
 - Technical Assistants

to act as an Officer/Inspector within the Bolton Borough in connection with the Acts listed below, as modified and re-enacted and to act as an Officer/Inspector for any offence under any legislation, or at common law, which is of a similar nature or related to the Acts listed below, including offences of aiding, abetting, counselling and procuring, incitement, conspiracy, perverting the course of justice and criminal attempts and, where appropriate to:

- (a) Serve notices;
- (b) Institute legal proceedings;
- (c) Exercise registration and licensing functions;

- (d) Grant, refuse, renew, vary or revoke approvals permits or consents;
- (e) Issue certificates; and
- (f) Make determinations

in connection with the following Acts and any Act or Acts as amended or re-enacted:

- Accommodation Agencies Act 1953
- Administration of Justices Act 1970 and 1985
- Agricultural (Health, Safety and Welfare Provisions) Act 1956
- Agricultural Produce (Grading and Marking) Acts 1928 and 1931
- Agriculture (Miscellaneous Provisions) Acts 1963-1976
- Agriculture Act 1970
- Animal Boarding Establishments Act 1963
- Animal Health Act 1981
- Animal Health and Welfare Act 1984
- Animal Welfare Act 2006
- Anti-Social Behaviour Act 2003
- Breeding of Dogs Acts 1973 and 1991
- Breeding and Sale of Dogs (Welfare) Act 1999
- Building Act 1984
- Business Names Act 1985
- Cancer Act 1939
- Caravan Sites and Control of Development Act 1960
- Children and Families Act 2014
- Children and Young Persons (Protection from Tobacco) Act 1991
- Children and Young Persons Act 1933
- Clean Air Act 1993
- Clean Neighbourhoods and Environment Act 2005
- Companies Act 2006
- Consumer Credit Act 1974
- Consumer Protection Act 1987
- Consumer Rights Act 2015
- Control of Pollution Act 1974
- Copyright, Design and Patents Act 1988
- Courts and Legal Services Act 1990

- Cosmetic Products Enforcement Regulations 2013 and the EU
- Cosmetics Regulation as defined therein
- Criminal Justice and Police Act 2001
- Criminal Justices Act 1988
- Dangerous Wild Animals Act 1976
- Deregulation Act 2015
- Development of Tourism Act 1969
- Dogs Act 1906
- Education Reform Act 1988
- Energy Act 1976
- Energy Conservation Act 1981
- Enterprise Act 2002
- Enterprise and Regulatory Reform Act 2013
- Environment Act 1995
- Environmental Protection Act 1990
- Estate Agents Act 1979
- European Communities Act 1972
- Explosives (Age of Purchase) Act 1976
- Explosives Acts 1875 and 1923
- Factories Act 1961
- Fair Trading Act 1973
- Farm and Garden Chemicals Act 1967
- Fireworks Act 2003
- Food Act 1984
- Food and Environment Protection Act 1985 (as amended)
- Food Safety Act 1990
- Forgery and Counterfeiting Act 1981
- Fraud Act 2006
- Gambling Act 2005
- Goods Vehicles (Licensing of Operators) Act 1995
- Greater Manchester Act 1981
- Hallmarking Act 1973
- Health Act 2006
- Health and Safety at Work etc. Act 1974

- Housing Acts 1985, 1996 and 2004
- Housing Grant and Construction and Regeneration Act 1996
- Hypnotism Act 1952
- Insurance Brokers (Registration) Act 1977
- Intoxicating Substances (Supply) Act 1985
- Knives Act 1977
- Licensing (Young Persons) Act 2000
- Licensing Act 1964 (as amended)
- Licensing Act 2003
- Litter Act 1983
- Local Government Act 1972 (Section 222)
- Local Government (Miscellaneous Provisions) Act 1976
- Local Government (Miscellaneous Provisions) Act 1982
- Local Government and Housing Act 1989
- Malicious Communications Act 1988
- Medicines Act 1968
- Mock Auctions Act 1961
- Motor Cycle Noise Act 1987
- Motor Vehicles (Safety Equipment for Children) Act 1991
- National Assistance Act 1948
- National Lottery Act 1993
- Noise Act 1996
- Noise and Statutory Nuisance Act 1993
- Nurses Agencies Act 1957
- Offensive Weapons Act 1996
- Offices, Shops and Railway Premises Act 1963
- Olympic Symbol etc. (Protection) Act 1995
- Performing Animals (Regulations) Act 1925
- Pet Animals Act 1951
- Poisons Act 1972
- Police Reform and Social Responsibility Act 2011
- Pollution Prevention and Control Act 1999
- Prevention of Damage by Pests Act 1949
- Prices Act 1974 and 1975

