



PART 3

Officer Delegations

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1. Directors are authorised to exercise the powers and duties of the County Council in relation to the service and activities for which they are responsible, and the professional and managerial responsibilities of their posts. They are accountable to the elected members of the County Council for the efficient and economic discharge of these responsibilities. Members are accountable to the public and are responsible for all major matters which impact upon the public in the course of the County Council exercising its powers and duties. Officers can only act within delegated powers and these are exercisable subject to
 - (a) strategies, policies, priorities and Financial Regulations determined by the members of the County Council;
 - (b) referral to the appropriate body of members for consultation or decision on all matters of public controversy or undecided matters of policy or substantial change from previous practice or which involve difficult or major issues relating to (a) above where custom and practice or initial consultation with elected members indicates that such referral should take place;
 - (c) members with specific functional responsibilities or being the electoral division representative receiving appropriate information about the exercise of the powers;
 - (d) compliance with the law and all policies, regulations, orders, codes, protocols, and similar documents approved by Council, Cabinet or a Regulatory Committee;
 - (e) consultation with appropriate officers and proper regard to any advice given;
 - (f) other specific delegations in this scheme or similar documents to another officer;
 - (g) decisions by the Chief Executive or the Monitoring Officer on whether Directors should exercise any delegated power.

2. In addition to the constraints referred to above, there are exceptions to all officers' delegated powers. In particular there is no delegation to officers of:
 - (a) matters specifically reserved to members by resolution of Council or the Cabinet;

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- (b) approval to exceed the provision in the revenue or capital budgets for their service responsibilities;
- (c) decisions on permanent savings in the budget to achieve the Council's policies;
- (d) the making of an order for the compulsory acquisition of land;
- (e) the right to confirm any order or issue or grant any permission, consent, licence or other determination which is the subject of a statutory right of objection that has been duly exercised;
- (f) the right to make appointments to posts which are made by the Staff Appointments Committee;
- (g) the right to determine any matter within the remit of the Dismissal Appeals Committee;
- (h) the right to determine a major employee reorganisation.

3. Ex-gratia payments

- 3.1 Directors as defined under Human Resources Delegations below may make an ex-gratia payment not exceeding £500, in consultation with the [Council Lead for Complaints and Customer Feedback](#)~~Head of Customer Rights~~. Formatted: Justified
- 3.2 Directors as defined under Human Resources Delegations below may make an ex-gratia payment not exceeding £3,000, in consultation with the appropriate Cabinet Member, subject to the approval of the Chief Executive and the Assistant Director (Scrutiny and Monitoring). Formatted: Justified
- 3.3 The Chief Executive may make an ex-gratia payment not exceeding £5,000 in consultation with the appropriate Cabinet Member and after agreement with the Assistant Director (Scrutiny and Monitoring). Formatted: Justified
- 3.4 Payments made by an individual Director or the Chief Executive under paragraphs 3.1, 3.2 and 3.3 respectively shall not exceed £10,000 in total in any particular financial year, subject to prior approval by the Head of Finance. Formatted: Justified
- 3.5 Payments made by the Assistant Director (Scrutiny and Monitoring) shall be in consultation with the appropriate Cabinet Member and subject to the approval of the Chief Executive. Formatted: Justified

4. Absence of Chief Executive and other Directors as defined under Human Resources Delegations

- 4.1 The terms 'Chief Executive' and 'Director' shall include any officer nominated by them, in writing, to act on their behalf in their absence, when they are unable to act or otherwise. Formatted: Justified

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HUMAN RESOURCES DELEGATIONS

The following is a summary of those HR matters delegated to Directors. In addition, the final section sets out those matters, related to Director delegations, which should be referred for decisions by councillors.

The term Director is taken to refer to those officers authorised to take decisions in relation to their Directorate/Department and to the [Director of Resource Management](#)~~Head of Finance~~ for functions in the corporate centre. Specific roles are allocated to the Head of HR and to the Head of Finance; these are areas of delegated corporate responsibility arising from those officers' respective professional remit.

