

Scheme of Delegation Adults & Health Directorate

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Adults & Health Directorate Delegated Powers

Purpose

The purpose of this document is to set out the delegations from the Council's Executive and Council bodies to Officers within the Adults & Health Directorate.

Related Policies & Documents

- Council Constitution (Part 2: Article 13: Decision Making) - [Constitution Part 2 \(kirklees.gov.uk\)](http://kirklees.gov.uk)
- Council Constitution (Part 3: Responsibility for Functions) - [Part 3 Responsibility for Functions \(kirklees.gov.uk\)](http://kirklees.gov.uk)

Policy Governance

The scheme of delegations will apply to all permanent, contract and temporary staff working for the Council.

Summary

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 are able to delegate decision further to Service Directors and other officers within their services.

There is a requirement for each Directorate 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 will 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.

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 Adults and Health Senior Leadership Team (SLT) (Strategic Director & Service Directors) as appropriate, whereas others can be dealt with efficiently and properly by other members of the Adults and Health Leadership Team (SCLT and CAS SLT) (defined as Service Directors and Heads of Service), 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 Scheme of Delegation for the following services, which are all under the Adults and Health Directorate:

- Adult Social Care Operations
- Communities & Access Services
- Mental Health, Learning Disabilities and In-House Care.

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.

The Scheme of Delegation is divided into multiple sections, sections one and two are Adults & Health Directorate wide, section three is service area specific to the Communities & Access Service, section four is specific to the Adult Social Care Service.

The sections included are:

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This document supersedes all previous scheme of delegation / officer delegation for all services within the Adults and Health Directorate.

Section 1: Generic Adults and Health (Financial)

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individuals	Procedure Reference
1. Financial Procedures								
1.1 Standards of Behaviour								
1.1A Sign off Gifts & Hospitality Register			✓ <£25	✓ ≥ £25				Financial Procedure Rules
1.1B Sign off Declarations of Interest		✓						Financial Procedure Rules
1.2 Assets								
1.2A Ensure detailed inventories are compiled and kept up to date					✓			Financial Procedure Rules
1.2B Surplus or obsolete goods or inventory items are disposed of correctly					✓			Financial Procedure Rules
1.2C Stock records completed					✓			Financial Procedure Rules
1.3 Security								
1.3A A register of all safe keys, codes and key code holders is maintained					✓			Financial Procedure Rules
1.3B Nominated officer responsible for overseeing lost property and maintaining the register		✓					✓ Nominated Officers	Financial Procedure Rules
1.4 Cheques and Petty Cash								
1.4A Register of all officers authorised to sign cheques and other bank documents maintained		✓			✓			Financial Procedure Rules
1.4B Record of all petty cash imprests, including imprest holder, amount, location maintained and approver					✓			Financial Procedure Rules
1.5 Purchasing Cards								
1.5A Approving purchasing card approvers and limits		✓ Adults	✓ CAS					Financial Procedure Rules
1.5B Review of monthly credit, transaction and cash limits and purchasing categories		✓ Adults	✓ CAS					Financial Procedure Rules

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individuals	Procedure Reference
1.5C Approving application form for new purchase card		✓ Adults	✓ CAS					Financial Procedure Rules
1.5D Approving a temporary limit increase		✓ Adults	✓ CAS					Financial Procedure Rules
1.5E Named purchasing card are always kept safe							✓ All card holders	Financial Procedure Rules
1.5F All expenditure incurred is supported by adequate records							✓ All card holders	Financial Procedure Rules
1.6 SAP Authorisation Levels								
1.6A Check SAP requisitioner type and approver levels					✓			
1.6B Approving new or a change in SAP procurement approvers and limits in line with service procurement model		✓					✓ Budget Holders	
1.7 Income and Collection								
1.7A Sign off revised existing service fees and chargers		✓						Financial Procedure Rules
1.6B Sign off new service fees and chargers (prior to Cabinet)	✓							Financial Procedure Rules
1.8 Other - Financial								
1.8A Review annual Record of Audit against bank statements for each amenity fund				✓				
1.8B Review named individuals linked to each amenity fund to ensure appropriate				✓				
1.8C Authorisation for transport				✓				Financial Procedure Rules
1.8D Authorisation for one off services (amount as in accordance with FPR)				✓				Financial Procedure Rules

