

**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**

| <b>No</b> | <b>SERVICE AREA</b> | <b>FUNCTIONS DELEGATED</b>   | <b>TITLE OF POSTHOLDER</b> |
|-----------|---------------------|--|----------------------------|
| 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            |

| No   | SERVICE AREA    | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER |
|------|-----------------|--|---------------------|
| 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     |
| 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     |

| No   | SERVICE AREA    | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER |
|------|-----------------|--|---------------------|
| 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     |

| <b>No</b> | <b>SERVICE AREA</b> | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>             |
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| 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<br>Executive Directors |

### **LAW & GOVERNANCE**

| <b>No</b> | <b>SERVICE AREA</b>           | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>                       |
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| LDS1      | 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. | Monitoring Officer<br>Deputy Monitoring Officers |

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| LDS2 | Legal and Democratic Services | To be the custodian of the common seal of the Council and to determine the nature and type of documents to be sealed.  | Director of Law & Governance  |
| LDS3 | 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 Law & Governance  |
| LDS4 | Legal and Democratic Services | After consultation with the Chairman of the Communities, Environment and Highways Select Committee, to determine an application under Section 19 and Paragraphs 6 to 9 of Schedule 2 of the Commons Act 2006, if no significant objection has been received and the authority has no legal interest in the land. | Director of Law & Governance  |
| LDS5 | Legal and Democratic Services | To authorise the sealing or signing of any documents necessary to give effect to a statutory obligation on the Council.  | Director of Law & Governance<br>Senior Principal Lawyers                      |
| LDS6 | Legal and Democratic Services | To authorise officers to appear in any legal proceedings on behalf of the Council before a magistrates' court in accordance with Section 223 of the Local Government Act 1972.   | Director of Law & Governance<br>Senior Principal Lawyers<br>Principal Lawyers |
| LDS7 | Legal and Democratic Services | To witness the affixing of the common seal of the Council on any documents or deeds 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 Law & Governance<br>Senior Principal Lawyers<br>Principal Lawyers |
| LDS8 | Legal and Democratic Services | To act as authorised signatories for the Council and sign any document necessary to give effect to a decision of the Cabinet, a Cabinet Member, the Council (or any part of it) or   | Director of Law & Governance<br>Senior Principal Lawyers<br>Principal Lawyers |

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|       |                               | an officer acting under delegated powers (unless any enactment otherwise requires or authorises).   | Senior Lawyers  |
| LDS9  | Legal and Democratic Services | To institute or defend or appear in any legal proceedings on behalf of the Council before any Court, Tribunal or Inquiry and to take any action in connection with such proceedings, including authority to settle proceedings. | Director of Law & Governance<br>Senior Principal Lawyers<br>Principal Lawyers<br>Senior Lawyers |
| LDS10 | Legal and Democratic Services | To sign any document necessary for any legal procedure or proceedings on behalf of the Council (unless any enactment otherwise requires or authorises).   | Director of Law & Governance<br>Senior Principal Lawyers<br>Principal Lawyers<br>Senior Lawyers |
| LDS11 | Legal and Democratic Services | To appoint lawyers within Legal & Democratic Services to act as Nominee to apply on the Council's behalf as a creditor to administer the Estate of deceased debtors   | Director legal and Governance<br>Assistant Directors Legal Services                             |

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| LA1 | Land and Assets | To authorise staff, consultants and contractors to enter land for Statutory Purposes.   | <p>Asset Strategy Partner(s)</p> <p>Services Delivery Manager</p> <p>Estates Manager</p> <p>Maintenance Delivery Manager</p> <p>Senior Project Manager(s)</p> <p>Workplace Delivery Manager</p> <p>Lead Asset Manager</p> <p>Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools &amp; Capital Programmes Manager</p> <p>Natural Capital Group Manager, Access Team Manager</p> |
| LA2 | Land and Assets | To acquire land and buildings required for an approved scheme or where acquisition has been specifically authorised up to a total consideration of £250,000 in any one case, providing the acquisition has received approval from the relevant Cabinet Member, in conjunction with the Deputy Leader. | <p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools &amp; Capital Programmes Manager</p>  |

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| LA3 | Land and Assets | To authorise the payment of relevant Surveyor's fees, costs and expenses in connection with any approved scheme.  | <p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s) Services Delivery Manager</p> <p>Estates Manager</p> <p>Maintenance Delivery Manager</p> <p>Senior Project Manager(s)</p> <p>Lead Asset Manager Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools &amp; Capital Programmes Manager</p> <p>Natural Capital Group Manager</p> |
| LA4 | Land and Assets | To authorise in consultation with and on the advice of the Head of Legal and Democratic Services, payment of an indemnity insurance premium up to a maximum of £50,000 in connection with any land transaction. | <p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s)</p> <p>Estates Manager</p>  |



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| LA5 | Land and Assets | To take, grant and review the rent or other consideration in the case of any tenancy licence, easement or wayleave up to a value of £125,000 per annum.  | Estates Manager<br>Services Manager<br>Lead Asset Manager Deputy Chief Property Officer<br>Asset Investment and Disposal Manager Schools & Capital Programmes Manager and Programme Manager |
| LA6 | Land and Assets | To terminate or accept a surrender in the case of any property interest referred to in E5 above up to a consideration of £50,000.  | Estates Manager<br>Services Manager<br>Asset Investment and Disposal Manager  |
| LA7 | Land and Assets | To authorise payment of statutory or contractual compensation (including mandatory and discretionary home loss payments and dilapidation claims) up to a maximum of £50,000 per compensatable interest for commercial or agricultural tenancies and £150,000 per compensatable interest. | Estates Manager<br>Services Manager<br>Lead Asset Manager Asset Investment and Disposal Manager   |
| LA8 | Land and Assets | To authorise arbitration and tribunal proceedings to be taken under statute and contractual arrangements.  | Asset Strategy and Planning Manager<br>Deputy Chief Property Officer<br>Asset Investment and Disposal Manager Schools & Capital Programmes Manager  |

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| LA9  | Land and Assets | To take or grant licences for repairs and alterations, variations or other matters relating to any lease held or granted by the County Council.  | Estates Manager<br>Service Delivery Manager<br>Workplace Delivery Manager<br>Asset Strategy Partner(s)<br>Asset Strategy Manager(s)   |
| LA10 | Land and Assets | To request the Head of Legal and Democratic Services to take appropriate action in respect of: <ul style="list-style-type: none"> <li>• service of Notices to Treat and/or taking entry in cases of acquisition of land and property where a confirmed Compulsory Purchase Order is in operation;</li> </ul> or <ul style="list-style-type: none"> <li>• obtaining or granting possession (on payment of interest if required) in advance of completion of legal formalities - where such earlier possession is required for the proper functions of the County Council (and irrespective of the limit imposed in the paragraph above) and authority for purchase has already been given.</li> </ul> | Estates Manager<br>Asset Strategy Partner(s)<br><br>Lead Asset Manager Deputy Chief<br>Property Officer<br><br>Asset Investment and Disposal Manager<br>Schools & Capital Programmes Manager<br><br>Asset Strategy Manager(s) |

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| LA11 | Land and Assets | To approve the sale of marketable trees, which, as part of the functions of estate management, require to be felled, and of other similar items which require to be disposed of in the interests of efficient estate management.   | Estate Manager<br>Asset Strategy Partner(s)<br>Asset Strategy Manager(s)<br>Director for Environment<br>Natural Capital Group Manager<br>Countryside Estate Manager<br>Basingstoke Canal Strategic Director |
| LA12 | Land and Assets | To give written notice of the proposed development of land vested in the Council, in accordance with the provisions of the Town & County Planning General Regulations 1976.  | Lead Asset Manager Deputy Chief Property Officer<br><br>Asset Investment and Disposal Manager<br>Schools & Capital Programmes Manager   |
| LA13 | Land and Assets | To authorise the sale of land and/or buildings declared surplus to the Council's requirements up to a consideration of £500,000 in any one case including setting a reserve figure for auction sales, providing the disposal has been approved by the relevant Cabinet Member in conjunction with the Deputy Leader. | Lead Asset Manager Deputy Chief Property Officer<br><br>Asset Investment and Disposal Manager   |

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| LA14 | Land and Assets | To approve terms of the grant of Deeds of release or variation of restrictive covenants up to a consideration of £500,000 in any one case.   | Lead Asset Manager Deputy Chief<br>Property Officer<br><br>Asset Investment and Disposal Manager  |
| LA15 | Land and Assets | To approve variations in the names of purchasers, vendors, lessees or tenants to give effect to previously approved property transactions.   | Estates Manager<br><br>Services Manager<br><br>Asset Strategy Partner(s)<br><br>Asset Strategy Manager(s)<br><br>Lead Asset Manager Deputy Chief<br>Property Officer<br><br>Asset Investment and Disposal Manager<br>Schools & Capital Programmes Manager |
| LA16 | Land and Assets | To act in relation to certain procedures (as determined by the former Land & Building Committee on 18 September 1984) for secure tenants wishing to exercise their possible right to buy as defined in the Housing Act 1985 where time limits apply. | Lead Asset Manager Deputy Chief<br>Property Officer<br><br>Asset Investment and Disposal Manager<br>Schools & Capital Programmes Manager  |
| LA17 | Land and Assets | To take all necessary steps to obtain repossession of a property, in the case of residential property after prior consultation with the relevant portfolio holder.   | Asset Strategy and Planning Manager<br><br>Deputy Chief Property Officer<br><br>Asset Investment and Disposal Manager<br>Schools & Capital Programmes Manager   |

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| LA18 | Land and Assets | To approve the demolition of unsafe buildings.<br><br>Note: demolitions linked to disposals will be approved as part of the relevant disposal decision, by Cabinet or Cabinet Member, as appropriate. | Estates Manager<br>Senior Project Manager(s)<br>Asset Strategy Partner(s)<br>Asset Strategy Manager(s)<br>Maintenance Delivery Manager                            |
| LA19 | Land and Assets | To serve notices under statute or contract in respect of any matter arising in connection with the terms and conditions of any lease held or granted by the County Council.                           | Asset Strategy Partner(s)<br>Asset Strategy Manager(s)<br>Services Delivery Manager<br>Estates Manager<br>Senior Project Manager(s)<br>Workplace Delivery Manager |
| LA20 | Land and Assets | To implement the County Council's Tolerance Policy in relation to unauthorised gypsy encampments on County Council land.  | Estates Manager<br>Service Delivery Manager   |
| LA21 | Land and Assets | To ensure compliance by District and Borough Councils with the terms and conditions of the Agency Agreements relating to the management of authorised gypsy sites held by the County Council.         | Estates Manager<br>Service Delivery Manager   |

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| LA22 | Land and Assets | Approving documents for sealing by the Head of Legal and Democratic Services.                 | <p>Estates Manager</p> <p>Service Delivery Manager</p> <p>Asset Strategy Partner(s)</p> <p>Asset Strategy Manager(s)</p>  |
| LA23 | Land and Assets | Authorising by signature Bills of Quantities/Specifications relating to contracts under seal. | <p>Services Delivery Manager</p> <p>Estates Manager</p> <p>Asset Strategy Manager(s)</p> <p>Maintenance Delivery Manager</p> <p>Senior Project Manager(s)</p> <p>Workplace Delivery Manager</p> |

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| LA24 | Land and Assets | Submitting applications for Planning Permission on behalf of the Council.   | <p>Senior Project Manager(s)</p> <p>Asset Strategy Partner(s)</p> <p>Maintenance Delivery Manager</p> <p>Estates Manager</p> <p>Lead Asset Manager</p> <p>Deputy Chief Property Officer</p> <p>Asset Investment and Disposal Manager</p> <p>Schools and Capital Programmes Manager</p> |
| LA25 | Land and Assets | <p>To exercise the decision making of the Property Strategic Capital Group on the following matters:</p> <p>To give managerial control approval for any property capital scheme up to £1,000,000 in total value already approved by Cabinet in the MTFP, but still subject to final business case approval</p> <p>To approve budgets up to £250,000 for new property capital schemes not specifically approved by Cabinet but which fall within the approved capital programme budget (e.g. schemes within a programme budget)</p> <p>To agree variations in the agreed budgets for property capital schemes (no matter how originally approved) of up to 10% of total budget, to a maximum of £250,000</p> | <p>Lead Asset Strategy Manager</p> <p>Strategic Finance Business Partner - Improvement &amp; TPP/Resources</p>   |

