

### **Chief Executive Scheme of Delegation to Officers**

1. To support the council's intention that decision taking should be delegated in the interests of speed, and consistent with democratic accountability and openness, the constitution delegate's officer decision making to the chief executive.
2. The chief executive is unable to take all decisions personally and this scheme of delegation sets out: who the chief executive has authorised to take decisions or fulfil specified proper officer functions on their behalf; and the framework in which those delegations may be exercised.
3. It remains open to the officer making the delegation to call back a matter for their own determination, and for the decision maker to refer a matter back to the officer who delegated it to them.

### **General delegations**

4. The table at appendix 1 identifies which senior managers the chief executive has authorised to take executive (non-key), or non-executive decisions on their behalf, and the service areas their authority extends to.
5. Each senior manager identified in appendix 1 has delegated to them power to act on behalf of the council in relation to any incidental operational matters within the service areas for which they are responsible, including spending decisions, subject to the following overriding provision:
6. Any action taken under delegated powers shall be in accordance with:
  - i. the overall policies approved by full Council, the Cabinet or a committee;
  - ii. the provisions of the constitution, including the contract and financial procedure rules;
  - iii. no contracts, of any value, may be approved or authorised below the level of Service Director
  - iv. human resources policies and procedures;
  - v. approved capital and revenue budgets; and
  - vi. the requirements of the relevant legislation.
7. In exercising delegated authority, decision makers will:
  - be clear about what the council wants to happen, how it will be achieved, who is accountable for the decision and who is accountable for implementing it and monitoring implementation;
  - consult properly and have regard to the professional advice from the council's officers;
  - have regard to the public sector equality duty and respect for natural justice and human rights;
  - make the decision public unless there are good reasons for it not to be;
  - give due weight to all material considerations, only take relevant matters into account, and make sure the action is proportionate to what the council wants to happen;
  - explain what options were considered and give the reasons for the decision; and

## Chief executive scheme of delegation – updated 22 November 2022

- follow proper procedures.
8. Without prejudice to these delegations, senior managers are expected to have regard to any resolution of full Council, Cabinet, relevant cabinet member or committee, on any matter of principle or policy relating to the power being exercised and shall, as appropriate:
    - a) maintain a close liaison with the relevant cabinet member(s), or in their absence the Leader;
    - b) ensure that the local member is consulted on, or advised of the exercise of delegated powers;
    - c) ensure that the Monitoring Officer and Chief Finance Officer are consulted and advised of any decisions as necessary; and
    - d) ensure that corporate leadership team is consulted and advised where appropriate in relation to cross service issues

### **Staff**

9. Subject to the provisions of the council's employment rules, each senior manager identified in appendix 1 is authorised to act in relation to the appointment of staff within approved budgets, in accordance with the personnel policies and procedures of the council.
10. Subject to the provisions of the council's employment rules, each senior manager identified in appendix 1 is authorised to act in relation to the dismissal of staff in accordance with the personnel policies and procedures of the council.
11. Subject to the provisions of the council's employment rules, each senior manager identified in appendix 1 is authorised to make variations in establishment using grades approved in accordance with the council's personnel policies and procedures, and to determine all other matters relating to the employment of staff, within approved budgets and in accordance with the personnel policies and procedures of the council.

### **Emergencies**

12. Where the chief executive or corporate directors are operating under the council's emergency management procedures (or silver and gold officers as listed below in the absence of the chief executive and all directors) and believes that there is a risk of damage to property, a threat to the health or wellbeing of an individual, or that the interests of the council may be compromised they are authorised to take 'all necessary decisions' to take such action as is necessary within the law to protect life, health, safety, the economic, social or environmental wellbeing of the county, its communities and individuals living, working or visiting, and to preserve property belonging to the council or others.
13. Before exercising this delegated authority any officer shall use their best endeavours if, in their opinion, time or circumstances permit, to consult the Leader, or, in their absence, the appropriate cabinet member, and the chairman of the relevant scrutiny committee and in any case, inform them of their actions as soon as practicable.

## Chief executive scheme of delegation – updated 22 November 2022

14. Where the delegated powers in paragraph 12 above are exercised, contract and financial procedure rules are deemed to be waived for that purpose.
15. Any action taken under the powers delegated above will be reported to the chief executive at the earliest opportunity. All emergency decision taken by officers are reported to full Council at the next meeting, including the extent to which it has been necessary to operate outside the contract and financial procedure rules.

