

**Part 3 Specific Delegation to Officers (Orbis)**

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

Page 105

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

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

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

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

ORB13	Property Services	<p>To request the Head of Legal and Democratic Services to take appropriate action in respect of:</p> <ul style="list-style-type: none"> <li>• 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;</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul>	<p>Estates Manager</p> <p>Asset Strategy Partner(s)</p> <p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager Schools &amp; Capital Programmes Manager</p> <p>Asset Strategy Manager(s)</p>
ORB14	Property Services	<p>To approve the sale of marketable trees, which, as part of the functions of estate management, require to be felled, and of other similar items which require to be disposed of in the interests of efficient estate management.</p>	<p>Estate Manager</p> <p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s)</p>
ORB15	Property Services	<p>To give written notice of the proposed development of land vested in the Council, in accordance with the provisions of the Town &amp; County Planning General Regulations 1976.</p>	<p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager Schools &amp; Capital Programmes Manager</p>

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

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

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



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

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

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

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

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

This page is intentionally left blank