



NORTHUMBERLAND NATIONAL PARK AUTHORITY

SCHEME OF DELEGATION to COMMITTEES AND OFFICERS

Revised June 2009

(originally approved March 2007)

SCHEME OF DELEGATION TO COMMITTEES AND OFFICERS

CONTENTS		Page No
	INTRODUCTION	2
PART A	DELEGATION OF POWERS TO COMMITTEES AND SUB-COMMITTEES	
A-1	General Clauses	3
A-2	Terms of Reference	
A.2.1	Northumberland National Park Authority	4
A.2.2	Development Control Committee	5
A.2.3	Standards Committee	6
A.2.4	Staffing Appeals Panel	8
A.2.5	Chief Executive (National Park Officer) & Directors' Performance Review Panel	9
A.2.6	World Heritage & Protected Landscape Steering Group	10
A.2.7	Sustainable Development Fund Grants Panel	11
A.2.8	Sustainable Development Fund Appeals Panel	12
PART B	DELEGATION OF POWERS TO THE CHIEF EXECUTIVE (NATIONAL PARK OFFICER)	
B-1 to 3	General delegation to the Chief Executive (National Park Officer)	13
B-4	Human Resources	14
B-5	Entry & Inspection	14
B-6 to 8	Property	14
B-9	Legal and Procedural	14
B-10	Grants & Loans	15
B-11	Conservation & Land Management	15
B-12 to 13	Development Control	16
B-14 to 15	Response to proposals affecting the National Park or the Authority	17
PART C	DELEGATION OF POWERS TO THE DIRECTORS OF THE NATIONAL PARK AUTHORITY	
C-1	General delegation to the Directors	18

SCHEME OF DELEGATION

Introduction

1. The Northumberland National Park Authority has its purposes and duty laid down in statute, primarily in the Environment Act 1995, Part III as amended by the Natural Environment and Rural Communities Act 2006 Part 5. The purposes are:
 - (a) conserving and enhancing the natural beauty, wildlife and cultural heritage of the area
 - (b) promoting opportunities for the understanding and enjoyment of the special qualities of the area by the public

The duty is:

In pursuing its purposes to seek to foster the economic and social well being of local communities within the Park

Nothing in this scheme permits any act that is not within the lawful powers of a National Park Authority.

2. This scheme of delegation is intended to permit swift and effective policy and decision making by members and managerial and operational decision-making by officers within a framework of accountability to Government and local people.
3. The scheme has three parts:

Part A delegates powers from the National Park Authority to Committees and Sub-committees and establishes terms of reference for Working Groups and Panels which can advise the Authority. This framework is intended not only to facilitate informed and effective decision-making but also to foster understanding and communication between members, officers and stakeholders.

Part B delegates powers to the Chief Executive (National Park Officer) to execute business and take decisions within a policy and financial framework including statute law, Government policy circulars and guidance, the powers of the National Park Authority, the National Park Management Plan, Local Development Framework, Business Plan and Corporate Plan or equivalents.

Part C further delegates the powers of the Chief Executive (National Park Officer) to members of the Strategic Management Team and all of those other officers duly authorised in writing.

4. The scheme should in general be operated so as to avoid multiple handling of business. In particular it will be unusual for Committees and Sub-committees to refer decisions upwards rather than taking them and reporting on them by minutes on the agenda of the next Authority meeting.
5. Powers to incur expenditure or raise income for approved purposes, within policy and budget, are substantially delegated but are subject to strict control by the Defra Financial Grant Memorandum, Financial Regulations and Finance Instructions. Officers are substantially empowered but must keep members properly informed and ensure accurate in-year reporting to the Strategic Leadership Panel and the full Authority.
6. Reference in this scheme to statutory provisions should be taken to include any subsequent statutory modifications or re-enactment of those provisions.

Part A

Delegation of Powers to Committees and Sub-Committees

A 1 General Clauses

- A 1.1 Powers delegated to any Committee or Sub-Committee of the Authority under these terms of reference shall always be subject to compliance with Standing Orders and/or Financial Regulations.
- A 1.2 Each Committee shall be authorised to appoint members to Sub-Committees agreed by the Authority and to delegate its powers and duties to those Sub-Committees.
- A 1.3 For the purpose of exercising any of their delegated powers, any Committee or Sub-Committee may authorise any officer of the Authority to act on their behalf under Section 223 of the Local Government Act 1972.
(Note: Section 223 enables any officer or member to prosecute/defend proceedings in court on behalf of the Authority even if they are not a solicitor.)
- A 1.4 No general reference of a power, duty, function or other matter to a Committee or Sub-Committee shall include any matter specifically referred to another Committee or Sub-Committee.
- A 1.5 Each Committee or Sub-Committee shall be responsible for the appointment of representatives on outside bodies within its terms of reference.
- A 1.6 A Committee or Sub-Committee may delegate powers and duties to the Chief Executive (National Park Officer).
- A 1.7 A Committee or Sub-Committee may give such direction as it considers appropriate for action taken by or on behalf of the Chief Executive (National Park Officer) to be reported periodically.

