PEAK DISTRICT NATIONAL PARK AUTHORITY

STANDING ORDERS

PART 7

DELEGATION OF POWERS TO THE CHIEF EXECUTIVE

PART A	GENERAL CONDITIONS OF DELEGATION
7.A-1.	Exercise of Powers
	The following delegated powers shall be exercised by the Chief Executive in accordance with
	(a) the Standing Orders of the Authority;
	(b) the Financial Regulations of the Authority;
	(c) the appropriate, policies and internal procedures.
7.A-2.	Consultation
	Where any matter involves professional or technical considerations not within the sphere of competence of the relevant officer that officer shall consult with the appropriate professional or technical officer of the Authority before authorising action.
PART B	GENERAL ESTABLISHMENT AND PERSONNEL POWERS
7.B-1.	Administration of Powers
	All general establishment and personnel powers shall be administered in accordance with the Authority's Human Resources policies and procedures and appropriate National and Local Conditions of Service.
7.B-2.	Establishment & appointments
	(a) To approve changes to the staff establishment, below Assistant Director posts, including making temporary posts permanent, to achieve agreed policies and programmes within the approved annual staff budget.
	(b) To approve additional temporary posts funded from income, external funding and temporary allocation of non-staff budgets.
	For all posts below Assistant Director level : (a)To appoint or authorise the appointment of all employees including secondment, making internal promotions and the temporary appointment of contractors or agency staff:
	(i) to permanent established posts or temporary posts
	(ii) to existing or new posts funded from income and external funding and temporary allocation of non-staff budget
	 (b) To make temporary appointments, including the appointment of contractors or agency staff to cover: (i) a vacancy arising out of an employee being absent through maternity leave or long-term sickness.
	(ii) for an appropriate period to cover a recruitment handover (iii) vacancies arising out of secondments

	(c) To authorise the payment of market supplements and recruitment incentives where there is proven recruitment difficulty in accordance with the agreed principles.
	(d) To authorise the payment of overtime to employees.
	(e) To authorise the payment of honoraria to employees.
	(f) To change the job titles of established posts below the level of Assistant Director.
	(g) To determine salary grades of posts through the job evaluation process.
	(h) To implement as a consequence of Authority decisions changes to the establishment structure in accordance with the Authority's managing change policy including the approval of redundancy and redundancy payments where appropriate.
7.B-3.	Pay Awards and Conditions of Service
	To implement any pay awards and conditions of service agreed by national negotiating bodies on behalf of the Authority where no discretionary action is involved.
7.B-4.	Superannuation
	To authorise the payment of any pensions, gratuities, grants, etc provided for in the Superannuation Acts and Regulations subject to the pensions etc being in accordance with the Acts, Regulations or agreed policy of the Authority
7.B-5.	Car Loans
	To make loans to officers for the purchase of cars for the purposes of their employment in accordance with the policy approved by the Authority, from time to time.
7.B-6.	Removal and Lodging Expenses
	To authorise the payment of removal and lodging expenses to newly appointed, promoted or transferred employees in accordance with the Authority's scheme.
7.B-7.	Leave of Absence for Employees
	(a) To authorise special leave of absence without pay in line with the Flexible Working Policy and guidance notes.
	 (b) To authorise leave of absence with or without pay for a period not exceed 18 days or 36 half days in any period of 12 months: (i) to perform jury service. (ii) to undertake magisterial duties. (iii) to serve on a judicial panel or tribunal. (iv). to attend meetings or conferences, as a member of a public body including essential commitments as a School Governor (v) to attend meetings of or arranged by National or Provincial Joint Councils.

