

Quality Assurance Procedure

Matrix to Appointment/Authorisation of Officers (Legislative)


Amendment Record

The following delegations are in accordance with Part 3.4 of constitution, and the delegation is by the Strategic Director Place and in accordance with Scheme of Delegation within Part 3.4.

Amendments are not permitted without prior approval from those with delegated powers in accordance with the Councils' Scheme of Delegation

Issue	Date	Approved	Summary of Change
72	3/8/21	RB	Archiving of matrix 71 Removing authorisations for Natural Environment and Recreation Teams /Housing and Community Safety who are in different Departments to Public Protection following changes to WCC organisational structure Removal of SS Addition of new starters GC and HV - EP Licensing – addition of new Licensing Officer MS Removal of leaver IM Increase powers of BA as Licensing Manager (maternity cover)
73		DA	Appointment of new Proper Officer as confirmed by DI to PHE Addition of new Health Protection Food safety contractor- BC
74	25/7/22	DA	Addition of new Health Protection EHO contractor – TW Addition of new Licensing Officer contractor KHO Removal of EHDC Animal Welfare- JG and SF Addition of new EHO- VP
75	31/10/22	DA	Removal of powers of BA to Licensing Officer Removal of leavers MS and KHO Addition of new Business Support Officer - KN-H Removal of leaver Health Protection EHO Contactor - TW Addition of new Health Protection Food EHP contractor –ME
76	19/12/22	DA	Authorisation of Health Protection Officers for powers under Part VIII of Local Gov (MP) Act 1982

04/02/2025

77	13/06/23	DA	Add and remove Licensing Officers Add Temporary Road Closures Removal of Health Protection Officers LM and JS Removal of Environmental Protection Officer HV Addition of BSO KA-P	
78	25/09/23	DA	Add CC for permit inspections Add EP contractor MS	
79	13/10/23	DA	Add administering simple cautions	
80	05/02/24	DA	Add Animal Fixed Penalty Notices Authorise MC - HBC Remove GC leaver Addition of new Health Protection Officer DB Remove Health Protection Officer (contractor) ME Remove EHO contractor MS Add Environmental Health Apprentice OD-G Add Licensing BSO AW	
81	05/07/24	DA	Addition of new EHO Kevin Hansford (KDH)	
82	04/02/25	DA	Removal of Leaver KDH Addition of new EHO Emily Spain (ES) Addition of Vet Inspectors – Charles Roberts (CR), Gemma Rouse (GR), John Chitty (JC) ,Tim Adams (TA)	
Prepared by		Abby Toms (EH Manager)	Date	05/02/25
Authorised by		Dawn Adey (Strategic Director)		04/02/2025

Public Protection

X = AUTHORISED

Statutory Provisions	DI	AT	PT	VP	SH	JSH	KH	MG	DG	RS	OD-G	SA	LS	DB	ES
Public Health Act 1936 – Section 50	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Control of Pollution Act 1974 - Section 91	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Clean Air Act 1993	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Building Act 1984, Part IV - Section 59	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Water Industry Act 1991 – Schedule 6, Part II	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Local Government (Misc. Provisions) Acts 1976	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Local Government (Misc. Provisions) Act 1982, Section 1, Schedule 1 & 2	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Local Government (Misc Provisions) Act 1982, Part VIII (Acupuncture, Tattooing, Ear Piercing and Electrolysis)							X	X				X	X	X	X
Anti-Social Behaviour Act 2003 Sec 40/41	X	X													
Anti-Social, Behaviour, Crime and Policing Act 2014	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Statutory Provisions	DI	S A	A T	V P	P T	SH	JSH	M C	CD	CC	K H	OD-G	DG	MG	RS	LS	DB	ES
Public Health Act 1936, Part II and Part XII - Section 287	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X
Public Health Act 1936 Sec 84 and 85 Proper Officer	X		X	X										X				
Public Health Act 1961	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X
Public Health Act 1961 Sect 37	X		X	X							X		X	X	X	X	X	X
Local Government and Housing Act 1989, Part VII - Section 97	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X
Building Act 1984, Part IV – Section 95	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X
Caravan Sites and Control of Development Act 1960, Part XI - Section 26	X	X	X	X	X	X	X				X	X						
Environmental Protection Act 1990	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Prevention of Damage by Pests Act (Section 2) and Part III			X	X	X		X					X	X	X	X	X	X	X
Prevention of Damage by Pests Act 1949	X	X	X	X	X	X	X				X	X	X	X	X	X	X	X
Motor Salvage Operators Regulations 2002	X	X	X	X	X	X	X				X		X		X	X	X	X
Integrated Prevention, Pollution Control Regulations 1999	X		X	X	X	X	X	X	X	X								

