

Delegation to Officers & Deputies

1. GENERAL	
2. CHIEF EXECUTIVE	
3. STRATEGIC DIRECTORS	
4. OPERATIONS DIRECTORATE	5. CORPORATE RESOURCES DIRECTORATE
Head of Service Environment & Waste	Head of Service Finance
Head of Service Operations	Head of Service Legal and Democratic Services
Head of Service Asset Maintenance	Head of Service Commercial Assets
6. PEOPLE & COMMUNITY DIRECTORATE	7. PLACE DIRECTORATE
Head of Service Housing	Head of Service City Development
Head of Service Digital and Data	Head of Service Culture & Leisure
Head of Service Customers and Communities	Head of Service City Centre & Net Zero
Head of Service HR, Workforce Planning & OD	

1. GENERAL

2.1	The Chief Executive, Strategic Directors, and Heads of Service with delegated authority must ensure that relevant Executive members are consulted on all matters of a controversial or sensitive nature. Where appropriate, these matters must be referred to the Executive for a decision/guidance.
2.2	If a delegated decision requires prior consultation with a specific portfolio holder and that person is not available, if the decision cannot wait, the consultation shall be with the Leader or other portfolio holder.
2.3	Where any decision proposed under delegated powers is likely to involve a departure from Council policy or any instruction of the Council, Committee or Executive, the officer must refer the matter to the Executive for a decision/guidance after consultation with the Strategic Director Corporate Resources, where a budgetary issue is involved.
2.4	Where any decision proposed under delegated powers is likely to involve the approved annual estimate being exceeded, or is outside the approved capital programme, the officer with delegated authority must refer the matter to the Executive for a decision/guidance.
2.5	Where reference is made in the scheme of delegation to an exercise of a function under specific legislation, this shall be deemed to include any statutory extension, amendment, modification and re-enactment and any Statutory Instrument, rule, order, or bylaw made thereunder, provided that the nature of the function delegated remains the same.
2.6	All decisions delegated from the Executive and made under delegated authority shall be recorded by each officer with delegated authority in order that the Scrutiny Committees can properly examine any decision reached.
2.7	Strategic Directors are responsible for the day-to-day management of operational issues. This Scheme of Delegation is intended to supplement the powers, duties and obligations set out in each officer's job description. Without prejudice to the above, the following powers have been specifically delegated to the following officers.

2. CHIEF EXECUTIVE

	Function	Delegated Deputy
2.1	To authorise any emergency action required on any matter (and which shall include incurring of expenditure) in consultation with:- (i) the Leader of the Council (or in their absence the relevant Portfolio Holder); and (ii) the Chair of the relevant Scrutiny Committee and subject to a report then being submitted to the Executive (or relevant Committee).	
2.2	The power to make an order to prohibit public processions under section 13 of the Public Order Act 1986 in consultation with the Leader of the Council.	
2.3	In consultation with the Leader of the Council, to grant or withhold consent to the Police making the Authorisation pursuant to sections 30 and 31 of the Anti-Social Behaviour Act 2003.	
2.4	To ensure compliance with the Council's Health and Safety Policy throughout the common parts of the Civic Centre.	
2.5	Subject to approved budget and in consultation with the Leader of the Council, Executive member with relevant portfolio to agree redundancies in accordance with the Council's adopted policy and procedure. To prepare a quarterly summary of any such redundancies for information to the Executive, Strategic Scrutiny Committee and Audit and Governance Committee.	
2.6	To exercise all/any delegated functions already reserved to specific officers as set out in the scheme of delegation.	
2.7	In consultation with the Strategic Director for Corporate Resources and the Leader of the Council to allocate resources of up to £1.5 million, funded by an earmarked reserve to support transformation and other projects that will support the Council in delivering £2.75 million in savings (2 years from Council 13 June 2018).	
2.8	To agree any necessary amendments to the management agreement to Exeter City Group Ltd in consultation with the Leader of the Council, the Strategic Director for Corporate Resources and the Executive Member with the Relevant Portfolio) and in addition the Chair or Deputy Chair of Strategic Scrutiny Committee.	
2.9	To act in the role of the Council's Shareholder Representative in respect of Exeter City Group Limited and its subsidiaries to undertake the activities and decisions, reserved and delegated to	

Delegations Contents

	the Council/Shareholders Representative by the Exeter City Group Limited Management Agreement.	
2.10	To carry out the duties of the Electoral Registration Officer and/or arrange for the discharge of the Returning Officer's duties.	Deputy - Electoral Services Manager

(Amended October 2025)

3. STRATEGIC DIRECTORS

3.1	<p>To be responsible for the effective and efficient day-to-day management of the services for which he/she is responsible in accordance with the Council's agreed priorities and strategic objectives. This shall include authority to sign agreements/contracts in order to fulfil the powers, functions and duties of the service for which the officer is responsible and to authorise such signing by the appropriate Head of Service.</p> <p>This power shall only be exercisable where expenditure is included in the approved annual budget or capital programme.</p>
3.2	<p>To exercise any delegated function in the absence of an Officer to whom that authority has been specifically delegated, within the service areas which they manage.</p>
3.3	<p>To institute legal proceedings under any statute, byelaw or agreement (which shall include authority to appeal any decision made by a County or Magistrates' Court) in the areas for which the Strategic Director is responsible in agreement with the Head of Legal and Democratic Services.</p>
3.4	<p>To defend any proceedings brought against the Council (which shall include the power to defend any appeal lodged against any decision or determination made under delegated authority).</p>
3.5	<p>To authorise the Strategic Director (Corporate Resources) to undertake covert surveillance in accordance with the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order 2000.</p>
3.6	<p>To be responsible for ensuring that the Council's Health and Safety Policy is implemented within their own service area and for all staff, buildings and sites for which they are responsible.</p>
3.7	<p>Where appropriate to discharge any function/s delegated to an officer within their service area in accordance with this Scheme of Delegation.</p>
3.8	<p>The removal of goods will require authority from, a Strategic Director, Strategic Director Corporate Resources, and Chief Executive.</p>
3.9	<p>To take all necessary action for the economic, efficient and effective day to day management, administration and supervision of his/her service subject to compliance with the Council's policies on the management, employment and remuneration of staff (or in their absence the agreement of the Chief Executive including but without prejudice to the generality of the foregoing:</p> <p>(a) Authorising the filling of posts within the approved budget (i.e. within the Council's establishment) and in accordance with the Council's employment policies.</p>

