

ENVIRONMENT & INFRASTRUCTURE
SCHEME OF DELEGATIONS TO OFFICERS
OFFICER AUTHORISATIONS

These authorisations replace all previous by me.

For disciplinary, performance and ill-health capability delegations please refer to Appendix A (below).

I hereby authorise as follows:

The following listed officers to undertake all functions of the Director of Environment & Infrastructure*

- Vacant (Assistant Director - Growth and Place)
- Simon Aries (Assistant Director - Transport, Waste and Environmental Management)
- Faisal Mir (Assistant Director – Finance & Business Support)
- Anthony Boucher (Assistant Director – Highways Operations)

I further authorise Guy Pratt to undertake my responsibilities under the Regulation of Investigatory Powers Act (RIPA).

I further authorise Jonathan Tiley and Brian Owen to investigate breaches of planning control for County Matters under RIPA.

I further authorise the following officers, ***under my general control and supervision***, to undertake the functions of the Director of Environment & Infrastructure specified below, including budget management:-

1. HIGHWAYS - to Anthony Boucher

And, provided they are carried out in accordance with any protocol or code of practice which I as Director of Environment & Infrastructure may from time to time issue, under his general control and supervision, the functions relating to:-

- 1.1 Highways Operations - to Chrissy Jacques**
including, inter alia, resource allocation and management; strategy development and programme sponsorship, procurement and management of miscellaneous contracts, decisions relating to highway and traffic orders and cycleways; negotiation and settlement of agency and other agreements relating to highways and transport; approving design standards, Service and Business Plan approvals, instruction of legal services.

And under the general control and supervision of Chrissy Jacques the following officers are authorised to perform the following Head of Profession roles and locality responsibilities including strategy development and programme sponsorship, procurement and management of miscellaneous contracts, decisions relating to highway and traffic orders and cycleways; negotiation and

settlement of agency and other agreements relating to highways and transport; approving design standards and instruction of legal services:

| Role | Locality | Manager |
|---|---|--------------------------|
| Member & Community Strategies – countywide | Hertsmere, St Albans & Welwyn Hatfield | Richard Jones |
| Asset Management & Maintenance – countywide | Broxbourne & East Herts | Chris Allen-Smith |
| Highways Operational Management including, inter alia: routine maintenance, lighting and Intelligent Transport Systems – countywide | | Richard Jones |
| Casework | | Paul Patmore |

And under the general control and supervision of Richard Jones the following officers are authorised to consider and make decisions on Traffic Regulation Orders promoted under the local Highway Locality Budget programmes:

- a) East Herts, Broxbourne, Stevenage and North Herts - **Ian Richardson**
- b) Dacorum, Watford and Three Rivers - **Val Weaver**
- c) Hertsmere, St Albans and Welwyn Hatfield - **Paul Gellard**

And under the general control and supervision of Chris Allen-Smith:

- a) Bridges & Structures Service Plan and AIP approvals - **to Neil Richardson**
- **to Keith Harwood**

And under the general control and supervision of Richard Jones:

- a) Operational and Routine Service Plan approvals and negotiation and settlement of Highways Agency Agreements - **to Peter Simpson**
- **to Chris Jackson**

1.2 Highways Contracts and Network Management - to Steve Johnson including, inter alia, resource allocations and management; procurement, supervision, monitoring and management of highway related contracts; strategy development and programme sponsorship; service visioning, planning and development; organisational and business development; development and implementation of systems and processes; Service and Business plan approvals, instructing legal services; fulfilling the Highway Authority's roles and responsibilities under the Traffic Management Act, decisions and enforcement action relating to the Highways Act and technology based enforcement systems; fulfilling the Authority's duties under NRSWA, including recovery of costs through third parties; decisions relating to highway and traffic orders and cycleways; Gazetteer Management; negotiation and settlement of agency and other agreements relating to highways and Network Management including parking.

And under his general control and supervision the functions relating to:-

1.3.1 Customer Services

- to Allison Short

All items related to Customer Services and complaints.

The following are authorised in respect of the functions delegated to Steve Johnson and under his general control and supervision:

- a) Contract management and performance monitoring **- Group Manager Contract Management & Performance**
- b) TMA and NRSWA strategy, delivery of operational NRSWA duties and responsibilities, Traffic Regulation Orders, Gazetteer Management and ANPR enforcement **- to Jon Prince
- to Derek Twigg**
- c) Customer services, complaints, systems and process development, business support **- to Stuart Reynolds**
- d) Delivery of operational Network Management Duty, Highways Act licencing and enforcement in Broxbourne, Dacorum, East Herts, Three Rivers and Watford Districts **- to Muthiah Gunarajah**
- e) Delivery of operational Network Management duties and Highways Act licencing and enforcement in Hertsmere, North Herts, St Albans, Stevenage and Welwyn Hatfield Districts **- to Dave Barnett**
- f) Service Development, procurement and Highways Sustainability **- Vacant**

And under the general control and supervision of the Group Manager Contract Management & Performance

- a) Highways Contract Performance Management **- to Sarah Lockyer**

1.3.2 Engineering Services and Design

- to Paul Butler

including, inter alia, resource allocation and management; preparing Service Plans; project and programme management, identifying design standards, design, preparing contract documents, supervision of contractors, public and stakeholder consultation, instructing legal services.

