

**CHIEF LEGAL OFFICER**  
**SCHEME OF DELEGATION 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 relevant to the relevant legal service areas, but see B for functions as Monitoring Officer and Proper Officer to:

- J Oakley – Head of Commercial (Commercial Law, Dispute Resolution & Adults, Healthcare & Education Law)
- S. Banks – Assistant Chief Legal Officer – Children’s Social Care Law (Children’s Social Care Law, Information Governance & SBC MO)
- G. Milnthorpe – Head of Property & Planning (Environment & Highway Law, Property Law & HCC Dep MO)

B. Monitoring Officer

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

- Gavin Milnthorpe Head of Property & Planning (Environment & Highway Law, Property Law & HCC Dep MO)

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:

A. (i) Elections

- S. Charteris (Head of Democratic and Statutory Services)

D. (ii) Property and Contracts

To open tenders:

- Each legal team member who is a qualified solicitor or barrister and:
- S. Champion (Senior Business Support Officer)
- Louisa Bower (Deputy Practice Manager)

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

- J. Oakley (Head of Commercial)

- S. Banks (Assistant Chief Legal Officer)
- D. Ogbonnaya (Principal Lawyer, Environment & Dispute Resolution)
- D. Stevens (Principal Lawyer, Property Law)
- K. Carter (Principal Lawyer, Commercial Law)
- G. Milnthorpe (Head of Property & Planning)
- J. Koon-Koon (Principle Lawyer, Environment & Dispute Resolution)
- L. Andrade (Principle Lawyer, ACE)
- A. Stapleton (Senior Lawyer, Commercial & Property Law)
- J. Finch (Lawyer, Commercial & Property Law Group)
- M. Patel (Senior Lawyer, Commercial & Property Law)
- I. Bowles (Senior Lawyer, Commercial & Property Law)

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

- J. Oakley (Head of Commercial)
- S. Banks (Assistant Chief Legal Officer)
- D. Ogbonnaya (Principal Lawyer, Environment & Dispute Resolution)
- D. Stevens (Principal Lawyer, Property Law)
- K. Carter (Principal Lawyer, Commercial Law)
- G. Milnthorpe (Head of Property & Planning)
- J. Koon-Koon (Principle Lawyer, Environment & Dispute Resolution)
- L. Andrade (Principle Lawyer, ACE)
- A. Stapleton (Senior Lawyer, Commercial & Property Law)
- J. Finch (Lawyer, Commercial & Property Law Group)
- M. Patel (Senior Lawyer, Commercial & Property Law)
- I. Bowles (Senior Lawyer, Commercial & Property Law)

B. (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 also authorised:

- L. Andrade (Principal Lawyer, Adults & Children Law Group)
- J. Atkins (Lawyer, Adults & Children Law Group)
- V. Benson (Senior Lawyer, Adults and Children Law Group)
- S. Billy (Lawyer, Adults and Children Law Group)
- A. Bowtell/Tauser (Lawyer, Adults and Children Law Group)
- W. Bulman (Lawyer, Adults and Children Law Group)
- S. Butt (Lawyer, Adults and Children Law Group) (maternity leave)
- J. Chatu (Lawyer, Adults and Children Law Group)
- L-A. Frampton-Anderson (Lawyer, Adults and Children Law Group)
- V. Fryett-Kerr (Principle Lawyer, Adults and Children Law Group)
- H. Gautam (Lawyer, Adults and Children Law Group)
- I. Kaye (Senior Lawyer, Adults and Children Law Group)

