

TABLE 3

DELEGATIONS TO THE DIRECTOR OF CORPORATE SERVICES

	DELEGATED POWER	OVERALL RESPONSIBLE BODY
1.	To be the Council's Monitoring Officer	COUNCIL
	LEGAL SERVICES	
2.	To be the County Council's Solicitor and Head of Legal Services and to take all necessary steps, including the obtaining of Counsel's advice, in connection with any matter concerning the County Council.	COUNCIL
3.	To exercise the Council's powers under the Regulation of Investigatory Powers Act 2000 including authorising a council officer to act as the Senior Responsible Officer whose responsibilities will include approving and authorising officers to act as: <ul style="list-style-type: none"> a) An Authorising Officer in relation to the Regulation of Investigatory Powers Act 2000 b) A designated person and single point of contact in relation to the Regulation of Investigatory Powers Act 2000 	COUNCIL
4.	To be the Proper Officer for any purpose for which the County Council has not designated another officer to be Proper Officer.	COUNCIL
5.	In consultation with the relevant Director(s), to make amendments to the Scheme of Sub-Delegations to reflect future changes in organisational structures, working practices, and future changes in relevant legislation and regulations.	COUNCIL
6.	To be (along with the Chief Financial Officer) the County Council's authorised officer for the purpose of giving certificates under the Local Government(Contracts) Act 1997. * The County Council has indemnified the Director of Corporate Services and the Chief Financial Officer against any claims made against them (including costs incurred by and awarded against them) and will not itself make claims against them for any loss or damage (other than claims falling within the cover provided to their officers under any policy of insurance taken out by the officer) occasioned by neglect, act, error or omission committed by such officer in the course of or in connection with signing a certificate within the	COUNCIL

	DELEGATED POWER	OVERALL RESPONSIBLE BODY
	meaning of the Local Government (Contracts) Act 1997. This indemnity will not apply where the loss or damage results directly or indirectly from the commission of a criminal offence of which the officer is convicted, or results directly or indirectly from the fraud or dishonesty of the officer, or where the officer disregards a decision by the County Council that the certificate should not be given.	
7.	To sign any documentation or take appropriate steps to implement or effect compliance with any Council, Cabinet or Committee resolution or an elected member or officer acting under delegated powers.	COUNCIL
8.	To be the Authorised Signatory for the purpose of attesting the affixation of the Common Seal of the County Council.	COUNCIL
9.	To prosecute, withdraw, defend, compromise, appeal and appear in proceedings on behalf of the County Council in any Court of Law, whether criminal or civil, tribunal, inquiry, chamber or other hearing or before any Judge, Registrar, Recorder, Magistrate, Coroner, Inspector, Arbitrator, Mediator, or Expert (subject to prior consultation with the Director for Health and Care in any case where court proceedings are to be instituted in respect of the alleged abandonment of assets in the context of the assessment of charges for residential care) and to authorise officers to exercise any such powers.	COUNCIL
9 (a)	To negotiate and recommend to the appropriate Senior Leadership Team member for approval, the terms of Settlement Agreements with County Council employees	COUNCIL
10.	To consider and decide upon individual cases relating to the alleged abandonment of assets in the context of an assessment of charges for residential care where it is inappropriate for the Director for Health and Care and/or the Cabinet Member for Health, Care and Wellbeing to deal with the matter (for example by reason of a potential conflict of interest).	COUNCIL
11..	To designate officers of the County Council as being authorised under Section 223 of the Local Government Act 1972 to institute, prosecute, defend or appear on the County Council's behalf in proceedings before a Magistrates Court and to conduct such proceedings notwithstanding that the	COUNCIL