And in respect of the authorisations to Paul Butler the following officers are authorised under his general control and supervision, including the following Head of Profession roles:

- a) Safety Engineering & Casualty Reduction - to **Rob Surridge**
- b) Bridges & Structures - to **Keith Harwood**
- c) Integrated Transport Projects - to **Huw Hamer**

1.3.3 Project Programming & Co-ordination - to Jonathan Wickham

including, inter alia, resource allocation; management; preparation, co-ordination and publication of the Forward Works Programme and Integrated Works Programme; representing HCC as scheme promoter under the TMA; monitoring and improving Cat 4 scheme performance.

And in respect of the authorisations to Jonathan Wickham the following are authorised under his general control and supervision to perform the following Head of Profession roles and locality responsibilities including strategy development and programme sponsorship, procurement and management of miscellaneous contracts, decisions relating to highway and traffic orders and cycleways; negotiation and settlement of agency and other agreements relating to highways and transport; approving design standards and instruction of legal services:

| Role | Locality | Manager |
|--------------------------------------|------------------------------------|----------------------|
| Development Management and Standards | North Herts & Stevenage | Mark Youngman |

And in respect of the authorisations to Jonathan Wickham the following are authorised under his general control and supervision - to **John Denney**

And under the general control and supervision of Mark Youngman the following are authorised (and where applicable, pursuant to the terms of an agreement dated 17 October 2014 made between Hertfordshire County Council (1) and Opus International Consultants (UK) Ltd (contract novated to WSP UK Limited) and Ove Arup and Partners Limited (2) (the “**Opus Agreement**”) to:

- a) provide Highways Development Management responses (including with regard to proposed planning applications), give instructions, authorise completion and supervise implementation of Sections 38, 278 and 106 agreements and other Highways Development Management agreements (including with regard to grant of planning permission)
- b) consider and make decisions on Traffic Regulation Orders and Stopping-up Orders promoted in association with Development Management projects:
 - **Alan Story**
 - **Manjinder Sehmi**
 - **Matthew Armstrong**
 - **Walter Osedeme**

And under the general control and supervision of Mark Youngman, Alan Story, Matthew Armstrong, Manjinder Sehmi or Walter Osedeme and subject to a £150,000 limit to financial contributions per agreement, the following are authorised (and where applicable, pursuant to the Opus Agreement) to negotiate, give instructions and authorise completion of Section 106 agreements:

- Adam Whinnett
- Alan Story
- Ania Jakacka
- Bob Meadows
- Roger Taylor

And under the general control and supervision of Mark Youngman, Alan Story, Matthew Armstrong, Manjinder Sehmi or Walter Osedeme the following are authorised (and where applicable, pursuant to the Opus Agreement) to: negotiate, give instructions and supervise implementation of Section 38 agreements; &

negotiate, give instructions, authorise completion and maintenance certificates, and supervise implementation of Section 278 Works agreements:

- Paul Chaplin
- Messaoud Zeglache
- Seeng Lefu

2. GROWTH AND PLACE – Assistant Director – Growth & Place (Vacant)

And under his/her general control and supervision the functions relating to:-

2.1 Economic Development and Regeneration - to Jonathan Tiley

2.2 Spatial + Land Use Planning - to Jonathan Tiley including functions under the High Speed Rail (London-West Midlands) Act 2017

And under his general control and supervision the following officers are authorised to carry out all acts necessary in connection with the functions of the Director of Environment & Infrastructure relating to:-

- i) Strategic Planning Policy - to Paul Donovan
- ii) Minerals and Waste Planning Policy - to Christopher Stanek
- iii) Rail Policy - to Trevor Mason
- iv) Transport Planning - to Trevor Mason
- v) Development Management, Enforcement (including Injunctive Action and Stop Notices), County Council Planning Applications and S106 Agreements - to Brian Owen

And under his general control and supervision the functions relating to:

- Authority to sign approval notices and planning conditions - to Rob Egan
- to Chay Dempster

- Authority to sign Planning Contravention Notices, Enforcement Notices, Breach of Condition Notices, S215 and temporary stop notices **- to Ian Prosser**
- Authority to sign acceptance of restoration and aftercare certificates **- to Anthony Brady**

Note

No officer shall exercise powers to deal with planning permission or deemed planning permission relating to any application which relates to land or buildings for which he/she has any management responsibility.