A 2 Terms of Reference for Committees, Panels, Working Groups, Task and Finish Groups and Forums

A.2.1 Northumberland National Park Authority

Northumberland National Park Authority was established under the Environment Act 1995 to administer Northumberland National Park. National Parks were designated under the National Parks and Access to the Countryside Act 1949 and Northumberland National Park was designated in 1956. Northumberland County Council was responsible for the administration of the National Park prior to the establishment of the Authority as an independent single purpose authority in 1997.

The National Park purposes, revised in the Environment Act 1995, are:

- To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Parks; and
- To promote opportunities for the understanding and enjoyment of the special qualities [of the Parks] by the public.

The National Park Authority also has a duty to seek to foster the economic and social well-being of its local communities, and for that purpose will co-operate with local authorities and public bodies whose functions include the promotion or social development within the area of the National Park.

Northumberland National Park Authority is the sole local planning authority for the area of Northumberland National Park.

Membership

Total membership	22
<hr/>	
Local Authority appointees	12
Northumberland County Council (6)	
Parish Council (6)	
Secretary of State appointees	10
Of whom two must live or work in the National Park	
<hr/>	
Term of appointment	Varies with appointing body
<hr/>	
Quorum	8
(to include one Secretary of State and one Local Authority member)	

The Authority elects its own Chairman and Deputy Chairman at the Annual Meeting for the forthcoming year.

2 Policy Conferences to be held each year

Meetings to be held in public in accordance with Section 100A(4) of the Local Government Act 1972. Agenda and reports will be made available in accordance with Section 100B(1) of the Local Government Act 1972

A.2.2 Northumberland National Park Authority Development Control Committee Terms of Reference

The responsibilities of the Northumberland National Park Authority Development Control Committee are to exercise the Authority's powers and duties in relation to all Development Control matters arising from all current and extant planning legislation, except where these powers are delegated to officers or to the Development Control Panel.¹

This includes:

- To consider and determine any development control matters, including planning applications, and any necessary decisions as to how they should be treated or handled within the requirements of the law
- To undertake site visits which it deems necessary
- To review and advise the National Park Authority in relation to the operation of the Development Control function, notwithstanding the role of the Authority or its Review Panel
- To consider and report to the Authority on any other matter delegated to it by the Authority

Membership

Total membership	11
<hr/>	
Secretary of State National Appointees	5
Parish Council Appointees	3
County Council Appointees	3
<hr/>	
Term of Appointment	Annually (members expected to serve a minimum 2 years ²)
<hr/>	
Quorum	5
(to include one Secretary of State and one Local Authority member)	
No Substitutes	
<hr/>	

Meetings to be held in public every month (as required) in accordance with Section 100E(1) of the Local Government Act 1972. Agenda and reports will be made available in accordance with Section 100E(1) of the Local Government Act 1972

Notes:

- i. Development Control Committee to appoint its own Chairman and Deputy Chairman
- ii. Chairman of Development Control Committee shall not serve as a member of the Strategic Leadership Panel

Training is a mandatory requirement for all members before becoming an active member of the Development Control Committee

¹ Refer to Revised Scheme of Delegation for dealing with Planning Applications, NNPA, Feb 2006

² Subject to the operation of external appointments to the Authority

A.2.3 Northumberland National Park Authority Standards Committee Terms of Reference

As required by the Local Government Act 2000 and the Standards Committee (England) 2008 Regulations the National Park Authority established a Standards Committee to:

- Promote and maintain high standards of conduct for members;
- Help members follow the Authority's Code of Conduct;
- Advise the Authority on the adoption or revision of the Authority's Code of Conduct;
- Monitor the effectiveness of the Authority's Code of Conduct;
- Train or arrange to train members on matters relating to the Authority's Code of Conduct;
- Assess and review complaints about members;
- Conduct hearings into complaints about members;
- Investigate or comment on any matters relating to ethical standards referred to it by the Chief Executive (National Park Officer) or Monitoring Officer; and
- Carry out such other functions as the Authority considers appropriate which will include granting members dispensations from the operation of the Code of Conduct and exemptions for politically restricted posts.

