Section 3, Part 3A Specific Delegation to Officers

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

CHIEF EXECUTIVE'S OFFICE

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

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

LEGAL, DEMOCRATIC AND CULTURAL SERVICES

No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
LDC1	Legal and Democratic Services	To authorise and witness the sealing of any documents or to sign any documents necessary to give effect to a decision of the Cabinet, a Cabinet Member, the Council (or any part of it) or an officer acting under delegated powers.	Director of Legal, Democratic and Cultural Services Legal Services Manager Senior Principal Lawyers Principal Lawyers
LDC2	Legal and Democratic Services	To be the custodian of the common seal of the Council and to determine the nature or type of documents to be sealed.	Director of Legal, Democratic and Cultural Services Legal Services Manager
LDC3	Legal and Democratic Services	**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 **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. **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). **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	Director of Legal, Democratic and Cultural Services Legal Services Manager Senior Principal Lawyers Principal Lawyers Senior Lawyers

		document, which the Council is required to give, make or issue.	
LDC4	Legal and Democratic Services	To update the Constitution, and in particular the Scheme of Delegation, following structural reorganisation of the Council where the only change is to the title of the post holder receiving the delegation, provided there is no reduction in the management level to which the delegation is made.	Director of Legal, Democratic and Cultural Services Legal Services Manager
LDC5	Legal and Democratic Services	Where no objection has been received, to determine applications to register land as a Town or Village Green under the Commons (Registration of Town or Village Greens) (Interim Arrangements) (England) Regulations 2007	Director of Legal, Democratic and Cultural Services Legal Services Manager
LDC6	Cultural Services	To ensure the delivery of Cultural Services in accordance with the duties imposed upon the authority by legislation	Head of Cultural Services
LDC7	Cultural Services	To meet the requirements of the Public Libraries and Museums Act 1964, e.g. display of sensitive material, use of mobile libraries	Head of Cultural Services Library Service Manager
LDC8	Cultural Services	To supply information required to the Department of Culture, Media & Sport	Head of Cultural Services Library Service Manager
LDC9	Cultural Services	To exercise the powers under the Library Bylaws and Regulations, e.g. temporary closure of libraries in extenuating circumstances, exclusion of library users, setting of loan periods and fees and discounts where applicable	Library Managers, Mid, East North-West and South West Surrey Heritage Manager

LDC10	Cultural Services	In consultation with the Chairman of the Local Committee or, in relation to Surrey Performing Arts Library, the relevant Portfolio Holder, to approve changes amounting to no more than 15% of a library's total hours of opening (whether managed directly by Surrey County Council or under a community partnership agreement)	Library Managers, Mid, East North-West and South West Surrey Head of Cultural Services/ Library Operations Manager (in relation to Surrey Performing Arts Library)
LDC11	Cultural Services	Within their area of responsibility to make grants to local groups within budget	Senior Manager Surrey Arts Heritage Manager
LDC12	Cultural Services	Performing Arts Library: To deliver the service under the terms of the Service Level Agreement with West Sussex County Council	Senior Manager Surrey Arts
LDC13	Cultural Services	To provide the service to the Surrey Museums Consultative Committee in accordance with its terms of reference.	Heritage Manager Heritage Partnership and Learning Team Manager
LDC14	Cultural Services	To safeguard and to make available records under the Public Records Acts 1958 as amended, the Parochial Registers and Records Measure 1978 and the Manorial Documents Rules (Law of Property Amendment Act 1925), the Local Government Act 1972, Section 224 and the Local Government (Records) Act 1962.	Heritage Manager Heritage Stewardship and Preservation Team Manager
LDC15	Cultural Services	To access sensitive or confidential material in accordance with Department of Health guidelines, Coroners' Rules and the Data Protection Acts of 1984 and 1998 and the Freedom of Information Act (as subsequently amended).	Heritage Manager Heritage Public Services Team Manager
LDC16	Cultural Services	To permit the use of material in accordance with the Copyright Acts	Heritage Manager Heritage Public Services Team Manager Heritage Conservation Team Manager Heritage Preservation and Stewardship Team Manager

LDC17	Cultural Services	To enter into agreements with developers and others to ensure that archaeological work in connection with proposed or consented development is carried out.	Heritage Manager Heritage Enterprise Team Manager
LDC18	Cultural Services	To establish procedures relating to heritage assets to be owned or loaned to SCC.	Heritage Manager
LDC19	Cultural Services	To promote Heritage based learning and manage learning events and activities.	Heritage Manager
LDC20	Cultural Services	To apply for funding and enter into agreements with external funders to enable heritage activities to be carried out, in consultation with the Director of Finance.	Heritage Manager
LDC21	Cultural Services	To enter into agreements with partners to enable and ensure that heritage activities are carried out.	Heritage Manager
LDC22	Cultural Services	To manage a Heritage Environment Record for Surrey.	Heritage Conservation Team Manager
LDC23	Cultural Services	To meet the requirements of the Learning & Skills Act 2000 to secure learning for adults, ensuring that the needs of adults with learning difficulties are considered.	Adult Learning Manager
LDC24	Cultural Services	To produce an annual Adult Learning Plan and submit this to the Learning & Skills Council (LSC).	Adult Learning Manager
LDC25	Cultural Services	To report to the LSC information required, in particular regarding Individual Learner Records.	Adult Learning Manager
LDC26	Cultural Services	In connection with section 106 Town and Country Planning Act 1990, to approve the nature and value of contributions to be made by developers in relation to libraries provision after consultation with the Head of Property where these include possible property transactions	Libraries Operations Manager

ADULT SOCIAL CARE AND PUBLIC HEALTH

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
APH1	Adult Social Care	Carry out an assessment of an adult's, carer's, child's (where it appears the child is likely to have needs for care and support after becoming 18) or young carer's needs for care and support, under s9-12 and s58-66 of the Care Act 2014	Social Care Assistant
APH2	Adult Social Care	Decision to appoint an independent advocate under s67 and s68 of the Care Act 2014	Social Worker Occupational Therapist Social Care Practitioner
APH3	Adult Social Care	Decision as to whether an adult or carer is eligible for care and support under s13 of the Care Act 2014	Social Care Assistant
APH4	Adult Social Care	Carry out a financial assessment under s17 of the Care Act 2014	Financial Assessment and Benefits Advisor
APH5	Adult Social Care	Decision to grant enhanced authority to a named social care worker[1], so that the named social care worker can, under s26 of the Care Act 2014: • Authorise an adult's care and support plan up to the value of the Resource Allocation System (RAS)* • Authorise a carer's support plan up to the value of £50 per week *Excluding placements in residential and nursing care	Team Manager
APH6	Adult Social Care	Under s26 of the Care Act 2014, decision to:	Team Manager