	DI	A T	P T	VP	SH	J S H	K H	A N	MG	DG	RS	CD	MC	OD-G
Burials Laws Amendment Act 1880	X	X	X	X	X	X	X	X		X	X			X
Environment Act 1995 - Section 108/109	X	X	X	X	X	X			X	X	X	X	X	X
Environment Act 1996 – Part 1	X	X	X	X	X	X			X	X	X			X
Licensing Act 2003	X	X	X	X	X	X	X							X
Clean Neighbourhoods and Environment Act 2005	X	X	X	X	X	X	X	X	X	X	X			X
Local Government (Miscellaneous Provisions) Act 1982. Sec 29-32 inc	X	X	X	X		X	X		X	X	X			
Local Government Act 1972 Section 235	X	X	X	X	X	X	X		X	X	X			X
Scrap Metal Dealers Act 2013 and associated Regulations	X	X	X	X										X
Private Water Supplies Regulations 2016	X	X			X	X								

Public Protection Simple Cautions

Simple Cautions	DI	AT	MG	CS
Criminal Justice Act 2003 (Part 3) Administering simple cautions	X	X	X	X

Food	SA	DI	AP	KH	AT	LS	RB	BC	MG	DB	ES
Food Safety Act 1990	X		X	X		X	X	X	X	X	X
Food Safety Act - Section 9 - Inspection/seizure of Food	X			X		X			X		
Official Feed and Food Control (England) Regulations 2009	X		X	X		X	X	X	X	X	X
Trade in Animal and Related Products Regulations 2011	X		X	X		X	X	X	X	X	X
Animal By-Products (Enforcement) Regulations 2013	X		X	X		X	X	X	X	X	X
Contaminants in Food (England) Regulations 2007	X		X	X		X	X	X	X	X	X
European Communities Act 1972	X	X	X	X	X	X	X	X	X	X	X
General Food Regulations 2004	X		X	X		X	X	X	X	X	X
EC Regulation 852/2004	X		X	X		X	X	X	X	X	X
EC Regulation 853/2004	X		X	X		X	X	X	X	X	X
Food Safety and Hygiene (England) Regulations 2013. Reg 16 Power of Entry	X	X	X	X	X	X	X	X	X	X	X
Food Safety and Hygiene (England) Regulations 2013 Reg 14. Procurement of Samples	X		X	X		X	X	X	X	X	X
Food Safety and Hygiene (England) Regulations 2013 Reg 6. Hygiene Improvement Notice	X		X	X		X	X	X	X	X	X

	DI	SA	AT	AP	KH	PT	VP	SH	JSH	LS	MG	RB	DB	BC	ES
Food Safety and Hygiene (England) Regulations 2013 Reg 8. Hygiene Prohibition Notice		X			X					X	X				
Food Safety and Hygiene (England) Regulations 2013 Reg 9. Remedial Action Notice 853 premises		X			X					X	X				
Food Safety and Hygiene (England) Regulations 2013 Reg 10 Detention Notice 853 Premises		X			X					X	X				
Food Safety and Hygiene (England) Regulations 2013 Reg 29 Cert of non-compliance		X			X					X	X				
Quick Frozen Foodstuffs Regulations 1990		X		X	X					X	X	X	X	X	X
Public Health (Control of Disease) Act 1984, Part 1, 2, 3, 5 and 6	X	X	X		X	X	X	X	X	X	X		X		X
Natural Mineral Water, Spring Water and Bottled Drinking Water Regulations 2007 as amended					X			X	X		X				
Local Government Miscellaneous Provisions Act 1972 Sec 20	X		X								X				
Food Information Regulations 2014 and EC 1169/2011 Food Information for Consumers		X		X	X					X	X	X	X	X	X

