



## Surrey Heath Borough Council Scheme of Delegation of Functions to Officers

### Urgent Action Form – Regulatory Function

Consultation by Chief Executive or Executive Head of Service or Head of Service involved with relevant Chairman (or Vice Chairman) of the relevant Committee

To Councillor	Colin Dougan
Chairman of	The Employment Committee
To Councillor	Cliff Betton
Vice Chairman of	The Employment Committee
Proposal	To convert the post Executive Head of Regulatory to Head of Planning services. The reason for this is to focus all planning related functions into one service.
Background	<p>The Executive Head of Regulatory manages a number of areas including; Housing, Family Support, Private Sector Housing, Disability Facility Grants, Planning (development management), Planning Policy, Building Control, Land Charges, Technical Support and Drainage. The role was introduced in 2012 when a flatter structure was put in place which consisted of 6 Executive Heads and 2 Heads of Service.</p> <p>Planning is one of the key core services delivered by the Borough Council that has key objectives and targets it has to achieve with a high impact on the Boroughs residents. This service area attracts a lot of legislative changes and has the responsibility of delivering a Local Plan. The role gives advice on enforcement to demonstrate to the public that the Council will take appropriate action when planning is contravened. It can also attract a lot of enquires/ complaints and requires a lot of attention at a senior level. This new role will be part of the new Management Structure, therefore this urgent action will then be shared with Full Council so that if this is agreed all Councillors will be aware. The Head of Planning would manage: Planning (development management), Planning Policy, Building Control, Land Charges, Technical Support and Drainage. The remaining services currently managed by the Executive Head of Regulatory will be managed by Executive Head Community on a temporary basis pending the full management restructure. These include: Housing, Private Sector Housing and Disabled Facility Grants and Family Support.</p>
Options	1. To agree the dis-establishing of the Executive Head

	Regulatory and establishing of the Head of Planning 2. To remain with the current post of Executive Head Regulatory
Risk of delaying the decision	The role Head of Planning is vital to the Borough Council and with the current incumbent retiring its vital that the post is advertised and recruited to as soon as possible, so that the Council has the right level of skill and expertise and so not too to put too much pressure on the existing team  Planning resource is limited with public sector competing with the private sector so recruitment may take some time.
Legal advice	Decision making protocol sort from Gavin Ramtohal Head of Legal and Richard Payne Executive Head Corporate.
Resource implications	The cost of the current post Executive Head Regulatory would be reduced to that of a Head of Service so there would be reduced costs.
Contact Officer for further information	Louise Livingston – Executive Head Transformation
Decision Making Officer – Chief Executive/ Relevant Executive Head	Damian Roberts – Chief Executive (Head of Paid Service)

Signed



Dated

*11 March 2021*

I agree with the above action proposed

Signed

Dated

**Chairman** of Employment Committee

Signed *by email*

Dated

*1/3/21*

**Vice Chairman** of Employment Committee

Signed *by email*

*2/3/21*

## Rachel Whillis

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**From:** [REDACTED]  
**Sent:** 01 March 2021 15:05  
**To:** Louise Livingston; Cllr Colin Dougan  
**Cc:** Damian Roberts; Gavin Ramtohal; Richard Payne; Rachel Whillis  
**Subject:** RE: Urgent Action Employment Committee Feb 2021

Louise

Happy to sign this off.

Rgds  
Colin

**From:** Louise Livingston [mailto:Louise.Livingston@surreyheath.gov.uk]  
**Sent:** 01 March 2021 14:45  
**To:** Cllr Colin Dougan <colin.dougan@surreyheath.gov.uk>  
**Cc:** [REDACTED] Damian Roberts <Damian.Roberts@surreyheath.gov.uk>; Gavin Ramtohal <Gavin.Ramtohal@surreyheath.gov.uk>; Richard Payne <Richard.Payne@surreyheath.gov.uk>; Rachel Whillis <rachel.whillis@surreyheath.gov.uk>  
**Subject:** Urgent Action Employment Committee Feb 2021

### Private & Confidential

Dear Colin

Please find attached the urgent action I am asking you to sign off as the chair of the employment committee which proposes changing the Executive Head Regulatory post to a Head of Planning post.

As this will be a permanent change to the management structure if you are in agreement we will then ask the vice chair for sign off and then share with the Employment Committee for any comment. The employment committee urgent action will then go on to Full Council for urgent action sign off.