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

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		• Authorise the care and support plan of an adult aged over 65 when it is proposed that the indicative weekly budget (IWB) be exceeded by up to 10%	
APH7	Adult Social Care	Under s26 of the Care Act 2014, decision to: • Authorise the care and support plan of an adult aged over 65 when it is proposed that the indicative weekly budget (IWB) be exceeded by 11% or more • Authorise the care and support plan of a working age adult when it is proposed that the indicative weekly budget (IWB) be exceeded by any amount • Authorise an adult's care and support plan when it is proposed that the adult be placed in residential or nursing care • Authorise a carer's support plan valued at £51 per week or more	Senior Manager
APH8	Adult Social Care	Under s31 and 33 of the Care Act 2014, decision to make a direct payment to an adult or a nominated person	Social Care Assistant
APH9	Adult Social Care	Under s32-33 of the Care Act 2014, decision to make a direct payment to an authorised (suitable) person	Social Worker Occupational Therapist Social Care Practitioner
APH10	Adult Social Care	Decision to fund a property adaptation following an assessment under s26 of the Care Act 2014	Senior Manager (OT qualified)
APH11	Adult Social Care	Under s34 of the Care Act 2014, and in consultation with the relevant budget holder, decision to enter into a deferred payment agreement.	Information Assistant
APH12	Adult Social Care	Carry out a review of a care and support plan or	Social Care Assistant

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		support plan under s27 of the Care Act 2014	
APH13	Adult Social Care	Decision to share information with a relevant partner regarding an adult or carer with needs for care and support under s7 of the Care Act 2014	Team Manager
APH14	Adult Social Care	Carry out a mental capacity assessment under s3 of the Mental Capacity Act 2005 Make best interest decisions under s4 of the Mental Capacity Act 2005 Instruct an Independent Mental Capacity Advocate under s39 of the Mental Capacity Act 2005 (and associated regulations)	Social Worker Occupational Therapist Social Care Practitioner
APH15	Adult Social Care	In accordance with the provisions of s4A and Schedule A1 of the Mental Capacity Act 2005, decision to authorise a named Senior Manager or other officer to carry out specific functions under the Deprivation of Liberty Safeguards provisions of the Mental Capacity Act, including: • Approve Best Interest Assessors • Grant an extension of an Urgent Authorisation to a Managing Authority • Appoint Assessors • Review authorisations • Appoint a Relevant Persons Representative • Authorise a Managing Authority to deprive a person of their liberty • Make conditions in respect of an authorisation	Senior Practice Development Manager Deputy Director for Adult Social Care
APH16	Adult Social Care	Decision to make an application to the Court of Protection for a declaration under s15 of the Mental Capacity Act 2005	Senior Practice Development Manager Area Director

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
APH17	Adult Social Care	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	Senior Practice Development Manager Head of Resources and Caldicott Guardian
APH18	Adult Social Care	To approve appointments of individuals to act as Approved Mental Health Professionals under s114 of the Mental Health Act 1983 or to suspend or end such approvals	Deputy Director for Adult Social Care
APH19	Adult Social Care	Decision to accept that the Council is the responsible local authority for an individual under s117 of the Mental Health Act 1983	Senior Manager
APH20	Adult Social Care	Decision to accept a person to guardianship under s7 or s37 of the Mental Health Act 1983 Decision to agree a transfer of a person from hospital to guardianship under s19 of the Mental Health Act 1983 Decision to authorise or agree a transfer of a person from the guardianship of one guardian to another under s19 of the Mental Health Act 1983 Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a guardian on behalf of the Council Decision to propose a named person to fulfil the day-to-day functions and responsibilities of a nearest relative on behalf of the Council under s29 of the Mental Health Act	Senior Practice Development Manager Deputy Director for Adult Social Care
APH21	Adult Social Care	Decision to:	Head of Quality Assurance and Strategic

No.	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		• Make and terminate enquiries (statutory and non-statutory) • Decision to initiate the Provider Failure Protocol • Decision to call a Large Scale Enquiry	Safeguarding Team Manager
APH22	Adult Social Care	Decision to: • Undertake an internal review as a result of an investigation or Large Scale Enquiry recommendation • Commission an independent investigation	Head of Quality Assurance and Strategic Safeguarding Senior Manager
APH23	Adult Social Care	Decision to agree a response to a complaint	Team Manager
APH24	Adult Social Care	Decision to exclude an individual from Council premises	Area Director Assistant Director for Service Delivery
APH25	Adult Social Care	Decisions relating to adult social care staff deployment during a civil emergency between 9am and 5pm Monday to Friday	Area Director
APH26	Adult Social Care	Decisions relating to adult social care staff deployment during a civil emergency at times outside of 9am and 5pm Monday to Friday	Senior Manager (who is emergency on-call)
APH27	Adult Social Care	In consultation with the Cabinet Member for Adult Social Care, Wellbeing and Independence, decision to approve pooled budget agreements for the integration of health and social care	Strategic Director for Adult Social Care and Public Health Director of Finance
APH28	Adult Social Care	Decision, where appropriate in compliance with Procurement Standing Orders, to authorise a person to exercise a function on behalf of the Adult Social Care Directorate under s79 of the Care Act 2014	Strategic Director for Adult Social Care and Public Health

CHILDREN, SCHOOLS AND FAMILIES

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF1	Children's Services	Decisions on outcome of referrals and assessments	Assistant Team Manager
CSF2	Children's Services	Responsibility to assess case and make recommendations	Case Holder
CSF3	Children's Services	Responsibility to call a Child in Need Planning or review meeting	Team Manager
CSF4	Children's Services	Chairing of Child in Need meeting and reviews	Assistant Team Manager
CSF5	Children's Services	Authorisation to commence Public Law Outline	Area Head of Service/ Head of Countywide Services i.e. for CWD where care proceedings may be initiated. In absence of Head of Countywide Services function delegated to Service Manager for

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			CWD
CSF6	Children's Services	Agreeing to accommodate a child (S20)	Area Head of Service / Head of Countywide Services
CSF7	Children's Services	Agreement to discharge a child who is accommodated under Section 20, 1989 Children Act	Area Head of Service / Head of Countywide Services
CSF8	Children's Services	Decision to apply for an EPO (Emergency Protection Order)	Team Managers following strategy discussion. In exceptional circumstances, where delay would place the child at risk, delegated to Assistant Team Managers
CSF9	Children's Services	Decision to instigate care proceedings in any court	Area Head of Service In exceptional circumstances, where delay would place the child at risk- delegated to Team Manager.
CSF10	Children's Services	Decision to apply for any of the following under the Children Act 1989: Child Assessment order, Child Safety Order; section 8 order	Area Head of Service
CSF11	Children's Services	Signing of applications to court	Team Manager
CSF12	Children's Services	Endorse applications to court	Area Heads of Service
CSF13	Children's Services	Signing of care plans to court	Area Head of Service
CSF14	Children's Services	Decision to apply for discharge of care order	Team Manager following Children Looked After (CLA) Statutory Review and in consultation

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			with Area Head of Service
CSF15	Children's Services	Lead on Progressing and Monitoring implementation of Child in Need and Core Group Meetings	Case holder and Team Manager
CSF16	Children's Services	Agreement to place with foster carers	Area Head of Service/ Head of Countywide Services
CSF17	Children's Services	Agreement to place with Independent Fostering Arrangements	Area Head of Service in consultation with Head of Countywide Services
CSF18	Children's Services	Agreement to out of county residential placement	Head of Countywide Services
CSF19	Children's Services	Authority to change a child's placement in an unplanned way	Area Head of Service in consultation with Care Services Manager - can be referred to Head of Countywide Services if necessary e.g. out of county placement
CSF20	Children's Services	Authority to postpone a CLA Review beyond statutory time limits	Head of Safeguarding with child's Area Head of Service
CSF21	Children's Services	Carrying out of statutory visits for CLA	Case holder
CSF22	Children's Services	Missing Children from Care: notify police, senior	Registered Manager to inform Care Services Manager who informs Head of Countywide