	(c) To authorise leave of absence with pay for up to five half days in any year for a union representative to participate in union activities, as guided by ACAS Code of Practice.
	(d) To authorise unpaid release for staff to carry out public, civic and community duties and other duties of a voluntary or charitable nature, where such release is operationally possible and does not affect the Authority's provision of services.
	e) To approve applications for flexible retirement below Assistant Director posts
7.B-8.	Training and Development for Employees
	(a) To agree an annual corporate and vocational training and development programme to meet identified needs within the approved budget.
	(b) To authorise the attendance at courses and conferences and other events including the payment of fees and other expenses.
	(c) to authorise the undertaking of:
	(i) courses of study for appropriate qualifications.
	(ii) courses or other training events, or work experience in relation to personal development.
	(iii) courses or other training events for specific personal specialist needs. including the payment of fees and other expenses (If a replacement employee is required specific Committee authority will be necessary).
	(d) to approve applications for an interest free study loan up to a total cumulative value of £100,000 and for a maximum loan period of 5 years. (Audit Resources & Performance Committee 03/06/11)
7.B-9.	Grievance and Discipline
	To take appropriate action in accordance with the employees Grievance and Disciplinary Procedures adopted by the Authority.
7.B-10.	Additional Employment for Employees above Scale H
	To authorise employees above Scale H to engage in any other business or take up any additional appointment of a casual nature so long as such work does not prejudice their service with the Authority. Authorisation for the Chief Executive to be given by the Chair and Deputy Chair of
	the Authority.
PART C	GENERAL
7.C-1.	Response to Proposals Affecting the National Park or the Authority
	To determine an Authority response in line with the Authority's policies on any central, regional or local government proposal affecting the National Park including those concerning the Authority's powers, duties, functions and responsibilities where at least the appropriate Chair and Deputy or Vice Chair should be consulted.

7.C-2.	External Funding Applications & offers
	a) In consultation with the Chair of the relevant committee to make applications to external bodies or organisations for finance or grant aid up to any value.
	b) To accept offers of finance or grant aid up to £200,000 for funding including completing any agreements
7.C-3.	Authority Grant and Award Schemes Applications
	a) To determine applications for grants under the Authority's grant schemes where the cost to the Authority is £30,000 or less.
	b) To authorise Environmental Quality Mark Awards
7.C-4.	Recovery of Grant Aid
	To authorise the raising of accounts for the recovery of the appropriate amounts and seek recovery as a debt if necessary, in cases where the conditions attached to the grant aid made by the Authority have not been complied with. Such action to be taken following consultation with the Chief Finance Officer.
7.C-5.	Variation from Decisions of Authority or Committee Meetings
	To authorise action on a decision of an Authority or committee meeting where any variation from that decision is insignificant and has no implications for the Authority.
7.C-6	Local Government Ombudsman – Local Settlement
	To agree Local Settlement compensation payments up to the sum of £5,000 in settlement of a Local Ombudsman case.
PART D	PROPERTY
	All property powers shall be administered in accordance with the Authority's Asset Management Plan and in consultation with the staff identified in this plan.
7.D-1.	Acquisition of land & property
	To acquire or renew any interest in or over land, including buildings and to accept surrender of interests and serve notices to terminate interests on terms to be approved by the Head of Law:
	a) where the purchase price does not exceed £150,000 or;
	b) the total rental, over the term does not exceed £150,000 or;
	c) in the case of a periodic tenancy the overall rental charge does not exceed £150,000 and the tenancy is reviewed by officers at three yearly intervals.
	This delegation includes transfers, leases, licences, easements and way-leaves.

7.D-2.	Compulsory acquisition of land & property
	To acquire land & property using powers under s226 of the Town and Country Planning Act 1990, s89 of the National Parks and Access to the Countryside Act 1949, or s47 of the Planning (Listed Buildings and Conservation Areas) Act 1990, where the value of the land or property does not exceed £30,000
7.D-3.	Disposal of land & property
	To dispose of or terminate an interest in or over land including buildings on terms to be approved by the Head of Law:
	a) where the sale value does not exceed £150,000 or
	b) where the total lease value over the term does not exceed $\pounds150,000$ and the term is less than 7 years, or
	c) In the case of a periodic tenancy the overall rental charge does not exceed £150,000 and the tenancy is reviewed by officers at three yearly intervals
	This delegation includes transfers, leases, licences, easements and way-leaves.
7.D-4.	Applications for Planning Consent
	To make applications under the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990 for planning and listed building consent for development of the Authority's properties. where the capital value of the proposed works does not exceed £150,000.
PART E	DEVELOPMENT PLANNING
7.E-1.	Agriculture and other Countryside Grant Schemes
	To respond to notifications and consultations and to raise formal objections under the provisions of Agriculture and other Countryside Grant schemes
7.E-2.	Forestry Acts
	(a) To submit observations to the Forestry Commission and raise formal objections on their Forestry Grants Schemes and on felling licence applications or notifications where no Tree Preservation Order exists.
	(b) To submit observations to the Forestry Commission where a Tree Preservation Order is in force.
7.E-3.	Environment Enhancement Scheme Agreements
	To complete Environment Enhancement Scheme Agreements where the total cost to the Authority is less than £150,000 and the annual amount no greater than £30,000.
7.E-4.	Tree Preservation and Hedgerow Protection Orders
	(a) To make Tree Preservation Orders and confirm unopposed Orders under the

