

SECTION 4: COUNCIL RESPONSIBILITIES (NON-EXECUTIVE MATTERS)

Council Responsibilities are set out in this section in paragraphs 4.1 to 4.9, which also shows who carries them out. These matters are not to be the responsibility of the Leader and the Cabinet.

Anything not listed in this section, or in Section 5 and 6 (which set out the role of the Council and its Committees) is an executive responsibility.

Legislation referred to in this section includes any amendments, re-enactments, consolidating legislation or subordinate legislation and regulations.

4.1. Budget and Policy Framework

The Council has responsibility for the Budget and Policy Framework:

Description of responsibility:

The budget, including decisions to allocate money to services and projects, set up contingency funds, set the Council Tax base, set the Council Tax, control the Council's borrowing requirement, control capital spending, set a limit on the amount that can be transferred between cost centres and agree the treasury management strategy.

The policy framework, which comprises:

- (a) the plans and strategies that are required by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) and regulations proposed under the Local Government Act 2000 to be adopted by the Council:
 - The Council Business Plan
 - Budget and Medium-Term Financial Strategy
 - Treasury Management Strategy
 - Housing and Homelessness Strategy
 - Rushmoor Local Plan and other Development Plan Documents
 - Plans and alterations which together comprise the Development Plan
 - Licensing and Gambling Policy Statements
- (b) those plans and strategies which are overarching borough wide or council wide, with medium to long-term timescales (more than two years) which, for example, establish the council's financial strategies, and policies for housing, environment, economy, community safety and corporate governance.

4.2. Planning Matters

Description of Responsibility:

- All the responsibilities in Para A and column (1) of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended),
- the duty to deal with complaints about high hedges under Part 8 of the Anti-Social Behaviour Act 2003

- the power to preserve trees under the Sections 197 to 214D of the Town and Country Planning Act 1990 (as amended), the Town and Country Planning (Tree Preservation) (England) Regulations 2012; and
- the power to authorise the stopping up or diversion of rights of way under Section 257 of the Town and Country Planning Act 1990.

Delegation Arrangements:

- (1) The full Council is responsible for approving the Draft Submission Local Plan, the adoption of the Rushmoor Local Plan, Development Plan Documents and Neighbourhood Plans.
- (2) The Development Management Committee is responsible for the discharge of the Council's functions relating to town and country planning and development management. The decision-making responsibilities of the Development Management Committee are set out in Section 6 (Functions of the Development Management Committee).

Delegation to the Executive Head of Property and Growth:

- (3) The Executive Head of Property and Growth is authorised to exercise and discharge the provision of the full range of development management services in accordance with all statutory and other requirements of a Local Planning Authority under the Town and Country Planning Acts including:
 - (1) the power to accept, administer, process (including requiring the submission of more information), publicise, decline (where the regulations allow) to determine, and to determine all applications^{1 2}, which includes all planning applications³, and applications for reserved matters approval, advertisement consent, listed building consent and conservation area consent submitted to the Council, **except** an application:
 - (a) which is for 25 or more new dwellings;
 - (b) which is contrary to the provisions of an approved or draft development plan or adopted planning policy approved by the Council, and which is recommended for approval;

¹ But not to refuse an application unless it is in consultation with the Chairman.

² But not to grant an application where material planning objections have been received from third parties or consultees unless it is in consultation with the Chairman.

³ But not to grant permission for a major application (a major application is defined by the Office of the Deputy Prime Minister in the Development Control Statistical Return as a development that comprises 10 or more dwellings (or where the number of dwellings is not given the site area is more than 0.5ha). For all other uses a major application is defined as one where the floorspace to be built is 1,000sq.m or more, or where the site area is 1ha or more) unless it is in consultation with the Chairman.