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| LA26 | Land and Assets | To authorise the sale of land and/or buildings for a consideration of £500,000 to £1,000,000 in any one case, including setting a reserve figure for auction sales | Executive Director of Resources<br><br>Director Strategic Land & Assets                                    |
| LA27 | Land and Assets | To authorise the sale of land and/or buildings for a consideration of up to £500,000 in any one case, including setting a reserve figure for auction sales         | Director Strategic Land & Assets<br><br>Lead Asset Strategy Manager<br><br>Investment and Disposal Manager |

### FINANCE

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| FIN1 | Finance | To sign creditor cheques/BACS transfers but with one such officers' signatures required for such payments of £100,000 or above, in addition to the approval of the designated service officer. | Executive Director of Resources<br><br>Director of Financial Insights<br><br>Director of Corporate Finance<br><br>Strategic Finance Business Partners /<br>Strategic Finance Business Manager<br>(Corporate Reporting) |
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| FIN2 | Finance | Submit quotations for external contracts.   | Strategic Finance Business Partners /<br>Strategic Finance Business Manager<br>(Corporate Reporting)  |
| FIN3 | Finance | Execute lending and borrowing in line with the Treasury policy.   | Director of Financial Insights<br><br>Director of Corporate Finance<br><br>Strategic Finance Business Partners /<br>Strategic Finance Business Manager<br>(Corporate Reporting)                 |
| FIN4 | Finance | Execute emergency bank (BACS and CHAPS) transfers, in addition to the approval of the designated service officer. | Director of Financial Insights<br><br>Director of Corporate Finance<br><br>Strategic Finance Business Partners /<br>Strategic Finance Business Manager<br>(Corporate Reporting)                 |
| FIN5 | Finance | Execute cash transfers to pension fund managers.  | Executive Director of Resources<br><br>Director of Corporate Finance<br><br>Strategic Finance Business Partner<br>(Pensions)<br><br>Strategic Finance Business Manager<br>(Corporate Reporting) |

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| FIN6  | Finance | To exercise on behalf of the Executive Director of Resources such matter relating to the County Council's banking arrangements as s/he shall specify.  | Director of Financial Insights<br>Director of Corporate Finance<br>Strategic Finance Business Manager (Corporate Reporting)                                |
| FIN7  | Finance | To prepare, implement and review a scheme for the financing of schools maintained by the authority for the approval of the Schools' Forum.   | Director of Financial Insights<br>Strategic Finance Business Partner (Children's Families, Lifelong Learning & Culture)                                    |
| FIN9  | Finance | To prepare a statement before the beginning of each funding period relating to the local education authority's planned expenditure for the period and after the end of the period to produce a statement of the expenditure actually incurred. | Strategic Finance Business Partner (Children, Families, Lifelong Learning & Culture)   |
| FIN10 | Finance | 'To set out and approve, in accordance with Department for Education Academy conversion regulations, school balances transferring to academies, with the exception of forced conversions.  | Executive Director of Resources<br>Director of Financial Insights<br>Strategic Finance Business Partner (Children's Families, Lifelong Learning & Culture) |
| FIN11 | Finance | Borrowing, lending and investment of County Council Pension Fund moneys, in line with strategies agreed by the Pension Fund Board. Delegated authority to the S151 Finance Officer to take any urgent action as                                | Executive Director of Resource<br>Director of Corporate Finance  |

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|       |         | required between Board meetings but such action only to be taken in consultation with and by agreement with the Chairman and/or Vice Chairman of the Pension Fund Board and any relevant Consultant and/or Independent Advisor.  | Strategic Finance Manager (Pensions)  |
| FIN12 | Finance | To approve individual business cases of up to £100,000 prior to invest to save projects proceeding. All projects approved under this delegation to be reported for information to Cabinet Members.   | Executive Director of Resources   |
| FIN13 | Finance | To exercise discretion in relation to the Local Government Pension Scheme except<br>(1) where a policy on the matter has been agreed by the Pension Board and included in the Discretionary Pension Policy Statement published by the Council,<br>(2) decisions relating to “admitted body status” and<br>(3) decisions relating to individual cases as provided for in the separate delegation to the Strategic Finance Manager (Pensions).<br>This delegation is subject to any limitations imposed and confirmed in writing from time to time by the Executive Director of Resources. | Director of Corporate Finance<br><br>Strategic Finance Manager (Pensions)                         |
| FIN14 | Finance | Hear stage one or stage two appeals relating to disputes involving the Local Government Pension Scheme, Compensation Benefits and Injury Allowances provided that an officer hearing an appeal will not have been involved at an earlier stage in the process.   | Executive Director of Resources,<br>Director of Corporate Finance<br>Director - Law & Governance, |

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|       |         |   | Director of HR and OD and the Strategic Finance Manager (Pensions)   |
| FIN15 | Finance | To manage any Trust Funds for which the Council is a corporate Trustee in accordance with any specific requirements in relevant Trust fund documents, including investment decisions.   | Director of Financial Insights<br>Director of Corporate Finance Strategic Finance Business Partner (s)   |
| FIN16 | Finance | To exercise discretion (excluding decisions on admitted body status) in relation to the Local Government Pension Scheme where no policy on the matter has been agreed by the Council and included in the Discretionary Pension Policy Statement published by the Council, subject to any limitations imposed and confirmed in writing from time to time by the S151 Finance Officer.  | Strategic Finance Manager (Pensions)   |
| FIN17 | Finance | To determine decisions conferring 'admitted body' status to the Pension Fund where such requests are submitted by external bodies.  | Executive Director of Resources<br>Director of Corporate Finance   |
| FIN18 | Finance | In consultation with representative officers from Legal Services and Property Services, to exercise the decision making of the Shareholder and Investment Panel on the following matters: <ul style="list-style-type: none"> <li>• appoint and remove council-nominated directors of companies or representatives of the council in any LLP,</li> <li>• authorise resolutions and exercise any reserved powers in the articles of association or members' agreement of a company or LLP in which the</li> </ul> | Executive Director of Resources<br>Director of Corporate Finance<br>Director – Strategic Land & Property Services<br>LGL Contracts & Specialist Projects |

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|       |         | <p>council holds an interest, unless a decision of the Strategic Investment Board is required</p> <ul style="list-style-type: none"> <li>• approve, monitor and endorse amendments to the business plans and annual accounts of any company or LLP in which the council holds an interest</li> <li>• in consultation with the directors of a company or LLP in which the council holds an interest, determine the distribution of any surplus or the issue of any dividends from the company</li> <li>• review the risks associated with trading activities or investments and recommend actions to the Strategic Investment Board as appropriate</li> <li>• approve capital or revenue investments or asset management expenditure up to £1,000,000 for properties managed within the council's investment portfolio and by any company or LLP in which the council holds an interest</li> <li>• approve all asset management activities including rent reviews, new lettings or lease re-gears for properties managed within the council's investment portfolio</li> <li>• approve the provision of additional financing by way of loan, equity or a mixture of the two, up to a value of £1,000,000, to any company or LLP in which the council holds an interest.</li> </ul> |                                 |
| FIN19 | Finance | In consultation with representative officers from Property Services, IT&D or Environment, Transport and Infrastructure Services, dependent upon the project type, to exercise the decision making of the Capital Programme Panel on the following matters:   | Executive Director of Resources |

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|       |         | <ul style="list-style-type: none"> <li>• To give managerial control approval for any capital scheme over £1,000,000 in total value already approved by Cabinet in the MTFP, but still subject to final business case approval</li> <li>• To approve budgets between £250,000 and £1,000,000 for new capital schemes not specifically approved by Cabinet but which fall within the approved capital programme budget (e.g. schemes within a programme budget)</li> <li>• In consultation with the Leader and Lead Cabinet Member, to approve budgets of up to £1,000,000 for new schemes from the capital programme pipeline</li> <li>• To agree variations in the agreed budgets for capital schemes (no matter how originally approved) of up to 10% of total budget, to a maximum of between £250,000 and £500,000</li> </ul> | <p>Director of Corporate Finance</p> <p>Director of Financial Insights</p>                                |
| FIN20 | Finance | Decision on the allocation of funding to support vulnerable groups of residents, either directly to residents and/or via partner organisations, in accordance with relevant grant and funding conditions, up to £1m per grant allocation.  | Deputy Chief Executive & Executive Director of Resources (s151 officer), in consultation with The Leader. |

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| HR1 | Human Resources & Organisational Development | To issue the Council's HR&OD policies and amend and issue HR&OD procedures relating to policy including those relating to employment.  | Director of HR&OD<br>or an Officer nominated by him / her  |
| HR2 | Human Resources & Organisational Development | To implement the decisions and recommendations of recognised national negotiating bodies on employee matters where relevant.   | Director of HR&OD<br>or an Officer nominated by him / her  |
| HR3 | Human Resources & Organisational Development | To determine applications for the exercise of the Council's discretionary powers to award compensation for loss of employment and grant early payment of pension benefits where related to loss of office.   | <u>Settlement amount £50,000+</u><br>Director of HR&OD<br>Relevant Executive Director<br>And either Director of Corporate Finance<br>Or Director of Financial Insights<br><br><u>Settlement &lt;£50,000</u><br>Relevant service:<br>People Business Partner<br>Head of Service<br>Strategic Finance Business Partner |
| HR4 | Human Resources & Organisational Development | In relation to staff below the level of Deputy Chief Officer, to determine applications for the exercise of the Council's discretionary powers to award pensions benefits in accordance with the Pensions Discretions Policy.<br><br>Provided that in cases relating to deferred pension scheme members a decision will only be taken after consideration by the Retirement, Redundancy and Discretions Group. | Director of HR&OD or an Officer nominated by him / her   |

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| HR5 | Human Resources & Organisational Development | To determine pay progression for individual Officers who are not on senior pay in accordance with the Pay Policy Statement. | Director of HR&OD or an Officer nominated by him / her |
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### 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<br>Occupational Therapist<br>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 | Carry out a financial assessment under s17 of the Care Act 2014<br><br>Authorisation of applications for deputyship for property and affairs   | Assessment and Income Officer / Assistant<br><br>Client Financial Affairs Team Manager and Assistant Team Manager |
| APH6 | Adult Social Care | Under s26 of the Care Act 2014, decision to:   | Team Manager  |



| No.  | SERVICE AREA      | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|------|-------------------|--|---|
|      |                   | <ul style="list-style-type: none"> <li>• 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%</li> </ul>  |   |
| APH7 | Adult Social Care | <p>Under s26 of the Care Act 2014, decision to:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• Authorise an adult's care and support plan when it is proposed that the adult be placed in residential or nursing care</li> <li>• Authorise a carer's support plan valued at £51 per week or more</li> </ul> | 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<br><br>Occupational Therapist<br><br>Social Care Practitioner |

| <b>No.</b> | <b>SERVICE AREA</b> | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>   |
|------------|---------------------|---|--|
| APH10      | Adult Social Care   | Decision to fund a property adaptation following an assessment under s26 of the Care Act 2014   | Senior Manager (OT qualified)  |
| APH11      | Adult Social Care   | Under s34 of the Care Act 2014, and in consultation with the relevant budget holder, decision to enter into a deferred payment agreement.   | Information Assistant  |
| APH12      | Adult Social Care   | Carry out a review of a care and support plan or support plan under s27 of the Care Act 2014  | Social Care Assistant  |
| APH13      | Adult Social Care   | Decision to share information with a relevant partner regarding an adult or carer with needs for care and support under s7 of the Care Act 2014   | Team Manager   |
| APH14      | Adult Social Care   | Carry out a mental capacity assessment under s3 of the Mental Capacity Act 2005<br><br>Make best interest decisions under s4 of the Mental Capacity Act 2005<br><br>Instruct an Independent Mental Capacity Advocate under s39 of the Mental Capacity Act 2005 (and associated regulations) | Social Worker<br><br>Occupational Therapist<br><br>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:       | Senior Practice Development Manager<br><br>Deputy Director for Adult Social Care |

| No.   | SERVICE AREA      | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|-------|-------------------|--|---|
|       |                   | <ul style="list-style-type: none"> <li>• Approve Best Interest Assessors</li> <li>• Grant an extension of an Urgent Authorisation to a Managing Authority</li> <li>• Appoint Assessors</li> <li>• Review authorisations</li> <li>• Appoint a Relevant Persons Representative</li> <li>• Authorise a Managing Authority to deprive a person of their liberty</li> <li>• Make conditions in respect of an Authorisation</li> </ul> |   |
| 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<br>Area Director  |
| APH17 | Adult Social Care | <p>Decision to make an application to the Court of Protection for a Deputyship Order under s16 of the Mental Capacity Act 2005</p> <p>Decision to designate a named officer/s to fulfil the day-to-day functions and responsibilities of a Deputy on behalf of the Council</p>   | Senior Practice Development Manager<br>Head of Resources and Caldicott Guardian<br>Client Financial Affairs Team Manager and Assistant Team Manager |
| 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   |

