

# DELEGATIONS TO THE HEAD OF COMMISSIONING AND CUSTOMER SERVICES CONTACT

## Waste Collection and Disposal

1. To exercise powers in relation to refuse collection, street cleaning, public conveniences, recycling and minor works.
2. To levy charges regarding the collection and disposal of waste other than household waste, and for the provision of bins and sacks.
3. To implement and enforce the provisions of Part II and Schedule 4 of the Environmental Protection Act 1990.
4. To implement and enforce the provisions of the Public Health Act 1961 regarding the accumulations of rubbish.

## Seafront and Harbour

5. To manage and maintain seafront facilities.
- 5-6. To commission and monitor the beach lifeguarding service
- ~~6.~~ ~~To grant and to renew licences for pleasure boats and for pleasure boatmen pursuant to the Public Health Acts Amendment Act 1907 (as amended by the Local Government Act 1974) and to dispose of boats and ancillary equipment abandoned or uncollected on any port or foreshore in Council's ownership.~~
7. To grant and renew licences and leases for beach huts.
8. To undertake responsibility for the effects of oil pollution on the coast line.
- ~~7-9.~~ To work with the key authorities on coastal risk management and Flood planning.

## Recreation Leisure and Green Spaces

10. To manage, maintain and control (including temporary or permanent closure of) parks, open spaces, country parks, equipped play areas and, ~~outdoor sports facilities and indoor sports facilities and swimming pools.~~
11. Preparation of key strategic documents and plans for sport, leisure and open spaces to support the Local Plan process.
- ~~8-12.~~
- 9-13. To let parks and open spaces for sporting and recreation facilities including fairs, exhibitions and displays subject to suitability.
- ~~10-14.~~ To grant and to renew licences for fitness and leisure coaches and instructors using Council land.
15. Responsibility for the development and provision of indoor leisure facilities including the leisure centre contract.

11-16. To make arrangements for the provision and advertising of leisure ~~and recreation~~ services and events.

12-17. To deal with petitions in relation to ball games on open spaces in consultation with Ward Members.

### **Cemeteries and Closed Churchyards**

~~13-18.~~ To manage and maintain Council owned cemeteries and to maintain "closed churchyards" ~~on behalf of Church parishes under section 18 of the Burial Act 1855 and section 215 of the Local Government Act 1972.~~

14-19. To exercise powers in relation to the granting of rights of burial, rights to erect memorials and maintenance of graves pursuant to the Local Government Act 1972, Public Health Act 1936 and Local Authorities Cemeteries Order 1977.

### **Parking and Highways Management**

15-20. To manage, maintain and control off-street parking and to make necessary amendments to the Off Street Parking Order.

16-21. To manage on-street parking enforcement in accordance with The Road Traffic (Permitted Parking and Special Parking Area) (County of Kent) (Borough of Swale) Order 1999.

17-22. To agree to the temporary use of car parks for other activities ~~non-commercial use~~ and to temporarily suspend on and off street parking bays.

18-23. To enforce the provisions of the Road Traffic Regulation Act 1984 and Refuse Disposal (Amenity) Act 1978 regarding the removal of vehicles and any other offence.

19-24. To enforce the provisions of the Clean Neighbourhoods and Environment Act 2005 in relation to fixed penalty notices for nuisance parking offences.

20-25. To exercise the Council's powers to provide and maintain footway lighting systems and street naming and numbering.

21-26. To exercise the power to provide and maintain bus shelters and to give consent to Parish Councils for the erection of seats and shelters.

22-27. Authority in conjunction with the Head of Legal to make Orders for the closure of highways for a period of 24 hours or less for special purposes under Section 21 of the Town Police Clauses Act 1847 and Road Traffic Act 1984.

### **Allotments**

23-28. To administer allotments and the discharge of related statutory functions.

### **Contract Standing Orders Commissioning and Contract Management**

- 29. To develop the key Commissioning and Procurement Strategies, Plans and Procedures for officers to follow.
- 30. To monitor and make suggested changes to the Contract Standing Orders document in order to comply with legislation.
- 31. To agree waivers in accordance with Contract Standing Orders.
- 32. To lead on contract management within the authority, including monitoring of the Council's major contracts – waste and recycling, street cleansing, public conveniences, leisure centres and grounds maintenance.
- 33. To issue defaults and rectification notices to contractors who do not meet the terms of service.
- 34. To agree to the extension or termination of contracts within the parameters set out in Contract Standing Orders.
- 24-35. Monitor and record expressions of interest for the Community Right to Challenge as per the Localism Act 2011 and The Community right to challenge (Expressions of Interest and Excluded Services) (England) Regulations 2012.

### **Customer Services**

- 36. To provide the frontline service for all residents contacting the Council using varying methods of communication and multiple locations.
- 25-37. The development of the Council's Customer Charter, Complaints Strategy and procedures.

### **Miscellaneous**

- 26-38. In conjunction with the Head of Legal, to serve Notices under section 23 of the Local Government (Miscellaneous Provisions) Act 1976 in relation to dangerous trees.
- 27-39. To implement and enforce the provisions of the Land Drainage Act 1991.
- ~~28-1. To undertake responsibility for the effects of oil pollution on the coast line.~~