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		managers	Services & Assistant Director Children's Services Registered Manager informs social worker and Team Manager **Ref : 'The Arrangements for Identifying and Responding to Missing Children and** **Young People'**
		Death of a child in care	
CSF23	Children's Services	Notify Area Head of Service	Team Manager / Assistant Team Manager
CSF24	Children's Services	Notify the Assistant Director	Area Head of Service and Head of Countywide Services
CSF25	Children's Services	Notify parent in conjunction with social worker	Area Head of Service
CSF26	Children's Services	Notify Director	Assistant Director Children's Services
CSF27	Children's Services	Inform Cabinet Member	Assistant Director Children's Services
CSF28	Children's Services	Notifying Ofsted / Children's Services Advisor GOSE after consultation with the Assistant Director	Head of Safeguarding in consultation with child's Area Head of Service
		Children Looked After	
CSF29	Children's Services	Consent to: Immunisation / vaccination (e.g. meningitis)	Area Head of Service /Head of Countywide Services if not able to be obtained from parent

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF30	Children's Services	Consent to emergency treatment	Area Head of Service/ Head of Countywide Services if not able to be obtained from parent
CSF31	Children's Services	Consent to surgery	Area Head of Service/ Head of Countywide Services if not able to be obtained from parent
CSF32	Children's Services	Consent to contraceptive treatment	Area Head of Service /Head of Countywide Services if not able to be obtained from parent
CSF33	Children's Services	Consent to marriage of CLA	Area Head of Service / Head of Countywide Services if not able to be obtained from parent
CSF34	Children's Services	Consent to termination of pregnancy and HIV testing of CLA	Area Head of Service / Head of Countywide Services if not able to be obtained from parent in consultation with young person (if Fraser competent)
CSF35	Children's Services	Signing a passport application of CLA	Area Head of Service / Head of Countywide Services (applicant signatory) Social worker (counter signatory)
CSF36	Children's Services	Authorising a trip abroad for CLA	Area Head Of Service / Head of Countywide Services –Assistant Director Children's Services will be informed of all trips aboard

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF37	Children's Services	Authorising request for DBS checks on children's carers	Team Manager
CSF38	Children's Services	Decision to take further action regarding CRB check results	Area Head of Service / Head of Countywide Services
CSF39	Children's Services	Consent to criminal proceedings being initiated for criminal damage (where this has occurred on Council property) against a young person in a residential unit	Registered Manager following consultation with the relevant Team Manager - Head of Countywide Services to be informed along with the Assistant Director Children's Services
CSF40	Children's Services	Case allocation / closure	Assistant Team Manager
CSF41	Children's Services	Authority to place CLA at home or with person who has parental responsibility	Assistant Director Children's Services following recommendation from Area Head of Service (Placement of Children with Parents Regulations. Request for Placement with Parents to be sent to Assistant Director Children's Services 7 days prior to court date)
CSF42	Children's Services	High cost Care Plans - advance consultation and agreement between senior managers (decision making not permitted by Level 5 & 6 managers)	Area Head of Service in consultation with Head of Countywide Services
CSF43	Children's Services	Authority to place CLA with regulation 38 carers (family and friends)	Area Head of Service
CSF44	Children's Services	Authority to place siblings separately short term	Team Manager
CSF45	Children's Services	Agreement to suspend contact (child on Care Order Section 34 (6) Children Act 1989) and application for order relating to contact under	Area Head of Service with legal advice

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		section 34	
CSF46	Children's Services	Notification of all persons concerned in relation to a decision to suspend contact	Team Manager in conjunction with legal staff
CSF47	Children's Services	Contact at discretion of Local Authority following CLA Review and a risk assessment	Team Manager
Secure Accommodation			
CSF48	Children's Services	Makes application to Assistant Director for Secure Accommodation who takes responsibility for each placement and must record her/his reasons for the decision and attach these to the report.	Area Head of Service/ Head of Countywide Services
CSF49	Children's Services	Authority to endorse secure application	Assistant Director Children's Services
CSF50	Children's Services	Authority to progress secure application for under 13 year old to Secretary of State	Assistant Director Children's Services
Residence Orders			
CSF51	Children's Services	To recommend to ATM or TM and for TM to seek agreement from Area Head of Service	Social worker
CSF52	Children's Services	Departmental agreements to fund an application to apply for Residence Order	Area Head of Service
CSF53	Children's Services	Departmental agreement to fund an application for a Special Guardianship Order	Area Head of Service

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF54	Children's Services	Departmental approval for Kinship Care Placement	Area Head of Service in consultation with Team Manager
CSF55	Children's Services	Authorisation of payments for residence order and special guardianship order allowances in excess of the agreed scheme in exceptional circumstances	Head of Countywide Services
		Child Protection	
CSF56	Children's Services	Decision to initiate Section 47 Enquiry	Team Manager
CSF57	Children's Services	Decision not to see the child / young person as part of the enquiry within 24 hours	Area Head of Service
CSF58	Children's Services	Decision to call Initial Child Protection Conference following Section 47 enquiry	Team Manager in consultation with Area Head of Service
CSF59	Children's Services	Decision not to call Initial Child Protection Conference following Section 47 enquiry	Area Head of Service
CSF60	Children's Services	Signing Child Protection Plans	Area Head of Service / Team Manager
CSF61	Children's Services	Chairing of Initial Child Protection Conferences	Chairs of Child Protection Conferences (Safeguarding Unit)
CSF62	Children's Services	Chairing of Review Child Protection Conferences	Independent Reviewing Officer
CSF63	Children's Services	Decision to remove child from Child Protection	Chair of Child Protection Panels

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		Plan	
		Foster Care & Adoption	
CSF64	Children's Services	Approval or rejection of foster carers with any relevant conditions after recommendations from fostering panels	Level 4 manager as designated by Assistant Director Children's Services
CSF65	Children's Services	Decisions relating to foster care allowances and financial assistance for foster carers	Head of Countywide Services
CSF66	Children's Services	Appointment of members of adoption panels and fostering panels	Care Services Manager
CSF67	Children's Services	Decision to make a prohibition notice or requirements in respect of private foster carers	Care Services Manager
CSF68	Children's Services	Approval of prospective adoptive parents and approval that children should be placed for adoption and approvals of placement of a child with an adoptive family following recommendations from adoption panel	Level 4 manager as designated by Assistant Director Children's Services
CSF69	Children's Services	Decisions relating to adoption allowances and to pay legal costs for adopters in adoption cases	Head of Countywide Services
CSF70	Children's Services	Authorisation of applications under Adoption and Children Act 2002	Area Head of Service
		Data Protection	
CSF71	Children's Services	Authorisation of restricted access in relation to a	Area Head of Service