Delegations Contents

	<ul style="list-style-type: none">• Legal Services;• Head of Service Legal and Democratic Services;• Human Resources; and• Head of Service HR & ODs <p>(b) The taking of any necessary disciplinary action in accordance with the Council's established policy and procedures (this function may also be exercised by other Officers as set out in the relevant employment policy)</p> <ul style="list-style-type: none">• All tier three officers (of Grade N or above)
3.10	Strategic Directors in consultation with their Portfolio Holders can vary fees and charges throughout the year to take account of market conditions, with the exception of car parking charges and statutory charges set by the Government. Commercially sensitive fees are no longer published

4. OPERATIONS DIRECTORATE

[Head of Service Environment & Waste](#)

[Head of Service Operations](#)

[Head of Service Asset Maintenance](#)

Delegated Authority: Head of Service Environment & Waste	
Function	Delegated Deputy
<p>To carry out functions, duties and responsibilities of the Council in respect of the following matters:</p> <ul style="list-style-type: none">• Drainage• Pest control• Air and Noise Pollution• properties that are overcrowded, unfit for human habitation or in disrepair• Abandoned vehicles/waste/refuse• Skin piercing (power includes authority to take remedial action where necessary)	Environmental Health and Community Safety Manager
<p>To appoint Inspectors and authorise officers to carry out any function, power or duty within their remit.</p>	Environmental Health and Community Safety Manager
<p>Without prejudice to the generality of the above, where appropriate in consultation with the Head of Service Legal and Democratic Services, to deal with the provisions of and enforcement and compliance with the following Acts and associated legislation.</p> <p>This shall include:</p> <ul style="list-style-type: none">• initiation, defence and settlement of legal proceedings;• issuing formal cautions and fixed penalty fines;	Environmental Health and Community Safety Manager

Delegations Contents

<ul style="list-style-type: none"> • serving Notices and Orders; • the issue, refusal and revocation of licences; • certificates and registrations; • carrying out of works in default and payment and recovery of costs: 	
Public Health	
<p>Food Safety Act 1990 and any Orders or Regulations or other instruments: (i) made thereunder, or (ii) relating thereto, or and relating to food safety including:</p> <ul style="list-style-type: none"> • Regulation numbers 178/2002, 852-854/2004, 882/2004 and 2073/2005 which relate to food and feed; • Food and Environmental Protection Act 1985; • Food Safety and Hygiene (England) Regulations 2013; • Food Information Regulations 2014; • Official Feed and Food Controls (England) Regulations 2009. 	Environmental Health and Community Safety Manager
Health & Safety at Work etc. Act 1974 and any supporting regulations.	Environmental Health and Community Safety Manager
<p>Health Act 2006 and associated regulations including:</p> <ul style="list-style-type: none"> • Smoke-free (Premises and Enforcement) Regulations 2007; • Smoke-free (Exemptions and Vehicles) Regulations 2007; • Smoke-free (Penalties and Discounted Amounts) Regulations 2007; • Smoke-free (Vehicle Operators and Penalty Notices) Regulations 2007; • Smoke-free (Signs) Regulations 2012. 	Environmental Health and Community Safety Manager
<ul style="list-style-type: none"> • Public Health Act 1936; • Public Health Act 1961; • Public Health (Control of Disease) Act 1984; • Health Protection (Local Authority Powers) Regulations 2010; • Health Protection (Part 2A Orders) Regulations 2010. 	Environmental Health and Community Safety Manager

(Amended October 2025)

Delegations Contents

<p>Water Industry Act 1991 and relevant regulations in relation to:</p> <ul style="list-style-type: none"> • functions with regard to the wholesomeness and sufficiency of public and private drinking water supplies; • entry into premises for the purpose of analysis of samples of water within Exeter City Council's district; • receiving and determining applications for authorisation for relaxation of Part III of the private water supplies regulations and the revocation or modification of such authorisations. 	<p>Environmental Health and Community Safety Manager</p>
<p>Sunday Trading Act 1994</p>	<p>Environmental Health and Community Safety Manager</p>
<p>Licensing</p>	
<ul style="list-style-type: none"> • Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018; • Animal Welfare Act 2006; • Animal Boarding Establishments Act 1963; • Breeding of Dogs Act 1973 and 1991; • Riding Establishments Act 1964 and 1970; • Cinemas Act 1985; • Dangerous Dogs Act 1991; • Dangerous Wild Animals Act 1976 (as amended); • Guard Dogs Act 1975; • Theatres Act 1968; • Zoo Licensing Act 1981; • Gambling Act 2005; 	<p>Environmental Health and Community Safety Manager</p> <p>Principal Licensing Officer</p>
<p>Licensing Act 2003. In particular to determine:</p> <ul style="list-style-type: none"> • applications for Personal Licences, where no police objection is made; • applications for Premises Licences/ Club Premises Certificates, where no relevant representations have been made; • applications for provisional statements, where no relevant representations have been made; 	<p>Environmental Health and Community Safety Manager</p> <p>Principal Licensing Officer</p>

(Amended October 2025)

Delegations Contents

<ul style="list-style-type: none"> • applications to vary Premises Licences/ Club Premises Certificates, where no relevant representations have been made; • applications to vary designated Premises Supervisor, where no police objection has been made; • requests to be removed as designated Premises Supervisor; • applications for transfer of Premises Licences where no police objection has been made; • applications for interim authorities where no police objection has been made; • decisions on whether a complaint is irrelevant, frivolous, vexatious etc. • to determine applications under the Licensing Act 2003 Minor Variations to Premises Licence Legislative Reform (Minor Variations to Premises Licences and Club Premises Certificates) Order 2009; • the giving of a counter notice for Late Temporary Event Notices; • whether to make representations as a Responsible Authority; • the issue of a notice of suspension of licence for non-payment of the Annual Fee. 	
<ul style="list-style-type: none"> • Scrap Metal Dealers Act 2013; • Road Traffic Act 1991 (Access to Criminal Records); • Local Government (Miscellaneous Provisions) Act 1976; • Transport Act 1980; • Transport Act 1985; • Town Police Clauses Act 1847 – to grant hackney carriage and Private Hire operator, vehicle and driver licences in accordance with the Council’s agreed policy; • Local Government (Miscellaneous Provisions) Act 1982 (in accordance with the Council’s agreed policies); • Vehicle Crimes Act 2001 and the Motor Salvage Operators Regulations 2002; • To deal with all matters, powers, duties and functions, which shall include the issuing of Licences and permits in respect of lotteries, house to house and street collections in accordance with the House to House Collections Act 1939, the Police Factories (Miscellaneous Provisions) Act 1916 (Street Collections) and Schedule 17 of the Gambling Act 2005. 	<p>Environmental Health and Community Safety Manager</p> <p>Principal Licensing Officer</p>
Environmental Protection	
<ul style="list-style-type: none"> • Clean Air Act 1993 • Clean Neighbourhoods and Environment Act 2005 • Control of Pollution Act 1974 	<p>Environmental Health and Community Safety Manager</p>