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	officer concerned may not be a solicitor holding a current practising certificate	
12.	To appoint officers to represent the County Council at the County Court in proceedings in chambers generally or in the small claims court under the provisions of section 19 of the Legal Services Act, 2007, and to represent the County Council at such other court venues including the High Court sitting in chambers, where permitted, and at Tribunals	COUNCIL
	MEMBERS' SERVICES	
13.	To maintain the registers of:- <ul style="list-style-type: none"> • The financial and other interests of members and co-opted members of the County Council as required by the Local Government Act 2000 • Officers' declarations of interest in contracts and other pecuniary interests • Any other matter relating to the interests of members and co-opted members which the County Council from time to time establish. 	COUNCIL
14.	To approve (but not refuse) applications from members submitted under the Staffordshire Local Community Fund	COUNCIL
15.	To approve in consultation with the Chairman of the County Council and the Leader of the Council amendments to the Council's list of events, functions, meetings, outside bodies, conferences and courses at which attendance is authorised as an approved duty; or as within Section 175 of the Local Government Act 1972 for the purpose of payment of travelling and subsistence allowance to that member	COUNCIL
16.	To approve in consultation with the Chairman of the County Council and the Leader of the Council a member's application for attendance at an event, function, meeting, outside body, conference or course not on the County Council's lists referred to in item 9 above as an approved duty or as within Section 175 of the Local Government Act 1972 for the purpose of payment of travelling and subsistence allowance to that member	COUNCIL
17.	To authorise, after consultation with the Chairman of the County Council and the Group Leaders, the payment of members' expenses claims made more than two months after the date of a meeting	COUNCIL
18.	To authorise, on the nomination of the Group Leaders, the filling of vacancies, or the interchange	COUNCIL

	DELEGATED POWER	OVERALL RESPONSIBLE BODY
	of members on Committees	
19.	To agree changes to appointments to outside bodies arising from changes in Cabinet, members or group nominations	COUNCIL
20.	To deal with alleged breaches of the Members' Code of Conduct in line with the Council's published arrangements.	COUNCIL
	APPEALS	
21.	To support Complaints Review Panels comprising three independent persons (ie not elected members) with expert knowledge of Children's Services to consider complaints under the Children's Services Act 1989 and the Local Authority Act 1970 which Panel is to make recommendations to the County Council on the course of action to be taken about any such complaint	COUNCIL
22.	To make arrangements for dealing with the following kinds of appeal under the School Standards and Framework Act 1998:- <ul style="list-style-type: none"> • Admission appeals • Appeals against exclusions • Appeals by Governing Bodies 	CABINET/LOCAL CHOICE
	PLANNING AND HIGHWAYS	
23.	To submit all planning and planning related applications, including those for the County Council's own operational development and highway schemes; for the disposal of surplus land/property; for Conservation Area consent; and for Listed Building consent	COUNCIL
24.	In consultation with the Chairman of the Planning Committee and Director for Economy, Infrastructure and Skills to decide the final form of the conditions which the County Council would wish to be attached to, and the framework of, any section 106 Agreement, if the Secretary of State for the Environment was minded to grant permission for a particular development following an appeal in relation thereto	COUNCIL
25.	In consultation with the Director for Economy, Infrastructure and Skills, to enter into agreements for the execution of highway works under the Highways Act, 1980	CABINET (LOCAL CHOICE)
26.	To exercise the powers and duties of the Council in connection with Common Land and Town/Village Greens (with the exception of the determination of	COUNCIL