Membership

Total membership		7
Independent members		3
Secretary of State		2
Local Authority (Parish and County Council)		2
Quorum		3
(The meeting must be chaired by an Independent member and at least one Authority member should be present.)		
Term of Appointment	Authority members	Annually (minimum of 3 years)
	Independent members	3 years (maximum of two terms)

Meetings will normally be held in public (as required on an ad hoc basis) in accordance with Section 100E(1) of the Local Government Act 1972. In the case of complaints made against members of the National Park Authority, the Standards Committee will meet in private and in public as stipulated by national guidance, statute and best practice. Agenda and reports will be made available in accordance with Section 100E(1) of the Local Government Act 1972

The National Park Authority's Standards Committee shall:

- i) Exercise its functions taking account of any guidance issued by the Standards Board for England;
- ii) Refer to the Environment Act 1995, 13(3)(a);
- iii) Set procedures for holding assessments, investigations and hearings which follow national guidance, statute and best practice;
- iv) Establish its own sub-committees and any temporary working groups;

- v) Share services with other Standard Committees;
- vi) Jointly agree with other local authorities arrangements for so-called “dual-hatted” member complaints; and
- vii) Undertake its own communication activity.

A.2.4 Northumberland National Park Authority Staffing Appeals Panel Terms of Reference

The Staffing Appeals Panel will undertake the following functions where specified in the appropriate personnel policies and procedures produced or adopted by the Authority for the purposes of resolving disputes or grievances and in the absence of any such procedures will ensure the procedures it does adopt are fair between the parties to the dispute or grievance and are consistent with any legal requirements:

- to hear and decide upon any issue relating to discipline, capability or redundancy of staff, any grievance issue and any other issue relating to a dispute over conditions of service
- to hear and decide upon any appeal by a member of staff (except the National Park Officer) against a decision by an officer to discipline the member of staff including any decision to give a formal warning or to dismiss the staff member for any reason
- to hear and make decisions upon any appeal by a member of staff (except the National Park Officer) against a decision made by the Authority or an officer as to his or her selection for redundancy
- to hear and decide upon any grievance which a member of staff holds and which has not been settled to the satisfaction of the member of staff at officer level.

Membership

Total membership	5
------------------	---

Secretary of State)	2
Local Authority (Parish and County Council)	3

Quorum (to include one Secretary of State and one Local Authority Member)	3
--	---

The Authority's independent personnel advisors shall provide support to this Panel

Meetings to be held as required

Note:

- i. The Panel will appoint a Chairman from its membership as and when it is required to meet
- ii. No member who has previously been involved in the consideration of a particular case shall sit on the Appeals Panel which hears the appeal against the decision.

**A.2.5 Northumberland National Park Authority
Chief Executive (National Park Officer) & Directors' Performance
Review Panel
Terms of Reference**

- To review, no less than annually, the performance of the Chief Executive (National Park Officer) and Directors against targets and management criteria established by mutual agreement and in accordance with the Authority's Corporate Performance Management Scheme
- To set the remuneration of the Chief Executive (National Park Officer) in accordance with the Authority's agreed Corporate Performance Management Scheme
- To decide any complaints referred to it by the Chief Executive (National Park Officer) and consider any complaint against the Chief Executive (National Park Officer) and decide whatever remedial action is appropriate (including financial recompense)

Membership

Total membership 4

Chairman
Deputy Chairman
Chairman of Review Panel
One Other Lead Member

The Authority Chairman, Deputy Chairman and Chairman of the Review Panel are automatically members of this Panel

The Chief Executive (National Park Officer) will be an advisor to the Directors' Review Committee

Quorum 3 members

Meets on at least two occasions each year

Members will be provided with, and be expected to have received, appropriate training

A.2.6 Northumberland National Park Authority The World Heritage and Protected Landscape Centre Steering Group Terms of Reference

To oversee the development of a World Heritage and Protected Landscape Centre within the central sector of Hadrian's Wall World Heritage Site

Specifically to:

- Advise on the scope and scale of the Project
- Employ staff, engage specialists and commission research to inform and deliver project objectives
- Prepare and submit funding applications
- Approve detailed plans for submission to planning authority
- Advise on the operational establishment of the Centre
- To advise on key aspects of its delivery

Membership

Total membership	5
<hr/>	
Chairman of the Authority	1
County Council	1
Parish Council	1
Secretary of State	1
<hr/>	
Quorum	3
<hr/>	
Term of Appointment (No minimum or maximum term)	Annually
<hr/>	

Meets as and when required

Note: In the event of planning applications eventually being submitted with respect to this project the members should declare an interest and take no part in that decision.