(Amended October 2025)

Delegations Contents

<ul style="list-style-type: none"> • Environment Act 1995 • Pollution Prevention and Control Act 1999 and associated regulations • Refuse Disposal Amenity Act 1978 • Building Act 1984 – all matters, powers, duties and functions of the Council under the provisions of the following sections: <ul style="list-style-type: none"> ○ Sections 59, 60, 64-66(drainage) ○ Section 70 (food storage), ○ Section 72 (means of escape from fire), ○ Section 76 (defective premises), ○ Section 84 (drainage of yards) 	
<ul style="list-style-type: none"> • Environmental Protection Act 1990; • Litter Act 1983; • Noise Act 1996; • Noise and Statutory Nuisance Act 1993; • Prevention of Damage by Pests Act 1949; • Exeter City Council Act 1987 - the powers, duties and functions of the Council under Part 4 and Sections 21, 22, 23, 24 and 29; • Local Government (Miscellaneous Provisions) Act 1976. 	Environmental Health and Community Safety Manager
General	
Enforcement of local bylaws.	Environmental Health and Community Safety Manager
To deal with the provisions of and enforce compliance with Sections 40 - 42 of the Anti-Social Behaviour Act 2003.	Environmental Health and Community Safety Manager
To deal with and enforce compliance with the provisions of Sections 43 to 45 and 47 of the Anti-Social Behaviour Act 2003, with the exception of sub-section 44(f), which deals with offences contrary to the Town and Country Planning Act 1990 which will be dealt with by the Head of Service City Development.	Environmental Health and Community Safety Manager

(Amended October 2025)

Delegations Contents

To deal with the provisions of and enforce compliance with sections 55 and 56 of the Anti-Social Behaviour Act 2003, where appropriate in consultation with the Head of Service Legal and Democratic Services.	Environmental Health and Community Safety Manager
To deal with all matters, powers, duties and functions, which shall include the issuing of Licences and permits in respect of lotteries, house to house and street collections in accordance with the House to House Collections Act 1939, the Police Factories (Miscellaneous Provisions) Act 1916 (Street Collections) and Schedule 17 of the Gambling Act 2005.	Environmental Health and Community Safety Manager
Be authorised under Section 53 of the Anti-Social Behaviour Crime and Policing Act 2014 (the Act) for issuing Community Protection Notices (CPN) and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a CPN.	Environmental Health and Community Safety Manager
To issue a Closure Notice of no longer than 24 hours following appropriate consultation under Part 2, Chapter 3 of the Anti-Social Behaviour Crime and Policing Act 2014.	Environmental Health and Community Safety Manager
To change the statutory service plan in the light of centrally issued guidance and/or to meet operational needs.	Environmental Health and Community Safety Manager

Operations Directorate Contents

Delegated Authority: Head of Service Operations	
Function	Delegated Deputy
Cleansing and Fleet	
Without prejudice to the generality of the above, where appropriate in consultation with the Head of Service Legal and Democratic Services, the Head of Service Operations is authorised to deal with the provisions of and enforce compliance with the following Acts and associated legislation. This shall include the initiation,	Waste Collections Manager MRF Manager

(Amended October 2025)

Delegations Contents

defence and settlement of legal proceedings, issuing of formal cautions and fixed penalty fines, service of Notices, carrying out of works in default and payment and recovery of costs.	
Environmental Protection Act 1990 including authorisation of works and recharges pursuant to Section 45 and authorisation and service of notices pursuant to Section 46.	
Litter Act 1983.	
Refuse (Disposal) Amenity Act 1978.	
Clean Neighbourhoods and Environment Act 2005.	
Parks and Ground Maintenance	
To agree requests for the adoption of land and facilities provided by a developer for the Parks and Open Spaces service pursuant to a planning obligation.	Commercial Operations Manager
In consultation with other Officers as appropriate, the letting of parks and open spaces for special events where this does not have a negative financial impact on the Council.	
In consultation with the Strategic Director Operations the power to vary the fees and charges in respect of the Council's recreational and sports facilities (this shall exclude any facilities which may have been outsourced by the Council).	
Exercising the obligations place on the Council under the 1980 Environment Act regarding the cleaning of public places.	Public and Greenspaces Operations Manager
To deal with burials in accordance with the National Assistance Acts 1948-1951 and the Public Health (Control of Diseases) Act 1984.	Commercial Operations Manager
Where appropriate, to serve Notices to quit terminating allotment tenancies.	
In consultation with the Head of Service Legal and Democratic Services, and the Executive Member with the Relevant Portfolio, authority to make amendments to the Allotment Gardens Rules and Conditions.	
Authority to enter into management agreements with duly elected Allotment Associations, as prescribed (Council 15 October 2014) in consultation with Executive Member with Relevant Portfolio.	
Responsibility to interpret the Allotment Garden Rules and Conditions (agreed Council 15 October 2014) in the case of a dispute.	
To exercise the Council's powers under Section 26 of the Exeter City Act 1987.	Engineering Manager
In consultation with the Executive Member with relevant Portfolio to decide on bids for the use of the Bowling Green Marshes Fund, in accordance with the agreed criteria and having sought the views of ward members.	
Harbour and Waterways	

(Amended October 2025)

Delegations Contents

All matters relating to the day-to-day management of the River Exe and Canal.	Deputy – Harbour Master
In consultation with the Head of Service Legal and Democratic Services, the regulation and enforcement of Harbour by-laws.	
The day-to-day management, lettings and allocation of harbour mooring and to issue consents to use landings, slipways, pontoons and berthing subject to such charges and policies approved by the Council.	
To exercise the powers and functions of the Council under Section 26 of Exeter City Act 1987.	
To reassign any residue from any future capital funding for the waterway in order to effect immediate and or significant repairs elsewhere in the Canal or Quay, in consultation with the Executive Member with relevant Portfolio and the Strategic Director for Corporate Resources.	

Operations Directorate Contents

Delegated Authority: Head of Service Asset Maintenance	
Function	Delegated Deputy
Adaptation of Council Properties for disabled persons.	Planned Repairs Lead; Response Repairs Lead; Safety, Health, Environment and Quality Lead; Asset Management Lead.
In agreement with the Leader of the Council and the Executive Member with Relevant Portfolio (or their substitutes nominated by the Leader) following receipt of professional property management advice, the identification for disposal at market value or less than best value of small areas of land no longer required for the housing unit's purposes, in accordance with the agreed scheme.	
To administer the scheme for Housing Capital Grant;	
In consultation with the Strategic Director Operations, to authorise payment of the Housing Capital Grant in accordance with the scheme for Housing Capital Grant;	
To negotiate and enter into Nomination Agreements in accordance with the above; and	
Where this does not prejudice the Authority's capital receipt, to seek maximum nomination rights on disposal of land to registered social landlords.	