- Property Misdescriptions Act 1991
- Protection of Animals Act 1911 (as amended)
- Protection of Children (Tobacco) Act 1986
- Public Health Act Amendment Act 1907
- Public Health (Control of Disease) Act 1984
- Public Health Acts 1936 and 1961
- Refuse Disposal (Amenity) Act 1978
- Rent Act 1977
- Riding Establishments Acts 1964 and 1970
- Road Traffic (Foreign Vehicles) Act 1972
- Road Traffic Acts 1972, 1974, 1988 and 1991
- Shops Act 1950
- Slaughter of Poultry Act 1967
- Slaughterhouses Act 1974
- Solicitors Act 1974
- Sunbeds (Regulations) Act 2010
- Sunday Trading Act 1994
- Telecommunications Act 1984
- Theft Act 1968 and 1978
- Timeshare Act 1992
- Tobacco Advertising and Promotions Act 2002
- Trade Descriptions Act 1968
- Trademarks Act 1994
- Trading Representations (Disabled Persons) Act 1958 and 1972
- Unsolicited Goods and Services Acts 1971 and 1975
- Video Recordings Act 1984 and 1993
- Water Act 1989 and 1999
- Water Industry Act 1991
- Weights and Measures Act 1976 and 1985
- Welfare of Animals at Slaughter Act 1991
- Wildlife and Countryside Act 1981
- Zoo Licences Act 1981

7. Authority to exercise all powers conferred on Inspectors under the Health and Safety at Work Etc. Act 1974.

8. Authority to Council Officers appointed in the capacity of Inspectors for the purposes of the Health and Safety at Work Etc. Act 1974, to institute legal proceedings under the said Act.
9. Authority to the officer appointed to the post of Principal Officer (Trading Standards and Licensing) and holding the Diploma in Trading Standards or its equivalent qualification to act as its Chief Inspector of Weights and Measures for the purposes of the Weights and Measures Act 1976 and 1985.
10. Authority to the Director of Place, in consultation with the Executive Cabinet Member to grant charity permits.
11. To the following Officers of the Council:-
 - Deputy Director of Place
 - Assistant Director (Highways and Engineering)
 - Assistant Director (Neighbourhood and Regulatory Services)
 - Head of Regulatory Services
 - Head of Highways and Engineering
 - Enforcement Manager
 - Environmental Enforcement Manager
 - Trade Waste Officers
 - Enforcement Officer
 - Team Leader
 - Inspector
 - Dog Warden

authority to act as officers within the Borough for the purposes of carrying out the provisions of the below mentioned Acts and any Act or Acts extending or amending the same or incorporated therein and under any Orders or Regulations made under the said Act or Acts:

- Environmental Protection Act 1990 (Part II Collection of Waste; Part IV Litter)
- Environmental Protection Act 1990 (Part VIII miscellaneous – Control of Dogs s149 -152)
- Clean Neighbourhoods and Environment Act 2005
- Public Health Acts 1936 and 1961
- Control of Pollution Act 1974 (Part I Waste)
- Control of Pollution (amendment) Act 1989
- Refuse Disposal (Amenity) Act 1978

- Dangerous Dogs Act 1991
- Dogs Act 1871
- The Control of Dogs Order 1992
- Dogs Act 1906
- Guard Dogs Act 1975
- Litter Act 1983
- Protection of Animals Act 1911
- Animal Welfare Act 2006
- Control of Pollution Act 1974 (Part I Waste)
- Anti-Social Behaviour Act 2003 (Part 6 Graffiti and Fly-posting)
- Criminal Damage Act 1971
- Highways Act 1980
- Town and Country Planning Act 1990
- Traffic Management Act 2004