	Town and Country Planning Act 1990, Sections 198 to 201.
	(b) To make Hedgerow Protection Orders under the Environment Act 1995.
	(c) To determine applications for consents under Tree Preservation Orders.
7.E-5.	Development not in accordance with the Development Plan
	To deal with all matters relating to classification of departures from the development plan and reference of departures to the Secretary of State.
7.E-6.	Directed Decisions of Secretary of State
	To refuse applications on which a direction of refusal has been made by the Secretary of State under Articles 25 and 26 of The Town and Country Planning (Development Management Procedure) (England) Order 2010
7.E-7.	General Development Order - Notification of Agricultural, Mineral and Forestry Proposals
	To respond to notifications and to decide whether planning applications should be required as a result of notifications received under the Town and Country Planning (General Permitted Development) Order 1995.
7.E-8.	Planning, Advertisement and Listed Building Applications
	(1) Within the Authority's policies to determine all applications for planning consent, listed building consent, conservation area consent, overhead electricity lines and consent under the Advertisement Regulations other than those in the following categories:
	(i) Residential development proposing a net increase over existing commitments of more than two new build dwellings or the conversion of traditional buildings to more than four units of accommodation.
	(ii) Commercial or industrial development proposing a net increase over existing commitments of more than 1,000 sq m floor area.
	(iii) New sites for the extraction of minerals or the disposal of waste.
	(iv) The extension of existing sites for mineral extraction and waste disposal with an increase in site area greater than 0.1ha.
	(v) New telecommunications masts over 15 metres in height
	(vi) Individual free standing wind turbines over 15 metres in hub height
	Provided that any delegated action above shall be subject to the following provisions:

	(a) The unauthorised development does not conflict with the Authority's approved policies; and
	(b) The effect of the breach is considered not to be significantly harmful to public amenity or safety or the existing use of land or buildings meriting protection in the public interest. and
	(c) There is no substantial neighbourhood objection. "Substantial" shall be interpreted as more than 3 objections to the unauthorised development provided those objections relate to material planning considerations. In interpreting the word "substantial" this clause shall not prevent a decision being made not to pursue enforcement action where the objections are solely on design issues.
7.E-11.	Neighbouring Authority and Agency Consultations
<u> </u>	Except where officers consider that these are of major significance, to respond in line with the National Park Authority's policies to consultations, received from neighbouring authorities and agencies, on planning applications and on policy documents and to lodge objections where appropriate.
7.E-12.	Hazardous Substances
	To administer the Authority's powers and duties relating to hazardous substances under the Planning (Hazardous Substances) Act 1990 including the determination of applications for hazardous substance consent, claims for deemed consent and the issue of hazardous substance contravention notices.
7.E-13.	Environmental Impact Assessment and Review of Mineral Planning Permissions
	(a) To determine the requirement for an Environmental Impact Assessment including decisions as to all matters relating to screening and scoping of EIA
	b) To advise the statutory bodies of the requirement for an EIA.
	(c) Following agreement in principle by the Committee, to agree detailed schemes for mineral planning permissions under the Environment Act 1995, schedules 13 and 14.
7.E-14.	Fly Posting
	To exercise the powers of the Authority under s225, s225A to s225K of the Town and Country Planning Act 1990.
7.E-15.	Goods Vehicle Operators Licensing Regulations
	To make representations and to lodge holding objections on applications.
7.E-16.	Caravan Rallies
	To consider the annual draft programme of caravan rallies for the National Park submitted by the Clearing Houses and to make recommendations to the Clearing Houses on changes and improvements to the draft programme

