

**Section 5B – Director for Culture, Leisure &  
Regulatory Services**

**DIRECTOR OF CULTURE, LEISURE & REGULATORY SERVICES**

- A. Statutory responsibility for the provision of Public Library Services as informed by the 1964 Museums and Libraries Act and subsequent Government reports. This includes the provision of lending collections and information services to support all residents with reading, information, digital access, health and wellbeing, learning and culture.
- B. Statutory responsibility the Portsmouth City Archive to include security, conservation and access, under the guidance and accreditation of the National Archives Council.
  - 1. To trade services within the directorate.
  - 2. Where services are provided externally to the Council, the power to recover the full cost of the provision of those services.
  - 3. Power to carry on work on behalf of other public bodies.
  - 4. To manage the arts, libraries, museums and art galleries, records, archives, and the other properties and facilities which are the responsibility of the Director of Culture, Leisure & Regulatory Services.
  - 5. To determine requests to hold special events on land and premises under the control of the Director of Culture, Leisure & Regulatory Services.
  - 6. To approve applications for the granting of minor trading concessions, promotions and similar events.
  - 7. To allow charitable organisations a reduction of the normal hiring charge.
  - 8. To make the necessary arrangements for special events.
  - 9. To book orchestras, bands and artists for concerts and other events.
  - 10. To determine the selling prices of goods and services in relation to trading activities.
  - 11. To accept (or refuse) loans or donations of works of art, museum objects and library material.
  - 12. To apply money bequests towards the purchase of works of art, museum objects and library material in consultation with the Cabinet Member.

13. To arrange exhibitions, public lectures, including but not limited to Bookfest and Outreach.
14. To approve reproductions of works of art and museum objects from the collections and library material.
15. Manage access to archives to ensure their protection, whilst ensuring maximum availability for the public. This to be achieved by such means that is deemed appropriate, to include but not limited to digitalisation and copying.
16. To accept donations and deposits of collections or archival material of local interest. To reserve the option to refuse donations.
17. To apply donations and bequests towards the purchase of archives.
18. To approve reproductions of archives and maps from the collections.
19. To manage the parks and open spaces, allotments, cemeteries, seafront and the other properties and facilities which are the responsibility of the Director of Culture.
20. To regulate the use of recreational facilities (outdoor and indoor) by organisations.
21. To grant reduced charges for facilities including allotments to persons of pensionable age in accordance with the concessionary rate.
22. To accept (or refuse) the donation of seeds, plants and livestock.
23. To enforce the power to seize and impound horses, notify owners, arrange sale or other disposal.
24. To let allotments, caravan plots and camping sites and other ancillary facilities on an annual basis.
25. To approve applications for the granting of minor trading concessions and for holding of caravan rallies, promotions and similar events.
26. To allow charitable organisations a reduction of the normal hiring charge.
27. To vary, in consultation with the Cabinet Member, the rate of hire charges for leisure facilities and equipment.
28. To regulate the use of sun huts and sun chalets.
29. To grant, approve or refuse -
  - a. applications for the sale and repurchase of rights of burial.
  - b. the assignment and devolution of rights of burial.

- c. plans for memorials on purchased grave spaces.
  - d. agreements for extended maintenance.
  - e. to approve applications for exhumation.
  - f. permission for a burial to take place or for ashes to be scattered in any of the council's cemeteries.
30. To exercise local authority powers and duties concerning the maintenance of burial grounds.
31. To manage leisure facilities
32. To manage the advertising of events and city amenities on land which is the responsibility of the directorate.
33. To trade horticultural goods and services.

#### **Lord Mayor's Office**

34. To approve applications to use the city crest, coat of arms, badge or logo.
35. **Powers and duties in relation of environmental health**, including the:
- appointment of inspectors, authorised persons and agents
  - authorisation to grant and/or revoke permissions associated with the service of notices, registrations, licenses and permits and/or other enforcement or regulatory documentation
  - powers necessary to implement appropriate and proportionate interventions and formal proceedings in relation to non-conforming and/or illegal practices - including the demand for information in respect to the following:
    - a. Animal feed
    - b. Animal health and welfare
    - c. Bathing water and compliance
    - d. Clean air / control of dark smoke - including emissions from chimneys/vehicles and within smoke control areas
    - e. Community funerals - including cost recovery and disposal of dead bodies
    - f. Control of noxious materials
    - g. Control of vermin and other pests - including prevention of damage by pests

- h. Determination and assessment of chimney heights
  - i. Determination of applications in relation to environmental impact and associated mitigation
  - j. Drainage and sanitation
  - k. Environmental permitting - including pollution, prevention and control
  - l. Filthy and/or verminous premises and land
  - m. Fisheries and shellfish - including associated water sampling
  - n. Food hygiene, food safety and food standards - including food supplements, food sampling, control of approved premises, seizure of food and control of foods, temperature controls, content and movement restrictions, import regulations, labelling and public health assurance measures
  - o. Health, safety and welfare including dangerous substances
  - p. Infectious disease, control and reporting of notifiable diseases
  - q. Licensing and prevention of public nuisance
  - r. Noise control and investigation - including use of anti-social behaviour legislation
  - s. Port health functions - including the ship sanitation, water quality, control of infected persons and the examination of vessels.
  - t. Public health agendas - including delivering clearer air and water, smoking enforcement, mandatory display of public information, healthy eating, sustainable development and food production/content
  - u. Review, assessment and publication of pollution levels
  - v. Statutory nuisance regime
36. The power to appoint Duty Executives.
37. To exercise the council's powers under the Road Traffic (Vehicle Emissions) (Fixed Penalty) Regulations 2002