

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 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.

CHIEF EXECUTIVE'S OFFICE

Chief Executive

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---------------------|--|
| CX1 | Chief Executive | To make Proper Officer appointments in cases of urgency. |
| CX2 | 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. |
| CX3 | 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. |
| CX4 | Chief Executive | To appoint the County Council Members of any such joint committee in accordance with the wishes of the political groups. |
| CX5 | Chief Executive | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|---|---|
| CX6 | 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. |
| CX7 | 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. |
| CX8 | 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. |
| CX8 | Chief Executive Strategic Director for Business Services | 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. |

Legal and Democratic Services

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|---|--|
| L1 | Head of Legal and Democratic Services Legal Services Lead Manager Group Managers Principal Lawyers | 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. |
| L2 | Head of 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|---|---|
| L3 | Head of Legal and Democratic Services Legal Services Lead Manager Group Managers Principal Lawyers Senior Lawyers | <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> |
| L4 | Head of 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. |
| L5 | Head of 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 |

Performance and Audit

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| AD1 | Chief Internal Auditor Performance Auditor Lead Auditor Compliance Auditor Auditor | To carry out audits of the County Council functions. |
| AD2 | Chief Internal Auditor Performance Auditor Lead Auditor Compliance Auditor Auditor | In the proper exercise of the function delegated in AD1 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 • Verify cash and bank balances for which persons are accountable to the Council |
| AD3 | Chief Internal Auditor Performance Auditor | In the proper exercise of the function delegated in AD1 to: <ul style="list-style-type: none"> • Investigate irregularities; • Liaise with Police and other enforcement agencies under the Accounts and Audit Regulations 2006 |

Emergency Management

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|------------------------------|--|
| PP1 | Head of 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> <p>Civil Contingencies Act 2004, Regulations 2005,</p> <ul style="list-style-type: none"> • 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 (REPPPIR) 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.</p> <p>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 members of the Surrey Local Resilience Forum (SLRF)</p> |

ADULT SOCIAL CARE

ADULT SOCIAL CARE

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----------|--|---|
| ASC 1 | Assistant Director – Personal Care & Support Senior Practice Development Manager | Decision to make an application to the Court of Protection for a declaration under s15 of the Mental Capacity Act 2005. |
| ASC 2 | Assistant Director – Personal Care & Support Senior Practice Development Manager | Decision to make an application to the Court of Protection for a deputyship order under s16 of the Mental Capacity Act 2005. Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a deputy on behalf of the Council. |
| ASC 3 | Assistant Director – Personal Care & Support Policy and Commissioning Manager, Mental Health and Substance Misuse Service Managers | Decision to place an individual in or approve funding for residential or nursing home care (long term or temporary) or to provide or approve funding for day or domiciliary care* |
| ASC 4 | Assistant Director – Personal Care & Support Policy and Commissioning Manager, Mental Health and Substance Misuse Service Managers | Decision to agree a 'top-up' under the Choice of Accommodation Directions 1992 as amended. |
| ASC 5 | Assistant Director – Personal Care & Support Policy and Commissioning Manager, Mental Health and Substance Misuse | Decision to enter into a deferred payment agreement on agreed terms under s55 of the Health and Social Care Act 2001. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|---|--|
| ASC 7 | <p>Assistant Director – Personal Care & Support</p> <p>Policy and Commissioning Manager, Mental Health and Substance Misuse</p> <p>Senior Managers</p> | <p>Decision to agree pre-payments to independent sector providers of residential/nursing care outside the County’s guidelines, in consultation with the Director of Finance.</p> |
| ASC 8 | <p>Assistant Director – Personal Care & Support</p> <p>Policy and Commissioning Manager, Mental Health and Substance Misuse</p> <p>Service Managers</p> | <p>Decision to authorise placement of an individual in an establishment not on the Council’s Resource Database.</p> |
| ASC 9 | <p>Assistant Director- Personal Care & Support</p> <p>Assistant Director – Service Delivery</p> <p>Policy and Commissioning Manager, Mental Health and Substance Misuse</p> <p>Service Managers</p> | <p>Decision to change a service for or withdraw a service from an individual, based on an assessment of that individual’s needs.</p> |
| ASC 10 | <p>Assistant Director- Personal Care & Support</p> <p>Assistant Director –Service Delivery</p> | <p>Decision to exclude an individual from Council premises.</p> |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|--|---|
| ASC 11 | Assistant Director – Personal Care & Support Policy and Commissioning Manager, Mental Health and Substance Misuse Service Managers | Decision to fund services for a carer under the Carers and Disabled Children Act 2000. |
| ASC 12 | Assistant Director – Personal Care & Support Senior Practice Development Manager | Decision to accept a person to guardianship under s7 Mental Health Act 1983. Decision to agree a transfer of a person from hospital to guardianship under s19 mental Health Act 1983. Decision to authorise or agree a transfer of a person from the guardianship of one guardian to another under s19 Mental Health Act 1983. Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a guardian on behalf of the Council. |
| ASC 13 | Assistant Director – Personal Care & Support Service Managers Senior Practice Development Manager | In accordance with the provisions of section 4A and Schedule A1 of the Mental Capacity Act 2005, decisions to: <ul style="list-style-type: none"> • authorise a managing authority to deprive a person of their liberty • to appoint a representative for the relevant person • to impose conditions in respect of an authorisation • to review authorisations • to grant an extension of an urgent authorisation to a managing authority. |
| ASC 14 | Assistant Director – Personal Care & Support Service Managers | Decision to fund an adaptation under s2 of the Chronically Sick and Disabled Persons Act 1970 or to top up by way of further grant or loan a disabled facilities grant made by a district council, and to place a charge on the user's residence. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|--------|---|--|
| ASC 15 | Assistant Director – Personal Care & Support Service Managers Chair of ICES Area Equipment Board | Decision to fund equipment. |
| ASC 16 | Assistant Director – Personal Care & Support Assistant Director - Commissioning Service Managers Team Managers | In accordance with the Surrey Safeguarding Adults Multi-agency Procedure: <ul style="list-style-type: none"> • Decision to investigate • Decision to terminate investigation |
| ASC 17 | Assistant Director – Personal care & Support Assistant Director - Commissioning Service Managers Team Managers | In accordance with the Surrey Safeguarding Adults Multi-agency Procedure: <ul style="list-style-type: none"> • Decision to call inter-agency planning meeting • Decision to call a conference. |
| ASC 18 | Assistant Director – Personal Care & Support Assistant Director - Commissioning Service Managers | In accordance with the Surrey Safeguarding Adults Multi-agency Procedure: <ul style="list-style-type: none"> • Decision to call a senior strategy meeting. |
| ASC 19 | Assistant Director – Personal Care & Support Assistant Director - Commissioning Service Managers | In accordance with the Surrey Safeguarding Adults Multi-agency Procedure: <ul style="list-style-type: none"> • Decision to undertake an internal review as a result of an investigation or conference recommendation, • Decision to commission an independent investigation. |
| ASC 20 | Assistant Directors | To decide, following a risk assessment, whether a complaint should be referred to an external investigator. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|---|--|
| ASC 21 | Team Managers Service Managers | To agree a provisional response to a complaint. |
| ASC 22 | Strategic Director of Adult Social Care Assistant Directors | To agree a final response to a complaint. |
| ASC 23 | Director of Social Work | To approve appointments of individuals to act as approved mental health professionals under section 114 Mental Health Act 1983 or to suspend or end such approvals |

NOTES:

1. The Senior Social Worker – Emergency Duty Team has authority to carry out functions marked * out of hours.
2. A decision to fund within this scheme of delegation should also be read as a decision to refuse funding.