Infectious disease	DI	KH	LS	AT	SA	MG	DB	ES
The Public Health (Control of Disease) Act 1984 as amended by the Health and Social Care Act 2008	X	X	X	X	X	X	X	X
The Health Protection (Local Authority Powers) Regulations 2010	X	X	X	X	X	X	X	X
The Health Protection (Part 2A Orders) Regulations 2010	X	X	X	X	X	X	X	X

Animal Welfare and Licensing	RS	DI	AT	DG	LM	MCA	CR	GR	JC	TA
Animal Welfare (Licensing of Activities involving Animals) Regulations 2018	X	*X	X	X						
Dangerous Wild Animals Act 1976 - Sections 3 & 4	X	X	X	X					X**	
Environmental Protection Act 1990 - Section 149, 150, 151 (Control of Dogs)	X	X	X	X	X	X				
Zoo Licensing Act 1981 - Sections 10, 11 & 12	X	X	X	X						
Dangerous Dogs Act 1991	X	X	X	X	X	X				
Animal Welfare Act 2006 and associated regulations made under the Act	X	X	X	X			X**	X**	X**	X**
Dogs (Fouling of Land) Act 1996	X	X	X	X						
Hampshire Act 1983 Section 9	X		X	X						
Control Of Horses Act 2015	X	X	X	X						
Micro Chipping of Cats and Dogs (England) Regulations 2023	X	X	X	X						
The Animals (Penalty Notices) Act 2022 & The Animals (Penalty Notices) (England) Regulations 2023	X	X	X	X						

*assessment of star rating appeals only

** Vet Inspector appointed for animal licensing inspections only

Miscellaneous Legislation

	DI	KH	MG	AT	SA	LS	DB	ES
Crime and Disorder Act 1998 – Section 1 and 115	X							
Regulation of Investigatory Powers Act 2000, Part 2, Part 3	X							
Sunbeds (Regulations) Act 2010		X	X	X	X	X	X	X

	DI	SA	AT	PT	VP	SH	JSH	OD-G	MG	KH	LS	DB	ES
The TSE (England) Regulations 2002 as amended		X							X	X	X	X	X
Pollution and Prevention Control Act 1999	X		X	X	X	X	X	X					
Sunday Trading Act 1974	X	X	X	X	X	X	X	X	X	X	X	X	X
Environmental Protection Act 1990 Sec 16,17,18	X		X	X	X	X	X	X					

Smoke free legislation

	DI	AT	MG	CS	KH	LS	SA	DB	SH	PT	VP	JSH	OD-G	CH	KN-H	NL	ES
Health Act 2006 Part 1 and all associated Regulations made under the Act in relation to smoke free legislation	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Appointment and Authorisation Level of Inspectors of Health and Safety

	KH	SA	AT	PT	LS	MG	AP	RB	DB	BC	ES
Appointment of Inspector of Health and safety											
to exercise the powers of an inspector specified in - Sections 20 (2),(a) to (h) and (j) to (m). - Any Health and Safety Regulation					X		X	X	X	X	X
to exercise the powers of an inspector specified in - Sections 20, 21, of the 1974 Act. - Any Health and Safety Regulation and - The provision of the Acts mentioned in Schedule 1 to the 1974 Act which are specified in the third column of that schedule and of the Regulations orders or other instruments of a legislative character made or having effect under any provision so specified, or in force from time to time											
to exercise the powers of an inspector specified in - Sections 20, 21, 22 and 25 of the 1974 Act. - Any Health and Safety Regulation and The provision of the Acts mentioned in Schedule 1 to the 1974 Act which are specified in the third column of that schedule and of the Regulations orders or other instruments of a legislative character made or having effect under any provision so specified, or in force from time to time	X	X	X	X*		X					X

- * asbestos related



October 2021

Trish Manns
Deputy Director of Health Protection
South East Health Protection Team
UKHSA
Floor 2 Civic Offices
Civic Way
Fareham
PO16 7AZ