Pay and Conditions of Service

To implement national, regional and local pay awards, terms and conditions of service, and approved HR policies and procedures including the interpretation of any discretionary clauses	Head of HR, Head of Finance, and Directors
To agree the grading of all posts within the County Council excluding Teachers, Youth & Community Workers and Fire-fighters	Head of HR
To take decisions for all posts, excluding Directors, which relate to starting salary, progression, honoraria, market force supplements and other contractual payments.	Directors
To take decisions for Directors relating to starting salary, progression, honoraria, market force supplements and other contractual payments.	Chief Executive
To extend sick pay at full or half rate for a period of up to 6 months	Directors

Posts

To make all appointments to posts other than those reserved to the Staff Appointments Committee	Directors
To make temporary and/or supernumerary appointments beyond approved staffing complements to cover exceptional events e.g. long-term sickness, peak workloads, etc, for a period not exceeding 12 months.	Directors
To establish externally funded posts, ensuring there is a clear audit trail for the funding.	Directors
In accordance with County Council policies and procedures to dismiss or formally warn an employee below Director level.	Directors
In accordance with County Council policies and procedures to dismiss or formally warn an employee at Director level.	Chief Executive

Travel

To authorise and remove essential car user allowances in accordance with County Council policies and procedures	Directors
To authorise the granting of car loans	Head of Finance with Directors

Training

The authorisation of all training requirements including attendance, expenditure and allowances	Directors
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Industrial Relations

To undertake negotiations, consultations and discussions with recognised trade unions and other staff associations	Directors on operational matters; Head of HR on strategic/ corporate <u>HR matters</u> and policy work relating to the personnel function
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5. The following summaries of Directors' delegations detail further exceptions and provide appropriate clarification:

Chief Executive

1. To be the Head of the Paid Service in accordance with the Local Government and Housing Act 1989.
2. To have authority over all other officers so far as is necessary for the efficient management and execution of the County Council's affairs, functions or services except:
 - (i) where officers are exercising specific responsibilities imposed on them under statute;
 - (ii) that where the professional judgement or expertise of a Director is involved the officer shall have full opportunity to explain his or her views.
3. Subject to observance of the appropriate procedures and rights of appeal, to decide disciplinary, incapability and salary related matters concerning Directors.
4. To undertake executive powers where necessary in the event of a civil emergency.
5. To exercise the functions of the County Council under the Crime and Disorder Act 1998 and the Learning and Skills Act 2000.
6. To exercise the powers of the County Council under S. 2 of the Local Government Act 2000 (well-being powers), and the Localism Act 2011 (general power of competence).
7. To hold the Director for Children and Young People's Services to account for the effective working of the Suffolk Local Safeguarding Children Board.
8. To provide leadership on matters pertaining to health and safety in order to protect our employees and those who may be affected by our activities in accordance with the Health and Safety at Work etc Act (HSWA) 1974.

Whilst the Chief Executive cannot delegate accountability under HSWA, they can delegate responsibility to ensure that arrangements

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are in place to ensure compliance with HSWA. The County Council has delegated this responsibility to the Safety, Health and Wellbeing Board (SHAW Board), chaired by the [Chief Fire Officer](#)~~Director of Resource Management~~ as the health and safety champion of the Corporate Management Team.

Assistant Director (Scrutiny and Monitoring)

1. To act as solicitor to the Council and to institute, conduct and, where appropriate, defend and settle criminal and civil legal proceedings and claims concerning the County Council's responsibilities and interests except in relation to those covered by the County Council's insurance policies.
2. To take any action in order to protect the interests of the Council or of any person or property to whom, or for which, the Council has responsibility or in order to give legal effect to any decision or action properly taken by the Council or a Committee or person on behalf of the Council.
3. To be the Monitoring Officer and the Proper Officer in accordance with the Local Government Acts (except where signified under other officer delegations) and the Registration Service Act 1953.
4. To be responsible for the administration of the Council's political management structures.
5. To determine applications for planning permission under Regulation 3 of the Town and Country Planning [General](#) Regulations 1992 where such applications relate to land or buildings managed by the [Strategic Development Division within the Resource Management](#)~~Economy, Skills and Environment~~ Directorate and provided that no objections have been received.
6. To appoint members and clerks to Education Appeal Panels established under the School Standards and Framework Act 1998.
7. To determine applications under Section 15(8) of the Commons Act 2006.
8. To be the 'Qualified Person' in accordance with the Freedom of Information Act 2000.