	DELEGATED POWER	OVERALL RESPONSIBLE BODY
	applications – less contentious applications to be delegated to Team Leader (Property and Development) and the remainder and appeals against a decision of the Team Leader (Property and Development) to be referred to the Countryside and Rights of Way Panel	
27.	On behalf of the County Council to appoint or ratify, as appropriate, all members of the Joint Local Access Forum	COUNCIL
28	To determine claims made under section 36(6) of the Highways Act 1980 for the addition of alleged public highways to the list of publicly maintainable highways kept by the County Council under that section	COUNCIL
29.	To determine claims made under Section 56 of the Highways Act 1980 for the admission by the County Council of liability to maintain a highway	COUNCIL
30.	To determine applications for Modification Orders under the Wildlife and Countryside Act 1981 unless, after consultation with the local County Councillor(s) for the area concerned and the Director for Families and Communities, they decide that the matter in question ought properly to be determined by the Countryside and Rights of Way Panel	COUNCIL
31.	The power to determine whether an applicant's details should be removed from the Register of Applications made under Paragraph 2(3) of the Public Rights of Way (Register of Applications under Section 53(5) of the Wildlife and Countryside Act 1981)(England) Regulations 2005	COUNCIL
	FINANCE/PENSIONS	
32.	To take and implement any decision which he is empowered to take in accordance with Financial Regulations in his capacity as Director of Corporate Services	COUNCIL
33 (a)	To take any decision relating to the investment or management of the Pension Fund which is within the framework of the strategic or policy decisions of the Pensions Committee or the Pensions Panel.	COUNCIL
33 (b)	After taking advice from Independent Advisers appointed by the Pensions Panel, to take any decisions relating to the investment and management of the Pension Fund which cannot reasonably await the next meeting of the Pensions Committee or the Pensions Panel.	COUNCIL
	HUMAN RESOURCES	

	DELEGATED POWER	OVERALL RESPONSIBLE BODY
34.	To take and implement any decision he/she is empowered to take in accordance with County Council HR policy in his/her capacity of Director of Corporate Services.	COUNCIL
35.	To take and implement any decision on employment legislative matters in his/her capacity as Director of Corporate Services	COUNCIL
35 (a)	To maintain the List of Politically Restricted Posts within the County Council (To be delegated to the Head of Human Resources and Organisational Development)	COUNCIL
	PROPERTY	
36.	To represent Staffordshire County Council as a Director of Penda Property Joint Venture Company	COUNCIL
37.	To take all steps to administer and manage the Council's property estate	COUNCIL/CABINET
38.	To approve all acquisitions at market value of up to £200,000 and all terms for those transactions.	COUNCIL/CABINET
39.	To approve the terms of all disposals for best consideration at a market value of below £200,000 and all terms of those transactions	COUNCIL/CABINET
40.	To approve all leasehold disposals for best consideration at a total rent over the term or a premium plus the total rent of below £200,000, and all Terms of those transactions including Right of Renewal.	COUNCIL/CABINET
41.	To approve any Easement of Wayleave where the total premium, consideration and/or rent over the term is below £200,000	COUNCIL/CABINET
42.	To approve any lease entered into where the total rent over the term or a premium plus the total rent is below £200,000	COUNCIL/CABINET
43.	To approve any licence where the total licence fee over the licence period is below £200,000.	COUNCIL/CABINET
44.	To settle any claim for dilapidations totalling less than £200,000 where the County Council has been the tenant	COUNCIL/CABINET
45.	To approve the removal of Restrictive Covenants where the total payment is below £200,000	COUNCIL/CABINET
46.	To approve Pre-emptions and Options where the total value of the property is below £200,000	COUNCIL/CABINET
47.	The granting of consent for alterations in the property or its use for Economic Regeneration Properties, including Physical Regeneration Schemes, County Farms and Enterprise Centres	COUNCIL/CABINET

	DELEGATED POWER	OVERALL RESPONSIBLE BODY
48.	Jointly with the Director of Economy, Infrastructure and Skills, the approval of short term licences (up to three months) for car parking	COUNCIL/CABINET
	HEALTH AND SAFETY	
49.	To be responsible for the preparation, maintenance and review of the County Council's Corporate Health and Safety policies.	COUNCIL
50.	In the role of Health and Safety 'Champion' for the County Council, to be responsible for the monitoring of the County Council's Corporate Health and Safety policies.	COUNCIL
	ICT	
51.	To take and implement any decision which he/she is empowered to take in accordance with the ICT Strategy in his/her capacity as Director of Finance and Resources	COUNCIL/CABINET
	CUSTOMER SERVICES	
52.	To be responsible for the delivery of effective customer services.	COUNCIL
	MISCELLANEOUS	
53.	To enter into all necessary agreements for the provision of vehicles required by the Council including those under the corporate staff car leasing scheme	CABINET
54.	To be the Proper Officer for the purpose of the List of Politically Restricted Posts.	COUNCIL