



**RECORD OF POWERS DELEGATED BY
THE EXECUTIVE DIRECTOR FOR PUBLIC HEALTH & CORPORATE RESOURCES
Scheme of Delegation for Venues Management**

Date last reviewed:	September 2025
Approved by:	 Rachel Spencer-Henshall Deputy Chief Executive and Executive Director for Public Health & Corporate Resources
Date Approved:	
Version No:	V1
Review Date:	September 2026
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DELEGATED POWERS

Purpose

To set out the delegations from the Executive Director for Public Health and Corporate Resources in accordance with the requirements of Part 3.7, paragraph 6 of Section F of the Council's Constitution.

Related Policies & Documents

- **Council Constitution - Part 2 - Decision making by officers (Article 13.6)**
<http://www.kirklees.gov.uk/beta/your-council/pdf/constitution-part-2.pdf>
- **Council constitution - Part 3 – Responsibility for functions (Section F)**
<http://www.kirklees.gov.uk/beta/your-council/pdf/constitution-part-37.pdf>
- **Council Constitution - Part 4 - Financial Procedure Rules (Part 4.6)**
<http://www.kirklees.gov.uk/beta/your-council/pdf/constitution-part-46.pdf>

Key Statutes/Legislation

The following pieces of legislation are applied in the delegated decisions specified in this document:

Public Health (Control of Disease) Act 1984. (The Council is required to make funeral arrangements) The Cremation Acts 1902 and 1952 The Cremation Regulations 2008 The Environmental Protection Act 1990 The Secretary of State's Guidance – Crematoria PG5/2 (1995)	Local Government Act 1972 The General Data Protection Regulation 2018 Equality Act 2010
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<p>Procurement related to - General Food Law (Regulation (EC) 178/2002) Food Safety Act 1990 Adventure Activities Licensing Regulations 2004 Control of Substances Hazardous to Health (COSHH) Regulations 2002 Births and Deaths Registration Act 1953 Marriage Act 1949 Civil Partnership Act 2004 Marriage (Same Sex Couples) Act 2013 Registration Service Act 1953 Civil Partnerships, Marriages and Deaths (Registration etc.) Act 2019 Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) Regulations 2016 Births, Deaths, Marriages and Civil Partnerships Records Regulations 2016 Registration of Births, Deaths, Marriages and Civil Partnerships (Fees) (Amendment) and Multilingual Standard Forms Regulations 2018 Registration of Births, Deaths, Marriages and Civil Partnerships (Fees and Records) (Amendment) Regulations 2024</p>	
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Who is governed by this policy?

The scheme of delegations will apply to all permanent, contract and temporary officers working for the Council.

Summary

The Council's Constitution requires that each Executive Director prepare service schemes of delegation which set out how decisions will be made in each of the Services for which they are responsible. Such schemes should clearly identify which officers have been authorised to make decisions under the delegated powers of the Executive Director. All schemes of delegation will be lodged with the Council's Monitoring Officer and made available to the public on request.

Each Service Director or Monitoring Officer has the authority to make amendments to the Scheme of Delegation necessitated by legislative changes as and when appropriate.

Officers may only exercise the powers delegated to them in accordance with all relevant statutory requirements, the provisions of the Council's Constitution, the revenue and capital budgets of the Council, its Procurement Code, Financial Regulations, contract financial procedure rules and other relevant policies and procedures.

Delegation is simply a way of allocating matters to the levels appropriate to ensure that the Directorate's business is dealt with in the most efficient way possible. Delegated power will normally be exercised at the lowest level to which it has been given. However, all such powers will also be held by the Executive Director.

Where an officer post to which any function has been delegated is renamed or is affected by a staffing reorganisation, then the relevant delegation shall be treated as applying to the renamed post or, as appropriate, to the post which has been allocated the same or substantially the same relevant duties as the original post following that reorganisation.

In exercising the powers delegated to them officers must observe any additional procedural requirements that apply within their services e.g. any requirement to consult local ward councillors, cabinet members and/or the leader. It is also good practice to keep local ward councillors informed of decisions made and implemented under delegated powers that significantly affect members of the community in their ward.

