

Notice of Meeting

Leader Decisions



Date & time
Wednesday, 9
November 2016 at
3.00 pm

Place
G44, County Hall,
Kingston upon
Thames, KT1 2DN

Contact
Andrew Baird or Joss
Butler
Room 122, County Hall
Tel 020 8541 7609 or 020
8541 9702

Chief Executive
David McNulty

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@SCCdemocracy

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Andrew Baird or Joss Butler on 020 8541 7609 or 020 8541 9702.

Leader
Mr David Hodge

AGENDA

1 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

2 PROCEDURAL MATTERS

MEMBERS' QUESTIONS

- (i) The deadline for Members' questions is 12pm four working days before the meeting (03/11/2016)

PUBLIC QUESTIONS

The deadline for public questions is seven days before the meeting (02/11/2016)

PETITIONS

The deadline for petitions was 14 days before the meeting, and no petitions have been received.

3 APPROVAL OF THE REVISED SURREY COUNTY COUNCIL SCHEME OF DELEGATION

(Pages 1
- 128)

The Council is required by the Local Government Act 2000 and Regulations made under it to indicate how it has arranged for its functions to be carried out. The Scheme of Delegation ('the Scheme') sets out details of who is responsible for which functions in the Authority and the extent to which any functions have been delegated.

The Scheme of Delegation forms part of the Council's Constitution and has recently been revised to ensure that it reflects the current management structure of the organisation.

4 COMMUNITY IMPROVEMENTS FUND (INCLUDING THE LOCAL CENTRE IMPROVEMENTS FUND) - PANEL RECOMMENDATIONS

(Pages
129 -
154)

To consider the recommendations of the Community Improvements Fund Panel (12 October 2016) and agree which projects will be funded from the Community Improvements Fund.

**David McNulty
Chief Executive**

Published: Tuesday, 1 November 2016

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

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SURREY COUNTY COUNCIL

LEADER OF THE COUNCIL

DATE: 9 NOVEMBER 21016

LEAD OFFICER: ANN CHARLTON, DIRECTOR OF LEGAL, DEMOCRATIC AND CULTURAL SERVICES

SUBJECT: APPROVAL OF THE REVISED SURREY COUNTY COUNCIL SCHEME OF DELEGATION



SUMMARY OF ISSUE:

The Council is required by the Local Government Act 2000 and Regulations made under it to indicate how it has arranged for its functions to be carried out. The Scheme of Delegation ('the Scheme') sets out details of who is responsible for which functions in the Authority and the extent to which any functions have been delegated.

The Scheme of Delegation forms part of the Council's Constitution and has recently been revised to ensure that it reflects the current management structure of the organisation.

RECOMMENDATIONS:

It is recommended that:

1. the revised Scheme of Delegation as set out in Annex 1 is approved by the Leader of the Council; and
2. the Leader of the Council recommends the revised Scheme of Delegation to the County Council for endorsement at its meeting in December 2016.

REASON FOR RECOMMENDATIONS:

The revised Scheme sets out the Executive and Non-Executive functions that are authorised to exercise the functions of the County Council relating to their areas of responsibility and any changes to this are required to be approved by the Leader of the Council and endorsed by County Council.

DETAILS:

1. The Council is required by law to set out and publish a Scheme of Delegation detailing the responsibility for functions. This scheme forms part of the Constitution of Surrey County Council.
2. The Scheme has been reviewed and revised to ensure that it accurately reflects the structure of the organisation including the current committees and boards framework as well as management arrangements.
3. The revised Scheme of Delegation can be found attached at **Annex 1** and this is split into three sections:
 - Section 1 – Responsibility for Functions

- Section 2 – Scheme of Delegation
 - Section 3 – Scheme of Delegation to Officers
4. The changes that have been made to the Scheme are administrative to ensure an accurate reflection of the Council's set up.

CONSULTATION:

5. A full consultation exercise has been undertaken with all services across the Council to ensure that the revised Scheme of Delegation accurately reflects the management structure.

RISK MANAGEMENT AND IMPLICATIONS:

6. It is essential that the revised Scheme of Delegation is accurate to enable effective and efficient decision making and to ensure that the Council clearly sets out who is authorised to take decisions in order to comply with legal requirements. Failure to do so would result in a breach of the requirements set out in the Local Government Act 2000 and could result in delays to decision making and could result in failure to deliver services in a timely manner.

Legal Implications – Monitoring Officer

7. The Scheme of Delegation creates the necessary authority for committees of the Council, the Cabinet, individual Cabinet Members and officers to conduct business and make appropriate decisions on behalf of the Council.

WHAT HAPPENS NEXT:

- Following approval by the Leader the revised Scheme of Delegation will be presented to the County Council at its meeting on 6 December for endorsement.
- Once approved by Council the revised Scheme will be published on the Council's website as part of the Council's Constitution.

Contact Officer:

Vicky Hibbert, Cabinet Business Manager Tel: 020 8541 9229 email: vicky.hibbert@surreycc.gov.uk

Consulted:

Ann Charlton, Director of Legal, Democratic and Cultural Services
Heads of Service across the Council

Annexes:

Revised Scheme of Delegation:

Annex 1 – Part 3 – Sections 1 and 2 – Responsibility of Functions

Annex 2 – Part 3 – Section 3 Part 2

Annex 3 – Part 3 – Section 3 Part 3 – Specific Delegations to Officers

Annex 4 – Part 3 – Section 3 Part 3 – Orbis Officer Delegations

Annex 5 – Part 3 – Section 3 Part 4

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THE CONSTITUTION OF THE COUNCIL

PART 3

SECTION 1

RESPONSIBILITY FOR FUNCTIONS

INTRODUCTION

The County Council is required by the Local Government Act 2000 and Regulations made under it to indicate how it has arranged for its functions to be carried out. The Scheme of Delegation (“the Scheme”) sets out details of who is responsible for which functions in the Authority and the extent to which any functions have been delegated.

1. RESPONSIBILITY FOR FUNCTIONS EXERCISED ONLY BY THE COUNTY COUNCIL

- 1.1 **Article 4** in Part 2 of the Constitution sets out those functions which may only be exercised by the Council.
- 1.2 Council functions include those functions shown as such in the table of local choice functions set out at paragraph 5 below.

2. RESPONSIBILITIES AND FUNCTIONS EXERCISED BY THE LEADER

- 2.1 **Article 5** in Part 2 of the Constitution provides that the Leader will carry out all of the County Council functions which are not the responsibility of any other part of the County Council, whether by law or under this Constitution unless otherwise delegated by him or her.

SECTION 2

SCHEME OF DELEGATION

1 CABINET RESPONSIBILITIES AND FUNCTIONS

- 1.1 **Article 6** in Part 2 of the Constitution provides that the Cabinet will carry out the executive functions delegated to it by the Leader. Executive functions delegated by the Leader to the Cabinet, individual Cabinet Members, joint committees or local committees are set out below in paragraphs 8 and 7 respectively.
- 1.2 Cabinet functions shall include those functions shown as such in the table of local choice functions set out at paragraph 5 below
- 1.3 The Leader has delegated certain executive functions to officers. These, together with the functions delegated by the Council to officers, are set out in Section 3 of this Scheme.

- 1.4 Any changes made by the Leader to this Scheme in relation to executive functions will be reported to the next appropriate meeting of the County Council.

2. SCRUTINY BOARD RESPONSIBILITIES AND FUNCTIONS

- 2.1 **Article 7** in Part 2 of the Constitution sets out the role and functions of the scrutiny boards established by the Council.

3. RESPONSIBILITY FOR COUNCIL FUNCTIONS

- 3.1 **Article 8** in Part 2 of the Constitution enables the Council to appoint such committees as it considers appropriate to discharge functions which are not specifically the responsibility of the Cabinet or scrutiny boards. The role and functions of these committees are detailed below in paragraph 6. Local committees discharge both Council and executive functions. The role and functions of local committees are detailed in paragraph 7 of this section.

4. OVERALL LIMITATIONS

- 4.1 Any exercise of responsibility for functions or delegated powers shall comply with:

- (a) any statutory restrictions;
- (b) the Council's Constitution;
- (c) the Council's policy framework and any other plans and strategies approved by the Cabinet;
- (d) the in-year budget;
- (e) the Members' Code of Conduct and the Code of Conduct for Staff;
- (f) the Code of Practice on Local Authority Publicity;
- (g) agreed arrangements for recording decisions.

- 4.2 The responsibilities for functions and delegations set out in this Scheme are subject to:

- (a) the right of a scrutiny board to consider a proposal within the policy framework;
- (b) the discretionary powers of a scrutiny board to call in or review executive functions;

- (c) a requirement on the Cabinet to consult the Planning & Regulatory Committee on the parts of the Local Development Documents relevant to that committee's functions.

4.3 The Scheme does not delegate any matter:

- (a) reserved by law or by this Constitution to the Council.
- (b) which may not by law be delegated to an officer.

5. RESPONSIBILITY FOR LOCAL CHOICE FUNCTIONS

5.1 These are functions which may (but need not) be the responsibility of the Cabinet as set out in Schedule 2 of the Local Authorities (Functions and Responsibilities)(England) Regulations 2000. The table below indicates the arrangements the County Council has made in relation to making decisions with regard to its local choice functions.

Function	Decision Making Body
1. Any function under a local Act other than a function specified or referred to in regulation 2 or schedule 1.	The Cabinet (delegated where relevant to officers)
2. Determining appeals against any decisions made by or on behalf of the authority	The Council (responsibility for this function has been delegated to the appeals panel).
3. Arrangements for appeals in relation to school admissions and exclusions.	The Council (responsibility for this function has been delegated to officers to make arrangements for appropriate panels)
4. Arrangements for appeals by governing bodies	The Council (responsibility for this function has been delegated to officers to make arrangements for appropriate panels)

Function	Decision Making Body
5. Arrangements for enabling questions to be put on police matters at Council meetings	The Council (through Standing Orders)
6. Obtaining information as to interests in land under the Town and Country Planning Act 1990 and as to particulars of persons interested in land under the Local Government (Miscellaneous Provisions) Act 1976.	The Cabinet (responsibility for this function has been delegated to officers).
7. Entering into agreements for the execution of highway works	The Cabinet (responsibility for this function has been delegated to officers).
8. Appointments to Outside Bodies: Outside bodies which carry out or relate to executive functions. Outside bodies other than those which carry out or relate to executive functions	The Cabinet The Council (responsibility for this function has been delegated to the Planning and Regulatory Committee and to the Chief Executive under delegated powers).
9. Making arrangements with other local authorities for the placing of staff at the disposal of those authorities	The Cabinet (responsibility for this function has been delegated to officers)

6. RESPONSIBILITY FOR COUNCIL FUNCTIONS - COMMITTEES

These are functions which cannot be the responsibility of the Cabinet in accordance with Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (“Schedule 1”), or as a result of other statutory provisions.

6.1 PLANNING AND REGULATORY COMMITTEE

6.2 Membership

12 Members of the authority

6.3 **Terms of Reference**

The committee will deal with all those non-executive functions set out in the Local Authorities (Functions & Responsibilities) (England) Regulations 2000 as amended, except for those specifically reserved to Council (set out in Article 4) and those separately referred to in the Scheme of Delegation or within the terms of reference of other committees.

These include the following functions:

(a) **Planning and development control**

Functions relating to town and country planning and development control, including tree preservation orders and limestone pavement orders.

(b) **Licensing and Registration Functions**

These include powers to issue safety certificates for sports grounds and fire certificates, powers under the Highways Act 1980, powers to licence the employment of children, and animal movement licences.

(c) **Commons registration**

The registration of common land or town and village greens and variation of rights of common.

(d) **Health and Safety**

Functions relating to health and safety otherwise than in the Council's capacity as employer.

(e) **Births, Deaths and Marriages**

Power to approve premises for the solemn sanction of civil marriages and the formation of civil partnerships and to approve the licensing of religious buildings for civil partnerships.

(f) Rights of Way & Highways

Those non-executive functions relating to public rights of way but where a local committee is unable to determine the matter or has referred the matter to the Planning & Regulatory Committee for a decision.

(g) Functions relating to elections**(h) Development Plans**

Advising the Cabinet on such aspects of the Local Development Documents or any other plan or policy of the Council which relates to these functions.

6.4 APPEALS AND REPRESENTATIONS PANEL**6.5 Membership**

The Appeals and Representations Panel shall comprise a sufficient number of named Members of the Council not being Members of the Cabinet to ensure that appeals listed in paragraphs (b), (c), (d) and (e) may be heard and determined by committees comprising no fewer than three nor more than five Members on a cross party basis and drawn from the membership of the Panel and appointed by the Chief Executive after consultation with the group leaders. Members will be able to express a preference for a particular service area and this will enable them to specialise within that area and provide some continuity. Appropriate training will be given that reflects the variety of different processes involved.

6.6 Terms of Reference

The Panel will oversee the arrangements in relation to rights of appeal against decisions taken by or on behalf of the Council including:

- (a) Determination of all appeals made against decisions of the Strategic Director, Children, Schools and Families or representations arising from the implementation of the Council's approved policies in connection with:
 - (i) financial assistance to parents;
 - (ii) awards, grants and bursaries;
 - (iii) the provision of school transport.
- (b) Representations arising from decisions made by the Strategic Director, Children, Schools and Families in respect of private and voluntary residential care homes, children's homes and foster carers and prospective adopters.
- (c) Determination of any staff appeals requiring to be heard by Members.

- (d) Determination of appeals against decisions of the Chief Fire Officer following an initial hearing under the Fire Service (Discipline) Regulations 1985.
- (e) Determination of appeals against any decision or exercise of discretion under the Fire Fighters' Pension Scheme.

6.7 AUDIT AND GOVERNANCE COMMITTEE

6.8 Purpose

The Council recognises the importance of undertaking scrutiny of the management of the internal control systems and the Audit & Governance Committee provides an independent and high-level focus on audit, governance and financial accounts matters

6.9 Membership

6 Members of the authority.

6.10 Terms of Reference

Regulatory Framework

- (a) To monitor the effective development and operation of the risk management and corporate governance arrangements in the council.
- (b) To monitor the effectiveness of the council's anti-fraud and anti-corruption strategy, including by reviewing the assessment of fraud risks.
- (c) To monitor compliance with the council's corporate governance framework and advise or make recommendations to the Cabinet or County Council as appropriate.
- (d) To review the Annual Governance Statement and commend it to the Cabinet.
- (e) To conduct an annual review of the effectiveness of the system of internal audit.
- (f) To provide oversight to the Annual Report of the Council.
- (f) To make proposals to appropriate Scrutiny Boards on suggested areas of scrutiny.

Audit Activity

- (a) To consider the Chief Internal Auditor's annual report and opinion, a summary of internal audit activity and the adequacy of management responses to issues identified.
- (b) To approve the annual Internal Audit & Inspection plan and monitor its implementation.
- (c) To approve the Internal Audit Charter.
- (d) To consider periodic reports of the Chief Internal Auditor and internal audit activity.
- (e) That the Chairman (or in his/her absence, the Vice-Chairman) be consulted upon the appointment or removal of the Chief Internal Auditor.
- (f) To consider and comment upon the reports and plans of the external auditor, including the annual audit letter.

Accounts

- (a) To consider and approve the annual statement of accounts and the Surrey Pension Fund accounts.
- (b) To review the Council's Treasury Management strategy and consider periodic reports of treasury management activity.
- (c) To undertake statutory functions as required on behalf of the fire fighters' pension schemes.

Ethical Standards

- (a) To monitor the operation of the Members' Code of Conduct.
- (b) To promote advice, guidance and training for Members and co-opted members on matters relating to the Code of Conduct.
- (c) To ensure the Council's complaints procedures operate effectively.
- (d) To grant dispensations to Members (including co-opted members) from requirements relating to interests set out in the Members' Code of Conduct.

6.11 PEOPLE, PERFORMANCE AND DEVELOPMENT COMMITTEE

6.12 Membership

6 Members of the authority (at least one of whom must be a member of the Cabinet).

6.13 Terms of Reference

The Committee will, subject to paragraph 6.15, appoint officers to those senior posts referred to in the Officers Employment Procedure Rules; and determine the conditions of employment (including variations to fixed term contracts) of such officers under the Officer Employment Procedure Rules. The Committee will act as the Council's Remuneration Committee under delegated powers.

The Committee will also:

- (a) determine policy on pay, terms and conditions of employment of all staff.
- (b) discharge the function of dismissal and taking disciplinary action against Chief Officers as defined in the Local Government & Housing Act 1989 (including appointing a designated independent person when required to do so).
- (c) determine arrangements for joint consultation between the Council and representatives of recognised trade unions;
- (d) determine procedures for the resolution of disputes between the Council and recognised trade unions; and
- (e) consider and seek to resolve such disputes where this has not been possible at earlier stages of these procedures.
- (f) determine any requests for early retirement under the Fire Fighters' Pension Scheme.
- (g) in relation to the Chief Executive to determine any compensation payable on the termination of his or her contract of employment by reason of redundancy, early retirement or in the interests of efficient exercise of the Council's functions and applications for early payment of pension benefits.
- (h) monitor individual performance management.
- (i) consider the recruitment, appointment and remuneration of senior managers.
- (j) monitor sickness absence management.
- (k) consider strategic workforce planning.

- (l) promote organisational development, skills and learning.
- (m) promote equalities and diversity.
- (n) promote continuous professional development and training.
- (o) to determine pay progression for individual staff on senior pay in accordance with the Pay Policy Statement.

6.14 APPOINTMENTS SUB-COMMITTEE

6.15 Membership

4 Members of the People, Performance and Development Committee.

6.16 Terms of Reference

The Sub-Committee will appoint Deputy Chief Officers and determine the conditions of employment (including variation to fixed terms contracts) of such officers.

6.17 MEMBER CONDUCT PANEL

6.18 Membership

Ten County Councillors (including the Chairman and Vice-Chairman of the Council).

6.19 Terms of Reference

Determining whether a Member of co-opted member of the Council has breached the Members' Code of Conduct, having regard to the Council's published arrangements for dealing with standards allegations. Deciding what further action (if any) needs to be taken in the event that the Member has breached the Member Code of Conduct.

6.20 SURREY PENSION FUND COMMITTEE

6.21 Membership

- Six Members of the authority.
- One representative (trade union) from employee members of the Fund (no SCC members of staff entitled to membership due to restrictions in section 104, Local Government Act 1972);
- Two representatives from Districts and Boroughs of the Fund;
- One representative from all other employers in the Fund.

6.22 Terms of Reference

- a) To undertake statutory functions on behalf of the Local Government Pension Scheme and ensure compliance with legislation and best practice.
- b) To determine policy for the investment, funding and administration of the pension fund.
- c) To consider issues arising and make decisions to secure efficient and effective performance and service delivery.
- d) To appoint and monitor all relevant external service providers:
 - fund managers;
 - custodian;
 - corporate advisors;
 - independent advisors;
 - actuaries;
 - governance advisors;
 - all other professional services associated with the pension fund.
- e) To monitor performance across all aspects of the service.
- f) To ensure that arrangements are in place for consultation with stakeholders as necessary.
- g) To consider and approve the annual statement of pension fund accounts.
- h) To consider and approve the Surrey Pension Fund actuarial valuation and employer contributions.

7 LOCAL COMMITTEES¹

7.1 Membership

Between 5 and 10 county councillors depending upon the number of electoral divisions within each district/borough area and an equal number of co-opted district/borough councillors with voting rights in relation to all matters, with the exception of Education, Youth and Members' Allocations.

7.2 Executive Functions of Local Committees

Local committees will be responsible for the following:

- a) Decisions relating to general power of competence

¹ Apart from Woking Joint Committee and Spelthorne Joint Committee, the arrangements for which are set out at sections 7A and 7B

The County Council members of local committees may take decisions in response to local needs, within the County Council's general power of competence and in accordance with the financial framework and policies of the County Council.

b) Decisions on local services and budgets

In relation to the District or Borough they serve each local committee will take decisions delegated to them by the Leader and/or Cabinet on the following local services and budgets, to be taken in accordance with the financial framework and policies of the County Council, within a framework of agreed performance and resources:

- (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by Surrey County Council or under a community partnership agreement.)
- (ii) Community safety funding that is delegated to the Local Committee.
- (iii) Decisions in relation to highways & infrastructure:
 - a. The allocation of the highway capital budget and highway revenue budget which are devolved to the Local Committee for minor highway improvements, and highway maintenance, within the committee's area including the scope to use a proportion of either budget to facilitate local initiatives.
 - b. To allocate funds to review on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders relating to on-street parking controls.
 - c. To agree local speed limits on County Council roads, within their area and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police road safety and traffic management team and with regard to the County Council Speed Limit Policy.
 - d. To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Local Committee.
 - e. Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Team Manager has chosen to refer the decision on whether a

Traffic Regulation Order should be made to the Local Committee, the committee will make that decision.

- f. To consider applications for stopping up a highway under section 116 of the Highways Act 1980 when, following consent of any relevant borough/district/parish council, unresolved objections have been received during the period of statutory public advertisement, and to decide whether the application should proceed to the Magistrates' Court.
- (iv) In relation to youth services:
- a. The approval of prevention priorities for Young People for the relevant borough or district area after consideration of any local needs assessment.
 - b. To apportion the delegated funding for young people between the Local Prevention Grants and Individual Prevention Grants categories of funding, in accordance with the allocated budget.
- c) Approve the award of the Local Prevention funding agreements for the provision of local prevention services for the relevant borough or district in accordance with the allocated budget.
- This power to be exercised by the Portfolio Holder in the event that the relevant local committee is unable to award a funding agreement(s) (due to the presence of conflicts of interest which result in the body being inquorate).
- d) To approve Youth Task Group advice on the allocation of Community Youth Work and Surrey Outdoor Learning and Development Local Offer resources to meet local priorities for young people in the area.

7.3 **Service Monitoring, Scrutiny & Issues of Local Concern**

The Local Committees may:

- i) In relation to the exercise of executive functions relating to Members allocations, the Local Committee will receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader.
- ii) In relation to Community Highway Enhancement allocations, receive a report on all projects approved by Individual Members of the authority under delegated authority, or by the Area Team Manager where Members have requested that their allocations be combined to be spent in one or more divisions.

- iii) Monitor the formal decisions taken by officers under delegated powers and provide feedback to improve service standards.
- iv) Engage in issues of concern to local people and seek to influence the County Council, the Leader and Cabinet in relation to countywide services and plans in the light of local needs.
- v) Consider priorities for collaborative work undertaken within the committee's area by county services and partners.
- vi) Monitor the quality of services provided locally, and recommend action as appropriate.
- vii) Be informed of the Borough/District based community strategies and related local plans within their area.
- viii) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes, or developer funded highway improvements within their area.
- ix) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in their area.
- x) Monitor local initiatives agreed and funded by Local Committees.
- xi) Oversee and monitor on street parking enforcement including financials in its area subject to terms of reference, agreed by the committee, which best suit its particular local circumstances.
- xii) Scrutinise the impact of the Local Prevention, Community Youth Work and Surrey Outdoor Learning and Development Local Offer in accordance with prevention priorities for Young People in the local area.
- xiii) Guildford Local Committee may be consulted by the borough council in relation to proposed borough plans and make recommendations to the borough council on those proposals which will include parking and infrastructure matters.

7.4 Non-Executive Functions

Local Committees will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the Scheme of Delegation (or within the terms of reference of other Committees).