12. To the following Officers of the Council:-

- Deputy Director of Place
- Assistant Director (Highways and Engineering)
- Principal Engineer
- Senior Engineering Manager
- Senior Technical Supervisor
- Technical Supervisor
- Engineer (Career Grade)
- Technician (Career Grade)

authority to act as officers within the Borough under Section 287 of the Public Health Act 1936; Section 84 and Schedule 6 of the Water Industries Act 1991 and Section 64 of the Land Drainage Act 1991 and Sections 289, 290, 291, 293 and 294 of the Highways Act 1980.

13. To the Assistant Director (Highways and Engineering) and the Chief Property Officer, authority to act as officers responsible within the Borough as client under the Construction (Design and Management) Regulations 2015.
14. To the Assistant Director (Highways and Engineering) and the Chief Property Officer, authority to act as officers responsible within the Borough as Client's Agent, Principal Designer, Designer and Principal Contractor under the Construction (Design and Management Regulations) 2015.

Part 5, Section 11: Powers to the Director of Place, Deputy Director of Place and other Officers where specified, relating to the Library and Museum Service

To the Director of Place and those Officers specified in writing by the said Director

1. Authority to institute legal proceedings against borrowers for non-return of library resources and in respect of alleged contraventions of the byelaws relating to libraries, museums and art galleries.
2. Authority to determine requests for library resources to be added to the stock of the libraries.
3. Authority to determine requests for the loan of books, audio-visual materials and paintings, etc., to outside bodies.
4. Authority to determine applications by artists and other outside bodies to hold exhibitions.
5. Authority to purchase books, audio-visual materials, equipment etc., for public library service, museum service and exhibitions service.
6. Authority to sign agreements in respect of articles worthy of display in the Museum, Art Gallery or Library which are offered by way of gift or loan, and negotiating the terms of each loan or gift.
7. Authority to approve grants of up to £1,000 for the development and promotion of cultural services activities and facilities.
8. Authority to approve special concessionary bookings and opening hours of cultural services facilities.

Part 5, Section 12: Powers to the Director of Place, Deputy Director of Place, the Assistant Director for Waste, Fleet and Community Services and other Officers where specified, relating to Commercial Services

To The Director of Place and those Officers specified in writing by the said Director

1. Authority to deal with all aspects of the day to day management and control in all markets (Council or private), including all conditions and provisions within the Trader Handbook.
2. Authority to waive the daily charge on open markets where severe weather conditions or other unforeseen circumstances render stall(s) unusable.
3. Authority to give consent to the assignment of all relevant legal agreements granted by the Council at all markets, including private markets.
4. Authority, in consultation with the relevant Executive Cabinet Member/Cabinet Member, to grant a licence to family members of a market trader who no longer requires a licence.

5. Authority to clamp, issue a penalty charge and arrange for the removal of any vehicle which obstructs the service roads, loading bay(s) and such other market areas which are designated for the free passage of pedestrians, vehicles or to provide free movement for emergency services and other areas which are to be kept clear for the efficient operation of the markets and to prohibit vehicles parking without paying the applicable parking fee.
6. Authority to terminate a licence granted by the Council in any of the markets for breach of a condition or term of the licence, provided the trader is made aware of the internal appeals mechanism as detailed within the Trader Handbook.
7. Authority in respect of all the Council markets to enforce automatic termination of licences and to take all necessary action to recover possession of the stall, pitch or premises.
8. Authority to take proceedings for unlawful occupation of any stalls at any of the Council markets.
9. Authority to deal with applications for private market licenses including under the Council's Rights of Franchise/Charter.
10. Authority to grant leases, licences and tenancies of stalls, pitches or premises at all Council markets for a period not exceeding twenty five years.
11. Authority to give consent to the surrender, underletting, renewal, assignment, changing or parting with possession, change of use and to agree rent reviews or leases, tenancies of stalls, pitch or premises granted by the Council at all Council markets of not more than twenty five years.
12. Authority to grant leases, licences and tenancies of basement storage areas in all Council markets and to manage the license/tenancy process.
13. Authority to terminate a lease or tenancy of a stall, pitch or premises granted by the Council in any of the Council markets for breach of a condition or clause of the lease or tenancy under which the trader occupies and to take all necessary action to recover possession of the stall, pitch or premises.
14. Authority to approve the level of fees for stalls, pitches or premises at all Council markets which are held by traders under a daily/weekly licence.
15. Authority to deal with routine applications for loan of floral decorations.
16. Authority to deal with applications from charitable organisations for free floral decorations.
17. Authority to approve and accept cemetery memorial designs/plans and inscriptions.
18. Authority to repurchase unused grave spaces.