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individuals	Procedure Reference
1.8E Authorising write offs		✓						<u>Financial Procedure Rules</u>
1.8F Authorising waivers		✓						<u>Financial Procedure Rules</u>
1.8G Recommend waiver of charges for protection plans				✓				<u>Financial Procedure Rules</u>
1.8H Authorise credit notes				✓				<u>Financial Procedure Rules</u>
1.8I Authorise sundry debtors				✓				<u>Financial Procedure Rules</u>
1.8J Authorise co-production board partner expense applications and payments				✓				

Section 2: Generic Adults and Health (Governance)

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.2 Human Resources								
2.2A Vacancy Management Panel approval for <ul style="list-style-type: none"> a. requests to fill b. honorarium c. acting ups d. secondments e. extension or termination to temporary arrangements f. matrix staff g. temporary changes to staff contracts 			✓				✓ People Panel and SLT Decision	Corporate People Panel has overall authority to recruit to post both ASC and CAS.
2.2B Authority to Suspend			✓					
2.2C Authority to Dismiss			✓					
2.3 Legal Contract Signatory List								
2.3A Authorise entries and amendments on the Corporate Legal Central Contract Signatory List		✓					✓ Consult with Legal Senior Officer	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.4 Cabinet and Key Decision Notices (KDN's)								
2.4A Sign off Key Decision Notice	✓							<u>Key Decisions Reports</u>
2.3B Sign off Cabinet Reports	✓							<u>Key Decisions Reports</u>
2.3C Authorise documents or reports to be shared with Portfolio Holders or Councillors		✓						<u>Key Decisions Reports</u>
2.3D Authorise flight path journey through to Cabinet		✓						<u>Key Decisions Reports</u>
2.5 Communication & Information								
2.5A Sign off Press Release written by Communications Business Partner	✓		✓ Accuracy Check	✓ Accuracy Check			✓ Portfolio Holder	
2.5B Sign off interactions with the Press led by Communications Business Partner	✓						✓ Portfolio Holder	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.5C Sign off new Social Media accounts for service presence subject to approval from Communications Team Digital Lead.	✓						✓ Comms Business Partner & Digital Comms Lead	
2.5D Sign off new public facing information, correspondence, guidance, and policies (both printed and web formats)		✓ CAS	✓ Adults				✓ Comms Business Partner to advise level of sign off	
2.5E Sign off website content uploads (Internal Council Website)			✓ CAS	✓ Adults			✓ IT Web Team	
2.5F Sign off website content uploads (Externally Hosted Website)			✓ CAS	✓ Adults				
2.5G Sign off amended/updated public facing information, correspondence, guidance, and policies (both printed and web formats)			✓					
2.5H Sign off new internal procedures, correspondence, staff guidance and service updates			✓				✓ Comms Business Partner	
2.4I Sign off amended/updated internal procedures, correspondence, staff guidance and service updates				✓			✓ Comms Business Partner	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.5J Sign off intranet content uploads				✓				
2.5K Sign off pre-print run			✓ Adults	✓ CAS				
2.5L Approve service user case studies including video interviews				✓				
2.6 Hazard Warning								
2.6A Assignment of Hazard Warning Database to Service Link Officer			✓					Telephone Alert, Hazard Warning, and Incident Reporting Guidance (TAHW&IRG)
2.6B Sign off changes to the Hazard Warning Database authorised user list and inform the administrator						✓		Telephone Alert, Hazard Warning and Incident Reporting Guidance (TAHW&IRG)
2.6C Review and Approve entries to be removed from the Hazard Warning Database.							✓ Originator	Telephone Alert, Hazard Warning and Incident Reporting Guidance (TAHW&IRG)