(Note: A local committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).

7A WOKING JOINT COMMITTEE

7.5 Membership

All County Councillors with an electoral division in Woking, one Surrey County Council Cabinet Member (who can also be a County Councillor with an electoral division in Woking), and an equivalent number of Borough Councillors who should be politically proportionate to the Borough Council. At least one Borough Councillor should be a member of that Council's executive. All Borough and County Councillors on the Joint Committee will have equal voting rights on all issues being considered.

7.6 Executive Functions of Woking Joint Committee (delegated by Surrey County Council (SCC) and Woking Borough Council (WBC))

The Joint Committee will be responsible for the following decisions on local services and budgets:

- a) In relation to the Borough of Woking the Joint Committee will take decisions delegated to it by the SCC Leader and/or Cabinet and/or the WBC Leader and/or Executive on the following local services and budgets, to be taken in accordance with the financial framework and policies of the respective Councils within a framework of agreed performance and resources:
 - (i) Changes which amount to more than 15% in the hours of opening for local libraries (whether managed directly by Surrey County Council or under a community partnership agreement.) (SCC)
 - (ii) Community safety funding that is delegated to the Joint Committee. The Joint Committee will act as the Community Safety Partnership (Note: Domestic Homicide Reviews will be chaired by such person as the Chairman of the Joint Committee shall nominate) (SCC/WBC).
 - (iii) Decisions in relation to highways and infrastructure:
 - a. The allocation of the Surrey County Council highway capital budget and highway revenue budget which are devolved to the Joint Committee for minor highway improvements and highway maintenance within the committee's area, including the scope to use a proportion of either budget to facilitate local highways initiatives (SCC).
 - b. To allocate funds to review on-street parking management, including local parking charges where appropriate, and to approve the statutory advertisement

of Traffic Regulation Orders (TROs) relating to on-street parking controls (SCC).

- c. To agree local speed limits on County Council roads within its area, and to approve the statutory advertisement of speed limit orders, taking into account the advice of the Surrey Police Road Safety and Traffic Management Team and with regard to the County Council Speed Limit Policy (SCC).
 - d. To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes within the delegated powers of the Joint Committee (SCC).
 - e. Where, under delegated powers, the Parking Strategy and Implementation Team Manager or Area Team Manager has chosen to refer the decision on whether a TRO should be made to the Joint Committee, the Committee will make that decision (SCC).
 - f. Oversee and determine priorities for the Woking Town Centre Management Agreement. (WBC)
- (iv) Consider how Community Infrastructure Levy (CIL) receipts will be expended in Woking, taking into account the approved Infrastructure Capacity Study and Delivery Plan (IDP) for Woking. (WBC)
- (v) In relation to services for young people, with the aim of achieving an integrated approach from Surrey County Council and Woking Borough Council (SCC/WBC):
- a) To agree joint priorities for commissioning by the County Council and the Borough Council in Woking for provision of:
 - i) youth work and
 - ii) other preventative work with young people who are at risk of becoming not in education, training or employment (NEET).
 - b) To apportion delegated funding for young people, specifically the distribution between Local Prevention and Individual Prevention categories of funding, in accordance with the allocated budget and small grants (youth) as allocated by the Borough Council.
 - c) To approve the award of the Local Prevention for the provision of local prevention services for Woking Borough in accordance with the allocated budget.

- d) To approve the award of youth service related commission(s) as delegated to the Joint Committee by Woking Borough Council.
 - e) To oversee and determine priorities for the Full Participation Programme and make appropriate linkages into the work of Services for Young People and Woking Borough Council.
 - f) To approve Youth Task Group advice on the allocation of Community Youth Work and Surrey Outdoor Learning and Development Local Offer resources to meet local priorities for young people in the local area.
- (vi) Oversee and influence priorities for the Family Support Programme in Woking and monitor its performance. (SCC/WBC)
 - (vii) Determine priorities for collaborative work undertaken within the committee's area by the Councils and other partners. (SCC/WBC).
 - (viii) Decisions on any funding when a budget is allocated to the Joint Committee by either of the Councils (SCC/WBC).

7.7 **Non-Executive Functions**

The Joint Committee will deal with all those non-executive functions relating to public rights of way set out in the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended, except for those separately referred to in the County Council's Scheme of Delegation (or within the terms of reference of other Committees).

7.8 **Service Monitoring, Scrutiny and Issues of Local Concern**

The Joint Committee may:

- (i) In relation to the exercise of County Council Executive functions relating to Members allocations, receive a report on all projects approved under delegated authority of the Community Partnership Manager or Team Leader. (SCC)
- (ii) In relation to Community Highway Enhancement allocations, receive a report on all projects approved by Individual Members of the County Council under delegated authority, or by the Area Team Manager where Members have requested that their allocations be combined to be spent in one or more divisions. (SCC)
- (iii) Monitor formal decisions taken by officers under delegated powers and provide feedback to improve service standards. (SCC/WBC)

- (iv) Engage in issues of concern to local people and seek to influence the respective Councils in the light of local needs. (SCC/WBC)
 - (v) Monitor the quality of services provided locally, and recommend action as appropriate. (SCC)
 - (vi) Support Surrey Schools, strengthening links with Headteachers and Governing Bodies to promote the outcomes of increased investment for safer, better schools focused on raising the standards of education for all children in Woking.
 - (vii) Be informed in relation to the prioritisation of proposed and planned infrastructure schemes, or developer funded highway improvements within Woking. (SCC)
 - (viii) Be informed of and receive appropriate reports on highway initiatives and/or improvements either wholly or partly in Woking. (SCC)
 - (ix) Oversee local initiatives agreed and funded by the Joint Committee. (SCC/WBC)
 - (x) Oversee on-street parking enforcement including financials in its area subject to terms of reference agreed by the Committee, which best suit its particular local circumstances. (SCC)
 - (xi) Oversee and scrutinise the impact of the Local Prevention, Community Youth Work and Surrey Outdoor Learning and Development Local Offer in accordance with prevention priorities for young people in the local area. (SCC)
 - (xii) Be advised of the Joint Youth Estates Strategy for Woking Borough. (SCC/WBC)
 - (xiii) Provide political oversight and advice on the Community Safety functions of the Borough. (SCC/WBC)
 - (xiv) Act as the local Health and Wellbeing Board for Woking and oversee and set priorities for general health and wellbeing matters within the framework of Surrey's Joint Health and Wellbeing Strategy. (SCC/WBC)
 - (xv) Be consulted on any issues referred to it by either Council and produce responses as appropriate. (SCC/WBC)
- (Note: A joint committee may not make any decision which will have an adverse effect on a part of the county for which it does not have functions).*

7B DELEGATIONS TO LOCAL MEMBERS

Members of the authority have the following delegated powers:

- a. To approve projects within their division to be funded by the Community Highways Enhancements Fund in accordance with the relevant financial framework and policies of the County Council.

8. RESPONSIBILITY FOR EXECUTIVE FUNCTIONS

THE CABINET

8.1 Membership

The Leader, Deputy Leader and up to 8 other County Councillors

8.2 Terms of reference

The Cabinet will be collectively responsible for executive functions within the Authority which are not otherwise delegated by the Leader. Table 2 below sets out the responsibility for executive functions exercised by Cabinet Members.

The plans and strategies listed in Article 4 of this Constitution and which together comprise the policy framework must be determined by the Council on recommendation by the Cabinet after consultation with the appropriate scrutiny board and the Planning & Regulatory Committee in relation to the Local Development Documents or any other plan and policy of the Council which relates to its functions.

The Cabinet (or Cabinet Members where the function is delegated) will:

- (a) Lead the preparation of the Council's policies and budget and make recommendations to the County Council on the statutory and strategic plans which form the policy framework, and the revenue and capital budgets and Council Tax precept.
- (b) Submit annually or otherwise as required to the Council for approval the corporate plan and budget, and the other statutory and strategic plans which make up the policy framework.
- (c) Take decisions within this framework of plans, Standing Orders and procedure rules approved by the Council, including key decisions unless these have been delegated to committees.
- (d) Refer to the Council for decision any proposal involving a material departure from any of the approved statutory and strategic plans or the approved revenue and capital budgets.
- (e) Approve Directorate Plans and monitor and review performance against such plans including outturn of expenditure and income.
- (f) Subject to paragraph (d) above, take in-year decisions on resources and priorities, service delivery and operations to

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deliver the corporate plan and other approved policy plans and the revenue and capital budgets.

- (g) Lead the community planning process and provide a focus for partnership working with other public, private and voluntary and community sector agencies.
- (h) Consult the appropriate scrutiny boards at an early stage in the development of the budget and the plans and strategies within the policy framework.
- (i) Consult scrutiny boards and other committees on the plans and strategies listed in Article 4 of this Constitution, as appropriate, especially the Planning & Regulatory Committee in relation to the development and review of the Local Development Documents or any other plan and policy of the Council which relates to its functions.
- (j) Exercise other strategic planning functions including preparation of supplementary planning guidance and planning briefs, responding to consultations on planning applications, the designation of conservation areas, areas of archaeological interest and nature reserves, the making of compulsory purchase orders and Article 4 Directions, etc.
- (k) Make appointments to those outside bodies which carry out or relate to executive functions.
- (l) Provide formal responses to any Government White Paper or Green Paper or other consultation likely to lead to policy changes or have significant impact upon services.
- (m) Declare land or property surplus to requirements.
- (n) Consider, determine and report to the Council on matters on which there has been a finding of maladministration by the Local Government Ombudsman.

Table 2 – Scheme of Delegation

Responsibility for executive functions exercised by Cabinet Members, as listed by the Leader (outlined in Article 5.02 of the Constitution)

Who is responsible (1)	Function (2)	Limitation (3)
<p>Individual member of the Cabinet in relation to the functions set out in column (2), subject to the limitations in column (3).</p> <p>The Cabinet Member making the decision will be the Member allocated the appropriate responsibilities by the Leader, except that (1) where that Member is unable to act (whether through a conflict of interest, illness or absence) another Member of the Cabinet may exercise the function on their behalf.</p> <p>Any decisions relating to the statutory portfolio for Children's Services under the Children Act 2004 must be taken by or in consultation with the Cabinet Member for</p>	<p>(a) transfers between budget heads within portfolio (virements above £250,000, virements from revenue to capital budgets above £100,000) and budget monitoring</p> <p>(b) the write-off of irrecoverable debts</p> <p>(c) performance management</p> <p>(d) approval of individual business cases of more than £100,000 prior to capital/ invest to save projects proceeding</p> <p>(e) reprofiling capital budget within portfolio and within capital scheme's duration</p> <p>(f) decisions required under Procurement Standing Orders (awarding contracts over £500,000, grants)</p> <p>(g) bids for funding from external bodies</p>	<p>(a) In consultation with the Leader</p> <p>(b) Between £10,000 and £100,000 not otherwise delegated to the Director of Finance, in consultation with the Leader</p> <p>(c) Significant performance risk must be reported to the Cabinet as agreed in consultation with the Deputy Leader</p> <p>(d) In consultation with the Leader</p> <p>(e) In consultation with the Leader</p> <p>(f) To a maximum of £1m, in consultation with the Leader</p>

Who is responsible (1)	Function (2)	Limitation (3)
<p>Children and Families Wellbeing</p> <p>The Leader may determine that any decisions in respect of the functions set out in column (2) are taken collectively by the Cabinet.</p>	<p>(h) responses to consultation papers not otherwise delegated to officers</p> <p>(i) responses to petitions and committee reports</p> <p>(j) agreement of concordats or other similar agreements or statements of intent with other parties</p> <p>(k) acquisition and disposal of land or property</p> <p>(l) compulsory purchase orders for land or property</p> <p>(m) approval of schools' licensed deficits</p> <p>(n) approval of loans to schools</p> <p>(o) consultation on proposals and publication and determination of statutory notices in respect of changes to school size and structure</p> <p>(p) authorisation of consultation on the admission arrangements for voluntary controlled and community schools</p>	<p>(k) To a maximum of £1m in consultation with the Leader</p> <p>(m) To a maximum of £1m</p> <p>(n) To a maximum of £1m in consultation with the Leader</p>
	<p>(q) responses to any consultation by a maintained school's governing body under Section 5 of the Academies Act 2010</p>	

Who is responsible (1)	Function (2)	Limitation (3)
	<p>(s) To approve the award of contracts for the provision of local preventative services for a borough or district area to providers included in the Council's framework agreement for these services and in accordance with the allocated budget.</p> <p>(t) approval of the Fostering and Adoption Services annual Statements of Purpose</p>	<p>This power to be exercised, in consultation with the portfolio holders with responsibility for procurement and local committees, when the relevant local committee is unable to award a contract due to the presence of conflicts of interest which result in that body being inquorate.</p>
	<p>(u) authorisation of the Transport Development Control Manager to enter into legal agreements with developers providing for the adoption of new housing estate roads, forecourts and other made-up areas as highways maintainable at the public expense when the work of making up has been satisfactorily completed</p> <p>(v) declaration of highways or highways land surplus to requirements where it is unnecessary for highway purposes</p> <p>(w) endorsement of any new speed limit when the Local Committee is in disagreement with the police and local officers</p>	

Who is responsible (1)	Function (2)	Limitation (3)
	<p>(x) endorsement of the annual programme for investment of the centrally managed road safety scheme budget</p> <p>(z) to agree changes which amount to more than 15% in the hours of opening for Surrey Performing Arts Library</p>	
	<p>(a1) agree the Surrey Fire and Rescue Service Statement of Assurance for publication</p> <p>(a2) on behalf of the Fire and Rescue Authority, to respond to requests from neighbouring Fire and Rescue Authorities for the deployment of Surrey Fire and Rescue Service's resources during periods of industrial (strike) action</p> <p>(a3) appointment of lawyers within Legal & Democratic Services to act as Nominee to apply on the Council's behalf as a creditor to administer the Estate of deceased debtors</p> <p>(a4) approval of revisions to the Council's partnership governance policy</p> <p>(a5) agreement of In Year Fair Access Protocol</p>	

Who is responsible (1)	Function (2)	Limitation (3)
	<p>(a6) expenditure against the agreed Surrey Growth Strategy budgets</p> <p>(a7) to agree amendments to the Memorandum of Understanding for the Basingstoke Canal Joint Management Committee</p> <p>(a08) take decisions on behalf of the Council for Trust Funds where the Council is a corporate trustee, in accordance with any requirements in the Trust governing body</p>	
Leader	<p>(a) the final decision to open or close a school</p> <p>(b) the establishment of and recruitment to posts evaluated with a pay band in excess of £100k and consultants on contracts over £100k per annum</p>	
	<p>(c) expenditure against the agreed Community Improvement Fund</p> <p>(d) approval of virements above £250,000 between portfolios or services</p>	(d) in consultation with the relevant portfolio holders

8.3 BASINGSTOKE CANAL JOINT MANAGEMENT COMMITTEE

8.4 Membership

A total of four County Councillors, who must be Cabinet Members or County Councillors representing divisions which include the Basingstoke Canal in their area, four County Councillors from Hampshire County Council with similar terms of reference, plus others from local councils and other organisations with an interest in the canal.

8.5 Terms of reference

The committee will exercise the functions of the Cabinet in relation to:

- (a) the oversight of the completion of the restoration of the Basingstoke Canal;
- (b) the management and maintenance of the Basingstoke Canal as an environmental navigational and recreational asset in accordance with the policy and budgetary framework set for the Committee; and
- (c) the balancing of the interests of all users of the Basingstoke Canal and conservation of the natural environment.

8.6 JOINT COMMITTEE FOR THE OVERSIGHT OF DELIVERY OF SURREY PUBLIC AUTHORITY SERVICES

8.7 Membership

One County Councillor who must be a Cabinet Member, plus one from each of the other partner authorities ('the Parties').

8.8 Terms of reference

The Joint Committee will:

- (a) oversee joint working arrangements of the Parties.
- (b) promote good joint working practice amongst the Parties.
- (c) appoint such task groups or sub-committees as it considers necessary.
- (d) identify the range of services for inclusion in a Joint Venture Company (JVC).
- (e) approve the draft the Articles and Memorandum of Association of the JVC.
- (f) approve the draft revised Terms of Reference for the Joint Committee to provide for governance and oversight of the JVC.

- (g) manage the Project Budget.

8.9 JOINT MANAGEMENT COMMITTEE FOR THE SURREY HILLS AREA OF OUTSTANDING NATURAL BEAUTY (“SURREY HILLS BOARD”)

8.10 Membership

One county councillor and one representative each from the other principal funding partners will make up the “Core Members”.

There will also be “Advisory Members” comprising of be up to four advisory members of the Surrey Hills Partnership and two representatives of parish and town councils. Advisory Members will not have voting rights on financial matters.

8.11 Terms of reference

The Board will:

- (a) prepare the Area of Outstanding Natural Beauty (AONB) management plan for adoption by the Constituent Bodies and to lead implementation on their behalf, and in particular, to develop practical measures to:
 - (i) protect, conserve and enhance the natural beauty of AONB;
 - (ii) promote the unique identity of the AONB recognising and respecting the individual landscape character and habitats of local areas in the implementation of planning and management policies;
 - (iii) encourage, where appropriate, quiet enjoyment of the AONB;
 - (iv) ensure that development is soundly based on principles of sustainability and is appropriate to the character of the AONB;
- (b) promote the objectives of the designation of the AONB and to act as a forum for the discussion of major issues affecting the character of the AONB;
- (c) encourage the Constituent Bodies to adopt policies which help achieve the objectives of the AONB management plan;
- (d) advise and inform the local authorities amongst the Constituent Bodies of the activities of the Board in order to raise the profile of the AONB locally and to support national efforts to enhance the status of Areas of Outstanding Natural Beauty;
- (e) provide a source of expertise and information on the AONB, its conservation and enhancement;

- (f) seek to secure sufficient funding to meet its overall aims and objectives for effective management of the AONB, and to manage its own devolved budget.

8.12 **SHAREHOLDER BOARD**

8.13 **Membership**

The Leader of the Council, the Deputy Leader and the Cabinet Member for Business Services and Resident Experience, plus the Chief Executive.

8.14 **Terms of reference**

The Board will:

- (a) have the power to appoint and remove Company Directors
- (b) approve and monitor Company Business Plans
- (c) approve the allotment of further shares in a Company (whether to third party shareholders or the Council)
- (d) exercise any reserved powers in the Articles of a Company
- (e) endorse any amendments to Company Business Plans
- (f) periodically evaluate financial performance of a Company
- (g) agree significant capital or revenue investments proposed by a Company
- (h) determine the distribution of any surplus or the issue of any dividends from a Company
- (i) consider any recommendation from Company Directors to cease trading
- (j) report to the Council annually on trading activity
- (k) review the risks associated with trading activities.

8.15 **COAST TO CAPITAL STRATEGIC JOINT COMMITTEE**

8.16 **Membership**

One County Councillor, plus one from each of the other member authorities.

8.17 **Terms of reference**

The functions of the Joint Committee are specified below, and may be exercised only in respect of the Coast to Coast Local Enterprise Partnership (“the LEP”) Area [the area encompassing the administrative boundaries of Brighton & Hove City Council, West Sussex County Council, London Borough of Croydon, Lewes District Council, and part of Surrey County Council – Epsom and Ewell

Borough Council, Tandridge District Council, Mole Valley District Council and Reigate and Banstead Borough Council]:

- (a) To agree the Strategic Economic Plan and its revisions and amendments as proposed to the Joint Committee by the LEP Board;
- (b) To provide strategic advice to the LEP Board from time to time on the economic development and growth priorities for the LEP Area;
- (c) To nominate on request from the LEP Board representatives from the district and borough local authorities who are members of the Joint Committee to serve as Directors on the LEP Board.

8.18 BUCKINGHAMSHIRE COUNTY COUNCIL AND SURREY COUNTY COUNCIL JOINT TRADING STANDARDS SERVICE COMMITTEE

8.19 Membership

One County Councillor from each authority, who must be a Cabinet Member. In addition each authority can appoint one County Councillor to undertake a non-voting advisory role.

8.20 Terms of reference

The Joint Trading Standards Service Committee will:

- (a) provide strategic leadership and direction, effective governance and oversight of the joint service
- (b) oversee working arrangements of the joint service
- (c) promote good joint working practice
- (d) approve budget variations
- (e) approve performance measures
- (f) approve the enforcement policy
- (g) approve the investigations criteria
- (h) approve revisions to the Terms of Reference for the Joint Committee.

8.21 ORBIS JOINT COMMITTEE

8.22 Membership:

The Committee shall comprise no more than six members, being an equal number of East Sussex County Council Cabinet Members, appointed by the Leader of East Sussex County Council and Surrey County Council Cabinet Members, appointed by the Leader of Surrey County Council

Each Council's Leader may nominate one substitute Cabinet Member to attend meetings of the Joint Committee, should an appointed member of the Committee be unavailable or unable to attend a meeting of the Joint Committee. A substitute Cabinet Member attending in the absence of an appointed member will have full voting rights

8.23 Terms of Reference:

The Orbis Joint Committee will:

- (a) Oversee the delivery of the services delivered jointly through the Orbis partnership of East Sussex County Council and Surrey County Council ('Orbis').
- (b) Recommend proposals to meet the annual budget for Orbis, set by each of East Sussex County Council and Surrey County Council
- (c) Approve the Orbis Business Plan and performance measures
- (d) Monitor the Orbis Business Plan and performance of Orbis
- (e) Approve revisions to the Terms of Reference of the Orbis Joint Committee

8.24 Meetings of the Committee:

The Orbis Joint Committee will meet on four occasions a year, unless a different number of meetings is determined by the Committee

8.25 ORBIS PUBLIC LAW JOINT COMMITTEE

8.26 Membership

The Committee shall comprise of Members appointed by the constituent authorities. Currently Brighton & Hove City Council, East Sussex County Council, Surrey County Council and West Sussex County Council ("the Councils"). Each authority shall appoint one Member to the Committee in accordance with its constitution.

Each Council's Leader (or in the case of Brighton & Hove City Council, the Council) may appoint one substitute Member to attend meetings of the Joint Committee, should an appointed member of the Committee be unavailable or unable to attend a meeting of the Joint Committee. A substitute Member attending in the absence of an appointed member will have full voting rights.

8.27 Terms of Reference:

The Orbis Public Law Joint Committee will:

- (a) Oversee the delivery of the services delivered jointly through the Orbis Public Law partnership of the Councils ('OPL').
- (b) Recommend proposals to meet the annual budget for OPL, set by each of the Councils.
- (c) Approve the OPL Business Plan and performance measures.
- (d) Monitor the OPL Business Plan and performance of OPL.
- (e) Make recommendations to the constituent authorities regarding revisions to the Terms of Reference of the Orbis Public Law Joint Committee.

8.28 Meetings of the Committee:

The Orbis Public Law Joint Committee will meet on four occasions a year, unless a different number of meetings is determined by the Committee

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Part 2 General Delegation to Officers

The Council's management structure is led by the Chief Executive, who has statutory responsibilities as head of paid service.

The post holders listed below or any successor post holder subsequent to any reorganisation, or any temporary replacement post holder nominated in accordance with paragraph 1.2 of the Scheme, are authorised to exercise the functions of the County Council (executive and non-executive) relating to their areas of responsibility, which are summarised below, subject to the limitations set out in Part 1 of the Scheme.