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

| <b>No.</b> | <b>SERVICE AREA</b> | <b>FUNCTIONS DELEGATED</b>   | <b>TITLE OF POSTHOLDER</b>  |
|------------|---------------------|--|---|
| APH22      | Adult Social Care   | Decision to: <ul style="list-style-type: none"> <li>• Undertake an internal review as a result of an investigation or Large Scale Enquiry recommendation</li> <li>• Commission an independent investigation</li> </ul> | Head of Quality Assurance and Strategic Safeguarding<br><br>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<br><br>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<br><br>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, FAMILIES AND LEARNING

| No   | SERVICE AREA                             | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER                                 |
|------|--|--|---|
| CFL1 | Education, Lifelong Learning and Culture | To ensure the delivery of Cultural Services in accordance with the duties imposed upon the authority by legislation  | Assistant Director of Lifelong Learning and Culture |
| CFL2 | Education, Lifelong Learning and Culture | To meet the requirements of the Public Libraries and Museums Act 1964, e.g. display of sensitive material, use of mobile libraries   | Assistant Director of Lifelong Learning and Culture |
| CFL3 | Education, Lifelong Learning and Culture | To supply information required to the Department of Culture, Media & Sport   | Assistant Director of Lifelong Learning and Culture |
| CFL4 | Education, Lifelong Learning and Culture | 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   | Assistant Director of Lifelong Learning and Culture |
| CFL5 | Education, Lifelong Learning and Culture | 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) | Assistant Director of Lifelong Learning and Culture |
| CFL6 | Education, Lifelong Learning and Culture | Within their area of responsibility to make grants to local groups within budget   | Assistant Director of Lifelong Learning and Culture |
| CFL7 | Education, Lifelong Learning and Culture | Performing Arts Library:<br>To deliver the service under the terms of the Service Level Agreement  | Assistant Director of Lifelong Learning and Culture |

| <b>No</b> | <b>SERVICE AREA</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>                          |
|-----------|--|---|---|
| CFL8      | Education, Lifelong Learning and Culture | To provide the service to the Surrey Museums Consultative Committee in accordance with its terms of reference.  | Assistant Director of Lifelong Learning and Culture |
| CFL9      | Education, Lifelong Learning and Culture | 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. | Assistant Director of Lifelong Learning and Culture |
| CFL10     | Education, Lifelong Learning and Culture | 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).  | Assistant Director of Lifelong Learning and Culture |
| CFL11     | Education, Lifelong Learning and Culture | To permit the use of material in accordance with the Copyright Acts   | Assistant Director of Lifelong Learning and Culture |
| CFL12     | Education, Lifelong Learning and Culture | To enter into agreements with developers and others to ensure that archaeological work in connection with proposed or consented development is carried out.   | Assistant Director of Lifelong Learning and Culture |
| CFL13     | Education, Lifelong Learning and Culture | To establish procedures relating to heritage assets to be owned or loaned to SCC.   | Assistant Director of Lifelong Learning and Culture |
| CFL14     | Education, Lifelong Learning and Culture | To promote Heritage based learning and manage learning events and activities.   | Assistant Director of Lifelong Learning and Culture |

| <b>No</b> | <b>SERVICE AREA</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>                          |
|-----------|--|---|---|
| CFL15     | Education, Lifelong Learning and Culture | 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.   | Assistant Director of Lifelong Learning and Culture |
| CFL16     | Education, Lifelong Learning and Culture | To enter into agreements with partners to enable and ensure that heritage activities are carried out.   | Assistant Director of Lifelong Learning and Culture |
| CFL17     | Education, Lifelong Learning and Culture | To manage a Heritage Environment Record for Surrey.   | Assistant Director of Lifelong Learning and Culture |
| CFL18     | Education, Lifelong Learning and Culture | 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.  | Assistant Director of Lifelong Learning and Culture |
| CFL19     | Education, Lifelong Learning and Culture | To produce an annual Adult Learning Plan and submit this to the Learning & Skills Council (LSC).  | Assistant Director of Lifelong Learning and Culture |
| CFL20     | Education, Lifelong Learning and Culture | To report to the LSC information required, in particular regarding Individual Learner Records.  | Assistant Director of Lifelong Learning and Culture |
| CFL21     | Education, Lifelong Learning and Culture | 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 | Assistant Director of Lifelong Learning and Culture |



### CHILDREN, FAMILIES AND LEARNING

| No.   | Service Area                             | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER                                  |
|-------|--|--|--|
| CFL22 | Education, Lifelong Learning and Culture | To ensure that service delivery in respect of schools and learning complies with the duties imposed on the Authority by legislation.   | Assistant Director for Education                     |
| CFL23 | Education, Lifelong Learning and Culture | 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 Education                     |
| CFL24 | Education, Lifelong Learning and Culture | To approve applications for free Home to School mainstream transport following initial refusal by the Service Manager for Admissions and Transport, where there are exceptional circumstances or where new evidence is produced.         | Assistant Director for Education                     |
| CFL25 | Education, Lifelong Learning and Culture | <p>To authorise school loans of less than £500,000 and to licence school deficits of up to 5% of a school's budget and less than £500,000.</p> <p>Note: deficits of more than 5% are referred to Cabinet/Cabinet Member for approval</p> | Director of Education, Lifelong Learning and Culture |

| <b>No.</b> | <b>Service Area</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>                           |
|------------|--|---|--|
| CFL26      | Education, Lifelong Learning and Culture | 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. | Director of Education, Lifelong Learning and Culture |
| CFL27      | Education, Lifelong Learning and Culture | 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.  | Director of Education, Lifelong Learning and Culture |
| CFL28      | Education, Lifelong Learning and Culture | To fix the admission numbers for community and voluntary controlled schools.  | Assistant Director for Education                     |
| CFL29      | Education, Lifelong Learning and Culture | To ensure that school premises conform to the standards prescribed.   | Assistant Director for Education                     |
| CFL30      | Education, Lifelong Learning and Culture | To review and report to the Secretary of State annually on the supply of places.  | Assistant Director for Education                     |
| CFL31      | Education, Lifelong Learning and Culture | To ensure compliance with class size of 30 legislation.   | Assistant Director for Education                     |
| CFL32      | Education, Lifelong Learning and Culture | To publish information as to schools' admission arrangements.   | Assistant Director for Education                     |

| <b>No.</b> | <b>Service Area</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>       |
|------------|--|---|----------------------------------|
| CFL33      | Education, Lifelong Learning and Culture | 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.   | Assistant Director for Education |
| CFL34      | Education, Lifelong Learning and Culture | 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. | Assistant Director for Education |
| CFL35      | Education, Lifelong Learning and Culture | To consult, at least once in every year, as to the proposed admission arrangements for schools.   | Assistant Director for Education |
| CFL36      | Education, Lifelong Learning and Culture | To make arrangements for the provision of such free transport as the Authority considers necessary to facilitate the attendance of pupils at schools.   | Assistant Director for Education |
| CFL37      | Education, Lifelong Learning and Culture | To require a maintained school to accept a pupil named in a school Attendance Order.  | Assistant Director for Education |

| <b>No.</b> | <b>Service Area</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>  |
|------------|--|---|---|
| CFL38      | Education, Lifelong Learning and Culture | To direct a maintained school to admit a child who would otherwise be without a place.  | Assistant Director for Education  |
| CFL39      | Education, Lifelong Learning and Culture | To ensure that appropriate provision is made for pupils who have special educational needs.   | Assistant Director for SEND, Education and Corporate Parenting - Commissioning                      |
| CFL40      | Education, Lifelong Learning and Culture | To ensure sufficient childcare places for working parents.  | Assistant Director for SEND, Education and Corporate Parenting - Commissioning                      |
| CFL41      | Education, Lifelong Learning and Culture | Duty to keep day care arrangements under review in conjunction with the local authority.  | Assistant Director for Education  |
| CFL42      | Education, Lifelong Learning and Culture | 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. | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |
| CFL43      | Education, Lifelong Learning and Culture | To ensure that, subject to qualifications, children with special needs are educated in the most appropriate mainstream or specialist setting.   | East and Assistant Director for Vulnerable Learners West  |
| CFL44      | Education, Lifelong Learning and Culture | To discharge duties regarding the creation of early education places for 3 and 4 year olds under the relevant statutory plans.  | Assistant Director for SEND, Education and Corporate Parenting - Commissioning                      |

| <b>No.</b> | <b>Service Area</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>   |
|------------|--|---|--|
| CFL45      | Education, Lifelong Learning and Culture | To support and service the work of the Early Years and Childcare Partnership.   | Assistant Director for Education and Lifelong Learning                         |
| CFL46      | Education, Lifelong Learning and Culture | To ensure that there is effective partnership working to support the provision of early education and childcare.  | Assistant Director for Education and Lifelong Learning                         |
| CFL47      | Education, Lifelong Learning and Culture | To ensure that there is the development of an integrated approach to early education and childcare.   | Assistant Director for Education and Lifelong Learning                         |
| CFL48      | Education, Lifelong Learning and Culture | To keep special education arrangements under review.  | Assistant Director for SEND, Education and Corporate Parenting - Commissioning |
| CFL49      | Education, Lifelong Learning and Culture | 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 | Assistant Director for Education and Lifelong Learning                         |
| CFL50      | Education, Lifelong Learning and Culture | To manage youth centres and neighbourhood based youth work<br><br>To suspend or permanently exclude young people from centres or work in exceptional circumstances  | Assistant Director for Early Help and Hubs                                     |

| <b>No.</b> | <b>Service Area</b>                      | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>  |
|------------|--|---|---|
| CFL51      | Education, Lifelong Learning and Culture | To assist if requested the local authority's investigations of young people who have suffered or may have suffered 'significant harm'   | Assistant Director for SEND, Education and Corporate Parenting - Commissioning                      |
| CFL52      | Education, Lifelong Learning and Culture | To deliver the service under the terms of Service Level Agreements with the voluntary sector and with Surrey Connexions.  | Assistant Director for SEND, Education and Corporate Parenting - Commissioning                      |
| CFL53      | Education, Lifelong Learning and Culture | To implement and manage the local Duke of Edinburgh Scheme  | Assistant Director for Education and Lifelong Learning  |
| CFL54      | Education, Lifelong Learning and Culture | To secure the admission of a pupil excluded from school to a place at another maintained school   | Assistant Director for Education and Lifelong Learning  |
| CFL55      | Education, Lifelong Learning and Culture | To secure provision of education 'otherwise than at school' where necessary to meet a pupil's need  | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |
| CFL56      | Education, Lifelong Learning and Culture | 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 | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |

| No.   | Service Area                             | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER   |
|-------|--|---|---|
|       |  | under Section 444 of the Education Act 1996.  |   |
| CFL57 | Education, Lifelong Learning and Culture | 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. | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |
| CFL58 | Education, Lifelong Learning and Culture | 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.                          | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |
| CFL59 | Education, Lifelong Learning and Culture | Under Section 444A and 444B of the Education Act 1996 and Section 105 of the Education and Inspections Act 2006 to issue penalty notices.   | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |
| CFL60 | Education, Lifelong Learning and Culture | 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  | Assistant Director for Vulnerable Learners East and Assistant Director for Vulnerable Learners West |

| No.   | Service Area                             | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|-------|--|---|--|
|       |  | Social Behaviour Act 2003 and Section 103 of the Education and Inspections Act 2006.  |  |
| CFL61 | 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  |
| CFL62 | Commercial Services                      | Acquisitions and disposal of services, supplies and equipment<br>Submit tenders and quotations for external contracts and internal arrangements<br>Employ staff to meet requirements of contracts in accordance with specifications and trade levels. | Head of Commercial Services<br>Regional Manager<br>Operations Manager<br>Finance Manager |
| CFL63 | Commercial Services                      | Acquisitions and disposal of equipment.   | Premises Manager   |
| CFL64 | Education, Lifelong Learning and Culture | The annual consideration of charges for maintained schools for the cost of conversion to academies.   | Executive Director for Children, Families and Lifelong Learning                          |
| CFL65 | Education, Lifelong Learning and Culture | To offer advice, guidance and support to childcare providers on meeting national standards.   | Assistant Director for Education and Lifelong Learning                                   |
| CFL66 | Education, Lifelong Learning and Culture | To manage outdoor education centres.<br><br>To suspend or permanently exclude young people from centres in exceptional circumstances  | Assistant Director for Education and Lifelong Learning                                   |



| <b>No.</b> | <b>Service Area</b>                      | <b>FUNCTIONS DELEGATED</b>   | <b>TITLE OF POSTHOLDER</b>                             |
|------------|--|--|--|
| CFL67      | Education, Lifelong Learning and Culture | 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. | Assistant Director for Education and Lifelong Learning |