BUSINESS SERVICES

Property Services

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|---|---|
| E1 | Asset Strategy Partner(s) Services Delivery Manager Estates Manager Maintenance Manager Senior Project Manager(s) Workplace Delivery Manager Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | To authorise staff, consultants and contractors to enter land for Statutory Purposes. |
| E2 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|---|---|
| E3 | Asset Strategy Partner(s) Services Delivery Manager Estates Manager Maintenance Manager Senior Project Manager(s) Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | To authorise the payment of relevant Surveyor's fees, costs and expenses in connection with any approved scheme. |
| E4 | Asset Strategy Partner(s) Estates Manager | 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. |
| E5 | Estates Manager Services Manager Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | 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. |
| E6 | Estates Manager Services Manager Asset Investment and Regeneration Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| E7 | Estates Manager Services Manager Asset Strategy and Planning Manager Asset Investment and Regeneration Manager | 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. |
| E8 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | To authorise arbitration and tribunal proceedings to be taken under statute and contractual arrangements. |
| E9 | Estates Manager Service Delivery Manager Workplace Delivery Manager Asset Strategy Partner(s) | To take or grant licences for repairs and alterations, variations or other matters relating to any lease held or granted by the County Council. |
| E10 | Estates Manager Asset Strategy Partner(s) Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | To request the Head of Legal and Democratic Services to take appropriate action in respect of: <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; or <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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| E11 | Estate Manager Asset Strategy Partner(s) | 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. |
| E12 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | 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. |
| E13 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager | 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. |
| E14 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| E15 | Estates Manager Services Manager Asset Strategy Partner(s) Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | To approve variations in the names of purchasers, vendors, lessees or tenants to give effect to previously approved property transactions. |
| E16 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | 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. |
| E17 | Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | 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. |
| E18 | Estates Manager Senior Project Manager(s) Asset Strategy Partner(s) Maintenance Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| E19 | Asset Strategy Partner(s) Services Delivery Manager Estates Manager Senior Project Manager(s) Workplace Delivery Manager | 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. |
| E20 | Estates Manager Service Delivery Manager | To implement the County Council's Tolerance Policy in relation to unauthorised gypsy encampments on County Council land. |
| E21 | Estates Manager Service Delivery Manager | 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. |
| E22 | Estates Manager Service Delivery Manager Asset Strategy Partner(s) | Approving documents for sealing by the Head of Legal and Democratic Services. |
| E23 | Services Delivery Manager Estates Manager Maintenance Manager Senior Project Manager(s) Workplace Delivery Manager | Authorising by signature Bills of Quantities/Specifications relating to contracts under seal. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|--|---|
| E24 | Senior Project Manager(s) Asset Strategy Partner(s) Maintenance Manager Estates Manager Asset Strategy and Planning Manager Transformation and Delivery Manager Asset Investment and Regeneration Manager Schools and Programme Manager | Submitting applications for Planning Permission on behalf of the Council. |

Finance

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|--|---|
| F1 | Director of Finance Deputy Head of Finance Pension Fund & Treasury Manager Financial Reporting Manager Senior Finance Managers | To sign creditor cheques/BACS transfers but with two such officers' signatures required for such payments of £100,000 or above. |
| F2 | Senior Finance Managers | Submit quotations for external contracts. |
| F3 | Pension Fund & Treasury Manager Deputy Head of Finance Financial Reporting Manager Senior Finance Managers | Authorise lending and borrowing. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| F4 | Pension Fund & Treasury Manager Deputy Head of Finance Financial Reporting Manager Finance Managers | Authorise emergency bank (BACS and CHAPS) transfers. |
| F5 | Director of Finance Pension Fund & Treasury Manager Financial Reporting Manager | Authorise cash transfers to pension fund managers. |
| F6 | Deputy Head of Finance Pension Fund & Treasury Manager | To exercise on behalf of the Director of Finance such matter relating to the County Council's banking arrangements as s/he shall specify. |
| F7 | Senior Finance Manager (Children's Schools & Families) Finance Manager Schools & Learning | To prepare, implement and review a scheme for the financing of schools maintained by the authority for the approval of the Schools' Forum. |
| F8 | Finance Manager Schools & Learning | To prepare a statement before the beginning of each funding period relating to the local education authority's planned expenditure for the period and after the end of the period to produce a statement of the expenditure actually incurred. |
| F8a | Director of Finance Finance Manager Schools and Learning | To set out and approve, in accordance with Department for Education Academy conversion regulations, school balances transferring to academies, with exception of forced conversions. |
| F9 | Finance Manager, Schools & Learning | 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. |
| F10 | Chief Finance Officer/ Strategic Finance Manager (Pension Fund and Treasury) | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| F11 | Group Manager, Accounts Receivable | Decision, under section 22 of the Health and Social Services and Social Security Adjudications Act 1983, to place a legal charge on the property of a person in Part III accommodation under the National Assistance Act 1948 who has been assessed to pay towards the cost of that accommodation but who has fallen into arrears of payment. |
| F12 | Director of Finance Group Manager Insurance Services | 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. |
| F13 | Director of Finance Group Manager Insurance Services Principal Insurance Officer | To determine and put in place appropriate insurance arrangements for the Council. |
| F14 | Director of 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. |
| F15 | Strategic Manager, Pensions & Treasury | To exercise discretion in relation to the Local Government Pension Scheme except (1) where a policy on the matter has been agreed by the Pension Board and included in the Discretionary Pension Policy Statement published by the Council, (2) decisions relating to "admitted body status" and (3) decisions relating to individual cases as provided for in the separate delegation to the Pensions Services Manager. This delegation is subject to any limitations imposed and confirmed in writing from time to time by the Director of Finance. |
| F16 | Director of Finance, Director of Legal and Democratic Services, Director of People and Development and the Strategic Manager Pensions and Treasury | 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. |
| F17 | Director of Finance Strategic Finance Managers | 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 making any investment decisions. |

