



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

### Urgent Action Form – Council Function

Consultation by Chief Executive or Executive Head of Service or Head of Service involved  
with relevant Portfolio Holder or Leader of the Council and the  
Mayor

<b>To Councillor</b>	Cllr Alan McClafferty
<b>Portfolio Holder for</b>	Leader
<b>Proposal</b>	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.
<b>Background</b>	<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.</p> <p>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.</p> <p>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.</p> <p>The Head of Planning would manage: Planning (development management), Planning Enforcement (client), Planning Policy, Building Control, Land Charges, Technical Support and Drainage.</p> <p>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> <p>This urgent action has been considered and signed off by the</p>

	<p>Employment Committee Chair and Vice Chair as in accordance with the Committee's terms of reference they need;</p> <p>To consider any recommendations for senior management restructures and make recommendations to the Full Council.</p> <p>I attach a copy of the urgent action and the agreement emails.</p>
<b>Options</b>	<p>1. To agree the dis-establishing of the Executive Head Regulatory and establishing of the Head of Planning</p> <p>2. To remain with the current post of Executive Head Regulatory</p>
<b>Risk of delaying the decision</b>	<p>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</p> <p>Planning resource is limited with public sector competing with the private sector so recruitment may take some time.</p>
<b>Legal advice</b>	Decision making protocol sort from Gavin Ramtohal Head of Legal and Richard Payne Executive Head Corporate.
<b>Resource implications</b>	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.
<b>Contact Officer for further information</b>	<p>Damian Roberts Chief Executive</p> <p>Louise Livingston Executive Head Transformation</p>

Signed \_\_\_\_\_

Dated 11 March 2021

I agree with the above action proposed

Signed By email

Dated 5/3/21

**Portfolio Holder : Leader**

I agree with the above action proposed

Signed By email

Dated 5/3/21

**Mayor**

## Rachel Whillis

---

**From:** Cllr Alan McClafferty  
**Sent:** 05 March 2021 14:40  
**To:** Louise Livingston  
**Cc:** Damian Roberts; Gavin Ramtohal; Richard Payne; Rachel Whillis; Cllr Pat Tedder  
**Subject:** RE: Urgent Action Council March 2021

Louise

I'm happy to sign this off.

Regards

Alan

Alan McClafferty  
St Michaels Ward  
Leader of Surrey Heath Borough Council

**From:** Cllr Pat Tedder <Pat.Tedder@surreyheath.gov.uk>  
**Sent:** 05 March 2021 14:01  
**To:** Louise Livingston <Louise.Livingston@surreyheath.gov.uk>; Cllr Alan McClafferty <Alan.McClafferty@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>  
**Subject:** Re: Urgent Action Council March 2021

Dear Louise

I am happy to sign this off.

Regards

Cllr. Pat Tedder  
Mayor of Surrey Heath  
Get [Outlook for iOS](#)

---

**From:** Louise Livingston <Louise.Livingston@surreyheath.gov.uk>  
**Sent:** Friday, March 5, 2021 1:50 pm  
**To:** Cllr Pat Tedder; Cllr Alan McClafferty  
**Cc:** Damian Roberts; Gavin Ramtohal; Richard Payne; Rachel Whillis  
**Subject:** Urgent Action Council March 2021

Dear Madam Mayor and Leader of the Council

I am writing to ask you to sign off the attached urgent action on behalf of Council.

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 required Employment Committee meeting and Council meeting.

As this is a permanent change to the senior management structure the Employment Committee Chair and Vice Chair have been consulted on the matter and asked to sign off an urgent action on behalf of the committee. This was then shared with all the employment committee councillors, the chair of the planning committee and the portfolio holder. (I have attached the emails confirming agreement of both Cllr Dougan (chair) and Cllr Betton (vice chair))

If you could confirm your agreement I will then ensure that this is shared with all Councillors so they are aware of the change.

**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 regards this matter 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)