(Amended October 2025)

Delegations Contents

In consultation with the Head of Service Legal and Democratic Services, to enter into releases of covenants affecting former Council rented or shared ownership dwellings.	
To deal with and approve applications for grant in accordance with Section 24 and 25 of the Local Government Act 1988.	
<p>In consultation with the Head of Service Legal and Democratic Services, and/or Team Leader, Housing & Litigation to: -</p> <ul style="list-style-type: none"> • institute injunction proceedings in respect of anti-social behaviour pursuant to current Relevant legislation; • institute proceedings in the County Court to obtain Demotion Orders pursuant to current relevant legislation; • institute proceedings in the County Court to obtain possession orders pursuant to current relevant legislation; and • in consultation with the Executive Member with Relevant Portfolio and the Strategic Director Corporate Resources, to make minor amendments to the Contract Regulations to reflect changes in legislation. 	
In consultation with the Executive Member with Relevant Portfolio and Finance and Estates officers, to acquire and dispose of suitable premises under the Housing Asset Management Plan framework using receipts generated by the disposal of assets.	
In consultation with the Executive Member with Relevant Portfolio, to undertake an Enforced Sale, an Empty Dwelling Management Order or a Compulsory Purchase Order to bring an empty property back to use.	
In consultation with the Executive Member with Relevant Portfolio approve the use of consultants to assist the Housing Development Team in undertaking viability appraisals and the appraisal of new forms of affordable housing delivery within approved budgets.	Asset Management Lead
To exercise the Council's powers under Section 6-8 of the Exeter City Act 1987.	
Authority to submit planning applications for the development or redevelopment of Council owned sites.	
To act as appointing officer and take all necessary action to comply with Party Walls, etc. Act 1996.	

Operations Directorate Contents

(Amended October 2025)

5. CORPORATE RESOURCES DIRECTORATE

[Head of Service Finance](#)

[Head of Service Legal & Democratic Services](#)

[Head of Service Commerical Assets](#)

Delegated Authority: Head of Service Finance (Deputy Section 151 Officer)	
Function	Delegated Deputy
Corporate Finance	
To be responsible for: <ul style="list-style-type: none">all day to day decisions on short term borrowing, investment and financing in accordance with the CIPFA Code of Practice “Treasury Management in the Public Services”.for decisions on long term borrowing in accordance with the Prudential Code for Capital Finance in Local Authorities and the CIPFA Code of Practice “Treasury Management in the Public Services”, in consultation with the Executive Member with Relevant Portfolio	Lead Accountant-Capital
The execution and administration of treasury management decisions, in accordance with the Council’s policy statement and treasury management practises and, if a CIPFA member, with CIPFA’s Standard of Professional Practice on Treasury Management.	
General Fund Finance	
To be responsible for undertaking the role of Money Laundering Reporting Officer.	Accountancy Services Manager
In consultation with the Executive Member with relevant Portfolio Authority to approve financial assistance in the form of relief from Business Rates in respect of Charities/Good Causes and cases of hardship.	
In consultation with the Executive Member with relevant portfolio, to deal with applications for discretionary rate relief to sports clubs not in receipt of mandatory relief, as registered charities.	
In consultation with the Executive Member with relevant portfolio, to determine in accordance with the Council’s agreed policy, applications for discretionary rate relief under Sections 47 and 49 of the Local Government and Finance Act 1988.	

Delegations Contents

In consultation with the Leader to review the Discretionary Relief Scheme and, if necessary, increase the maximum threshold to ensure Government funding is fully directed to businesses in Exeter.	
Benefits and Welfare	
To operate and administer the scheme of housing benefit on behalf of the Council, and residual council tax benefit, including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme and the collection and recovery of Housing Benefits Overpayments.	Benefits & Welfare Lead
To determine applications for assistance from the Discretionary Housing Payment Fund and Exceptional Hardship Fund	
To operate and administer the local scheme for Council Tax Support for working age claimants on behalf of the Council, including taking all decisions or actions required under the Council's local policy and to make administrative amendments to the Council's Section 13A policy under LGFA 1992.	
To operate and administer the scheme for Council Tax Support for pension age claimants on behalf of the Council, including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme.	
To operate and administer the scheme of housing benefit on behalf of the Council, and residual council tax benefit, including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme and the collection and recovery of Housing Benefits Overpayments.	
To determine applications for assistance from the Discretionary Housing Payment Fund and Exceptional Hardship Fund.	
To operate and administer the local scheme for Council Tax Support for working age claimants on behalf of the Council, including taking all decisions or actions required under the Council's local policy and to make administrative amendments to the Council's Section 13A policy under LGFA 1992.	
To operate and administer the scheme for Council Tax Support for pension age claimants on behalf of the Council, including taking all decisions or actions required under the provisions of statute and statutory instrument regulating the scheme.	
Benefits, Welfare and Revenues	
In consultation with the Head of Service Legal and Democratic Services, authority to institute legal proceedings where fraudulent activity is suspected in relation to Council Tax Support, Council Tax and Business Rates.	Benefits & Welfare Lead and Revenues Lead
Power to impose penalties under LGFA 1992 for the failure to supply requested information in relation to Council Tax liability, discount and exemption and Council Tax Support.	

(Amended October 2025)

Delegations Contents

In consultation with the Head of Service Legal and Democratic Services, authority to institute legal proceedings where fraudulent activity is suspected in relation to Council Tax Support, Council Tax and Business Rates.	
Power to impose penalties under LGFA 1992 for the failure to supply requested information in relation to Council Tax liability, discount and exemption and Council Tax Support	
Revenues	
To exercise the Council's powers in respect of the administration, collection and recovery of monies owed to the Council in respect of Business Rates and Council Tax; and the Business Improvement District levy on behalf of the Exeter BID Company.	Revenues Lead
To authorise appropriate officers to appear in the Magistrates Court on behalf of the Council in respect of the recovery of Business Rates and Council Tax; and the Business Improvement District levy on behalf of the Exeter BID Company.	
To award, revise or revoke any discretionary relief applications for Business Rates.	
Power to apply to County Court in respect of Housing Benefit Overpayment Recovery.	
To appoint enforcement agents for the recovery of any outstanding debts.	
In consultation with the Executive Member with the Relevant Portfolio and Chief Executive authority to apply for Charging Orders, Bankruptcy or Committal to Prison.	