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.6D Approve new entries on the Hazard Warning Database by signing off completed V1 E-Forms in role of Authorising Manager.						✓		<u>Telephone Alert, Hazard Warning and Incident Reporting Guidance (TAHW&IRG)</u>
2.7 Emergency Planning								
2.7A Decision to implement emergency planning protocol.		✓						<u>Business Continuity Framework & Policy</u>
2.7B Decision to initiate business continuity plans			✓					
2.8 Information Governance								
2.8A Assign Information Asset Co-ordinator role reporting to Information Asset Owner		✓	✓					
2.8B Receipt of new Freedom of Information (FOI)/Subject Access Requests (SAR) from the Information Governance Team							✓ Adults – Customer Services Team CAS - Business Support Teams	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.8C Assign Freedom of Information (FOI)/Subject Access Requests (SAR) requests to appropriate manager(s) or team(s) to collate information and/or draft response							✓ Adults – Customer Services Team CAS - Business Support Teams	
2.8D Sign off completed Freedom of Information (FOI)/Subject Access Requests (SAR) requests			✓					
2.8E Drafting and maintaining privacy notices					✓			
2.8F Sign off new or amended privacy notice			✓					
2.8G Drafting and updating Data Protection Impact Assessment (DPIA)					✓			
2.8H Sign off new or amended Data Protection Impact Assessment							✓ Information Asset Owner Caldicott Guardian	
2.8I Drafting and updating Information Sharing Agreement (ISA)				✓ Adults	✓ CAS			

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.8J Sign off new or amended Information Sharing Agreements			✓				✓ Information Asset Owner Agreement Party Signatory Caldicott Guardian	
2.8K Disposing of records in line with retention policies					✓			
2.9 Strategies, Policies & Frameworks								
2.9A Sign off new strategy, policy, or framework	✓							
2.9B Sign off amended/updated strategy, policy, or framework		✓						

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.9C Management and review of policies and procedures				✓				
2.10 Legal								
2.10A Appoint or amend statutory roles	✓							
2.10B Sign off monitoring returns including financial and statutory returns to external departments, agencies and public bodies.		✓	✓				S151 Officer sign off where required	
2.10C Authorisation of initial contact to be made with Legal when incurring a cost			✓					
2.10D Authorisation of general enquiries to be made with Legal (no cost to service)					✓			
2.10E Authorise Court of protection proceedings (welfare) and instruction of counsel and Legal			✓					

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.10F Authorisation of contact with Legal on Court of Protection proceedings (welfare) case.				✓				
2.10G Case closure					✓ CAS Adults	✓ Adults		
2.10H Case transfer to another Team/Service					✓ CAS Adults	✓ Adults		
2.10I Case transfer to another Local Authority					✓ CAS Adults	✓ Adults		
2.10J Acceptance of a case from another Local Authority					✓ CAS Adults	✓ Adults		
2.11 Complaints								
2.11A Respond to complaints made direct to teams or managed by Customer Services team as concerns						✓ CAS	✓ Adults Customer Services Team	
2.11B Respond to complaint made direct to teams or overseen by the Customer Services team					✓ CAS		✓ Adults Customer Services Team	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.11C Additional service complaint review, as deemed appropriate				✓ CAS			✓ Adults Customer Services Team	
2.11D Responding to Ombudsman enquiries and complaints			✓ CAS				✓ Adults Customer Services Team	
2.12 Health & Safety								
2.12A Appointment of a Health & Safety Department Lead and setup of a strategy group if appropriate.		✓						<u>Corporate Health & Safety Policy</u>
2.12B Sign off buildings fire risk assessments			✓					<u>Corporate Health & Safety Policy</u>
2.12C Sign off building's emergency procedures and periodic testing			✓					<u>Corporate Health & Safety Policy</u>
2.12D Reporting, investigation and management of accidents, incidents, near misses and safety issues.					✓			<u>Corporate Health & Safety Policy</u>
2.12E Creation and management of risk assessments including regular reviews.					✓			<u>Corporate Health & Safety Policy</u>

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
2.12F Review and implementation of local Health & Safety policies, guidance, procedures and management arrangements					✓			<u>Corporate Health & Safety Policy</u>
2.12G Approve occupational health support to staff					✓			<u>Corporate Health & Safety Policy</u>
2.13 Integrated Impact Assessments								
2.13A Drafting and updating Integrated Impact Assessment (IIA) as Lead Officer					✓			
2.13B Approve Integrated Impact Assessment (IIA) as Reviewing Officer		✓	✓					
2.14 Equipment								
2.14A Approve new equipment requirement for staff in line with DSE Risk Assessment							✓ Budget Holders	

Section 3: Generic Adults and Health (Procurement, Commissioning & Contract Management)