### **Indemnity**

16. The Council will provide an indemnity (in accordance with SI 2004/3082) to any of their members, employees, former members and former employees relating to any neglect, act, error or omission committed by them as they undertook their duties which were authorised by the Council or arose from powers conferred or duties placed on the member or employee at the request of or with approval of the Council. This indemnity shall include when they are acting for other persons or bodies with the Council's consent. The indemnity will include costs awarded and reasonable costs incurred.
17. For the avoidance of doubt this indemnity will only apply for former members and employees in respect of acts and omissions whilst they were members or employees of the council
18. The indemnity will not extend to loss or damage directly or indirectly caused by or arising from:
  - (a) fraud, dishonesty or a criminal offence on the part of the employee; or
  - (b) any neglect, error or omission by the employee other than in the course of his duties; or
  - (c) Activities which are “ultra vires”, that is to say outside the powers of the council, save to the extent that at the time of the activity concerned the individual truly and reasonably believed that the activity was intra vires, i.e. within the legal powers of the council; or
  - (d) liability in respect of losses certified by the auditor caused by willful misconduct
19. The council will not usually itself make claims against its employees for any loss or damage as a result of the officers' actions, unless claims fall within the cover provided to its employees under any policy of insurance taken out by the council or any motor vehicle insurance policy taken out by the employee. In the case of criminal proceedings, if the officer in question is convicted of a criminal offence and that conviction is not overturned following any appeal reimbursement will be sought.
20. This indemnity will not cover the making by a member or employee of any claim. This indemnity will however include an indemnity for the defence by a member or employee in any claim where their actions whilst acting on behalf of the council are challenged.
21. The indemnity will not apply if an employee admits liability, negotiates or attempts to negotiate a settlement of any claim that falls within the scope of this

## Chief executive scheme of delegation – updated 22 November 2022

indemnity, without the written authority of the Council. The indemnity will also not apply where there is evidence that the employee had acted with reckless disregard for the consequences.

22. The indemnity is without prejudice to the right of the Council to take or start disciplinary action against an employee in respect of any neglect, act, error or omission.

### **Sub delegation**

23. Where a director is absent from the workplace for any period of time that requires others to exercise delegated authority in that officer's absence, another officer should be nominated in writing, the nomination be approved by the chief executive and forwarded to the governance team. Nominated officers must be HoS2 pay grade or above and the level of financial delegation being made shall be specified in the nomination.
24. Each of the three corporate directors and those directors in the corporate centre shall maintain a directorate scheme of delegation specifying specific delegations relevant to the service.

Chief executive scheme of delegation – updated 22 November 2022

### Statutory and proper officer functions

Council has designated posts as fulfilling the following statutory and proper officer functions:

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP01	Head of Paid Service	Local Government and Housing Act 1989, Section 4	Chief executive
SP02	Monitoring Officer	Local Government and Housing Act 1989, Section 5	Director of Governance and Law
SP03	Officer responsible for financial administration	Local Government Act 1972, Section 151	Director of Resources and Assurance
SP04	Electoral Registration Officer and Returning Officer	Representation of the People Act 1983, Section 8, 28 and 35	Chief executive
SP05	Chief Education Officer	Education Act 1996, Section 532	Corporate Director, Children and Young People
SP06	Director of Children's Services	Children Act 2004, Section 18	Corporate Director, Children and Young People
SP07	Director of Adult Social Services	Local Authority Social Services Act 1970, Section 6	Corporate Director, Community Wellbeing
SP08	Director of Public Health	National Health Service Act 2006, Section 73A	Director of public health
SP09	Scrutiny Officer	Local Government Act 2000, Section 9FB	Democratic officer
SP10	The Electoral Registration Officer for the purpose of the registration of electors, as required by law	Representation of the People Act 1983, Section 8	Chief executive  Deputy Electoral Registration Officer: Director of Governance and Law