A.2.7 Northumberland National Park Authority Sustainable Development Fund Grants Panel Terms of Reference

The Sustainable Development Fund Grants Panel provides an independent appraisal of every application put forward for funding that is over £5,001. The Sustainable Development Fund Grants Panel may also be asked to appraise applications under £5,000, where the Director of Corporate Services feels it is of sufficient scale or complexity to require panel appraisal.

The function of the Sustainable Development Fund Grants Panel is:

- To appraise applications using the Sustainable Development Fund Objective Scoring System
- To discuss the relative merits of every application, in a fair, impartial and democratic manner
- To make funding decisions for the Sustainable Development Fund

Membership

Total membership		9
Independent members		7
National Park Authority members		2
Quorum		4
Term of Appointment	Independent members Authority members	3 Years* 1 Years
Elections of Chairman and Deputy Chairman		Annually

Note:

- i) The Sustainable Development Fund Grants Panel shall appoint one of its members to serve as Chairman in a non-voting capacity
- ii) The Sustainable Development Fund Grants Panel shall appoint one of its members to serve as Deputy Chairman
- iii) * 3 consecutive non-attendances at regular, scheduled meetings will result in an automatic loss of place on the Panel, subject to exceptional circumstances.
- iv) All members can serve a maximum period of 9 years.

A.2.8 Northumberland National Park Authority Sustainable Development Fund Appeals Panel Terms of Reference

The Sustainable Development Fund Appeals Panel review, at the request of the applicant, applications for funding from the Sustainable Development Fund which have been unsuccessful.

The function of the Sustainable Development Fund Appeals Panel is:

- To review applications using the Sustainable Development Fund Objective Scoring System
- To review adherence to the processes and procedures for the appraisal of grant applications
- To discuss the relative merits of every application, in a fair, impartial and democratic manner
- To recommend a course of action to the Sustainable Development Fund Grants Panel

Membership

Total membership	3
Chairman of the Sustainable Development Fund Grant Panel (or substitute who did not vote on the application in question)	1
Authority Strategic Managers	2
Quorum (to include the Chairman of the Sustainable Development Fund Grant Panel or their substitute)	2
Term of Appointment	Continuous

Meetings to be held on an ad hoc basis

Note:

- i) The non-voting Chairman of the Sustainable Development Fund Grants Panel will advise the Authority's Strategic Managers about the contested application, but will not form part of the discussion between the two Strategic Managers for the course of action that will be recommended to the Sustainable Development Fund Grants Panel

Part B

Delegation of Powers to the Chief Executive (National Park Officer)

General delegation to the Chief Executive (National Park Officer)

- B-1 The Chief Executive (National Park Officer) is authorised to act on behalf of the National Park Authority in relation to any matters within the Authority's remit, subject to the following overriding provisions:
- a) Any action under delegated powers shall be in accordance with:
 - i) the overall policies approved by the National Park Authority or by the appropriate Committee or sub-committees under delegated powers;
 - ii) Standing Orders; and/or
 - iii) Financial Regulations.
 - b) Before exercising any delegated power the Chief Executive (National Park Officer) should consider whether the decision to be made is of such a nature that it ought to be referred for decision to the appropriate Committee or the Authority.
 - c) The Chief Executive (National Park Officer) may authorise urgent action requiring an immediate decision on any matter subject to consultation with the Chairman of the Authority or the Chairman of the appropriate Committee to which the function is delegated, and to a subsequently report to the Authority or appropriate Committee.
 - d) This delegation of powers to the Chief Executive (National Park Officer) includes management of all the human, financial, information and material resources made available by the Authority for purposes defined in its approved policies, plans and budget.
- B-2 Without prejudice to these delegations the Chief Executive (National Park Officer) is expected in appropriate cases to:
- a) maintain a close liaison with the appropriate Committee Chairman (or in his/her absence the Deputy Chairman); and/or
 - b) ensure that the local member(s) (local authority or appointed) is/are advised of the exercise of delegated powers; and/or
 - c) ensure that the appropriate Director(s), Monitoring Officer and/or Section 151 Officer is consulted and/or informed.
- B-3 The Chief Executive (National Park Officer) may authorise an officer of the National Park Authority to exercise any power conferred upon the Chief Executive (National Park Officer) in his/her absence or at other times in accordance with any general directions of the Chief Executive (National Park Officer).