Head of HR

To exercise the functions of the County Council relating to all human resources and employment matters, including the salary and grading structures of all posts subject to observance of appropriate procedures and rights of appeal. The following powers are not within the functions of the Head of HR:

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1. The power to determine the salary and grading structures for posts from JNC Chief Executive to senior manager level (see Part 1, para 12.3).
2. The power to determine the grading of posts does not apply to teachers and other employees subject to the local management of schools, youth and community workers, and fire fighters.
3. Directors having the right to:
 - (a) Make temporary and/or supernumerary appointments beyond approved staffing complements to cover exceptional events e.g. long-term sickness, peak workloads, etc for a period not exceeding 12 months.
 - (b) Dismiss or formally warn all employees below Director level in accordance with County Council policies and procedures.
4. The scheme of delegation to Directors covering detailed [HR personnel](#) issues set out above.

Director of Resource Management

1. To exercise the functions of the County Council relating to finance, property, procurement and commissioning, scrutiny and monitoring, ICT and Human Resources. In respect of HR the delegation does not apply to matters delegated to the Head of HR.
2. [To exercise the functions of the County Council relating to highways, transportation, town and country planning, waste disposal, economic development, flood and water management, environment and countryside.](#)
3. [In the case of town and country planning, the delegation includes: -](#)
 - (a) [Minerals and waste development](#)
 - i) [Applications to vary conditions of an existing permission including variations to extend the duration of permission](#)
 - ii) [The erection of ancillary buildings, extensions to buildings, plant or machinery, earthworks and lagoons.](#)
 - iii) [In the above cases delegation will only be exercised where no objections have been received at the time the decision is taken.](#)
 - iv) [The making of representations when consulted as Mineral & Waste Planning Authority, for example, on matters such](#)

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as safeguarding of mineral resources or waste management sites.

v) To determine whether or not to require the submission of an application for the periodic review of mineral planning permissions, subject to the local county councillor(s) being consulted, in accordance with the power provided by Section 10 and Schedule 3 of the Growth and Infrastructure Act 2013

(b) Applications under Regulation 3 of the Town & Country Planning General Regulations 1992 (i.e. County Council development)

i) Applications for any development, except those that relate to land or buildings managed by the Strategic Development Division within the Resource Management Directorate. In this case, the delegated decisions will be taken by the Head of Legal Services.

ii) In the above cases delegation will only be exercised where no objections have been received at the time the decision is taken.

(c) For all applications

i) Applications for approval of reserved matters following the grant of outline planning permission.

ii) Applications for Minor Material Amendments to existing planning permissions.

iii) Applications for Non-Material Amendments to existing planning permissions under Section 96A of the Town & Country Planning Act 1990.

iv) Approvals required under Article 27 of the Town & Country Planning (Development Management Procedure) Order (England) 2015

v) The imposition, before the release of a planning permission, of a condition, additional to those agreed by the Development Control Committee, where the reply to a consultation, or similar information, received after the Committee meeting warrants such a condition and that condition accords wholly with the decision made by the Committee.

vi) The making of a substantive response when consulted as Lead Local Flood Authority on matters such as sustainable urban drainage systems, surface water drainage and connected issues.

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4. To issue a Planning Contravention Notice, Breach of Condition Notice, Enforcement Notice, Temporary Stop Notice or Stop Notice and to determine whether or not to prosecute offenders who do not comply with the requirements of such Notices. Before issuing a Stop Notice [but not a Temporary Stop Notice] the Director shall consult with the Chairman and Vice-Chairman of the Development Control Committee and shall notify the local councillor(s) for that division.

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5. To make representations to outside bodies on all matters relating to development proposals, provided such representations are not inconsistent with any criteria formally determined by councillors.

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6. To be the Proper Officer of the County Council for the purpose of Ordnance Survey matters under Section 191 of the Local Government Act 1972 and for the purpose of receiving for deposit lists of buildings of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990.