19. Authority to approve all lettings within the Albert Halls Complex (excluding the Mayoral Suite, Banqueting Hall, Council Chamber and Members' facilities such facilities being the responsibility of the Borough Solicitor in consultation with the Mayoral Advisory Group).
20. Authority to provide free school meals.
21. Authority to negotiate and enter contracts for performances by artistes within the Albert Halls Complex, including the letting and booking of accommodation for such performances.
22. Authority to vary Conditions of Hire in exceptional circumstances, and catering charges for catering use, and to waive or vary fees and charges of facilities under the control of the Department of Place.

To the Director of Place and the following officers (acting individually):

Deputy Director of Place
 Assistant Directors within the Department of Place
 Head of Waste and Fleet
 Assistant Head of Waste and Fleet Strategy

23. Authority to negotiate the terms of and enter into Trade Waste Collection Contracts
24. Authority to negotiate and approve a discount to the Council's pricing structure on Trade Waste Collection Contracts in order to remain competitive in the marketplace.

Part 5, Section 13: Powers to the Director of Place, Deputy Director of Place, the Assistant Director for Highways and Engineering and other Officers where specified, relating to Highways and Engineering Matters

1. Authority to issue instructions in pursuance of the provisions of the Highways Act 1980.
2. Authority to issue or refuse licences and consents in accordance with the provisions of the Highways Act 1980 subject to such conditions as appear to be appropriate.
3. Authority to authorise in writing persons to enter onto land for purposes permitted by the Highways Act 1980, Public Health Act 1936, Water Industry Act 1991, Land Drainage Act 1991 and Flood and Water Management Act 2010.
4. Authority to erect flagpoles for the display of decorations in pursuance of Section 144 of the Highways Act 1980.
5. Authority to carry out works and to place objects and structures on any highway and to provide maintain and operate facilities for recreation or refreshment on any highway in pursuance of Section 115B and Section 115C of the Highways Act 1980.
6. Authority to erect street furniture and install refuse or storage bins.

7. Authority to remove obstructions from the highway in pursuance of Section 149 and 150 of the Highways Act 1980 and to remove a structure from the highway in pursuance of Section 143 of the Highways Act 1980.
8. Authority to remove unauthorised signs from the highway in pursuance of Section 132 of the Highways Act 1980.
9. Authority to remove or reposition skips in accordance with Section 140 of the Highways Act 1980.
10. Authority to enter into agreements relating to the construction and adoption of new streets in pursuance of Section 38 of the Highways Act 1980 and to enter into agreements for the execution of highways works under Section 278 of the Highways Act 1980 and to enter into agreements under Section 25 of the Highways Act 1980 for the creation of public footpaths, bridleways and restricted byways.
11. Authority to adopt streets.
12. Authority, in conjunction with the Borough Solicitor, to institute legal proceedings in pursuance of Section 28 of the Town Police Clauses Act 1847.
13. Authority to deal with trade effluent agreements.
14. Authority to authorise applications to the Magistrates' Court for the stopping up of highways within Clearance Areas and where highways are considered to be unnecessary in pursuance of Section 116 of the Highways Act 1980.
15. Authority to make arrangements for Temporary Traffic Regulation Orders, Emergency Notices and Special Events Orders under the Road Traffic Regulations Act 1984.
16. Authority to lodge with the Traffic Commissioners objections to applications under the Transport Act 1968 for the grant or renewal of Goods Vehicle Operators Licences.
17. Authority to deal with matters concerning the width of pedestrian crossings.
18. Authority to institute legal proceedings under the Road Traffic Regulation Act 1984 or Transport Act 1992.
19. Authority to authorise a person or persons to promote or take part in a trial of any description between motor vehicles on a footpath or bridleway in accordance with the provisions of Section 35 of the Road Traffic Act 1972.
20. Authority to enter into temporary agreements for the use of land for Christmas car parking.
21. Arrangements in respect of the provision or amendment of taxi stands.
22. Authority to undertake the following with respect to the civil parking enforcement scheme and, where applicable, civil bus lane enforcement:-