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP11	The Acting Returning Officer at an election of a Member of Parliament	Representation of the People Act 1983, Section 28	Chief executive
SP12	The Returning Officer at an election of local elections	Representation of the People Act 1983, Section 35	Chief executive
SP13	The officer to whom a person elected to the office of councillor shall deliver a declaration of acceptance of office	Local Government Act 1972, Section 83(1)	Chief executive Director of Governance and Law Head of Legal Services
SP14	The officer before whom a declaration of acceptance of office of chair of council or deputy chair of council may be made	Local Government Act 1972, Section 83(3)(b)	Chief executive Director of Governance and Law
SP15	The officer to whom written notice of resignation of elected office shall be delivered	Local Government Act 1972, Section 84	Director of Governance and Law
SP16	To declare any vacancy in any office under this section	Local Government Act 1972, Section 86	Director of Governance and Law
SP17	The officer by whom a meeting of the council for the election of the vacant office of chairperson of the council may be convened	Local Government Act 1972, Section 88(2)	Chief executive Director of Governance and Law
SP18	No longer used		
SP19	To give notice and send summonses in respect of any council meeting	Local Government Act 1972, Section 99 and Schedule 12	Director of Governance and Law
SP20	To give public notice of any meeting to which the public are entitled to attend, provide copies of agenda and facilities for the press	Local Government Act 1972, Section 100A(6)	Director of Governance and Law

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP21	The officer to exclude from committees, sub- committees, council or cabinet meeting agendas any information to be dealt with in a meeting from which the public are likely to be excluded	Local Government Act 1972, Section 100B(2)	Director of Governance and Law
SP22	The officer to supply to any newspaper copies of documents supplied to members of committees, sub-committees, council or cabinet meetings in connection with an item for consideration	Local Government Act 1972, Section 100B(7)(c)	Democratic services manager
SP23	The officer to prepare a written summary of proceedings of committees, sub-committees, council or the cabinet from which the public were excluded	Local Government Act 1972, Section 100C(2)	Director of Governance and Law
SP24	The officer to prepare a list of background papers for reports considered by committees, sub-committees, council or the cabinet	Local Government Act 1972, Section 100D(1)(a)	Corporate Director, Economy and Environment; Corporate Director, Children and Young People; Corporate Director, Community Wellbeing

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP25	The officer to determine which documents constitute background papers and ability to charge for the provision of such documents	Local Government Act 1972, Section 100D(5) and section 100H	Corporate Director, Economy and Environment; Corporate Director, Children and Young People; Corporate Director, Community Wellbeing
SP26	The officer to decide which documents are not, by virtue of containing exempt information, required to be open to inspection	Local Government Act 1972, Section 100F(2)	Director of Governance and Law
SP27	To maintain a register of the names and addresses of members and membership of committees, lists of delegations and the like	Local Government Act 1972, Section 100G	Director of Governance and Law
SP28	The officer to whom money properly due from officers shall be paid	Local Government Act 1972, Section 115	Director for Resources and Assurance
SP29	The officer to make statutory declarations and issue any certificate with regard to securities held by local authority companies	Local Government Act 1972, Section 146	Director for Resources and Assurance
SP30	The officer to be responsible for the proper administration of the authority's financial affairs (and to issue a report to members if there is or is likely to be unlawful expenditure or an unbalanced budget)	Local Government Act 1972, Section 151	Director for Resources and Assurance



Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP31a	Authorising officers to issue, prosecute, defend, settle or enforce legal proceedings on behalf of the council.	Local Government Act 1972, Section 222	Director of Governance and Law
SP31b	Authorising officers to attend court and appear on behalf of the council under Local Government Act 1972 and the County Courts Act 1984	Local Government Act 1972, Section 223	Director of Governance and Law
SP32	The officer to receive and retain statutory documents on behalf of the authority	Local Government Act 1972, Section 225(1)	Director of Governance and Law
SP33	The officer to certify photographic copies of documents	Local Government Act 1972, Section 229(5)	Director of Governance and Law
SP34	The officer to receive documents required to be served on the authority	Local Government Act 1972, Section 233	Director of Governance and Law
SP35	The officer to authenticate documents on behalf of the authority	Local Government Act 1972, Section 234(1) and (2)	Director of Governance and Law
SP36	The officer to certify printed copies of bylaws	Local Government Act 1972, Section 238	Director of Governance and Law
SP37	The officer responsible for the receipt of notices regarding address to which summons to meetings is to be sent	Local Government Act 1972, Schedule 12 [paragraphs 4(2)(b) & 4(3)]	Director of Governance and Law
SP38	The officer responsible for the exercise of functions under Sections 9(1) & (2), 13(2)(h) and (3)(b) and 20(b) of the Registration Services Act 1953 (Proper Officer)	Local Government Act 1972, Schedule 29 [paragraph 41]	Electoral services manager
SP39	The officer to certify copies of any resolution, order, report or minutes of proceedings of the authority as evidence in any legal proceedings	Local Government (Miscellaneous Provisions) Act 1976, Section 41	Director of Governance and Law

