

SCHEME OF SUB-DELEGATION

GROWTH ENVIRONMENT AND TRANSPORT

Divisional Director: Katie Stewart

To: Director of Kent Downs Area of Outstanding Natural Beauty unit

The principles of the operation of this Scheme of Sub-Delegation are set out in Appendix A. Sub-Delegations are categorised as General and Specific delegations below.

1) GENERAL DELEGATIONS

See Appendix B for a summary of the general powers which have been delegated to Officers. These delegations cover Finance, Risk Management and Internal Control, Information Management, Employees, Health & Safety and External Arrangements.

These general delegations are in respect of the following services:

- Kent Downs Area of Outstanding Natural Beauty

2) SPECIFIC DELEGATIONS

In accordance with the provisions of the Constitution of Kent County Council, I authorise the Director of Kent Downs Area of Outstanding Natural Beauty Unit to undertake the following:

1) Functions delegated to me by the Council

Those powers which have been delegated to me by the Council in Appendix 2 Part 3 of the Constitution of Kent County Council

2) Functions delegated to me by the Leader and Cabinet

Those functions delegated to me by the Leader in Appendix 2 Part 4 of the Constitution of Kent County Council, through the Executive Scheme of Delegation:

- To exercise the relevant functions of the Cabinet Member for Planning, Highways, Transport and Waste, and the Cabinet Member for Community and Regulatory Services in relation to their portfolios

Signed: 

Date: 21-02-18.

Nick Johannsen

Director, Kent Downs Area of Outstanding Natural Beauty Unit

Signed: 

Katie Stewart

Director, Environment, Planning and Enforcement

Date: 18/3/2018

Lodged with the Monitoring Officer:

Date:

APPENDIX A – BACKGROUND AND GUIDING PRINCIPLES

1. Before exercising any authority, Officers must satisfy themselves that they have necessary delegated powers as specified in this Scheme either generally or in relation to their specific role.
2. The powers delegated to officers exclude the authority to take Key Decisions.
Constitution, Executive Scheme of Officer Delegation
3. Decisions which an officer takes under delegated powers must:
 - implement a policy or decision previously approved or taken by the Cabinet or a Cabinet Member or
 - facilitate or be conducive or incidental to the implementation of a policy or decision previously taken by the Cabinet or a Cabinet Member or
 - relate to the management of the human, material and financial resources made available for the functions for which they are responsibleConstitution, Executive Scheme of Officer Delegation
4. Officers to whom matters have been sub-delegated may escalate the making of those decisions to the relevant Corporate Director, who can then (if appropriate) refer the matter to the Cabinet Member or Cabinet.
Constitution, Executive Scheme of Officer Delegation
5. Officers must use the authority delegated to them:
 - a. in the interests of Kent County Council
 - b. in accordance with the provisions made in relevant revenue and capital budgets, Standing Orders, the Financial Regulations or other Procedure Rules contained in the Constitution; Constitution, Executive scheme of Officer Delegation, and
 - c. in accordance with the overall policies approved by the Council or its Committees. Constitution Appendix 2.
6. In exercising the authority delegated to them, Officers must
 - a. consult the relevant Corporate Director and/or the Director of Governance & Law in respect of matters which are sensitive or complex, or where legal, administrative, financial or other advice or guidance is necessary;
 - b. keep the relevant Cabinet Member properly informed of activity arising within the scope of these sub-delegations; and Constitution, Executive Scheme of Officer Delegation
 - c. advise local Members on any matter that appears to specifically affect their division or constituency interests. Constitution Appendix 2
7. Any manager may exercise any power delegated to an officer for whom they have supervisory responsibility. Constitution Appendix 2
8. Officers are responsible for the management of their services and the implementation of Council and Cabinet policies and Executive Decisions. Constitution, Executive Scheme of Officer Delegation
9. Senior Managers must record and notify the Monitoring Officer (Director of Governance & Law) of arrangements made by them for the exercise on their behalf of delegated powers granted to them. Sub-delegations should be regularly reviewed and updated if appropriate. Constitution Appendix 2