Responsibility	Strategic Director	Service Director	Head of Service	Senior Contracting & Procurement Manager	Contract Manager	Service Manager	Named Individual (s)	Procedure Reference
3.1 Procurement, Commissioning & Contract Management								
3.1A 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		✓						<u>Contract Procedure Rules</u>
3.1B In line with the contractual arrangements and the Council's CPRs and FPRs, negotiating uplifts of fee rates for service providers	✓ ASC	✓						<u>Contract Procedure Rules</u> <u>Financial Procedure Rules</u>
3.1C In line with the Council's CPRs, authorisation for contract initiation			✓ CAS	✓ Adults				<u>Contract Procedure Rules</u>
3.1D 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 the Service Director (Legal, Governance and Monitoring)						✓ CAS	✓ Adults Named Signatory	<u>Contract Procedure Rules</u>
3.1E 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) Change:							✓ Named Authorised Signatory advised by Corporate Procurement / Legal	<u>Contract Procedure Rules</u>

Responsibility	Strategic Director	Service Director	Head of Service	Senior Contracting & Procurement Manager	Contract Manager	Service Manager	Named Individual (s)	Procedure Reference
3.1F In line with the Council's CPRs, terminating contracts			✓					<u>Contract Procedure Rules</u>
3.1G 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.			✓ CAS		✓ Adults			<u>Contract Procedure Rules</u>
3.1H Appoint officer for contract management			✓					<u>Contract Procedure Rules</u>
3.1I Approving contract amendments or extensions for supplies and services			✓					<u>Contract Procedure Rules</u>

Section 4: Communities and Access Services Specific

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
Communities & Access Services								
4.1 CAS - Financial								
4.1A SAP procurement approval limits		✓ 100k+	✓ 20K-£100k	✓ <£20k				
4.1B Approve SAP Batch processing of invoices/orders with HD-One and annual re-approval.		✓ any amount	✓ <100k					
4.1C In line with the Council's Financial Regulations, Contracts Procedure Rules, signing of agreements for Community Grants, Development Grants and Community Contracts (£0k-£50k).		✓ >10k each or £20k cumulative in a year for a single purpose						<u>Financial Procedure Rules</u>
4.1D To apply for/receive income from external bodies and funders in line with Financial Regulations, Contracts Procedure Rules and within approved revenue and capital estimates.	✓ >£500k	✓ 100K-£499k CAS SLT	✓ 20K-£100k	✓ <£20k			S151 Officer sign off where required	<u>Financial Procedure Rules</u>
4.2 CAS - Legal								
4.2A Approve the refresh and publication of the Modern Slavery Statement		✓						
4.2B Sign off Premise Closure Orders		✓ Notification Only	✓				✓ Police Inspector or above	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
4.2C Sign off Anti-social behaviour Legal Papers i.e., injunctions, evictions etc				✓				
4.2D Serving pre-enforcement notices i.e., letters before action/ anti-social behaviour warning letters				✓	✓			
4.2E Undertake and sign off an Anti-Social behaviour case review (community trigger)			✓					
4.2F Review an appeal when a banning order is in place			✓					
4.2G Decision to enforce a banning order or restrict public access from public facing service location(s)				✓	✓			
4.2H Sign off renewal or extension of hosting agreements or licences to occupy non-Council buildings			✓				✓ Corporate Landlord	
4.3 Corporate Safeguarding								
4.3A Decision to commence internal review		✓	✓					
4.3B Referral for safeguarding concern							✓ All Officers	
4.3C Management of non-statutory safeguarding concern					✓			
4.3D Responsibility to log (internal) concern and take action					✓		✓ Case Holder	

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
4.3E Complete serious incident notification	✓	✓	✓	✓				
4.4 Public Services Operating Hours and Access								
4.4A Approve changes to public facing service operating hours, locations and access		✓					✓ Cabinet where appropriate	
4.4B Temporary closure of public facing services and locations				✓				
4.5 CAS – Domestic Homicide Reviews								
4.5A Notifying Home Office of decision to proceed with Domestic Homicide Review		✓					✓ Cabinet where appropriate	
4.5B Commissioning Independent Chair / Author for Domestic Homicide Review reports or panel		✓						
4.5C Approval of Domestic Homicide Review overview report, executive summary and action plan.		✓						
4.6 CAS - Migration and Asylum								
4.6A Approval for large new site for asylum seeker accommodation in consultation with Home Office		✓					✓ ELT	
4.6B Approve asylum dispersal numbers into the local authority (regional equitable fair share)		✓					✓ ELT	
4.6C Approve community sponsorship group seeking consent to operate		✓						

