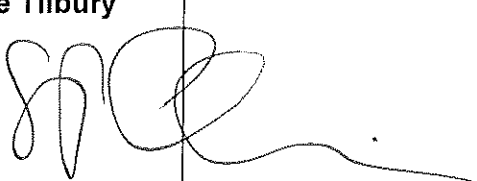


Regulatory Services

Appointment/Authorisation of Officers (Legislative)

Amendment Record

Amendments are not permitted without prior approval

Issue	Date	Approved	Summary of Change
1	21/12/05	BM	Implementation
2	03/05/07	RGH	Change of Authorisation procedures in Constitution and changes to Directorates
3	06/02/08	RGH	Change of Authorisation procedures in Constitution and changes to Directorates
4	01/03/10	RGH	Change to Warrant Cards and Health and Safety warrants to a single identity card
5	31/01/13	RGH	Changes due to structure
6	01/10/13	RGH	Changes due to structure
7	10/06/15	ST	Changes due to organisational structure to recognise Regulatory Services within the Enforcement Policy
Prepared by		Kevin Gosling	
Approved		Steve Tilbury	
Date		10th June 2015	

Regulatory Services

APPOINTMENT/AUTHORISATION OF OFFICERS (Legislative) 2015

1.0 Introduction

- 1.1 This document describes the arrangements that are in place to ensure that officers, including contractors that carry out regulatory functions on behalf of Winchester City Council are empowered by the Council, to carry out a range of activities and act under specific legislation.
- 1.2 This document must be read in conjunction with:
 - The City Council's Constitution and in particular to Section 6: Scheme of Delegation. This allows for the Corporate Director to appoint/authorise officers to carry out statutory functions given to the City Council and to appoint officers as inspectors of Health and Safety. Constitution Part 3 Section 6
 - Authorisation and Appointment Matrices. Matrix
- 1.3 Failure to properly authorise/appoint officers to carry out statutory functions may lead to the Officer or Council acting without authorisation, any subsequent actions may be invalid. This is important when considering taking any formal action.
- 1.4 Officers will carry with them an Identity Warrant and/or Health and Safety Warrant. Persons wishing to challenge an officer's (full) authorisation will be referred to this document (EH1) and supporting matrix which will be made available upon request.

2.0 Authorisation and Appointment Matrices

- 2.1 The matrix identifies the officers and the corresponding legislation that they have been authorised to enforce.
- 2.2 There will be a need to periodically update the Matrices to identify changes in legislation, officers and authorisation levels. These documents can only be amended by the Corporate Director and will be subject to periodic review.

3.0 Warrant Cards

- 3.1 Officers must carry a general warrant card indicating that they have been authorised to carry out legislative powers contained in the Authorisation Matrix. This warrant will identify the person by name, their post and post number, photograph, signature of holder and by whom they were authorised.

