

**CHIEF LEGAL OFFICER**  
**SCHEME OF DELEGATIONS TO OFFICERS**  
**OFFICER SUB-DELEGATIONS**

This sub-delegation replaces all previous sub-delegations.

I hereby sub-delegate as follows: -

A. all functions of the Chief Legal Officer, but see B for functions as Monitoring Officer, and Proper Officer to:

- Q. Baker (Chief Legal Officer designate) and in his absence to
- M. Cormack (Assistant Chief Legal Officer (Environment & Dispute Resolution))
- J. Oakley (Head of Commercial & Property Law)
- S. Banks (Assistant Chief Legal Officer (People))

B. Monitoring Officer

In the event of my being unable to act owing to absence or illness I nominate as my deputy

- Q. Baker (Chief Legal Officer designate) and in the event of him being unable to act owing to absence or illness
- S. Banks

C. Democratic and Statutory Services. Under my general control and supervision, all functions of the Chief Legal Officer in relation to the management of Democratic Services, Registration of Births, Marriages and Deaths, the Citizenship Unit, the Coroners Service; and the Highway, Boundaries and Land Charges Service.

- S. Charteris, Head of Democratic and Statutory Services

D. under my general control and supervision, the functions of the Chief Legal Officer relating to:

D (i) Elections

- S. Charteris

D (ii) Property and Contracts

To open tenders:

- Each holder of a post who is a qualified solicitor or barrister and:
- D. Freeman (Senior Support Officer)
- S. Champion (Senior Support Officer)

To sign contracts for interests in Land and Licences to occupy Land:

- Q. Baker
- M. Cormack
- J. Oakley
- S. Banks

E(i) to attest the common seal and to sign contracts over £500k:

- Q. Baker
- M. Cormack
- J. Oakley
- S. Banks

E(ii) To authorise (subject to my general direction and control) the institution, defence, withdrawal or compromise of any claims or legal proceedings, civil or criminal:

- Each holder of a lawyer post who is a qualified Solicitor or employed Barrister or Chartered Legal Executive

Without prejudice to the generality of this authority, the following are so authorised: -

- L. Andrade (Principal Lawyer, Adults & Children Law Group)
- S. Anand (Lawyer, Environment & Dispute Resolution)
- O. Amott (Lawyer, Commercial & Property Law Group)
- J. Arrandale (Lawyer, Environment & Dispute Resolution)
- S. Atkins (Lawyer, Adults & Children Law Group)
- B. Bell (Lawyer, Environment & Dispute Resolution)
- E. Bell (Locum Lawyer, Environment & Dispute Resolution)  
(who I also appoint as an officer of the Council)
- V. Benson (Senior Lawyer, Adults and Children Law Group)
- S. Billy (Lawyer, Adults and Children Law Group)
- Bowles (Lawyer, Commercial & Property Law Group)
- Bowtell/Tauser (Lawyer, Adults and Children Law Group)
- W. Bulman (Lawyer, Adults and Children Law Group)
- D S. Butt (Lawyer, Adults and Children Law Group)
- K. Carter (Principal Lawyer, Commercial & Property Law Group)
- J. Chatu (Lawyer, Adults and Children Law Group) (maternity leave)
- S. Collier (Lawyer, Adults and Children Law Group)
- T. Duguid (Lawyer, Commercial & Property Law Group)
- J. Finch (Lawyer, Commercial & Property Law Group)
- L.A. Frampton Anderson (Locum Lawyer, Adults and Children Law Group)  
(who I also appoint as an officer of the Council)
- V. Fryett-Kerr (Senior Lawyer, Adults and Children Law Group)
- H. Gautam (Lawyer, Adults and Children Law Group)
- Godfrey (Legal Executive, Environment & Dispute Resolution)

- J. Gower (Lawyer, Commercial & Property Law Group)
- K. Hircock (Lawyer, Adults and Children Law Group)
- L. Hollands (Lawyer, Adults and Children Law Group)
- N. Jacob (Lawyer, Environment & Dispute Resolution)
- L. Jenkins (Legal Executive, Commercial & Property Law Group)
- Kaye (Senior Lawyer, Adults and Children Law Group)
- M. Khan (Locum Lawyer, Environment & Dispute Resolution (who I also appoint as an officer of the Council))
- L. Khatun (Lawyer, Adults and Children Law Group)
- J. Koon-Koon (Principal Lawyer, Environment & Dispute Resolution)
- Milne (Lawyer, Adults and Children Law Group)
- L. Minting (Lawyer, Adults and Children Law Group)
- J. Nisar (Lawyer, Adults and Children Law Group)
- T. Nunn (Lawyer, Commercial & Property Law Group)
- Ogbonnaya (Principal Lawyer, Environment, & Dispute Resolution)
- S. Parkar (Lawyer, Adult and Children Law Group)
- M. Patel (Senior Lawyer, Commercial & Property Law Group)
- Prince (Lawyer, Adults and Children Law Group)
- S. Purnell (Lawyer, Adults and Children Law Group) (maternity leave)
- Sahota (Lawyer, Adults and Children Law Group)
- Z. Sargusingh (Locum Lawyer, Commercial & Property Law Group) (who I also appoint as an officer of the Council)
- H. Shareef (Lawyer, Adult and Children Law Group)
- Smith (Locum Lawyer, Adults and Children Law Group) (who I also appoint as an officer of the Council)
- Stapleton (Lawyer, Commercial & Property Law Group)
- D. Stevens (Principal Lawyer, Commercial & Property Law Group)
- R. Stevens (Lawyer, Environment & Dispute Resolution)
- Stuart (Principal Lawyer, Adults and Children Law Group)
- L. Taylor (Lawyer, Environment & Dispute Resolution)
- E. Telepneff (Locum Lawyer, Environment & Dispute Resolution (who I also appoint as an officer of the Council))
- E. Trundle (Lawyer, Commercial & Property Law Group)
- P. Varsani (Lawyer, Adults and Children Law Group)
- L. Veltom (Lawyer, Adults and Children Law Group)
- K. Watford (Lawyer, Adults and Children Law Group)
- Whittaker (Locum Lawyer, Adults and Children Law Group)
- (who I also appoint as an officer of the Council)
- D. Williams (Principal Lawyer, Adults and Children Law Group)
- L. Williams (Lawyer, Adults and Children Law Group)
- W. Winters (Lawyer, Environment & Dispute Resolution)
- Youens (Legal Executive, Adults and Children Law Group)
- J. Young (Locum Lawyer, Adults and Children Law Group (Who I also appoint as an officer of the Council))