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP40	Notices requiring details of interest in land	Local Government (Miscellaneous Provisions) Act 1976, Section 16	Director of Governance and Law
SP41	The officer to hold on deposit the list of politically restricted posts and provision of certificates as to whether a post is politically restricted	Local Government and Housing Act 1989, Section 2	Chief executive Director of HR and OD
SP42	The officer to receive notices relating to the membership of political groups	Local Government and Housing Act 1989, Section 15-17 (and regulations made thereunder)	Chief executive Director of Governance and Law
SP43	The officer responsible for ensuring a proper record is made of cabinet decisions and that the document comprising the authority's forward plan is published in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012	Local Government Act 2000	Director of Governance and Law
SP44	To establish and maintain the members' register of interest and ensure it is available for public inspection	Local Government Act 2000, Section 81	Director of Governance and Law
SP45	To ensure that copies of the constitution are available for inspection	Local Government Act 2000, Section 37	Director of Governance and Law
SP46	To make payments of relevant allowances in accordance with the council's members allowances scheme	Local Government Act 2000, Section 99	Democratic services manager

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP47	Officer for the purpose of verifying the validity of any electoral petition and for the purposes of announcing and holding any referendum	Local Government Act 2000	Chief executive
SP47a	The officer to whom general notices and recording of disclosures of interests	Localism Act 2011, Section 30	Director of Governance and Law
SP48	The officer to act as Local Registrar as defined	Land Charges Act 1975, Section 3	Land charges manager
SP49	Proper officer to seek an order for removal of persons into care	National Assistance Act 1948 and National Assistance (Amendment) Act 1951	Corporate Director, Community Wellbeing; Corporate Director, Children and Young People
SP50	Proper officer for births, deaths and marriages	Registration Services Act 1953, Section 6	Head of Practice Management Practice manager – legal services
SP51	No longer used		
SP52	Requirement to report to council annually on the robustness of estimates and the adequacy of the proposed financial reserves	Local Government Act 2003, Section 25	Director of Resources and Assurance
SP53	Requirement to appoint a suitably qualified person as the council's medical advisor on environmental health and proper officer for notifiable diseases	Public Health (Control of Diseases) Act 1984	Director of public health

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP54	To certify council records for the purposes of admitting the document in evidence in civil proceedings	Civil Evidence Act 1995	Director of Governance and Law
SP55	To apply for the discharge or variation of a Child Safety Order	Crime and Disorder Act 1998, Section 12	Corporate Director, Community Wellbeing Corporate Director, Children and Young People
SP56	To have regard to effect of the exercise of any function on the need to prevent crime and disorder and offending by children and young persons	Crime and Disorder Act 1998, Section 17 and 37	Chief executive  Corporate Director, Economy and Environment; Corporate Director, Children and Young People; Corporate Director, Community Wellbeing
SP57	Delegated power to authorise officers to enter premises and seize items where the council has a power of seizure under this Act and to perform other related duties (return and security of seized items)	Criminal Justice and Police Act 2001	Service Director, Economic Development and Regulatory Services
SP58	The officer to be responsible for the proper administration of the authority's financial affairs (and to issue a report to members if there is or is likely to be unlawful expenditure or an unbalanced budget)	Local Government Finance Act 1988, Section 114	Director for Resources and Assurance