TITLE OF POSTHOLDER	SUMMARY OF AREA OF RESPONSIBILITY
Chief Executive	Head of paid service and responsible for the overall management of the workforce and the authority.
Deputy Chief Executive and Strategic Director for Children, Schools and Families	<p>Jointly responsible with the Chief Executive and the Strategic Directors for the overall performance of the paid service.</p> <p>Overall responsibility for services to support change and efficiency, including Finance, Human Resources and Organisational Development, Property Services, Information Management and Technology, Procurement and Business Operations.</p> <p>Overall responsibility for Communications, Policy and Performance,</p> <p>Jointly responsible with the Chief Executive and other Strategic Directors for the overall performance of the paid service.</p> <p>The Statutory Director of Children's Services under section 18 of the Children Act 2004 with overall responsibility for these services.</p>
Head of Communications	Responsible for the communications strategy for the Council, and for the management of Communications.
Director of Legal, Democratic and Cultural Services	The Council's Monitoring Officer in accordance with Section 5 of the Local Government and Housing Act 1989 and Chief Legal Adviser, responsible for the management of Legal, Democratic and Cultural Services.

Assistant Director, Strategy and Performance.	Responsible for leading the Policy and Performance Service, developing the Council's policy framework, the Council's corporate centre of expertise on performance, quality and project management and provider of the Council's internal audit function.
Strategic Director of Adult Social Care and Public Health	<p>Jointly responsible with the Chief Executive and other strategic directors for the overall performance of the employed service</p> <p>The statutory Director of Adult Social Services under "Guidance on the Statutory Chief Officer Post of the Director of Adult Social Services" (2006), with overall responsibility for services to older people, people with learning, physical and sensory disabilities, people with mental health problems and substance abuse</p> <p>The statutory Director of Public Health as defined under "Directors of Public Health in Local Government – roles, responsibilities and context" (2012), and as defined under the National Health Service Act 2006 and the Health and Social Care Act 2012. Responsible for writing the annual Public Health report</p>
Deputy Director for Adult Social Care	<p>Lead the continuous improvement of adult social care services, practices and systems to ensure effective commissioning and delivery of services which support the vision of the directorate, comply with statutory responsibilities and deliver positive outcomes for vulnerable people</p> <p>Deputise for the Strategic Director for Adult Social Care and Public Health</p>
Deputy Director for Public Health	<p>Responsible for leading the Public Health service, including the Council's health improvement, health protection and health intelligence and effectiveness functions</p> <p>Deputise for the Strategic Director for Adult Social Care and Public Health on public health related matters</p>
Area Director	Commission and deliver adult social care services within

	specific areas to ensure the promotion of residents' wellbeing and to protect people from harm. Provide strategic leadership on specific countywide responsibilities
Assistant Director, Service Delivery	Provide strategic leadership for the delivery of internally provided, regulated services to adults across the county
Senior Practice Development Manager	Provide professional leadership for the development of the professionally qualified workforce Ensure arrangements are in place within the Adult Social Care Directorate for compliance with the Mental Capacity Act 2005 and with the Deprivation of Liberty Safeguards
Head of Resources and Caldicott Guardian	Provide strategic leadership as Caldicott Guardian for information governance Provide strategic leadership for commissioning support and business support services, and for the deputyship and financial assessments and benefits services
Head of Quality Assurance and Strategic Safeguarding	Provide strategic leadership for safeguarding Responsible for the adult social care quality assurance framework
Senior Programme Manager	Responsible for strategic change projects, information and advice and business intelligence functions
Public Health Consultant	Responsible for the strategic leadership of the health improvement, health protection, intelligence and healthcare functions Provide assurance that appropriate health protection systems are in place

TITLE OF POSTHOLDER	SUMMARY OF AREA OF RESPONSIBILITY
Chief Property Officer	Responsible for the provision of corporate and strategic asset management and managing Property Services.
Director of Finance	The Council's S151 officer, responsible for managing the Council's Finance Service, for determining the Council's administration and financial management framework, and for providing lending, borrowing, investment, insurance, corporate governance, internal control and risk management services to the Council.
Director of Human Resources	Responsible for ensuring coherent HR, OD and organisational learning and development strategies for the Council and for managing Human Resources.
Chief Information Officer	Responsible for ensuring a coherent and robust strategy for the Council's IMT systems and services and for managing IMT.
Head of Procurement and Commissioning	Responsible for ensuring a comprehensive set of contractual arrangements for the supply of common goods and services to the Council and management of Procurement and Commissioning.
Head of Business Operations	Responsible for a fully operational Shared Service Centre, providing finance, HR, payroll, property, procurement and IMT services.
Assistant Director for Schools and Learning	Responsible for leading and managing Education Planning, Schools Leadership, Schools Admissions, , Commercial Services and the relationship with and commissioning of services from 4S.
Assistant Director for Children's Services	Responsible for providing integrated services for children, young people and families and for managing Children's Services.
Assistant Director for Services for Commissioning and Prevention	Responsible for ensuring integrated services for young people in Surrey and for managing Youth Justice, Youth Development, the Early Years Service, Inclusion and Early Help.

TITLE OF POSTHOLDER	SUMMARY OF AREA OF RESPONSIBILITY
Strategic Director for Customers and Communities	<p>Jointly responsible with the Chief Executive and other Strategic Directors for the overall performance of the paid service.</p> <p>Overall responsibility for Services for Customers and Communities, Customer Services and Trading Standards.</p>
Head of Cultural Services	<p>Responsible for the management and direction of the Library Service, Adult and Community Learning Service, Registration and Nationality Service, Surrey Arts, the Heritage Service and the County Coroner. To act as 'proper officer' for the Registration and Nationality Service.</p>
Head of Customer Services	<p>Responsible for developing, leading and delivering the Council's Customer Services Strategy and managing the Council's Contact Centre.</p>
Head of Trading Standards	<p>Responsible for the management and direction of the Buckinghamshire and Surrey County Councils Joint Trading Standards Service.</p>
Chief Fire Officer (Brigade Manager)	<p>Overall responsibility for the provision of fire and rescue services under the Fire and Rescue Services Act 2004 and the accompanying National Framework, compliance with all relevant fire safety legislation and all aspects of emergency response including proactive community safety, ensuring effective response to emergency incidents at all times.</p>
Strategic Director for Environment & Infrastructure	<p>Jointly responsible with the Chief Executive and other Strategic Directors for the overall performance of the paid service.</p> <p>Overall responsibility for services for the Environment and Infrastructure Directorate including Fire and Rescue.</p>
Deputy Director Environment and Infrastructure	<p>Responsibility for services for the Environment and Infrastructure Directorate including leading and managing the Highways, Street Lighting and Countryside functions of the Council, including Structures and Asset Management.</p>
Assistant Director Environment and Infrastructure	<p>Responsible for leading and managing the Waste and Sustainability functions of the Council.</p> <p>Responsible for leading and managing the Travel and Transport, Transportation Development Control, Planning and Economic Development functions of the Council.</p>

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Part 3 Specific Delegation to Officers

The specific functions of the County Council (executive and non-executive) set out in column 3 below are delegated to the corresponding officers listed in column 4 (or any temporary replacement post holder nominated in accordance with paragraph 2.3 of the Scheme) subject to the requirements and limits of this Scheme of Delegation.

CHIEF EXECUTIVE’S OFFICE

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No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CEO1	Chief Executive	To make Proper Officer appointments in cases of urgency.	Chief Executive
CEO2	Chief Executive	To make appointments (including co-opted members) to fill any casual vacancies that may arise on committees, sub committees and member/officer working groups which discharge the County Council's functions (both executive and non-executive) and outside bodies on which the Council is represented in accordance with the wishes of the political groups.	Chief Executive
CEO3	Chief Executive	To appoint a joint committee for purposes of health scrutiny and to determine its size in consultation with other appropriate authorities which have an interest as consultees, where it is not possible for the Health Scrutiny Committee to take this decision in the time available, and to agree the share of the County Council’s seats on each such joint committee after consultation with the Chairman and Vice-Chairman of the Health Scrutiny Committee.	Chief Executive
CEO4	Chief Executive	To appoint the County Council Members of any such joint committee in accordance with the wishes of the political groups.	Chief Executive

No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CEO5	Chief Executive	Unless prohibited by law, to discharge the functions of the Council and the Cabinet which relate to the areas of responsibility of the other officers identified in Part 2 (including any specific function identified in Part 3) in cases of urgency or where the officers to whom those functions have been also delegated are unable or unwilling to act.	Chief Executive
CEO6	Chief Executive	In consultation with the Chairman of the People, Performance and Development Committee, to determine any compensation payable on early termination of a contract of employment by reason of redundancy, early retirement or in the interests of efficient exercise of the Council's functions and application for early payment of pension benefits to an officer listed in Part 2 of this Scheme and any Head of Service.	Chief Executive
CEO7	Chief Executive	To nominate in writing one or more of the Strategic Directors to act in his place in the event of illness or other planned or unplanned absence.	Chief Executive
CEO8	Chief Executive	To discharge (or nominate other officers to discharge) in accordance with Part 5 of Standing Orders, the functions of (i) appointment of employees of the County Council other than the Head of Paid Service, a Chief Officer, Deputy Chief Officer or Political Assistant as defined in the Local Government and Housing Act 1989, (ii) dismissal of and taking disciplinary action against employees of the County Council other than the Head of Paid Service, a Chief Officer or Political Assistant as defined in the Local Government and Housing Act 1989. An appointment or dismissal of a deputy Chief Officer as defined by the Act will only take effect where no well founded objection has been received from any Member of the Cabinet.	Chief Executive
CEO9	Chief Executive	In consultation with the Leader and with any Cabinet Member responsible for the function for which the Council is proposing to take responsibility, to agree arrangements with another local authority to discharge functions on behalf of that authority.	Chief Executive Strategic Directors

LEGAL, DEMOCRATIC AND CULTURAL SERVICES

No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
LDC1	Legal and Democratic Services	To authorise and witness the sealing of any documents or to sign any documents necessary to give effect to a decision of the Cabinet, a Cabinet Member, the Council (or any part of it) or an officer acting under delegated powers.	Director of Legal, Democratic and Cultural Services Legal Services Manager Senior Principal Lawyers Principal Lawyers
LDC2	Legal and Democratic Services	To be the custodian of the common seal of the Council and to determine the nature or type of documents to be sealed.	Director of Legal, Democratic and Cultural Services Legal Services Manager
LDC3	Legal and Democratic Services	<p>A. To institute or defend or appear in any legal proceedings on behalf of the County Council in proceedings at any Court, Tribunal or Inquiry and to take any action in connection with such proceedings, including authority to settle proceedings</p> <p>B. To authorise officers to appear in any legal proceedings on behalf of the County Council in proceedings at any Court, Tribunal or Inquiry in accordance with section 222 and 223 Local Government Act 1972.</p> <p>C. To sign any document necessary for any legal procedure or proceedings on behalf of the County Council (unless any enactment otherwise requires or authorises).</p> <p>D. To act as proper officer for the purposes of Section 234 of the Local Government Act 1972 for the signature of any notice, order or document, which the Council is required to give, make or issue.</p>	Director of Legal, Democratic and Cultural Services Legal Services Manager Senior Principal Lawyers Principal Lawyers Senior Lawyers

LDC4	Legal and Democratic Services	To update the Constitution, and in particular the Scheme of Delegation, following structural reorganisation of the Council where the only change is to the title of the post holder receiving the delegation, provided there is no reduction in the management level to which the delegation is made.	Director of Legal, Democratic and Cultural Services Legal Services Manager
LDC5	Legal and Democratic Services	Where no objection has been received, to determine applications to register land as a Town or Village Green under the Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007	Director of Legal, Democratic and Cultural Services Legal Services Manager
LDC6	Cultural Services	To ensure the delivery of Cultural Services in accordance with the duties imposed upon the authority by legislation	Head of Cultural Services
LDC7	Cultural Services	To meet the requirements of the Public Libraries and Museums Act 1964, e.g. display of sensitive material, use of mobile libraries	Head of Cultural Services Library Service Manager
LDC8	Cultural Services	To supply information required to the Department of Culture, Media & Sport	Head of Cultural Services Library Service Manager
LDC9	Cultural Services	To exercise the powers under the Library Bylaws and Regulations, e.g. temporary closure of libraries in extenuating circumstances, exclusion of library users, setting of loan periods and fees and discounts where applicable	Library Managers, Mid, East North-West and South West Surrey Heritage Manager
LDC10	Cultural Services	In consultation with the Chairman of the Local Committee or, in relation to Surrey Performing Arts Library, the relevant Portfolio Holder, to approve changes amounting to no more than 15% of a library's total hours of opening (whether managed directly by Surrey County Council or under a community partnership agreement)	Library Managers, Mid, East North-West and South West Surrey Head of Cultural Services/ Library Operations Manager (in relation to Surrey Performing Arts Library)
LDC11	Cultural Services	Within their area of responsibility to make grants to local groups within budget	Senior Manager Surrey Arts Heritage Manager

LDC12	Cultural Services	Performing Arts Library: To deliver the service under the terms of the Service Level Agreement with West Sussex County Council	Senior Manager Surrey Arts
LDC13	Cultural Services	To provide the service to the Surrey Museums Consultative Committee in accordance with its terms of reference.	Heritage Manager Heritage Partnership and Learning Team Manager
LDC14	Cultural Services	To safeguard and to make available records under the Public Records Acts 1958 as amended, the Parochial Registers and Records Measure 1978 and the Manorial Documents Rules (Law of Property Amendment Act 1925), the Local Government Act 1972, Section 224 and the Local Government (Records) Act 1962.	Heritage Manager Heritage Stewardship and Preservation Team Manager
LDC15	Cultural Services	To access sensitive or confidential material in accordance with Department of Health guidelines, Coroners' Rules and the Data Protection Acts of 1984 and 1998 and the Freedom of Information Act (as subsequently amended).	Heritage Manager Heritage Public Services Team Manager
LDC16	Cultural Services	To permit the use of material in accordance with the Copyright Acts	Heritage Manager Heritage Public Services Team Manager Heritage Conservation Team Manager Heritage Preservation and Stewardship Team Manager
LDC17	Cultural Services	To enter into agreements with developers and others to ensure that archaeological work in connection with proposed or consented development is carried out.	Heritage Manager Heritage Enterprise Team Manager
LDC18	Cultural Services	To establish procedures relating to heritage assets to be owned or loaned to SCC.	Heritage Manager
LDC19	Cultural Services	To promote Heritage based learning and manage learning events and activities.	Heritage Manager
LDC20	Cultural Services	To apply for funding and enter into agreements with external funders to enable heritage activities to be carried out, in consultation with the	Heritage Manager

		Director of Finance.	
LDC21	Cultural Services	To enter into agreements with partners to enable and ensure that heritage activities are carried out.	Heritage Manager
LDC22	Cultural Services	To manage a Heritage Environment Record for Surrey.	Heritage Conservation Team Manager
LDC23	Cultural Services	To meet the requirements of the Learning & Skills Act 2000 to secure learning for adults, ensuring that the needs of adults with learning difficulties are considered.	Adult Learning Manager
LDC24	Cultural Services	To produce an annual Adult Learning Plan and submit this to the Learning & Skills Council (LSC).	Adult Learning Manager
LDC25	Cultural Services	To report to the LSC information required, in particular regarding Individual Learner Records.	Adult Learning Manager
LDC26	Cultural Services	In connection with section 106 Town and Country Planning Act 1990, to approve the nature and value of contributions to be made by developers in relation to libraries provision after consultation with the Head of Property where these include possible property transactions	Libraries Operations Manager

ADULT SOCIAL CARE AND PUBLIC HEALTH

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
APH1	Adult Social Care	Carry out an assessment of an adult's, carer's, child's (where it appears the child is likely to have needs for care and support after becoming 18) or young carer's needs for care and support, under s9-12 and s58-66 of the Care Act 2014	Social Care Assistant
APH2	Adult Social Care	Decision to appoint an independent advocate under s67 and s68 of the Care Act 2014	Social Worker Occupational Therapist Social Care Practitioner
APH3	Adult Social Care	Decision as to whether an adult or carer is eligible for care and support under s13 of the Care Act 2014	Social Care Assistant
APH4	Adult Social Care	Carry out a financial assessment under s17 of the Care Act 2014	Financial Assessment and Benefits Advisor
APH5	Adult Social Care	Decision to grant enhanced authority to a named social care worker ¹ , so that the named social care worker can, under s26 of the Care Act 2014: <ul style="list-style-type: none"> • Authorise an adult's care and support plan up to the value of the Resource Allocation System (RAS)* • Authorise a carer's support plan up to the value of £50 per week <p>*Excluding placements in residential and nursing care</p>	Team Manager
APH6	Adult Social Care	Under s26 of the Care Act 2014, decision to: <ul style="list-style-type: none"> • Authorise the care and support plan of an adult aged over 65 when it is proposed that the indicative weekly budget (IWB) be 	Team Manager

¹ 'Social care worker' includes the following post holders: Social Care Assistant, Senior Social Care Assistant, Social Worker, Senior Social Worker, Occupational Therapist, Senior Occupational Therapist, Social Care Practitioner, Senior Social Care Practitioner

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		exceeded by up to 10%	
APH7	Adult Social Care	Under s26 of the Care Act 2014, decision to: <ul style="list-style-type: none"> • Authorise the care and support plan of an adult aged over 65 when it is proposed that the indicative weekly budget (IWB) be exceeded by 11% or more • Authorise the care and support plan of a working age adult when it is proposed that the indicative weekly budget (IWB) be exceeded by any amount • Authorise an adult's care and support plan when it is proposed that the adult be placed in residential or nursing care • Authorise a carer's support plan valued at £51 per week or more 	Senior Manager
APH8	Adult Social Care	Under s31 and 33 of the Care Act 2014, decision to make a direct payment to an adult or a nominated person	Social Care Assistant
APH9	Adult Social Care	Under s32-33 of the Care Act 2014, decision to make a direct payment to an authorised (suitable) person	Social Worker Occupational Therapist Social Care Practitioner
APH10	Adult Social Care	Decision to fund a property adaptation following an assessment under s26 of the Care Act 2014	Senior Manager (OT qualified)
APH11	Adult Social Care	Under s34 of the Care Act 2014, and in consultation with the relevant budget holder, decision to enter into a deferred payment agreement.	Information Assistant
APH12	Adult Social Care	Carry out a review of a care and support plan or support plan under s27 of the Care Act 2014	Social Care Assistant
APH13	Adult Social Care	Decision to share information with a relevant partner regarding an adult or carer with needs for care and support under s7 of the Care Act 2014	Team Manager
APH14	Adult Social Care	Carry out a mental capacity assessment under s3	Social Worker

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		<p>of the Mental Capacity Act 2005</p> <p>Make best interest decisions under s4 of the Mental Capacity Act 2005</p> <p>Instruct an Independent Mental Capacity Advocate under s39 of the Mental Capacity Act 2005 (and associated regulations)</p>	<p>Occupational Therapist</p> <p>Social Care Practitioner</p>
APH15	Adult Social Care	<p>In accordance with the provisions of s4A and Schedule A1 of the Mental Capacity Act 2005, decision to authorise a named Senior Manager or other officer to carry out specific functions under the Deprivation of Liberty Safeguards provisions of the Mental Capacity Act, including:</p> <ul style="list-style-type: none"> • Approve Best Interest Assessors • Grant an extension of an Urgent Authorisation to a Managing Authority • Appoint Assessors • Review authorisations • Appoint a Relevant Persons Representative • Authorise a Managing Authority to deprive a person of their liberty • Make conditions in respect of an authorisation 	<p>Senior Practice Development Manager</p> <p>Deputy Director for Adult Social Care</p>
APH16	Adult Social Care	Decision to make an application to the Court of Protection for a declaration under s15 of the Mental Capacity Act 2005	<p>Senior Practice Development Manager</p> <p>Area Director</p>
APH17	Adult Social Care	<p>Decision to make an application to the Court of Protection for a Deputyship Order under s16 of the Mental Capacity Act 2005</p> <p>Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a Deputy on behalf of the Council</p>	<p>Senior Practice Development Manager</p> <p>Head of Resources and Caldicott Guardian</p>

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
APH18	Adult Social Care	To approve appointments of individuals to act as Approved Mental Health Professionals under s114 of the Mental Health Act 1983 or to suspend or end such approvals	Deputy Director for Adult Social Care
APH19	Adult Social Care	Decision to accept that the Council is the responsible local authority for an individual under s117 of the Mental Health Act 1983	Senior Manager
APH20	Adult Social Care	<p>Decision to accept a person to guardianship under s7 or s37 of the Mental Health Act 1983</p> <p>Decision to agree a transfer of a person from hospital to guardianship under s19 of the Mental Health Act 1983</p> <p>Decision to authorise or agree a transfer of a person from the guardianship of one guardian to another under s19 of the Mental Health Act 1983</p> <p>Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a guardian on behalf of the Council</p> <p>Decision to propose a named person to fulfil the day-to-day functions and responsibilities of a nearest relative on behalf of the Council under s29 of the Mental Health Act</p>	<p>Senior Practice Development Manager</p> <p>Deputy Director for Adult Social Care</p>
APH21	Adult Social Care	<p>Decision to:</p> <ul style="list-style-type: none"> • Make and terminate enquiries (statutory and non-statutory) • Decision to initiate the Provider Failure Protocol • Decision to call a Large Scale Enquiry 	<p>Head of Quality Assurance and Strategic Safeguarding</p> <p>Team Manager</p>
APH22	Adult Social Care	<p>Decision to:</p> <ul style="list-style-type: none"> • Undertake an internal review as 	Head of Quality Assurance and Strategic Safeguarding

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		a result of an investigation or Large Scale Enquiry recommendation <ul style="list-style-type: none"> • Commission an independent investigation 	Senior Manager
APH23	Adult Social Care	Decision to agree a response to a complaint	Team Manager
APH24	Adult Social Care	Decision to exclude an individual from Council premises	Area Director Assistant Director for Service Delivery
APH25	Adult Social Care	Decisions relating to adult social care staff deployment during a civil emergency between 9am and 5pm Monday to Friday	Area Director
APH26	Adult Social Care	Decisions relating to adult social care staff deployment during a civil emergency at times outside of 9am and 5pm Monday to Friday	Senior Manager (who is emergency on-call)
APH27	Adult Social Care	In consultation with the Cabinet Member for Adult Social Care, Wellbeing and Independence, decision to approve pooled budget agreements for the integration of health and social care	Strategic Director for Adult Social Care and Public Health Director of Finance
APH28	Adult Social Care	Decision, where appropriate in compliance with Procurement Standing Orders, to authorise a person to exercise a function on behalf of the Adult Social Care Directorate under s79 of the Care Act 2014	Strategic Director for Adult Social Care and Public Health

CHILDREN, SCHOOLS AND FAMILIES

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF1	Children's Services	Decisions on outcome of referrals and assessments	Assistant Team Manager
CSF2	Children's Services	Responsibility to assess case and make recommendations	Case Holder
CSF3	Children's Services	Responsibility to call a Child in Need Planning or review meeting	Team Manager
CSF4	Children's Services	Chairing of Child in Need meeting and reviews	Assistant Team Manager
CSF5	Children's Services	Authorisation to commence Public Law Outline	Area Head of Service/ Head of Countywide Services i.e. for CWD where care proceedings may be initiated. In absence of Head of Countywide Services function delegated to Service Manager for CWD
CSF6	Children's Services	Agreeing to accommodate a child (S20)	Area Head of Service / Head of Countywide Services
CSF7	Children's Services	Agreement to discharge a child who is accommodated under Section 20, 1989 Children Act	Area Head of Service / Head of Countywide Services
CSF8	Children's Services	Decision to apply for an EPO (Emergency Protection Order)	Team Managers following strategy discussion. In exceptional circumstances, where delay would place the child at risk, delegated to