- (c) which any Councillor requests, setting out good material planning reasons in *writing* to the Executive Head of Property and Growth, within 21 days of the circulation of details of the application, should be the subject of consideration by the Development Management Committee and the referral to the Committee is agreed by the Chairman;
 - (d) submitted by or on behalf of a Councillor (or his/her spouse, partner or other immediate family member) or by any member of the Council's staff (or his/her spouse, partner or other immediate family member);
 - (e) submitted by or on behalf of the Council for its own developments; and
 - (f) which the Executive Head of Property and Growth considers should be presented to Committee for decision including, for example, those developments that in his/her opinion are potentially controversial, likely to be of significant public interest, or which may have a significant impact on the Borough or its environment.
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- (2) Powers to administer and determine applications for hazardous substances consent under the Planning (Hazardous Substances) Act 1990, and related powers.
 - (3) Powers to determine applications for approval of details submitted pursuant to conditions, or requests for confirmation of compliance with conditions, imposed on planning and other permissions; and to approve or reject submissions required by Section 106 Planning Obligations.
 - (4) Powers to respond, in consultation with the Chairman (or Portfolio Holder as appropriate), to consultations from Government departments, Crown Agencies, statutory undertakers, Hampshire County Council and adjoining local planning authorities.
 - (5) Powers to determine applications for Lawful Development Certificates under Section 191 and 192 of the Town and Country Planning Act 1990.
 - (6) Powers to determine, in consultation with the Chairman, all applications for Prior Approval and Notification.
 - (7) Powers to authorise the Corporate Manager – Legal Services to issue breach of condition notices, enforcement notices and stop notices under the Town and Country Planning Act 1990.
 - (8) Powers to confirm in circumstances where, in the opinion of the Executive Head of Property and Growth a breach of planning control gives rise to no material significance or harm, that the Council will take no further action in that regard.
 - (9) Powers to sign and serve Planning Contravention Notices under the Town and Country Planning Act 1990, and Requisitions for Information under the provisions of the Local Government (Miscellaneous Provisions) Act 1976 and Section 1719(c) and 330 of the Town and Country Planning Act 1990.
 - (10) Powers to instruct the Corporate Manager – Legal Services to the Council to commence and pursue prosecutions with respect to any contravention/offence under the Town and Country Planning Acts.

- (11) Powers to instruct the Corporate Manager – Legal Services with respect to any matter related to Section 106 Planning Obligations under the Town and Country Planning Act 1990, including any matter necessary to protect the Council's or public interest in the granting of permission pursuant to either a decision of the Development Management Committee or under delegated powers.
- (12) Powers in respect of trees to
 - 1) make a Tree Preservation Order;
 - 2) confirm any Tree Preservation Order;
 - 3) vary and revoke any Tree Preservation Order
 - 4) authorise the issuing and serving of Tree Replacement Notices
 - 5) determine applications to fell or carry out works to trees that are the subject of a tree preservation order; and
 - 6) determine Notices of Intent to carry out works to tree within a conservation area”.
- (13) Authority to exercise all the Council's functions with respect to 'screening' and 'scoping' opinions under the Town and Country Planning Acts and the Town and County Planning (Environmental Impact Assessment) Regulations.
- (14) Powers to determine the Council's case to be presented at appeals including the decision whether to appoint consultants to act upon the Council's behalf or to submit claims for costs against an appellant.
- (15) Powers to appoint and authorise officers to exercise the powers of entry under the Town and Country Planning Acts.
- (16) Powers to determine whether to proceed with a complaint relating to high hedges.
- (17) Powers to determine a complaint on high hedges, in consultation with the Chairman of the Development Management Committee.
- (18) Powers to serve a remedial notice in respect of high hedges in consultation with the Corporate Manager – Legal Services.
- (19) To exercise all the Council's functions with respect to 'Habitats Regulations Assessments' under the Conservation (Natural Habitats etc) Regulations 1994 and the Habitats Directive 1992 (Para 17).

4.3 Licensing of alcohol, entertainment and late-night refreshment

Description of Responsibility

- 4.3.1 All the responsibilities in the Licensing Act 2003 and any regulations or orders made under that Act.

Delegation Arrangements

- 4.3.2 Except for the functions listed below, the Executive Head of Operations is delegated all relevant authorities to grant, vary, transfer, suspend, revoke and refuse licences, permits and registrations and to impose conditions on such permissions in respect of the licensing and registration responsibilities in para 4.3.1.