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP59	Notification to the council's auditor of any meeting to be held under Section 115 of the 1988 Act (meeting to consider any report of the Director for Resources and Assurance under Section 114)	Local Government Finance Act 1988, Section 116	Director for Resources and Assurance
SP60	Provision of information to the Secretary of State in relation to the exercise of his powers under this Act as and when required	Local Government Finance Act 1988, Section 139A	Director for Resources and Assurance
SP61	Certification of relevant powers to enter into contracts	Local Government (Contracts) Act 1997	Director of Governance and Law
SP62	To appoint an officer for the purpose of signing the Grants of Exclusive Right of Burial Deeds on behalf of the burial authority	Local Authorities' Cemeteries Order 1977 (SI 1977 No. 204)	Direct services manager
SP63	The exercise by the authority of its duty to take steps as it considers appropriate for improving the health of the people in its area	National Health Service Act 2006, Section 2B	Director of public health
SP64	The exercise by the authority of any functions prescribed by Secretary of State in relation to dental public health	National Health Service Act 2006, Section 111 (amended by Health and Social Care Act 2012, part 1, section 29)	Director of public health
SP65	The exercise by the authority of its duty to cooperate with the prison service with a view to improving the exercise of their respective functions in relation to securing and maintaining the health of prisoners	National Health Service Act 2006, Section 249	Director of public health

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP66	The exercise by the authority of any of its functions as set out in Schedule 1 and Section 73B as amended by Health and Social Care Act 2012	National Health Service Act 2006, Schedule 1 and Section 73B as amended by the Health and Social Care Act 2012	Director of public health
SP67	The exercise by the authority of any of the Secretary of State’s public health functions, which it is required to carry out by regulations issued by the Secretary of State	National Health Service Act 2006, Section 6C(1)	Director of public health
SP68	The exercise by the authority of any of the Secretary of State’s public health functions, which are delegated to it by the Secretary of State	National Health Service Act 2006, Section 7A	Director of public health
SP69	The exercise by the authority of any of its functions that relate to planning for, or responding to, emergencies involving a risk to public health	National Health Service Act 2006, Section 73A(1)(d)	Director of public health
SP70	The exercise by the authority of its functions under section 325 Criminal Justice Act 2003 (cooperating with “responsible bodies” in relation to the assessment of risks posed by certain offenders)	National Health Service Act 2006, Section 73A(1)(e)	Director of public health
SP71	The exercise by the authority of such other functions relating to public health as may be prescribed	National Health Service Act 2006, Section 73A(1)(f)	Director of public health
SP72	No longer in use		
SP73	Notification of a personal data breach to the Commissioner as per this provision	Data Protection Act 2018, Section 67	Head of Information compliance and equality

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP74	The officer responsible for ensuring a proper record and access is made of Executive reports, background papers and decisions and that the document comprising the Authority's Forward Plan is published in accordance with the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2012	Local Authorities (Executive Arrangements) Access to Information (England) Regulations 2012	Democratic services manager
SP75	An officer responsible for; monitoring, informing, advising the controller or the processor and the employees who carry out processing of their obligations pursuant to the Regulation and other UK data protection legislation.	General Data Protection Regulation (EU Regulation 2016/679), Article 35	Head of Information compliance and equality
SP76	The officer to receive complaints that any category 1 or 2 hazards may exist on premises or that an area in the district should be dealt with as a clearance area	Housing Act 2004, Section 4	Corporate Director, Economy and Environment
SP77	To appoint an inspector and agricultural analyst and, if the authority thinks fit, one or more deputy agricultural analyst	Agricultural Act 1970, Section 67(3)	Chief executive
SP78	To appoint a chief inspector of weights and measures and such number of other inspectors if necessary	Weights and Measures Act 1985, Section 72(1)	Trading standards service manager

Chief executive scheme of delegation – updated 22 November 2022

<b>SPO Reference Number</b>	<b>TITLE AND / OR DESCRIPTION</b>	<b>STATUTORY DERIVATION</b>	<b>OFFICER APPOINTED</b>
SP79	Caldicott guardian to ensure patient data is kept secure and adherence to the Caldicott principles.	Caldicott Report 1997, Recommendation 3	Corporate Director, Community Wellbeing
SP80	A senior information risk owner who will take overall ownership of the local authority's Information Risk Policy.	Information Governance Toolkit	Service Director, Corporate Services
SP81	Persons to act as an approved mental health professional for the purposes of the Mental Health Act.  This includes the power to make applications under Sections 2, 3, 4, 18, 135, and 138. This also includes duties under Section 13, 136 and 17A of the Mental Health Act 1983.	Mental Health Act 1983, Section 114	Approved mental health professionals
SP82	Notification of appointment, notification of dismissal and any objections	The Local Authorities (Standing Orders) (England) Regulations 2001, Schedule 1, Part 2, Para 5(2) and Para 6(2)	Director of HR and OD
SP83	Publish the verification number Validation decision	The Local Authorities (Referendums) (Petitions) (England) Regulations 2011, Regulation 4 and 10	Chief executive