Corporate Resources Directorate Contents

Delegated Authority: Head of Service Legal and Democratic Services and Monitor Officer	
Function	Delegated Deputy
Monitoring Officer and Democratic Services	
To discharge the functions of the Monitoring Officer as set out in the Constitution.	Team Leader, ECL, Contracts, Procurement and Licensing

(Amended October 2025)

Delegations Contents

In consultation with the Council's appointed independent person, to deal with any complaint received, alleging a breach of the Members Code of Conduct in accordance with the complaint's procedure, including the authority to decide whether an allegation merits investigation.	Team Leader, ECL, Contracts, Procurement and Licensing
To determine requests from Members for dispensations to take part in the debate and/or vote in a meeting where he/she has an interest to declare, and where there is conflict, for another Member of the Audit and Governance Committee to be consulted.	Team Leader, ECL, Contracts, Procurement and Licensing
Designated as the "proper officer" for the purpose of the following sections of the Local Government Act 1972: - <ul style="list-style-type: none"> • Section 100B (2) - determination of the agenda items and reports which are likely to be dealt with in part 2; • Section 100B (7) (C) - supply of papers to the press; • Section 100C (2) - summaries of the proceedings held in part 2; and • Section 100F (2) - determination of documents not available for inspection by Members. 	Team Leader, ECL, Contracts, Procurement and Licensing Democratic Services Manager
Designated as the "proper officer" in respect of The Executive Arrangements (Decisions, Documents and Meetings) (England) Regulations 2000 and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	Team Leader, ECL, Contracts, Procurement and Licensing; and Democratic Services Manager
To approve minor administrative/typographical corrections to the Constitution in consultation with the Leader of the Council.	Democratic Services Manager
In consultation with the leaders of the Political Groups, to implement minor variations of numbers and appointments of Members of Committees/Sub-Committees, in order to comply with the proportionality requirements of the Local Government and Housing Act 1989.	
In consultation with the Group Leaders to appoint representatives to outside bodies during the course of the Municipal Year.	Democratic Services Manager
Legal Services	

(Amended October 2025)

Delegations Contents

To act as the Council's Chief Legal Advisor responsible for the initiation, defence, settlement and conduct of any legal proceedings which may affect the interests of the Council or the inhabitants of the City.	Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation;
The service of any notice required to terminate any contract, agreement or lease entered into by the Council including notices to vary any terms of such contract, agreement or lease.	
Where power to institute proceedings in the Magistrates Court is given by statute to the Council, to institute and progress those proceedings (including progressing them in the higher courts if appropriate).	
In consultation with a Strategic Director concerned, the authority to issue formal cautions where they considers this appropriate.	
In conjunction with the relevant Strategic Director, to approve orders under Section 21 of the Town Police Clauses Act 1847, for the temporary closure of streets, subject to consultation with Police and the County Council.	
To provide and sign statements of truth in accordance with the Civil Procedure Rules.	
To institute, defend or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the Council or in any case where the Head of Service Legal and Democratic Services considers that such action is necessary to protect the council's interest.	Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation; Chief Executive
To attest the Common Seal of the Council and sign other legal documents.	
To authorise officers under Section 7 of the Exeter City Act 1987 in respect of the maintenance of the city walls.	
To apply to the Justices to authorise entry into land or premises by persons named by the Head of Service City Development under the Town & County Planning Act 1990 (as amended).	Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation.

(Amended October 2025)

Delegations Contents

In consultation with the Strategic Director Corporate Resources and Head of Service – Corporate Assets following receipt of professional property management advice, authority to agree the release of any covenants imposed on former council houses where such release is in the interests of the Council.	Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation.
Exeter City Group Ltd – In consultation with the Head of Service – Corporate Assets to sell at open market value, any Council owned land identified in the Exeter City Group Ltd Year 1 Business Case.	Team Leader – ECL, Contracts, Procurement & Licensing; Team Leader – Housing & Litigation.
To authorise legal officers to represent Exeter City Council in the Magistrates’ and County Court in accordance with sections 222 and 223 of the Local Government Act 1972 and section 60 of the County Courts Act 1984.	
Procurement	
To approve the creation or modification of approved contractor standing lists.	Procurement Manager
In conjunction with the Relevant Portfolio Holder, to sign off any amendments to the Procurement and Contract Procedures and supporting notes and to report back to Members.	

Corporate Resources Directorate Contents

Delegated Authority: Head of Service Commercial Assets		
	Function	Delegated Deputy
	Surveying	
In respect of every single decision/transaction in relation to property matters, the Head of Service Commercial Assets or the officer/appointed for the purpose shall exercise the authority delegated to him/her in accordance with the following:		
1	In undertaking property matters decisions/transactions the following authority and decision processes will apply:	Deputy Chief Finance Officer

(Amended October 2025)

Delegations Contents

	<p>a) Where the cost or equivalent value to the Council does not exceed £75,000 per annum, or £750,000 in capital value – The Head of Service Commercial Assets or the officer appointed for the purpose.</p> <p>b) Where the cost or equivalent value to the Council is between £75,000 and £250,000 per annum, or between £750,000 and £2,500,000 in capital value – The Head of Service Commercial Assets or the officer appointed for the purpose in consultation with the Strategic Director Corporate Resources; or</p> <p>c) Where the cost or equivalent value to the Council is between £250,000 and £500,000 per annum, or between £2,500,000 and £5,000,000 in capital value – The Head of Service Commercial Assets or the officer appointed for the purpose in consultation with the Executive Member with relevant portfolio and the Strategic Director Corporate Resources.</p> <p>Provided always that any decision/transaction which may involve expenditure over £500,000 in value shall be reported to the Executive for a decision.</p> <p>For the avoidance of doubt, no delegated authority shall be exercised unless in accordance with a) to c) above.</p>	<p>(for Strategic Director Corporate Resources); and</p> <p>Principles Estates Surveyor (for Head of Service Commercial Assets)</p>
2	Authority to enter into and grant leases, licences, tenancies at will and wayleave agreements.	
3	To consent to the assignment, sub-letting or surrender of existing leases and to approve amendments to the terms of existing leases, licence or agreement.	
4	Where appropriate in consultation with the Head of Service Legal and Democratic Services, to authorise and take necessary legal proceedings for the termination and renewal of leases, agreements and licences.	
5	In consultation with the Strategic Director Corporate Resources and Head of Service Legal and Democratic Services, to take legal/court action to enforce payment of rent and other charges due to the Council.	
6	To approve the revision of rent and licence fees either in accordance with the formula set out in the lease or in accordance with the open market value. This shall include authority to agree not to increase the rent where appropriate.	
7	In consultation with the Head of Service Legal and Democratic Services, authority to institute proceedings for the removal of trespassers on City Council land.	
8	In consultation with the Head of Service Legal and Democratic Services, authority to exercise the powers contained under Sections 77 and 78 of the Criminal Justice Public Order Act 1994.	
9	Authority to submit planning applications for the development or redevelopment of Council owned sites	