Human Resources and Organisational Development

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|--|--|
| H1 | Head of Human Resources and Organisational Development | To issue the Council's Human Resources policies and amend and issue Human Resources procedures relating to policy including those relating to employment. |
| H2 | Head of Human Resources and Organisational Development | To implement the decisions and recommendations of recognised national negotiating bodies on employee matters where relevant. |
| H3 | Deputy Head of Human Resources and Organisational Development | 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 and grant early payment of pension benefits. Provided that in cases where the capitalised cost of the proposed compensation exceeds £20,000 a decision will only be taken after consideration by the Corporate Scrutiny Group. |
| H4 | Pensions Manager | To exercise discretion (excluding decisions on admitted body status) in relation to the Local Government Pension 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. |
| H5 | Chief Finance Officer | To determine decisions conferring 'admitted body' status to the Pension Fund where such requests are submitted by external bodies. |
| H6 | Health and Safety Consultant | To update and issue guidance on all matters relating to Health and Safety legislation in accordance with the Council's policy statement. |
| H7 | Director of People and Development with relevant Head of Service | To determine pay progression for individual Officers who are not on senior pay in accordance with the Pay Policy Statement. |

Information Management and Technology

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|---|---|
| I1 | Head of Information Management and Technology Information and Data Governance Programme Lead. | To approve, update and issue policies prepared or amended in accordance with the Council's Information Governance Policy. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|--|---|
| I2 | Head of Information Management and Technology Information and Data Governance Programme Lead. | To approve and issue guidance on all matters relating to Information and Data Governance in accordance with the Council's policy statement on Information Governance. |

Procurement

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| PR1 | Head of Procurement Procurement Manager Category Manager Senior Category Specialist | To approve suppliers of goods, services and works to the Council. |
| PR2 | Head of Procurement Procurement Manager Category Manager Senior Category Specialist | To accept quotations and tenders for the acquisition of goods services and works, subject to the requirements of Procurement Standing Orders. |
| PR3 | Head of Procurement Procurement Manager Category Manager Senior Category Specialist | 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. |

Shared Services

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---------------------------|--|
| SS1 | Pensions Services Manager | <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> |

CHILDREN, SCHOOLS AND FAMILIES

Children's Services

| No. | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| | Children and Families (Social Care). Practice Accountabilities | |
| C1 | Assistant Team Manager | Decisions on outcome of referrals and assessments |
| C2 | Case Holder | Responsibility to assess case and make recommendations |
| C3 | Team Manager | Responsibility to call a Child in Need Planning or review meeting |
| C4 | Assistant Team Manager | Chairing of Child in Need meeting and reviews |
| C5 | 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 | Authorisation to commence Public Law Outline |
| C6 | Area Head of Service / Head of Countywide Services | Agreeing to accommodate a child (S20) |
| C7 | Area Head of Service / Head of Countywide Services | Agreement to discharge a child who is accommodated under Section 20, 1989 Children Act |
| C8 | Team Managers following strategy discussion. In exceptional circumstances, where delay would place the child at risk, delegated to Assistant Team Managers | Decision to apply for an EPO (Emergency Protection Order) |
| C9 | Area Head of Service In exceptional circumstances, where delay would place the child at risk- delegated to Team Manager. | Decision to instigate care proceedings in any court |
| C9A | Area Head of Service | Decision to apply for any of the following under the Children Act 1989: Child Assessment order, Child |

| No. | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|--|
| | | Safety Order; section 8 order |
| C10 | Team Manager | Signing of applications to court |
| C11 | Area Heads of Service | Endorse applications to court |
| C12 | Area Head of Service | Signing of care plans to court |
| C13 | Team Manager following Children Looked After (CLA) Statutory Review and in consultation with Area Head of Service | Decision to apply for discharge of care order |
| C14 | Case holder and Team Manager | Lead on Progressing and Monitoring implementation of Child in Need and Core Group Meetings |
| C15 | Area Head of Service/ Head of Countywide Services | Agreement to place with foster carers |
| C16 | Area Head of Service in consultation with Head of Countywide Services | Agreement to place with Independent Fostering Arrangements |
| C17 | Head of Countywide Services | Agreement to out of county residential placement |
| C18 | 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 | Authority to change a child's placement in an unplanned way |
| C19 | Head of Safeguarding with child's Area Head of Service | Authority to postpone a CLA Review beyond statutory time limits |
| C20 | Case holder | Carrying out of statutory visits for CLA |
| C21 | Registered Manager to inform Care Services Manager who informs Head of Countywide Services & Assistant Director Registered Manager informs social worker and Team Manager Ref : 'The Arrangements for Identifying and Responding to Missing Children and Young People' | Missing Children from Care: notify police, senior managers |

| No. | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|--|--|
| | Death of a child in care | |
| C22 | Team Manager / Assistant Team Manager | Notify Area Head of Service |
| C23 | Area Head of Service and Head of Countywide Services | Notify the Assistant Director |
| C23A | Area Head of Service | Notify parent in conjunction with social worker |
| C23B | Assistant Director | Notify Director |
| C23C | Assistant Director | Inform Cabinet Member |
| C23D | Head of Safeguarding Unit in consultation with child's Area Head of Service | Notifying Ofsted / Children's Services Advisor GOSE after consultation with the Assistant Director |
| | Children Looked After | |
| C24 | Area Head of Service /Head of Countywide Services if not able to be obtained from parent | Consent to: Immunisation / vaccination (e.g. meningitis) |
| C25 | Area Head of Service/ Head of Countywide Services if not able to be obtained from parent | Consent to emergency treatment |
| C25A | Area Head of Service/ Head of Countywide Services if not able to be obtained from parent | Consent to surgery |
| C25B | Area Head of Service /Head of Countywide Services if not able to be obtained from parent | Consent to contraceptive treatment |
| C25C | Area Head of Service / Head of Countywide Services if not able to be obtained from parent | Consent to marriage of CLA |
| C25D | Area Head of Service / Head of Countywide Services if not able to be obtained from parent in consultation with young person (if Fraser competent) | Consent to termination of pregnancy and HIV testing of CLA |