7.E-17.	Agricultural Operations
	To determine the requirement for action under Section 42 of the Peak District National Park Authority Restriction of Agricultural Operations (Order 2002).
7.E-18.	Agreements under s52 of the Town and Country Planning Act 1971 and S106 of the Town and Country Planning Act 1990
	(a) To authorise entry into and agree the terms of agreements under S106 of the Town and Country Planning Act 1990 for development where applications are determined under delegated powers.
	(b) To authorise the variation and/or modification of the terms of agreements under s52 of the Town and Country Planning Act 1971 and s106 of the Town and Country Planning Act 1990.
	(c) To authorise the rescission/discharge of agreements under s52 of the Town and Country Planning Act 1971 and s106 of the Town and Country Planning Act 1990.
7.E-19.	Planning Contravention Notices and Requisitions for Information.
	To issue Planning Contravention Notices and requisitions for information under s330 of the Town and Country Planning Act 1990 and s16 of the Local Government (Miscellaneous Provisions) Act 1976
7.E-20.	Applications made under the Localism Act 2011.
	To process applications made for Neighbourhood Forums, Neighbourhood Areas, Neighbourhood Development Orders, Neighbourhood Development Plans and Community Right to Build Orders.
	To approve (but not refuse) applications for designation of Neighbourhood Forums.
7.E-21.	Review of Minerals Planning Permissions.
	To serve written notice on owners of land or the operator, for the submission of new conditions.
	To determine, in respect of periodical reviews of minerals planning permissions:
	(a) whether or not the Authority will carry out a first, second or subsequent periodic review and to set the dates for that review,.
	(b) whether it is expedient to treat as a single site for the purposes of the review, the aggregate of the land to which two or more mineral permissions relate,
	(c) requests for postponement of minerals reviews,
	(d) whether or not to extend the period for submission of a new Environmental Statement, and
	(e) reviews where no Environmental Statement is required (subject to consultation with the Heads of Law and Finance in cases it is proposed to apply conditions which are different from those applied for and the effect of the new conditions,

	except insofar as they are restoration or aftercare conditions, is to restrict working rights in respect of the site)
PART F	CORPORATE RESOURCES
7.F-1.	Enforcement Action
	(a) To authorise the issue of enforcement notices, stop notices, temporary stop notices, listed building enforcement notices and breach of condition notices in relation to development in breach of planning control. Before a stop notice is issued consultations shall be held with the Chief Finance Officer to consider the implications of the payment of compensation.
	(b) To authorise applications to the Courts for injunctions under Section 187B of the Town and Country Planning Act 1990
	(c) To issue notices under s215 of the Town and Country Planning Act 1990. (Untidy land and buildings).
	(d) To authorise the withdrawal of enforcement notices, stop notices, temporary stop notices, listed building enforcement notices, breach of condition notices and s215 notices.
	(e) To exercise the power to waive or relax the requirements of an enforcement notice under s173A of the Town and Country Planning Act 1990.
	(f) To apply to the magistrates court for a planning enforcement order under s171BA of the Town and Country Planning Act 1990
	(g) To authorise the execution of works in default under s178 Town and Country Planning Act 1990 where the cost can be accommodated within current budgets or where the cost is expected to be recovered from the landowner.
7.F-2.	Article 4 Directions
	 Following consultation with the Chair and Vice Chair of the Planning Committee to exercise the powers of the Authority: to make modify and cancel Article 4 Directions to confirm unopposed Article 4 Directions
	Confirmation of opposed Article 4 Directions to be considered by the Planning Committee
	(Authority Meeting 01/07/11)
7.F-3.	Control of Advertisement Regulations
	To take action where required under the Town & Country Planning (Control of Advertisements) Regulations 2007 and to issue Discontinuance Orders.
7.F-4.	Mineral Development - Article 7 Directions
	To make Directions, under Article 7 of the Town and Country Planning (General Permitted Development) Order 1995, in respect of mineral exploration and removal of materials from mineral working deposits.