- (a) the issue of penalty charge notices;
 - (b) the review of representations received from motorists;
 - (c) the cancellation of penalty charge notices;
 - (d) the authorisation of persons to appear before the Traffic Penalty Tribunal;
 - (e) the issue of all legal proceedings required for the scheme;
 - (f) the ability to enter into agreements for the purpose of carrying out a scheme of civil parking enforcement;
 - (g) the payment or repayment of any sums of money including adjudication or court costs;
 - (h) the temporary suspension of parking bays and parking restrictions;
 - (i) the issue of dispensations from parking restrictions;
 - (i) the issuing of operational instructions to the Council's enforcement contractor; and
 - (k) the agreement of contractual variations with the Council's enforcement contractor.
23. Subject to consultation with those ward members affected by the proposals, authority to promote and implement non- strategic traffic regulation orders, public rights of way diversions and closures and compulsory creation orders for public rights of way, subject to any objections being referred to the relevant Executive Cabinet Member/Cabinet Member for consideration.
24. Subject to consultation with those ward members affected by the proposals, authority to promote and implement non-strategic street closures, it being noted that any determination of objection is within the legal process responsibility of either the Magistrates Court or the Secretary of State.
25. Authority to approve applications for the free use of car parking areas for charity events.
26. Authority to take urgent action to waive/suspend parking regulations necessary in his/her opinion to support the delivery of the Emergency Plan.
27. Authority to take all such steps as necessary to comply with the obligations imposed upon the Council by the Reservoirs Act 1975 as owners/undertakers of Doffcocker Lodge and Mortfield Lodge, including authority to appoint a Supervising Engineer and an Inspecting Engineer.
28. Authority to deal with applications for the placement of bus shelters on the highway and adjoining land.
29. Authority to deal with matters relating to new 'bus routes on highways'.

30. Authority to:-

- (a) submit to the Traffic Commissioner a request, under Section 7 of the Transport Act 1985, for a Traffic Regulation Order to be imposed upon a registered, or intended registered local service, where there is concern over matters of road safety or traffic congestion in relation to the local service;
- (b) approve, in consultation with those Ward councillors for the area affected by the proposal, the Greater Manchester Police and Transport for Greater Manchester, applications for additional Bus Timing Points (BTPs) for inclusion in the schedule of Approved Timing Points in cases where the Traffic Regulation order has reference to an exemption for public service vehicles, provided that, if the Ward councillors consulted do not agree to the inclusion of the BTP in the Schedule, the matter be referred to the first convenient meeting of the Planning Committee which shall have delegated authority to determine the matter; and
- (c) refuse any such application referred to in (b) above without consultation with the relevant ward councillors.

Part 5, Section 14: Powers to the Director of Place relating to General Matters

1. Authority to approve grants under appropriate funding schemes up to a maximum level of £5,000 for the development and promotion of schemes or works of environmental improvement provided suitable grant terms and conditions are imposed on the recipient.
2. Authority to waive or vary any fees and charges levied by his/her department.
3. Authority to determine nominations for an asset, such as a building or land, to be listed as an Asset of Community Value in accordance with section 88 of the Localism Act 2011 or in the absence of the Director of Place, the Deputy Director of Place.