

# SCHEME OF DELEGATION

## Resources, Improvement and Partnerships.

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## BACKGROUND AND CONTEXT.

The purpose of this document is to set out the delegations from the Council's Executive and Council bodies to Officers within the Resources, Improvement and Partnership Directorate.

The [Constitution](#) of the Council is a written legal document that guides the council on its decision-making processes. The legal framework for the constitution is agreed by central government. It provides a basis and framework for the councillors and officers to work within, and ensures honesty, accountability and lawful decision making. The Constitution includes a Scheme of Delegation to Officers ([Part 3.7](#)) which enables Strategic Directors to make certain decisions relating to their areas of responsibility. Strategic Directors can delegate decision further to Service Directors and other officers within their services.

There is a requirement for each Strategic Director together with the Service Director for Legal, Governance and Commissioning to prepare Service Schemes of Delegations which set out how decisions will be made in each of the services for which they are responsible. These schemes should clearly establish which officers have been given authority to make decisions under the delegated powers of the Strategic Director or Service Director for Legal, Governance and Commissioning, the extent of the delegated authority of those officers and any terms, conditions and/or limitations subject to which those delegations must be exercised. All service schemes of delegation must be lodged with the Service Director for Legal, Governance and Commissioning which includes the role of Council Monitoring Officer and made available to the public on request.

Simply put, Delegation is a way of allocating matters to the levels appropriate to ensure that the Directorate's business is dealt with in the most efficient way possible. This means that some matters will be considered and approved by the Children's Senior Leadership Team (SLT) (Strategic Director & Service Directors) as appropriate, whereas others can be dealt with efficiently and properly by other members of the Children's Leadership Team (CLT) (defined at Grades 17-19), or other Officer Posts.

Delegated power will normally be exercised at the lowest level to which it has been given. However, all such powers will also be held by SLT and no delegation shall preclude the reference of matters for a decision to that body, except where action has already been taken. This provision is subject to statutory requirements which may apply from time to time.

This document forms the Service Scheme of Delegation for the services that come under the Resources, Improvement and Partnership Directorate.

The officers holding posts named within this scheme may only exercise the delegated powers set out in this scheme in accordance with:

- a) All relevant statutory requirements including the principles of public law and the provisions of the Human Rights Act 1998, statutory guidance, and statutory codes of practice; and

- b) The provisions of this Constitution (including the provisions of the Access to Information Procedure Rules relating to the taking of key decisions); and
- c) The revenue and capital budgets of the council, subject to any variation thereof permitted by the Council's Financial Procedure Rules.

All decisions taken must be clearly recorded and must clearly identify the officer responsible for taking the decision.

Where a post to which any decision has been delegated is renamed or is affected by a staffing reorganisation, then the relevant delegation shall be treated as applying to the renamed post or, as appropriate, to the post which has been allocated the same or substantially the same relevant duties as the original post following that reorganisation.

Although the decisions in this scheme have been delegated to officers, there is a requirement to consult local ward Councillors and community lead Councillors if the decision you are making has a direct impact on a local community. Local ward Councillors should be kept aware of any decisions made and implemented under delegated powers that affect members of the community in their ward – however, the advice of your Head of Service should be sought before contact is made with any Councillors.