7.F-5.	Works to preserve Listed Buildings
	To issue notices under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990 (subject to a report on action taken to the next appropriate meeting of the Committee).
7.F-6.	Building Preservation Notices
	To authorise the issue of notices under Section 54 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
7.F-7.	Recovery of Costs
	To institute legal proceedings for the recovery of costs incurred for works undertaken in accordance with powers under the Town and Country Planning Act 1990 and the Planning (Listed Buildings and Conservation Areas) Act 1990.
7.F-8.	Entry on land
	To authorise the entry of persons to land and buildings in connection with the Authority's functions under the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990, the Wildlife and Countryside Act 1981 and any other statutory provisions that permit entry to land for investigation purposes.
7.F-9	Certificates of Lawfulness of Development
	a) To determine applications for certificates of lawfulness under Section 191 and 192 of the Town and Country Planning Act 1990 (as amended).
	 b) To determine applications for certigicates lawfulness under The Planning (Listed Buildings) (Certificates of Lawfulness of Proposed Works) Regulations 2014
7.F-10.	Planning Contravention Notices, Requisitions for Information
	To issue Planning Contravention Notices and requisitions for information under s330 of the Town and Country Planning Act 1990 and s16 of the Local Government (Miscellaneous Provisions) Act 1976. (Concurrent power with the Head of Planning).
7.F-11.	Proceedings to enforce Planning Control
	(a) To institute prosecuting proceedings for:
	the breach of an enforcement notice. the breach of a stop notice. the breach of a listed building enforcement notices. the breach of planning contravention notice requirements. the breach of the requirements of a notice requesting information under s330 of the Town and Country Planning Act 1990. unauthorised works to listed buildings. the breach of advertisement control. failure to comply with a breach of condition notice. failure to comply with a notice requiring maintenance of land under s215 of the Town and Country Planning Act 1990.

	the breach of the requirements of notices under s16 of the Local Government (Miscellaneous Provisions) Act 1976. contravention of a Tree Preservation Order. damage to trees in a Conservation Area.
	(b) To institute proceedings to require compliance with an agreement made under s 106 of the Town and Country Planning Act 1990
	(c) To institute other proceedings pursuant to decisions of the Authority or Committee or delegated decisions of officers to enforce the Authority's powers of planning control.
7.F-12.	Trespass
	To take legal proceedings in respect of trespass or threat of trespass to the Authority's land.
7.F-13.	Proceedings affecting the Authority's Interests
	(a) To defend any court action appearing adversely to affect the Authority's interests.
	(b) To make applications to a court in relation to the renewal of leases and tenancies of the Authority's properties.
7.F-14.	Notices, Orders, Contracts and Agreements
	To sign orders, contracts, agreements and notices (except for planning and listed building determinations) pursuant to a resolution or policy of the Authority or its committees or authorised by an appropriate officer under the Officer Delegation Scheme.
7.F-15.	Proceeding relating to Access Land.
	To commence proceedings under Section 14 of the Countryside and Rights of Way Act 2000 in respect of false or misleading notices relating to access land and to take legal action under Section 39 of the Act to secure court orders for the removal of obstructions to access land and court orders not to obstruct access to access land at any time.
7.F-16.	Members' Attendance at Courses and Conferences etc
	To agree Member attendances at external, courses, conferences and other events as an approved duty.
7.F-17	Outside Bodies
	(a) Where a vacancy or a new appointment arises on an outside body in between Authority meetings, in consultation with the appropriate Chair, Deputy or Vice- Chair, to nominate a Member to attend meetings until the appointment is considered at the next Authority meeting.
	(b) To authorise the attendance of a substitute, in consultation with the appointed Member.
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7.F-18	Reference to Chief Finance Officer In Standing Orders
	Head of Finance by specific prior agreement of the Chief Finance Officer except where statute prohibits delegation.
7.F-19	Local Government Ombudsman – Local Settlement
	To agree Local Settlement compensation payments up to the sum of £5,000 in settlement of a Local Ombudsman case.
7.F-20	Recording of Meeting and Proceedings of the Authority
	To consider and determine requests to record the meetings and proceedings of the Authority.
PART G	OPERATIONS
7.G-1.	Charges.
	To fix and vary all non planning related charges within statutory powers with the following financial limits:
	(a) revised or new income generating proposals with projected annual charges of up to £30,000 delegated to Heads of Services (HOS) and Director or Assistant Director for Chief Exec's unit in consultation with the Chief Finance Officer.
	(b) revised or new income generating proposals with projected annual charges of between £30,000 and £50,000 delegated to HOS with business case for consideration and approval by Director or Assistant Director for Chief Exec's unit and CFO and to include consultation with the Chair and Vice Chair of ARP.
	(c) revised or new income generating proposals with projected annual charges of over £50,000 up to the limit £150,000 delegation from members subject to a business case for consideration and approval by Resources Management Team and to include consultation with Chair and Vice Chair of ARP.
	(d) delegation to implement the national fee structure for Planning fees.
7.G-2.	Public Rights of Way
	(a) To respond to consultation enquiries from other statutory authorities concerned with creation, alteration or closure of public rights of way. Any formal objection made shall be reported to the next meeting of the relevant Committee.
	(b) To complete Public Path Creation Agreements under Section 25 of the Highways Act 1980.
	(c) To complete Public Path Diversion Orders under S.119 of the Highways act and Orders under S.257 of the Town and Country Planning Act 1990.
	(d) To create concession footpaths on the Authority's land.
	(e) To dedicate, concession footpaths on the Authority's land as public rights of way.
	(f) to authorise the making of experimental, temporary or permanent Traffic