| <b>No.</b> | <b>Service Area</b> | <b>FUNCTIONS DELEGATED</b>   | <b>TITLE OF POSTHOLDER</b> |
|------------|---------------------|--|----------------------------|
| CFL68      | Children's Services | Decisions on outcome of referrals and assessments                                      | Team Manager               |
| CFL69      | Children's Services | Responsibility to commence Child and Family Assessment and make recommendations        | Social Worker              |
| CFL70      | Children's Services | Authorisation to commence Public Law Outline   | Assistant Director         |
| CFL71      | Children's Services | Agreeing to accommodate a child (S20)  | Assistant Director         |
| CFL72      | Children's Services | Agreement to discharge a child who is accommodated under Section 20, 1989 Children Act | Assistant Director         |
| CFL73      | Children's Services | Decision to apply for an EPO (Emergency Protection Order)                              | Assistant Director         |

| <b>No.</b> | <b>Service Area</b> | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>   |
|------------|---------------------|---|--|
| CFL74      | Children's Services | Decision to instigate care proceedings in any court.<br><br>Decision to apply for any of the following under the Children Act 1989: Children Assessment Order, Child Safety Order, Section 8 Order. | Assistant Director (in exceptional circumstances, where delay would place the child at risk – delegated to service manager).           |
| CFL75      | Children's Services | Signing and quality assurance of applications to court  | Service Manager  |
| CFL76      | Children's Services | Endorse applications to court   | Assistant Director   |
| CFL77      | Children's Services | Signing of Initial and Final Care Plans to Court  | Assistant Director   |
| CFL78      | Children's Services | Decision to apply for discharge of care order   | Assistant Director   |
| CFL79      | Children's Services | Agreement to place with Independent Fostering Arrangements  | Assistant Director, Children's Resources   |
| CFL80      | Children's Services | Authority to change a child's placement: requiring 'same day' decision  | Assistant Director   |
| CFL81      | Children's Services | Authority to postpone a CLA Review beyond statutory time limits   | Service Manager, IRO Service   |
| CFL82      | Children's Services | Missing Children from Care: Surrey Residential units notify police, senior managers   | Registered Manager to inform Service Manager, Residential and Assistant Director, Children's Resources and Quadrant Assistant Director |

| No.  | Service Area        | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER                            |
|--|---------------------|---|--|
|  |                     | All children in care  | Escalate as protocol                           |
| CFL83  | Children's Services | Financial of up to £100 in the Assessment, Family Safeguarding, Looked After and Care Leaver's Teams and Targeted Youth Support | Team Manager                                   |
| CFL84  | Children's Services | Financial of up to £500 in the Assessment, Family Safeguarding, Looked After and Care Leaver's Teams and Targeted Youth Support | Service Manager                                |
| <b>Serious Incident/ Need to Know Notification</b> |                     |   |  |
| CFL85  | Children's Services | Notify the Assistant Director   | Service Manager                                |
| CFL86  | Children's Services | Notify parent in relation to a serious incident/ death of a child in conjunction with social worker                             | Assistant Director                             |
| CFL87  | Children's Services | Notify Director/ Director of Quality Performance  | Assistant Director                             |
| CFL88  | Children's Services | Inform Lead Cabinet Member  | Director of Safeguarding and Family Resilience |

| <b>No.</b>                   | <b>Service Area</b> | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>  |
|------------------------------|---------------------|---|---|
| CFL89                        | Children's Services | Notify incidents to National Child Safeguarding Practice Review/ Ofsted       | Director of Quality and Performance   |
| CFL90                        | Children's Services | Notification of incidents to Ofsted in line with Children's Homes regulations | Registered Team Manager   |
| <b>Children Looked After</b> |                     |   |   |
| CFL91                        | Children's Services | Agreement to at a distance placement  | Executive Director Children, Families and Lifelong Learning   |
| CFL92                        | Children's Services | Out of area placement   | Director of Family Resilience and Safeguarding  |
| CFL93                        | Children's Services | Consent to: Immunisation / vaccination (e.g. meningitis)                      | Team Manager if not able to be obtained from parent   |
| CFL94                        | Children's Services | Consent to routine medical treatment  | Team Manager if not able to be obtained from parent   |
| CFL95                        | Children's Services | Consent to emergency treatment including anaesthetic and consent to surgery   | Assistant Director if not able to be obtained from parent   |
| CFL96                        | Children's Services | Consent to contraceptive treatment  | Assistant Director if not able to be obtained from parent or child not deemed to be Fraser competent. |
| CFL97                        | Children's Services | Consent to marriage of CLA  | Director if consent cannot be obtained from parent.   |
| CFL98                        | Children's Services | Consent to termination of pregnancy and HIV testing of CLA                    | Assistant Director if not able to be obtained from parent.  |

| No.    | Service Area        | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER  |
|--------|---------------------|--|--|
|        |                     |  | In consultation with young person (Fraser competent).  |
| CFL99  | Children's Services | Decision for CLA to stay overnight with a friend (see delegated authority policy for carers).      | Carer in discussion with Social Worker if necessary  |
| CFL100 | Children's Services | Signing a passport application of CLA  | Assistant Director (applicant signatory),<br>Social Worker (counter-signatory).<br>In consultation with young person (Fraser competent). |
| CFL101 | Children's Services | Authorising a trip abroad for CLA  | All with Parental Responsibility to be consulted - Service Manager for more than 28 days (seek Foreign Office Advice where appropriate)  |
| CFL102 | Children's Services | Authorising request for DBS checks on children's carers  | Team Manager   |
| CFL103 | Children's Services | Decision to take further action regarding CRB check results  | Assistant Director   |
| CFL104 | Children's Services | Case allocation / closure  | Service Manager/ Team Manager  |
| CFL105 | Children's Services | Placement with parents   | Assistant Director   |
| CFL106 | Children's Services | Decision to apply for leave of the court for a child in care to live outside of England and Wales. | Assistant Director   |

| <b>No.</b> | <b>Service Area</b> | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>        |
|------------|---------------------|---|-----------------------------------|
| CFL107     | Children's Services | Decision to withhold the whereabouts of a child from a person, usually a parent for up to 7 days pending application to court.  | Assistant Director                |
| CFL108     | Children's Services | Authority to place CLA with regulation 38 carers (family and friends)   | Assistant Director                |
| CFL109     | Children's Services | Authority to place siblings separately short term   | Service Manager                   |
| CFL110     | Children's Services | Agreement to suspend contact (child on Care Order Section 34 (6) Children Act 1989) and application for order relating to contact under section 34  | Service Manager with legal advice |
| CFL111     | Children's Services | Decision to apply for a Recovery Order for a child who is in care, the subject of an EPO, or in police protection   | Assistant Director                |
| CFL112     | Children's Services | Decision to inform a third party of the identity and concerns about a person who is considered a risk to children   | Service Manager with legal advice |
| CFL113     | Children's Services | Consent to tattoos and piercings where the young person is Fraser competent and has been appraised of the risks (note: young people over the age of 16 are able to get their ears pierced without parental consent) | Service Manager                   |
| CFL114     | Children's Services | Application to the Probate Registry for Letters of Administration in respect of the   | Director Corporate Parenting      |

| No.  | Service Area        | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER                            |
|--|---------------------|---|--|
|  |                     | estate of a deceased parent of a CLA (subject to a Care Order)  |  |
| <b>Secure Accommodation</b>                                |                     |   |  |
| CFL115   | 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. | Assistant Director                             |
| CFL116   | Children's Services | Authority to endorse secure application   | Director of Safeguarding and Family Resilience |
| CFL117   | Children's Services | Authority to progress secure application for under 13 year old to Secretary of State  | Director of Safeguarding and Family Resilience |
| CFL118   | Children's Services | To agree children to be placed in secure for up to 72 hours pending a court decision  | Assistant Director                             |
| <b>Child arrangement order/ special guardianship order</b> |                     |   |  |
| CFL119   | Children's Services | Departmental agreements to fund an application to apply for Child Arrangement Order   | Assistant Director                             |
| CFL120   | Children's Services | Departmental agreement to fund an application for a Special Guardianship Order  | Assistant Director                             |

| <b>No.</b>                        | <b>Service Area</b> | <b>FUNCTIONS DELEGATED</b>  | <b>TITLE OF POSTHOLDER</b>   |
|-----------------------------------|---------------------|---|--|
| CFL121                            | Children's Services | Departmental approval for Reg 24 Friends and Family Care Placement  | Assistant Director Children's Resources in consultation with Service Manager               |
| CFL122                            | Children's Services | Authorisation of payments for Child Arrangement Order and Special Guardianship Order allowances in excess of the agreed scheme in exceptional circumstances | Assistant Director   |
| <b>Foster Care &amp; Adoption</b> |                     |   |  |
| CFL123                            | Children's Services | Adoption Agency Decision Maker  | Assistant Director, Children's Resources   |
| CFL124                            | Children's Services | Fostering Agency Decision Maker   | Assistant Director or Nominated Agency Decision Maker                                      |
| CFL125                            | Children's Services | Approval or rejection of foster carers with any relevant conditions after recommendations from fostering panels   | Delegated to Agency Decision Maker   |
| CFL126                            | Children's Services | Decisions relating to foster care allowances and financial assistance for foster carers   | Director Corporate Parenting with Cabinet approval   |
| CFL127                            | Children's Services | Appointment of members of adoption panels and fostering panels  | Assistant Director, Children's Resources   |
| CFL128                            | Children's Services | Decision to make a prohibition notice or requirements in respect of private foster carers   | Director Corporate Parenting in consultation with Assistant Director, Children's Resources |



| <b>No.</b>              | <b>Service Area</b> | <b>FUNCTIONS DELEGATED</b>   | <b>TITLE OF POSTHOLDER</b>               |
|-------------------------|---------------------|--|--|
| CFL129                  | 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  | Agency decision maker                    |
| CFL130                  | Children's Services | Decisions relating to adoption allowances and to pay legal costs for adopters in adoption cases  | Assistant Director, Children's Resources |
| CFL131                  | Children's Services | Authorisation of applications under Adoption and Children Act 2002   | Assistant Director                       |
| <b>Data Protection</b>  |                     |  |  |
| CFL132                  | Children's Services | Authorisation of restricted access in relation to a Data Protection access to file request   | Assistant Director                       |
| CFL133                  | Children's Services | Authorisation to waive public interest immunity in relation to the disclosure of information in a criminal prosecution   | Assistant Director                       |
| <b>Child Employment</b> |                     |  |  |
| CFL134                  | 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 | Child Employment Team Manager            |

| No.    | Service Area                             | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER   |
|--------|--|---|---|
|        |  | (Performances and Activities) (England) Regulations 2014, Section 559(1) and (2) of the Education Act 1996 and in accordance with current local byelaws.  |   |
| CFL135 | Surrey School Travel and Assessment Team | To appoint experienced/qualified officers from within the Local Authority to sit on Home to School Travel Assistance Stage Two Panels and take decisions in relation to reviews in consultation with at least one experienced/qualified elected member. | Director of Commissioning<br>Director of Children and Lifelong Learning |

#### COMMUNITY PARTNERSHIP TEAM

| No   | Service area                | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|------|-----------------------------|--|---|
| CPT1 | Community Partnerships Team | To make decisions on approval of Members' Community Allocations in consultation with individual members or the relevant local committee Chairman where it is not possible to obtain the individual Member's views. | Head of Community Partnerships and Engagement<br><br>Engagement Manager<br><br>Funding Lead |

