**Governance Framework Document**

**Document H: Trusts and Charities Scheme of Delegation**

**Scheme of Delegation – Trust and Charity Land and Property**

**Approved 31 March 2025**

|  | **Description** | **Executive or Non-Executive** | **Officer(s) to whom function delegated** |
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| 1 | **Trust and Charity Land and Property – Assignment and Under lettings**  To agree assignment and under lettings of leases and tenancies. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 2 | **Trust and Charity Land and Property – approval of plans**  To approve plans where the trust or charity’s consent is  required as owner from the trustees. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 3 | **Trust and Charity Land and Property – Claims under the Leasehold Reform Act 1967**  To admit or deny claims, and where admitted settle the  sale price under the Leasehold Reform Act 1967. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 4 | **Trust and Charity Land Property**  To authorise the grant of licences, wayleaves and easements. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 5 | **Trust and Charity Land and Property**  To grant tenancies and leases of property for up to 20 years where rent does not exceed £75,000 per annum. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 6 | **Trust and Charity Land and Property –Dilapidations and Surrender of Tenancies**   1. To settle terms, agree dilapidations and/ or accept the surrender of existing leases and to recover possession of premises on expiry of leases. 2. To approve settlement of the dilapidations claim up to £10,000 where the Charity or Trust has been the tenant. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 7 | **Trust and Charity Land and Property – Notice and Review**   1. To authorise the service of appropriate notices to determine tenancies and leases to initiate possession, rent review and lease renewal or where there has been a breach of covenant. 2. To settle rents on review and renewal. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 8 | **Trust and Charity Land and Property – Variations of covenants**  To approve variations of covenants in leases and tenancies and to agree terms where the financial effect does not exceed £50,000 per annum. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 9 | **Trust and Charity Land and Property – Statutory Compensation to Tenants**  To settle statutory compensation payable to tenants up to the value of £50,000. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 10 | **Trust and Charity Land and Property – Sales**  To market, negotiate and approve sales of land and property for values up to £75,000 where the property has been declared surplus to charity or trust requirements. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 11 | **Trust and Charity Land and Property – Purchase**  To approve the purchases of land and property and the taking of wayleaves, easements, licences, tenancies and leases by the charity or trust over property up to a maximum capital payment of £25,000 or £10,000 initial rental payment and for to terms up 10 years in respect of leases and 50 years in respect of easements. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 12 | **Trust and Charity Land and Property – Release of Covenants**  To negotiate and approve terms of release of covenants on freehold land to a maximum value of £50,000. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 13 | **Trust and Charity Land and Property – Planning**  To submit planning applications in relation to charity or trust held land and property. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 14 | **Trust and Charity Land and Property – Overdue Rent and Service Charge**   1. To determine arrangements for reduction recovery. 2. To approve the write-off of sums due by former debtors up to a maximum of value of £25,000.   Note: For the avoidance of doubt as to the meaning of ‘recovery of rent’ it includes the authority to agree repayment arrangements and settlement in relation to overdue rents. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 15 | **Trust and Charity Land and Property – Rental Reductions**  To agree rental reductions and rent-free periods in appropriate cases, up to a maximum of financial value of £25,000 in any one year. | Non-Executive | Corporate Director for Growth and City Development  Director of Economic Development and Property |
| 16 | **Trust and Charity – Recovery of Land**  To authorise recovery of possession of land and property from trespassers. |  | Corporate Director for Growth and City Development  Director of Economic Development and Property  Strategic Director of Legal and Governance  Head of Legal |
| 17 | **Trust and Charity – Instructions to Professional Property Advisors**  In consultation with the Chair of the Trusts and Charities Committee, to commission reports, written advice, surveys, inspections and/or valuations up to the value of £10,000.  By way of example this delegation includes, but is not limited to:   1. independent property valuations; 2. building condition and structural surveys; 3. dilapidation surveys; 4. planning and conservation advice; and 5. environmental advice  * Health and Safety testing certificates, appraisals and/or audit; * Architectural advice; * Statutory Certificates and/or reports * Asset management * Legal services   Executive/Corporate Director of Resources to Authorise them to instruct professional property advisors, valuers and/or assessors to undertake building or structural surveys, valuations and/or assessments up to the value of £10,000. |  | Corporate Director of  Development and Growth  Director of Economic Development and Property  Director of Legal and  Governance Services and  Legal Services  Manager |
|  | **Trust and Charity - Re-letting and Disposal of property - marketing costs and agent’s fee**  In consultation with the Chair of the Trusts and Charities Committee, to instruct professional property advisors for the purpose of re-letting and disposal of property and agreeing the marketing costs and agents fee, subject to the following conditions:   1. that any administration fee for the advertisement and marketing costs is below the threshold of £2000; and 2. that the proposed property advisor’s commission fee is below £20,000 upon successful completion of the property transaction. |  | Corporate Director of  Development and Growth  Director of Economic Development and Property  Director of Legal and  Governance Services and  Legal Services  Manager |
| 18 | **Trust and Charity – Property Management**   1. To authorise the undertaking of general or urgent repairs, maintenance, replacement, health and safety, cleansing, supervisory and other such works up to the value of £25,000 in each instance which is not otherwise recoverable under existing occupational agreements as may reasonably be deemed necessary for good estate management. 2. To enter into arrangements with service suppliers necessary for management of the estate such as but not limited to: 3. insurance 4. utilities 5. cleaning 6. landscaping 7. statutory compliance | Non-Executive | Corporate Director of  Development and Growth  Director of Economic Development and Property |