| No. | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------------|---|--|
| C26 | Area Head of Service / Head of Countywide Services (applicant signatory) Social worker (counter signatory) | Signing a passport application of CLA |
| C26A | Area Head Of Service / Head of Countywide Services – Assistant Director will be informed of all trips aboard | Authorising a trip abroad for CLA |
| C27 | Team Manager | Authorising request for CRB checks on children's carers |
| C28 | Area Head of Service / Head of Countywide Services | Decision to take further action regarding CRB check results |
| C29 | Registered Manager following consultation with the relevant Team Manager - Head of Countywide Services to be informed along with the Assistant Director | Consent to criminal proceedings being initiated for criminal damage (where this has occurred on Council property) against a young person in a residential unit |
| C30 | Assistant Team Manager | Case allocation / closure |
| C31 | Assistant Director following recommendation from Area Head of Service (Placement of Children with Parents Regulations. Request for Placement with Parents to be sent to Assistant Director 7 days prior to court date) | Authority to place CLA at home or with person who has parental responsibility |
| C32 | Area Head of Service in consultation with Head of Countywide Services | High cost Care Plans - advance consultation and agreement between senior managers (decision making not permitted by Level 5 & 6 managers) |
| C33 | Area Head of Service | Authority to place CLA with regulation 38 carers (family and friends) |
| C34 | Team Manager | Authority to place siblings separately short term |
| C35 | Area Head of Service with legal advice | Agreement to suspend contact (child on Care Order Section 34 (6) Children Act 1989) and application for order relating to contact under section 34 |
| C36 | Team Manager in conjunction with legal staff | Notification of all persons concerned in relation to a decision to suspend contact |
| C37 | Team Manager | Contact at discretion of Local Authority following CLA Review and a risk assessment |

| No. | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------------|---|---|
| | Secure Accommodation | |
| C38 | Area Head of Service/ Head of Countywide 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. |
| C38A | Assistant Director | Authority to endorse secure application |
| C38B | Assistant Director | Authority to progress secure application for under 13 year old to Secretary of State |
| | Residence Orders | |
| C39 | Social worker | To recommend to ATM or TM and for TM to seek agreement from Area Head of Service |
| C40 | Area Head of Service | Departmental agreements to fund an application to apply for Residence Order |
| C41 | Area Head of Service | Departmental agreement to fund an application for a Special Guardianship Order |
| C42 | Area Head of Service in consultation with Team Manager | Departmental approval for Kinship Care Placement |
| C42A | Head of Countywide Services | Authorisation of payments for residence order and special guardianship order allowances in excess of the agreed scheme in exceptional circumstances |
| | Child Protection | |
| C43 | Team Manager | Decision to initiate Section 47 Enquiry |
| C44 | Area Head of Service | Decision not to see the child / young person as part of the enquiry within 24 hours |
| C45 | Team Manager in consultation with Area Head of Service | Decision to call Initial Child Protection Conference following Section 47 enquiry |
| C46 | Area Head of Service | Decision not to call Initial Child Protection Conference following Section 47 enquiry |
| C47 | Area Head of Service / Team Manager | Signing Child Protection Plans |
| C48 | Chairs of Child Protection Conferences (Safeguarding Unit) | Chairing of Initial Child Protection Conferences |
| C49 | Independent Reviewing Officer | Chairing of Review Child Protection Conferences |

| No. | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| C50 | Chair of Child Protection Panels | Decision to remove child from Child Protection Plan |
| | Foster Care & Adoption | |
| C51 | Level 4 manager as designated by Assistant Director | Approval or rejection of foster carers with any relevant conditions after recommendations from fostering panels |
| C52 | Head of Countywide Services | Decisions relating to foster care allowances and financial assistance for foster carers |
| C53 | Care Services Manager | Appointment of members of adoption panels and fostering panels |
| C54 | Care Services Manager | Decision to make a prohibition notice or requirements in respect of private foster carers |
| C55 | Level 4 manager as designated by Assistant Director | 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 |
| C56 | Head of Countywide Services | Decisions relating to adoption allowances and to pay legal costs for adopters in adoption cases |
| C57 | Area Head of Service | Authorisation of applications under Adoption and Children Act 2002 |
| | Data Protection | |
| C58 | Area Head of Service | Authorisation of restricted access in relation to a Data Protection access to file request |
| C59 | Area Head of Service | Authorisation to waive public interest immunity in relation to the disclosure of information in a criminal prosecution |
| | Child Employment | |
| C60 | County Child Employment Enforcement and Strategy Manager | 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. |

Commercial Services

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| CO1 | Head of Commercial Services Regional Manager Operations Manager Finance Manager | 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. |
| CO2 | Premises Manager | Acquisitions and disposal of equipment. |

Schools and Learning

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|---|---|
| SL1 | Assistant Director for Schools and Learning | To ensure that service delivery in respect of schools and learning complies with the duties imposed on the Authority by legislation. |
| SL2 | Assistant Director for 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. |
| SL3 | Assistant Director for 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. |
| SL4 | Assistant Director for 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 |
| SL5 | Assistant Director for 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. |
| SL6 | Assistant Director for 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. |
| SL7 | Head of School Commissioning Admissions and Transport Policy Manager | To fix the admission numbers for community and voluntary controlled schools. |
| SL8 | Head of School Commissioning | To ensure that school premises conform to the standards prescribed. |
| SL9 | Head of School Commissioning Admissions and Transport Policy Manager | To review and report to the Secretary of State annually on the supply of places. |
| SL10 | Head of School Commissioning | To ensure compliance with class size of 30 legislation. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|---|---|
| SL11 | Principal Managers for Admissions and Transport | To publish information as to schools' admission arrangements. |
| SL12 | Principal Managers for Admissions & Transport | 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. |
| SL13 | Principal Managers for Admissions & Transport | 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. |
| SL14 | Principal Managers for Admissions & Transport | To consult, at least once in every year, as to the proposed admission arrangements for schools. |
| SL15 | Principal Managers for Admissions & Transport | To make arrangements for the provision of such free transport as the Authority considers necessary to facilitate the attendance of pupils at schools. |
| SL16 | Assistant Director for Schools and Learning | To require a maintained school to accept a pupil named in a school Attendance Order. |
| SL17 | Assistant Director for Schools and Learning | To direct a maintained school to admit a child who would otherwise be without a place. |
| SL18 | Head of Special Educational Needs | To ensure that appropriate provision is made for pupils who have special educational needs. |
| SL19 | Early Years and Childcare Service Manager | To ensure sufficient childcare places for working parents and to offer advice, guidance and support on meeting national standards. |
| SL20 | Early Years and Childcare Service Manager | Duty to keep day care arrangements under review in conjunction with the local authority. |
| SL21 | Head of Special Needs | 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 on an annual basis. |
| SL22 | Head of Special Needs | To ensure that, subject to qualifications, children with special needs are educated in the most appropriate mainstream or specialist setting. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|---|---|
| SL23 | Early Years and Childcare Service Manager | To discharge duties regarding the creation of early education places for 3 and 4 year olds under the relevant statutory plans. |
| SL24 | Early Years and Childcare Service Manager | To support and service the work of the Early Years and Childcare Partnership. |
| SL25 | Early Years & Childcare Service Manager | To ensure that there is effective partnership working to support the provision of early education and childcare. |
| SL26 | Early Years & Childcare Service Manager. | 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. |
| SL27 | Assistant Director for Schools and Learning | To keep special education arrangements under review. |
| SL28 | Strategic Lead for School Commissioning | 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 |