Dear Trish Manns

Appointment of Local Authority Proper Officers under:

- **Local Government Act 1972, Section 270 (3) as amended**
- **Public Health (Control of Disease) Act 1984, Section 74 as amended**

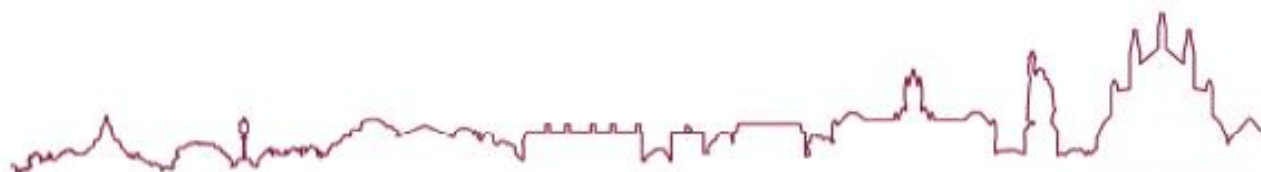
Winchester City of Council hereby appoints any person for the time being employed as a Consultant in Communicable Disease Control / Consultant in Health Protection at the South East Region of the UK Health Security Agency (UKHSA) to act as Proper Officers for the following purposes:

Legislation	Section or Regulations	Effect
The Health Protection (Notification) Regulations 2010	Regulations 2, 3, 6	Receipt and disclosure of notification of suspected notifiable disease, infection or contamination in patients and dead persons.

This appointment and authorisation supersedes any previous appointments to the Winchester City Council under the Local Government Act 1972.

Yours sincerely

David Ingram
Service Lead – Public Protection
On behalf of Winchester City Council



Licensing

	DI	CS	CH	KN-H	NL	AW
Licensing Act 2003						
Process and determination of applications (where statutory grant only)	X	X	X	X	X	
Acknowledge Temporary Event Notices	X	X	X	X	X	X
Administer requests to be removed as Designated Premises Supervisor	X	X	X	X	X	
Making representations or seeking reviews as Licensing Authority.	X	X	X	X	X	
Investigate complaints	X	X	X	X	X	
Decision to issue a Counter Notice to a Temporary Event Notice	X	X	X	X	X	
Enforcement / Compliance / Inspections	X	X	X	X	X	
Gambling Act 2005						
Process and determination of applications (where statutory grant only)	X	X	X	X	X	
Process and determination of Small Society Lotteries	X	X	X	X	X	X
Administer cancellations of club gaming/club machine permits	X	X	X	X	X	X
Administer cancellations of licensing premises gaming machine permits	X	X	X	X	X	X
Administration of Temporary Use Notice	X	X	X	X	X	X
Decision to issue a Counter Notice to a Temporary Use Notice	X	X	X	X	X	
Making representations or seeking reviews as Licensing Authority.	X	X	X	X	X	
Investigate complaints	X	X	X	X	X	
Enforcement / Compliance / Inspections	X	X	X	X	X	

	DI	CS	CH	KN-H	NL
Schedule 3 Local Government (Miscellaneous Provisions) Act 1982 as amended by section 27 of the Policing and Crime Act 2009 (Sex Establishment Licence)					
Process applications	X	X	X	X	X
Part II Local Government (Miscellaneous Provisions) Act 1976 & Town Police Clauses Act 1847 (Hackney Carriage and Private Hire)					
Vehicles, Drivers and Operators (automatic grant)	X	X	X	X	X
Vehicles, Drivers and Operators (refusals)	X	X	X	X	X
Investigate complaints	X	X	X	X	X
Enforcement / Compliance / Inspections	X	X	X	X	X
Suspension of Vehicle licence	X	X	X	X	X
Revocation of Vehicle licence	X	X			
Suspension of Driver licence (including immediate effect under Road Safety Act 2006)	X	X	X	X	X
Revocation of Driver licence (including immediate effect under Road Safety Act 2006)	X	X			
Suspension / Revocation of Operators licence	X	X			
Schedule 4 Local Government (Miscellaneous Provisions) Act 1982 (Street Trading Consents)					
Process and determination of applications within consent streets	X	X	X	X	X
Refusal of applications	X	X	X	X	X
Revocation of consent	X	X	X	X	X
Highways Act 1980 Section 115E (Tables and Chairs / Objects on the Highway) Business and Planning Act 2020 (Pavement Licences)					
Process and determination of applications	X	X	X	X	X
Refusal of applications	X	X	X	X	X
Revocation of permit	X	X	X	X	X