Function	Carried out by
To agree the Statement of Licensing Policy	Council
To appoint a Licensing Sub-Committee (Alcohol and Entertainments) to discharge the functions below	Corporate Governance, Audit and Standards Committee
In the case of a police objection to (a)-(d) below, determination of <ul style="list-style-type: none"> (a) Application for personal licence (b) Application to vary designated premises supervisor (c) Application for transfer of premises licence (d) Application for interim authorities 	Licensing Sub-Committee (Alcohol and Entertainments)
Application for personal licence with unspent convictions	Licensing Sub-Committee (Alcohol and Entertainments)
Application to review premises licence/club premises certificate	Licensing Sub-Committee (Alcohol and Entertainments)
Determination of a police or Environmental Health objection to a standard temporary event notice	Licensing Sub-Committee (Alcohol and Entertainments)
If a relevant representation is made to (a) – (c) below, determination of <ul style="list-style-type: none"> (a) Application for premises licence/club premises certificate 	Licensing Sub-Committee (Alcohol and Entertainments)

(b) Application for provisional statement	
(c) Application to vary premises licence/club premises certificate (other than applications for minor variations)	

4.4 Licensing of gambling

Description of Responsibility

- 4.4.1 All the responsibilities in the Gambling Act 2005 and any regulations or orders made under that Act.

Delegation Arrangements

- 4.4.2 Except for the functions listed below, the Executive Head of Operations is delegated all relevant authorities to grant, vary, transfer, suspend, revoke and refuse licences, permits and registrations and to impose conditions on such permissions in respect of the licensing and registration responsibilities in para 4.4.1.

Function	Carried out by
To agree the Gambling Policy	Council
To appoint a Licensing Sub-Committee (Alcohol and Entertainments) to discharge the functions below	Corporate Governance, Audit and Standards Committee
If a relevant representation is made to (a) – (c) below, determination of (a) Application for a premises licence (b) Application for a variation to a premises licence (c) Application for a provisional transfer	Licensing Sub-Committee (Alcohol and Entertainments)
Application for a transfer of a premises licence in the case of a	Licensing Sub-Committee (Alcohol and Entertainments)

representation from the Commission.	
Application for a provisional statement in the case of a relevant representation	Licensing Sub-Committee (Alcohol and Entertainments)
Review of a premises licence	Licensing Sub-Committee (Alcohol and Entertainments)
Application for club gaming/club machine permits in the case of a relevant objection	Licensing Sub-Committee (Alcohol and Entertainments)
Cancellation of club gaming/club machine permits	Licensing Sub-Committee (Alcohol and Entertainments)
Decision to give a counter notice to a temporary use notice in the case of a relevant representation	Licensing Sub-Committee (Alcohol and Entertainments)

4.5 **Taxi and private hire licensing and associated licensing arrangements**

Description of Responsibility

- 4.5.1 All the taxi and private hire and other vehicle licensing responsibilities in Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

These are powers to license taxi and private hire vehicles, drivers and operators.

Delegation Arrangements

- 4.5.2 Except for the circumstances below in 4.5.3 and 4.5.4, the Executive Head of Operations is delegated all relevant authorities to grant, vary, transfer, suspend, revoke and refuse licenses, permits and registrations and to impose conditions on such permissions in respect of the licensing and registration responsibilities in para 4.5.1.
- 4.5.3 Where the Executive Head of Operations (or delegated officer) proposes to refuse or revoke a licence for a private taxi hire operator or a hackney carriage and/or private hire driver, the matter shall be referred to a taxi licensing hearing for decision in the following circumstances:
- The proposed decision would not be in accordance with the Council's Taxi Licensing Policy and it is not deemed urgent on public safety grounds; and/or

- The Executive Head of Operations (or delegated officer) considers it appropriate in a particular case e.g. it is contentious

4.5.4 Decisions by the Executive Head of Operations (or delegated officer) to suspend, refuse or revoke a licence for a private taxi hire operator or a hackney carriage and/or private hire driver, which are in accordance with the Council's Taxi Licensing Policy and not deemed urgent on public safety grounds, shall be made in consultation with the Chairman of the Corporate Governance, Audit and Standards Committee.

4.6. **Other licensing and registration functions**

Description of Responsibility

4.6.1 All the responsibilities in Paragraph B of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, with the exception of the Licensing Act 2003, Gambling Act 2005 and taxi and private hire and other vehicle licensing.