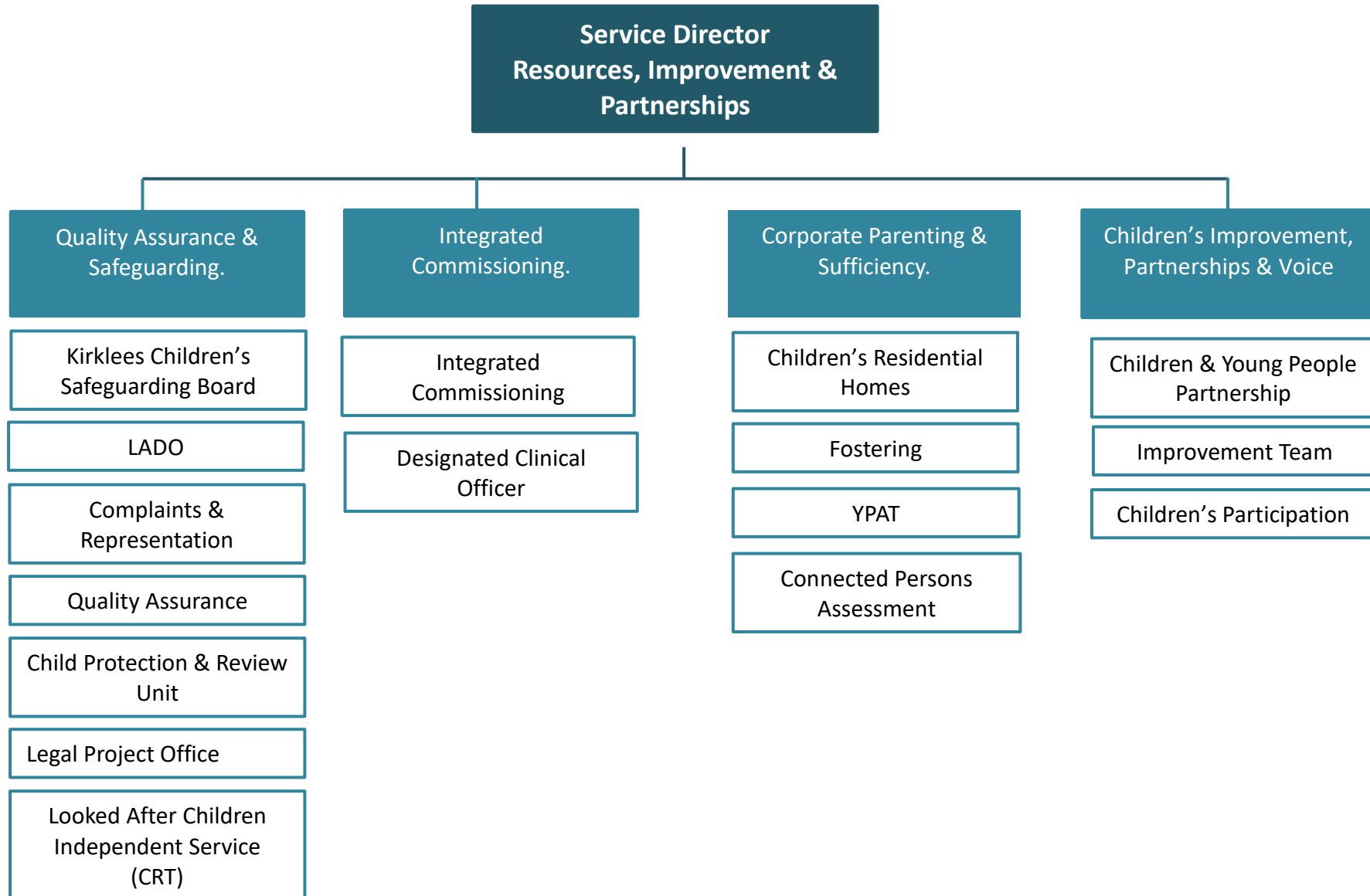
### **Key Statues and Legislation.**

The following pieces of legislation are relevant to the delegated decisions outlined in this document.

Children and Families Act 2014	Supreme Court Act 1981: Section 41
Care Planning Regulations 2010 & 2015	School Standard and Framework Act 1998
Safeguarding Vulnerable Groups Act 2006	Representation of the People Act 1983: Section 95 & 96
Placement with Parents Regulations 1991	Mental Health Act 1983: Section 27
Local Authority Social Services Act 1970	Learning & Skills Act 2000
Fostering Services Regulations 2002	Powers of Criminal Courts (Sentencing) Act 2000
Children & Young Persons Act 2008	Education & Skills Act 2008
Children Act 1989	Education Act 2011
Childcare Act 2006	Education & Inspections Act 2006
Carers and Disabled Children Act 2000	Education Act 2005
Apprenticeships, Skills, Children and Learning Act 2009	Criminal Justice Act 1991
Adoption and Children Act 2002	Crime & Disorder Act 1998
Adoption Agency Regulations 1983 and 1997	Academies Act 2010

This scheme of delegations will apply to all permanent, contract and temporary staff working for the Council within Resources, Improvement and Partnership Directorate.