#### 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: |

| No   | Service area    | TITLE OF POSTHOLDER  | FUNCTIONS DELEGATED   |
|------|-----------------|--|---|
| FR1A | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander<br>Group Commander<br>Assistant Group Commander (Business Safety)<br>Watch Commander (Business Safety) | To sign and serve any Alterations Notice on behalf of Surrey County Council as the Fire and Rescue Authority  |
| FR1B | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander<br>Group Commander<br>Assistant Group Commander (Business Safety)<br>Watch Commander (Business Safety) | To withdraw any Alterations Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR1C | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander  | 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   |
|------|-----------------|--|---|
|      |                 | Group Commander<br>Assistant Group Commander<br>(Business Safety)  |   |
| FR1D | Fire and Rescue | Deputy Chief Fire Officer<br><br>Assistant Chief Fire Officer<br><br>Area Commander<br><br>Group Commander<br>Assistant Group Commander<br>(Business Safety)<br>Watch Commander (Business<br>Safety) | To withdraw any Enforcement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR1E | Fire and Rescue | Deputy Chief Fire Officer<br><br>Assistant Chief Fire Officer<br><br>Area Commander<br><br>Group Commander<br>Assistant Group Commander<br>(Business Safety)   | To sign and serve any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority  |
| FR1F | Fire and Rescue | Deputy Chief Fire Officer<br><br>Assistant Chief Fire Officer<br><br>Area Commander  | 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   |
|------|-----------------|---|---|
|      |                 | Group Commander<br>Assistant Group Commander<br>(Business Safety)   |   |
| 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 | Deputy Chief Fire Officer<br><br>Assistant Chief Fire Officer<br><br>Area Commander<br><br>Group Commander (Business Safety)  | To sign any Prohibition Notice on behalf of Surrey County Council as the Licensing Authority  |
| FR2B | Fire and Rescue | Deputy Chief Fire Officer<br><br>Assistant Chief Fire Officer<br><br>Area Commander<br><br>Group Commander (Business Safety)<br><br>Assistant Group Commander (Business Safety)<br><br>Safety at Sports Grounds Advisor | To withdraw any Prohibition Notice served on behalf of Surrey County Council as the Licensing Authority   |

| No   | Service area    | TITLE OF POSTHOLDER   | FUNCTIONS DELEGATED  |
|------|-----------------|---|--|
| FR2C | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander<br>Group Commander (Business Safety)<br>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 | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander<br>Group Commander (Business Safety)<br>Assistant Group Commander (Business Safety)<br>Safety at Sports Grounds Advisor | To sign any Amendment Notice, Cancellation Notice, Transfer Notice on behalf of Surrey County Council as the Licensing Authority   |
| FR3  | Fire and Rescue | To exercise the powers of the County Council as Fire and Rescue Authority pursuant to Health & Safety at Work Etc. Act 1974   |  |
| FR3A | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer   | To sign any Improvement Notice on behalf of Surrey County Council as the Fire and Rescue Authority                                 |

| No   | Service area    | TITLE OF POSTHOLDER  | FUNCTIONS DELEGATED   |
|------|-----------------|--|---|
|      |                 | Area Commander<br>Group Commander<br>Assistant Group Commander<br>(Business Safety)  |   |
| FR3B | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander<br>Group Commander<br>Assistant Group Commander<br>(Business Safety) | To withdraw any Improvement Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |
| FR3C | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander<br>Group Commander   | To sign any Prohibition Notice on behalf of Surrey County Council as the Fire and Rescue Authority            |
| FR3D | Fire and Rescue | Deputy Chief Fire Officer<br>Assistant Chief Fire Officer<br>Area Commander  | To withdraw any Prohibition Notice served on behalf of Surrey County Council as the Fire and Rescue Authority |

| No  | Service area    | TITLE OF POSTHOLDER   | FUNCTIONS DELEGATED   |
|-----|-----------------|---|---|
|     |                 | Group Commander<br>Assistant Group Commander<br>(Business Safety) |   |
| FR4 | Fire and Rescue | Head of Fire and Rescue and Chief Fire Officer                    | In respect of ranks below that of Deputy 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<br>Deputy 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.<br><br>This to include arrangements for consultations on options for changes to services to be considered by the Fire and Rescue Authority, such as the closure of a fire station or permanent reduction / relocation of fire engines and crew. |
| FR6 | Fire and Rescue | Scheme Manager (SFRS)<br>Chief Fire Officer                       | To take any decisions necessary (except those covered by FR7 and FR8 or reserved to a committee of the Council) pursuant to the operation of the Firefighters' Pension Scheme 1992 (FPS 1992), New Firefighters Pension Scheme 2006 (NFPS 2006) and Firefighters Pension Scheme 2015 (FPS 2015).  |



| No  | Service area    | TITLE OF POSTHOLDER                         | FUNCTIONS DELEGATED   |
|-----|-----------------|---|---|
|     |                 |   |   |
| FR7 | Fire and Rescue | Chief Fire Officer<br>Chief Executive       | In consultation with the Executive Director of Resources or their deputy, to approve the medical discharge of a Firefighter under the terms of the FPS 1992, NFPS 2006 and FPS 2015.  |
| FR8 | Fire and Rescue | Scheme Manager (SFRS)<br>Chief Fire Officer | In consultation with the Executive Director of Resources or their deputy, to take decisions relating to the exercise of all discretions and matters under the FPS 1992, NFPS 2006 and FPS 2015, including those in the currently published policy of discretions. |

## EMERGENCY MANAGEMENT

| No     | SERVICE AREA         | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER          |
|--------|----------------------|---|------------------------------|
| 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:<br>Civil Contingencies Act 2004, Regulations 2005,<br>• Local Government Act 1972, Section 138<br>• Notification of Installations. Handling Hazardous Substance (NIHHS) Regulations 1982<br>• Reservoir Act 1975 | Head of Emergency Management |

| No | SERVICE AREA | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER |
|----|--------------|--|---------------------|
|    |              | <ul style="list-style-type: none"> <li>• Water Act 2003</li> <li>• The Pipelines Safety Regulations 1996</li> <li>• The Control of Major Accident Hazards (COMAH) Regulations 1999</li> <li>• The Radiation (Emergency Preparedness &amp; Public Information) Regulations (REPPIR) 2001</li> </ul> <p>In the event of an emergency, call to the County Council Emergency Centre those County Council officers he identifies as being necessary to provide an appropriate County Council response to that emergency.</p> <p>In the event of an emergency deploy the resources necessary to meet the demands of the emergency until the arrival of a strategic director.</p> <p>Appoint emergency planning officers and other support officers as are required to undertake the various functions and duties to meet the needs of the County Council, Surrey districts and members of the Surrey Local Resilience Forum (SLRF)</p> |                     |

**BUCKINGHAMSHIRE COUNCIL AND SURREY COUNTY COUNCIL JOINT TRADING STANDARDS SERVICE**

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

| No  | TITLE OF POSTHOLDER  | FUNCTIONS DELEGATED  |
|-----|--|--|
| TS1 | Head of Trading Standards  | To be the Council's Chief Inspector of Weights and Measures  |
| TS2 | Head of Trading Standards<br><br>Assistant Head of Trading Standards<br><br>Trading Standards Managers                             | 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, financial penalties, penalty charge notices, penalty notices for licensing and registration, prosecution and civil action  |
| TS3 | Head of Trading Standards<br><br>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<br><br>Assistant Head of Trading Standards<br><br>Trading Standards Managers<br><br>Senior Legal Officer | <p>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.</p> <p>B. To initiate restraint and/or confiscation proceedings under the Proceeds of Crime Act 2002 in the Crown Court</p> <p>C. (Head of Trading Standards only) To authorise 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, the Crown Court or in the County Court.</p> |
| TS5 | Head of Trading Standards<br>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   |

| No  | TITLE OF POSTHOLDER  | FUNCTIONS DELEGATED  |
|-----|--|--|
| TS6 | Head of Trading Standards<br>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<br>Assistant Head of Trading Standards<br>Trading Standards Managers | 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  |

### ENVIRONMENT, TRANSPORT AND INFRASTRUCTURE

| No   | Service area                              | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER   |
|--|---|---|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |   |   |
| EAI1   | Highways and Transport<br><br>Environment | 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. | Director Highways & Transport<br>Director Infrastructure, Planning & Major Projects<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager Principal Highway Maintenance Engineer<br>Highways Customer Officer Team Leader<br>Highway Maintenance Engineer<br>Traffic & Streetworks Manager<br>Natural Capital Group Manager<br>Access Team Manager |

| No   | Service area                              | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|--|---|---|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |   |  |
|  |   |   | Bus Service Planning Team Manager<br>Transport Projects Team Manager<br>Street Scene Team Leader   |
| EAI2   | Highways and Transport                    | 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. | Director Highways & Transport<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Manager<br>Principal Structures Engineer<br>Asset Programme Manager (Structures and Slopes)  |
| EAI3   | Highways and Transport                    | To deal with applications for the construction of carriage crossings over footways and verges and to construct such crossings.                    | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Technical Support & Communication Manager<br>Highway Customer Officer Team Leader<br>Senior Highways Customer Officer  |
| EAI4   | Highways and Transport<br><br>Environment | To erect fences (including guard rails), boundary posts, and, in emergencies, barriers and to install refuse or storage bins on the highway.      | Director of Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Highways Construction Manager<br>Transport Infrastructure Manager<br>Infrastructure Schemes Manager<br>Asset Programme Manager (Structures and Slopes)<br>Network & Asset Management Group Manager<br>Natural Capital Group Manager<br>Access Team Manager<br>Highways Duty Manager |

| No   | Service area           | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|--|------------------------|---|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |   |  |
| EAI5   | Highways and Transport | To serve notices and take any other necessary action under the New Roads and Street Works Act 1991 and Traffic Management Act 2004  | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Principal Highway Maintenance Engineer<br>Network & Asset Management Group Manager<br>Traffic and Streetworks Manager<br>Streetworks Policy and Tech Support Team Leader<br>Network Coordination Team Leader<br>Streetworks Compliance Team Leader |
| EAI6   | Highways and Transport | 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. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Technical Support & Communication Manager<br>Highway Customer Officer Team Leader<br>Senior Highways Customer Officer  |

| No   | Service area                              | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|--|---|---|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |   |  |
| EAI7   | Highways and Transport<br><br>Environment | 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   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Principal Highway Maintenance Engineer<br>Arboricultural Team Manager<br>Highway Maintenance Engineer<br>Highways Customer Officer Team Leader<br>Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, Maintenance & Enforcement   |
| EAI8   | Highways and Transport<br><br>Environment | To take action under the various provisions of the Highways Act 1980 or any statutory modification or re-enactment thereof, to carry out routine maintenance of the highway and to facilitate the prompt removal of encroachments, obstructions and dangers from the highway. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Principal Highway Maintenance Engineer<br>Maintenance & Enforcement Engineer<br>Highway Maintenance Engineer<br>Technical Support & Communication Manager<br>Highway Customer Officer Team Leader<br>Senior Highways Customer Officer<br>Infrastructure Schemes Team Manager<br>Highway Engineering Team Manager<br>Network Safety Team Leader<br>Network & Asset Management Group Manager<br>Natural Capital Group Manager<br>Access Team Manager |

| No   | Service area                              | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|--|---|---|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |   |  |
|  |   |   | Senior Countryside Access Officer, Legal Definition<br>Enforcement Officer<br>Highway Duty Officer   |
| EAI9   | Highways and Transport<br><br>Environment | 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. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Infrastructure Schemes Team Manager<br>Network Safety Team Leader<br>Network and Asset Management Group Manager<br>Highways Maintenance Manager<br>Principal Highway Maintenance Engineer<br>Highway Maintenance Engineer<br>Highways Customer Officer Team Leader<br>Senior Highways Customer Officer<br>Natural Capital Group Manager<br>Access Team Manager<br>Arboreal Culture & Woodland Manager<br>Enforcement Officer |
| EAI10  | Highways and Transport                    | To exercise the powers delegated in EAI9 above on or in a highway structure owned by the County Council.  | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Principal Highway Maintenance Engineer<br>Highway Maintenance Engineer<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Team Manager  |



| No   | Service area           | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|--|------------------------|--|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |  |   |
|  |                        |  |   |
| EAI11  | Highways and Transport | To grant licences for the construction of private bridges over the highway in accordance with S. 176 of the Highways Act 1980. | Director Highways & Transport<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes) |

| No   | Service area                              | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|--|---|---|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |   |  |
| EAI12  | Highways and Transport<br><br>Environment | 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. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager<br>Network & Asset Management Group Manager<br>Natural Capital Group Manager<br>Access Team Manager<br>Asset Planning Team Manager<br>Senior Countryside Access Officer, Maintenance & Enforcement<br>Senior Countryside Access Officer, Legal Definition<br>Infrastructure Schemes Team Manager<br>Parking Strategy and Implementation Team Manager<br>Transport Infrastructure Manager<br>Traffic and Streetworks Team Manager<br>Highway Engineering Team Manager<br>Streetworks Policy & Tech Support Team Leader<br>Network Coordination Team Leader<br>Streetworks Compliance Team Leader<br>Network Coordinator<br>Traffic Operations Team Leader<br>Highway Duty Officer |