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

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

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF82	Schools and Learning	To review and report to the Secretary of State annually on the supply of places.	Strategic Lead for School Commissioning
CSF83	Schools and Learning	To ensure compliance with class size of 30 legislation.	Strategic Lead for School Commissioning
CSF84	Schools and Learning	To publish information as to schools' admission arrangements.	Principal Managers for Admissions & Transport
CSF85	Schools and Learning	To enable parents to express a preference as to the school their child is to attend in accordance with any scheme for coordinating the arrangements for admissions with those of other admission authorities.	Principal Managers for Admissions & Transport
CSF86	Schools and Learning	To comply with any preference expressed in accordance with the Authority's arrangements, and any scheme for coordinating these arrangements with those of other admission authorities unless compliance with the preference would prejudice the provision of efficient education use of resource.	Principal Managers for Admissions & Transport
CSF87	Schools and Learning	To consult, at least once in every year, as to the proposed admission arrangements for schools.	Principal Managers for Admissions & Transport
CSF88	Schools and Learning	To make arrangements for the provision of such free transport as the Authority considers necessary to facilitate the attendance of pupils at schools.	Principal Managers for Admissions & Transport

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF89	Schools and Learning	To require a maintained school to accept a pupil named in a school Attendance Order.	Assistant Director for Schools and Learning
CSF90	Schools and Learning	To direct a maintained school to admit a child who would otherwise be without a place.	Assistant Director for Schools and Learning
CSF91	Schools and Learning	To ensure that appropriate provision is made for pupils who have special educational needs.	Head of Additional and Special Educational Needs
CSF92	Commissioning and Prevention	To ensure sufficient childcare places for working parents and to offer advice, guidance and support on meeting national standards.	Head of Early Help
CSF93	Commissioning and Prevention	Duty to keep day care arrangements under review in conjunction with the local authority.	Head of Early Help
CSF94	Schools and Learning	To identify those children with special education needs which call for the authority to determine the special education provision which should be made for them and to review statements of special educational need or Educational Health and Care Plans on an annual basis.	Head of Additional and Special Needs
CSF95	Schools and Learning	To ensure that, subject to qualifications, children with special needs are educated in the most appropriate mainstream or specialist setting.	Head of Additional and Special Needs
CSF96	Commissioning and Prevention	To discharge duties regarding the creation of early education places for 3 and 4 year olds under the relevant statutory plans.	Head of Early Help

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF97	Commissioning and Prevention	To support and service the work of the Early Years and Childcare Partnership.	Head of Early Help
CSF98	Commissioning and Prevention	To ensure that there is effective partnership working to support the provision of early education and childcare.	Head of Early Help
CSF99	Commissioning and Prevention	To ensure that there is the development of an integrated approach to early education and childcare and in particular through the programme of developing children's centres.	Head of Early Help
CSF100	Schools and Learning	To keep special education arrangements under review.	Assistant Director for Schools and Learning
CSF101	Schools and Learning	In connection with section 106 Town and Country Planning Act 1990, to approve the nature and value of contributions to be made by developers in relation to educational provision after consultation with the Head of Property where these include possible property transactions	Strategic Lead for School Commissioning
CSF102	Commissioning and Prevention	To manage youth centres, outdoor education centres and neighbourhood based youth work To suspend or permanently exclude young people from centres or work in exceptional circumstances	Assistant Director for Services for Commissioning and Prevention
CSF103	Commissioning and Prevention	To assist if requested the local authority's investigations of young people who have suffered or may have suffered `significant harm'	Assistant Director for Services for Commissioning and Prevention

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF104	Commissioning and Prevention	To deliver the service under the terms of Service Level Agreements with the voluntary sector and with Surrey Connexions.	Assistant Director for Services for Commissioning and Prevention
CSF105	Schools and Learning	To implement and manage the local Duke of Edinburgh Scheme	Assistant Director for Services for Commissioning and Prevention
CSF106	Schools and Learning	To secure the admission of a pupil excluded from school to a place at another maintained school	Assistant Director for Schools and Learning
CSF107	Schools and Learning	To secure provision of education 'otherwise than at school' where necessary to meet a pupil's need	Assistant Director for Schools and Learning
CSF108	Schools and Learning	To ensure that the parent complies with his duty under Section 7 of the 1996 Education Act to cause his child of compulsory school age to receive efficient full-time education suitable to his age, abilities and aptitudes whether by regular attendance at school or otherwise and to authorise the prosecution of parents who fail to comply with this duty under Section 444 of the Education Act 1996.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF109	Schools and Learning	Under Section 447 of the Education Act 1996, to consider whether an Education Supervision Order would be in the better interests of a child than prosecution of parents under Section 444 of the Education Act 1996 and to issue an application for an education supervision order under Section 36 of the Children Act 1989 where appropriate.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CSF110	Schools and Learning	Under Section 437 of the Education Act 1996 to serve a school attendance order on the parent of a child of compulsory school age who does not appear to be receiving suitable education and to authorise the prosecution of parents who fail to comply with such an order under Section 443 of the Education Act 1996.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF111	Schools and Learning	Under Section 444A and 444B of the Education Act 1996 and Section 105 of the Education and Inspections Act 2006 to issue penalty notices.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF112	Schools and Learning	Under s223 of the Local Government Act 1972, these officers are authorised to prosecute, defend or appear in legal proceedings on behalf of the authority in relation to sections 443, 444, 446 and 559 of the Education Act 1996, section 36 of the Children Act 1989, section 20 of the Anti Social Behaviour Act 2003 and Section 103 of the Education and Inspections Act 2006.	Area Education Welfare Managers Court Presentation Officer Assistant Court Presentation Officer
CSF113	Commissioning and Prevention	To approve Youth Small Grants of £5,000 and under, in consultation with the relevant Local Committee and/or the Local Youth Task Group Chairman and the Divisional Member.	Head of Market Strategy
CSF114	Commercial Services	Acquisitions and disposal of services, supplies and equipment Submit tenders and quotations for external contracts and internal arrangements Employ staff to meet requirements of contracts in accordance with specifications and trade levels.	Head of Commercial Services Regional Manager Operations Manager Finance Manager
CSF115	Commercial Services	Acquisitions and disposal of equipment.	Premises Manager

No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER

COMMUNITY PARTNERSHIP TEAM

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CPT1	Community Partnerships Team	To manage and authorise expenditure from a budget delegated to the Local Committee in accordance with the Local Committee's decisions	Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders
CPT2	Community Partnerships Team	To make decisions on approval of Member Allocations in consultation with individual Members or the relevant local committee Chairman where it is not possible to obtain the individual Member's views.	Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders
CPT3	Community Partnerships Team	To make decisions on the approval of Local Committee Capital Allocations following consultation with all County Members on the relevant Local Committee.	Community Partnership Manager Community Partnership Team Leaders
CPT4	Community Partnerships Team	To manage and authorise expenditure from the Community Improvement Fund budget in accordance with the Leader's decisions.	Lead Manager Community Partnership Team Community Partnership Manager Community Partnership Team Leaders
CPT5	Community Partnerships Team	To determine applications made under the Repair and Renew Grant Scheme in accordance with the guidance agreed with Defra	Community Partnership Manager Community Partnership Team Leaders Senior Policy and Performance Manager, Customers and Communities Directorate Support