Services for Young People

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|--|---|
| YP1 | Assistant Director for Services for Young People | 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 |
| YP2 | Assistant Director for Services for Young People | To assist if requested the local authority's investigations of young people who have suffered or may have suffered 'significant harm' |
| YP3 | Assistant Director for Services for Young People | To deliver the service under the terms of Service Level Agreements with the voluntary sector and with Surrey Connexions. |
| YP4 | Assistant Director for Services for Young People | To implement and manage the local Duke of Edinburgh Scheme |
| YP5 | Head of Inclusion | To secure the admission of a pupil excluded from school to a place at another maintained school |
| YP6 | Head of Inclusion | To secure provision of education 'otherwise than at school' where necessary to meet a pupil's need |
| YP7 | Area Education Welfare | To ensure that the parent complies with his duty under |

| | | |
|------|---|---|
| | Managers Court Presentation Officer Assistant Court Presentation Officer | 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. |
| YP8 | Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer | 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. |
| YP9 | Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer | 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. |
| YP10 | Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer | Under Section 444A and 444B of the Education Act 1996 and Section 105 of the Education and Inspections Act 2006 to issue penalty notices. |
| YP11 | Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer | 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. |
| YP12 | Head of Commissioning and Development | 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. |

CUSTOMERS AND COMMUNITIES

Customer Services

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|---------------------------|---|
| S1 | Head of Customer Services | In consultation with the Strategic Director and the Cabinet Portfolio holder to decide annually, or as otherwise required, whether to take the power to make payments to students in post-compulsory education. |
| S2 | Head of Customer Services | To make arrangements to enable financial support to be provided to students attending higher education or other courses of post-compulsory education |

Cultural Services

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| CS1 | Head of Cultural Services | To ensure the delivery of Cultural Services in accordance with the duties imposed upon the authority by legislation |
| CS2 | Head of Cultural Services Library Service Manager | To meet the requirements of the Public Libraries and Museums Act 1964, eg display of sensitive material, use of mobile libraries |
| CS3 | Head of Cultural Services Library Service Manager | To supply information required to the Department of Culture, Media & Sport |
| CS4 | Library Managers, Mid, East North-West and South West Surrey Heritage Manager | To exercise the powers under the Library Bylaws and Regulations, eg temporary closure of libraries in extenuating circumstances, exclusion of library users, setting of loan periods and fees and discounts where applicable |
| CS5 | Library Managers, Mid, East North-West and South West Surrey Head of Cultural Services/ Library Operations Manager (in relation to Surrey Performing Arts Library) | 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) |
| CS6 | Senior Manager Surrey Arts Heritage Manager | Within their area of responsibility to make grants to local groups within budget |
| CS7 | Senior Manager Surrey Arts | Performing Arts Library: To deliver the service under the terms of the Service Level Agreement with West Sussex County Council |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|---|---|
| CS8 | Heritage Manager Heritage Partnership and Learning Team Manager | To provide the service to the Surrey Museums Consultative Committee in accordance with its terms of reference. |
| CS9 | Heritage Manager Heritage Stewardship and Preservation Team Manager | 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. |
| CS10 | Heritage Manager Heritage Public Services Team Manager | 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). |
| CS11 | Heritage Manager Heritage Public Services Team Manager Heritage Conservation Team Manager Heritage Preservation and Stewardship Team Manager | To permit the use of material in accordance with the Copyright Acts |
| CS12 | Heritage Manager Heritage Enterprise Team Manager | To enter into agreements with developers and others to ensure that archaeological work in connection with proposed or consented development is carried out. |
| CS13 | Heritage Manager | To establish procedures relating to heritage assets to be owned or loaned to SCC. |
| CS14 | Heritage Manager | To promote Heritage based learning and manage learning events and activities. |
| CS15 | Heritage Manager | To apply for funding and enter into agreements with external funders to enable heritage activities to be carried out, in consultation with the Director of Finance. |
| CS16 | Heritage Manager | To enter into agreements with partners to enable and ensure that heritage activities are carried out. |
| CS17 | Heritage Conservation Team Manager | To manage a Heritage Environment Record for Surrey. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|------------------------------|---|
| CS18 | Adult Learning Manager | 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. |
| CS19 | Adult Learning Manager | To produce an annual Adult Learning Plan and submit this to the Learning & Skills Council (LSC). |
| CS20 | Adult Learning Manager | To report to the LSC information required, in particular regarding Individual Learner Records. |
| CS22 | Libraries Operations Manager | 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 |

Community Partnership

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| LP1 | Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders | To manage and authorise expenditure from a budget delegated to the Local Committee in accordance with the Local Committee's decisions |
| LP2 | Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders | 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. |
| LP3 | Community Partnership Manager Community Partnership Team Leaders | To make decisions on the approval of Local Committee Capital Allocations following consultation with all County Members on the relevant Local Committee. |
| LP4 | Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders | To manage and authorise expenditure from the Community Improvement Fund budget in accordance with the Leader's decisions. |
| LP5 | Community Partnership Manager Community Partnership Team Leaders | To determine applications made under the Repair and Renew Grant Scheme in accordance with the guidance agreed with Defra |

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| | Senior Policy and Performance Manager, Customers and Communities Directorate Support | |
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Surrey Fire and Rescue

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|---|--|
| FR1 | | 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 | 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 |
| FR1B | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Group Manager (Protection) Station Manager (Protection) | To withdraw any Alterations Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR1C | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager (Protection) Station Manager (Protection) | To sign and serve any Enforcement Notice on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR1D | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager (Protection) Station Manager (Protection) | To withdraw any Enforcement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR1E | 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 | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|---|--|
| | Area Manager Group Manager | |
| FR1F | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager (Protection) Station Manager (Protection) | To sign any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR2 | 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 | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager (Protection) | To sign any Prohibition Notice on behalf of Surrey County Council as the Licensing Authority |
| FR2B | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager (Protection) Station Manager (Protection) Safety at Sports Grounds Advisor | To withdraw any Prohibition Notice served on behalf of Surrey County Council as the Licensing Authority |
| FR2C | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager (Protection) | To sign any General Safety Certificate or Special Safety Certificate on behalf of Surrey County Council as the Licensing Authority |
| FR2D | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer | To sign any Amendment Notice, Cancellation Notice, Transfer Notice on behalf of Surrey County Council as the Licensing Authority |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|------|--|---|
| | Area Manager Group Manager (Protection) Station Manager (Protection) Safety at Sports Grounds Advisor | |
| FR3 | | To exercise the powers of the County Council as Fire and Rescue Authority pursuant to Health & Safety at Work Etc. Act 1974 |
| FR3A | 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 | Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Manager Group Manager Station Manager (Protection) | To withdraw any Improvement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR3C | 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 |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|--|---|
| FR3D | 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 | 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 | 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. 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. |