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7. To adopt a "screening opinion", "scoping opinion" or to make a request for further information in accordance with Parts 2, 3, 4, 5, 7, 9 and 10 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2011.

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8. Determination of applications for Certificates of Lawfulness of Existing Use or Development and Certificates of Lawfulness of Proposed Use or Development
The Head of Planning, following consultation with the Head of Legal Services, shall determine all applications for Certificates of Lawfulness of Existing Use or Development and Certificates of Lawfulness of Proposed Use or Development under the Town and Country Planning Act 1990 (as amended).

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9. Decisions on the use and distribution of any surplus from the On-Street Parking Account be delegated to the Director of Resource Management in consultation with the relevant Cabinet Member.

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10. To consider, take decisions on, and sign Temporary Traffic Regulation Orders under Section 16A of the Road Traffic Regulation Act 1984.

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~~2. Representing the Corporate Management Team, act as the Health and Safety champion. This involves chairing the Safety, Health and Wellbeing Board (SHAW Board) in accordance with the Board's terms of reference to ensure continual improvement of the health and safety management arrangements at the County Council.~~

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Head of Finance - Responsible Financial Officer (under section 151 of the Local Government Act 1972)

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1. To be responsible for the proper administration of the financial affairs of the Council in accordance with section 151 of the Local Government Act 1972, which responsibility shall include all arrangements concerning financial planning, financial control, banking, accounts, income, insurances, investments, bonds, loans, leasing, borrowing (including methods of borrowing), trust and pension funds (within the scope of the Council's pension fund investment policies that are approved by the Pension Fund Committee), the payment of creditors and the payment of salaries, wages, pension scheme benefits and gratuities.

~~3.~~ 2. To be responsible for the provisions of the Accounts and Audit Regulations 2015~~4~~ in respect of the need to maintain an adequate and effective system of internal audit of the Council's accounting records and of its system of internal control in accordance with proper internal audit practices.

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~~4.~~ 3. To be the Proper Officer of the Council in relation to the following statutory provisions:

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Local Government Act 1972

(1) Section 115(2) .. The officer to whom all money due from every officer employed by the Council shall be paid.

(2) Section 146 .. The officer to make any statutory declaration in connection with the transfer of securities.

Local Government (Miscellaneous Provisions) Act 1976

(3) Section 30 .. The officer to write off overpayment of salary, allowances or pensions which occur as a result of the death of an employee or pensioner.

Local Government Finance Act 1988

(4) Section 114-115 .. The officer responsible for reporting on unlawful expenditure decisions or where expenditure exceeds the resources available.

Local Government Act 2003

(5) Section 25 .. The officer responsible for reporting on the robustness of the estimates made for the purposes of calculating the annual budget and precept, and the adequacy of the proposed financial reserves.

Director for Children and Young People's Services

To exercise the functions of the County Council in the following areas:

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(a) Education services – the Council's functions in its capacity as a local education authority, except those excluded under section 18(3) of the Children Act 2004 (namely certain functions relating to further education, higher education and adult education).

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(b) Social services – the Council's social services functions within the meaning of the Local Authorities Social Services Act 1970, insofar as they relate to children, and the Council's functions for children and young people leaving care.

(c) Health services – any health related functions within Section 75 of the National Health Service Act 2006, insofar as they relate to children.

(d) Inter-agency co-operation – the Council's functions as set out in the Children Act 2004, in particular building and leading the arrangements for inter-agency co-operation as set out below:

1. Section 10 – the duty to make and sustain arrangements to promote co-operation between the Council and its partner organisations to improve the well being of children in the Council's area.
2. Section 11 – the duty to make arrangements to ensure the Council's functions are discharged having regard to the need to safeguard and promote the welfare of children.
3. Section 12 – any duty to establish, maintain and operate a database of basic information on all children in the authority or, if the duty to create a database or databases is placed on another body, to participate in its operation.
4. Sections 13, 14, 15 and 16 – the duty to establish a Local Safeguarding Children Board (LSCB) to co-ordinate and ensure the effectiveness of board members' activities for the purpose of safeguarding and promoting the welfare of children in the authority's area.
5. Section 20(8)(d) – subject to consultation and the laying of Regulations, responsibility for co-ordinating statements of proposed action in light of a Joint Area Review report, in consultation with partners. In addition, the Director will also exercise a key role in monitoring and evaluating implementation of the proposed action.