SURREY FIRE AND RESCUE SERVICE

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
FR1	Fire and Rescue	To exercise the powers of the County Council as Fire and Rescue Authority pursuant to the Regulatory Reform (Fire Safety) Order 2005 as follows:	
FR1A	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Group Manager (Protection) Area Commander (Community Risk Reduction)	To sign and serve any Alterations Notice on behalf of Surrey County Council as the Fire and Rescue Authority
FR1B	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Group Commander (Protection) Assistant Group Commander (Protection) Area Commander (Community Risk Reduction)	To withdraw any Alterations Notice served on behalf of Surrey County Council as the Fire and Rescue Authority
FR1C	Fire and Rescue	Assistant Chief Fire Officer	To sign and serve any Enforcement Notice on behalf of Surrey County Council as the Fire and Rescue Authority

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
		Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection)	
FR1D	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection) Watch Commander (Protection)	To withdraw any Enforcement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority
FR1E	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander Assistant Group Commander (Protection)	To sign and serve any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority
FR1F	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection)	To sign any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
FR2	Fire and Rescue	To exercise the powers of the County Council as Fire and Rescue Authority pursuant to Fire Safety and Safety of Places of Sport Act 1987 and The Safety of Sports Ground Act 1975 as follows:	
FR2A	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection)	To sign any Prohibition Notice on behalf of Surrey County Council as the Licensing Authority
FR2B	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Assistant Group Commander (Protection) Safety at Sports Grounds Advisor	To withdraw any Prohibition Notice served on behalf of Surrey County Council as the Licensing Authority
FR2C	Fire and Rescue	Assistant Chief Fire Officer Deputy Assistant Chief Fire Officer Area Commander Group Commander (Protection) Safety at Sports Grounds Advisor	To sign any General Safety Certificate or Special Safety Certificate on behalf of Surrey County Council as the Licensing Authority
FR2D	Fire and Rescue	Assistant Chief Fire Officer	To sign any Amendment Notice, Cancellation Notice, Transfer Notice on behalf of Surrey County Council as the Licensing Authority

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

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

No	Service area	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
			engines and crew.

BUCKINGHAMSHIRE AND SURREY COUNTY COUNCIL JOINT TRADING STANDARDSSERVICE

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

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

No	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
	Legal and Investigations Manager Business Development Manager Public Health and Compliance Manager Intel and Prioritisation Manager Senior Legal Officer	B. To initiate restraint and/or confiscation proceedings under the Proceeds of Crime Act 2002 in the Crown Court C. (Community Protection Manager only) To authorise senior trading standards officers to appear in any proceedings relating to trading standards, weights and measures, consumer protection, public safety and other related legislation before any Court of summary jurisdiction or in the County Court
TS5	Head of Trading Standards Assistant Head of Trading Standards	To approve in consultation with the Director of Finance, the future level of fees and any revisions calculated by the Local Authority Co-ordinators of Regulatory Services
TS6	Head of Trading Standards Assistant Head of Trading Standards	To authorise directed surveillance and the use of covert human intelligence sources (other than those authorisations that are likely to lead to the disclosure of confidential information, or where a juvenile or vulnerable individual is used as a source, which can only be authorised by the Chief Executive or in his absence a Director acting as his Deputy) and to keep the Council's central record of such authorisations in accordance with the Regulation of Investigatory Powers Act 2000.
TS7	Head of Trading Standards Assistant Head of Trading Standards	To authorise Communications Data checks on submission from the Single Point of Contact under the Regulation of Investigatory Powers Act 2000 and to keep the Council's central record of such authorisations in accordance with the Regulation of Investigatory Powers Act 2000
TS8	Strategic Director for Customers and Communities Head of Trading Standards	To make arrangements with another local authority for it to carry out an investigation and initiate and conduct any legal proceedings relating to a cross-border matter where it is agreed that the other local authority should take the lead; the other authority will bear the costs and any liability arising from such proceedings
TS3	Community Protection Manager Policy and Operations Manager	To appoint inspectors, enforcement, sampling and other officers as the nominee of the Head of Paid Service

No	TITLE OF POSTHOLDER	FUNCTIONS DELEGATED
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

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI1	Highways and Transportation	To approve the placing of street furniture and small structures within highway limits, and to approve the placing of apparatus over, in or under the highway, in accordance with S.50 New Roads and Street Works Act 1991, including the erection of posts and bollards, and the laying of pipes and other incidental works, including hard-standing.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Bus Service Planning Team Manager Transport Projects Team Manager Street Scene Team Leader
EAI2	Highways and Transportation	To approve the adjacent installation, and/or attachment of pipes or cables, and the laying of ducts in and to bridges, and to highway structures.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager Senior Structural Engineer
EAI3	Highways and Transportation	To deal with applications for the construction of carriage crossings over footways and verges and to construct such crossings.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer
EAI4	Highways and Transportation	To erect fences (including guard rails), boundary posts, and, in emergencies, barriers and to install refuse or storage bins on the highway.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager Network & Asset Management Group Manager Countryside Group Manager Countryside Access Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Senior Countryside Access Officer, Maintenance & Enforcement
EAI5	Highways and Transportation	To serve notices and take any other necessary action under the New Roads and Street Works Act 1991 and Traffic Management Act 2004	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Works Delivery Group Manager Network & Asset Management Group Manager Traffic and Streetworks Manager Streetworks Team Manager
EAI6	Highways and Transportation	To grant permission for the deposit of builders' skips on the highway, for the erection of scaffolding referred to in S. 169 of the Highways Act 1980, (subject if necessary to technical approval having first been obtained), and to require the removal or repositioning of such skips or scaffolding.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Principal Highway Maintenance Engineer Customer Service & Improvement Manager
EAI7	Highways and Transportation	To grant and withdraw licences for the planting and maintenance of trees, plants or grass in the highway pursuant to s.142 of the Highways Act 1980	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Customer Service & Improvement Manager Area Highways Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement
EAI8	Highways and Transportation	To take action under the various provisions of the Highways Act 1980 or any statutory modification or re-enactment thereof, to carry out routine maintenance of the highway and to facilitate the prompt removal of	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		encroachments, obstructions and dangers from the highway.	Principal Highway Maintenance Engineer Highway Maintenance Engineer Infrastructure Schemes Manager Pavement Manager Compliance Team Leader Network & Asset Management Group Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Senior Countryside Access Officer, Legal Definition Enforcement Officer
EAI9	Highways and Transportation	To exercise all the functions and duties of the County Council under S. 132 of the Highways Act 1980 in relation to the removal of any picture, letter, sign or other mark painted inscribed or affixed upon the surface of a highway or upon any tree or structure, or works on or in a highway.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Infrastructure Schemes Manager Compliance Team Leader Works Delivery Group Manager Area Team Manager Principal Highway Maintenance Engineer Highway Maintenance Engineer Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Enforcement Officer
EAI10	Highways and Transportation	To exercise the powers delegated in T9 above on or in a highway structure owned by the County Council.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Team Manager Principal Highway Maintenance Engineer