Trading Standards

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----------|---|--|
| TS1 | Community Protection Manager | To be the Council's Chief Inspector of Weights and Measures |
| TS2 | Community Protection Manager Policy and Operations Manager Investigations and Enforcement Manager West Business Advice and Compliance Manager East | 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 |

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|-----|--|--|
| 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 West Business Advice and Compliance Manager East Business Intelligence and Legal Manager Senior Legal Officer | 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 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

Highways and Transportation

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|---|---|
| T1 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Maintenance Engineers Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer Streetworks Manager Team Manager Bus Team Manager Projects | 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. |
| T2 | Projects & Contracts Group Manager Structures Team Manager Structures Maintenance Team Leader Structures Projects Team Leader | 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. |
| T3 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Maintenance Engineers | To deal with applications for the construction of carriage crossings over footways and verges and to construct such crossings. |
| T4 | Assistant Director Highways Local Highway Services Group Manager Highway Maintenance Team Manager Area Team Manager Projects & Contracts Group Manager Highway & Drainage Projects Team Manager Structures Team Manager, Operations Group Manager Highway Inspections Team Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | To erect fences (including guard rails), boundary posts, and, in emergencies, barriers and to install refuse or storage bins on the highway. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|--|---|
| T5 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Projects & Contracts Group Manager Structures Team Manager Maintenance Engineers Operations Group Manager Streetworks Manager Traffic and Streetworks Manager | To serve notices and take any other necessary action under the New Roads and Street Works Act 1991 and Traffic Management Act 2004 |
| T6 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Maintenance Engineers Streetworks Manager | 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. |
| T7 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Maintenance Engineers Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | 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 |
| T8 | Assistant Director Highways Local Highway Services Group Manager Highway Maintenance Team Manager Highway Inspection Team Manager Area Team Manager Maintenance Engineers Operations Group Manager Countryside and Access Team Manager Senior Countryside Access Officer | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|---|
| T9 | Assistant Director Highways Local Highway Services Group Manager Highway Maintenance Team Manager Highway Inspection Team Manager Projects & Contracts Group Manager Area Team Manager Maintenance Engineers Structures Team Manager Structures Maintenance Team Leader Structures Projects Team Leader Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | 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. |
| T10 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Maintenance Engineers Projects & Contracts Group Manager Structures Team Manager Structures Maintenance Team Leader Structures Projects Team Leader | To exercise the powers delegated in T9 above on or in a highway structure owned by the County Council. |
| T11 | Projects & Contracts Group Manager Structures Team Manager | To grant licences for the construction of private bridges over the highway in accordance with S. 176 of the Highways Act 1980. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|---|
| T12 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Projects & Contracts Group Manager Operations Group Manager, Countryside Group Manager Countryside Access Team Manager Asset Planning Group Manager Senior Countryside Access Officer Structures Team Manager Parking Strategy and Implementation Team Manager Highways and Drainage Project Team Manager Community Highway Improvement Manager Traffic and Streetworks Manager | 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. |
| T13 | Assistant Director Highways Local Highway Services Group Manager Area Highway Manager Operations Group Manager Highway Maintenance Team Manager Projects & Contracts Group Manager Highway & Drainage Project Team Manager | 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. |
| T14 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Operations Group Manager Highway Maintenance Team Manager Projects & Contracts Group Manager Highway & Drainage Project Team Manager | 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 |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| T15 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Projects & Contracts Group Manager Structures Team Manager | 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 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. |
| T16 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Operations Group Manager Projects & Contract Group Manager | To authorise the construction of schemes (other than bridge maintenance or strengthening) approved by the Local Committee or the Cabinet. |
| T17 | Assistant Director Highways Operations Group Manager Projects & Contracts Group Manager Structures Team Manager Operations Group Manager | 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. |
| T18 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | 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. |
| T19 | Assistant Director Highways Operations Group Manager Traffic Signals Team Manager Transport Senior Procurement Officer Traffic and Streetworks Manager Traffic Management Team Leader | 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. |
| T20 | Assistant Director Highways Traffic and Streetworks Manager Traffic Management Team Leader Operations Group Manager Traffic Signals Team Manager Transport Senior Procurement Officer | To instruct the invitation and acceptance of tenders in respect of modifications and maintenance to existing traffic control systems, pelican and toucan crossing installations. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| T21 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | To exercise all the functions and duties of the Council under Part 7 (a) S. 115A to 115K of the Highways Act 1980. |
| T22 | Assistant Director Highways Operations Group Manager Streetworks Manager Local Delivery 7 Customer Services Group Manager Area Team Manager Parking Strategy & Implementation Team Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | To make (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 (2) 'special events' orders under s16(a), (b) or (c) of the Road Traffic Act 1984 subject to informing the Chairman of the Local Committee (local Members also informed). |
| T23 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Parking Strategy and Implementation Team Manager | Where significant objections are received to an advertised Traffic Regulation Order to decide, in consultation with the divisional member, appropriate ¹ 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. 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, 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. 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 |

¹ Each Borough Councillor on the Joint Committee will be aligned to a County Council Electoral Division for this purpose.