| No   | Service area           | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER  |
|--|------------------------|---|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |   |  |
| EAI13  | Highways and Transport | 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.  | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Network & Asset Management Group Manager<br>Transport Infrastructure Manager<br>Infrastructure Schemes Team Manager<br>Strategic Network Resilience Team Manager |
| EAI14  | Highways and Transport | 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   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Network & Asset Management Group Manager<br>Transport Infrastructure Manager<br>Infrastructure Schemes Team Manager<br>Strategic Network Resilience Team Manager |
| EAI15  | Highways and Transport | To consider Compulsory Purchase Orders affecting the highway and other Orders made by the Secretary of State and, subject to prior consultation with the Director of Law & Governance, to inform the Secretary of State that the County Council have no objection to the Order. -NB In the event that the County Council wishes to object to the Order the Cabinet Member for Transport and Infrastructure and Local Member will be consulted | Director Highways & Transport<br>Director Infrastructure, Planning & Major Projects<br>Highway Operations & Infrastructure Group Manager<br>Highways Information Team Manager  |
| EAI16  | Highways and Transport | To authorise the construction of schemes (other than bridge maintenance or strengthening)   | Director Highways & Transport<br>Director Infrastructure, Planning & Major Projects  |

| No   | Service area                          | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|--|---------------------------------------|--|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                                       |  |   |
|  |                                       | approved by officers, the Cabinet Member or the Cabinet.   | Highway Operations & Infrastructure Group Manager<br>Network & Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Transport Infrastructure Manager<br>Highway Maintenance Manager<br>Highway Improvement Construction Manager<br>Highways Scheme Design Manager<br>Technical Support & Communication Manager<br>Engagement & Commissioning Manager<br>Parking & Traffic Enforcement Manager |
| EA17   | Highways and Transport<br>Environment | 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. | Director Highways & Transport<br>Network & Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes)<br>Natural Capital Group Manager<br>Access Team Manager<br>Countryside Estate Manager   |
| EA18   | Highways and Transport                | 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   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager<br>Parking & Traffic Enforcement Manager   |
| EA19   | Highways and Transport                | To instruct the invitation and acceptance of tenders in respect of new modifications to existing traffic signals, pelican and toucan crossing  | Director Highways & Transport<br>Network & Asset Management Group Manager<br>Traffic and Streetworks Manager<br>Traffic Operations Team Leader  |

| No   | Service area                          | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|--|---------------------------------------|--|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                                       |  |   |
|  |                                       | installations as part of schemes approved by officers, the Cabinet Member or Cabinet.  | Design Programme Manager  |
| EAI20  | Highways and Transport                | To instruct the invitation and acceptance of tenders in respect of modifications and maintenance to existing traffic control systems, pelican and toucan crossing installations.   | Director Highways & Transport<br>Network & Asset Management Group Manager<br>Traffic and Streetworks Manager<br>Traffic Operations Team Leader  |
| EAI21  | Highways and Transport                | To exercise all the functions and duties of the Council under Part 7 (a) S. 115A to 115K of the Highways Act 1980.   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager  |
| EAI22  | Highways and Transport<br>Environment | To make<br><br>(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<br><br>(2) 'special events' orders under s16(a), (b) or (c) of the Road Traffic Act 1984<br><br>subject to informing the local Members. | Director Highways & Transport<br><br>Network & Asset Management Group Manager<br>Traffic and Streetworks Manager<br>Traffic Operations Team Leader<br>Highway Operations & Infrastructure Group Manager<br>Parking & Traffic Enforcement Manager<br>Engagement & Commissioning Manager Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, Legal Definition<br>Streetworks Policy & Tech Support Team Leader<br>Network Coordination Team Leader<br>Streetworks Compliance Team Leader |

| No   | Service area           | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER   |
|--|------------------------|---|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |   |   |
| EAI23  | Highways and Transport | 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. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highway Technical Support & Communication Manager<br>Engagement & Commissioning Manager |
| EAI24  | Highways and Transport | To exercise the Council's powers in relation to securing the provision of any service under subsection 1 (a) of the Transport Act 1985, subject to prior reference to the Cabinet.  | Director Highways & Transport<br>Strategic Transport Group Manager  |
| EAI25  | Highways and Transport | To approve proposals by the District Councils for the provision and regulation of off-street car parks.   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Parking & Traffic Enforcement Manager   |
| EAI26  | Highways and Transport | To authorise Low Cost and Accident Remedial measures provided land acquisition is not required.   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager  |

| No   | Service area           | FUNCTIONS DELEGATED   | TITLE OF POSTHOLDER   |
|--|------------------------|---|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |   |   |
| EAI27  | Highways and Transport | 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. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes)   |
| EAI28  | Highways and Transport | To exercise the powers set out in EAI27 above where the vault, arch or cellar is a highway structure.   | Director Highways & Transport<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes)   |
| EAI29  | Highways and Transport | To approve the design of structures referred to in S. 167 of the Highways Act 1980.   | Director Highways & Transport<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes)   |
| EAI30  | Highways and Transport | To serve notices requiring urgent works to private streets pursuant to s230 of the Highways Act 1980  | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager<br>Network & Asset Management Group Manager<br>Asset Planning Team Manager<br>Strategic Network Resilience Manager<br>Transport Infrastructure Manager<br>Infrastructure Schemes Team Manager |

| No   | Service area                              | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
|--|---|--|---|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |  |   |
|  |   |  | Highway Duty Officer  |
| EAI31  | Highways and Transport<br><br>Environment | 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. | Director Highways & Transport<br>Director Infrastructure, Planning & Major Projects<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager<br>Maintenance & Enforcement Engineer<br>Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, Maintenance & Enforcement<br>Senior Countryside Access Officer, Legal Definition<br>Network and Asset Management Group Manager<br>Transport Infrastructure Manager<br>Infrastructure Schemes Team Manager<br>Strategic Network Resilience Team Manager<br>Asset Planning Team Manager<br>Highway Engineering Team Manager |
| EAI32  | Highways and Transport                    | To grant licences for the construction of buildings over highways in accordance with S. 177 of the Highways Act 1980.  | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager   |



| No   | Service area                              | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER  |
|--|---|--|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |  |  |
| EAI33  | Highways and Transport                    | To grant consents for the placing of rails, beams, etc. over highways in accordance with S. 178 of the Highways Act 1980.  | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager  |
| EAI34  | Highways and Transport                    | To exercise the powers set out in EAI35 above where the proposal involves a highway structure.   | Director Highways & Transport<br>Network and Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes)  |
| EAI35  | Highways and Transport<br><br>Environment | 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. | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Information Team Manager<br>Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, Legal Definition   |
| EAI36  | Highways and Transport                    | To approve the placing of temporary traffic signals on the highway which extend across junctions in accordance with the Road Traffic Regulation Act 1984.              | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Technical Support & Communication Manager<br>Transport Infrastructure Manager<br>Infrastructure Schemes Team Manager<br>Network & Asset Management Group Manager<br>Traffic and Streetworks Manager<br>Traffic Operations Team Leader<br>Streetworks Policy and Tech Support Team Leader<br>Network Coordination Team Leader |

| No   | Service area                              | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER  |
|--|---|--|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |   |  |  |
|  |   |  | Streetworks Compliance Team Leader<br>Highways Duty Manager  |
| EAI37  | Highways and Transport                    | To approve the placing of permanent traffic signals on the highway.  | Director Highways & Transport<br>Network & Asset Management Group Manager<br>Traffic and Streetworks Manager<br>Traffic Operations Team Leader   |
| EAI38  | Highways and Transport                    | To approve the introduction and, following consultation with the divisional Member, withdrawal of school crossing patrols.   | Director of Highways & Transport<br>Strategic Transport Group Manager<br>Road safety and Sustainable School Travel Manager<br>Safer Travel Team Leader   |
| EAI39  | Highways and Transport<br><br>Environment | 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).          | Director Highways & Transport<br>Director Environment<br>Director Infrastructure & Major Projects<br>Highway Operations & Infrastructure Group Manager<br>Natural Capital Group Manager<br>Access Team Manager |
| EAI40  | Highways and Transport                    | 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 | Director Highways & Transport<br>Network & Asset Management Group Manager<br>Infrastructure Schemes Team Manager<br>Asset Programme Manager (Structures and Slopes)  |

| No   | Service area | FUNCTIONS DELEGATED                                       | TITLE OF POSTHOLDER |
|--|--------------|---|---------------------|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |              |   |                     |
|  |              | subject of the original complaint is a highway structure. |                     |

| No   | Service area           | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER  |
|--|------------------------|--|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |  |  |
| EAI41  | Highways and Transport | <p>To authorise, in the case of highway improvements, entering into an agreement delegating powers from the County Council to the Secretary of State for Transport under section 4 of the Highways Act 1980.</p> <p>To authorise, in the case of highway improvements up to a maximum cost of £25,000 only, the entering into of an agreement under section 6 of the Highways Act 1980 relating to the delegation of powers relating to trunk roads from the Secretary of State for Transport to the County Council.</p> <p>To authorise, in the case of highway improvements up to a maximum cost of £25000 only, the entering into of an agreement with another local highway authority under section 8 of the Highways Act 1980 relating to the construction, reconstruction, alteration, improvement, or maintenance of a highway for which one party to the agreement is the highway authority.</p> | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highways Maintenance Manager<br>Engagement & Commissioning Manager |
| EAI42  | Highways and Transport | To authorise, in consultation with the relevant divisional Members, Member highways funding allocations where Members wish to combine their allocation to be spent in one or more divisions.   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager<br>Highways Maintenance Manager |

| No   | Service area           | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER  |
|--|------------------------|--|--|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |                        |  |  |
|  |                        |  |  |
| EAI43  | Highways and Transport | To deliver the concessionary bus fare scheme for older and disabled people as part of the National Concessionary Travel Scheme (ENTCS), in accordance with and subject to relevant provisions of the Transport Act 1985, Transport Act 2000, Concessionary Bus Travel Act 2007 and all associated secondary legislation. This includes formally publishing the scheme and setting the bus operator reimbursement rate. | Director Highways & Transport<br>Strategic Transport Group Manager<br>Passenger Transport Projects Team Manager  |
| EAI44  | Highways and Transport | To exercise the County's powers and duties under the 2010 Flood and Water Management Act and the 2009 Flood Risk Regulations   | Director – Environment<br>Strategic Network Resilience Manager<br>Flood Risk Planning and Consenting Team Leader<br>Flood Risk Infrastructure and Programming Team Leader<br>Flood Risk Management Strategy & Partnerships Team Leader |
| EAI45  | Highways and Transport | 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   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Highway Maintenance Manager  |
| EAI46  | Highways and Transport | 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  | Director of Highways & Transport<br>Highway Operations & Infrastructure Group Manager  |

| No   | Service area | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER |
|--|--------------|--|---------------------|
| <b>Where a highways decision is delegated to an officer in consultation with the divisional member and there is disagreement on the proposed outcome this will be escalated to the Cabinet Member for decision</b> |              |  |                     |
|  |              | road categories and future timings of part-night lighting where assessed to be safe to do so |                     |

**Key to abbreviations:**

EPA - Environmental Protection Act 1990

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

| No    | Service area                                     | FUNCTIONS DELEGATED   |   |
|-------|--|---|---|
| EAI47 | Infrastructure, Planning & Major Projects (IPMP) | Where fewer than 5 objections have been received and no request has been made by the local member or a member of the Planning & Regulatory Committee for the application to be determined by that Committee, to determine planning applications for minerals, waste development and County Council development which comply with the development plan and national policies | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |
| EAI48 | Infrastructure, Planning & Major Projects (IPMP) | 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  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |

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|       |   | 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 |   |
| EAI49 | Infrastructure, Planning & Major Projects (IPMP)<br>Environment | To authorise representation of the Council at Public Inquiries   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Natural Capital Group Manager<br>Access Team Manager<br>Strategic Network Resilience Manager<br>Flood Risk Planning and Consenting Team leader |
| EAI50 | Infrastructure, Planning & Major Projects (IPMP)                | To determine whether county development applications meet the criteria of 'minor'.*  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |
| EAI51 | Infrastructure, Planning & Major Projects (IPMP)                | To determine whether minerals and waste applications meet the criteria of 'minor2'   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |

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

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| EAI52 | Infrastructure, Planning & Major Projects (IPMP) | 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  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |
| EAI53 | Infrastructure, Planning & Major Projects (IPMP) | <p>i) To determine whether county development applications and minerals and waste applications constitute a 'non material amendment' within section 96A of the TCPA, and</p> <p>ii) To determine such applications, irrespective of the number of objections, unless a request has been made by the local member or a member of the Planning &amp; Regulatory Committee for the application to be determined by that Committee.</p>                                  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |
| EAI54 | Infrastructure, Planning & Major Projects (IPMP) | <p>a) To refer to the appropriate Borough/District Council to determine applications for Listed Building Consent on County Council applications where no objection has been received from the bodies required to be notified under Article 13 (2A) of The Planning (Listed Buildings and Conservation Area) Regulations 2015</p> <p>b) To give the County Planning Authority's views on County Council applications for Listed Building Consent and Conservation</p> | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader<br>Historic Environment Planning Team Manager |