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Highway Maintenance Engineer Works Delivery Group Manager Infrastructure Schemes Manager
EAI11	Highways and Transportation	To grant licences for the construction of private bridges over the highway in accordance with S. 176 of the Highways Act 1980.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager
EAI12	Highways and Transportation	To close roads or other public rights of way for a period not exceeding 21 days pursuant to s14 (2) Road Traffic Regulation Act 1984.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Network & Asset Management Group Manager Countryside Group Manager Countryside Access Team Manager Asset Planning Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Senior Countryside Access Officer, Legal Definition Infrastructure Schemes Manager Parking Strategy and Implementation Team Manager Transport Infrastructure Manager Traffic and Streetworks Manager Planned Maintenance Team Manager
EAI13	Highways and Transportation	To authorise any person to enter onto land for the purpose of carrying out drainage works as laid down in s100 of the Highways Act 1980 and s287 of the Public Health Act 1936 after due notice has been served.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI14	Highways and Transportation	Following consultation with the Environment Agency to serve notices under s25 Land Drainage Act 1991 and in default of compliance with the notice to authorise any person to enter onto land to carry out works in default and to recover any expenses incurred in doing so	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager Strategic Network Resilience Manager
EAI15	Highways and Transportation	To consider Compulsory Purchase Orders affecting the highway and other Orders made by the Secretary of State and, subject to prior consultation with the Head of 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.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Transport Infrastructure Manager
EAI16	Highways and Transportation	To authorise the construction of schemes (other than bridge maintenance or strengthening) approved by the Local Committee or the Cabinet.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Works Delivery Group Manager Infrastructure Schemes Manager Transport Infrastructure Manager Design Programme Manager
EAI17	Highways and Transportation	To authorise a programme of bridge maintenance and the construction of approved bridge strengthening schemes subject to the prior inclusion of such schemes in the LTP programme and the overall finance limits approved by the Cabinet.	Assistant Director, Highways & Transport Assistant Director, Environment Network & Asset Management Group Manager Works Delivery Group Manager Infrastructure Schemes Manager Transport Infrastructure Manager Countryside Group Manager Countryside Access Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Senior Countryside Access Officer, Maintenance & Enforcement
EAI18	Highways and Transportation	To approve or consent to action which a District Council proposes to take in those cases where prior approval or consent of the County Council is required, and report to the Local Committee.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI19	Highways and Transportation	To instruct the invitation and acceptance of tenders in respect of new modifications to existing traffic signals, pelican and toucan crossing installations as part of schemes approved by the Local Committees.	Assistant Director, Highways & Transport Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader Design Programme Manager
EAI20	Highways and Transportation	To instruct the invitation and acceptance of tenders in respect of modifications and maintenance to existing traffic control systems, pelican and toucan crossing installations.	Assistant Director, Highways & Transport Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader
EAI21	Highways and Transportation	To exercise all the functions and duties of the Council under Part 7 (a) S. 115A to 115K of the Highways Act 1980.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI22	Highways and Transportation	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	Assistant Director, Highways & Transport Assistant Director, Environment Network & Asset Management Group Manager Traffic and Streetworks Manager Streetworks Team Manager Traffic Operations Team Leader Local Highway Services Group Manager Area Highways Manager Parking Strategy & Implementation Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		the Road Traffic Act 1984 subject to informing the Chairman of the Local Committee (local Members also informed).	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Legal Definition
EAI23	Highways and Transportation	Where significant objections are received to an advertised Traffic Regulation Order to decide, in consultation with the divisional member, appropriate[2] 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	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Parking Strategy and Implementation Team Manager Countryside Access Team Manager

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

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		Member, appropriate borough councillor on the joint committee where the local committee is a joint committee and the relevant Local Committee Chairman or Vice-Chairman, may refer the decision on whether the TRO may be made to the Local Committee. 1 Each Borough Councillor on the Joint Committee will be aligned to a County Council Electoral Division for this purpose.	
EAI24	Highways and Transportation	To respond to notifications by District Councils (which have adopted the Street Trading Code) of proposals to designate a street as prohibited, licence or consent a street, making any representations felt appropriate to ensure that no material effect upon the safe and expeditious flow of vehicular and pedestrian traffic will result, including any other representation thought appropriate on behalf of the County Council as Highway Authority.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI25	Highways and Transportation	To exercise the Council's powers in relation to securing the provision of any service under sub-section 1 (a) of the Transport Act 1985, subject to prior reference to the Cabinet. The Local Committees to be informed.	Assistant Director, Environment Travel & Transport Group Manager
EAI26	Highways and Transportation	To progress and implement proposals for changes in waiting and parking restrictions, following agreement by the Local Committee, including the placing of traffic signs.	Assistant Director, Highways & Transport Local Highway Services Group Manager Parking Strategy & Implementation Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI27	Highways and Transportation	To approve proposals by the District Councils for the provision and regulation of off-street car parks.	Assistant Director, Highways & Transport Local Highway Services Group Manager Parking Strategy & Implementation Team Manager
EAI28	Highways and Transportation	To incur expenditure up to the limit of the sum included in the Cabinet's approved estimates for each financial year, in connection with the transport of primary and secondary school pupils between home and school.	Travel & Transport Group Manager Transport Coordination Team Manager
EAI29	Highways and Transportation	To authorise Low Cost and Accident Remedial measures provided land acquisition is not required.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI30	Highways and Transportation	To grant consent for the construction or to issue notices for the removal of a vault, arch or cellar under the carriageway in accordance with S. 179 of the Highways Act 1980 where the vault, arch or cellar is not a highway structure.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Infrastructure Schemes Manager
EAI31	Highways and Transportation	To exercise the powers set out in T30 above where the vault, arch or cellar is a highway structure.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager
EAI32	Highways and Transportation	To approve the design of structures referred to in S. 167 of the Highways Act 1980.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager
EAI33	Highways and Transportation	To serve notices requiring urgent works to private streets pursuant to s230 of the Highways Act 1980	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Network & Asset Management Group Manager Asset Planning Team Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
			Strategic Network Resilience Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager
EAI34	Highways and Transportation	To authorise staff or consultants to enter on land for the purpose of survey as laid down in S.289 of the Highways Act 1980 and for the purpose of carrying out works as laid down in S.291 of the Highways Act 1980 after due notice has been served.	Assistant Director, Highways & Transport Assistant Director, Environment Local Highway Services Group Manager Area Highways Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Maintenance & Enforcement Senior Countryside Access Officer, Legal Definition Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager
EAI35	Highways and Transportation	To grant licences for the construction of buildings over highways in accordance with S. 177 of the Highways Act 1980.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI36	Highways and Transportation	To grant consents for the placing of rails, beams, etc. over highways in accordance with S. 178 of the Highways Act 1980.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI37	Highways and Transportation	To exercise the powers set out in T36 above where the proposal involves a highway structure.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI38	Highways and Transportation	To authorise the acceptance of the free dedication of land for highway purposes, at no cost to the County Council apart from the payment of agreed professional costs.	Assistant Director, Environment Assistant Director Highways & Transport Local Highway Services Group Manager Area Highways Manager Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, Legal Definition
EAI39	Highways and Transportation	To approve the placing of temporary traffic signals on the highway which extend across junctions in accordance with the Road Traffic Regulation Act 1984.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager Works Delivery Group Manager Transport Infrastructure Manager Infrastructure Schemes Manager Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader Streetworks Manager
EAI40	Highways and Transportation	To approve the placing of permanent traffic signals on the highway.	Assistant Director Highways & Transport Network & Asset Management Group Manager Traffic and Streetworks Manager Traffic Operations Team Leader
EAI41	Highways and Transportation	To approve the introduction and, following consultation with the divisional Member, withdrawal of school crossing patrols.	Assistant Director, Environment Place & Sustainability Group Manager Sustainable Transport Manager School Sustainable Travel Team Leader
EAI42	Highways and Transportation	To authorise the service of a notice in pursuance of sections 56(2) and 56(4) of the Highways Act 1980 in	Assistant Director, Highways & Transport Assistant Director, Environment