25. The chief executive is designated as the council's proper officer for all other such purposes.



Appendix 1

In accordance with the constitution 3.7.13 it is not appropriate for executive decisions to be taken by any officer below the level of service director in the organisation structure. Where senior officers below service directors are named their delegation is to undertake operational decisions only.

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
SA01	<p>Act as chief executive including the power to grant delegations in accordance with this scheme</p> <p>And in the absence of or a conflict of interest of the chief executive or deputy chief executives</p>	<p>Corporate Director, Children and Young People</p> <p>Corporate Director, Community Wellbeing</p> <p>Corporate Director, Economy and Environment</p>	SA01

**COMMUNITY WELLBEING**

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CW-01	<p>Adult social care operation and policy provision of assessment and care management; approved mental health practitioners; deprivation of liberty functions; strategic and operational safeguarding adults policies and procedures; prevention and support services (including welfare rights, occupational therapy, financial assessments, direct payments, telecare, rapid response registered service).</p>	<p>Corporate Director, Community Wellbeing</p>	SA02

Chief executive scheme of delegation – updated 22 November 2022

Reference	Service Area	Post(s) to which the activity is delegated	Previous reference
CW-02	Public Health	Director of public health	SA03
CW-03	<p>To discharge any functions in relation to the corporate public health duties of the council authorised to the director of public health under the NHS Act 2006 and the Health and Social Care Act 2012, including responsibility for:</p> <ul style="list-style-type: none"> <li>• The annual report on the health of the local population;</li> <li>• Improving public health, including commissioning alcohol and drug misuse services, sexual health services, child health services, smoking cessation services;</li> <li>• Planning for, and responding to, emergencies that present a risk to public health;</li> <li>• Promoting safer communities by working with local criminal justice partners and police and crime commissioners, the probation service and the prison service;</li> <li>• The council’s public health response to licensing applications; and</li> <li>• Developing wellbeing, implementing the health and wellbeing strategy.</li> </ul>	Director of public health	SA04

Chief executive scheme of delegation – updated 22 November 2022

Reference	Service Area	Post(s) to which the activity is delegated	Previous reference
CW-04	<p>To carry out such public health protection or health improvement functions as the Secretary of State shall delegate to local authorities either by arrangement or under regulations and including services mandated by regulations made under Section 6C of the National Health Service Act 2006, as amended, namely:</p> <ul style="list-style-type: none"> <li>• ensuring appropriate access to sexual health services;</li> <li>• the delivery of the national child measure programme;</li> <li>• the delivery of the NHS health check assessment;</li> <li>• public health advice to NHS commissioners; and</li> <li>• to be a statutory member of the health and wellbeing board.</li> </ul>	Director of public health	SA05
CW-05	Community resilience and development	Corporate Director, Community Wellbeing	SA06
CW-06	Health and wellbeing including leading on the development of the health and wellbeing board	Corporate Director, Community Wellbeing	SA07
CW-07	Housing and homelessness support and solutions	Corporate Director, Community Wellbeing	SA08
CW-08	Commissioning, quality assurance and contract management relating to all ages	Corporate Director, Community Wellbeing	SA09
CW-09	Herefordshire safeguarding adults board strategic development	Corporate Director, Community Wellbeing	SA10

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CW-10	Safeguarding children and young people in Herefordshire, Herefordshire safeguarding adults, and community safety partnership board business unit	Corporate Director, Children and Young People	SA11
CW-11	Directorate lead for Caldicott guardian functions	Service director all ages commissioning	SA12
CW-12	Customer services	Corporate Director, Community Wellbeing	SA13
CW-13	Sustainable communities	Corporate Director, Community Wellbeing	SA14
CW-14	Promoting community cohesion and preventing anti-social behavior	Corporate Director, Community Wellbeing	SA15
CW-15	Directorate performance	Corporate Director, Community Wellbeing	SA16
CW-16	Directorate risk management	Corporate Director, Community Wellbeing	SA17
CW-17	Libraries	Corporate Director, Community Wellbeing	SA41
CW-18	Cultural and leisure service	Corporate Director, Community Wellbeing	SA42
CW-19	Hoople Care	Corporate Director, Community Wellbeing	New