These functions relate to the following licensing and registration powers:

- To issue licences authorising the use of land as a caravan site, and register fit and proper persons to manage a caravan/mobile home site
- To license the use of moveable dwellings and camping sites
- To register pool promoters
- To grant track betting licences and to license inter-track betting schemes
- To grant permits in respect of premises with amusement machines or where amusements with prizes are provided
- To register societies wishing to promote lotteries
- To issue cinema, cinema club and theatre licences
- To issue entertainments licences
- To license sex shops and sex cinemas
- To license performances of hypnotism
- To register premises for acupuncture, tattooing, ear piercing and electrolysis
- To license pleasure boats and pleasure vessels
- To license market and street trading
- To issue street trading consents

- To license dealers in game and the killing and selling of game
- To register and license premises for the preparation of food
- To license scrap yards, scrap metal dealers and register motor salvage operators
- To license premises for the breeding of dogs
- To license pet shops and other establishments where animals are bred or kept for the purposes of carrying on a business
- To license zoos and dangerous wild animals
- To license knackers' yards
- To license persons to collect for charitable and other causes
- To grant consent for the operation of a loudspeaker
- To approve food premises in accordance with EC regulation 853/2004
- To issue licences to retailers carrying out commercial operations in relation to unwrapped raw meat and selling or supplying both raw meat and ready-to-eat foods
- To approve dispatch or purification centres
- To register food business premises
- Functions relating to pavement licences

Delegation Arrangements

4.6.2 Except for the functions listed below, the Executive Head of Operations is delegated all relevant authorities to grant, vary, transfer, suspend, revoke and refuse licences, permits and registrations and to impose conditions on such permissions in respect of the licensing and registration functions in para 4.6.1.

Responsibilities of the Corporate Governance, Audit and Standards Committee:

4.6.3 Responsibility for determining whether a charge should be made for any approval, consent, licence, permit or registration in respect of the licensing and registration matters in para. 4.6.1 above, and where a charge is made, the amount of the charge. However, changes in fees and charges that are made within existing policies for fees and charges may be updated by the Executive Head of Service.

4.6.4 To appoint a Licensing Sub-Committee to:

- deal with licensing applications where such applications have a substantial impact on the area or there are significant objections; or

- where the Executive Head of Operations considers it inappropriate to exercise his/her delegated powers

4.7 **Health and Safety at Work**

Description of Responsibility

All the responsibilities in Paragraph C of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.

These are Functions under any of the relevant statutory provisions within the meaning of Part 1 (health, safety and welfare in connection with work and control of dangerous substances) of the Health and Safety at Work etc. Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer.

Delegation Arrangements

All powers and responsibilities are delegated to the Head of Operational Services.

4.8 **Smoke-Free Premises**

Description of Responsibility

All the responsibilities in the Health Act 2006 and Smoke-free (Premises and Enforcement) Regulations 2006.

Functions to enforce Chapter 1 of the 2006 Act, with powers to authorise officers, issue fixed penalty notices and powers to transfer enforcement functions to another enforcement authority.

Delegation Arrangements

Powers and responsibilities are delegated to the Executive Head of Operations.

4.9 **Other Council Responsibilities**

Other matters which are not to be the responsibility of the Cabinet and Leader are set out in the table below. This incorporates 'Local Choice Functions' which the Council has decided shall be non-executive matters.

This list is anything else that must be non-executive. Matters that are delegated to the Corporate Governance, Audit and Standards Committee or Development Management Committee will appear in their Terms of Reference in Section 6.

	Responsibility	Legislation	Carried out by
1.	Power to make Standing Orders	Local Government Act 1972, Section 106 and paragraph 42 of Schedule 12	Council

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2.	Power to make standing orders as to contracts	Local Government Act 1972, Section 135	Council
3.	Power to appoint staff and determine their terms and conditions	Local Government and Housing Act 1989 and Regulations	In accordance with the provisions set out in the Officer Employment Rules in Part 4
4.	Duty to designate Head of Paid Service and provide resources	Local Government and Housing Act, Section 4	Council (recommendation made by CGAS)
5.	Duty to designate Monitoring Officer and Section 151 (Chief Finance Officer)	Local Government and Housing Act, Section 5	Council
6.	Duty to provide staff and resources to a person nominated by the Monitoring Officer	Local Government Act 2000, Section 82	Council
7.	Power to appoint proper officers	Local Government Act 1972, Section 270 (3)	Head of Paid Service (Managing Director)
8.	Duty to make arrangements for proper administration of financial affairs	Local Government Act 1972, Section 151	Section 151 Chief Finance Officer
9	Duty to approve the Authority's Statement of Accounts	The Accounts and Audit Regulations 1996	Corporate Governance, Audit and Standards Committee