(e) Other responsibilities

1. Seconding staff to the Youth Offending Team as required by section 39(5) of the Crime and Disorder Act 1998.
2. The duty to promote the educational achievement of looked after children. This function is set out in section 22(3A) of the Children Act 1989 as amended by section 52 of the Children Act 2004; and

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3. The duty to provide the Secretary of State, if she so directs an authority, with information on individual children. This function is set out in section 83(4A) of the Children Act 1989 as amended by section 52 of the Children Act 2004.

Director of Economy, Skills and Environment

- ~~1. To exercise the functions of the County Council relating to highways, transportation, town and country planning, waste disposal, economic development, skills, flood and water management, environment and countryside.~~

~~2. In the case of town and country planning, the delegation includes:-~~

~~(a) Minerals and waste development~~

- ~~i) Applications to vary conditions of an existing permission including variations to extend the duration of permission~~
- ~~ii) The erection of ancillary buildings, extensions to buildings, plant or machinery, earthworks and lagoons.~~
- ~~iii) In the above cases delegation will only be exercised where no objections have been received at the time the decision is taken.~~
- ~~iv) The making of representations when consulted as Mineral & Waste Planning Authority, for example, on matters such as safeguarding of mineral resources or waste management sites.~~
- ~~v) To determine whether or not to require the submission of an application for the periodic review of mineral planning permissions, subject to the local county councillor(s) being consulted, in accordance with the power provided by Section 10 and Schedule 3 of the Growth and Infrastructure Act 2013~~

~~(b) Applications under Regulation 3 of the Town & Country Planning (General) Regulations 1992 (i.e. County Council development)~~

- ~~i) Applications for any development, except those that relate to land or buildings managed by the Economy, Skills & Environment Directorate. In this case, the delegated decisions will be taken by the Head of Legal Services.~~
- ~~ii) In the above cases delegation will only be exercised where no objections have been received at the time the decision is taken.~~

~~(c) For all applications~~

- ~~i) Applications for approval of reserved matters following the grant of outline planning permission.~~
- ~~ii) Applications for Minor Material Amendments to existing planning permissions.~~
- ~~iii) Applications for Non-Material Amendments to existing planning permissions under Section 96A of the Town & Country Planning Act 1990.~~

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~~iv) Approvals required under Article 30 of the Town & Country Planning (Development Management Procedure) Order 2010~~

~~v) The imposition, before the release of a planning permission, of a condition, additional to those agreed by the Development Control Committee, where the reply to a consultation, or similar information, received after the Committee meeting warrants such a condition and that condition accords wholly with the decision made by the Committee.~~

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~~3. To issue a Planning Contravention Notice, Breach of Condition Notice, Enforcement Notice, Temporary Stop Notice or Stop Notice and to determine whether or not to prosecute offenders who do not comply with the requirements of such Notices. Before issuing a Stop Notice [but not a Temporary Stop Notice] the Director shall consult with the Chairman and Vice-Chairman of the Development Control Committee and shall notify the local councillor(s) for that division.~~

~~4. To make representations to outside bodies on all matters relating to development proposals, provided such representations are not inconsistent with any criteria formally determined by councillors.~~

~~5. To be the Proper Officer of the County Council for the purpose of Ordnance Survey matters under Section 191 of the Local Government Act 1972 and for the purpose of receiving for deposit lists of buildings of special architectural or historic interest under the Planning (Listed Buildings and Conservation Areas) Act 1990.~~

~~6. To adopt a "screening opinion", "scoping opinion" or to make a request for further information in accordance with Parts 2, 3, 4, 5, 7, 9 and 10 of the Town and Country (Environmental Impact Assessment) Regulations 2011.~~

~~7. Determination of applications for Certificates of Lawfulness of Existing Use or Development and Certificates of Lawfulness of Proposed Use or Development~~