Human Resources

- B-4
- a) The Chief Executive (National Park Officer) is authorised to act in relation to the appointment, dismissal, discipline and determination of all other matters relating to the employment of staff and contract staff and the conditions upon which they are employed as are specified in the Human Resources Policies and Procedures of the Authority.
 - b) The appointment of staff to posts at Director level or above is subject to approval by the Authority, which may then delegate these powers.

Entry and Inspection

- B-5 The Chief Executive (National Park Officer) is authorised to approve the exercise of such powers of entry, inspection and survey of land, buildings or premises and may issue any necessary evidence or authority as may be appropriate to the execution of officers' or the Authority's duties and in respect of which the National Park Authority has power.

Property

- B-6 Within the provision of the financial regulations concerning capital payments / receipts and/or annual rental expenditure / income, the Chief Executive (National Park Officer) is authorised to:-
- a) approve the acquisition and disposal of land and taking of leases, licences, dedications and easements of or over any land (including buildings); and
 - b) approve the granting or variation in granting of leases, licences, dedication of or over any land.
- B-7 The Chief Executive (National Park Officer) is authorised to arrange for sessional lettings of premises for periods of less than 48 hours.
- B-8 The Chief Executive (National Park Officer) is authorised to approve the submission of planning applications for development by or on behalf of the National Park Authority.

Legal and Procedural

- B-9 The Chief Executive (National Park Officer) is authorised to:
- a) serve statutory notices to ascertain the legal interest of any person in land;
 - b) initiate, defend or settle legal proceedings in the name of the Authority or an individual officer of the Authority at Common Law or under any enactment, statutory instrument, order or byelaw conferring functions upon the Authority or in respect of functions undertaken by the Authority and to lodge an appeal against any such decision. For the avoidance of doubt this authority shall extend to the taking of all procedural steps,

including the service of notices, statutory or otherwise, counter-notices and Notices to Quit;

- c) empower officers of the Authority to prosecute or defend or appear in any legal proceedings by virtue of statutory provisions and to appear on behalf of the Authority at any inquiry, tribunal or other body responsible for matters affecting the Authority.

Grants and Loans

B-10 The Chief Executive (National Park Officer) is authorised to make, refuse, withdraw or reclaim grants and loans in all circumstances where the Authority has power so to act. In the exercise of this delegated power, he/she will:

- a) act in accordance with the overall policies and any scheme approved by the Authority or any of its Committees; and
- b) maintain a register of all decisions made, such register to be open to inspection by any member of the Authority and any member of the public.

Conservation and Land Management

B-11 The Chief Executive (National Park Officer) is authorised to:

- a) refuse and accept all Forest Design Plans and to inform the Authority of any decisions on proposals for new planting of greater than 10ha within the National Park boundary; and
- b) take any action available under the Hedgerow Regulations 1997.
- c) Felling plans/licences
- d) Management agreements – agree and extinguish

Development Control

- B12 The Chief Executive (National Park Officer) is authorised to deal with the following:
1. determining Agricultural and Forestry development applications as defined by legislation;
 2. setting screening options as defined by environmental impact assessment regulations;
 3. discharging conditions and related consents; and
 4. consultations with neighbouring authorities

- B-13 Determine all planning and related applications and to carry out duties relating to such applications as required by The Town and Country Planning Acts, The Listed Building Act 1990 and other associated legislation, apart from in those circumstances set out in A) and B) below when the proposal is to be determined by either the Development Control Committee or in consultation with Development Control Panel:

A) Development Control Committee

1. Proposals for development which, in the opinion of the Development Control Manager, are contrary to the Development Plan and / or adopted Supplementary Planning Guidance / Supplementary Planning Documents and which are recommended for approval. Exceptions to this are minor departures relating to:
 - a. Proposals involving development within the curtilage of a dwelling house and which is incidental to the use of the dwelling, and
 - b. Proposals for development not exceeding 4 metres in height or 200 cubic metres in volume (measured externally)
2. Proposals which are potentially controversial or likely to be of significant public interest. This category is to include any proposals where the recommendation is contrary to the views of more one or more members of the public commenting on the proposal within the statutory period for notification and publicity.
3. Proposals that are recommended for approval contrary to the views of a statutory consultee received within the statutory consultation period.
4. Proposals submitted by or on behalf of the Authority for its own development, or on Authority owned land.
5. Proposals in which a member of the Authority or any employee of the Authority has, within 14 days of the date on which the application first appeared on the weekly list of new applications, notified an interest.
6. Proposals that a member of the Authority has, within 14 days of the date on which the application first appeared on the weekly list of new applications, requested in writing be presented to the Development Control Committee for determination with valid planning reason.
7. Proposals involving the creation of 3 or more dwellings.
8. Proposals where the recommendation is for refusal or objection.

