

### Section 3, Part 2 General Delegation to Officers

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

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

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

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

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| Senior Practice Development Manager                  | <p>Provide professional leadership for the development of the professionally qualified workforce</p> <p>Ensure arrangements are in place within the Adult Social Care Directorate for compliance with the Mental Capacity Act 2005 and with the Deprivation of Liberty Safeguards</p>                                 |
| Head of Resources and Caldicott Guardian             | <p>Provide strategic leadership as Caldicott Guardian for information governance</p> <p>Provide strategic leadership for commissioning support and business support services, and for the deputyship and financial assessments and benefits services</p>                                                              |
| Head of Quality Assurance and Strategic Safeguarding | <p>Provide strategic leadership for safeguarding</p> <p>Responsible for the adult social care quality assurance framework</p>                                                                                                                                                                                         |
| Senior Programme Manager                             | Responsible for strategic change projects, information and advice and business intelligence functions                                                                                                                                                                                                                 |
| Public Health Consultant                             | <p>Responsible for the strategic leadership of the health improvement, health protection, intelligence and healthcare functions</p> <p>Provide assurance that appropriate health protection systems are in place</p>                                                                                                  |
| Chief Property Officer                               | Responsible for the provision of corporate and strategic asset management and managing Property Services.                                                                                                                                                                                                             |
| Director of Finance                                  | The Council's S151 officer, responsible for managing the Council's Finance Service, for determining the Council's administration and financial management framework, and for providing lending, borrowing, investment, insurance, corporate governance, internal control and risk management services to the Council. |
| Head of HR & OD - Surrey                             | Responsible for ensuring coherent HR, OD and organisational learning and development strategies for the Council and for managing Human Resources.                                                                                                                                                                     |
| Chief Information Officer                            | Responsible for ensuring a coherent and robust strategy for the Council's IMT systems and services and for managing IMT.                                                                                                                                                                                              |

| TITLE OF POSTHOLDER                                              | SUMMARY OF AREA OF RESPONSIBILITY                                                                                                                                                                                                                                                                                                                           |
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| Head of Business Operations                                      | Responsible for a fully operational Shared Service Centre, providing finance, HR, payroll, property, procurement and IMT services.                                                                                                                                                                                                                          |
| Assistant Director Procurement                                   | Responsible for leading and managing the procurement service.                                                                                                                                                                                                                                                                                               |
| Assistant Director for Schools and Learning                      | Responsible for leading and managing Education Planning, Schools Leadership, Schools Admissions, , Commercial Services and the relationship with and commissioning of services from 4S.                                                                                                                                                                     |
| Assistant Director for Children's Services                       | Responsible for providing integrated services for children, young people and families and for managing Children's Services.                                                                                                                                                                                                                                 |
| Assistant Director for Services for Commissioning and Prevention | Responsible for ensuring integrated services for young people in Surrey and for managing Youth Justice, Youth Development, the Early Years Service, Inclusion and Early Help.                                                                                                                                                                               |
| Strategic Director for Customers and Communities                 | Jointly responsible with the Chief Executive and other Strategic Directors for the overall performance of the paid service.                                                                                                                                                                                                                                 |
| Head of Cultural Services                                        | Responsible for the management and direction of the Library Service, Adult and Community Learning Service, Registration and Nationality Service, Surrey Arts, the Heritage Service and the County Coroner. To act as 'proper officer' for the Registration and Nationality Service.                                                                         |
| Head of Customer Services                                        | Responsible for developing, leading and delivering the Council's Customer Services Strategy and managing the Council's Contact Centre.                                                                                                                                                                                                                      |
| Head of Trading Standards                                        | Responsible for the management and direction of the Buckinghamshire and Surrey County Councils Joint Trading Standards Service.                                                                                                                                                                                                                             |
| Chief Fire Officer (Brigade Manager)                             | Overall responsibility for the provision of fire and rescue services under the Fire and Rescue Services Act 2004 and the accompanying National Framework, compliance with all relevant fire safety legislation and all aspects of emergency response including proactive community safety, ensuring effective response to emergency incidents at all times. |

| TITLE OF POSTHOLDER                                 | SUMMARY OF AREA OF RESPONSIBILITY                                                                                                                                                                                                                                                                                                                                         |
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| Strategic Director for Environment & Infrastructure | Jointly responsible with the Chief Executive and other Strategic Directors for the overall performance of the paid service.<br>Overall responsibility for services for the Environment and Infrastructure Directorate including the Fire & Rescue, Waste, Highways & Transport and Place Development Services, and the Emergency Management and Superfast Broadband Teams |
| Deputy Director Environment and Infrastructure      | Overall responsibility with the Strategic Director for services for the Environment and Infrastructure Directorate including Waste, Highways & Transport and Place Development                                                                                                                                                                                            |
| Head of Highways & Transport                        | Responsible for leading and managing the Highways functions of the Council including Street Lighting, Structures and Asset Management.                                                                                                                                                                                                                                    |
| Head of Place Development                           | Responsible for leading and managing the Countryside, Travel & Passenger Transport, Sustainability, Transportation Development Control and Planning* functions of the Council                                                                                                                                                                                             |

*\*The Planning & Development Group Manager, who reports to the Head of Place Development is responsible for decisions made under the Town & Country Planning Act*