10.	Functions related to pensions	Regulations under Section 7,12 or 24 of the Superannuation Act 1972	Corporate Governance, Audit and Standards Committee
11.	Power to change the name of the Borough	Local Government Act 1972, Section 74	Council
12.	Power to confer the title of honorary alderman or to admit an honorary freeman	Local Government Act 1972, Section 249	Council
13.	Powers and functions relating to community governance reviews, including power to undertake a review, as listed in Paragraph E of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000	Local Government and Public Involvement in Health Act 2007.	Council
14.	Power to make payments or provide benefits in cases of maladministration, etc.	Local Government Act 2000, Section 92	Head of Paid Service or Section 151 Officer
15.	The making, amendment, revocation or re-enactment of any byelaws	Any statutory provision	Council
16.	The promotion, opposition to or amendment of local or personal Bills	Local Government Act 1972, Section 239	Council

17.	Appointment of elected Members to vacancies on Outside Bodies arising during the Municipal Year		Corporate Manager - Democracy
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Elections

	Responsibility	Legislation	Carried out by
18.	Duty to appoint an electoral registration officer and returning officer for local government elections	Representation of the People Act 1983, Section 8(2) and 35	Council
19.	Power to appoint deputies at elections	Representation of the People Act 1983, Section 28 (5)	Returning Officer
20.	Power to appoint Deputy Electoral Registration Officers to process applications for Temporary Voter Authority Certificates	Elections Act 2022	Electoral Registration Officer
21.	Power to appoint Deputies to carry out the necessary processes and arrangements to meet the requirements of the regulations and guidance	Elections Act 2022	Electoral Registration Officer/Returning Officer
22.	Powers to provide the officers the electoral registration officer needs	Representation of the People Act 1983, Section 52(4)	Head of Paid Service
23.	Duty to divide constituency into polling districts and designate polling places	Representation of the People Act 1983, Section 18	Corporate Governance Audit and Standards Committee

24.	Power to divide electoral divisions into polling districts and designate polling places at local government elections	Representation of the People Act 1983, Section 31	Corporate Governance, Audit and Standards Committee
25.	Power to make changes to polling places at short notice	Representation of the People Act 1983 (Sections 18 and 31 (3))	Returning Officer
26	Powers in respect of holding elections	Representation of the People Act 1983, Section 39(4)	Returning Officer
27	Power to pay electoral registration officer's expenses (Chief Executive is Registration Officer)	Representation of the People Act 1983, Section 54	Monitoring Officer
28.	Duty to declare vacancy in office	Local Government Act 1972, Section 86	Returning Officer
29.	Duty to give notice of a casual vacancy	Local Government Act 1972, Section 87	Returning Officer
30.	Power to make proposals for pilot schemes for local elections	Representation of the People Act 2000, Section 10	Corporate Governance, Audit and Standards Committee
31.	Duty to consult on change of scheme for elections e.g. whole council elections	Local Government and Public Involvement in Health Act 2007, Sections 33(2), 38(2) and 40(2)	Head of Paid Service

32.	Duties relating to certain publicity in relation to change of scheme for elections	Local Government and Public Involvement in Health Act 2007, Sections 35, 41 and 52	Head of Paid Service
33.	Functions relating to consultation and notification processes in relation to changing the name of an electoral area	Local Government and Public Involvement in Health Act 2007, Section 59	Head of Paid Service

Regulatory Matters:

	Responsibility	Legislation	Carried out by
34.	To exercise powers to protect the rights of the public to use and enjoy highways	Section 130 of the Highways Act 1980	Executive Head of Operations
35.	Powers to grant permission for provision of objects, services, amenities, recreation and refreshment facilities on the highway and related powers	Part VIIA of the Highways Act 1980	Executive Head of Operations
36.	To exercise powers adopted by the Council under the Hampshire Act 1983	s.4 (relating to the registration of hairdressers and barbers and premises occupied by them) s.8 (relating to the control of stray dogs) s.9 (relating to the seizure of horses).	Executive Head of Operations
37.	Appointments and authorisations of officers	Food Safety Act 1990, Health and Safety at Work Act, 1974	Executive Head of Operations

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38.	Power to issue a closing order to takeaway food shop	Local Government (Miscellaneous Provisions) Act 1989	Executive Head of Operations
39.	Powers to protect important hedgerows	The Hedgerows Regulations 1997	Executive Head of Property and Growth
40.	Power to transfer non-executive functions to another local authority, or decision to accept such a delegation from another local authority	Local Government Act 1972	Council
41.	Power to make an order identifying a place as designated public place for the purpose of police powers in relation to alcohol consumption	Criminal Justice and Police Act 2001	Corporate Governance, Audit and Standards Committee