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Assistant Team Managers
CSF9	Children's Services	Decision to instigate care proceedings in any court	Area Head of Service In exceptional circumstances, where delay would place the child at risk- delegated to Team Manager.
CSF10	Children's Services	Decision to apply for any of the following under the Children Act 1989: Child Assessment order, Child Safety Order; section 8 order	Area Head of Service
CSF11	Children's Services	Signing of applications to court	Team Manager
CSF12	Children's Services	Endorse applications to court	Area Heads of Service
CSF13	Children's Services	Signing of care plans to court	Area Head of Service
CSF14	Children's Services	Decision to apply for discharge of care order	Team Manager following Children Looked After (CLA) Statutory Review and in consultation with Area Head of Service
CSF15	Children's Services	Lead on Progressing and Monitoring implementation of Child in Need and Core Group Meetings	Case holder and Team Manager
CSF16	Children's Services	Agreement to place with foster carers	Area Head of Service/ Head of Countywide Services
CSF17	Children's Services	Agreement to place with Independent Fostering Arrangements	Area Head of Service in consultation with Head of Countywide Services
CSF18	Children's Services	Agreement to out of county residential placement	Head of Countywide Services

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF19	Children's Services	Authority to change a child's placement in an unplanned way	Area Head of Service in consultation with Care Services Manager - can be referred to Head of Countywide Services if necessary e.g. out of county placement
CSF20	Children's Services	Authority to postpone a CLA Review beyond statutory time limits	Head of Safeguarding with child's Area Head of Service
CSF21	Children's Services	Carrying out of statutory visits for CLA	Case holder
CSF22	Children's Services	Missing Children from Care: notify police, senior managers	Registered Manager to inform Care Services Manager who informs Head of Countywide Services & Assistant Director Children's Services Registered Manager informs social worker and Team Manager Ref : 'The Arrangements for Identifying and Responding to Missing Children and Young People'
Death of a child in care			
CSF23	Children's Services	Notify Area Head of Service	Team Manager / Assistant Team Manager
CSF24	Children's Services	Notify the Assistant Director	Area Head of Service and Head of Countywide Services

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF25	Children's Services	Notify parent in conjunction with social worker	Area Head of Service
CSF26	Children's Services	Notify Director	Assistant Director Children's Services
CSF27	Children's Services	Inform Cabinet Member	Assistant Director Children's Services
CSF28	Children's Services	Notifying Ofsted / Children's Services Advisor GOSE after consultation with the Assistant Director	Head of Safeguarding in consultation with child's Area Head of Service
Children Looked After			
CSF29	Children's Services	Consent to: Immunisation / vaccination (e.g. meningitis)	Area Head of Service /Head of Countywide Services if not able to be obtained from parent
CSF30	Children's Services	Consent to emergency treatment	Area Head of Service/ Head of Countywide Services if not able to be obtained from parent
CSF31	Children's Services	Consent to surgery	Area Head of Service/ Head of Countywide Services if not able to be obtained from parent
CSF32	Children's Services	Consent to contraceptive treatment	Area Head of Service /Head of Countywide Services if not able to be obtained from parent
CSF33	Children's Services	Consent to marriage of CLA	Area Head of Service / Head of Countywide Services if not able to be obtained from parent
CSF34	Children's Services	Consent to termination of pregnancy and HIV testing of CLA	Area Head of Service / Head of Countywide Services if not able to be obtained from parent in consultation with young person (if Fraser

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			competent)
CSF35	Children's Services	Signing a passport application of CLA	Area Head of Service / Head of Countywide Services (applicant signatory) Social worker (counter signatory)
CSF36	Children's Services	Authorising a trip abroad for CLA	Area Head Of Service / Head of Countywide Services –Assistant Director Children's Services will be informed of all trips aboard
CSF37	Children's Services	Authorising request for DBS checks on children's carers	Team Manager
CSF38	Children's Services	Decision to take further action regarding CRB check results	Area Head of Service / Head of Countywide Services
CSF39	Children's Services	Consent to criminal proceedings being initiated for criminal damage (where this has occurred on Council property) against a young person in a residential unit	Registered Manager following consultation with the relevant Team Manager - Head of Countywide Services to be informed along with the Assistant Director Children's Services
CSF40	Children's Services	Case allocation / closure	Assistant Team Manager
CSF41	Children's Services	Authority to place CLA at home or with person who has parental responsibility	Assistant Director Children's Services following recommendation from Area Head of Service (Placement of Children with Parents Regulations. Request for Placement with Parents to be sent to Assistant Director Children's Services 7 days prior to court date)
CSF42	Children's Services	High cost Care Plans - advance consultation and agreement between senior managers (decision making not permitted by Level 5 & 6	Area Head of Service in consultation with Head of Countywide Services

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		managers)	
CSF43	Children's Services	Authority to place CLA with regulation 38 carers (family and friends)	Area Head of Service
CSF44	Children's Services	Authority to place siblings separately short term	Team Manager
CSF45	Children's Services	Agreement to suspend contact (child on Care Order Section 34 (6) Children Act 1989) and application for order relating to contact under section 34	Area Head of Service with legal advice
CSF46	Children's Services	Notification of all persons concerned in relation to a decision to suspend contact	Team Manager in conjunction with legal staff
CSF47	Children's Services	Contact at discretion of Local Authority following CLA Review and a risk assessment	Team Manager
Secure Accommodation			
CSF48	Children's Services	Makes application to Assistant Director for Secure Accommodation who takes responsibility for each placement and must record her/his reasons for the decision and attach these to the report.	Area Head of Service/ Head of Countywide Services
CSF49	Children's Services	Authority to endorse secure application	Assistant Director Children's Services
CSF50	Children's Services	Authority to progress secure application for under 13 year old to Secretary of State	Assistant Director Children's Services
Residence Orders			
CSF51	Children's Services	To recommend to ATM or TM and for TM to seek agreement from Area Head of Service	Social worker

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF52	Children's Services	Departmental agreements to fund an application to apply for Residence Order	Area Head of Service
CSF53	Children's Services	Departmental agreement to fund an application for a Special Guardianship Order	Area Head of Service
CSF54	Children's Services	Departmental approval for Kinship Care Placement	Area Head of Service in consultation with Team Manager
CSF55	Children's Services	Authorisation of payments for residence order and special guardianship order allowances in excess of the agreed scheme in exceptional circumstances	Head of Countywide Services
Child Protection			
CSF56	Children's Services	Decision to initiate Section 47 Enquiry	Team Manager
CSF57	Children's Services	Decision not to see the child / young person as part of the enquiry within 24 hours	Area Head of Service
CSF58	Children's Services	Decision to call Initial Child Protection Conference following Section 47 enquiry	Team Manager in consultation with Area Head of Service
CSF59	Children's Services	Decision not to call Initial Child Protection Conference following Section 47 enquiry	Area Head of Service
CSF60	Children's Services	Signing Child Protection Plans	Area Head of Service / Team Manager
CSF61	Children's Services	Chairing of Initial Child Protection Conferences	Chairs of Child Protection Conferences (Safeguarding Unit)

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF62	Children's Services	Chairing of Review Child Protection Conferences	Independent Reviewing Officer
CSF63	Children's Services	Decision to remove child from Child Protection Plan	Chair of Child Protection Panels
Foster Care & Adoption			
CSF64	Children's Services	Approval or rejection of foster carers with any relevant conditions after recommendations from fostering panels	Level 4 manager as designated by Assistant Director Children's Services
CSF65	Children's Services	Decisions relating to foster care allowances and financial assistance for foster carers	Head of Countywide Services
CSF66	Children's Services	Appointment of members of adoption panels and fostering panels	Care Services Manager
CSF67	Children's Services	Decision to make a prohibition notice or requirements in respect of private foster carers	Care Services Manager
CSF68	Children's Services	Approval of prospective adoptive parents and approval that children should be placed for adoption and approvals of placement of a child with an adoptive family following recommendations from adoption panel	Level 4 manager as designated by Assistant Director Children's Services
CSF69	Children's Services	Decisions relating to adoption allowances and to pay legal costs for adopters in adoption cases	Head of Countywide Services
CSF70	Children's Services	Authorisation of applications under Adoption and Children Act 2002	Area Head of Service
Data Protection			

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF71	Children's Services	Authorisation of restricted access in relation to a Data Protection access to file request	Area Head of Service
CSF72	Children's Services	Authorisation to waive public interest immunity in relation to the disclosure of information in a criminal prosecution	Area Head of Service
Child Employment			
CSF73	Children's Services	To monitor the employment of children of compulsory school age and register for entertainment licences. To investigate cases of illegal employment and take necessary action within the relevant sections of the Children and Young Persons Acts 1033 and 1963, The Children (Performances and Activities) (England) Regulations 2014, Section 559(1) and (2) of the Education Act 1996 and in accordance with current local byelaws.	County Child Employment Enforcement and Strategy Manager
CSF74	Schools and Learning	To ensure that service delivery in respect of schools and learning complies with the duties imposed on the Authority by legislation.	Assistant Director for Schools and Learning
CSF75	Schools and Learning	To make, in consultation with the Cabinet Member, local education authority appointments to governing bodies of schools, further and higher education establishments and independent schools.	Assistant Director for Schools and Learning

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF76	Schools and Learning	To approve applications for free Home to School mainstream transport following initial refusal by the Principal Managers for Admissions and Transport, where there are exceptional circumstances or where new evidence is produced.	Assistant Director for Schools and Learning
CSF77	Schools and Learning	To authorise school loans of less than £500,000 and to licence school deficits of up to 5% of a school's budget and less than £500,000. Note: deficits of more than 5% are referred to Cabinet/Cabinet Member for approval	Assistant Director for Schools and Learning
CSF78	Schools and Learning	In consultation with the Director of Finance, to serve a notice of concern under paragraph 2.16 of the Surrey Scheme for Financing Schools where a school has not complied with the provisions of the Scheme.	Assistant Director for Schools and Learning
CSF79	Schools and Learning	To serve a warning notice on a school under s15 of the School Standards and Framework Act 1998 that the Council may exercise its powers of intervention under the Act.	Assistant Director for Schools and Learning
CSF80	Schools and Learning	To fix the admission numbers for community and voluntary controlled schools.	Strategic Lead for School Commissioning
CSF81	Schools and Learning	To ensure that school premises conform to the standards prescribed.	Strategic Lead for School Commissioning
CSF82	Schools and Learning	To review and report to the Secretary of State annually on the supply of places.	Strategic Lead for School Commissioning

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF83	Schools and Learning	To ensure compliance with class size of 30 legislation.	Strategic Lead for School Commissioning
CSF84	Schools and Learning	To publish information as to schools' admission arrangements.	Principal Managers for Admissions & Transport
CSF85	Schools and Learning	To enable parents to express a preference as to the school their child is to attend in accordance with any scheme for coordinating the arrangements for admissions with those of other admission authorities.	Principal Managers for Admissions & Transport
CSF86	Schools and Learning	To comply with any preference expressed in accordance with the Authority's arrangements, and any scheme for coordinating these arrangements with those of other admission authorities unless compliance with the preference would prejudice the provision of efficient education use of resource.	Principal Managers for Admissions & Transport
CSF87	Schools and Learning	To consult, at least once in every year, as to the proposed admission arrangements for schools.	Principal Managers for Admissions & Transport
CSF88	Schools and Learning	To make arrangements for the provision of such free transport as the Authority considers necessary to facilitate the attendance of pupils at schools.	Principal Managers for Admissions & Transport
CSF89	Schools and Learning	To require a maintained school to accept a pupil named in a school Attendance Order.	Assistant Director for Schools and Learning

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF90	Schools and Learning	To direct a maintained school to admit a child who would otherwise be without a place.	Assistant Director for Schools and Learning
CSF91	Schools and Learning	To ensure that appropriate provision is made for pupils who have special educational needs.	Head of Additional and Special Educational Needs
CSF92	Commissioning and Prevention	To ensure sufficient childcare places for working parents and to offer advice, guidance and support on meeting national standards.	Head of Early Help
CSF93	Commissioning and Prevention	Duty to keep day care arrangements under review in conjunction with the local authority.	Head of Early Help
CSF94	Schools and Learning	To identify those children with special education needs which call for the authority to determine the special education provision which should be made for them and to review statements of special educational need or Educational Health and Care Plans on an annual basis.	Head of Additional and Special Needs
CSF95	Schools and Learning	To ensure that, subject to qualifications, children with special needs are educated in the most appropriate mainstream or specialist setting.	Head of Additional and Special Needs
CSF96	Commissioning and Prevention	To discharge duties regarding the creation of early education places for 3 and 4 year olds under the relevant statutory plans.	Head of Early Help
CSF97	Commissioning and Prevention	To support and service the work of the Early Years and Childcare Partnership.	Head of Early Help
CSF98	Commissioning and Prevention	To ensure that there is effective partnership working to support the provision of early education and childcare.	Head of Early Help

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF99	Commissioning and Prevention	To ensure that there is the development of an integrated approach to early education and childcare and in particular through the programme of developing children's centres.	Head of Early Help
CSF100	Schools and Learning	To keep special education arrangements under review.	Assistant Director for Schools and Learning
CSF101	Schools and Learning	In connection with section 106 Town and Country Planning Act 1990, to approve the nature and value of contributions to be made by developers in relation to educational provision after consultation with the Head of Property where these include possible property transactions	Strategic Lead for School Commissioning
CSF102	Commissioning and Prevention	To manage youth centres, outdoor education centres and neighbourhood based youth work To suspend or permanently exclude young people from centres or work in exceptional circumstances	Assistant Director for Services for Commissioning and Prevention
CSF103	Commissioning and Prevention	To assist if requested the local authority's investigations of young people who have suffered or may have suffered 'significant harm'	Assistant Director for Services for Commissioning and Prevention
CSF104	Commissioning and Prevention	To deliver the service under the terms of Service Level Agreements with the voluntary sector and with Surrey Connexions.	Assistant Director for Services for Commissioning and Prevention
CSF105	Schools and Learning	To implement and manage the local Duke of Edinburgh Scheme	Assistant Director for Services for Commissioning and Prevention
CSF106	Schools and Learning	To secure the admission of a pupil excluded from school to a place at another maintained	Assistant Director for Schools and Learning

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		school	
CSF107	Schools and Learning	To secure provision of education 'otherwise than at school' where necessary to meet a pupil's need	Assistant Director for Schools and Learning
CSF108	Schools and Learning	To ensure that the parent complies with his duty under Section 7 of the 1996 Education Act to cause his child of compulsory school age to receive efficient full-time education suitable to his age, abilities and aptitudes whether by regular attendance at school or otherwise and to authorise the prosecution of parents who fail to comply with this duty under Section 444 of the Education Act 1996.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF109	Schools and Learning	Under Section 447 of the Education Act 1996, to consider whether an Education Supervision Order would be in the better interests of a child than prosecution of parents under Section 444 of the Education Act 1996 and to issue an application for an education supervision order under Section 36 of the Children Act 1989 where appropriate.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF110	Schools and Learning	Under Section 437 of the Education Act 1996 to serve a school attendance order on the parent of a child of compulsory school age who does not appear to be receiving suitable education and to authorise the prosecution of parents who fail to comply with such an order under Section 443 of the Education Act 1996.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF111	Schools and Learning	Under Section 444A and 444B of the Education Act 1996 and Section 105 of the Education and Inspections Act 2006 to issue penalty notices.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF112	Schools and Learning	Under s223 of the Local Government Act 1972, these officers are authorised to prosecute, defend or appear in legal proceedings on behalf of the authority in relation to sections 443, 444, 446 and 559 of the Education Act 1996, section 36 of the Children Act 1989, section 20 of the Anti Social Behaviour Act 2003 and Section 103 of the Education and Inspections Act 2006.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF113	Commissioning and Prevention	To approve Youth Small Grants of £5,000 and under, in consultation with the relevant Local Committee and/or the Local Youth Task Group Chairman and the Divisional Member.	Head of Market Strategy
CSF114	Commercial Services	Acquisitions and disposal of services, supplies and equipment Submit tenders and quotations for external contracts and internal arrangements Employ staff to meet requirements of contracts in accordance with specifications and trade levels.	Head of Commercial Services Regional Manager Operations Manager Finance Manager
CSF115	Commercial Services	Acquisitions and disposal of equipment.	Premises Manager

COMMUNITY PARTNERSHIP TEAM

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CPT1	Community Partnerships Team	To manage and authorise expenditure from a budget delegated to the Local Committee in accordance with the Local Committee's decisions	Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders
CPT2	Community Partnerships Team	To make decisions on approval of Member Allocations in consultation with individual Members or the relevant local committee Chairman where it is not possible to obtain the individual Member's views.	Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders

CPT3	Community Partnerships Team	To make decisions on the approval of Local Committee Capital Allocations following consultation with all County Members on the relevant Local Committee.	Community Partnership Manager Community Partnership Team Leaders
CPT4	Community Partnerships Team	To manage and authorise expenditure from the Community Improvement Fund budget in accordance with the Leader's decisions.	Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders
CPT5	Community Partnerships Team	To determine applications made under the Repair and Renew Grant Scheme in accordance with the guidance agreed with Defra	Community Partnership Manager Community Partnership Team Leaders Senior Policy and Performance Manager, Customers and Communities Directorate Support

SURREY FIRE AND RESCUE SERVICE

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
FR1	Fire and Rescue	To exercise the powers of the County Council as Fire and Rescue Authority pursuant to the Regulatory Reform (Fire Safety) Order 2005 as follows:	
FR1A	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Group Manager (Protection)	To sign and serve any Alterations Notice on behalf of Surrey County Council as the Fire and Rescue Authority

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
		Area Commander (Community Risk Reduction)	
FR1B	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Group Commander (Protection) Assistant Group Commander (Protection) Area Commander (Community Risk Reduction)	To withdraw any Alterations Notice served on behalf of Surrey County Council as the Fire and Rescue Authority
FR1C	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection)	To sign and serve any Enforcement Notice on behalf of Surrey County Council as the Fire and Rescue Authority
FR1D	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection) Watch Commander (Protection)	To withdraw any Enforcement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority
FR1E	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer	To sign and serve any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
		Area Commander Group Commander Assistant Group Commander (Protection)	
FR1F	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection)	To sign any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority
FR2	Fire and Rescue	To exercise the powers of the County Council as Fire and Rescue Authority pursuant to Fire Safety and Safety of Places of Sport Act 1987 and The Safety of Sports Ground Act 1975 as follows:	
FR2A	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection)	To sign any Prohibition Notice on behalf of Surrey County Council as the Licensing Authority
FR2B	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection) Safety at Sports Grounds Advisor	To withdraw any Prohibition Notice served on behalf of Surrey County Council as the Licensing Authority

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
FR2C	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Safety at Sports Grounds Advisor	To sign any General Safety Certificate or Special Safety Certificate on behalf of Surrey County Council as the Licensing Authority
FR2D	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection) Safety at Sports Grounds Advisor	To sign any Amendment Notice, Cancellation Notice, Transfer Notice on behalf of Surrey County Council as the Licensing Authority
FR3	Fire and Rescue	To exercise the powers of the County Council as Fire and Rescue Authority pursuant to Health & Safety at Work Etc. Act 1974	
FR3A	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager Station Manager (Protection)	To sign any Improvement Notice on behalf of Surrey County Council as the Fire and Rescue Authority
FR3B	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer	To withdraw any Improvement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
		Area Manager Group Manager Station Manager (Protection)	
FR3C	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager	To sign any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority
FR3D	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager Station Manager (Protection)	To withdraw any Prohibition Notice served on behalf of Surrey County Council as the Fire and Rescue Authority
FR4	Fire and Rescue	Head of Fire and Rescue and Chief Fire Officer	In respect of ranks below that of Assistant Chief Fire Officer, to determine arrangement for (1) any disciplinary meetings and appeals in relation to uniformed firefighters and (2) any appeals relating to the Firefighters' Pension Scheme which are not reserved to the People, Performance and Development Committee or Appeals and Representation Panel.
FR5	Fire and Rescue	Chief Fire Officer Assistant Chief Fire Officer	To agree, in consultation with the Portfolio Holder and Local Member, consultation arrangements on any proposals for changes to fire and rescue services which have the potential to have a significant impact on one or more locality and to oversee any such consultations as part of the preparation of options to be considered by the Cabinet acting as Fire and Rescue Authority.

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
			This to include arrangements for consultations on options for changes to services to be considered by the Fire and Rescue Authority, such as the closure of a fire station or permanent reduction / relocation of fire engines and crew.

BUCKINGHAMSHIRE AND SURREY COUNTY COUNCIL JOINT TRADING STANDARDS SERVICE

Please note that any changes to the officer Scheme of Delegation relating to Trading Standards will need to be authorised by the Buckinghamshire County Council and Surrey County Council Joint Trading Standards Services Committee.

No	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
TS1	Head of Trading Standards	To be the Council's Chief Inspector of Weights and Measures
TS2	Head of Trading Standards Assistant Head of Trading Standards Legal and Investigations Manager Business Development Manager Public Health and Compliance Manager Intel and Prioritisation Manager	To exercise all the powers and functions of the Council relating to Trading Standards, weights and measures, consumer protection, public safety and other related legislation including powers of enforcement, issuing suspension notices, fixed penalty notices, penalty charge notices, penalty notices for disorder, licensing and registration, prosecution and civil action
TS3	Head of Trading Standards Assistant Head of Trading Standards	To appoint inspectors, enforcement, sampling and other officers as the nominee of the Head of Paid Service
TS4	Head of Trading Standards Assistant Head of Trading Standards Legal and Investigations Manager Business Development Manager	A. To institute and/or appear on behalf of the County Council in any proceedings relating to trading standards, weights and measures, consumer protection, public safety and other related legislation before any Court of Summary Jurisdiction, the Crown Court or in the County Court. B. To initiate restraint and/or confiscation proceedings under the Proceeds of Crime Act 2002 in the Crown Court

No	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
	Public Health and Compliance Manager Intel and Prioritisation Manager Senior Legal Officer	C. (Community Protection Manager only) To authorise senior trading standards officers to appear in any proceedings relating to trading standards, weights and measures, consumer protection, public safety and other related legislation before any Court of summary jurisdiction or in the County Court
TS5	Head of Trading Standards Assistant Head of Trading Standards	To approve in consultation with the Director of Finance, the future level of fees and any revisions calculated by the Local Authority Co-ordinators of Regulatory Services
TS6	Head of Trading Standards Assistant Head of Trading Standards	To authorise directed surveillance and the use of covert human intelligence sources (other than those authorisations that are likely to lead to the disclosure of confidential information, or where a juvenile or vulnerable individual is used as a source, which can only be authorised by the Chief Executive or in his absence a Director acting as his Deputy) and to keep the Council's central record of such authorisations in accordance with the Regulation of Investigatory Powers Act 2000.
TS7	Head of Trading Standards Assistant Head of Trading Standards	To authorise Communications Data checks on submission from the Single Point of Contact under the Regulation of Investigatory Powers Act 2000 and to keep the Council's central record of such authorisations in accordance with the Regulation of Investigatory Powers Act 2000
TS8	Strategic Director for Customers and Communities Head of Trading Standards	To make arrangements with another local authority for it to carry out an investigation and initiate and conduct any legal proceedings relating to a cross-border matter where it is agreed that the other local authority should take the lead; the other authority will bear the costs and any liability arising from such proceedings
TS3	Community Protection Manager Policy and Operations Manager	To appoint inspectors, enforcement, sampling and other officers as the nominee of the Head of Paid Service
TS4	Community Protection Manager Policy and Operations Manager Investigations and Enforcement Manager	A. To institute and/or appear on behalf of the County Council in any proceedings relating to trading standards, weights and measures, consumer protection, public safety and other related legislation before any Court of Summary Jurisdiction, the Crown Court or in the County Court.