Also please note we have yet to talk to the teams affected by this change this won't happen until we have all the appropriate sign offs.

If you have any questions please don't hesitate to contact me.

Kind regards

Louise

Louise Livingston  
Executive Head Transformation

Surrey Heath Borough Council  
01276 707403  
[Louise.livingston@surreyheath.gov.uk](mailto:Louise.livingston@surreyheath.gov.uk)  
[www.surreyheath.gov.uk](http://www.surreyheath.gov.uk)

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## Rachel Whillis

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**From:** Cllr Cliff Betton  
**Sent:** 02 March 2021 10:40  
**To:** Louise Livingston  
**Cc:** Damian Roberts; Gavin Ramtohal; Richard Payne; Rachel Whillis; Cllr Colin Dougan; [REDACTED]  
**Subject:** Re: Urgent Action Employment Committee Feb 2021

Dear Louise,

I am happy to sign off on this as it looks to me exactly what we were proposing in our budget at the full council meeting.

[REDACTED]

[REDACTED]

BSc, FRSB, CBiol, FIEMA, CEnv, FRSC.  
Chairman, Audit and Standards Committee,  
Surrey Heath Borough Council.  
Liberal Democrat Councillor,  
Frimley Green Ward

[REDACTED]

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**From:** Louise Livingston <Louise.Livingston@surreyheath.gov.uk>  
**Date:** Monday, 1 March 2021 at 16:16  
**To:** Cllr Cliff Betton <Cliff.Betton@surreyheath.gov.uk>  
**Cc:** Damian Roberts <Damian.Roberts@surreyheath.gov.uk>, Gavin Ramtohal <Gavin.Ramtohal@surreyheath.gov.uk>, Richard Payne <Richard.Payne@surreyheath.gov.uk>, Rachel Whillis <rachel.whillis@surreyheath.gov.uk>, Cllr Colin Dougan <colin.dougan@surreyheath.gov.uk>, [REDACTED]  
**Subject:** RE: Urgent Action Employment Committee Feb 2021

Dear Cliff

I am writing to you in your capacity as vice chair of the employment committee to seek your sign off for the attached urgent action.

The urgent action is pertaining to the change of the role Executive Head of Regulatory to a Head of Planning the document hopefully explains why we want to make these changes and the reason for doing it by urgent action rather than waiting for the Committee meeting and Council meeting.

As this will be a permanent change to the management structure we are seeking the sign off of both the chair & vice chair the paper will then be sent to the Employment Committee and they will be given a short period of time to raise any concerns. The employment committee urgent action will then go on to Full Council for urgent action sign off this is signed off by the Mayor and Leader and shared with all Councillors.

Also please note we have yet to talk to the teams affected by this change this won't happen until we have all the appropriate sign offs.

If you have any questions please don't hesitate to contact me.

Kind regards

Louise

Louise Livingston  
Executive Head Transformation

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**Cc:** Damian Roberts <[Damian.Roberts@surreyheath.gov.uk](mailto:Damian.Roberts@surreyheath.gov.uk)>; Gavin Ramtohal <[Gavin.Ramtohal@surreyheath.gov.uk](mailto:Gavin.Ramtohal@surreyheath.gov.uk)>; Richard Payne <[Richard.Payne@surreyheath.gov.uk](mailto:Richard.Payne@surreyheath.gov.uk)>; Rachel Whillis <[rachel.whillis@surreyheath.gov.uk](mailto:rachel.whillis@surreyheath.gov.uk)>  
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**Cc:** [REDACTED] Damian Roberts <[Damian.Roberts@surreyheath.gov.uk](mailto:Damian.Roberts@surreyheath.gov.uk)>; Gavin Ramtohal <[Gavin.Ramtohal@surreyheath.gov.uk](mailto:Gavin.Ramtohal@surreyheath.gov.uk)>; Richard Payne <[Richard.Payne@surreyheath.gov.uk](mailto:Richard.Payne@surreyheath.gov.uk)>; Rachel Whillis <[rachel.whillis@surreyheath.gov.uk](mailto:rachel.whillis@surreyheath.gov.uk)>  
**Subject:** Urgent Action Employment Committee Feb 2021

**Private & Confidential**

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Executive Head Transformation

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