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|       |  | <p>Area Consent for demolition of a building in a Conservation Area.</p> <p>c) Where the Secretary of State has granted Listed Building Consent or Conservation Area Consent subject to conditions requiring further details to be approved by the County Planning Authority, to determine applications submitted pursuant to those conditions</p> |  |
| EAI55 | Infrastructure, Planning & Major Projects (IPMP) | To submit observations on behalf of the County Planning Authority in respect of proposals for development by District Councils.  | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)</p> <p>Planning Group Manager</p> <p>Planning Development Manager</p> <p>Planning Development Team Leader</p> <p>Historic Environment Planning Team Manager</p> |
| EAI56 | Infrastructure, Planning & Major Projects (IPMP) | To respond to consultations by District and adjoining Planning Authorities on Local Plans and Neighbourhood Plans subject to prior consultation with the Cabinet Member for Environment and Transport.   | Spatial Planning and Policy Manager  |
| EAI57 | Infrastructure, Planning & Major Projects (IPMP) | To determine whether any powers in S 324 of the TCPA should be exercised.  | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)</p> <p>Planning Group Manager</p> <p>Planning Development Manager</p>   |
| EAI58 | Infrastructure, Planning & Major Projects (IPMP) | To authorise any person to enter any land pursuant to Section 196B of the TCPA.  | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)</p> <p>Planning Group Manager</p> <p>Planning Development Manager</p> <p>Planning Development Team Leader</p> <p>Planning Enforcement Team Leader</p>           |

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| EAI59 | Infrastructure, Planning & Major Projects (IPMP) | To determine whether any powers in S196A of the TCPA should be exercised.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader<br>Planning Enforcement Team Leader |
| EAI60 | Infrastructure, Planning & Major Projects (IPMP) | To instruct the Director of Law & Governance to take enforcement action and initiate the following legal proceedings where appropriate:<br>(a) Issuing Enforcement Notices under the TCPA Section 172<br>(b) Serving Stop Notices under the TCPA Section 183<br>(c) Applications for injunctions under the TCPA Section 187B<br>(d) Prosecutions arising from failure to comply with (a) and (b) above<br>(e) Service of a temporary stop notice under section 171E of the TCPA (as amended) | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader                                     |
| EAI61 | Infrastructure, Planning & Major Projects (IPMP) | Following consultation with the Director of Law & Governance 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.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader                                     |

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| EAI62 | Infrastructure, Planning & Major Projects (IPMP) | To negotiate and monitor a scheme of remediation in relation to waste related development where the powers contained in EAI63 above have been exercised.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader                                     |
| EAI63 | Infrastructure, Planning & Major Projects (IPMP) | To instruct the Director of Law & Governance to issue and serve: -<br>(a) Breach of Condition Notices under the TCPA Section 187A<br>(b) To instruct the Director of Law & Governance to undertake prosecutions arising from failure to comply with (a), (c) and (d).<br><br>To issue and serve:<br>(c) Planning Contravention Notices under the TCPA Section 171C<br>(d) Notices requiring information under the TCPA Section 330 | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader<br>Planning Enforcement Team Leader |

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| EAI64 | Infrastructure, Planning & Major Projects (IPMP) | <p>Under the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 (or where relevant the appropriate predecessor regulations) to:</p> <p>(a) Adopt and issue screening opinions in response to requests made under Regulation 6.</p> <p>(b) Adopt and issue screening opinions under Regulation 8, where a submitted application is not accompanied by an Environmental Statement but falls within the scope of Schedule 2 of the Regulations.</p> <p>(c) Adopt screening opinions under Regulation 37(b) prior to the issue of an enforcement notice.</p> <p>(d) Adopt and issue scoping opinions in response to requests made under Regulation 15, and respond to consultations made under Regulation 15 by the district or borough councils, or by adjoining Planning Authorities.</p> <p>(c) Ascertain the adequacy of any Environmental Statement submitted to the County Council, and where necessary request further information from the applicant under Regulation 25 (or where relevant the appropriate predecessor regulations).</p> | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)<br/>         Planning Group Manager<br/>         Planning Development Manager<br/>         Planning Development Team Leader<br/>         Natural Environment &amp; Assessment Team Manager<br/>         Strategic Network Resilience Manager<br/>         Flood Risk Planning and Consenting Team leader</p> |
| EAI65 | Infrastructure, Planning & Major Projects (IPMP) | Under the Conservation of Habitats & Species Regulations 2017 to make   | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)<br/>         Planning Group Manager<br/>         Planning Development Manager</p>  |

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|       |  | determinations and take actions in accordance with the requirements of:<br>(a) Regulation 63 (assessment of implications for European Sites), Regulation 70 (grant of planning permission), and Regulation 105 (land use plans);<br>(b) Regulation 65 (review of existing consents) and Regulation 71 (planning permission: duty to review); and<br>(c) Regulation 75 (general development orders) and Regulation 77 (general development orders: approval of local planning authority). | Planning Development Team Leader<br>Natural Environment & Assessment Team Manager  |
| EAI66 | Infrastructure, Planning & Major Projects (IPMP) | To respond to consultations in respect of Mineral Consultation Areas.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Minerals and Waste Policy Team Manager  |
| EAI67 | Infrastructure, Planning & Major Projects (IPMP) | To respond to consultations by adjoining Planning Authorities on applications for mineral working and waste disposal.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader<br>Historic Environment Planning Team Manager<br>Natural Environment & Assessment Team Manager |
| EAI68 | Infrastructure, Planning & Major Projects (IPMP) | To respond to consultations by adjoining Planning Authorities on minerals and waste disposal plans.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Minerals and Waste Policy Team Manager<br>Historic Environment Planning Team Manager<br>Natural Environment & Assessment Team Manager                           |

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| EAI69 | Infrastructure, Planning & Major Projects (IPMP) | 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.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |
| EAI70 | Infrastructure, Planning & Major Projects (IPMP) | <p>a) The making of a Direction under Article 5 of the Town &amp; Country Planning (General Permitted Development ) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of that Article)</p> <p>b) The cancellation or variation of a Direction issued by the Mineral Planning Authority by a subsequent Direction under Article 6 of the Town &amp; Country Planning (General Permitted Development ) (England) Order 2015 SI 2015 No. 596 (or any re-enactment of that Article)</p> | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |
| EAI71 | Infrastructure, Planning & Major Projects (IPMP) | 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 Director of Law & Governance to revoke Certificates pursuant to Section 193 of the TCPA.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |
| EAI72 | Infrastructure, Planning & Major Projects (IPMP) | To respond to consultations by the Environment Agency under Schedule 5, Part 1, paragraph 6 of the Environmental  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager                                     |

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|       |  | Permitting (England and Wales) Regulations 2010.   | Planning Development Team Leader<br>Strategic Network Resilience Manager<br>Flood Risk Planning and Consenting Team leader  |
| EAI73 | Infrastructure, Planning & Major Projects (IPMP) | 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.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader<br>Minerals and Waste Policy Team Manager |
| EAI74 | Infrastructure, Planning & Major Projects (IPMP) | 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.                     | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |
| EAI75 | Infrastructure, Planning & Major Projects (IPMP) | 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.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |
| EAI76 | Infrastructure, Planning & Major Projects (IPMP) | 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. | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader   |

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| EAI77 | Infrastructure, Planning & Major Projects (IPMP) | To instruct the Director of Law & Governance to issue and serve:<br>(a) Revocation Orders under S97 of the Town and Country Planning Act 1990<br>(b) Modification Orders under S97 of the Town and Country Planning Act 1990<br>(c) Prohibition Orders under paragraph 3 of Schedule 9 of the Town and Country Planning Act 1990<br>(d) Suspension Orders under paragraphs 5 and 6 of Schedule 9 of the Town and Country Planning Act 1990 | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager                                     |
| EAI78 | Infrastructure, Planning & Major Projects (IPMP) | 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              | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |
| EAI79 | Infrastructure, Planning & Major Projects (IPMP) | 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   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader |



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| EAI80 | Infrastructure, Planning & Major Projects (IPMP)                    | To serve notices under Schedules 13 and 14 of the Environment Act 1995 for the Review of Mineral Planning Permissions.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager<br>Planning Development Team Leader  |
| EAI81 | Infrastructure, Planning & Major Projects (IPMP)                    | To make minor amendments/additional modifications, such as corrections, updating and re-wording/rearranging, to development plan documents through the public examination process.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Minerals and Waste Policy Team Manager  |
| EAI82 | Infrastructure, Planning & Major Projects (IPMP)                    | 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. | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Minerals and Waste Policy Team Manager  |
| EAI83 | Infrastructure, Planning & Major Projects (IPMP)<br><br>Environment | To serve notices and take any other necessary action under the Highways Act 1980 and the New Roads and Street Works Act 1991.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br>Transport Development Planning Team Manager East<br>Transport Development Planning Team Manager West<br>Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, (Maintenance & Enforcement)<br>Senior Countryside Access Officer, (Legal Definition) |

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| EAI84 | Infrastructure, Planning & Major Projects (IPMP) | <p>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.</p> <p>(2) Authorisation of the advertising, drafting and final implementation of those development related legal orders that need to be created or modified to facilitate development proposals in consultation with the divisional Member and Cabinet Member.</p> | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)<br/>         Planning Group Manager<br/>         Transport Development Planning Manager<br/>         Transport Development Planning Team Manager East<br/>         Transport Development Planning Team Manager West</p> |
| EAI85 | Infrastructure, Planning & Major Projects (IPMP) | To grant licences for the construction of buildings over highways in accordance with Section 177 of the Highways Act 1980.  | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)<br/>         Planning Group Manager<br/>         Transport Development Planning Manager<br/>         Transport Development Planning Team Manager East<br/>         Transport Development Planning Team Manager West</p> |
| EAI86 | Infrastructure, Planning & Major Projects (IPMP) | To grant consents for the placing of rails, beams, etc. over highways in accordance   | <p>Director Infrastructure, Planning &amp; Major Projects (IPMP)<br/>         Planning Group Manager<br/>         Transport Development Planning Manager</p>   |

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|       | Environment   | with Section 178 of the Highways Act 1980 or where the consent involves a structure.   | Transport Development Planning Team Manager East<br>Transport Development Planning Team Manager West<br>Environment Delivery Group Manager<br>Countryside Access & Operations Manager  |
| EAI87 | Infrastructure, Planning & Major Projects (IPMP)                | 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.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br>Transport Development Planning Team Manager East<br>Transport Development Planning Team Manager West  |
| EAI88 | Infrastructure, Planning & Major Projects (IPMP)                | To authorise the acceptance of the free dedication of land for highway purposes and the payment of agreed legal and surveyors charges.   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br>Transport Development Planning Team Manager East<br>Transport Development Planning Team Manager West  |
| EAI89 | Infrastructure, Planning & Major Projects (IPMP)<br>Environment | 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. | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br>Transport Development Planning Team Manager East<br>Transport Development Planning Team Manager West<br>Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, (Maintenance & Enforcement)<br>Senior Countryside Access Officer, (Legal Definition) |
| EAI90 | Infrastructure, Planning & Major Projects (IPMP)                | 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  | Director Infrastructure, Planning & Major Projects (IPMP)  |

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|       |  | approval or comment to the County Council is required.   |   |
| EAI91 | Infrastructure, Planning & Major Projects (IPMP)             | To determine applications for Ordinary Watercourse Consent under Section 23 of the Land Drainage Act 1991 (as amended)   | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br>Transport Development Planning Team Manager West<br>Transport Development Team Manager East<br>Strategic Network Resilience Manager<br>Flood Risk Infrastructure and Programming Team Leader<br>Flood and Climate Resilience Specialist<br>Flood Risk Management Strategy & Partnerships Team Leader<br>Flood Risk Planning and Consenting Team Leader |
| EAI92 | Infrastructure, Planning & Major Projects (IPMP)             | In relation to EAI91, to instruct the Director of Law & Governance to issue and serve:<br>a) Advisory letters<br>b) Warning letters<br>c) Notices to enforce/prohibit/ carry out works<br>d) To instruct the Director of Law & Governance to undertake prosecutions arising from failure to comply with a), b), and c) above | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br><br>Transport Development Planning Team Manager West<br>Network & Asset Management Group Manager<br>Strategic Network Resilience Manager<br>Flood Risk Asset Management Strategy & Partnerships Team Leader<br>Flood Risk Infrastructure and Programme Team Leader<br>Flood risk Planning and Consenting Team Leader                                   |
| EAI93 | Infrastructure, Planning & Major Projects (IPMP) Environment | 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.   | Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, (Maintenance & Enforcement)<br>Senior Countryside Access Officer, (Legal Definition)   |