Proposals involving the construction of non residential buildings or structures with a footprint of more than 1,000 square metres (measured externally) and / or a height of more than 15 metres.

B) Development Control Panel

Matters to be determined by the Chief Executive (National Park Officer) and Development Control Manager or relevant Head of Planning Service in consultation with two members where, in the opinion of the Development Control Manager, a proposal raises issues which members would wish to be made aware of, the matter will be determined by the Chief Executive (National Park Officer) in consultation with the Chairman and Deputy Chairman of the Development Control Committee. Such issues will include the following:

1. Proposals where the recommendation is for refusal or objection in the case of statutory consultation with neighbouring authorities.
2. Proposals where the recommendation is contrary to the views of one or two members of the public commenting on the application.
3. Proposals for development which, in the opinion of the Development Control Manager are contrary to the Development Plan and/or adopted Supplementary Planning Guidance, that are recommended for approval but which are not of a scale or type falling to be determined by the Development Control Committee, such as development which is within the cartilage of a dwelling house and which is incidental to the use of the dwelling and proposals for development not exceeding 4 metres in height or 200 cubic metres in volume (measured externally).
4. Proposals involving the construction of non residential buildings or structures with a footprint of more than 1000 square metres (measured externally) and/or a height of more than 15 metres

Response to Proposals affecting the National Park or the Authority

- B-14 The Chief Executive (National Park Officer) is authorised 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

Variations from Decisions of Authority or Committee Meetings

- B-15 The Chief Executive (National Park Officer) is authorised to action a decision of an Authority or Committee Meeting where any variation from that decision is insignificant and has no implications for the Authority

Part C

Delegation of Powers to the Directors of the National Park Authority

C 1 General delegation to the Directors

- C-1.01 The Directors are authorised to act on behalf of the Chief Executive (National Park Officer) in relation to any matters hereby delegated, subject to the following overriding provisions:
- a) the overall policies approved by the National Park Authority or by the appropriate Committee under delegated powers;
 - b) Standing Orders;
 - c) Financial Regulations.
- C-1.02 Before exercising any power, the appropriate Director should consider whether the decision to be made is of such a nature that it ought to be referred for decision to the Chief Executive (National Park Officer).
- C-1.03 The following powers may be exercised by Directors on the Strategic Management Team or any other officer duly authorised in writing by the Director or the Chief Executive (National Park Officer).
- C-1.04 These delegations may be rescinded in whole or in part by the Chief Executive (National Park Officer) at any time.
- C-1.05 Directors are authorised to act in determining the management of the human, financial and material resources made available to their Department, for the purposes defined in the Authority's approved policies, Plans and Budget, and except as otherwise provided in this Scheme of Delegation.
- C-1.06 Without prejudice to these delegations, each Director is expected to liaise in appropriate cases with the Chief Executive (National Park Officer) and in appropriate cases to:
- a) maintain a close liaison with the appropriate Committee Chairman (or in his/her absence the Deputy Chairman); and/or
 - b) ensure that the local member (local authority or appointed) is advised of the exercise of delegated powers; and/or
 - c) ensure that the Monitoring Officer and/or Section 151 Officer (Treasurer) is consulted or informed.
- C-1.07 In the absence of a Director, another officer may exercise any power conferred on the Director in his/her absence or at other times with approval from the Chief Executive (National Park Officer).
- C-1.08 Directors are authorised to act in relation to the appointment of all staff at Band 6 and below (including contract staff) and apply the Authority's personnel and management policies to all staff in their Department. When nominated under the disciplinary and capability policy, Directors may be authorised to act in relation to discipline and dismissal of staff.
- C.1.09 Directors are authorised to make or refuse financial grants in all circumstances where the Authority has power so to act. In exercise of this delegated power, he/she will:
- a) act in accordance with the overall policies, budgets and any scheme approved by the Authority or any of its Committees; and

b) maintain a register of all decisions made. Such register to be open to inspection by any Member of the Authority and any member of the public.

C.1.10 Directors are hereby empowered to take decisions on behalf of the Authority in all areas where they have managerial and professional responsibility.