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| | | on whether the TRO may be made to the Local Committee. |
| T24 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | 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. |
| T25 | Assistant Director Economy, Transport and Planning Travel & Transport Group Manager | 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. |
| T26 | Assistant Director Highways Local Highway Services Group Manager Parking Strategy & Implementation Team Manager | To progress and implement proposals for changes in waiting and parking restrictions, following agreement by the Local Committee, including the placing of traffic signs. |
| T27 | Assistant Director Highways Local Highway Services Group Manager Parking Strategy & Implementation Team Manager | To approve proposals by the District Councils for the provision and regulation of off-street car parks. |
| T28 | Transport Senior Procurement Officer | 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. |
| T29 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | To authorise Low Cost and Accident Remedial measures provided land acquisition is not required. |
| T30 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | 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. |
| T31 | Projects & Contracts Group Manager Structures Team Manager | To exercise the powers set out in T30 above where the vault, arch or cellar is a highway structure. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| T32 | Projects & Contracts Group Manager Structures Manager | To approve the design of structures referred to in S. 167 of the Highways Act 1980. |
| T33 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Asset Planning Group Manager Projects & Contracts Group Manager Drainage Team Leader | To serve notices requiring urgent works to private streets pursuant to s230 of the Highways Act 1980 |
| T34 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer Projects & Contracts Group Manager Structures Team Manager | 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. |
| T35 | Assistant Director Highways Local Highway Services Group Manager Local Highway Services Group Manager Area Team Manager | To grant licences for the construction of buildings over highways in accordance with S. 177 of the Highways Act 1980. |
| T36 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | To grant consents for the placing of rails, beams, etc over highways in accordance with S. 178 of the Highways Act 1980. |
| T37 | Projects & Contracts Group Manager Structures Team Manager | To exercise the powers set out in T36 above where the proposal involves a highway structure. |
| T38 | Assistant Director Economy, Transport and Planning Assistant Director Highways Local Highway Services Group Manager Area Team Manager Countryside Group Manager Countryside Access Team Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|--|
| | Senior Countryside Access Officer | |
| T39 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager Projects & Contracts Group Manager Highway & Drainage Project Team Manager Structures Team Manager Operations Group Manager Traffic Signals Team Manager Streetworks Manager Traffic and Streetworks Manager | To approve the placing of temporary traffic signals on the highway which extend across junctions in accordance with the Road Traffic Regulation Act 1984. |
| T40 | Assistant Director Highways Operations Group Manager Traffic Signals Team Manager Traffic and Streetworks Manager Traffic Management Team Leader | To approve the placing of permanent traffic signals on the highway. |
| T41 | Assistant Director Environment Travel & Transport Group Manager Sustainability Group Manager | To approve the introduction and, following consultation with the divisional Member, withdrawal of school crossing patrols. |
| T42 | Assistant Director Highways Local Highway Services Group Manager Countryside Group Manager Countryside Access Team Manager | 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). |
| T43 | Projects & Contracts Group Manager Structures Team Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|--|
| T44 | Assistant Director Highways Local Highway Services Group Manager Area Team Manager | <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> |
| T45 | Area Team Manager | 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. |
| T46 | Assistant Director Economy, Transport and Planning Group Manager Travel and Transport | 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. |
| T47 | Assistant Director Highways Asset Planning Group Manager | To exercise the Country's powers under the 2010 Flood and Water Management Act and the 2009 Flood Risk Regulations |
| T48 | Assistant Director Highways Local Highways Services Group Manager Area Team Manager | 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 |

Planning

Key to abbreviations:

| | | |
|------|---|---|
| EPA | - | Environmental Protection Act 1990 |
| TCPA | - | Town & Country Planning Act 1990 (as amended) |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|--|---|
| P1 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Control Team Manager Planning Regulation 3 Team Leader | 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 national policies |
| P2 | Planning & Development Group Manager Planning Development Control Team Manager Deputy Planning Development Team Manager Planning Regulation 3 Team Leader | 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 |
| P3 | Planning & Development Group Manager Countryside Group Manager Countryside Access Team Manager | To authorise representation of the Council at public enquiries. |
| P4 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Regulation 3 Team Leader | To determine whether county development applications meet the criteria of 'minor'.* |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| P5 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To determine whether minerals and waste applications meet the criteria of 'minor' ² , |
| P6 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Control Team Manager Planning Regulation Team Leader | To determine all details pursuant applications (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 |
| P7 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Regulation 3 Team Leader | i) To determine whether county development applications and minerals and waste applications constitute a 'non material amendment' within section 96A of the TCPA, and 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. |
| P8 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Regulation 3 Team Leader | a) To give the County Planning Authority's views on County Council applications for Listed Building Consent and Conservation Area Consent. b) Where the Secretary of State has granted Listed Building Consent or Conservation Area Consent subject to conditions requiring further details to be approved by the County Planning Authority, to determine applications submitted pursuant to those conditions. |
| P9 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To submit observations on behalf of the County Planning Authority in respect of proposals for development by District Councils. |
| P10 | Spatial Planning Team Manager | To respond to strategic consultations on behalf of the County Planning Authority, including proposals for development by District Councils of a strategic nature, |

² For the purposes of P4 and P5 '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