No	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
	West Business Advice and Compliance Manager East Business Intelligence and Legal Manager Senior Legal Officer	B. To initiate restraint and/or confiscation proceedings under the Proceeds of Crime Act 2002 in the Crown Court C. (Community Protection Manager only) To authorise senior trading standards officers to appear in any proceedings relating to trading standards, weights and measures, consumer protection, public safety and other related legislation before any Court of summary jurisdiction or in the County Court
TS6	Community Protection Manager Policy and Operations Manager	To authorise directed surveillance and the use of covert human intelligence sources (other than those authorisations that are likely to lead to the disclosure of confidential information, or where a juvenile or vulnerable individual is used as a source, which can only be authorised by the Chief Executive or in his absence a Director acting as his Deputy) and to keep the Council's central record of such authorisations in accordance with the Regulation of Investigatory Powers Act 2000.
TS7	Community Protection Manager Policy and Operations Manager	To authorise Communications Data checks on submission from the Single Point of Contact under the Regulation of Investigatory Powers Act 2000 and to keep the Council's central record of such authorisations in accordance with the Regulation of Investigatory Powers Act 2000
TS8	Strategic Director for Customers and Communities Community Protection Manager	To make arrangements with another local authority for it to carry out an investigation and initiate and conduct any legal proceedings relating to a cross-border matter where it is agreed that the other local authority should take the lead; the other authority will bear the costs and any liability arising from such proceedings.

ENVIRONMENT AND INFRASTRUCTURE

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI1	Highways and Transportation	To approve the placing of street furniture and small structures within highway limits, and to approve the placing of apparatus over, in or under the highway, in accordance with S.50 New Roads and Street Works Act 1991, including the erection of posts and bollards, and the laying of pipes and other incidental works, including hard-standing.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Countryside Group Manager Countryside Access Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Senior Countryside Access Officer, Maintenance & Enforcement Bus Service Planning Team Manager Transport Projects Team Manager Street Scene Team Leader
EAI2	Highways and Transportation	To approve the adjacent installation, and/or attachment of pipes or cables, and the laying of ducts in and to bridges, and to highway structures.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager Senior Structural Engineer
EAI3	Highways and Transportation	To deal with applications for the construction of carriage crossings over footways and verges and to construct such crossings.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer
EAI4	Highways and Transportation	To erect fences (including guard rails), boundary posts, and, in emergencies, barriers and to install refuse or storage bins on the highway.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager Network & Asset Management Group Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement
EAI5	Highways and Transportation	To serve notices and take any other necessary action under the New Roads and Street Works Act 1991 and Traffic Management Act 2004	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Works Delivery Group Manager Network & Asset Management Group Manager Traffic and Streetworks Manager Streetworks Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI6	Highways and Transportation	To grant permission for the deposit of builders' skips on the highway, for the erection of scaffolding referred to in S. 169 of the Highways Act 1980, (subject if necessary to technical approval having first been obtained), and to require the removal or repositioning of such skips or scaffolding.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Customer Service & Improvement Manager
EAI7	Highways and Transportation	To grant and withdraw licences for the planting and maintenance of trees, plants or grass in the highway pursuant to s.142 of the Highways Act 1980	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Customer Service & Improvement Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement
EAI8	Highways and Transportation	To take action under the various provisions of the Highways Act 1980 or any statutory modification or re-enactment thereof, to carry out routine maintenance of the highway and to facilitate the prompt removal of encroachments, obstructions and dangers from the highway.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Infrastructure Schemes Manager Pavement Manager Compliance Team Leader Network & Asset Management Group Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Senior Countryside Access Officer, Legal Definition Enforcement Officer

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI9	Highways and Transportation	To exercise all the functions and duties of the County Council under S. 132 of the Highways Act 1980 in relation to the removal of any picture, letter, sign or other mark painted inscribed or affixed upon the surface of a highway or upon any tree or structure, or works on or in a highway.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Infrastructure Schemes Manager Compliance Team Leader Works Delivery Group Manager Area Team Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Enforcement Officer
EAI10	Highways and Transportation	To exercise the powers delegated in T9 above on or in a highway structure owned by the County Council.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Team Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Works Delivery Group Manager Infrastructure Schemes Manager
EAI11	Highways and Transportation	To grant licences for the construction of private bridges over the highway in accordance with S. 176 of the Highways Act 1980.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI12	Highways and Transportation	To close roads or other public rights of way for a period not exceeding 21 days pursuant to s14 (2) Road Traffic Regulation Act 1984.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Network & Asset Management Group Manager Countryside Group Manager Countryside Access Team Manager Asset Planning Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Senior Countryside Access Officer, Legal Definition Infrastructure Schemes Manager Parking Strategy and Implementation Team Manager Transport Infrastructure Manager Traffic and Streetworks Manager Planned Maintenance Team Manager
EAI13	Highways and Transportation	To authorise any person to enter onto land for the purpose of carrying out drainage works as laid down in s100 of the Highways Act 1980 and s287 of the Public Health Act 1936 after due notice has been served.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager
EAI14	Highways and Transportation	Following consultation with the Environment Agency to serve notices under s25 Land Drainage Act 1991 and in default of compliance with the notice to authorise any person to enter onto land to carry out works in default and to recover any expenses incurred in doing so	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager Strategic Network Resilience Manager
EAI15	Highways and Transportation	To consider Compulsory Purchase Orders affecting the highway and other Orders made by the Secretary of State and, subject to prior consultation with the Head of	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		Legal and Democratic Services, to inform the Secretary of State that the County Council have no objection to the Order. NB A report will be submitted to the Local Committee in the event that the County Council wishes to object to the Order.	Works Delivery Group Manager Transport Infrastructure Manager
EAI16	Highways and Transportation	To authorise the construction of schemes (other than bridge maintenance or strengthening) approved by the Local Committee or the Cabinet.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Works Delivery Group Manager Infrastructure Schemes Manager Transport Infrastructure Manager Design Programme Manager
EAI17	Highways and Transportation	To authorise a programme of bridge maintenance and the construction of approved bridge strengthening schemes subject to the prior inclusion of such schemes in the LTP programme and the overall finance limits approved by the Cabinet.	Assistant Director, Highways & Transport Assistant Director, Environment Network & Asset Management Group Manager Works Delivery Group Manager Infrastructure Schemes Manager Transport Infrastructure Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement
EAI18	Highways and Transportation	To approve or consent to action which a District Council proposes to take in those cases where prior approval or consent of the County Council is required, and report to the Local Committee.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI19	Highways and Transportation	To instruct the invitation and acceptance of tenders in respect of new modifications to existing traffic signals, pelican and toucan crossing installations as part of schemes approved by the Local Committees.	Assistant Director, Highways & Transport Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader Design Programme Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI20	Highways and Transportation	To instruct the invitation and acceptance of tenders in respect of modifications and maintenance to existing traffic control systems, pelican and toucan crossing installations.	Assistant Director, Highways & Transport Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader
EAI21	Highways and Transportation	To exercise all the functions and duties of the Council under Part 7 (a) S. 115A to 115K of the Highways Act 1980.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI22	Highways and Transportation	<p>To make</p> <p>(1) Temporary Traffic Regulation Orders under s14 (1), 15(2) and 15(8) of the Road Traffic Regulation Act 1984, including temporary orders for waiting/ parking restriction which would attract penalty charge notices for contraventions and</p> <p>(2) 'special events' orders under s16(a), (b) or (c) of the Road Traffic Act 1984</p> <p>subject to informing the Chairman of the Local Committee (local Members also informed).</p>	Assistant Director, Highways & Transport Assistant Director, Environment Network & Asset Management Group Manager Traffic and Streetworks Manager Streetworks Team Manager Traffic Operations Team Leader Local Highway Services Group Manager Area Highways Manager Parking Strategy & Implementation Team Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Legal Definition
EAI23	Highways and Transportation	<p>Where significant objections are received to an advertised Traffic Regulation Order to decide, in consultation with the divisional member, appropriate² borough councillor on the joint committee where the local committee is a joint committee and the Local Committee Chairman/ Vice Chairman, whether the Traffic Regulation Order may be made.</p> <p>The Parking Strategy and Implementation Team Manager or Area Team Manager, in consultation with</p>	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Parking Strategy and Implementation Team Manager Countryside Access Team Manager

² Each Borough Councillor on the Joint Committee will be aligned to a County Council Electoral Division for this purpose.

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		<p>the Divisional Member, appropriate borough councillor on the joint committee where the local committee is a joint committee and the relevant Local Committee Chairman or Vice-Chairman, will decide whether or not to accede to any unresolved objections received in relation to an advertised TRO, and whether the TRO may be made, either with or without modifications, with due regard to the provisions of regulation 14 of the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996.</p> <p>Where a TRO has been advertised and a substantial number of objections have been received or significant modifications are proposed to be made, the Parking Strategy and Implementation Team Manager or Area Team Manager, in consultation with the Divisional Member, appropriate borough councillor on the joint committee where the local committee is a joint committee and the relevant Local Committee Chairman or Vice-Chairman, may refer the decision on whether the TRO may be made to the Local Committee.</p> <p>1 Each Borough Councillor on the Joint Committee will be aligned to a County Council Electoral Division for this purpose.</p>	

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI24	Highways and Transportation	To respond to notifications by District Councils (which have adopted the Street Trading Code) of proposals to designate a street as prohibited, licence or consent a street, making any representations felt appropriate to ensure that no material effect upon the safe and expeditious flow of vehicular and pedestrian traffic will result, including any other representation thought appropriate on behalf of the County Council as Highway Authority.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI25	Highways and Transportation	To exercise the Council's powers in relation to securing the provision of any service under sub-section 1 (a) of the Transport Act 1985, subject to prior reference to the Cabinet. The Local Committees to be informed.	Assistant Director, Environment Travel & Transport Group Manager
EAI26	Highways and Transportation	To progress and implement proposals for changes in waiting and parking restrictions, following agreement by the Local Committee, including the placing of traffic signs.	Assistant Director, Highways & Transport Local Highway Services Group Manager Parking Strategy & Implementation Team Manager
EAI27	Highways and Transportation	To approve proposals by the District Councils for the provision and regulation of off-street car parks.	Assistant Director, Highways & Transport Local Highway Services Group Manager Parking Strategy & Implementation Team Manager
EAI28	Highways and Transportation	To incur expenditure up to the limit of the sum included in the Cabinet's approved estimates for each financial year, in connection with the transport of primary and secondary school pupils between home and school.	Travel & Transport Group Manager Transport Coordination Team Manager
EAI29	Highways and Transportation	To authorise Low Cost and Accident Remedial measures provided land acquisition is not required.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI30	Highways and Transportation	To grant consent for the construction or to issue notices for the removal of a vault, arch or cellar under the carriageway in accordance with S. 179 of the Highways Act 1980 where the vault, arch or cellar is not a highway structure.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Infrastructure Schemes Manager
EAI31	Highways and Transportation	To exercise the powers set out in T30 above where the vault, arch or cellar is a highway structure.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager
EAI32	Highways and Transportation	To approve the design of structures referred to in S. 167 of the Highways Act 1980.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager
EAI33	Highways and Transportation	To serve notices requiring urgent works to private streets pursuant to s230 of the Highways Act 1980	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Asset Planning Team Manager Strategic Network Resilience Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager
EAI34	Highways and Transportation	To authorise staff or consultants to enter on land for the purpose of survey as laid down in S.289 of the Highways Act 1980 and for the purpose of carrying out works as laid down in S.291 of the Highways Act 1980 after due notice has been served.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Senior Countryside Access Officer, Legal Definition Works Delivery Group Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Transport Infrastructure Manager Infrastructure Schemes Manager
EAI35	Highways and Transportation	To grant licences for the construction of buildings over highways in accordance with S. 177 of the Highways Act 1980.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI36	Highways and Transportation	To grant consents for the placing of rails, beams, etc. over highways in accordance with S. 178 of the Highways Act 1980.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI37	Highways and Transportation	To exercise the powers set out in T36 above where the proposal involves a highway structure.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager
EAI38	Highways and Transportation	To authorise the acceptance of the free dedication of land for highway purposes, at no cost to the County Council apart from the payment of agreed professional costs.	Assistant Director, Environment Assistant Director Highways & Transport Local Highway Services Group Manager Area Highways Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Legal Definition
EAI39	Highways and Transportation	To approve the placing of temporary traffic signals on the highway which extend across junctions in accordance with the Road Traffic Regulation Act 1984.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader Streetworks Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI40	Highways and Transportation	To approve the placing of permanent traffic signals on the highway.	Assistant Director Highways & Transport Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader
EAI41	Highways and Transportation	To approve the introduction and, following consultation with the divisional Member, withdrawal of school crossing patrols.	Assistant Director, Environment Place & Sustainability Group Manager Sustainable Transport Manager School Sustainable Travel Team Leader
EAI42	Highways and Transportation	To authorise the service of a notice in pursuance of sections 56(2) and 56(4) of the Highways Act 1980 in response to a notice served by a complainant under section 56(1).	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Countryside Group Manager Countryside Access Team Manager
EAI43	Highways and Transportation	To authorise the service of a notice in pursuance of sections 56(2) and 56(4) of the Highways Act 1980 in response to a notice served by a complainant under section 56(1) where the subject of the original complaint is a highway structure.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI44	Highways and Transportation	<p>To authorise, in the case of highway improvements, entering into an agreement delegating powers from the County Council to the Secretary of State for Transport under section 4 of the Highways Act 1980.</p> <p>To authorise, in the case of highway improvements up to a maximum cost of £25,000 only, the entering into of an agreement under section 6 of the Highways Act 1980 relating to the delegation of powers relating to trunk roads from the Secretary of State for Transport to the County Council.</p> <p>To authorise, in the case of highway improvements up to a maximum cost of £25000 only, the entering into of an agreement with another local highway authority under section 8 of the Highways Act 1980 relating to the construction, reconstruction, alteration, improvement, or maintenance of a highway for which one party to the agreement is the highway authority.</p>	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI45	Highways and Transportation	To authorise, in consultation with the relevant divisional Members, Community Pride Fund allocations where Members wish to combine their allocation to be spent in one or more divisions.	Assistant Director, Highways & Transport Area Highways Manager
EAI46	Highways and Transportation	To deliver the concessionary bus fare scheme for older and disabled people as part of the National Concessionary Travel Scheme (ENTCS), in accordance with and subject to relevant provisions of the Transport Act 1985, Transport Act 2000, Concessionary Bus Travel Act 2007 and all associated secondary legislation. This includes formally publishing the scheme and setting the bus operator reimbursement rate.	Assistant Director, Environment Travel & Transport Group Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI47	Highways and Transportation	To exercise the Country's powers under the 2010 Flood and Water Management Act and the 2009 Flood Risk Regulations	Assistant Director, Highways & Transport Network & Asset Management Group Manager Strategic Network Resilience Manager Flood Risk Asset Management & Programming Team Leader Flood Risk Asset Management Strategy & Partnerships Team Leader Sustainable Drainage & Consenting Team Leader
EAI48	Highways and Transportation	To enter into agreements with other Borough, District, Parish or Town Councils to carry out improvement and/or maintenance of roundabouts in accordance with roundabout sponsorship arrangements	Assistant Director, Highways & Transport Local Highways Services Group Manager Area Highways Manager
EAI49	Highways and Transportation	in consultation with the Cabinet Member for Highways, Transport and Flooding to determine the final programme of roads included in the Council's part-night lighting policy and to vary the road categories and future timings of part-night lighting where assessed to be safe to do so	Deputy Director of Environment and Infrastructure

Key to abbreviations:

EPA - Environmental Protection Act 1990

TCPA - Town & Country Planning Act 1990 (as amended)

No	Service area	FUNCTIONS DELEGATED	
EAI50	Planning	Where fewer than 5 objections have been received and no request has been made by the local member or a member of the Planning & Regulatory Committee for the application to be determined by that Committee, to determine planning applications for minerals, waste development and County Council development which comply with the development plan and	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader

		national policies	
EAI51	Planning	Where fewer than 5 objections have been received and no request has been made by the local member or a member of the Planning & Regulatory Committee for the application to be determined by that Committee, and after consultation with the Chairman or, in his/her absence, Vice-Chairman of the Planning & Regulatory Committee, to determine planning applications for minerals, waste development and County Council development which do not comply with the development plan and national policies	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI52	Planning	To authorise representation of the Council at public enquiries	Planning & Development Group Manager Countryside Group Manager Countryside Access Team Manager
EAI53	Planning	To determine whether county development applications meet the criteria of 'minor'.*	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI54	Planning	To determine whether minerals and waste applications meet the criteria of 'minor' ²	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager

² For the purposes of EAI52 and EAI53 'minor' is defined as:

- (i) ancillary development to an existing use; or (ii) details pursuant to a permission; or (iii) variation or deletion of conditions previously imposed

EAI55	Planning	To determine all details pursuant applications	Planning & Development Group Manager
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		(applications relating to a previously granted permission) irrespective of the number of objections unless a request has been made by the local member or a member of the Planning & Regulatory Committee for the application to be determined by that Committee	Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI56	Planning	<p>i) To determine whether county development applications and minerals and waste applications constitute a 'non material amendment' within section 96A of the TCPA, and</p> <p>ii) To determine such applications, irrespective of the number of objections, unless a request has been made by the local member or a member of the Planning & Regulatory Committee for the application to be determined by that Committee.</p>	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI57	Planning	<p>a) To refer to the appropriate Borough/District Council to determine applications for Listed Building Consent on County Council applications where no objection has been received from the bodies required to be notified under Article 13 (2A) of The Planning (Listed Buildings and Conservation Area) Regulations 2015</p> <p>b) To give the County Planning Authority's views on County Council applications for Listed Building Consent and Conservation Area Consent for demolition of a building in a Conservation Area.</p> <p>c) Where the Secretary of State has granted Listed Building Consent or Conservation Area Consent subject to conditions requiring further</p>	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader Heritage Conservation Team Manager

		details to be approved by the County Planning Authority, to determine applications submitted pursuant to those conditions	
EAI58	Planning	To submit observations on behalf of the County Planning Authority in respect of proposals for development by District Councils.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Heritage Conservation Team Manager
EAI59	Planning	To respond to strategic consultations on behalf of the County Planning Authority, including proposals for development by District Councils of a strategic nature, subject to prior consultation with the Planning and Regulatory Committee or its Chairman and Vice- Chairman.	Spatial Planning and Policy Manager
EAI60	Planning	To determine whether any powers in S 324 of the TCPA should be exercised.	Planning & Development Group Manager Planning Development Team Manager
EAI61	Planning	To authorise any person to enter any land pursuant to Section 196B of the TCPA.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Enforcement Team Leader
EAI62	Planning	To determine whether any powers in S196A of the TCPA should be exercised.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Enforcement Team Leader
EAI63	Planning	To instruct the Director of Legal and Democratic Services to take enforcement action and initiate the following legal proceedings where appropriate:	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager

		<p>(a) Issuing Enforcement Notices under the TCPA Section 172</p> <p>(b) Serving Stop Notices under the TCPA Section 183</p> <p>(c) Applications for injunctions under the TCPA Section 187B</p> <p>(d) Prosecutions arising from failure to comply with (a) and (b) above</p> <p>(e) Service of a temporary stop notice under section 171E of the TCPA (as amended)</p>	
EAI64	Planning	Following consultation with the Director of Legal and Democratic Services to determine not to initiate enforcement action under TCPA Act Section 172 in the case of unauthorised minerals or waste related development irrespective of the requirement for an environmental impact assessment.	<p>Planning & Development Group Manager</p> <p>Planning Development Team Manager</p> <p>Deputy Planning Development Manager</p>
EAI65	Planning	To negotiate and monitor a scheme of remediation in relation to waste related development where the powers contained in EAI63 above have been exercised.	<p>Planning & Development Group Manager</p> <p>Planning Development Team Manager</p> <p>Deputy Planning Development Manager</p>
EAI66	Planning	<p>To instruct the Director of Legal and Democratic Services to issue and serve: -</p> <p>(a) Breach of Condition Notices under the TCPA Section 187A</p> <p>(b) To instruct the Director of Legal and Democratic Services to undertake prosecutions arising from failure to comply with (a), (c) and (d).</p> <p>To issue and serve:</p> <p>(c) Planning Contravention Notices under the TCPA Section 171C</p> <p>(d) Notices requiring information under the TCPA Section 330</p>	<p>Planning & Development Group Manager</p> <p>Planning Development Team Manager</p> <p>Deputy Planning Development Manager</p> <p>Planning Enforcement Team Leader</p> <p>Planning Regulation 3 Team Leader</p>

EAI67	Planning	<p>Under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 to</p> <p>(a) determine requests or to respond to consultations by the District Council and adjoining Planning Authorities for screening and scoping opinions pursuant to Regulations 5 and 13</p> <p>(b) form a screening opinion or to respond to consultations by District Council and adjoining Planning Authorities, where an application is not accompanied by an Environmental Assessment pursuant to Regulation 7; (c) form an opinion on the adequacy of an EIA submitted to the County Council and where necessary to request further information from the application pursuant to Regulation 22</p> <p>(d) adopt a screening opinion before the issue of an enforcement notice pursuant to Regulation 32(1).</p>	<p>Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Minerals and Waste Policy Team Manager</p>
EAI68	Planning	<p>Under the Conservation of Habitats & Species Regulations 2010 to make determinations and take actions in accordance with the requirements of:</p> <p>(a) Regulation 61 (assessment of implications for European Sites), Regulation 68 (grant of planning permission), and Regulation 102 (land use plans);</p> <p>(b) Regulation 63 (review of existing consents) and Regulation 69 (planning permission: duty to review); and</p> <p>(c) Regulation 73 (general development orders) and Regulation 75 (general development orders:</p>	<p>Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Minerals and Waste Policy Team Manager</p>

		approval of local planning authority).	
EAI69	Planning	To respond to consultations in respect of Mineral Consultation Areas.	Planning & Development Group Manager Minerals and Waste Policy Team Manager
EAI70	Planning	To respond to consultations by adjoining Planning Authorities on applications for mineral working and waste disposal.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Heritage Conservation Team Manager
EAI71	Planning	To respond to consultations by adjoining Planning Authorities on minerals and waste disposal plans.	Planning & Development Group Manager Minerals and Waste Policy Team Manager Heritage Conservation Team Manager
EAI72	Planning	To determine applications under Part 17 of the Town & Country Planning (General Permitted Development) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of the provisions of that Order) in respect of mining and mineral exploration.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI73	Planning	<p>a) The making of a Direction under Article 5 of the Town & Country Planning (General Permitted Development) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of that Article)</p> <p>b) The cancellation or variation of a Direction issued by the Mineral Planning Authority by a subsequent Direction under Article 6 of the Town & Country Planning (General Permitted Development) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of that Article)</p>	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI74	Planning	To determine applications for Certificates of Lawful Use or Development or proposed Use or Development in respect of specified County	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager

		Matters under SS 191 & 192 of the TCPA, and with the Head of Legal and Democratic Services to revoke Certificates pursuant to Section 193 of the TCPA.	
EAI75	Planning	To respond to consultations by the Environment Agency under Schedule 5, Part 1, paragraph 6 of the Environmental Permitting (England and Wales) Regulations 2010.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI76	Planning	To respond to consultations and to submit observations on mixed-use development proposals involving minerals and waste related activities which are to be determined by the District Councils.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI77	Planning	To determine applications for hazardous substances consent under the Planning (Hazardous Substances) Act 1990 as amended by the Environmental Protection Act 1990, the Planning and Compensation Act 1991 and the Radioactive Substances Act 1993.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI78	Planning	To determine whether a proposal constitutes permitted development under any part other than Part 17 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 SI 2015 No. 596.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI79	Planning	To determine an application for postponement or a request for a minor extension of time for the submission of new conditions in the case of the first, second on subsequent Periodic Review Date of Mineral Planning Permissions pursuant to the Environment Act 1995.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI80	Planning	To instruct the Director of Legal and Democratic Services to issue and serve: (a) Revocation Orders under S97 of the Town	Planning & Development Group Manager Planning Development Team Manager

		<p>and Country Planning Act 1990</p> <p>(b) Modification Orders under S97 of the Town and Country Planning Act 1990</p> <p>(c) Prohibition Orders under paragraph 3 of Schedule 9 of the Town and Country Planning Act 1990</p> <p>(d) Suspension Orders under paragraphs 5 and 6 of Schedule 9 of the Town and Country Planning Act 1990</p>	
EAI81	Planning	To determine, in consultation with the Chairman of the Planning and Regulatory Committee where appropriate, whether to issue a planning decision notice or to refer a planning application back to the Planning and Regulatory Committee where a delay has occurred in the issue of a planning decision following a delegated decision by officers or resolution to grant by Members of the Planning and Regulatory Committee	<p>Planning & Development Group Manager</p> <p>Planning Development Team Manager</p> <p>Deputy Planning Development Manager</p>
EAI82	Planning	To place on the appropriate part of the statutory Planning Register particulars of the suspension of minerals development under Regulation 49(4) of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011	<p>Planning & Development Group Manager</p> <p>Planning Development Team Manager</p> <p>Deputy Planning Development Manager</p>
EAI83	Planning	To serve notices under Schedules 13 and 14 of the Environment Act 1995 for the Review of Mineral Planning Permissions.	<p>Planning & Development Group Manager</p> <p>Planning Development Team Manager</p> <p>Deputy Planning Development Manager</p>
EAI84	Planning	To make minor amendments/additional modifications, such as corrections, updating and re-wording/rearranging, to development plan documents through the public examination process.	<p>Planning & Development Group Manager</p> <p>Minerals and Waste Policy Team Manager</p>

EAI85	Planning	To request, with the agreement of the Cabinet Member for Transport and Environment, the Inspector to recommend "main modifications" that go to the soundness of development plan documents being taken through the public examination process.	Planning & Development Group Manager Minerals and Waste Policy Team Manager
EAI86	Planning	To serve notices and take any other necessary action under the Highways Act 1980 and the New Roads and Street Works Act 1991.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement) Senior Countryside Access Officer, (Legal Definition)
EAI87	Planning	1 a) To enter into, and amend if necessary, Legal Agreements with developers in order to secure the carrying out by them of works within highway boundaries in connection with development proposals and to enter into arrangements with developers whereby they make financial contributions towards County Council transportation initiatives and schemes; b) the adoption of new housing estate roads, and other areas of public utility as highways maintainable at the public expense when the work of making up has been satisfactorily completed. (2) Authorisation of the advertising, drafting and final implementation of those development related legal orders that need to be created or modified to facilitate development proposals in consultation with the divisional Member and Cabinet Member.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West
EAI88	Planning	To grant licences for the construction of buildings over highways in accordance with Section 177 of the Highways Act 1980.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West

EAI89	Planning	To grant consents for the placing of rails, beams, etc. over highways in accordance with Section 178 of the Highways Act 1980 or where the consent involves a structure.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West Countryside Group Manager Countryside Access Team Manager
EAI90	Planning	To make objection to applications in respect of Goods Vehicle Operators Licences under the Statutory powers contained within the Goods Vehicle (Licensing of Operators) Act 1995.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West
EAI91	Planning	To authorise the acceptance of the free dedication of land for highway purposes and the payment of agreed legal and surveyors charges.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West
EAI92	Planning	To issue recommendations in appropriate cases on behalf of the local Highway Authority to a local planning authority, restricting the grant of planning permission and to make representations to such authority in other cases where he considers it necessary.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement) Senior Countryside Access Officer, (Legal Definition)
EAI93	Planning	To approve or consent to action which a District Council proposed to make under the terms of their agency Agreement or otherwise in those cases where prior approval or comment to the County Council is required.	Planning & Development Group Manager
EAI94	Planning	To determine applications for s23 Ordinary Watercourse Land Drainage Consent under Schedule 2 of the Flood and Water Drainage Management Act 2010.	Planning & Development Group Manager Transport Development Planning Team Manager West Transport Development Team Manager East Network & Asset Management Group Manager Strategic Network Resilience Manager Flood Risk Asset Management & Programming Team Leader

			Flood Risk Management Strategy & Partnerships Team Leader Sustainable Drainage & Consenting Team Leader
EAI95	Planning	In relation to EAI91, to instruct the Director of Legal and Democratic Services to issue and serve: a) Advisory letters b) Warning letters c) Notices to enforce/prohibit/ carry out works d) To instruct the Director of Legal and Democratic Services to undertake prosecutions arising from failure to comply with a), b), and c) above	Planning & Development Group Manager Transport Development Planning Team Manager West Network & Asset Management Group Manager Strategic Network Resilience Manager Flood Risk Asset Management & Programming Team Leader Flood Risk Asset Management Strategy & Partnerships Team Leader Sustainable Drainage & Consenting Team Leader
EAI96	Planning	To exercise the powers of the Access Authority under Sections 18, 19, 35, 36 and 37 of the Countryside and Rights of Way Act 2000.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement) Senior Countryside Access Officer, (Legal Definition)
EAI97	Planning	To exercise the powers under Rights of Way Act 1990.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Maintenance & Enforcement)
EAI98	Planning	To process all Public Rights of Way Orders under the Highways Act 1980, Wildlife & Countryside Act 1981 and Countryside and Rights of Way Act 2000 and make and confirm such orders where no objection has been maintained or compensation is payable. To proceed to written representations, hearing or Inquiry where objections are maintained after an Order is made. Where no significant objection has been received or compensation payable (Policy 2/2006) and after consultation with the Chairman of the relevant local committee, local member and Head of Legal and Democratic Services, to process all Public Rights of Way Orders made under the Highways Act	Assistant Director, Highways & Transport Assistant Director, Environment Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Legal Definition)

		1980, the Wildlife & Countryside Act 1981 and the Countryside and Rights of Way Act 2000, which comply with national legislation and county policy. To proceed to Inquiry where objections are maintained.	
EAI99	Planning	To exercise the powers under the National Parks and Access to the Countryside Act 1949 for the removal of false or misleading notices from rights of way.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement)
EAI100	Planning	To give the views of the Highway Authority on proposals for the diversion, creation and extinguishment of rights of way.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Legal Definition)
EAI101	Planning	To authorise the erection of stiles or gates on public paths	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Maintenance & Enforcement)
EAI102	Planning	To agree the annual Local Aggregates Assessment (LAA) after taking the advice of the South East England Aggregates Working Party (SEEAWP) into account and in consultation with the Cabinet Member for Transport and Environment.	Planning & Development Group Manager Minerals and Waste Policy Team Manager
EAI103	Planning	To represent the County Council on the South East England Aggregates Working Party (SEEAWP) and in particular with regard to its role of monitoring the operation of the Managed Aggregate Supply System.	Planning & Development Group Manager Minerals and Waste Policy Team Manager
EAI104	Planning	To authorise the adoption of roads, forecourts and other made-up areas as highway maintainable at the public expense	Planning & Development Group Manager Transport Development Planning Manager -West Transport Development Planning Manager - East
EAI105	Planning	To manage a Historic Environment Record for Surrey.	Heritage Conservation Manager

EAI106	Planning	To determine the appropriate location for any archaeological material recovered from SCC owned sites and property and authorise its transfer.	Heritage Conservation Manager
EAI107	Emergency Management	<p>Make the necessary plans, carry out the necessary training and agree the necessary work with the appropriate organisations that make up the Surrey Local Resilience Forum (SLRF) and other stakeholders to satisfy the legislation set out in:</p> <ul style="list-style-type: none"> • Civil Contingencies Act 2004, Regulations 2005, • Local Government Act 1972, Section 138 • Notification of Installations. Handling Hazardous Substance (NIHHS) Regulations 1982 • Reservoir Act 1975 • Water Act 2003 • The Pipelines Safety Regulations 1996 • The Control of Major Accident Hazards (COMAH) Regulations 1999 • The Radiation (Emergency Preparedness & Public Information) Regulations (REPPIR) 2001 <p>In the event of an emergency, call to the County Council Emergency Centre those County Council officers he identifies as being necessary to provide an appropriate County Council response to that emergency.</p> <p>In the event of an emergency deploy the resources necessary to meet the demands of the emergency until the arrival of a strategic director. Appoint emergency planning officers and other support officers as are required to undertake the various functions and duties to meet the needs of the County Council, Surrey districts and</p>	Head of Emergency Management

		members of the Surrey Local Resilience Forum (SLRF)	
EAI108	Waste Management and Minimisation	To carry out actions listed in annual European and Economic Development Action Plans as approved annually by the Cabinet.	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager
EAI109	Waste Management and Minimisation	Under Section 63A of the Environmental Protection Act 1990, to arrange for or contribute towards the expense of doing anything which is necessary or expedient for the purpose of minimising controlled waste generated within Surrey.	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager
EAI110	Waste Management and Minimisation	Under Section 3 of the Refuse Disposal Amenity Act 1978, to make arrangements with District Councils for the receipt and disposal of abandoned vehicles, including arrangement for the sharing of any expenses incurred or sums received as may be agreed between the District Council and the County Council, or in default or agreement, as may be determined by arbitration.	Assistant Director, Environment Waste Operations Group Manager Waste Contract Manager
EAI111	Waste Management and Minimisation	Under Section 4 of the Refuse Disposal Amenity Act 1978, to dispose of any vehicle in the County Council's custody, to serve notices on vehicle owners and to recover costs in accordance with the prescribed regulations.	Assistant Director, Environment Waste Operations Group Manager Waste Contract Manager
EAI112	Waste Management and Minimisation	Under Section 5 of the Refuse Disposal Amenity Act 1978, to recover prescribed charges for removal, storage and disposal of abandoned vehicles.	Assistant Director, Environment Waste Operations Group Manager Waste Contract Manager
EAI113	Waste Management and Minimisation	Under Section 52(3) of the Environmental Protection Act 1990, to determine to which third party organisations recycling credit payments should be made.	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager
EAI114	Waste Management and Minimisation	Under Section 51 of the Environmental Protection Act 1990, exercise the duties of the Waste Disposal Authority, including giving direction to	Assistant Director, Environment Waste Operations Group Manager

		Waste Collection Authorities under S51 (4) and S51(4A, 4B, 4C and 4D)	Waste Development Group Manager
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Part 3 Specific Delegation to Officers (Orbis)

The specific functions of the County Council (executive and non-executive) set out in column 3 below are delegated to the corresponding officers listed in column 2 (or any temporary replacement post holder nominated in accordance with paragraph 2.3 of the Scheme) subject to the requirements and limits of this Scheme of Delegation.

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No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
ORB1	Internal Audit	To carry out audits of the County Council functions.	Chief Internal Auditor Audit Performance Manager Lead Auditor IMT Auditor Senior Auditor Auditor
ORB2	Internal Audit	In the proper exercise of the function delegated in ORB4 to: <ul style="list-style-type: none"> • Enter on County Council premises or land • Have access to all records, documents and correspondence held by or on behalf of the Council • Require from staff such explanations as are necessary • Require any Council employee to produce cash, stores or any other Council property under his control 	Chief Internal Auditor Audit Performance Manager Lead Auditor IMT Auditor Senior Auditor

		<ul style="list-style-type: none"> Verify cash and bank balances for which persons are accountable to the Council 	Auditor
ORB3	Internal Audit	<p>In the proper exercise of the function delegated in AD1 to:</p> <ul style="list-style-type: none"> Investigate irregularities; Liaise with Police and other enforcement agencies under the Accounts and Audit Regulations 2006 	<p>Chief Internal Auditor</p> <p>Audit Performance Manager</p> <p>Lead Auditor</p>
ORB4	Property Services	To authorise staff, consultants and contractors to enter land for Statutory Purposes.	<p>Asset Strategy Partner(s)</p> <p>Services Delivery Manager</p> <p>Estates Manager</p> <p>Maintenance Delivery Manager</p> <p>Senior Project Manager(s)</p> <p>Workplace Delivery Manager</p> <p>Lead Asset Manager</p> <p>Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools & Capital Programmes Manager</p>
ORB5	Property Services	To acquire land and buildings required for an approved scheme or where acquisition has been specifically authorised up to a total consideration of £250,000 in any one case, providing the acquisition has received approval from the relevant Cabinet Member, in conjunction with the Deputy Leader.	<p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools & Capital Programmes Manager</p>

ORB6	Property Services	To authorise the payment of relevant Surveyor's fees, costs and expenses in connection with any approved scheme.	<p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s) Services Delivery Manager</p> <p>Estates Manager</p> <p>Maintenance Delivery Manager</p> <p>Senior Project Manager(s)</p> <p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools & Capital Programmes Manager</p>
ORB7	Property Services	To authorise in consultation with and on the advice of the Head of Legal and Democratic Services, payment of an indemnity insurance premium up to a maximum of £50,000 in connection with any land transaction.	<p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s)</p> <p>Estates Manager</p>
ORB8	Property Services	To take, grant and review the rent or other consideration in the case of any tenancy licence, easement or wayleave up to a value of £125,000 per annum.	<p>Estates Manager</p> <p>Services Manager</p> <p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager Schools & Capital Programmes Manager and Programme Manager</p>

ORB9	Property Services	To terminate or accept a surrender in the case of any property interest referred to in E5 above up to a consideration of £50,000.	Estates Manager Services Manager Asset Investment and Disposal Manager
ORB10	Property Services	To authorise payment of statutory or contractual compensation (including mandatory and discretionary home loss payments and dilapidation claims) up to a maximum of £50,000 per compensatable interest for commercial or agricultural tenancies and £150,000 per compensatable interest.	Estates Manager Services Manager Lead Asset Manager Asset Investment and Disposal Manager
ORB11	Property Services	To authorise arbitration and tribunal proceedings to be taken under statute and contractual arrangements.	Asset Strategy and Planning Manager Deputy Chief Property Officer Asset Investment and Disposal Manager Schools & Capital Programmes Manager
ORB12	Property Services	To take or grant licences for repairs and alterations, variations or other matters relating to any lease held or granted by the County Council.	Estates Manager Service Delivery Manager Workplace Delivery Manager Asset Strategy Partner(s) Asset Strategy Manager(s)

ORB13	Property Services	<p>To request the Head of Legal and Democratic Services to take appropriate action in respect of:</p> <ul style="list-style-type: none"> • service of Notices to Treat and/or taking entry in cases of acquisition of land and property where a confirmed Compulsory Purchase Order is in operation; <p>or</p> <ul style="list-style-type: none"> • obtaining or granting possession (on payment of interest if required) in advance of completion of legal formalities - where such earlier possession is required for the proper functions of the County Council (and irrespective of the limit imposed in the paragraph above) and authority for purchase has already been given. 	<p>Estates Manager</p> <p>Asset Strategy Partner(s)</p> <p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager Schools & Capital Programmes Manager</p> <p>Asset Strategy Manager(s)</p>
ORB14	Property Services	<p>To approve the sale of marketable trees, which, as part of the functions of estate management, require to be felled, and of other similar items which require to be disposed of in the interests of efficient estate management.</p>	<p>Estate Manager</p> <p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s)</p>
ORB15	Property Services	<p>To give written notice of the proposed development of land vested in the Council, in accordance with the provisions of the Town & County Planning General Regulations 1976.</p>	<p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager Schools & Capital Programmes Manager</p>

ORB16	Property Services	To authorise the sale of land and/or buildings declared surplus to the Council's requirements up to a consideration of £500,000 in any one case including setting a reserve figure for auction sales, providing the disposal has been approved by the relevant Cabinet Member in conjunction with the Deputy Leader.	Lead Asset Manager Deputy Chief Property Officer Asset Investment and Disposal Manager
ORB17	Property Services	To approve terms of the grant of Deeds of release or variation of restrictive covenants up to a consideration of £500,000 in any one case.	Lead Asset Manager Deputy Chief Property Officer Asset Investment and Disposal Manager
ORB18	Property Services	To approve variations in the names of purchasers, vendors, lessees or tenants to give effect to previously approved property transactions.	Estates Manager Services Manager Asset Strategy Partner(s) Asset Strategy Manager(s) Lead Asset Manager Deputy Chief Property Officer Asset Investment and Disposal Manager Schools & Capital Programmes Manager
ORB19	Property Services	To act in relation to certain procedures (as determined by the former Land & Building Committee on 18 September 1984) for secure tenants wishing to exercise their possible right to buy as defined in the Housing Act 1985 where time limits apply.	Lead Asset Manager Deputy Chief Property Officer Asset Investment and Disposal Manager Schools & Capital Programmes Manager

ORB20	Property Services	To take all necessary steps to obtain repossession of a property, in the case of residential property after prior consultation with the relevant portfolio holder.	Asset Strategy and Planning Manager Deputy Chief Property Officer Asset Investment and Disposal Manager Schools & Capital Programmes Manager
ORB21	Property Services	To approve the demolition of unsafe buildings. Note: demolitions linked to disposals will be approved as part of the relevant disposal decision, by Cabinet or Cabinet Member, as appropriate.	Estates Manager Senior Project Manager(s) Asset Strategy Partner(s) Asset Strategy Manager(s) Maintenance Delivery Manager
ORB22	Property Services	To serve notices under statute or contract in respect of any matter arising in connection with the terms and conditions of any lease held or granted by the County Council.	Asset Strategy Partner(s) Asset Strategy Manager(s) Services Delivery Manager Estates Manager Senior Project Manager(s) Workplace Delivery Manager
ORB23	Property Services	To implement the County Council's Tolerance Policy in relation to unauthorised gypsy encampments on County Council land.	Estates Manager Service Delivery Manager
ORB24	Property Services	To ensure compliance by District and Borough Councils with the terms and conditions of the Agency Agreements relating to the management of authorised gypsy sites held by the County Council.	Estates Manager Service Delivery Manager

ORB25	Property Services	Approving documents for sealing by the Head of Legal and Democratic Services.	Estates Manager Service Delivery Manager Asset Strategy Partner(s) Asset Strategy Manager(s)
ORB26	Property Services	Authorising by signature Bills of Quantities/Specifications relating to contracts under seal.	Services Delivery Manager Estates Manager Asset Strategy Manager(s) Maintenance Delivery Manager Senior Project Manager(s) Workplace Delivery Manager
ORB27	Property Services	Submitting applications for Planning Permission on behalf of the Council.	Senior Project Manager(s) Asset Strategy Partner(s) Maintenance Delivery Manager Estates Manager Lead Asset Manager Deputy Chief Property Officer Asset Investment and Disposal Manager Schools and Capital Programmes Manager
ORB28	Finance	To sign creditor cheques/BACS transfers but with two such officers' signatures required for such payments of £100,000	Director of Finance

		or above.	Deputy Chief Finance Officer Finance Manager (Assets and Accounting) Strategic Finance Managers
ORB29	Finance	Submit quotations for external contracts.	Strategic Finance Managers
ORB30	Finance	Authorise lending and borrowing.	Deputy Chief Finance Officer Finance Manager (Assets and Accounting) Strategic Finance Managers
ORB31	Finance	Authorise emergency bank (BACS and CHAPS) transfers.	Strategic Finance Managers Deputy Chief Finance Officer Finance Managers
ORB32	Finance	Authorise cash transfers to pension fund managers.	Director of Finance Strategic Finance Manager (Pension Fund and Treasury) Finance Manager (Assets and Accounting)
ORB33	Finance	To exercise on behalf of the Director of Finance such matter relating to the County Council's banking arrangements as s/he shall specify.	Deputy Chief Finance Manager Strategic Finance Manager (Pension Fund and Treasury)
ORB34	Finance	To prepare, implement and review a scheme for the financing of schools maintained by the authority for the approval of the Schools' Forum.	Strategic Finance Manager (Children's Schools & Families) Finance Manager (Strategic Development and School Funding)
ORB35	Finance	To prepare a statement before the beginning of each funding period relating to the local education authority's planned	Finance Manager (Strategic Development and School Funding)

		expenditure for the period and after the end of the period to produce a statement of the expenditure actually incurred.	
ORB36	Finance	'To set out and approve, in accordance with Department for Education Academy conversion regulations, school balances transferring to academies, with the exception of forced conversions.	Director of Finance Finance Manager (Strategic Development and School Funding)
ORB37	Finance	Approval of additional permitted purposes for which surplus balances may be retained by schools as set out in paragraph 4.2 and Annex G of the Surrey Scheme for Financing Schools.	Finance Manager (Strategic Development and School Funding)
ORB38	Finance	Borrowing, lending and investment of County Council Pension Fund moneys, in line with strategies agreed by the Pension Fund Board. Delegated authority to the Chief Finance Officer to take any urgent action as required between Board meetings but such action only to be taken in consultation with and by agreement with the Chairman and/or Vice Chairman of the Pension Fund Board and any relevant Consultant and/or Independent Advisor.	Director of Finance Strategic Finance Manager (Pension Fund and Treasury)
ORB39	Finance	To determine insurance claims and to defend legal proceedings in connection with claims falling within the Council's insurance excess including authority to settle proceedings.	Director of Finance Insurance Services Manager
ORB40	Finance	To determine and put in place appropriate insurance arrangements for the Council.	Director of Finance Insurance Services Manager Principal Insurance Officer
ORB41	Finance	To approve individual business cases of up to £100,000 prior to capital/invest to save projects proceeding. All projects approved under this delegation to be reported for information to Cabinet Members.	Director of Finance
ORB42	Finance	To exercise discretion in relation to the Local Government Pension	Strategic Finance Manager (Pension Fund and Treasury)