~~The Development Manager, following consultation with the Head of Legal Services, shall determine all applications for Certificates of Lawfulness of Existing Use or Development and Certificates of Lawfulness of Proposed Use or Development under the Town and Country Planning Act 1990 (as amended).~~

~~8. Decisions on the use and distribution of any surplus from the On-Street Parking Account be delegated to the Director of Economy, Skills and Environment in consultation with the Cabinet Member for Roads and Transport.~~

~~9. To consider, take decisions on, and sign Temporary Traffic Regulation Orders under Section 16A of the Road Traffic Regulations Act 1984.~~

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Director for Adult and Community Services

1. To exercise the functions of the County Council with regard to its responsibilities for care and support for adults, support for carers and safeguarding adults from abuse or neglect as set out in the Care Act 2014.
 2. To undertake the function of the supervisory body for the purposes of the Mental Capacity Act 2005 Deprivation of Liberty Safeguards, and to act as Authorised Signatory when the supervisory body gives an authorisation for deprivation of liberty.
 3. To exercise the functions of the County Council relating to libraries, museums, archives, the arts and heritage, and adult and community learning.
- ~~1. To exercise the functions of the County Council with regard to its responsibility for adult social services as set out in schedule 1 of the Local Authority Social Services Act 1970 (as amended) which include for example:~~
- ~~(i) To assess a person's need for community care services and having regard to the results of the assessment, deciding whether the person's needs call for the provision by the council of any such services~~
 - ~~— Section 47 of the National Health Service and Community Care Act 1990~~
 - ~~(ii) On request, a carer (unpaid) is entitled to an assessment when a local authority carries out an assessment of a person's needs for community care services. The authority must then take the results of the carer's assessment into account when making decisions about what services should be provided to the user~~
 - ~~— The National Health Services and Community Care Act 1990, or of a disabled child's needs under the Children Act 1989 or the Chronically Sick and Disabled Person Act 1970~~
 - ~~(iii) A duty to provide accommodation (e.g. residential/nursing care) to people who by reason of age, illness, disability etc are in need of care and support not otherwise available to them.~~
 - ~~— Section 21 (1) of National Assistance Act 1948~~
 - ~~(iv) A duty to provide home care services to people who by reason of age, illness, disability etc are in need of care and support~~
 - ~~— Schedule 20 of the National Health Services Act 2000~~
 - ~~(v) A duty to provide general 'welfare' services to people who by reason of age, illness, disability etc are in need of care and support e.g. a social work service, day care centre's, workshops for employment, community meals, adaptations to homes~~

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~~—Section 29 of the National Assistance Act 1948 and section 2 of the Chronically Sick and Disabled Person Act 1970~~

~~(vi) To undertake the function of the supervisory body for the purposes of the Mental Capacity Act 2005 Deprivation of Liberty Safeguards, and to act as Authorised Signatory when the supervisory body gives an authorisation for deprivation of liberty.~~

~~—Section 2 Local Government Act 2000~~

~~2. To exercise the functions of the County Council relating to libraries, museums, archives, the arts and heritage, and adult and community learning.~~

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Fire and Rescue Service

The Chief Fire Officer is authorised to:

1. Licences, Notices and Registrations
Exercise the County Council's powers and duties arising by virtue of any provision under the statutes or any amendments, regulations or EC directives appertaining thereto listed in relevant legislation below
2. Appointment and Authorisation for Powers of Entry
Exercise the County Council's statutory powers with regard to authorising officers for the purposes of exercising powers of entry under relevant statutes.
3. Appointment of Fire Service Inspectors
Exercise the County Council's statutory powers and duties to appoint such officers of the Service as are in the opinion of the Chief Officer suitably qualified to act as inspectors pursuant to relevant statute.
4. Exercise the County Council's statutory functions under relevant legislation and authorise officers to carry out such functions.

Legislation

The Fire and Rescue Services Act 2004
The Regulatory Reform (Fire Safety) Order 2005
The Health and Safety at Work etc. Act 1974
The Construction (Design and Management) Regulations 2007
The Theatres Act 1968
The Gaming Act 1968
The Cinemas Act 1985
The Local Government (Miscellaneous Provisions) Act 1982
The Licensing Act 2003

Administer and negotiate general conditions of service issues for staff covered by the National Joint Council for Local Authority Fire Brigades and the Local Government Services Schemes of Conditions of Service.