Responsibility	Officer A	Officer B	Officer C	Officer D	Head of Service	Service Director
To take financial decisions in relation to the management and maintenance of facilities and equipment for the provision of services:			✓	✓	✓	✓
To take decisions in relation to the procurement of suppliers and services that support the delivery of the following services: - Catering - Cleaning and Caretaking			✓	✓	✓	✓
To take financial decisions in relation to capital spend				✓	✓	✓
To determine the content of disclosures following applications made under the Data Protection Act 1998					✓	✓
To take decisions related to fees and charges to traded services.			✓	✓	✓	✓
To act as authorised representative of the Council where the Council has a Maintenance Agreement with a third party and in respect of that third party: - Attend meetings (as identified) - Review financial and operational performance - Agree to any subcontracting arrangements that the third party demonstrates is in the interest of the Council. - Resolve disputes and complaints		✓	✓	✓		
To determine and present proposed annual fees and charges increases in line with Council financial procedure rules and present to the executive for approval			✓	✓	✓	✓
To make decision specific to the purchase of tools, materials and equipment to ensure service delivery is not compromised in any way.		✓	✓	✓	✓	✓
Determine responses to requests made under the Freedom of Information Act 2000 and Environmental Information Regulations 2004.		✓	✓	✓	✓	✓
To determine the content of disclosures following applications made under the Data Protection Act 1998.					✓	✓

Responsibility	Officer A	Officer B	Officer C	Officer D	Head of Service	Service Director
To make decisions regarding the waiving of charges in the event of a dispute and through discussion with the Councils Complaints Officer.					✓	✓
To incur expenditure and to generate and collect income in line with Financial Regulations, Contracts Procedure Rules and within approved revenue and capital estimates.		✓	✓	✓	✓	✓
To make decisions regarding the introduction of new services and income generation streams.				✓	✓	✓
To make decisions regarding communications, marketing and content across email, social media, printed materials and website content	✓	✓	✓	✓	✓	✓
Approve changes to public facing service operating hours, locations and access				✓	✓	✓
REGISTRATION						
Decisions around the management and location of the registration repository and secure stock, including the archiving of records in line with the Digital Bill.			✓	✓		
To make decisions surrounding the temporary stopping of services in Registration in extenuating circumstances.			✓	✓		
To make decisions regarding the provision of outreach services in an external venue (Registration)				✓	✓	
To make decisions regarding the opening and operating hours of the Registration service.				✓	✓	✓
Signing off the annual report to the GRO (General Register Office)				✓		
TOWN HALLS						
Sign off contract agreements with commercial shows			✓	✓		

Responsibility	Officer A	Officer B	Officer C	Officer D	Head of Service	Service Director
Authorise discounted rates on space hire in Town Halls and community buildings				✓	✓	✓
To make decision regarding the waiving of charges for spaces in Town Halls and community buildings					✓	✓
To apply for/receive grant funding from external funders, in line with Financial Regulations, Contracts Procedure Rules and within approved revenue and capital estimates			✓	✓	✓	✓
To take decisions regarding the evacuation and safety of customers in Town Halls and community buildings	✓	✓	✓	✓	✓	✓
BEREAVEMENT						
To take financial decisions in relation to the management and maintenance of facilities and equipment for the provision of the following services: <ul style="list-style-type: none"> - Cremations - Burials This includes the management of maintenance suppliers specifically for the ongoing upkeep of the cremation equipment.				✓	✓	✓

Key to authorised officers:

Responsibility	Post Title/Section
Officer A	Duty Manager
Officer B	Assistant Town Halls Manager/Senior Cleaning and Caretaking Manager/Cliffe House and DRAM Manager/Area Cleaning and Caretaking Managers/Area Catering Manager/Registrars – Bereavement Services/
Officer C	Commercial and Systems Manager/Caretaking and Cleaning Operations Manager/Catering Operations Manager/Town Halls Manager/ Superintendent Registrar and Service Manager
Officer D	Operational Manager Venues/Registration and Customer Service Centre Manager
Head of Service	Head of Venues Management

Service Director	Service Director, Culture and Visitor Economy
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