(Amended October 2025)

Delegations Contents

10	In accordance with any procedures required by the Asset Management Plan and in consultation the Strategic Director Corporate Resources, where this is deemed to be in the overall best interests of Exeter City Council, and where such disposal is of no strategic importance to the Authority, the disposal by freehold sale of land and/or buildings at open market value.	
11	Authority to vary or release freehold covenants where such release is not likely to prejudice the Council's existing land holding or any future development proposals.	
12	In consultation with the Strategic Director Corporate Resources and Head of Service Legal and Democratic Services, to pay or accept compensation where appropriate.	
13	In consultation with the Strategic Director Corporate Resources, authority to acquire interests in land, provided that such acquisition is catered for within the capital bidding programme.	
14	In consultation with the Strategic Director Corporate Resources and in agreement with the other relevant Officers, to agree requests for the adoption of land and facilities provided by a developer pursuant to a planning obligation.	
15	In respect of the Localism Act 2011, in consultation with the Executive Member with Relevant Portfolio to decide whether to list an asset nominated as an asset of community value.	
Parking and Enforcement		
In consultation with the Head of Service Legal and Democratic Services, to agree/refuse requests for road closures.		Deputy – Parking and Enforcement Operations Manager
To discharge the powers conferred on the City Council by the following sections of the Exeter City Council Act: <ul style="list-style-type: none">• Section 19 – Restriction of vehicles in certain residential streets; and• Section 30 – Prohibiting of parking of vehicles on footways, verges and central reservations.		
In consultation with the Leader of the Council and Executive Member with Relevant Portfolio to consider objections to Exeter City Council Parking Places Orders and amendments thereto.		
To exercise the powers and functions of the Council under Section 30 of Exeter City Act 1987.		
Authority to cancel Penalty Charge Notices		Devon County Council Officers; Parking Processing Officer;

(Amended October 2025)

Delegations Contents

	Parking Processing Team Leader; Parking Services Appeal Team Leader.
To establish/vary tolls, fees and charges in respect of the Matford Centre	Matford Centre Manager

Corporate Resources Directorate Contents

(Amended October 2025)

6. PEOPLE & COMMUNITY DIRECTORATE

Head of Service Housing
Head of Service Digital and Data
Head of Service Customers and Communities
Head of Service HR, Workforce Planning & OD

Delegated Authority: Head of Service Housing	
Function	Delegated Deputy
Housing - Tenancy	
Grant, administer and, where necessary, terminate any flexible introductory tenancy.	Tenancy Services Team Lead; Business Systems Team Lead; Senior Housing Officers; and
To terminate any tenancy or licence where necessary, by relying on the absolute grounds for possession introduced by the Anti-Social Behaviour Crime and Policing Act 2014 (the ASBCP Act 2014).	Senior Housing Needs Lead
Authority to opt to surrender Right to Buy (RTB) to Department of Communities & Local Government or pass receipts over to a housing association, subject to prior consultation with the Strategic Director Corporate Resources and the Executive Member with Relevant Portfolio. This includes: <ul style="list-style-type: none"> To Admit or Deny the Right to Buy; Section 125 Offer Notice; Section 17a Notice – For failure to respond to the Section 125 Offer Notice; Section 12 (a) and 12(b) – For failure to progress the application once Legal services are involved. 	Tenancy Services Team Lead; Senior Housing and Lettings; and Home Ownership Officer
In consultation with the Executive Member with relevant Portfolio in conjunction with the Strategic Director Corporate Resources and the Head of Service Legal and Democratic Services, approve a repayment plan with a landlord where a property is handed back early from a private rental agreement with an individual	Tenancy Services Team Lead

Delegations Contents

landlord where outstanding funds are owed to the Council. This will be subject to a legal charge being created and registered in the Council's favour against the property.	
Housing – Business Systems	
To authorise the service, in relation to rent arrears, of Notice of Intention to Seek Possession (secure tenancies) and Notice to Quit (non-secure tenancies); and Notice of Proceedings for Possession of an Introductory Tenancy (introductory tenancies).	Business Systems Team Lead
Initiation and conduct of legal proceedings for possession in respect of cases where rent arrears are outstanding. This shall include the power to authorise officers to appear in the County Court to represent the Council in respect of rent arrears.	
To accept payment of arrears of rent by instalments.	
Authority to apply for a warrant for Possession of Property in relation to rent arrears.	
To appoint enforcement agents for the recovery of any outstanding debts.	
In consultation with Head of Service Legal and Democratic Services, authority to institute legal proceedings where fraudulent activity is suspected in relation to Housing related activities.	Business Systems Lead; Tenancy Services Team Lead
Housing Solutions	
In accordance with the Council's approved conditions, policies and allocation scheme to: -	Senior Housing Needs Lead Housing Solutions Lead
<ul style="list-style-type: none"> Accept/refuse applications for housing. This authority shall include the power, in consultation with Executive Member with the Relevant Portfolio, to review any decision affecting an applicant's right or eligibility for housing assistance and entry onto the Council's Statutory Housing Register. Where appropriate and in consultation with Executive Member with Relevant Portfolio to accept applications outside those conditions and policies. 	
To arrange for and re-charge as necessary for the removal and storage of personal possessions.	
In consultation with the Executive Member with Relevant Portfolio to make any necessary amendment to the housing scheme.	
In consultation with Human Resources, the allocation of accommodation in respect of service tenancies which shall include the power to refuse allocation of accommodation to personnel whose employment has been terminated.	
To deal with and determine homelessness reviews in accordance with the Housing Act 1996.	
In accordance with the Council's approved conditions, policies and allocation scheme to: -	

(Amended October 2025)

Delegations Contents

<ul style="list-style-type: none"> • Accept/refuse applications for housing. This authority shall include the power, in consultation with Executive Member with the Relevant Portfolio, to review any decision affecting an applicant's right or eligibility for housing assistance and entry onto the Council's Statutory Housing Register. • Where appropriate and in consultation with Executive Member with Relevant Portfolio to accept applications outside those conditions and policies. 	
To arrange for and re-charge as necessary for the removal and storage of personal possessions.	
In consultation with the Executive Member with Relevant Portfolio to make any necessary amendment to the housing scheme.	
In consultation with Human Resources, the allocation of accommodation in respect of service tenancies which shall include the power to refuse allocation of accommodation to personnel whose employment has been terminated.	
To deal with and determine homelessness reviews in accordance with the Housing Act 1996.	
Housing Access	
To undertake all the statutory duties imposed by the Housing Act 1996 utilising temporary accommodation, bed and breakfast accommodation, private sector accommodation and making nominations to registered providers as required.	Housing Access Team Lead Temporary Accommodation Lead Senior Housing Needs Lead
In consultation with the Strategic Director People and Communities and the Strategic Director Corporate Resources, to enter into or determine leasing agreements with private landlords to provide accommodation to homeless households as required to meet the Council's statutory requirements.	
To arrange rent deposit guarantees in accordance with the Council's policy in consultation with the Head of Service Finance.	
To undertake all the statutory duties imposed by the Housing Act 1996 utilising temporary accommodation, bed and breakfast accommodation, private sector accommodation and making nominations to registered providers as required.	
In consultation with the Strategic Director People and Communities and the Strategic Director Corporate Resources, to enter into or determine leasing agreements with private landlords to provide accommodation to homeless households as required to meet the Council's statutory requirements.	
To arrange rent deposit guarantees in accordance with the Council's policy in consultation with the Head of Service Finance.	