		<p>Scheme except</p> <p>(1) where a policy on the matter has been agreed by the Pension Board and included in the Discretionary Pension Policy</p> <p>Statement published by the Council,</p> <p>(2) decisions relating to “admitted body status” and</p> <p>(3) decisions relating to individual cases as provided for in the separate delegation to the Pensions Services Manager.</p> <p>This delegation is subject to any limitations imposed and confirmed in writing from time to time by the Director of Finance.</p>	
ORB43	Finance	Hear stage one or stage two appeals relating to disputes involving the Local Government Pension Scheme, Compensation Benefits and Injury Allowances provided that an officer hearing an appeal will not have been involved at an earlier stage in the process.	Director of Finance, Director of Legal, Democratic and Cultural Services, Director of HR and the Strategic Finance Manager (Pension Fund and Treasury)
ORB44	Finance	To manage any Trust Funds for which the Council is a corporate Trustee in accordance with any specific requirements in relevant Trust fund documents, including investment decisions.	Director of Finance Strategic Finance Manager(s)
ORB45	Human Resources	To issue the Council’s Human Resources policies and amend and issue Human Resources procedures relating to policy including those relating to employment.	Director of Human Resources
ORB46	Human Resources	To implement the decisions and recommendations of recognised national negotiating bodies on employee matters where relevant.	Director of Human Resources
ORB47	Human Resources	In relation to staff below the level of Head of Service, to determine applications for the exercise of the Council’s discretionary powers to award compensation for loss of employment and grant early payment of pension benefits. after consulting the Severance Review Group.	Director of Human Resources
ORB52	Finance	To exercise discretion (excluding decisions on admitted body status) in relation to the Local Government Pension	Pensions Manager

		Scheme where no policy on the matter has been agreed by the Council and included in the Discretionary Pension Policy Statement published by the Council, subject to any limitations imposed and confirmed in writing from time to time by the Chief Finance Officer.	
ORB53	Finance	To determine decisions conferring 'admitted body' status to the Pension Fund where such requests are submitted by external bodies.	Director of Finance
ORB54	Human Resources	To update and issue guidance on all matters relating to Health and Safety legislation in accordance with the Council's policy statement.	Director of Human Resources
ORB55	Human Resources	To determine pay progression for individual Officers who are not on senior pay in accordance with the Pay Policy Statement.	Director of Human Resources
ORB48	IMT	To approve, update and issue policies prepared or amended in accordance with the Council's Information Governance Policy.	Director of Finance (Senior Information Risk Officer)
ORB49	IMT	To approve and issue guidance on compliance and best practice related to information management and cybersecurity policies.	Chief Information Officer
ORB50	Procurement	To approve suppliers of goods, services and works to the Council.	Head of Procurement Procurement Manager Category Manager Senior Category Specialist
ORB51	Procurement	To accept quotations and tenders for the acquisition of goods services and works, subject to the requirements of Procurement Standing Orders.	Head of Procurement Procurement Manager Category Manager Senior Category Specialist
ORB52	Procurement	To approve variations to existing contracts provided that the value of the variation does not exceed 10% of the value of the contract in any one year and subject to the financial limits applying to the officer exercising the delegation.	Head of Procurement Procurement Manager Category Manager Senior Category Specialist

No		FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
ORB53	Pensions	<p>To exercise discretion in relation to the Local Government Pension Scheme on the following matters in individual cases:</p> <ul style="list-style-type: none"> - allocation of death grants - determining co-habitation - determining whether a child meets criteria for a child's pension - allocation of pension for persons incapable of managing their own affairs - commutation, transfer in and forfeiture decisions - extension of time limits for decisions to be made by scheme members - minimum contribution levels for additional payments - determining reviews and effective dates of ill-health benefits -write offs up to £250 <p>This delegation is subject to any limitations imposed and confirmed in writing from time to time by the Director of Finance.</p>	Pensions Services Manager

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Part 4: Proper Officer Functions

1. The Council has appointed the following Proper Officers for the purposes of the statutory provisions set out below.
2. Subject to the proper officer appointments set out below, the Chief Executive and each Strategic Director shall be authorised to act as the Proper Officer for the statutory responsibilities which fall within their area of responsibility.

LOCAL GOVERNMENT ACT 1972

Section	Purpose of Appointment	Proper Officer
83	To witness and receive declarations of acceptance of the office of Chairman and Vice-Chairman of the County Council and of County Councillors.	Director of Legal, Democratic and Cultural Services Legal Services Manager Senior Principal and Principal Solicitors/Lawyers
84	To receive written notice of the resignation from the office of Chairman and Vice-Chairman of the County Council and of County Councillors.	Chief Executive
88(2)	To convene, if necessary, a meeting of the Council when the office of Chairman of the Council is vacant.	Chief Executive
89(1)(B)	To receive written notice from two local government electors of a casual vacancy in the office of Councillor.	Democratic Services Lead Manager
100B(2) Inserted by Local Government (Access to Information) Act 1985	To decide whether part or the whole of reports should be excluded from public inspection before a meeting if they relate only to items during which the meeting is likely not to be open to the public.	Democratic Services Lead Manager
100B(7)(c)	To consider whether to supply to the press additional material supplied to members of the Council in connection with the item to be	Democratic Services Lead Manager

Section	Purpose of Appointment	Proper Officer
	discussed.	
100C(2) Inserted by Local Government (Access to Information) Act 1985	To prepare a written summary of proceedings taken by a Committee in private without disclosing exempt information.	Democratic Services Lead Manager
100D(1) (a) Inserted by Local Government (Access to Information) Act 1985	To compile a list of background papers to a report to a Committee.	Strategic Director, Director, Assistant Director, Head of Service or other officer in whose name the report is written
100D(5)(a) Inserted by Local Government (Access to Information) Act 1985	Identifying background papers of reports.	Strategic Director, Director, Assistant Director, Head of Service or other officer in whose name the report is written
100F(2)	Identifying which documents contain exempt information not open to inspection by Members of the Council.	Democratic Services Lead Manager
115(2)	To receive from every officer of the Council all money committed to his charge in connection with his office.	Director of Finance
146	To sign the statutory declaration to enable the transfer of securities in the event of a change in the name or status of the Local Authority.	Director of Finance
151	Responsibility for the administration of the Council's financial affairs.	Director of Finance
191	To receive applications made under Section 1 of the Ordnance Survey Act 1841 for assistance in surveying disputed boundaries.	Assistant Director Operations, Highways and Countryside
210	To exercise certain residual functions relating to charities.	Director of Legal, Democratic and

Section	Purpose of Appointment	Proper Officer
		Cultural Services
225	To receive and retain documents deposited with the Local Authority.	Chief Executive
229	To certify, for the purpose of any legal proceedings, that a document is a photographic copy of the original document.	The Director of Legal, Democratic and Cultural Services (generally) and the Officers listed in Part 2 of the Scheme of Delegation within their area of responsibility.
234	To sign any notice, order or other document on behalf of the Authority, any document purporting to be so signed being deemed to be issued by the Authority.	The Director of Legal, Democratic and Cultural Services (generally) and the officers listed in Part 2 and Part 3 of the Scheme of Delegation within their area of responsibility
236	To send to the Council of every District in the County a copy of every byelaw made by the Council and confirmed by the Secretary of State.	Director of Legal, Democratic and Cultural Services
238	Certification of copy of byelaws.	Director of Legal, Democratic and Cultural Services
Schedule 12 (Paragraph) 4(2)(b)	To sign and send to all Members of the Council the summons to attend meetings of the Council, specifying the business to be transacted.	Chief Executive
4(3)	Receiving notice from a member of the address to which a summons to the meeting is to be sent.	Democratic Services Lead Manager

Section	Purpose of Appointment	Proper Officer
Schedule 29 4	To undertake those duties which arise at County Council elections, which, under the Representation of the People Acts, are required to be undertaken not by the Returning Officer but by the "Proper Officer".	Chief Executive
4	For the purposes of the Registration Service Act 1953.	Head of Cultural Services
4	Appointment of Interim Superintendent Registrars or Interim Registrars of Births and Deaths under Section 9 of the Registration Service Act 1953.	Head of Cultural Services
4	In relation to the Registration of Births, Deaths and Marriages, to exercise the functions under the Marriage Act 1949.	Head of Cultural Services
4	In relation to the approval of premises for the solemnisation of marriages under Section 26(1) (bb) and Section 46A of the Marriage Act 1949 (as amended by the Marriage Act 1994) and the Marriages and Civil Partnerships Act (Approved Premises) Regulations 2005.	Head of Cultural Services

Marriages and Civil Partnerships (Approved Premises) Regulations 2005 as amended

Section	Purpose of Appointment	Proper Officer
	To be the Proper Officer for the purposes of the Registration Act 1953, the Marriage Act 1949 (as amended by the Marriage Act 1994) the Civil Partnership Act 2004, the and the Marriages and Civil Partnerships (Approved Premises) Regulations 2005 as amended and receive applications, set fees and offer discounts where applicable.	Head of Cultural Services

Section	Purpose of Appointment	Proper Officer
30(5)	Giving public notice of receipt of report by a Local Commissioner	Head of Customer Services

HIGHWAYS ACT 1980

Schedule (Paragraph)	Purpose of Appointment	Proper Officer
59(1)	To certify that extraordinary expenses have been incurred in maintaining the highway by reason of damage caused by excessive weight or extraordinary damage.	Assistant Director Operations, Highways and Countryside and Highways Area Managers
205(3)(4) & (5)	To undertake duties in relation to private street works.	Assistant Director Operations, Highways and Countryside and Highways Area Managers
210(2)	To certify any amendments to estimated costs and provisional apportionment of costs of street works under the private street works code.	Assistant Director Operations, Highways and Countryside and Highways Area Managers
211(1), 212(4), 216(2), and (3)	To make a final apportionment of expenses of street works executed under the private street works code as detailed in the Schedules.	Assistant Director Operations, Highways and Countryside and Highways Area Managers
Section 295	Issuing a notice requiring owners to remove materials from non-maintainable streets in which works are due to take place.	Assistant Director Operations, Highways and Countryside and Highways Area Managers
Section 321	Authentication of notices, consents, approvals, orders, demands, licences, certificates or other documents.	Assistant Director Operations, Highways and Countryside and Highways Area Managers
Schedule 9, Paragraph 4	Signing plans showing proposed prescribed improvement or building lines.	Assistant Director Operations, Highways and Countryside and Highways Area

	Managers
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REPRESENTATION OF THE PEOPLE ACT 1983

Schedule (Paragraph)	Purpose of Appointment	Proper Officer
35	Appointing a Returning Officer.	Chief Executive
67	Giving public notice of the appointment of an Election Agent.	Chief Executive
131	Providing accommodation for holding election count.	Chief Executive

LOCAL GOVERNMENT FINANCE ACT 1988

Section	Purpose of Appointment	Proper Officer
114, 115 and 115B	Responsibility for Chief Financial Officer Reports.	Director of Finance
116(1)	Responsibility for notifying the external auditor of arrangements for a meeting to consider a report from the "Chief Financial Officer" (under section 114 and 115 above). Responsibility to notify the external auditor of decisions made at such a meeting.	Risk and Governance Manager

LOCAL GOVERNMENT AND HOUSING ACT 1989

Section	Purpose of Appointment	Proper Officer
2	To receive on a deposit a list of politically restricted posts.	Director of Human Resources
3A	In consultation with the Monitoring Officer, to determine applications for exemption from political restriction or for designation of posts as politically restricted.	Chief Executive (as Head of Paid Service)
4	Designation as Head of Paid Service.	Chief Executive
5	Designation as Monitoring Officer.	Director of Legal, Democratic and

Section	Purpose of Appointment	Proper Officer
		Cultural Services
15 and 16	To undertake all matters relating to the formal establishment of political groups within the membership of the Council.	Democratic Services Lead Manager

FOOD SAFETY ACT 1990

Section	Purpose of Appointment	Proper Officer
49(3)	Signing any document authorised or required to be given, made or issued by the Food Authority.	Head of Trading Standards Policy & Operations Manager Investigations and Enforcement Manager West Business Advice & Compliance Manager East

LOCAL GOVERNMENT ACT 2000

SECTION 9G and 9GA: MEETINGS AND ACCESS TO INFORMATION ETC LOCAL AUTHORITIES (EXECUTIVE ARRANGEMENTS) (MEETINGS AND ACCESS TO INFORMATION) (ENGLAND) REGULATIONS 2012 (SI 2012/2089)

Section	Purpose of Appointment	Proper Officer
Regulation 7	Exclusion of whole or part of any reports to the Cabinet or Cabinet Member where they relate only to items during which the meeting is likely not to be open to the public.	Democratic Services Lead Manager
Regulation 10	Informing the relevant Select Committee Chairman or the Committee Members by notice in writing of decisions to be made, where it has been impracticable to comply with the publicity requirements (in the "Forward Plan") and making available for public inspection notices relating to this	Democratic Services Lead Manager

Regulation 12	Producing a written statement of Cabinet decisions made at meetings.	Democratic Services Lead Manager
Regulation 13	Producing a written statement of decisions made by individual Cabinet Members.	Democratic Services Lead Manager
Regulation 14	Making a copy of written statements of Cabinet and Cabinet Member and officer executive decisions and associated reports available for inspection by the public.	Democratic Services Lead Manager
Regulation 15 and regulation 2	Making available for inspection a list of background papers.	Democratic Services Lead Manager
Regulation 16(5)	Determining whether certain documents contain exempt information.	Democratic Services Lead Manager
Regulation 16(7)	Determining whether certain documents contain advice provided by a political adviser or assistant.	Democratic Services Lead Manager
Regulation 20	Determining whether documents contain confidential information, exempt information or the advice of a political adviser or assistant.	Democratic Services Lead Manager

**LOCAL GOVERNMENT ACT 2000
SECTION 34: LOCAL AUTHORITIES (REFERENDUMS) (PETITIONS AND DIRECTIONS) REGULATIONS 2000 (SI 2000/2852)**

Section	Purpose of Appointment	Proper Officer
Regulations 4 and 5	Publishing the verification number of local government electors for the purpose of petitions under the Local Government Act 2000.	Democratic Services Lead Manager

LOCALISM ACT 2011

Section	Purpose of Appointment	Proper Officer
29	Establish, maintain and publish a Register of Interests.	Director of Legal, Democratic and Cultural Services (as Monitoring Officer)

**LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND)
REGULATIONS 2001**

Schedule	Purpose of Appointment	Proper Officer
1 (Part II)	Notifications to the Cabinet concerning appointments and dismissals	Director of Human Resources

REGULATION OF INVESTIGATORY POWERS ACT (RIPA) 2000

Section	Purpose of Appointment	Proper Officer
21, 22, 27, 28 and 29	<p>The Senior Responsible Officer for RIPA</p> <p>Designation of officers empowered to grant authorisation for the carrying out of directed surveillance, to authorise the use of covert human intelligence sources, and communications data checks.</p> <p>The RIPA Monitoring Officer</p>	<p>Strategic Director for Communities</p> <p>Chief Executive or in his absence a Director acting as his Deputy for direct surveillance and covert human intelligence sources authorisations that are likely to lead to the disclosure of confidential information or where a juvenile or vulnerable individual is used as a source</p> <p>In all other cases: Head of Trading Standards</p> <p>Policy and Operations Manager</p> <p>Business Intelligence and Legal Manager</p>

FREEDOM OF INFORMATION ACT 2000

Section	Purpose of Appointment	Proper Officer
36	Acting as a “qualified person” in respect of information held by Surrey County Council	Director of Legal, Democratic and Cultural Services

LOCAL GOVERNMENT ACT 2003

Section	Purpose of Appointment	Proper Officer
25	When the annual budget report is considered by Cabinet or by the County Council, the Chief Financial Officer must make a report on the robustness of the estimates made in determining the budget requirement and on the adequacy of the proposed level of financial reserves.	Director of Finance

SURREY COUNTY COUNCIL**LEADER****DATE: 9 NOVEMBER 2016****LEAD OFFICER: JANE LAST, HEAD OF SERVICE FOR COMMUNITY SAFETY AND PARTNERSHIP****SUBJECT: COMMUNITY IMPROVEMENTS FUND (INCLUDING THE LOCAL CENTRE IMPROVEMENTS FUND) – PANEL RECOMMENDATIONS****SUMMARY OF ISSUE:**

To consider the recommendations of the Community Improvements Fund Panel (12 October 2016) and agree which projects will be funded from the Community Improvements Fund.

RECOMMENDATIONS:

It is recommended that the Leader of the Council:

- (i) approves the proposed grant funding set out in Annex 2 from the Community Improvements Fund budget, and Annex 3 from the Local Centre Improvements Fund budget.
- (ii) notes the position of the applications agreed within the previous budget 2015/16.
- (iii) delegates authority to the Community Partnerships Manager to make any minor amendments to the conditions of funding for agreed schemes which may be required in advance of funding being released.

REASON FOR RECOMMENDATIONS:

Approval of the proposed grant funding will enable the Community Partnerships Team to progress with facilitating the grant payments.

DETAILS:

1. The aim of the Community Improvements Fund (CIF) is to give local groups the chance to improve their areas, make a real difference to people's lives and strengthen the ability of residents to independently enhance where they live. Bids are invited for one-off capital schemes for community improvements (in exceptional circumstances bids for start-up revenue projects are considered). This year a new fund has been set up to support projects that improve the environmental quality of local shopping and village centres (LCIF), and is being run alongside CIF due to the similarity of the criteria.
2. The Community Improvements Fund budget for 2016/17 is £500,000 with an additional £250,000 for the Local Centre Improvements Fund.
3. For 2016/17 applications for both funds have been accepted in a single round. Bids were invited from April to July 2016 for amounts between £10,000 and

£30,000 for community improvements projects and for between £5,000 and £30,000 for shopping and village centre projects. A total of 49 bids were submitted for the CIF, totalling £1,105,768, and 17 bids were received for the LCIF, totalling £277,270.

4. Bids to the Fund were submitted via the Community Partnerships Team and considered by a Community Improvements Fund Panel consisting of Members supported by officers. Member representatives on the Panel are Pat Frost (Panel Lead), Margaret Hicks, Peter Hickman, Fiona White and Natalie Bramhall. The Panel considered all bids for both CIF and LCIF submitted against the evaluation criteria outlined in Annex 1. Following the evaluation, which included site visits where appropriate, the Panel met on 12 October 2016 to form their recommendations to the Leader. These recommendations, along with recommended conditions for the funding, are set out in Annexes 2 and 3.

Recommendations for CIF bids

5. Annex 2 sets out a total of 21 recommended projects for CIF which total £413,663. Although bids totalling £1,105,768 were received, the Panel has only recommended those projects that clearly meet the criteria as set out in Annex 1.

Recommendations for LCIF bids

6. Annex 3 sets out a total of seven recommended projects for LCIF which total £49,986.
7. The LCIF is a new fund created in April 2016. Criteria and guidance is set out in Annex 1 (with further information for the applicant included on the application form) and, whilst aligning closely to the CIF criteria, in particular seeks to improve the environmental quality of the local shopping parade by improving facilities and providing benefits to the community. The Panel have made recommendations for those projects that clearly meet the criteria.
8. Bids (or elements within bids) that were not approved were as a result of them not meeting the criteria for example:
 - applications made to provide grant funding to an individual for the purposes of improving their property where that improvement will add direct value to the property and will directly benefit that individual;
 - improvement to highways/pavements which are considered to be highways maintenance, in particular those areas that are deemed not to be in poor condition when compared to other areas in the County;
 - any design work where the subsequent capital implementation would not be completed within the same phase of work
 - creation of any new local funding schemes where there are no tangible outcomes; and
 - purchase and installation of Christmas lights which, whilst creating an attractive environment, the benefit of which is only for a specific time within the year and is therefore not considered a sustainable position.

9. The stated minimum amount of funding is £5,000. However, where elements of any bid did not meet the criteria the Panel have taken a pragmatic approach and agreed a lesser amount.

Update on the bids agreed in 2014/15 and 2015/16

10. In 2014/15 a total of 23 projects were approved for funding from the Community Improvements Fund which totalled £566,286. Table 1 in Annex 4 sets out the progress on the 2014/15 bids which had not been paid when the last report was considered by the Leader in October 2015. It shows that one of the agreed projects is no longer proceeding and that all remaining funding has been released with the exception of £58,000 for two projects.
11. In 2015/16 a total of 29 bids were approved for funding totalling £556,861. These are listed in Table 2 of Annex 4. The table shows that funding for 20 of the projects has been released, six projects are still to meet their conditions and three projects are not proceeding.
12. Since October 2015, a total of £643,851 has been released to successful community projects which have met their conditions and are now, or will shortly be, benefitting local communities. Officers are in regular contact with the remaining eight organisations who are still to receive their funding and continue to review progress against the conditions and will release the remaining funding as soon as the conditions are satisfied.

CONSULTATION:

13. The Leader of the Council introduced the scheme and Members, appointed by the Leader, sat on the Panel with the support of the Community Partnerships Manager. In the case of the LCIF, the Deputy Leader was also consulted to gain agreement on criteria in view of it being a newly launched fund. The Senior Principal Accountant for Customers and Communities and the Audit Performance Manager were consulted on the bids.
14. Local Members and Local Committee Chairmen were consulted on the bids in their areas. Where bids had an implication on Surrey County Council (SCC) services, officers within these services were asked to provide objective comments on the bids.
15. Officers within the Community Partnerships Team provided guidance to applicants on the criteria to enable them to develop their bids to the fund.

RISK MANAGEMENT AND IMPLICATIONS:

16. There are no identifiable negative risks attributed to the processing of the Fund. The Council needs to ensure that the payments are processed in a timely manner and for the projects approved. Each of the successful projects will be asked to report back on the outcomes of the funding within 12 months.
17. Ongoing evaluation of the CIF takes place with amendments to process and associated documents being made to improve the customer experience and success of the fund – this will in future include the LCIF.

Financial and Value for Money Implications

18. The cost of funding the projects identified within Annex 2 will be £413,663 and within Annex 3 the cost will be £49,986. This amount falls below the allocated budget in both cases.
19. Given the requirement for grant recipients to meet specified conditions before funding is released, it is likely that a proportion of the allocated funding will not be paid within the current financial year. This will be requested as a budget carry forward into 2017/18 in order to meet the committed funding.
20. All offers of grant funding agreed are conditional on the applicant satisfying the key requirements of the grant. All applicants are required to supply three competitive quotes where required for procurement over £5000 for the project and or specific elements. Any additional conditions are included in Annexes 2 and 3. Grant funding will only be released once all requirements has been met, all funding for the project (or a specific element within a larger project), is in place and a funding agreement has been signed. Where the grant is funding one element within a larger project, the project commencement relates to the element being funded, as assessed by officers.

Section 151 Officer Commentary

21. The Section 151 Officer's representative has considered all applications listed in Annexes 2 and 3 and has provided objective financial advice in relation to the proposed projects.
22. The Section 151 Officer confirms that all material, financial and business issues and risks have been considered / addressed.
23. The County Council is facing a very serious financial situation, whereby it is forecasting a significant revenue budget overspend in this year, and does not have a balanced nor sustainable budget plan for future years. Although this planned expenditure has been included within the current Medium Term Financial Plan, agreeing to this recommendation will reduce the Council's options to create a balanced and sustainable budget in the future.

Legal Implications – Monitoring Officer

24. These grants are made by the Council in accordance with its general powers to do things for the benefit of the residents of Surrey under Section 1 of the Localism Act 2011. The Council's Scheme of Delegation delegates authority to officers to authorise and manage expenditure from the Fund in accordance with the Leader's decisions. There are no further legal or legislative requirements relating to this Fund.

Equalities and Diversity

25. The Fund is open to groups (not individuals) who are applying on behalf of the community but is not restricted to any specific groupings within the County.
26. The Community Partnership Team is currently reviewing progress of all projects successful in securing funding in 2015/16. As part of that review the Community Partnership Team will request feedback from applicants on how they felt the

funding process worked to identify better methods of communicating with hard to reach groups.