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| EAI94 | Infrastructure, Planning & Major Projects (IPMP) Environment | To exercise the powers under Rights of Way Act 1990.   | Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer (Maintenance & Enforcement)  |
| EAI95 | Infrastructure, Planning & Major Projects (IPMP) Environment | To process all Public Rights of Way Orders under the Highways Act 1980, Cycle Tracks Act 1984, Wildlife & Countryside Act 1981 and Countryside and Rights of Way Act 2000 and make and confirm such orders where no objection has been maintained or compensation is payable. To proceed to written representations, hearing or Inquiry where objections are maintained after an Order is made.<br><br>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 Director of Law & Governance, 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. | Director Highways & Transport<br>Head of Place Development<br><br>Natural Capital Group Manager<br>Access Team Manager<br><br>Senior Countryside Access Officer (Legal Definition) |
| EAI96 | Infrastructure, Planning & Major Projects (IPMP) Environment | 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.  | Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, (Maintenance & Enforcement)   |

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| EAI97  | Infrastructure,<br>Planning & Major<br>Projects (IPMP)<br><br>Environment | To give the views of the Highway Authority on proposals for the diversion, creation and extinguishment of rights of way.  | Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer (Legal Definition)   |
| EAI98  | Infrastructure,<br>Planning & Major<br>Projects (IPMP)<br>Environment     | To authorise the erection of stiles or gates on public paths  | Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer (Maintenance & Enforcement)  |
| EAI99  | Infrastructure,<br>Planning & Major<br>Projects (IPMP)                    | 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. | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Minerals and Waste Policy Team Manager  |
| EAI100 | Infrastructure,<br>Planning & Major<br>Projects (IPMP)                    | 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.                         | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Minerals and Waste Policy Team Manager  |
| EAI101 | Infrastructure,<br>Planning & Major<br>Projects (IPMP)                    | To authorise the adoption of roads, forecourts and other made-up areas as highway maintainable at the public expense  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Transport Development Planning Manager<br>Transport Development Planning Manager -West<br>Transport Development Planning Manager - East |
| EAI102 | Infrastructure,<br>Planning & Major<br>Projects (IPMP)                    | To manage a Historic Environment Record for Surrey.   | Historic Environment Planning Manager  |

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| EAI103 | Infrastructure, Planning & Major Projects (IPMP) | To determine the appropriate location for any archaeological material recovered from SCC owned sites and property and authorise its transfer.   | Historic Environment Planning Manager   |
| EAI104 | Environment                                      | To carry out actions listed in annual European and Economic Development Action Plans as approved annually by the Cabinet.   | Executive Director for Environment Transport & Infrastructure<br>Environment Director<br>Resources and Circular Economy Group Manager |
| EAI105 | Waste Management                                 | 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.  | Environment Director<br>Resource and Circular Economy Group Manager   |
| EAI106 | Waste Management                                 | Under Section 3 of the Refuse Disposal Amenity Act 1978, to make arrangements with District Councils for the receipt and disposal of abandoned vehicles, including arrangement for the sharing of any expenses incurred or sums received as may be agreed between the District Council and the County Council, or in default or agreement, as may be determined by arbitration. | Environment Director<br>Resource and Circular Economy Group Manager<br>Waste Contract Manager   |

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| EAI107 | Waste Management                                 | 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.  | Environment Director<br>Resource and Circular Economy Group Manager Waste<br>Contract Manager  |
| EAI108 | Waste Management                                 | Under Section 5 of the Refuse Disposal Amenity Act 1978, to recover prescribed charges for removal, storage and disposal of abandoned vehicles.   | Environment Director<br>Resource and Circular Economy Group Manager Waste<br>Contract Manager  |
| EAI109 | Waste Management                                 | Under Section 52(3) of the Environmental Protection Act 1990, to determine to which third party organisations recycling credit payments should be made.   | Environment Director<br>Resource and Circular Economy Group Manager Waste<br>Contract Manager  |
| EAI110 | Waste Management                                 | 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)   | Environment Director<br>Resource and Circular Economy Group Manager Waste<br>Contract Manager  |
| EAI111 | Infrastructure, Planning & Major Projects (IPMP) | To respond on behalf of the County Council as a statutory consultee pursuant to Schedule 1 of the Infrastructure Planning (Applications: Prescribed Forms and Procedure ) Regulations 2009, with representations in respect of applications for Development Consent Orders to undertake Nationally Significant Infrastructure Projects under the Planning Act 2008. | Executive Director Highways, Transport, Environment<br>Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager |



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| EAI112 | Infrastructure, Planning & Major Projects (IPMP) | To authorise representation of the Council and to participate in the Development Consent Order Examination process.   | Executive Director Highways, Transport, Environment<br>Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager  |
| EAI113 | Infrastructure, Planning & Major Projects (IPMP) | To enter into, and amend if necessary, any Legal Agreements with the promoters of Development Consent Orders in respect of County owned land, works within highway boundaries, public rights of way and any other relevant matters. | Executive Director Highways, Transport, Environment<br>Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager  |
| EAI114 | Infrastructure, Planning & Major Projects (IPMP) | To respond on behalf of the County Council to consultations by the promoters of Development Consent Orders where Surrey is an adjoining authority.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Spatial Planning & Policy Manager  |
| EAI115 | Infrastructure, Planning & Major Projects (IPMP) | Under the Infrastructure Planning (EIA) Regulations 2017 make representations to consultations on the proposed scope and content of Environmental Statements submitted in support of Development Consent Orders.                    | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager   |
| EAI116 | Infrastructure, Planning & Major Projects (IPMP) | To enter into Planning Performance Agreements with the promoters of Development Consent Orders and applicants for planning permission.  | Director Infrastructure, Planning & Major Projects (IPMP)<br>Planning Group Manager<br>Planning Development Manager   |
| EAI117 | Infrastructure, Planning & Major Projects (IPMP) | To respond on behalf of the County Council as Lead Local Flood Authority as a statutory consultee pursuant to Article 18 Part 4 / Schedule 4 (ze) of the Town and Country Planning (Development Management                          | Executive Director Highways, Transport and Environment<br>Director Highways & Transport<br>Strategic Network Resilience Manager<br>Flood Risk Asset Management Strategy & Partnerships<br>Team Leader |

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|        |  | Procedure) (England) Order 2015, with representations on applications for Major Development with surface water drainage.   | Flood Risk Infrastructure and Programme Team Leader<br>Flood risk Planning and Consenting Team Leader<br>Flood & Climate Resilience Specialist<br>Senior Flood and climate Resilience Officer |
| EAI118 | Infrastructure, Planning & Major Projects (IPMP) | To instruct the Director of Law and Governance to issue and serve: notices under s23 and s25 Land Drainage Act 2010.   | Director – Environment<br>Strategic Network Resilience Manager<br>Flood Risk Asset, Planning & Programming Team Leader<br>Flood Risk Management Strategy & Partnerships Team Leader           |
| EAI119 | Highways & Transport                             | To enter into ‘Town Centre Highway Management Agreements’ with district/borough councils.  | Director of Highways and Transport (in consultation with the Cabinet Member for Highways)   |
| EAI120 | Highways & Transport                             | To exercise the decision making of the Infrastructure Board on the following matters: <ul style="list-style-type: none"> <li>• To give managerial control approval for any infrastructure capital scheme up to £1,000,000 in total value already approved by Cabinet in the MTFP, but still subject to final business case approval</li> <li>• To approve budgets up to £250,000 for new infrastructure capital schemes not specifically approved by Cabinet but which fall within the approved capital programme budget (e.g. schemes within a programme budget)</li> <li>• To agree variations in the agreed budgets for infrastructure capital</li> </ul> | Director Highways & Transport<br>Director Infrastructure, Planning and Major Projects<br><br>Strategic Finance Business Partner - CTE   |

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|        |                              | schemes (no matter how originally approved) of up to 10% of total budget, to a maximum of £250,000  |   |
| EAI121 | Environment                  | To authorise applications under the Reservoirs Act, Water Acts and Environmental Permitting Regulations in relation to the exercise of the functions of Navigation Authority in maintaining and managing the Basingstoke Canal. | Environment & Infrastructure Strategic Director<br>Environment Director<br>Natural Capital Group Manager<br>Strategic Manager Basingstoke Canal   |
| EAI122 | Environment                  | To take action in relation to enforcing the bylaws made by the Council in respect of the Basingstoke Canal.   | Environment & Infrastructure Strategic Director<br>Environment Director<br>Natural Capital Group Manager<br>Strategic Manager Basingstoke Canal<br>BCA Canal Manager<br>BCA Visitor Services Manager<br>BCA Senior Ranger                       |
| EIA123 | Flood and Climate Resilience | To instruct the Director or Law and Governance to issue and serve: notices under s25 Land Drainage Act 1991   | Strategic Network Resilience Manager<br>Highway Maintenance Manager<br>Flood Risk Asset Management Strategy & Partnerships Team Leader<br>Flood Risk Infrastructure and Programme Team Leader<br>Flood risk Planning and Consenting Team Leader |

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|        |                              |   | Flood and Climate Resilience Specialist   |
| EIA124 | Flood and Climate Resilience | To instruct the Director or Law and Governance to issue and serve: notices under s21 Land Drainage Act 1991   | Strategic Network Resilience Manager<br>Flood Risk Asset Management Strategy & Partnerships Team Leader<br>Flood Risk Infrastructure and Programme Team Leader<br>Flood risk Planning and Consenting Team Leader<br>Flood and Climate Resilience Specialist |
| EIA125 | Flood and Climate Resilience | To prepare: <ul style="list-style-type: none"> <li>• Flood Risk Management Plans</li> <li>• Preliminary Flood Risk assessments</li> <li>• Flood Hazard Maps and Flood Risk Maps</li> </ul> For the Environment Agency to review and publish, under Flood Risk Regulations Parts 2,3 and 4 of the Flood Risk Regulations 2009. | Strategic Network Resilience Manager<br>Flood Risk Asset Management Strategy & Partnerships Team Leader<br>Flood Risk Infrastructure and Programme Team Leader<br>Flood risk Planning and Consenting Team Leader  |
| EIA126 | Flood and Climate Resilience | In consultation with the flood risk partnership board and Cabinet Member for environment and Director – Environment, Authority to develop, maintain, apply and monitor a strategy for local flood risk management in Surrey.  | Strategic Network Resilience Manager<br>Flood Risk Management Strategy and Partnerships Team leader   |
| EIA127 | Flood and Climate Resilience | To instruct officers or consultants to carry out investigations and publish the results under Section 19 of the Flood and Water Management Act 2010   | Strategic Network Resilience Manager<br>Flood Risk Asset Management Strategy & Partnerships Team Leader<br>Flood Risk Infrastructure and Programme Team Leader<br>Flood risk Planning and Consenting Team Leader  |

| No     | Service area           | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER  |
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| EAI128 | Highways and Transport | The allocation and management of highway capital and revenue budgets assigned to a Divisional member for minor highway improvements and highways maintenance, including the scope to use a proportion of either budget to facilitate local initiatives in consultation with the divisional member                          | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager<br>Highways Maintenance Manager           |
| EAI129 | Highways and Transport | Reviewing on-street parking management, including local parking charges where appropriate and to approve the statutory advertisement of Traffic Regulation Orders relating to on-street parking controls and consideration of any objections, in consultation with the Divisional Member                                   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager<br>Parking & Traffic Enforcement Manager  |
| EAI130 | Highways and Transport | To agree local speed limits on County Council roads within their area and to approve the statutory advertisement of speed limit orders and consideration of objections taking into account the advice of Surrey Police and with regard to the County Council speed limit policy in consultation with the Divisional Member | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager   |
| EAI131 | Highways and Transport | To approve the statutory advertisement of all legal orders or appropriate notifications relating to highway schemes and consideration of objections in consultation with the Divisional Member   | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager<br>Transport Development Planning Manager |

| No     | Service area           | FUNCTIONS DELEGATED  | TITLE OF POSTHOLDER   |
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|        |                        |  | Natural Capital Group Manager<br>Access Team Manager<br>Senior Countryside Access Officer, Legal Definition   |
| EAI132 | Highways and Transport | Consider applications for stopping up a highway under section 116 of the Highways Act 1980 when, following consent of any relevant borough/district/parish council, unresolved objections have been received during the period of statutory public advertisement, and to decide whether the application should proceed to the Magistrates' Court in consultation with the Divisional Member and in line with the "Removal of Public Rights over Roads and Highways Land" policy (2010) | Director Highways & Transport<br>Highway Operations & Infrastructure Group Manager<br>Engagement & Commissioning Manager<br>Highways Technical Support & Communication Manager<br>Highways Information Team Manager |