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Named Individual (s)	Procedure Reference
within the Home Office resettlement programme.								
4.6D Agree asylum property checks in line with suitability checks				✓				
4.6E Decision to accept an asylum case (family/individual)				✓				
4.6F Approve suitability of asylum sponsors					✓		✓ Risk & Suitability Group	

SECTION 5: ADULT SOCIAL CARE SPECIFIC

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Officer	Named Individual (s)	Procedure Reference
Adult Social Care Specific									
5.1 ASC - Deprivation of Liberty Safeguards (DoLS)									
5.1A Authorise commencement of DoLS Assessments								✓ MCA Team	
5.1B Sign off DoLS application outcome			✓	✓					
5.1C Sign off 3B DoLS assessment outcome					✓				
5.1D Authorise IMCA (Independent Mental Capacity Advocate)								✓ MCA Team authorise DOLS Business Support request and source if out of area	
5.2 ASC- Safeguarding									
5.2A Referral for large scale enquiry								✓ Named individual	LSE Criteria
5.2B Authorisation to commence large scale enquiry				✓ Authorisation to commence					LSE Criteria
5.2C Authorise the commencement of safeguarding enquiries overseen by manager but authorised by Safeguarding Team of social workers.								Safeguarding team	
5.2D Agreeing-Safeguarding plans					✓	✓			

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Officer	Named Individual (s)	Procedure Reference
5.2E Authorising closure of safeguarding.					✓	✓			
5.3 ASC – Legal									
5.3A Authorisation of initial contact made with Kirklees Council Legal					✓				
5.3B Authorisation of general enquiries to be made with Legal (no cost to service)					✓				
5.3C Authorise Court of protection proceedings (welfare) and instruction of counsel and Legal					✓				
5.3D Instruction of IMCA or Advocate							✓		
5.3E Requesting and gathering specialist reports where a cost is incurred			✓						
5.3F Initiate Missing persons Alert for a service user							✓		Herbert Protocol
5.4 ASC - Placements									
5.4A Agree 24-hour long-term placements including transitional placements					✓				
5.4B Agree Emergency Placement (short stay/respite)						✓			
5.4C Agree Spot Purchase Transitional placement			✓						
5.4D Stopping placements with named providers			✓						
5.5 ASC – Financial									
5.5A Authorisation for 1-1 care				✓					Financial Procedure Rules

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Officer	Named Individual (s)	Procedure Reference
5.5B Sign new or amended direct payment contracts								✓	
5.5C Authorisation for transport					✓				<u>Financial Procedure Rules</u>
5.5D Authorisation for one off services (including emergencies, the amount as in accordance with FPR)					✓				<u>Financial Procedure Rules</u>
5.5E Authorising waivers and write offs		✓							<u>Financial Procedure Rules</u>
5.5F Authorising payment plans			✓						
5.5G Recommend waiver of charges for safeguarding plans			✓						<u>Financial Procedure Rules</u>
5.5H Authorise persons from abroad (no recourse to public funds) subsidy where there is a presenting care need				✓					<u>Financial Procedure Rules</u>
5.5I Signing off disability related expenses					✓				<u>Financial Procedure Rules</u>
5.5J Approval of assessed resources.		✓ Adult Social Care up to £5,000 per week or £260,000	✓ Adult Social Care up to £5,000 per week or £260,000 per annum.	✓ Adult Social Care , LD and MH up to £1,500 per week or £78,000 per annum.	✓ Adult Social Care, LD and MH up to £1,000 per week or £52,000 per annum	✓ Adult Social Care up to £500 per week or £26,000			

Responsibility	Strategic Director	Service Director	Head of Service	Service Manager	Team Manager	Deputy Team Manager	Officer	Named Individual (s)	Procedure Reference
		per annum.		All amounts apply to the total payment.	All amounts apply to the total payment.	per annum LD and MH up to £1,000 per week or £52,000 per annum. All require manager oversight. All amounts apply to the total payment.			
5.5K Approval of assessed resources back payments			✓						
5.6 SAP Authorisation Levels									
5.6A Review approver levels for care packages (Approval levels on Case management System)			✓						