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		response to a notice served by a complainant under section 56(1).	Local Highway Services Group Manager Countryside Group Manager Countryside Access Team Manager
EAI43	Highways and Transportation	To authorise the service of a notice in pursuance of sections 56(2) and 56(4) of the Highways Act 1980 in response to a notice served by a complainant under section 56(1) where the subject of the original complaint is a highway structure.	Assistant Director, Highways & Transport Works Delivery Group Manager Infrastructure Schemes Manager

No	Service area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
EAI44	Highways and Transportation	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. 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. 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.	Assistant Director, Highways & Transport Local Highway Services Group Manager Area Highways Manager
EAI45	Highways and Transportation	To authorise, in consultation with the relevant divisional Members, Community Pride Fund allocations where Members wish to combine their allocation to be spent in one or more divisions.	Assistant Director, Highways & Transport Area Highways Manager
EAI46	Highways and Transportation	To deliver the concessionary bus fare scheme for older and disabled people as part of the National Concessionary Travel Scheme (ENTCS), in accordance with and subject to relevant provisions of the Transport Act 1985, Transport Act 2000, Concessionary Bus Travel Act 2007 and all associated	Assistant Director, Environment Travel & Transport Group Manager

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

Key to abbreviations:
EPA - Environmental Protection Act 1990
TCPA - Town & Country Planning Act 1990 (as amended)

No	Service area	FUNCTIONS DELEGATED	
EAI50	Planning	Where fewer than 5 objections have been received and no request has been made by the	Planning & Development Group Manager Planning Development Team Manager

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

		applications meet the criteria of 'minor[2]'	Planning Development Team Manager Deputy Planning Development Manager

[2] For the purposes of EAI52 and EAI53 'minor' is defined as:
(i) ancillary development to an existing use; or (ii) details pursuant to a permission; or (iii) variation or deletion of conditions previously imposed

EAI55	Planning	To determine all details pursuant applications (applications relating to a previously granted permission) irrespective of the number of objections unless a request has been made by the local member or a member of the Planning & Regulatory Committee for the application to be determined by that Committee	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI56	Planning	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.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader
EAI57	Planning	a)To refer to the appropriate Borough/District Council to determine applications for Listed Building Consent on County Council applications where no objection has been received from the	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Regulation 3 Team Leader

		bodies required to be notified under Article 13 (2A) of The Planning (Listed Buildings and Conservation Area) Regulations 2015 b) To give the County Planning Authority's views on County Council applications for Listed Building Consent and Conservation Area Consent for demolition of a building in a Conservation Area. c) 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	Heritage Conservation Team Manager
EAI58	Planning	To submit observations on behalf of the County Planning Authority in respect of proposals for development by District Councils.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Heritage Conservation Team Manager
EAI59	Planning	To respond to strategic consultations on behalf of the County Planning Authority, including proposals for development by District Councils of a strategic nature, subject to prior consultation with the Planning and Regulatory Committee or its Chairman and Vice- Chairman.	Spatial Planning and Policy Manager
EAI60	Planning	To determine whether any powers in S 324 of the TCPA should be exercised.	Planning & Development Group Manager Planning Development Team Manager
EAI61	Planning	To authorise any person to enter any land pursuant to Section 196B of the TCPA.	Planning & Development Group Manager Planning Development Team Manager

			Deputy Planning Development Manager Planning Enforcement Team Leader
EAI62	Planning	To determine whether any powers in S196A of the TCPA should be exercised.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Enforcement Team Leader
EAI63	Planning	To instruct the Director of Legal and Democratic Services to take enforcement action and initiate the following legal proceedings where appropriate: (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)	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI64	Planning	Following consultation with the Director of Legal and Democratic Services to determine not to initiate enforcement action under TCPA Act Section 172 in the case of unauthorised minerals or waste related development irrespective of the requirement for an environmental impact assessment.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI65	Planning	To negotiate and monitor a scheme of remediation in relation to waste related	Planning & Development Group Manager Planning Development Team Manager

		development where the powers contained in EAI63 above have been exercised.	Deputy Planning Development Manager
EAI66	Planning	To instruct the Director of Legal and Democratic Services to issue and serve: - (a) Breach of Condition Notices under the TCPA Section 187A (b)To instruct the Director of Legal and Democratic Services to undertake prosecutions arising from failure to comply with (a), (c) and (d). To issue and serve: (c) Planning Contravention Notices under the TCPA Section 171C (d) Notices requiring information under the TCPA Section 330	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Planning Enforcement Team Leader Planning Regulation 3 Team Leader
EAI67	Planning	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	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Minerals and Waste Policy Team Manager

		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).	
EAI68	Planning	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).	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager Minerals and Waste Policy Team Manager
EAI69	Planning	To respond to consultations in respect of Mineral Consultation Areas.	Planning & Development Group Manager Minerals and Waste Policy Team Manager
EAI70	Planning	To respond to consultations by adjoining Planning Authorities on applications for mineral	Planning & Development Group Manager Planning Development Team Manager

		working and waste disposal.	Deputy Planning Development Manager Heritage Conservation Team Manager
EAI71	Planning	To respond to consultations by adjoining Planning Authorities on minerals and waste disposal plans.	Planning & Development Group Manager Minerals and Waste Policy Team Manager Heritage Conservation Team Manager
EAI72	Planning	To determine applications under Part 17 of the Town & Country Planning (General Permitted Development) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of the provisions of that Order) in respect of mining and mineral exploration.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI73	Planning	a) The making of a Direction under Article 5 of the Town & Country Planning (General Permitted Development) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of that Article) b) The cancellation or variation of a Direction issued by the Mineral Planning Authority by a subsequent Direction under Article 6 of the Town & Country Planning (General Permitted Development) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of that Article)	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI74	Planning	To determine applications for Certificates of Lawful Use or Development or proposed Use or Development in respect of specified County 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.	Planning & Development Group Manager Planning Development Team Manager Deputy Planning Development Manager
EAI75	Planning	To respond to consultations by the Environment	Planning & Development Group Manager