27. An Equality Impact Assessment has been carried out on criteria and process for applying for this Fund. It is available online for viewing.

WHAT HAPPENS NEXT:

28. Applicants will be informed whether they have been successful and, if so, what course of action they need to undertake to receive the funding that has been allocated. This will include asking successful applicants to provide a copy of relevant quotes, where these have not been provided as part of the application. Where bidders have been unsuccessful they will also be informed of the decision and will be offered feedback on their application.
29. Each of the successful applicants will be asked to provide evidence within 12 months of expenditure and the achievement of the outcomes set out within the bid form. This will then be included in a future report for the Leader.
30. Information on successful bids are included on the Council's website – www.surreycc.gov.uk/communityimprovementsfund.

Contact Officer:

James Painter, Community Partnerships Manager
Tel: 01372 832539 Email: james.painter@surreycc.gov.uk

Consulted:

Pat Frost (Panel Lead), Margaret Hicks, Peter Hickman, Fiona White and Natalie Bramhall.
Service Officers where appropriate, and other agencies where appropriate.

Annexes:

Annex 1 - Criteria for CIF & LCIF
Annex 2 – Community Improvements Fund Panel Recommendations
Annex 3 – Local Centre Improvement Fund Panel Recommendations
Annex 4 – Summary of the Progress on Bids in receipt of CIF funding

Sources/background papers:

- Community Improvement Fund Application Forms
- Community Improvement Fund Criteria and Guidance
- Community Improvement Fund Assessment summary documents

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Community Improvements and Local Centre Improvement Funds

How your project will be assessed

We will be looking for projects that meet as many of the following:

- Bids must be for projects based within Surrey.
- **It must improve community facilities** – it should enhance the look and feel of your area and be an improvement to local facilities or the convenience, appearance or safety of community spaces or venues
 - a) For projects to improve a community facility or building (church halls, sports pavilions, community centres), or open spaces and play areas you can apply for a grant between £10,000 and £30,000
 - b) For projects to improve the environmental quality of your local shopping parades, you can apply for a grant between £5,000 and £30,000.
- **The project should have a wider community benefit** – you should be able to demonstrate how the project benefits and is accessible to the wider community
- **The project should make a real difference to people's lives** – it should promote public health and wellbeing, provide opportunities for community based initiatives such as clubs and youth activities, help people to live and age well independently by exploring their skills and connections, provide facilities that encourage physical activities for all ages.
- **It should encourage communities to work together and take greater responsibility for local issues** – for example, it might help increase volunteering among residents or encourage local people, businesses and the voluntary sector to work together to address issues affecting communities such as flooding that affected areas of Surrey in 2013/14, or increasing attractiveness to your local shopping area.

Restrictions

These are the things the Community Improvements Fund can't be used for:

- Supporting political organisations or individuals
- Covering ongoing revenue costs, including salaries
- Replacing withdrawn funding for existing projects
- Contravening any of the Council's agreed policies or priorities
- Supporting projects which involve taking sides on a planning dispute or relate to matters in which the County Council is a statutory consultee
- Funding planning applications or fees (applicants must have permissions in place, if this is not possible then information should be included on when this will be secured)
- Paying for a consultant to make an application to the fund on the applicant's behalf
- Retrospective funding (this means that funding cannot be used for projects that have been started prior to the Leader's decision)
- Funding can only be used for projects that have been outlined in the application form
- Funding will not be considered for projects that do not have ongoing maintenance plans

- Supplement existing funding available from the County Council towards a project
- Funding also cannot be approved for or provided to:
 - Private companies, private clubs or other membership organisations unless the wider community benefit/s of the project are clearly demonstrated
 - Projects that have already received funding from Surrey County Council (or where a separate application is pending this includes the Surrey Community Building Grants Scheme)
 - Local authorities or private companies to achieve their statutory obligations

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Community Group	Project	Amount of funding requested £	Amount of funding recommended £	Additional conditions on recommended approval (Including comments from Finance & Audit)
Hersham Youth Trust	Multi Community User Equal Access All Weather Outdoor Facility Improvements. The specific aims of this project is to rejuvenate, update and enhance the outside facilities to offer more focused and need based targeted activities, experiences, opportunities and services to all the community users all year round in a warm, inviting, positive, healthy, safe, secure and meaningful equal access environment. The plan is to build a sports hard standing and improve the outdoor safety lighting.	30,000	30,000	- Conditional on renewal of lease/ receipt of letter of intent
Ash Vale Chapel	Ash Vale Chapel is a successful community project running since 2009 which now needs to expand. The funding is to create two new studios for art practice to bring accessible new creative opportunities to the local community to drive engagement in the arts. This includes a studio for plaster, clay etc and another studio space for 'clean' computer aided design work and textiles. The wider project includes another four elements.	12,326	12,326	- Subject to receipt of competitive independent quotes
SeeAbility	Purchase specially adapted 14 seater minibus for people with sight loss & other disabilities to help them to integrate and access their community, leisure activities and educational programmes. This will then improve their overall wellbeing and reduce isolation.	22,000	22,000	- Award subject to raising required funding prior to release of grant - Discuss with community transport Officer prior to purchase.
The Beacon School	Installation of artificial cricket pitch at Tattenham Way Recreation Ground which will be used by the school, local cricket club and	11,309	10,000	

	members of the public. The land is owned and managed by Reigate and Banstead Borough Council. The aim of this project is to provide a durable and reliable playing surface to encourage more young people into organised sport, to develop their confidence and to promote good sporting habits for life.			
2 nd Thames Ditton Guides	Development of the outdoor space at Thames Ditton Guide Hut - The current tarmac surface needs to be replaced to provide a safe, level and free-draining outdoor area for all users. This will involve removing the existing surface and replacing it with tarmac or paving blocks, and installing suitable drainage channels. A new entrance gate leading directly to the main door will be created in the existing fence, with an accessible ramp to the entrance. Canopies will be installed above the main entrance and fire doors to provide a dry storage area for buggies and also to provide shade for outdoor activities. The Guide camp store roof (corrugated asbestos) will be replaced by a flat felt roof.	17,000	15,000	- Subject to receipt of up to date competitive independent quotes
Runnymede Borough Council	Improvements to existing youth play provision at Kings Lane open space, Englefield Green. The plan is to purchase and install some new pieces of dynamic play equipment and associated safety surfacing. Equipment is to be suitable for older children and will be installed in an existing open space to complement and improve on the current offering of multi-use games area (MUGA), skate ramp and youth shelter.	14,000	14,000	- Require evidence of value for money, require independent competitive comparative quotes to demonstrate prior to provision of funds
Nork Community Association	Renewal of the flat roof section of the Nork Community Centre. The flat roof section of the Nork Community Centre is in a bad state. The	15,000	15,000	

	existing roofing felt has many cracks and is crumbling. Minor repairs have not lasted, the roof continues to leak and inspection has shown that replacement is overdue. Many local groups use the community centre.			
Phoenix Cultural Centre CIC	To purchase a sounds system for a live music venue, cultural centre, learning centre and leisure and recreational centre which will be open to all the community. The purchase of the sound system is part of wider works to change a largely unused nightclub to a more accessible space for the community that can attract income and training opportunities. The equipment will be moved to future premises with the project.	30,000	30,000	- Subject to receipt of 3 competitive independent quotes
West Byfleet parents	Enhancements to the playground at West Byfleet Recreation Ground to include upgrades to the play equipment to provide greater capacity and more challenge and interest for children of all ages. The play area is well-used and overcrowded and adjacent to two schools and a nursery. The layout will be reconfigured to better suit a large number of simultaneous users. This will be done at the same time as the Council reinstates a climbing frame that was removed last year on safety grounds.	30,000	30,000	
Mole Valley District Council	Merebank Sports Court Improvement Project - This project will seek to replace the existing basketball nets with new football and basketball combination units with additional fencing to enable the court to be used for a wider range of sports. The lines will also be remarked to make it easier for games to be played.	12,000	10,000	
Salfords & Sidlow	The main hall floor in Salfords Village Hall is	14,000	10,000	

	<p>damaged and needs urgent repairs. The proposed repairs to the floor involve lifting the wooden blocks, repairing the sub strata and laying a damp proof membrane. The blocks would then be re-laid, new badminton court lines installed and the entire floor re-sealed to enable the surface to be brought back to a good state of repair.</p> <p>At the same time the Parish Council plan to install a new surface water drain and a land drain to prevent the problem reoccurring.</p>			
Age Concern, Farncombe	<p>Refurbishment of Farncombe Day Centre kitchen and servery area which hasn't been replaced since 1988. The plans include making the kitchen layout and design more efficient and compliant with current health and safety and food hygiene requirements, installing new, more efficient and cost effective commercial oven and gas range, updating the electrics and plumbing.</p>	30,000	30,000	
Whiteley Village Trust	<p>Improve lighting in the hydrotherapy pool & village hall and the heating in the hall. By doing this the spaces will become more accessible to disabled users especially those with visual impairments or those for whom mobility is an issue. Improvements to the heating in the Hall will make it more accessible to the frailest members of the community even during the winter months. The outcome of the fund will be an increase in villager participation at the facilities mentioned above as they are currently not being used to their full capacity.</p>	18,000	14,000 (for hall)	- Funding award for hall only
Epsom Sports Club	<p>Restore Old Schools Lane playing fields for the benefit of the local community by providing a range of high quality and</p>	30,000	30,000	- Subject to measures being put in place to enable the wider community use of the facility

	flexible, multi-sport facilities: <ul style="list-style-type: none"> • new full-size, floodlit All Weather Pitch • full-size grass pitch • relocated and improved cricket square • clubhouse with social, changing and community facilities CIF money will go towards outdoor lighting			
Hale Chapels Trust	Restore the two chapels into a community centre for the benefit of the people of Hale and Upper Hale and the wider community of Farnham, contributing to the conservation and heritage of the area and advancing public education and interest in the history of the area. The buildings are locally listed being built of local flint and stone and are considered an important local landmark. Once restored, the buildings will form an active community asset and much needed community centre in an area containing pockets of high deprivation.	30,000	30,000	- Any award subject to funding being in place & receipt of up to date competitive independent quotes.
All Saints Church Community Centre, Webber Hall	Refurbish Webber Hall including internal toilet, kitchenette & mains drainage - The installation of a toilet facility is intended to form part of the total refurbishment of the All Saints Community Center Webber Hall. To install a mixed sex disabled access toilet facility within the current building footprint and provide a sewerage connection for the building to the nearest mains by means of a sewerage waste pump and the installation of new ground pipe work. The waste pump will then allow for a new kitchen area to be installed.	25,887	20,000	- Subject to confirmation that the remainder of funding in project timescale
Ewhurst Parish Council	Refurbish the Ewhurst tennis courts – the surface of the courts are in a bad condition and need to be refurbished in order to make them	11,787	11,787	- Subject to receipt of additional competitive independent quotes and confirmation that original quote price is still valid or updated.

	more appealing to players and coaches.			
Tilford Parish Council	Replace the play equipment in the Jubilee Play area, Shepherds Way as much of the equipment has been removed for health and safety reasons. The aim is to replace the equipment with new and exciting apparatus which will appeal to different age groups and will also offer something for those with disabilities.	15,000	10,000	<ul style="list-style-type: none"> - Tilford PC have offered £5k. - Award subject to raising required funding prior to release of grant
Stoke Park Bowling Club	Extend Guildford Bowling Club to accommodate merger of Astolat & Guildford Bowling Clubs to incorporate, for the first time, internal WC facilities for all members, including a ramp giving full wheelchair access to the clubhouse and a toilet for people with disabilities. A 10m extension will allow this reconfiguration of the building, it will also accommodate, in the winter months, the inclusion of Astolats popular skittle alley that plays an integral part of the very important social evenings held regularly throughout the closed season.	30,000	30,000	<ul style="list-style-type: none"> - Subject to maintaining a community open day & publicising the provision to the community
PCC of St John's Church, Egham	The plan is to create a new outdoor play and learning area for younger children. This area will have safety surfaces and artificial grass on which will be for a number of play activities, seating areas for storytelling, a Bob the Builder' workshop and some gardening areas. The play area will be entirely suitable for tricycles and small bicycles with stabilizers. There will also be shaded areas and a Gazebo for outdoor play.	20,000	20,000	<ul style="list-style-type: none"> - Require evidence of value for money, require a comparative quote to demonstrate. - Clarity on timescales that project would be complete within 12 months of any grant offer
Staines Bowling Club	The plan is to convert spare land to the rear of the bowls pavilion, which is currently used by the Staines Museum as a storage area for	19,550	19,550	<ul style="list-style-type: none"> - Subject to permission being obtained from landowner - Contingent on Staines Museum request to

	<p>artefacts. The relocation of museum items is subject to a separate grant request. Parking in the area has recently become very difficult due to the recent parking restrictions. In addition the school, health centre and commuters often park in this area, leaving minimal parking space. A parking area near to the pavilion is crucial for our older and disabled members and public users who have to carry heavy bowls equipment to and from the club house.</p>			<p>separate funding body, need details and timeframe of this decision prior to any award</p> <ul style="list-style-type: none"> - Clarification of land ownership and location of proposed spaces - .Subject to publicising the Bowls Club to the wider community via community open day or other means. - Consideration being given to wider access to parking provision outside of club hours of operation

Totals	437,859	413,663
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Community Group	Project	Amount of funding requested	Amount of funding recommended	Additional conditions on recommended approval
Elmbridge				
Walton on Thames Traders	Improve connection between High St and Bridge St, increasing footfall to Bridge St. Planters, banners, signage	£9,292	£9,292	Panel confirmed approval with no conditions
Molesey Business Association	Street dressing for events and area branding to raise awareness of Bridge Road as retail/restaurant destination. Flagpoles/flags	£4,867	£4,867	Panel confirmed approval with no conditions
Epsom & Ewell				
Ewell Village Traders	Improvements to Ewell Village. Signage, replacement planters, screening for commercial bins, replacement telephone box to house mini library (also requested, design work for The Grove entrance; replacement bins – not funded).	£28,232	£4,952	Panel confirmed approval of £4,484 for planters and signage. E&E BC await the outcome of funding bid with Tesco Bags for Life Fund which if successful will provide for the telephone box and mini library. If not, a further £3,000 to be made available to support this project.
Runnymede				
Pooley Green Shopping Parade Traders Association	Improve appearance of shopping parade. Planters, hanging baskets and bollards to restrict parking on pavements (also requested, resurface of rear car park, vehicle barrier to rear car park, refurbishment of boarding above shops – not funded).	£23,115	£5,000	Panel confirmed approval with no conditions
Egham Town Centre Team	Revitalise the main gateway to the town, from Town Path. Street mural, bench/planter, phone charger unit, brackets for street dressing.	£13,185* (based on discount if two murals completed)	£14,465	*Only one mural confirmed - discount removed Total project £17,072 Contribution from leaseholder £1,000 10% funded by ETCT £14,465

Community Group	Project	Amount of funding requested	Amount of funding recommended	Additional conditions on recommended approval
Surrey Heath				
Frimley Business Association	Greening of Frimley with multiple barrier/hanging baskets in the High Street. Improve environmental appearance and increase footfall.	£10,000	£10,000	Panel confirmed approval with no conditions
Tandridge				
Lingfield Parish Council	Village centre enhancements to encourage visitors to explore the village and increase footfall to local shops/restaurants. Provision of frame/lecturn for history board/tourist map, fixtures for 'pop up shop*', signage, (also requested, tourist information leaflets, hanging baskets, window art for empty shops – not funded).	£5,000	£1,410	Panel confirmed approval with no conditions *shop fittings for 'pop up' shop withdrawn by applicant following a number of empty units being leased and therefore no longer required – this occurred after member approval meeting 12.10.16. Approved funding reduced by £2,000

Totals	£93,691	£49,986

Table 1: 2014/15 – Update on outstanding payments

Community Group	Project	Amount of funding agreed	Notes	Funding released
Sunbury and Walton Sea Cadets	Creation of an enhanced multi-boating facility on the Thames, to increase youth activities in this area.	£30,000	Awaiting planning permission	No
St Mark's Community Centre	Community centre improvements (parapets, guttering and roof repairs) for a vital community asset in an area of deprivation	£20,000	Work completed September 2016	Yes
Epsom & Ewell Borough Council	Enhanced playground at Gatley Avenue	£30,000	Project completed and officially opened 31 March 2016	Yes
Guildford Cathedral	Provide disabled access through the North Porch and West End, upgrade the sound system and install an induction loop as part of the general Cathedral upgrade project.	£29,990	Work in progress.	Yes
Charwood Pavilion	Provide an enhanced and fit for purpose pavilion as a sports and community hub.	£30,000	Building officially opened 2 October 2016	Yes
St. Luke's Church, Reigate	Replacement of current extension, with a two storey building to allow for the additional provision of a meeting room to be used by community groups	£30,000	Project completed in May 2016	Yes
1 st Byfleet Scouts	Creation of a new activity centre building for scout and community use	£30,000	Completed and officially opened in September 2015	Yes
Holland Athletic Sports Club	Refurbishment of a running track and improved facilities at Mill Lane Athletics Track, Hurst Green, which would be open to all.	£30,000	Work has been completed.	Yes
Community Group	Project	Amount of funding agreed	Notes	Funding released
Hambledon Village	To develop an indoor cafe area for local	£30,000	Work completed in February 2016. Trading has	Yes

Community Improvements Fund Project Updates

2014/15 & 2015/16

ANNEX 4

Shop Ltd	community to meet		been very good so far and the shop has been very well received by the local community.	
Spelthorne Borough Council	Creation of a natural play area in Orchard Meadow, Sunbury	£20,000	Play area is fully operational and project is complete	Yes
Brockham Parish Council (Youth Council)	Creation of a new skatepark in Brockham, following a yearlong successful trial for this type of facility in this area.	£28,000	Project has been delayed by about 12 months due to issues relating to 'title'. Part of land also needs 'stopping up'. Revised timeline has been submitted with completion due on August 2017.	No
Windlesham Parish Council	Creation of a new pavilion as a community cohesion and information point for residents, at Lightwater Recreation Ground	£30,000	Bid withdrawn	N/A
Cobham Village Hall	Boiler replacement and remedial acoustic works to ensure that a community asset continues.	£19,000	All work completed.	Yes
Total to be released as of Oct 2015		£356,990		

Table 2: 2015/16 – Update on funding released to date

Community Group	Project	Amount of funding agreed	Notes	Funding released
Princess Alice Hospice	Develop a man shed for those suffering with illness needing a place to come together	£10,000	Man Shed now open.	Yes
Mickleham Children's Playground Association	Replacing old playground equipment, fencing and surfacing	£15,000	Project completed. Opened on 7 October 2016	Yes
Community Group	Project	Amount of funding agreed	Notes	Funding released
St Mary's Church, East Moseley	Reordering of St Mary's Church building and car park to make safe for pedestrians	£20,000	Project did not meet grant conditions as set out in application form.	N/A
Collingwood College	Replacement of the roof in the Barossa Gym for	£21,572	Completed over summer 2016	Yes

	local community use			
Outwood Parish Council	Creation of a new play area in the grounds of the New Lloyd Hall	£10,000	5 pieces of play equipment installed on safety surfaces. The equipment is accessible and available for use year round.	Yes
Woking & Sam Beare Hospices	Creation of the Goldsworth Cafe tailored for residents and patients/visitors with terminal and life-limiting conditions	£30,000	Work in progress - the external and internal walls have been completed and work has started on the interior. The café furniture will be purchased by Christmas and the building will be ready to open in spring 2017.	Yes
Page 151 Stead Village Hall	Upgrade and safety works for kitchen for community groups to utilise	£15,000	Application withdrawn	N/A
Surrey Wildlife Trust	Building of a fit for purpose education centre at Nower Wood.	£30,000	Work in progress due to be completed in 2017	Yes
Community Group	Project	Amount of funding agreed	Notes	Funding released
1 st Chertsey Scouts	Support towards the rebuilding of the group headquarters	£30,000	Work to commence at end of 2016	No
Tilford Institute	Rebuild of the pavilion to a fit for purpose building	£30,000	All funding has now been raised and will be looking to start construction in March 2017 with a view this will be completed by the summer.	No

Community Improvements Fund Project Updates

2014/15 & 2015/16

ANNEX 4

Egham Cricket Club	Repair the roof for the cricket club house	£25,000	Project completed	Yes
Maybury Centre Trust	Improvement of the toilet facilities and a multi-cultural community centre	£15,000	The Maybury Centre is in the process of raising the remaining funding before the funds are released	No
Woodlarks Centre	Provision of a shed and awning facilities for use by the community with dementia	£7,278	Installation scheduled to take place on Wednesday 5th October 2016	Yes
Epsom and Ewell Foodbank	Expansion of the current provision, funding towards the refurbishment of the current site	£9,000	Heaters have been installed and they are now working through the rest of the project finishing with the carpets.	Yes
Albury Parish Council	Provision of a disabled toilet at Albury Memorial Library	£5,000	Awaiting outcome of application for matched funding.	No
Knaphill Resident Operations Board	Creation of a garden play area in Knaphill	£20,000	Completed and officially opened 10 September 2016	Yes
Philip Southcote School	Creation of a community café	£20,000	The new community café had its official opening on 21 October 2016	Yes
Wisley and Pyrford Church	Refurbishment of the community halls at the centre	£17,000	Application withdrawn – project completed with additional contributions from the congregation and reserves.	N/A
Community Group	Project	Amount of funding agreed	Notes	Funding released
Reigate United Reformed Church	Refurbishment of the community halls including flooring, heating and lighting	£13,250	Project completed	Yes
Cranleigh Arts Centre	Repair of existing heating and installation of new air handling unit at centre auditorium	£15,000	The works were completed to the air handling system in the Jack Wagg Auditorium at the end of August and reopened on 6 September 2016	Yes
Wey and Arun Canal	Build of a visitor centre and footpaths on the northern section of the Wey and Arun Canal in	£20,000		No

	Shalford			
Horley Town Council	Replacement of the skate park at Horley Recreation Ground	£15,000	Work should be completed by the end of 2016	Yes
Clockhouse Day Centre	Purchase of a minibus for community use in connection with the centre	£27,761	The minibus is in full use in transporting members to and from the centre daily and also for days out to the seaside, The Watercress Line etc.	Yes
Whitebushes Village Hall	Replacement of the roof at the hall	£10,000	The work was finished early January 2016 and users are very pleased with the work.	Yes
Tandridge Leisure Trust	Sports Pool refurbishment	£30,000	Project start date delayed due to issues with the lease. Anticipating issues will be resolved for revised start date of summer 2017	No
Old Reigatian Rugby Club	New playing fields	£20,000	The work is complete and all that remains is for the for the land to settle. The opening is likely to take place Spring/Summer 2017.	Yes
Clarendon Children's Centre	Outdoor play area	£26,000	The project has been a huge success and the outside area is now open and in use within the community.	Yes
St Mary's Church, Camberley	Kitchen refurbishment	£30,000	The work was completed over summer 2016 and was celebrated at a service on 25 September.	Yes
St Peter's Church, Leverton Hall, Wrecclesham	Improved access (including disabled access)	£20,000	Project completed September 2016	Yes
Total		£556,861		

Total released since October 2015: £643,851

Total to be released: £188,000

Total not proceeding: £82,000

Total allocated: £913,851