(Amended October 2025)

Delegations Contents

In consultation with the Head of Service Legal and Democratic Services, to take legal action to obtain possession of any dwelling occupied by a person accommodated in accordance with the Housing Act 1996 who has refused a reasonable offer of suitable permanent accommodation or who has been declared intentionally homeless.	Temporary Accommodation Lead
Private Sector Housing Legislation	
Law of Property Act 1925 (Enforced sale provisions).	Principal Environmental Health Officer
Caravan Sites and Control of Development Act 1960.	Principal Environmental Health Officer
Housing Acts 1985, 1988, 1989 and 1996	Principal Environmental Health Officer
The Home Energy Conservation Act 1996	Principal Environmental Health Officer
The Housing Grants, Construction and Regeneration Act 1996 – to deal with all matters, powers, functions and duties set out therein.	Principal Environmental Health Officer
Protection from Eviction Act 1977	Principal Environmental Health Officer
The Housing Defects Act 1984	Principal Environmental Health Officer
The Local Government Housing Act 1989 – to investigate and take appropriate action under these enactments.	Principal Environmental Health Officer
Housing Act 2004 – to investigate and take appropriate action under these enactments including: - <ul style="list-style-type: none"> • Section 131 Carry out works – interim or final management order • Section 235 Production of documents; • Section 239 General powers of entry to inspect and survey; • Schedule 7 Paragraph 25 Carry out works – empty dwellings; • Schedule 3 Paragraph 3(4) Carry out works – Improvement notice 	Principal Environmental Health Officer
Mobile Homes Act 2013	Principal Environmental Health Officer

(Amended October 2025)

Delegations Contents

Enterprise and Regulatory Reform Act 2013	Principal Environmental Health Officer
Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015	Principal Environmental Health Officer
Smoke and Carbon Monoxide Alarm (England) Regulations 2015	Principal Environmental Health Officer
The Housing and Planning Act 2016	Principal Environmental Health Officer
Tenant Fees Act 2019	Principal Environmental Health Officer
The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020	Principal Environmental Health Officer
The Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	Principal Environmental Health Officer

People & Community Directorate Contents

Delegated Authority: Head of Service Digital and Data	
Function	Delegated Deputy
No Delegations	

People & Community Directorate Contents

Delegated Authority: Head of Service Customers and Communities	
Function	Delegated Deputy
No Delegations	

(Amended October 2025)

[Delegations Contents](#)

[People & Community Directorate Contents](#)

Delegated Authority: Head of Service HR, Workforce Planning and OD	
Function	Delegated Deputy
The authority to amend HR policies and procedures where a statutory change or an organisational change (i.e. change in job title/role) has occurred making the amendments necessary.	HR Business Partner
In consultation with the Portfolio Holder with responsibility for equality and diversity to make amendments to the equality and diversity policy.	

[People & Community Directorate Contents](#)

(Amended October 2025)

7. PLACE DIRECTORATE

[Head of Service City Development](#)
[Head of Service Culture & Leisure](#)
[Head of Service City Centre & Net Zero](#)

Delegated Authority: Head of Service City Development

PART A – SCOPE OF DELEGATED AUTHORITY

Subject limits on delegated authority as set out in **Part B**, the following functions are delegated to Head of Service City Development as set out below:

Function	Delegated Deputy
Decision Making	
Undertaking all actions in determining applications of whatever nature in relation to any Town and Country Planning legislation, the Building Act and subordinate legislation arising therefrom and in accordance with the Council's scheme of delegation.	All those holding Managerial posts; All Planning Project Officers of whatever level of seniority; and All Building Control Officers of whatever level of seniority.
Undertaking all actions in exercising the powers relating to the preservation of trees and important hedgerows.	
Revocation	

Delegations Contents

Undertaking all actions in revoking planning consents, certificates of lawfulness or hazardous waste consents in accordance with any Town and Country Planning legislation and subordinate legislation arising therefrom.	Assistant Service Lead – (DM) City Development, Assistant Service Lead – Development Management (Major Projects)
Enforcement	
Undertaking all actions in relation to enforcement against suspected breaches of planning control and notices pursuant to the Council's power to require information as to interests in land under the Town and Country Planning Legislation or Local Government (Miscellaneous Provisions) Act 1976.	Assistant Service Lead – (DM) City Development, Assistant Service Lead – Development Management (Major Projects)
Entering Land	
The entering of land for the purposes of carrying out any function in relation to any Town and Country Planning legislation, The Building Act and subordinate legislation arising therefrom and in accordance with the Council's scheme of delegation.	All those holding Managerial posts, all Planning Project Officers of whatever level of seniority and all Building Control Officers of whatever level of seniority.
PART B – LIMIT ON DELEGATED AUTHORITY	
The functions in Part A are delegated to Head of Service City Development, but those are subject to the limits as set out in this Part B:	
Matters Reserved	

(Amended October 2025)

Delegations Contents

No delegated decision shall be made in the following instances:

- Any item considered by the Head of Service City Development, Chair, or Deputy Chair of Planning Committee or Portfolio Holder City Development to be significant, controversial or sensitive.
- Applications referred by the Chair or Vice-Chair of Planning Committee following Delegation Briefing.
- City Council applications subject to objections.
- Applications from councillors, planning officers and their close relatives (parents, children, siblings and partners).
- Applications from members of staff which, in the opinion of the Head of City Development, are considered to be major in nature whether or not they are subject to objections.

and in such cases shall be determined by the planning committee.

Exceptions

Where compensation is payable by the Council pursuant to a revocation of whatever nature under Section 2 (Revocation) of Part A (above).