E(iii) to reach (subject to my general direction and control and in conjunction with the Chief Executive and Director of Environment) decisions on applications for Diversion,

Extinguishment and Modification Orders and other legal processes affecting Highways and Rights of Way:

- Each holder of a post in the Environment team who is a qualified solicitor or employed Barrister in the team.

Without prejudice to the generality of the above, the following are so authorised:

- B. Bell
- D. Ogbonnaya
- E. Bell
- M. Khan
- E. Telepneff

Ei(v) To give undertakings

- a)** in relation to a litigation

Each holder of a post who is a qualified solicitor

- b)** in relation to costs on s106 Agreements where the County Council is landowner

Each holder of a post who is a qualified solicitor or employed barrister

- c)** in relation to conveyancing

- J. Oakley
- D. Stevens
- J. Finch
- L. Jenkins
- T. Duguid

- d)** in relation to matters being conducted by the Commercial Team

Each holder of a post who is a qualified solicitor

Provided that undertakings shall only be given by the person handling the case and only in relation to matters which are within their own control to perform.

E(v) to act as Senior Procurement Officer, Contracting Officer and Contract Manager for the purposes of Contract Regulations

- The two Assistant Chief Legal Officers
- Head of Democratic and Statutory Services
- Head of Commercial & Property Law

Any qualified lawyer having conduct of a case under the sub-delegations above can act as Contracting Officer and Contract Manager for the purposes of instructing outside lawyers in that case.

E(vi) to appoint Members of Committees, Sub Committees, Panels, Topic Groups and other member bodies and to outside bodies, in accordance with the Constitution:

- S. Charteris
- E. Shell

E(vii) To make a Scheme for Members' allowances and any amendments thereto

- S. Charteris

E(viii) To authorise payment of Members' expenses claims made more than 3 months in arrears

- S. Charteris

F (1) To authorise the defence, compromise and conduct of any claims or legal proceedings which fall within the scope of the County Council's insurance arrangements

- S. Pilsworth, Assistant Director - Finance
- Members of staff of the Resources Department nominated by S. Pilsworth, Assistant Director – Finance

F (ii) To authorise the institution, withdrawal, compromise and conduct of claims in the County Court for debts due to the Council up to a limit of £10,000:

- Any budget manager or budget holder

G. To authorise the institution of legal proceedings in relation to the functions of the County Council as

a) weights and measures and food authority and for trading standards, consumer protection, animal health, animal feed, explosives and poisons legislation and health and safety at work legislation including Licensing and Registration. These officers are also authorised to serve Suspension Notices and to serve notices in relation to recalls, withdrawals, requirements to warn and requirements to mark in respect of consumer safety legislation and impose such conditions as they consider appropriate to a Suspension Notice and to authorise the institution of any civil or criminal proceedings which protect the interests of the inhabitants of Hertfordshire:

- G. Pratt / G. Turner | M. MacGregor | C. Davies | G. Borthwick | L. Taylor / R. Reeder/ A. Butler

I further authorise the same persons to appear in, prosecute or defend and conduct such proceedings in a Magistrates' Court including making applications to the Magistrates' Court under the Regulation of Investigatory Powers Act 2000.

b) licensing authority for safety of sports grounds:

- G. Pratt / J. Boulter / A. Butler

This includes authorisation to issue and amend Safety Certificates. I authorise the following to enter sports grounds and issue, suspend and withdraw Prohibition Notices under legislation relating to safety at sports grounds:

- J. Boulter / A. Butler / R. Reeder / E. Graham / G. Sanghera

**H.** Children Act Proceedings. To authorise the institution of proceedings under the Children Act 1989 and the Adoption and Children Act 2002.

a) Each Social Worker employed by the County Council

NB This sub delegation is to be exercised only in accordance with arrangements made by the Director of Children's Services specifying the circumstances in which holders of social work posts may decide to commence proceedings.

**I.** School Attendance Proceedings. To authorise the institution of proceedings

a) In respect of non-school attendance

b) In respect of contraventions of requirements relating to the employment of children

- Each Attendance Improvement Officer employed by the County Council.

NB. (1) This sub delegation is to be exercised only in accordance with arrangements made by the Director of Children's Services specifying the circumstances in which they may decide to commence proceedings.

(2) I further authorise each such Officer to appear on behalf of the County Council before Magistrates' Courts in respect of proceedings under the Education Act 1996 and Children Act 1933.

J. Community Protection

To authorise the institution of legal proceedings in respect of contravention of requirements under the legislation relating to petroleum storage at filling stations and fire safety:

- Director of Community Protection and Chief Fire Officer — D. Keen
- Deputy Chief Fire Officer — C. Bigland
- Deputy Director of Community Protection — G. Pratt
- Assistant Chief Fire Officer Response & Resilience — I. Parkhouse

**Kathryn Pettitt**  
**Chief Legal Officer**

**May 2019**