

DIRECTORATE SCHEME OF OFFICER AUTHORISATIONS.

1. Introduction

This scheme of authorisation lists the extent and nature of the authorisations granted by the Deputy Chief Executive & Chief Finance Officer to officers within the Resources department to undertake functions on their behalf.

2. General Principles

In this internal scheme of authorisation, any reference to the functions of the “Authority” means the functions of Cambridgeshire County Council. Any reference to any power, function, duty, requirement or instruction of the Authority means a power, function, duty, requirement or instruction of the Council or an appropriate Committee or any person or body exercising the functions of the Authority as the case may be.

The authorisation by an officer to exercise a delegated power does not prevent the Council or an appropriate committee from having the power to exercise that function where it is lawful for that body or person to do so.

An officer authorised to exercise a delegated power under this scheme may waive his/her power to exercise the function and instead refer the matter to the appropriate Committee or any other body or person having the right to exercise that function.

An officer authorised to exercise a delegated power under this scheme must consult such Members and officers as he/she considers appropriate and shall so consult where required to do so under this scheme of authorisation or where common sense and judgement suggest that this is appropriate, for example with the appropriate division Councillor where the action to be taken is likely to affect their division.

Where, under this scheme, a Director authorises an officer to undertake functions on their behalf, the must ensure that the scheme, or any amendments to it, are published, without delay, on the Council’s website.

3. Absence, Conflicts of Interest etc

In this scheme of authorisation, if an Officer to whom authority to exercise a delegated power is not in post or is absent or ought not, because of a conflict of interest, act in the matter:

- In the case of an absence or a person not being in post, the duty or function shall be exercisable by the line-manager.
- In the case of a conflict of interest, the duty or function shall be exercisable by the relevant Director authorised to do so under Part 3D of the Constitution.

4. Conditions

An officer to whom authority to exercise a delegated power must do so in accordance with:

1. All statutory and other legal requirements, including the Human Rights Act 1998,
2. statutory guidance and statutory codes of practice;
3. The Constitution of the Authority, including the Financial and Contract Procedure Rules;
4. The Budget and Policy Framework and approved policies, plans and strategies;
5. Any other policies, requirements or procedures of the Authority including any requirement of this scheme.

5. Specific Authorisations

Deputy Chief Executive & Chief Finance Officer		
Extent & nature of authorisation:	Authorised post:	Conditions:
To deputise for all Section 151 duties.	Head of Finance	
To act as "Chief Officer" in relation to the approval of procurement exemptions.	Head of Finance	
To be the authorised signatory and/or authorise the signing and sealing of section 106 legal agreements entered into by the Property service.	Head of Finance	Not to exceed £500k
To instruct the Council's legal representatives to draw up and negotiate contracts and agreements in relation to property transactions and use of the Council's land, and to be the authorised signatory and/or authorise the signing and sealing of such, including but not limited to: <ul style="list-style-type: none"> • Buying and selling • Leasing and tenancies • Covenants • Access to or over CCC land 	Head of Property Group Asset Manager	Not to exceed £500k Not to exceed £200k
To exercise the Council's responsibilities, including authorising works, goods, and services, in relation to the following Acts and Regulations: <ul style="list-style-type: none"> • Control of Asbestos Regulations 2012 • Regulatory Reform Fire Safety Order 2005 • Regulation COSHH 2002 and the Approved Code of Practice L8 2013 (Water management) 	Head of Property Property Compliance Manager	Not to exceed £500k Not to exceed £200k

<ul style="list-style-type: none"> • Health and Safety at Work Act 1974 (Control of contractors) • Equality Act 2010 (Access to Work) • Ionising Radiation Regulations 2017 • Surveillance Camera Code of Practice 2013 and Data Protection Act as amended 2012 		
<p>To authorise works, goods, and services and to be the authorised signatory and/or authorise the signing and sealing of contracts in relation to the maintenance of buildings and other property.</p>	<p>Head of Property</p> <p>Facilities Manager</p>	<p>Not to exceed £500k</p> <p>Not to exceed £200k</p>