	DI	CS	CH	KN-H	NL	AW
The Police, Factories, etc (Miscellaneous Provisions) Act 1916, as amended by the Local Government Act 1972 (Street Collections)						
Process and determination of applications, including the performance of carols at Christmas	X	X	X	X	X	X
Decisions of applications in "Winchester Town" where the number of applications exceeds the agreed annual total	X	X	X	X	X	X
Decision of applications for special one-off collections, such as the relief of disasters with the UK or for other exceptional purposes	X	X	X	X	X	X
Refusal of application	X	X	X	X	X	
Revocation of permit	X	X	X	X	X	
House to House Collections Act 1939						
Process and determination of applications	X	X	X	X	X	X
Refusal of application	X	X	X	X	X	
Revocation of permit	X	X	X	X	X	

	DI	CS	CH	KN-H	NL	AW
Town Police Clauses Act 1847 Section 21 (Temporary Road Closures)						
Process and determination of applications	X	X	X	X	X	
Refusal of application	X	X	X	X	X	

	DI	CS	CH	KN-H	NL	AT	PLT	SH	JSH	RS	DG	OD-G	MG	KH	LS	KA-P	VP	DB	SA	ES
Public Health (Control of Disease) Act 1984 (Public Health Funerals)																				
Take all necessary action in relation to public health funerals	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Recovery of expenditure	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Refer cases to Bona Vacantia, Treasury Solicitor	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Coronavirus Legislation

	DI	CS	NL	CH	OD-G	AT	PLT	SH	RS	DG	MG	KH	LS	JSH	SA	VP	DB	ES
Public Health (Control of Disease) Act 1984	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020 (and all associated and subsequent amendments)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Key of Officers

Appendix A: Public Protection– Key of Officers					
Environmental Protection		Health Protection		Licensing	
DI	David Ingram (Service Lead- Public Protection)				
AT	Abigail Toms (Environmental Protection Manager)	MG	Mike Greenwood (Health Protection Manager)	CS	Carol Stefanczuk (Licensing Manager)
PT	Phil Tidridge (Chartered Environmental Health Practitioner)	KH	Karen Harris (Environmental Health Officer)	CH	Claire Humphreys (Licensing Officer)
SH	Sara Hayes-Arter (Environmental Protection Officer)	ES	Emily Spain (Environmental Health Officer)	KN-H	Kate Norris-Hill (Licensing Officer)
JSH	James Hucklesby (Environmental Protection Officer)	LS	Laura Smith (Environmental Health Technical Officer)	NL	Nick Lindner (Licensing Officer)
KA-P	Ketama Altair-Pitts (Business Support Officer)	SA	Sian Amey (Environmental Health Technical Officer)	AW	Anthony Warwick (Business Support Officer)
OD-G	Oliver Denyer-Green (Environmental Health Technician – apprentice)	DB	Dale Bruce (Environmental Health Technical Officer)		
DG	David Griffiths (Senior Animal Welfare Officer)		Health Protection Contractors:		
RS	Ross Shepherd (Animal Welfare Officer)	RB	Ruth Baker (Contractor)		
VP	Verity Potter (Environmental Health Officer)	AP	Adam Picariello (Contractor)		
		BC	Ben Cutler (Contractor)		

	Environmental Protection Contractors:			
LM	Lesley McGill (Havant Borough Council)			
MCa	May Carrington (Havant Borough Council)			
MC	Martin Cranfield (Contractor)			
CD	Campbell Dunbar (Contractor)			
CC	Clare Collyer (Contractor)			
CR	Charles Roberts (Vet Inspector)			
GR	Gemma Rouse (Vet Inspector)			
JC	John Chitty (Vet Inspector)			
TA	Tim Adams (Vet Inspector)			