2.3 Growth & Infrastructure - to Sarah McLaughlin

Including Hertfordshire County Council service representations on Local Plans and planning applications, agreeing and signing Statements of Common Ground; HCC CIL/S106 negotiations and management of infrastructure funds

Subject as mentioned below, the following officers are authorised to make representations in connection with the preparation and implementation of local and other plans/strategies relating to development of District and Borough Councils in Hertfordshire; agreeing and signing Statements of Common Ground and also the submission of planning applications in both cases in respect of land owned by the County Council:

- Sass Pledger (Assistant Director, Property (Resources))
- Andrea Gilmour (Property Planning Manager (Resources)).

The authorisation mentioned above is subject to such representations and planning applications being compliant with County Council policy and taking into account County Council service requirements and also (in the case of planning applications) being compliant with the relevant local plan.

The following officers are authorised to agree the terms of and sign Memorandums of Understanding and Planning Performance Agreements relating to development projects and schemes, including performance levels and remuneration for services provided and in accordance with the County Council's agreed approach and levels of charge:

- Sarah McLaughlin
- Jon Tiley
- John Rumble

2.4 Highways Strategy and Implementation - to Rupert Thacker

including, inter alia, resource allocation and management; strategy development and programme sponsorship, procurement and management of miscellaneous contracts, decisions relating to highway and traffic orders and cycleways; negotiation and settlement of agency and other agreements relating to highways and transport; approving

design standards, Service and Business Plan approvals, instruction of legal services.

And under the general control and supervision of Rupert Thacker the following officers are authorised (and where applicable, pursuant to the terms of an agreement dated 17 October 2014 made between Hertfordshire County Council (1) and Opus International Consultants (UK) Ltd (now novated to WSP UK Limited) and Ove Arup and Partners Limited (2) (the “**Opus Agreement**”) to perform the following Head of Profession roles and locality responsibilities including strategy development and programme sponsorship, procurement and management of miscellaneous contracts, decisions relating to highway and traffic orders and cycleways; negotiation and settlement of agency and other agreements relating to highways and transport; approving design standards and instruction of legal services:

| Role | Locality | Manager |
|---|--|------------------------|
| Transport Planning & Strategy – countywide | Dacorum, Three Rivers & Watford | Sue Jackson |
| Implementation – countywide | | Dave Burt |
| Future Transport, Local Plans & Strategic Development | | Roger Flowerday |

And under the general control and supervision of Roger Flowerday the following officers are authorised (and where applicable, pursuant to the terms of an agreement dated 17 October 2014 made between Hertfordshire County Council (1) and Opus International Consultants (UK) Ltd (now novated to WSP UK Limited) and Ove Arup and Partners Limited (2) (the “**Opus Agreement**”) to:

- a) provide Highways Development Management responses (including with regard to proposed strategic planning applications), give instructions, authorise completion and supervise implementation of Sections 38, 278 and 106 agreements and other Highways Development Management agreements (including with regard to grant of planning permission)
- b) consider and make decisions on Traffic Regulation Orders and Stopping-up Orders promoted in association with Development Management projects:
 - **James Dale**
 - **Walter Osedeme**

And under the general control and supervision of James Dale, Roger Flowerday or Walter Osedeme and subject to a £150,000 limit to financial contributions per agreement, the following are authorised (and where applicable, pursuant to the Opus Agreement) to negotiate, give instructions and authorise completion of Section 106 agreements:

- **Oliver Sowerby**

And under the general control and supervision of James Dale, Roger Flowerday or Walter Osedeme the following are authorised (and where applicable, pursuant to the Opus Agreement) to: negotiate, give instructions and supervise implementation of Section 38 agreements; &

negotiate, give instructions, authorise completion and maintenance certificates, and supervise implementation of Section 278 Works agreements:

- **Paul Chaplin**
- **Messaoud Zeglache**
- **Seeng Lefu**

And under the general control and supervision of Rupert Thacker:

- a) Business management of data and modelling services and Transport Planning contract management - **to Sue Jackson**

3. TRANSPORT, WASTE AND ENVIRONMENTAL MANAGEMENT – to Simon Aries

And under his general control and supervision the functions relating to:-

3.1 Integrated Transport - Andrew Highfield

And under [his/her] general control and supervision the functions relating to:

3.1.1 Passenger Transport - to Matt Lale including, inter alia, resource allocations and management, procurement and management of contracts and decisions relating to local bus passenger transport services and the operation of the Intalink Enhanced Partnership scheme

And under his general control and supervision the functions relating to:

- i) Procurement and Contracts of Local Bus and School Coach Contracts - **to Dan Tancock**
- ii) Procurement, Promotion and Delivery of passenger transport Highway infrastructure - **to Dan Tancock**
- iii) Intalink Enhanced Partnership - **to Leanne Melvill**

3.1.2 Fleet Operations & Contract Management - to Angie Reynolds procurement and operation of contracts and decisions relating to client transport services including Dial-a-Ride, community transport and the contracted transport services for SEN, mainstream and ACS clients

And under her general control and supervision the functions relating to:

- i) Fleet Operations - **Rosemary Johnson**
- ii) Procurement and Contracts - **to Nigel Abrahams**

And under his general control and supervision the functions relating to:

- ii) Home to school contracts under £100,000 contract value to:
 - to April Payne
 - to Eulalie French
 - to Glenn Wolstencroft
 - to Maggie Hendry
 - to Martin Stephenson
 - to Peter Nagy
 - to Rosa Mulandi

3.1.3 Transport Development & Technology - to Trudie German

transformation projects including new technology to provide operational data allowing the ITU to undertake its daily business and deliver its transport obligations to ACS and CS clients. Procurement relating to Client transport services and OJEU transport Tenders

And under her general control and supervision the functions relating to:

- i) Procurement of Client transport services and OJEU tenders - to Vijoy Toora

3.2 Countryside and Rights of Way - to Tony Bradford

And under his general control and supervision the functions relating to:

- i) Rights of Way Definitive Map including village greens and common land and Enforcement matters - to Richard Cuthbert
- ii) Countryside Management including Rights of Way maintenance and improvement - to Lee Tyson

3.3 Waste Management and Environmental Resource Planning - to Matthew King

And under his general control and supervision the functions relating to:-

3.3.1 Waste Management

- i) Waste Contracts and Strategy - to James Holt
- ii) Waste Performance and Audit - to Joanne Hawes

3.3.2 Environmental Resource Planning - to John Rumble

And under his general control and supervision the functions relating to:

- i) Flood Risk Management - to Andy Hardstaff
- to Ryan Thomas
- ii) Natural, Historic & Built Environmental Advisory Service - to Team Leader Natural, Historic & Built Environment Advisory

Service

iii) SuDS and ordinary watercourses

- to **Charlotte Kemp**

3.4. Sustainable Hertfordshire

- to **Julie Greaves**

including, inter alia, resource allocations and management, procurement and management of contracts and decisions relating to the development and implementation of the Sustainable Hertfordshire Strategy and accompanying Action Plans

4. FINANCE AND BUSINESS SUPPORT – to Faisal Mir

And under his general control and supervision the functions relating to:-

4.1 Performance and Business Support

- to **Martha Goodhill**



Mark Kemp

Director of Environment & Infrastructure

Dated: 27 October 2020

* For information on the extent and limitations of officer delegations (including consultation with Members) see Annexe 3 of the Constitution

<https://www.hertfordshire.gov.uk/about-the-council/freedom-of-information-and-council-data/open-data-statistics-about-hertfordshire/who-we-are-and-what-we-do/who-we-are-and-what-we-do.aspx>

DISCIPLINARY, MANAGING PERFORMANCE AND HEALTH AND ATTENDANCE PROCEDURES

OFFICER AUTHORISATIONS WITHIN ENVIRONMENT AND INFRASTRUCTURE

The HR procedures applying to this Department are set out in the Discipline, Managing Performance and Managing Sickness Absence policies. The procedures refer to action taken by “the manager” and “the Director”. I individually retain my respective role as “the Director”. This note explains the managers I have authorised to act under the procedures and how any appeal arrangement will be dealt with.

I hereby authorise the post holders stated below to take action in relation to the relevant policy, subject to the limitations indicated:-

1. The most appropriate line manager is authorised to instigate disciplinary action, conduct of disciplinary investigations and hearings, performance and health and attendance hearings, and to administer disciplinary and other formal sanctions including suspension and/or dismissal, redundancy dismissals and SOSR (Some Other Substantial Reason) dismissals. It is expected that this will be subject to consultation with HR.
2. The next appropriate line manager in the service is authorised to consider appeals in respect of all warnings and decisions.
3. In the case of staff graded PMA and PMB, I will act as manager and any appeal against action short of dismissal will be to the Chief Executive. The right of appeal in respect of dismissal is to the Employment Committee.



Mark Kemp
Director of Environment & Infrastructure
Dated: 27 October 2020