	Regulation Orders under the Road Traffic Regulation Act 1984
	In the case of unresolved objections to a proposed Order, a report to be made to the relevant Committee.
7.G-3.	Access Land: Exclusion or Restriction of Access, carrying out of works and Dedication of Access Land.
	(a) To authorise directions under Section 69 of the National Parks and Access to the Countryside Act 1949 suspending access to land comprised in Access Agreements or Orders in the event of the risk of fire by reason of any exceptional weather conditions.
	(b) To authorise directions under Section 24 of the Countryside and Rights of Way Act 2000 to exclude or restrict access to land for the purpose of land management.
	(c) To authorise directions under Section 25 of the Countryside and Rights of Way Act 2000 to exclude or restrict access to land to avoid the risk of fire or danger to the public.
	(d) To authorise directions under Section 26 of the Countryside and Rights of Way Act 2000 to exclude or restrict access to land in order to conserve flora, fauna or geological or physiographical features or preserve scheduled monuments or other features of historic interest.
	Before giving a direction under section 24, 25 or 26 of the Countryside and Rights of Way Act 2000 so as to exclude or restrict access indefinitely, or for over 6 months, the Director shall consult the Chair and Vice Chair of the relevant Committee. Cases where the Local Access Forum disagrees with officer recommendations or contentious cases are to be reported to the relevant Committee for determination.
	(e) To authorise the completion of agreements for works with landowners or occupiers under Section 35 of the Countryside and Rights of Way Act 2000.
	(f) To authorise the issue of notices under Sections 36 and 37 of the Countryside and Rights of Way Act 2000 and to authorise the carrying out of works on access land and the recovery of costs
	(g) To authorise a person to enter land under Section 40 of the Countryside and Rights of Way Act 2000.
	(h) To authorise the dedication of the Authority's land as access land under S.16 of the Countryside and Rights of Way Act 2000.
7.G-4.	Land Disposal and Works – Consultation
	To respond to any consultations received by the Authority from any local authority, statutory undertaker, public body or agency relating to land disposals and site works.

Approved: National Park Authority Meeting 17 December 2010 Minute 76/10 and amended 5 October 2012, 15 March 2013,3 October 2014.