- D. Milne (Lawyer, Adults and Children Law Group)
- L. Minting (Lawyer, Adults and Children Law Group)
- J. Nisar (Lawyer, Adults and Children Law Group) (maternity leave)
- S. Parkar (Lawyer, Adult and Children Law Group)
- D. Prince (Lawyer, Adults and Children Law Group)
- A. Sahota (Lawyer, Adults and Children Law Group)
- H. Shareef (Lawyer, Adult and Children Law Group)
- E. Smith (Lawyer, Adults and Children Law Group)
- A. Stuart (Principal Lawyer, Adults and Children Law Group)
- P. Varsani (Lawyer, Adults and Children Law Group) (maternity leave)
- L. Veltom (Principle Lawyer, Adults and Children Law Group)
- L. Williams (Lawyer, Adults and Children Law Group)
- A. O'Donoghue (Locum Lawyer, Adults and Children Law Group) (who I also appoint as an officer of the Council)
- L. Vagan (Lawyer, Adults and Children Law Group) (maternity leave)
- S. Purnell (Lawyer, Adults and Children Law Group) (maternity leave)
- B. Ogunfolaju (Locum Lawyer, Adults and Children Law Group) (who I also appoint as an officer of the Council)
- L. Hollands (Senior Lawyer, Adults and Children Law Group) (maternity leave)
- I. Bowles (Lawyer, Commercial & Property Law Group)
- K. Carter (Principal Lawyer, Commercial & Property Law Group)
- J. Finch (Lawyer, Commercial & Property Law Group)
- J. Gower (Lawyer, Commercial & Property Law Group)
- T. Nunn (Lawyer, Commercial & Property Law Group)
- M. Patel (Senior Lawyer, Commercial & Property Law Group)
- Z. Sargusingh (Lawyer, Commercial & Property Law Group)
- A. Stapleton (Senior Lawyer, Commercial & Property Law Group)
- D. Stevens (Principal Lawyer, Commercial & Property Law Group)
- C. Bradbeer (Lawyer, Commercial & Property Law Group)
- E. Ogedegbe (Lawyer, Commercial & Property Law Group)
- P. Jemide (Lawyer, Commercial & Property Law Group)
- R. Khan (Locum Lawyer, Commercial & Property Law Group) (who I also appoint as an officer of the Council)
- S. Anand (Lawyer, Environment & Dispute Resolution)
- J. Arrandale (Lawyer, Environment & Dispute Resolution)
- E. Bell (Locum Lawyer, Environment & Dispute Resolution) (who I also appoint as an officer of the Council)
- J. Koon Koon (Principal Lawyer, Environment & Dispute Resolution)
- D. Ogbonnaya (Principal Lawyer, Environment, & Dispute Resolution)
- L. Taylor (Lawyer, Environment & Dispute Resolution) (maternity leave)
- W. Winters (Lawyer, Environment & Dispute Resolution)
- N. Jacobs (Lawyer, Environment & Dispute Resolution)
- R. Scott (Locum Lawyer, Environment & Dispute Resolution) (who I also appoint as an officer of the Council)
- P. Slinn (Locum Lawyer, Environment & Dispute Resolution) (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 Director of Environment and Infrastructure) 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:

- D. Ogbonnaya (Principal Lawyer, Environment, & Dispute Resolution)
- E. Bell (Locum Lawyer, Environment & Dispute Resolution)
- P. Slinn (Locum Lawyer, Environment & Dispute Resolution)

E. (iv) To give undertakings:

a. In relation to 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

- G. Milnthorpe (Head of Property & Planning)
- D. Stevens (Principal Lawyer, Commercial & Property Law Group)
- J. Finch (Lawyer, Commercial & Property Law Group)
- L. Jenkins (Legal Executive, Commercial & Property Law Group)
- T. Duguid (Legal Executive, Commercial & Property Law Group)
- Z. Sargusingh (Lawyer, Commercial & Property Law Group)
- T. Nunn (Lawyer, Commercial & Property Law Group)

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:

- S. Banks (The Assistant Chief Legal Officer)
- S. Charteris (Head of Democratic and Statutory Services)
- J. Oakley (Head of Commercial)
- G. Milnthorpe (Head of Property & Planning)

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 (Head of Democratic & Statutory Services)
  - E. Shell (Democratic Services Manager)
- E. (vii) To make a Scheme for Members' allowances and any amendments there to
- S. Charteris (Head of Democratic & Statutory Services)
- E. (viii) To authorise payment of Members' expenses claims made more than 3 months in arrears
- S. Charteris (Head of Democratic & Statutory Services)
- F. (i) 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:
- a. 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 institute any civil or criminal proceedings which protect the interests of the inhabitants of Hertfordshire:
- G. Turner (Community Protection Manager)
  - M. MacGregor (Community Protection Manager)
  - C. Davies (Principle Officer)
  - G. Borthwick (Senior Training Standards Officer)
  - L. Taylor (Lawyer)
  - R. Reeder (Community Protection Manager)
  - A. Butler (Head of Regulatory Services)

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.

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:

- D. Keen (Director of Community Protection and Chief Fire Officer)
- C. Bigland (Deputy Chief Fire Officer)
- G. Pratt (Assistant Director of Strategic Prevention & Regulation Services)
- G. Cuthbert (Assistant Chief Fire Officer)
- S. Tant (Assistant Chief Fire Officer)

*Quentin Baker*

Quentin Baker

Chief Legal Officer