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

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

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

EAI88	Planning	To grant licences for the construction of buildings over highways in accordance with Section 177 of the Highways Act 1980.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West
EAI89	Planning	To grant consents for the placing of rails, beams, etc. over highways in accordance with Section 178 of the Highways Act 1980 or where the consent involves a structure.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West Countryside Group Manager Countryside Access Team Manager
EAI90	Planning	To make objection to applications in respect of Goods Vehicle Operators Licences under the Statutory powers contained within the Goods Vehicle (Licensing of Operators) Act 1995.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West
EAI91	Planning	To authorise the acceptance of the free dedication of land for highway purposes and the payment of agreed legal and surveyors charges.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West
EAI92	Planning	To issue recommendations in appropriate cases on behalf of the local Highway Authority to a local planning authority, restricting the grant of planning permission and to make representations to such authority in other cases where he considers it necessary.	Planning & Development Group Manager Transport Development Planning Team Manager East Transport Development Planning Team Manager West Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement) Senior Countryside Access Officer, (Legal Definition)
EAI93	Planning	To approve or consent to action which a District Council proposed to make under the terms of their agency Agreement or otherwise in those cases where prior approval or comment to the	Planning & Development Group Manager

		County Council is required.	
EAI94	Planning	To determine applications for s23 Ordinary Watercourse Land Drainage Consent under Schedule 2 of the Flood and Water Drainage Management Act 2010.	Planning & Development Group Manager Transport Development Planning Team Manager West Transport Development Team Manager East Network & Asset Management Group Manager Strategic Network Resilience Manager Flood Risk Asset Management & Programming Team Leader Flood Risk Management Strategy & Partnerships Team Leader Sustainable Drainage & Consenting Team Leader
EAI95	Planning	In relation to EAI91, to instruct the Director of Legal and Democratic Services to issue and serve: a) Advisory letters b) Warning letters c) Notices to enforce/prohibit/ carry out works d) To instruct the Director of Legal and Democratic Services to undertake prosecutions arising from failure to comply with a), b), and c) above	Planning & Development Group Manager Transport Development Planning Team Manager West Network & Asset Management Group Manager Strategic Network Resilience Manager Flood Risk Asset Management & Programming Team Leader Flood Risk Asset Management Strategy & Partnerships Team Leader Sustainable Drainage & Consenting Team Leader
EAI96	Planning	To exercise the powers of the Access Authority under Sections 18, 19, 35, 36 and 37 of the Countryside and Rights of Way Act 2000.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement) Senior Countryside Access Officer, (Legal Definition)
EAI97	Planning	To exercise the powers under Rights of Way Act 1990.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Maintenance & Enforcement)
EAI98	Planning	To process all Public Rights of Way Orders under the Highways Act 1980, Wildlife & Countryside Act 1981 and Countryside and Rights of Way Act 2000 and make and confirm such orders where no objection has been maintained or compensation is payable. To	Assistant Director, Highways & Transport Assistant Director, Environment Countryside Group Manager Countryside Access Team Manager

		proceed to written representations, hearing or Inquiry where objections are maintained after an Order is made. Where no significant objection has been received or compensation payable (Policy 2/2006) and after consultation with the Chairman of the relevant local committee, local member and Head of Legal and Democratic Services, to process all Public Rights of Way Orders made under the Highways Act 1980, the Wildlife & Countryside Act 1981 and the Countryside and Rights of Way Act 2000, which comply with national legislation and county policy. To proceed to Inquiry where objections are maintained.	Senior Countryside Access Officer (Legal Definition)
EAI99	Planning	To exercise the powers under the National Parks and Access to the Countryside Act 1949 for the removal of false or misleading notices from rights of way.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer, (Maintenance & Enforcement)
EAI100	Planning	To give the views of the Highway Authority on proposals for the diversion, creation and extinguishment of rights of way.	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Legal Definition)
EAI101	Planning	To authorise the erection of stiles or gates on public paths	Countryside Group Manager Countryside Access Team Manager Senior Countryside Access Officer (Maintenance & Enforcement)
EAI102	Planning	To agree the annual Local Aggregates Assessment (LAA) after taking the advice of the South East England Aggregates Working Party (SEEAWP) into account and in consultation with the Cabinet Member for Transport and Environment.	Planning & Development Group Manager Minerals and Waste Policy Team Manager

EAI103	Planning	To represent the County Council on the South East England Aggregates Working Party (SEEAWP) and in particular with regard to its role of monitoring the operation of the Managed Aggregate Supply System.	Planning & Development Group Manager Minerals and Waste Policy Team Manager
EAI104	Planning	To authorise the adoption of roads, forecourts and other made-up areas as highway maintainable at the public expense	Planning & Development Group Manager Transport Development Planning Manager -West Transport Development Planning Manager - East
EAI105	Planning	To manage a Historic Environment Record for Surrey.	Heritage Conservation Manager
EAI106	Planning	To determine the appropriate location for any archaeological material recovered from SCC owned sites and property and authorise its transfer.	Heritage Conservation Manager
EAI107	Emergency Management	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: Civil Contingencies Act 2004, Regulations 2005, • Local Government Act 1972, Section 138 • Notification of Installations. Handling Hazardous Substance (NIHHS) Regulations 1982 • Reservoir Act 1975 • Water Act 2003 • The Pipelines Safety Regulations 1996 • The Control of Major Accident Hazards (COMAH) Regulations 1999	Head of Emergency Management

		• The Radiation (Emergency Preparedness & Public Information) Regulations (REPPIR) 2001 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. In the event of an emergency deploy the resources necessary to meet the demands of the emergency until the arrival of a strategic director. Appoint emergency planning officers and other support officers as are required to undertake the various functions and duties to meet the needs of the County Council, Surrey districts and members of the Surrey Local Resilience Forum (SLRF)	
EAI108	Waste Management and Minimisation	To carry out actions listed in annual European and Economic Development Action Plans as approved annually by the Cabinet.	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager
EAI109	Waste Management and Minimisation	Under Section 63A of the Environmental Protection Act 1990, to arrange for or contribute towards the expense of doing anything which is necessary or expedient for the purpose of minimising controlled waste generated within Surrey.	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager
EAI110	Waste Management and Minimisation	Under Section 3 of the Refuse Disposal Amenity Act 1978, to make arrangements with District Councils for the receipt and disposal of abandoned vehicles, including arrangement for the sharing of any expenses incurred or sums received as may be agreed between the District Council and the County Council, or in default or	Assistant Director, Environment Waste Operations Group Manager Waste Contract Manager

		agreement, as may be determined by arbitration.	
EAI111	Waste Management and Minimisation	Under Section 4 of the Refuse Disposal Amenity Act 1978, to dispose of any vehicle in the County Council's custody, to serve notices on vehicle owners and to recover costs in accordance with the prescribed regulations.	Assistant Director, Environment Waste Operations Group Manager Waste Contract Manager
EAI112	Waste Management and Minimisation	Under Section 5 of the Refuse Disposal Amenity Act 1978, to recover prescribed charges for removal, storage and disposal of abandoned vehicles.	Assistant Director, Environment Waste Operations Group Manager Waste Contract Manager
EAI113	Waste Management and Minimisation	Under Section 52(3) of the Environmental Protection Act 1990, to determine to which third party organisations recycling credit payments should be made.	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager
EAI114	Waste Management and Minimisation	Under Section 51 of the Environmental Protection Act 1990, exercise the duties of the Waste Disposal Authority, including giving direction to Waste Collection Authorities under S51 (4) and S51(4A, 4B, 4C and 4D)	Assistant Director, Environment Waste Operations Group Manager Waste Development Group Manager