Matters requiring consultation or agreement

No delegated decision or function can be exercised except subject to consultation or agreement as set out below:

Function	Consultation/ Agreement	With Postholders/Group
Applications		
Applications that: 1. Members of the Planning Committee or Ward Members have requested the application be brought to the Delegation Briefing before the expiry of two working days after the formal consultation period ends (with notification to the planning officer and Head of City Development); 2. raise concerns of material planning considerations (which have been specified to the planning officer and Head of Service City Development); and 3. officers are minded to approve under delegated powers.	Consultation	Delegation Briefing
City Council applications not subject to any objections.	Consultation	Delegation Briefing
Applications from members of staff which in the opinion of the Head of City Development are minor in nature whether or not subject to any objections.	Consultation	Delegation Briefing

(Amended October 2025)

Delegations Contents

Applications that have been subject to representations from a statutory consultee that express views contrary to the officer recommendation.	Consultation	Delegation Briefing
Applications that have been subject to objections from a Neighbourhood Forum (where that Neighbourhood has an adopted Neighbourhood Plan) that officers are minded to approve under delegated powers.	Consultation	Delegation Briefing
Enforcement		
Issue of: <ul style="list-style-type: none"> • Breach of Condition Notices; • Completion Notices; • Enforcement Notices; • Hazardous Substances Contravention Notices; • Stop Notices; • Temporary Stop Notices; • Urgent Works and Repairs Notices; 	Agreement	Head of Service Legal and Democratic Services
Commencement of: <ul style="list-style-type: none"> • Injunctions • Prosecutions • Other formal legal proceedings or action relating to planning enforcement 	Agreement	Head of Service Legal and Democratic Services
Planning Obligations (s106 Agreements)		
New agreements: <ul style="list-style-type: none"> • securing minor infrastructure (such as BNG); • involving sums of less than £200,000; and/or • considered necessary with regard to planning appeals. 	Consultation	Chair of the Planning Committee (or Vice-Chair of the Planning Committee in their absence)
Minor variations of existing Section 106 agreements	Consultation	Chair of the Planning Committee (or Vice-Chair of the Planning Committee in their absence)

(Amended October 2025)

Delegations Contents

Decisions on use of Section 106 funding where the terms are not prescribed by the agreement.	Consultation	Executive Member with relevant portfolio
Approve the use of commuted sums, as required, to acquire new affordable housing	Consultation	Executive Member with relevant portfolio and Finance and Estates Officers
Neighbourhood Planning		
Publicity, consideration of representations and decisions in respect of applications for neighbourhood plan areas and forums.	Agreement	Executive Member with relevant portfolio
Miscellaneous		
Publication of the Local Infrastructure Funding Statements (including 'Infrastructure Lists')	Agreement	Leader of the Council and Executive member with relevant portfolio
Decisions regarding the Local Infrastructure Fund not considered by the Panel	Agreement	Executive Member with relevant portfolio
Publication of: <ul style="list-style-type: none"> the Brownfield Land Register; the Custom and Self-Build Register; Advice notes regarding new planning policy or legislation; Five-year land supply statements; Authority and annual monitoring reports; and/or Planning policy evidence 	Consultation	Executive Member with relevant portfolio
Review decisions to list assets of community value and compensation reviews in relation to Assets of Community Value	Consultation	Executive Member with relevant portfolio
Provide responses on behalf of the Council to consultations from Government, government agencies, regional bodies, other Councils and local planning authorities	Consultation	Executive Member with relevant portfolio

Deputies – the relevant officer post holder, Assistant Service Leads - City Development and/or Assistant Service Lead (Building Control), Assistant Service Lead (Local Plans) and in relation to Annual Infrastructure Funding Statement Principal Project Manager (Strategic Infrastructure Planning)

Place Directorate Contents

(Amended October 2025)

Delegations Contents

Delegated Authority: Head of Service Culture & Leisure	
Function	Delegated Deputy
Culture	
With agreement from both the Chief Executive and Portfolio Holder, to deputise for the Strategic Director Place and assume all delegated powers related to the Directorate post.	Corn Exchange – Corn Exchange Manager; Facilities – Visitor Facilities Manager.
With agreement of the relevant Portfolio Holder, to set and alter fees associated with Visit Exeter and Exeter Leisure services to take account of market conditions.	Leisure – General Manager Guildhall – Guildhall Manager Tourism Manager Leisure – General
The alteration of market days required as a result of statutory holidays.	
To establish/vary tolls, fees and charges in respect of the Corn Exchange and the various markets authorised by Exeter City Council.	
The day-to-day management, including where appropriate, opening hours and bookings for the Council's recreational facilities.	
RAMM	
The effective day to day running of the Royal Albert Memorial Museum and to determine the casual use of the Museum buildings in connection with events promoted by or supported by the City Council.	Audience Development Management Lead Officer
Working in accordance with relevant professional standards and within the Collections Development Policy agreed by the Council, determine appropriate stewardship and development of the museum collection.	
To exercise the powers and functions of the Council under Sections 9, 10 and 11 of Exeter City Act 1987.	

(Amended October 2025)

Delegations Contents

To agree requests for the adoption of land and facilities provided by a developer for the Museums service pursuant to a planning obligation.	
In consultation with the Executive Member with relevant Portfolio to approve items for de-accession from the museum collection unless the item is of a significant nature or monetary value.	
In consultation with the relevant Portfolio Holder, be authorised to submit applications for Grant Funding less than £50,000 in value, where there is no additional call for City Council resource beyond that already authorised within museum revenue expenditure.	
Mayoralty	
To exercise the powers set out in Section 31 of the Exeter City Act 1987 in respect of the restriction on the use of armorial bearings.	Lord Mayor Support Manager
To authorise the use of the Guildhall for private functions.	

Place Directorate Contents

Delegated Authority: Head of Service City Centre and Net Zero	
Function	Delegated Deputy
Community Safety Partnership Anti-Social Behaviour Stray Dogs City Centre Net Zero	
Be authorised under Section 53 of the Anti-Social Behaviour Crime and Policing Act 2014 (the Act) for issuing Community Protection Notices (CPN) and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a CPN.	Deputy – Parking and Enforcement Operations Manager
To implement Public Spaces Protection Orders (PSPO) under Part 4 Chapter 2 of the Anti-Social Behaviour Crime and Policing Act 2014 following agreement in each case at the multi-agency Anti-Social Behaviour Action Team and related Fixed Penalty Notices of a £100 penalty fee in respect of breaches of a PSPO.	
Control of dogs	

(Amended October 2025)

[Delegations Contents](#)

The Environmental Protection (Stray Dogs) Regulations 1992 which shall include, in cases of exceptional hardship, the power to waive payment of the recoverable fees and expenses levied in respect of dogs seized and detained as strays	
---	--

[Place Directorate Contents](#)