

[Home](#) **Table 3 - Delegations to the Deputy Chief Executive and Director for Corporate Services**

No.	Delegation	Overall Responsible Body
1	To be the Council's Monitoring Officer	Council
LEGAL SERVICES		
2	To be the Proper Officer for any purpose for which the County Council has not designated another officer to be Proper Officer.	Council
3	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
4	To be (along with the Director of Finance) 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 Deputy Chief Executive and Director for Corporate Services and the Director of Finance 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 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.	Council
5	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
6	To be the Authorised Signatory for the purpose of attesting the affixation of the Common Seal of the County Council.	Council
7	To instruct Counsel or any other expert/adviser.	Council
8	To recommend to the appropriate Senior Leadership Team member for approval, the terms of Settlement Agreements with County Council employees.	Council
9	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

No.	Delegation	Overall Responsible Body
COMPLIANCE		
10	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:	Council
	an Authorising Officer in relation to the Regulation of Investigatory Powers Act 2000;	Council
	a designated person and single point of contact in relation to the Regulation of Investigatory Powers Act 2000.	Council
	approved applicants in relation to the Regulation of Investigatory Powers Act 2000	Council
11	To be responsible for the Councils Information Governance function, ensuring that all legal, regulatory and ethical requirements are complied with in relation to information collected, received, used and managed by the Council.	Council
12	To be responsible for the Councils Access to Information and Personal Information Rights Request processes under the Data Protection Act (DPA), General Data Protection Regulations (GDPR), Freedom of Information Act (FOIA), Environmental Information Regulations (EIR), and associated legislation, regulations and mandatory codes	Council
13	To authorise Annex C and 212 Disclosure Forms which relate to the provision of social care and education record information to the Police in connection with their investigations	Council

No.	Delegation	Overall Responsible Body
MEMBER AND DEMOCRATIC SERVICES		
14	To maintain the registers of: 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
15	To approve (but not refuse) applications from members submitted under the member fund.	Council
16	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
17	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 and travelling and subsistence allowance to that member.	Council
18	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
19	To authorise, on the nomination of the Group Leaders, the filling of vacancies, or the interchange of members on Committees.	Council
20	To agree changes to appointments to outside bodies arising from changes in Cabinet, members or group nominations.	Council
21	To deal with alleged breaches of the Members' Code of Conduct in line with the Council's published arrangements.	Council

No.	Delegation	Overall Responsible Body
APPEALS		
22	To support Complaints Review Panels comprising three independent persons (i.e. 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
23	To make arrangements for dealing with the following kinds of appeal under the School Standards and Framework Act 1998: Admission appeals Appeals against exclusions Appeals by Governing Bodies	Cabinet (Local Choice)

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No. Delegation Overall Responsible Body

PLANNING AND HIGHWAYS

24	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
25	Following consultation with the Director for Children and Families, and / or Director for Economy, Infrastructure and Skills, as appropriate, to negotiate the terms of and enter into Agreements under Section 106 and Section 106(A) of the Town and Country Planning Act 1990 and all related statutory powers, for Education or Highway issues, and Section 111 of the Local Government Act 1972, for general matters, generated by planning applications which fall to be determined by District or Borough Councils.	Council
26	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
27	To exercise all powers and duties of the Council in connection with Common Land and Town/Village Greens with the exception of: the determination of contentious applications	Council
	appeals against a decision of the Deputy Legal Services Manager (Non-Contentious)	
	both of these exceptions to be referred to the Countryside and Rights of Way Panel	
28	On behalf of the County Council to appoint or ratify, as appropriate, all members of the Joint Local Access Forum.	Council
29	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
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 Economy, Infrastructure and Skills, they decide that the matter in question ought 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
32	To exercise the County Council's discretion as set out in section 3 of the Priority Scheme.	Council
33	To delegate the County Council's surveying authority powers in respect of any cross-boundary application to the appropriate neighbouring authority as and when such action would prove beneficial both in terms of the effective use of resources and processing of the s53 application.	Council
34	To prioritise the making of Definitive Map Modification Orders in circumstances where: An application has been the subject of court proceedings which has required the Council to obtain such a level of legal expertise and advice, that any potential delay in making an order might results, over time, in loss of that knowledge, or routes may be affected by major projects, such as HS2	Council
	And that the exercising of delegated authority by the Deputy Chief Executive and Director for Corporate Services, be reported to the next available meeting of the Countryside and Rights of Way Panel	

No.	Delegation	Overall Responsible Body
PEOPLE SERVICES (HUMAN RESOURCES)		
35	To advise on the content and application of HR Policies and processes within the County Council, including in relation to organisational development and the workforce strategy	Council
36	To take and implement any decision on employment legislative matters in their capacity as Deputy Chief Executive and Director for Corporate Services	Council
37	To maintain the List of Politically Restricted Posts within the County Council (see also CXO 9 re PRPs).	Council

No.	Delegation	Overall Responsible Body
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PROPERTY

38	To represent Staffordshire County Council as a Director of Penda Property Joint Venture Company.	Council
39	To take all steps to administer and manage the Council's property estate.	Council/Cabinet
40	To approve all acquisitions at market value of up to £200,000 and all terms for those transactions.	Council/Cabinet
41	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
42	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
43	To approve any Easement of Wayleave where the total premium, consideration and/or rent over the term is below £200,000.	Council/Cabinet
44	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
45	To approve any licence where the total licence fee over the licence period is below £200,000.	Council/Cabinet
46	To settle any claim for dilapidations totalling less than £200,000 where the County Council has been the tenant.	Council/Cabinet
47	To approve the removal of Restrictive Covenants where the total payment is below £200,000.	Council/Cabinet
48	To approve Pre-emptions and Options where the total value of the property is below £200,000.	Council/Cabinet
49	To agree rent reviews where the tenure agreement specifies a specific indexation process or related to market rent up to £500,000	Cabinet
50	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
51	Jointly with the Director of Economy, Infrastructure and Skills, the approval of short term licences (up to three months) for car parking.	Council/Cabinet

No.	Delegation	Overall Responsible Body
HEALTH AND SAFETY		
52	To be responsible for the preparation, maintenance and review of the County Council's Corporate Health and Safety policies.	Council
53	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		
54	To take and implement any decision which they are empowered to take in accordance with the ICT Strategy in their capacity as Deputy Chief Executive and Director for Corporate Services.	Council/Cabinet
CUSTOMER SERVICES		
55	To be responsible for the delivery of effective customer services.	Council
56	To approve premises as a venue for marriage in pursuance of Section 26 (1)bb of the Marriage Act 1949 as a venue for Civil Partnerships in pursuance of Section 6 (3A) (a) of the Civil Partnership Act 2004.	Council
57	To carry out the County Council's duties under the Marriage Act 1949 and the Civil Partnership Act 2004 (other than those relating to fees and appeals).	Council
FINANCE		
58	To take and implement any decision which they are empowered to take in accordance with Financial Regulations in their capacity as Deputy Chief Executive and Director for Corporate Services.	Council

Table 3 - Delegations to the Deputy Chief Executive and Director for Corporate Services

No.	Delegation	Overall Responsible Body
MISCELLANEOUS		
59	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
60	In consultation with the relevant Chairman, to take a decision on any matter within the purview of the Regulatory Committee or any of the Panels or the Planning Committee which is not delegated to him if that matter cannot for good reason await consideration at the next meeting of the County Council, Cabinet or appropriate Committee.	Council
61	To be the host employer representative for liaison with West Midlands Employers.	Council