**CHILDREN AND YOUNG PEOPLE**

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CYP-01	Commissioning for children’s services including schools, early years, colleges, adult learning, social care and vulnerable	Corporate Director, Children and Young People	SA19
CYP-02	Safeguarding and child protection services	Corporate Director, Children and Young People	SA20
CYP-03	Early help and family support services	Corporate Director, Children and Young People	SA21
CYP-04	Children’s centres	Corporate Director, Children and Young People	SA22
CYP-05	Early years and school improvement and support	Corporate Director, Children and Young People	SA23
CYP-06	Special educational needs and disabilities service	Corporate Director, Children and Young People	SA24
CYP-07	Sufficiency of places in early years, schools and colleges	Corporate Director, Children and Young People	SA25
CYP-08	Schools admissions	Corporate Director, Children and Young People	SA26
CYP-09	Ensure effective co-operation with the health and wellbeing board	Corporate Director, Children and Young People	SA27
CYP-10	Ensure the effectiveness of the Herefordshire safer children and young people partnership and other children and young people’s partnership arrangements	Corporate Director, Children and Young People	SA27

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CYP-11	Delivery of adult and community learning	Corporate Director, Children and Young People	SA28
CYP-12	Youth justice	Corporate Director, Children and Young People	SA29
CYP-13	Adoption and fostering	Corporate Director, Children and Young People	SA30
CYP-14	Herefordshire safer children and young people partnership	Corporate Director, Children and Young People	SA31
CYP-15	Directorate lead for Caldicott guardian functions	Service Director, Safeguarding, Quality Assurance and Improvement	SA32
CYP-16	Education services	Corporate Director, Children and Young People	SA33
CYP-17	Home to school transport policy	Corporate Director, Economy and Environment; and service director education	SA35
CYP-18	Tracking and reduction of those not in education, employment or training	Corporate Director, Children and Young People	SA36
CYP-19	Education and commissioning policies and procedures	Corporate Director, Children and Young People Corporate Director, Community Wellbeing	SA37
CYP-20	Commissioning of children's and young people's services including schools, early years, colleges, adult and	Corporate Director, Children and Young People	SA38

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
	community learning, social care and vulnerable children; and children's centre services		
CYP-21	Directorate performance	Corporate Director, Children and Young People	SA39
CYP-22	Directorate risk management	Corporate Director, Children and Young People	SA40
CYP-23	Overall lead for community safety and the prevent strategy	Corporate Director, Children and Young People	SA18

**ECONOMY AND ENVIRONMENT**

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
EE-01	European and external funding	Corporate Director, Economy and Environment	SA43
EE-02	Strategic planning policy including neighbourhood planning	Corporate Director, Economy and Environment	SA44
EE-03	Economic development	Corporate Director, Economy and Environment	SA45
EE-04	Environment and waste	Corporate Director, Economy and Environment	SA48
EE-05	Sustainability	Corporate Director, Economy and Environment	SA49

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
EE-06	Highways and transportation	Corporate Director, Economy and Environment	SA50
EE-07	Public rights of way	Corporate Director, Economy and Environment	SA51
EE-08	Parks and countryside	Corporate Director, Economy and Environment	SA52
EE-09	Development management	Corporate Director, Economy and Environment	SA53
EE-10	Conservation	Corporate Director, Economy and Environment	SA54
EE-11	Building control	Corporate Director, Economy and Environment	SA55
EE-12	Markets, fairs and street trading	Corporate Director, Economy and Environment	SA56
EE-13	Bereavement services including Coroners services and Registration services	Corporate Director, Economy and Environment	SA57
EE-14	Environmental health and trading standards	Corporate Director, Economy and Environment	SA58
EE-15	Technical and parking services	Corporate Director, Economy and Environment	SA59
EE-16	Enforcement	Corporate Director, Economy and Environment	SA60



Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
EE-17	Community protection	Corporate Director, Economy and Environment	SA61
EE-18	Housing growth, development and strategy	Corporate Director, Economy and Environment	SA63

**CORPORATE SERVICES**

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CS-01	Equalities	Director of Governance and Law	SA70
CS-02	Democratic Services	Director of Governance and Law	SA72
CS-03	Legal Services	Director of Governance and Law	SA73
CS-04	Payments for maladministration under s92 Local Government Act 2000	Director of Governance and Law	SA73a
CS-05	Electoral services	Director of Governance and Law	SA74
CS-06	Records and information compliance	Director of Governance and Law	SA77
CS-07	Corporate risk management	Director of Governance and Law	SA89

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CS-08	Hoople – commissioning	Director of Resources and Assurance	SA46
CS-09	Property services	Director of Resources and Assurance	SA62
CS-10	Corporate information, research and needs analysis	Director of Resources and Assurance	SA64
CS-11	Information access and handling all complaints in accordance with the customer strategy	Director of Resources and Assurance	SA65
CS-12	Customer service standards	Director of Resources and Assurance	SA66
CS-13	Facilities management	Director of Resources and Assurance	SA67
CS-14	Corporate Leadership Team, Leader and Chairman Support	Director of Resources and Assurance	SA68
CS-15	Policy planning	Director of Resources and Assurance	SA69
CS-16	Corporate grants and income development	Director of Resources and Assurance	SA71
CS-17	ICT commissioning and strategy	Director of Resources and Assurance	SA75
CS-18	Communications	Director of Resources and Assurance	SA76

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CS-19	County-wide broadband deployment and digital inclusion	Director of Resources and Assurance	SA78
CS-20	Procurement / commercial team	Director of Resources and Assurance	SA79
CS-21	Transformation	Director of Resources and Assurance	SA86
CS-22	Project management	Director of Resources and Assurance	SA87
CS-23	Corporate performance to include strategic corporate planning and CPiP	Director of Resources and Assurance	SA88
CS-24	Corporate co-ordination risk management	Director of Resources and Assurance	SA90
CS-25	Corporate co-ordination performance reporting / management	Director of Resources and Assurance	SA91
CS-26	Finance services	Director of Resources and Assurance	SA92
CS-27	Revenues and benefits	Director of Resources and Assurance	SA93
CS-28	Audit	Director of Resources and Assurance	SA94
CS-29	Insurance	Director of Resources and Assurance	SA95
CS-30	Human resources and organisational development	Director of HR and OD	SA80

Chief executive scheme of delegation – updated 22 November 2022

<b>Reference</b>	<b>Service Area</b>	<b>Post(s) to which the activity is delegated</b>	<b>Previous reference</b>
CS-31	Flexible working	Director of HR and OD	SA81
CS-32	Payroll	Director of HR and OD	SA82
CS-33	Hoople HR services	Director of HR and OD	SA83
CS-34	Business continuity and emergency planning	Director of HR and OD	SA84
CS-35	Health and safety	Director of HR and OD	SA85

**Appendix 2 – Gold and Silver officers**

<b>Officer appointed</b>	<b>Gold/Silver officer</b>
Chief Executive	Gold
Corporate Director – Community Wellbeing	Gold
Corporate Director – Children and Young People	Gold
Corporate Director – Economy and Environment	Gold
Director – Governance and Legal Services	Gold
Director – Resources and Assurance	Gold
Director – HR & OD	Gold
Director – Public Health	Gold
Director – Strategy and Performance	Gold
Service Director, Community Wellbeing (All Ages Commissioning)	Silver
Service Director, Community Wellbeing (Social Care Delivery)	Silver
Service Director, Community Wellbeing (Communities)	Silver
Service Director, Children and Young People (Education, Skills and Learning)	Silver
Service Director, Children and Young People (Safeguarding, Quality Assurance and Improvement)	Silver
Service Director, Children and Young People (Early Help and Safeguarding)	Silver
Service Director, Economy and Environment (Economy and Regulatory)	Silver
Service Director, Economy and Environment (Environment, Highways and Waste)	Silver
Head of Chief Executives Office (Corporate Services)	Silver

**Signed:**

**Date: 30 June 2023**

**Paul Walker**

**Chief Executive**