## Resources, Improvement and Partnerships Service Structure



## Section 1: Children social care specific.

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS
<b>INFORMATION SHARING</b>						
Authorises Force Disclosure application (SPOC)		✓ (Designated signatories only)	✓ (Designated signatories only)	✓ (Designated signatories only)		
CAMHS Consultation Referral	✓					
<b>PLACEMENT APPROVAL</b>						
Internal foster placement			✓ Fostering Services			
Internal residential placement				✓ (in conjunction with SD)	✓	
Provision and commissioning of respite placement (Internal)			✓	✓		
Agree use of IFA foster placement					✓	
Out of hours emergency placement				✓ EDT & HoS on cover Duty		
Limit on the number of children in Foster Homes (Exemptions)				✓		
External residential placement					✓ All external placements (FSCP SD in consultation with RIP SD)	
Emergency external residential placement					✓	
Permits young person to undertake activities/pursuits and school trips (in discussion with parents where applicable)	✓ (or Foster Carer)	✓ (Residential Mgr in consultation with S/W)				
Consent to children staying overnight with friends. (in discussion with parents where applicable)	✓ (or Foster Carer)	✓ (Residential Mgr in consultation with S/W)				

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS
<b>FOSTERING</b>						
Foster Carer Approval			✓ Fostering Service & Panel	✓ (FosteringADM)		
Support for Foster Carers including provision or commissioning of training, advice and practical help for carers			✓	✓		
Foster Carer Review		✓				
Approval of Care Plan at Statutory Reviews		✓ IRO oversight				
Foster Carer Amendments to profile				✓ (Fostering ADM)		
Conversion of foster placement to Staying Put				✓ (Permanence Panel)		
Termination of registration			✓ (FosteringPanel)	✓ (FosteringADM)		

## Section 2: Finance and Governance

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
<b>Financial procedures</b>								
<b>Standards of behaviour</b>								
Sign off Gifts & Hospitality Register			✓ > £25	✓ < £25				<a href="#">Employee Handbook</a>
Sign off Declarations of Interest					✓			<a href="#">Employee Handbook</a>
<b>Assets</b>								
Ensure detailed inventories are compiled and kept up to date		✓						<a href="#">Financial Procedure Rules</a>

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Surplus or obsolete goods or inventory items are disposed of correctly		✓						<a href="#">Financial Procedure Rules</a>
Stock records completed		✓						<a href="#">Financial Procedure Rules</a>
<b>Security</b>								
A register of all safe keys/codes and key/code holders is maintained		✓						<a href="#">Financial Procedure Rules</a>
Nominated officer responsible for overseeing lost property and maintaining the register					✓			<a href="#">Financial Procedure Rules</a>
<b>Cheques and Petty Cash</b>								
Register of all officers authorised to sign cheques and other bank documents maintained					✓			<a href="#">Financial Procedure Rules</a>
Record of all petty cash imprests, including imprest holder, amount, location maintained and approver			✓					<a href="#">Financial Procedure Rules</a>
<b>Purchasing Cards</b>								
Review of monthly credit, transaction and cash limits and purchasing categories				✓				<a href="#">Financial Procedure Rules</a>
Approving application form for new purchase card				✓				
Approving a temporary limit increase				✓				
Named purchasing card are always kept safe							✓ All card holders	<a href="#">Financial Procedure Rules</a>
All expenditure incurred is supported by adequate records							✓ All card holder	<a href="#">Financial Procedure Rules</a>
<b>Authorisation Levels</b>								
Check SAP requisitioner approvers and requisitioner type		✓						
Approving SAP procurement approvers and approval limits					✓			
Approving contract amendments or extensions for supplies and services				✓				
Vacancy Management Panel approval for a. requests to fill b. honorarium c. acting ups				✓				

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
d. secondments e. extension to temporary arrangements matrix staff								
<b>Signatory List</b>								
Authorise entries on the corporate/ central contract signatory list are correct					✓			
<b>Cabinet and Key Decision Notices (KDNs)</b>								
Authorise documents or reports to be shared with Portfolio Holders or Councillors					✓			
Authorise flight path journey through to Cabinet					✓			
Sign off Key Decision Notice						✓		
<b>Communication &amp; Information</b>								
Sign off new public facing information, correspondence, guidance, and policies (both printed and web formats)					✓			
Sign off amended/updated public facing information, correspondence, guidance, and policies (both printed and web formats)					✓			
Sign off new internal procedures, correspondence, staff guidance and service updates				✓				
Sign off amended/updated internal procedures, correspondence, staff guidance and service updates				✓				
Sign off intranet content uploads				✓				
Sign off website content uploads					✓			
Sign off Press Release						✓	Portfolio Holder	<a href="#">Social Media Guidelines</a>
Sign off interactions with the Press						✓	Head of Comms	<a href="#">Social Media Guidelines</a>
Sign off Social Media accounts for service presence						✓	Comms Rep	<a href="#">Social Media Guidelines</a>
<b>Hazard Warning</b>								
Decision to enforce a banning order			✓					
Review an appeal when a banning order is in place				✓				



Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Sign off Hazard Warning Database Authorised User list			✓	✓				<a href="#">Telephone Alert, Hazard Warning and Incident Reporting Guidance</a>
Sign off Hazard Warning Database Service Link Officer			✓	✓				<a href="#">Telephone Alert, Hazard Warning and Incident Reporting Guidance</a>
Review entries on the Hazard Warning Database.							Service link officer ✓	<a href="#">Telephone Alert, Hazard Warning and Incident Reporting Guidance</a>
Approve entries to be removed from the Hazard Warning Database.		✓	✓				Originator ✓	<a href="#">Telephone Alert, Hazard Warning and Incident Reporting Guidance</a>
Sign off completed V1 forms in role of Authorising Manager.		✓						<a href="#">Telephone Alert, Hazard Warning and Incident Reporting Guidance</a>
Review Authorising Manager names on submitted form to ensure correct and complete. If Authorising Manager has left the role, to identify a replacement							Service link officer ✓	<a href="#">Telephone Alert, Hazard Warning and Incident Reporting Guidance</a>
<b>Emergency Planning</b>								
Decision to implement emergency planning protocol					✓			<a href="#">Business Continuity Framework &amp; Policy</a>
<b>Information Governance</b>								
Receipt of new Freedom of Information requests from the Information Governance Team					✓			
Assign Freedom of Information request to appropriate manager(s) or team(s) to collate information and/ or draft response					✓			
Sign off completed Freedom of Information requests				✓				
Drafting and maintaining privacy notice		✓						
Sign off new or amended privacy notice			✓					
Drafting and updating Data Protection Impact Assessment (DPIA)		✓						
Sign off DPIA			✓					

Responsibility	Social Worker	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Create and maintain (where needed) Information Sharing Agreement			✓					
Sign off new or amended information sharing agreements				✓				
Information Asset Owner					✓			

### Section 3: Commissioning & Contracts.

Responsibility	Commissioning & Partnership Manager	Commissioning Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
<b>Commissioning &amp; contracts</b>							
In line with the Council's CPRs, undertaking of all procurement processes using an approved standard form of contract or process, or process pre-agreed with Service Director (Legal, Governance and Monitoring).	✓	✓					<a href="#">Contract Procurement Rules</a>
In line with the Council's CPRs, signing of all contracts on standard terms and conditions or format pre-agreed with Service Director (Legal Governance and Monitoring).	✓	✓					<a href="#">Contract Procurement Rules</a>
In line with the Council's CPRs, authorisation for contract initiation.	✓	✓					<a href="#">Contract Procurement Rules</a>
In line with the Council's CPRs, creation and maintenance of Standing Lists.	✓	✓	✓				<a href="#">Contract Procurement Rules</a>
In line with Council's CPRs, deletion of a supplier from a standing list.			✓				<a href="#">Contract Procurement Rules</a>
In line with the Council's CPRs, taking contractual action to suspend placements / new work following the failure of a provider to meet the terms of the contract.	✓	✓					<a href="#">Contract Procurement Rules</a>
In line with the Council's CPRs, terminating contracts.			✓				<a href="#">Contract Procurement Rules</a>

Responsibility	Commissioning & Partnership Manager	Commissioning Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
In line with the contractual arrangements and the Council's CPRs and FPRs, negotiating uplifts of fee rates for service providers.			✓				<a href="#">Contract Procurement Rules</a> <a href="#">Financial Procedure Rules</a>
In line with the Council's CPRs and FPRs, including any exemptions to limitations previously agreed with the Service Director (Legal, Governance and Monitoring), approving invoice payments for contracted services.			✓				<a href="#">Contract Procurement Rules</a> <a href="#">Financial Procedure Rules</a>

## Section 4: Partnership

Responsibility	Commissioning & Partnership Manager	Commissioning Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
<b>Partnership</b>							
To engage in partnerships with organisations in public, private and voluntary sector	✓	✓	✓	✓			
To promote and influence partnership working with organisations across the district	✓	✓	✓	✓			
Preparation and publication of Children and Young People's Plan	✓						
To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.		✓	✓	✓			
Promotion of children's participation in public decision making	✓		✓			Our Voice Team Manager Children's Rights and Advocacy Officers	