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~~Exercise the County Council's powers to undertake either directed surveillance or utilise covert human intelligence sources, whether employed by the Authority or otherwise subject to compliance with Regulation of Investigatory Powers Act.~~

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~~Exercise the County Council's powers as consultee under any legislation including objecting to the issue of licences, consents, registrations or permissions and/or submitting responses or representation.~~

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Emergency Planning

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To exercise the functions of the County Council under the Civil Contingencies Act 2004, the Radiation (Emergency Preparedness and Public Information) Regulations 2001, the Control of Major Accident

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Hazards Regulations 1999 and the Pipelines Safety Regulations 1996. These functions are routinely discharged by the Suffolk Joint Emergency Planning partnership established under the Local Authority (Goods & Services) Act 1970. The public information duty under Regulation 17 of the Radiation (Emergency Preparedness and Public Information) Regulations 2001 is routinely discharged by the Head of Communications.

Health and Safety

Representing the Corporate Management Team, act as the Health and Safety champion. This involves chairing the Safety, Health and Wellbeing Board (SHAW Board) in accordance with the Board's terms of reference to ensure continual improvement of the health and safety management arrangements at the County Council.

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Head of Trading Standards

~~To exercise the functions of the County Council under legislation concerning food, weights and measures, consumer safety, consumer protection, animal health and other fair trading matters.~~

~~To exercise the County Council's statutory functions under The Fire Safety and Places of Sport Act 1987 and authorise officers to carry out such functions.~~

~~To discharge the functions of the County Council under the Safety of Sports Grounds Act 1975 (as amended).~~

Chief Information Officer

The Chief Information Officer (CIO) is responsible for directing the information, security and data integrity of the County Council.

The CIO will:

1. Review and monitor all computerised and manual record systems, and develop the strategic direction of all information processing and communication systems and operations.
2. Provide overall management and definition of all computer and communication activities within the organisation including responsibility for providing a strategic leadership role in the day to day operation of the ICT functions; and
3. Oversee incident response as well as the investigation of security breaches, and assist as necessary with disciplinary and legal matters associated with such breaches.

Director of Public Health

1. To exercise the statutory public health function of the County Council under the Health and Social Care Act 2012.

This includes:

Section 12 - the duty to take the steps it considers appropriate to improve the health of the people in its area

Section 31 - the duty to produce and publish an annual report on the health of the local population.

2. To ensure that the County Council has regard to the NHS Constitution when carrying out its public health function and takes proper account of it in making decisions.

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~~3. To be the responsible officer for the purposes of medical revalidation of doctors, as defined within the Medical Profession (Responsible Officers) Regulations 2010.~~

~~4. Emergency Planning~~

~~To exercise the functions of the County Council under the Civil Contingencies Act 2004, the Radiation (Emergency Preparedness and Public Information) Regulations 2001, the Control of Major Accident Hazards Regulations 1999 and the Pipelines Safety Regulations 1996. These functions are routinely discharged by the Suffolk Joint Emergency Planning partnership established under the Local Authority (Goods & Services) Act 1970. The public information duty under Regulation 17 of the Radiation (Emergency Preparedness and Public Information) Regulations 2001 is routinely discharged by the Head of Communications.~~

~~**Head of Trading Standards**~~

~~To exercise the functions of the County Council under legislation concerning food, weights and measures, consumer safety, consumer protection, animal health and other fair trading matters.~~

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~~To exercise the County Council's statutory functions under The Fire Safety and Places of Sport Act 1987 and authorise officers to carry out such functions.~~

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~~To discharge the functions of the County Council under the Safety of Sports Grounds Act 1975 (as amended).~~

~~Exercise the County Council's powers to undertake either directed surveillance or utilise covert human intelligence sources, whether employed by the Authority or otherwise subject to compliance with Regulation of Investigatory Powers Act.~~

~~Exercise the County Council's powers as consultee under any legislation including objecting to the issue of licences, consents, registrations or permissions and/or submitting responses or representation.~~

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