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| | | subject to prior consultation with the Planning and Regulatory Committee or its Chairman and Vice-Chairman. |
| P11 | Planning & Development Group Manager Planning Development Team Manager | To determine whether any powers in S 324 of the TCPA should be exercised. |
| P12 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Enforcement Team Leader | To authorise any person to enter any land pursuant to Section 196B of the TCPA. |
| P13 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Enforcement Team Leader | To determine whether any powers in S196A of the TCPA should be exercised. |
| P14 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To instruct the Head of Legal and Democratic Services to take enforcement action and initiate the following legal proceedings where appropriate: (a) Issuing Enforcement Notices under the TCPA Section 172 (b) Serving Stop Notices under the TCPA Section 183 (c) Applications for injunctions under the TCPA Section 187B (d) Prosecutions arising from failure to comply with (a) and (b) above (e) Service of a temporary stop notice under section 171E of the TCPA (as amended) |
| P15 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | Following consultation with the Head 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|---|
| P16 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To negotiate and monitor a scheme of remediation in relation to waste related development where the powers contained in P14 above have been exercised. |
| P17 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Enforcement Team Leader | To instruct the Head of Legal and Democratic Services to issue and serve: - (a) Breach of Condition Notices under the TCPA Section 187A (b) Planning Contravention Notices under the TCPA Section 171C (c) Notices requiring information under the TCPA Section 330 (d) To instruct the Head of Legal and Democratic Services to undertake prosecutions arising from failure to comply with (a), (b) and (c) above. |
| P18 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Minerals and Waste Policy Team Manager | Under the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 to (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 (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 (d) adopt a screening opinion before the issue of an enforcement notice pursuant to Regulation 32(1). |
| P19 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Minerals and Waste Policy Team Manager | Under the Conservation of Habitats & Species Regulations 2010 to make determinations and take actions in accordance with the requirements of: (a) Regulation 61 (assessment of implications for European Sites), Regulation 68 (grant of planning permission), and Regulation 102 (land use plans); (b) Regulation 63 (review of existing consents) and Regulation 69 (planning permission: duty to review); and (c) Regulation 73 (general development orders) and Regulation 75 (general development orders: approval of local planning authority). |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| P20 | Planning & Development Group Manager Minerals and Waste Policy Team Manager | To respond to consultations in respect of Mineral Consultation Areas. |
| P21 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To respond to consultations by adjoining Planning Authorities on applications for mineral working and waste disposal. |
| P22 | Planning and Development Group Manager Minerals and Waste Policy Team Manager | To respond to consultations by adjoining Planning Authorities on minerals and waste disposal plans. |
| P23 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To respond to notifications in respect of mineral exploration under Part 22 Class B of Schedule 2, and in respect of removal of material from Mineral Workings under Part 23 Class C of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995. S.I. 1995 No 418. ⁽¹⁾ |
| P24 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To determine applications for operational development, maintenance and safety work at Mineral Workings under Classes B and C of Part 19 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995. S.I. 1995 No 418. ⁽²⁾ |
| P25 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To determine applications for Certificates of Lawful Use or Development or proposed Use or Development in respect of specified County 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. |
| P26 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To respond to consultations by the Environment Agency under Schedule 5, Part 1, paragraph 6 of the Environmental Permitting (England and Wales) Regulations 2010. |
| P27 | Planning & Development Group Manager Planning Development Team | To respond to consultations and to submit observations on mixed-use development proposals involving minerals and waste related activities which are to be |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| | Manager Deputy Planning Development Team Manager | determined by the District Councils. |
| P28 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | 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. |
| P29 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager Planning Regulation 3 Team Leader | To determine whether a proposal constitutes permitted development under any part other than Part 22 Class B and Part 23 Class C of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1996. S.I. 1995 No. 418 |
| P30 | Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | 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. |
| P31 | Planning & Development Group Manager Planning Development Team Manager | To instruct the Head of Legal and Democratic Services to issue and serve: (a) Revocation Orders under S97 of the Town and Country Planning Act 1990 (b) Modification Orders under S97 of the Town and Country Planning Act 1990 (c) Prohibition Orders under paragraph 3 of Schedule 9 of the Town and Country Planning Act 1990 (d) Suspension Orders under paragraphs 5 and 6 of Schedule 9 of the Town and Country Planning Act 1990 |
| P32 | Planning and Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|--|
| P33 | Planning and Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | 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 |
| P34 | Planning and Development Group Manager Planning Development Team Manager Deputy Planning Development Team Manager | To serve notices under Schedules 13 and 14 of the Environment Act 1995 for the Review of Mineral Planning Permissions. |
| P35 | Planning & Development Group Manager Minerals and Waste Policy Team Manager | To make minor amendments/additional modifications, such as corrections, updating and re-wording/re-arranging, to development plan documents through the public examination process. |
| P36 | Planning & Development Group Manager Minerals and Waste Policy Team Manager | 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. |
| P37 | Planning & Development Group Manager Transport Development Planning Team Manager - West Transport Development Planning Team Manager - East Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | To serve notices and take any other necessary action under the Highways Act 1980 and the New Roads and Street Works Act 1991. |
| P38 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Planning Team Manager - East | (1) 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 |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|--|---|
| | | <p>has been satisfactorily completed.</p> <p>(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.</p> |
| P39 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Team Manager – East | To grant licences for the construction of buildings over highways in accordance with Section 177 of the Highways Act 1980. |
| P40 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Planning Team Manager - East Countryside Group Manager Countryside Access Team Manager | 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. |
| P41 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Planning Team Manager – East | 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. |
| P42 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Planning Team Manager - East | To authorise the acceptance of the free dedication of land for highway purposes and the payment of agreed legal and surveyors charges. |
| P43 | Planning & Development Group Manager Transport Development | 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 |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| | Planning Team Manager – West Transport Development Planning Team Manager - East Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | cases where he considers it necessary. |
| P44 | Planning & Development Group Manager | 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. |
| P45 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Team Manager - East Asset Planning Group Manager Flood and Water Services Manager | To determine applications for s23 Ordinary Watercourse Land Drainage Consent under Schedule 2 of the Flood and Water Drainage Management Act 2010. |
| P46 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Team Manager - East Asset Planning Group Manager Flood and Water Strategy Manager | To instruct the Head of Legal and Democratic Services to issue and serve: <ul style="list-style-type: none"> a) Advisory letters b) Warning letters c) Notices to enforce/prohibit/ carry out works d) To instruct the Head of Legal and Democratic Services to undertake prosecutions arising from failure to comply with a), b), and c) above. |
| P47 | Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | 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. |
| P48 | Countryside Group Manager | To exercise the powers under Rights of Way Act 1990. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|-----|---|---|
| | Countryside Access Team Manager Senior Countryside Access Officer | |
| P49 | Assistant Director Highways, Highways and Countryside Countryside Group Manager Countryside Access Team Manager | <p>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.</p> <p>Where no significant objection has been received or compensation is payable and after consultation with the Chairman of the relevant local committee, local member and Director of Legal and Democratic Services, to make all Public Rights of Way Orders under the Highways Act 1980, Wildlife & Countryside Act 1981 and Countryside and Rights of Way Act 2000, which comply with national legislation and County policy. To proceed to written representations, hearing or Inquiry where objections are maintained after an Order is made.</p> |
| P50 | Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | 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. |
| P51 | Countryside Group Manager Countryside Access Team Manager | To give the views of the Highway Authority on proposals for the diversion, creation and extinguishment of rights of way. |
| P52 | Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer | To authorise the erection of stiles or gates on public paths. |
| P53 | Planning & Development Group Manager Minerals and Waste Policy Team Manager | 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. |
| P54 | Planning & Development Group Manager Minerals and Waste Policy Team Manager | 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. |

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
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| P55 | Planning & Development Group Manager Transport Development Planning Team Manager – West Transport Development Planning Team Manager - East | To authorise the adoption of roads, forecourts and other made-up areas as highway maintainable at the public expense |

Explanatory Notes:

- (1) Part 22, Class B covers development in connection with mineral exploration. Part 23, Class C covers the removal of material from mineral workings. Both activities require the prior approval of the mineral planning authority.
- (2) Part 19, Classes B & C cover certain operational development and work of a maintenance or safety nature at mineral workings for which the prior approval of the mineral planning authority is required.

Waste Management and Minimisation

| No | TITLE OF POSTHOLDER | FUNCTIONS DELEGATED |
|----|--------------------------------|---|
| W1 | Assistant Director Environment | To carry out actions listed in annual European and Economic Development Action Plans as approved annually by the Cabinet. |
| W2 | Assistant Director Environment | 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. |
| W3 | Assistant Director Environment | 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. |
| W4 | Assistant Director Environment | 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. |
| W5 | Assistant Director Environment | Under Section 5 of the Refuse Disposal Amenity Act 1978, to recover prescribed charges for removal, storage and disposal of abandoned vehicles. |
| W6 | Assistant Director Environment | Under Section 52(3) of the Environmental Protection Act 1990, to determine to which third party organisations recycling credit payments should be made. |
| W7 | Assistant Director Environment | Under Section 51 of the Environmental Protection Act 1990, exercise the duties of the Waste Disposal Authority, including giving direction to Waste Collection Authorities under S51 (4) and S51(4A, 4B, 4C and 4D) |