

SCHEME OF DELEGATION

Children's Commissioning, Quality and Health Partnerships

Date Reviewed	May 2026
Approved by	Tom Brailsford  Executive Director - Children and Families (DCS)
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Document Holder (Name and post)	Jess Barclay-Lambert Service Director for Children's Commissioning, Quality and Health Partnerships

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 Children's Commissioning, Quality and Health 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 Executive 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 Executive 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 Executive 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) (Executive 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 Children's Commissioning, Quality and Health Partnerships 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.

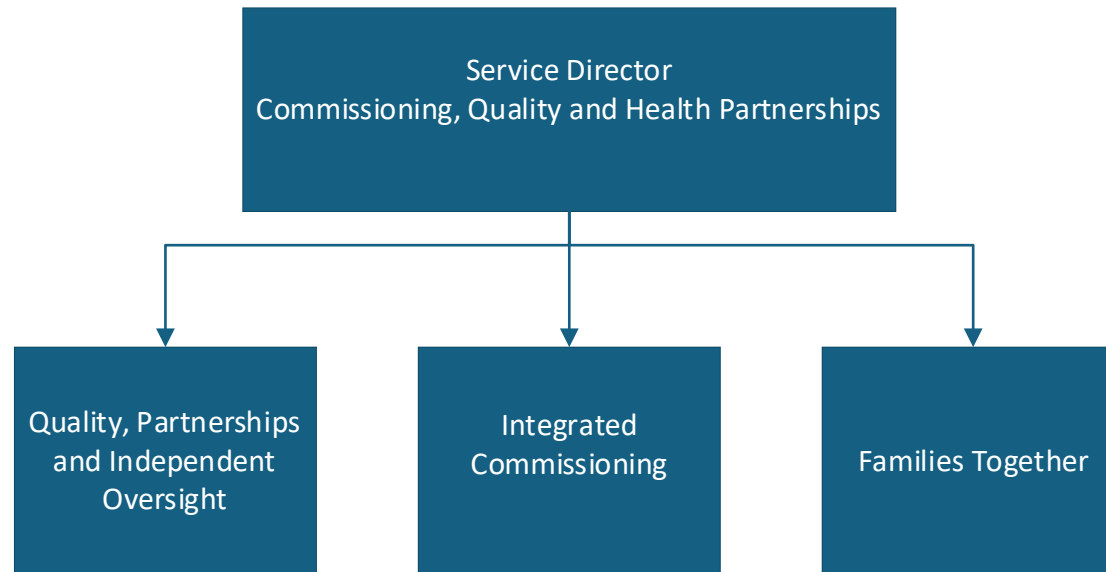
Key Statutes and Legislation.

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 Children's Commissioning, Quality and Health Partnership, Directorate.

Children's Commissioning, Quality and Health Partnerships Service Structure



Section 1: Families Together

Responsibility	Families Together Consultant	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	Procedure Reference
Families Together Gateway							
Auditing activity to support service delivery and improvement			✓				Families Together Gateway Operating Model
Case work oversight and closure authorisations, including review of cases open for 2 weeks.		✓					Families Together Gateway Operating Model
Decision making on escalation of cases		✓	✓				Families Together Gateway Operating Model/Early Support Safeguarding Procedures
Families Together Consultants							
Case closure summary		✓					
Parenting Team							
Decision making on escalation of cases		✓	✓				Early Support Safeguarding Procedures
External Documents Delegation							
Authorise documents for use by external partners				✓	✓		
Change in Working Arrangements (Team Leaders discuss with Manager in supervision and make a proposal, decision sign off by FTSLT)				✓	✓		
Approval of extended or Unpaid Leave					✓		
Approval of over 3 weeks leave					✓		
Extending Payment Arrangements							
Extending paid sickness beyond entitlement in extenuating circumstances						✓	
Payment in lieu of holiday in extenuating circumstances						✓	
Grants							

Responsibility	Families Together Consultant	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	Procedure Reference
Approval of grants and commissioning (up to £25,000)				✓			Contract Procurement Rules Financial Procedure Rules
Approval of grants and commissioning – (up to £180,000)					✓		Contract Procurement Rules Financial Procedure Rules Including submission
Approval of grants and commissioning – (over £180,000)						✓	Contract Procurement Rules Financial Procedure Rules Including submission

Section 2: Commissioning & Contracts

Responsibility	Commissioning Officer	Contract Manager	Commissioning Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
Commissioning & contracts								
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).			✓					Contract Procurement Rules
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).			✓					Contract Procurement Rules

Responsibility	Commissioning Officer	Contract Manager	Commissioning Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
In line with the Council's CPRs, authorisation for contract initiation.			✓					Contract Procurement Rules
In line with the Council's CPRs, creation and maintenance of Standing Lists.			✓	✓				Contract Procurement Rules
In line with Council's CPRs, deletion of a supplier from a standing list.				✓				Contract Procurement Rules
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.			✓					Contract Procurement Rules
In line with the Council's CPRs, terminating contracts.				✓				Contract Procurement Rules
In line with the contractual arrangements and the Council's CPRs and FPRs, negotiating uplifts of fee rates for service providers.				✓				Contract Procurement Rules Financial Procedure Rules
In line with the contractual arrangements and the Council's CPRs and FPRs, agreeing the rate of uplifts of fee rates for service providers.								Contract Procurement Rules Financial Procedure Rules
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.				✓				Contract Procurement Rules Financial Procedure Rules

Section 3a: Partnerships

Responsibility	Commissioning Manager	Service Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
Partnership							
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	

Section 3b: Local Authority Designated Officer (LADO)

Responsibility	Local Authority Designated Officer	Service Manager	Head of Service	Service Director	DCS	Named Individual(s) only	Procedure Reference
Local Authority Designated Officer (LADO)							
Statutory accountability for the management of allegations against adults working with children.					✓		
Strategic oversight of the LADO function including approval and review of LADO procedures.			✓				
Operational delivery, including threshold and oversight of cases, is undertaken by the Local Authority Designated Officer (LADO).	✓	✓					Local Authority Designated Officer (LADO) Kirklees Council

Section 4: Finance and Governance

Responsibility	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Financial Delegation								
Authorise Purchase Payment (up to £20)	✓							
Authorise Purchase Payment (up to £25,000)			✓					
Authorise Purchase Payment (up to £180,000)				✓				
Standards of behaviour								
Sign off Gifts & Hospitality Register			✓ < £25	✓ > £25				In accordance with Employee Handbook
Sign off Declarations of Interest				✓	✓			In accordance with Employee Handbook
Assets								
Ensure detailed inventories are compiled and kept up to date		✓						Financial Procedure Rules
Surplus or obsolete goods or inventory items are disposed of correctly		✓						Financial Procedure Rules
Stock records completed		✓						Financial Procedure Rules
Security								
A register of all safe keys/codes and key/code holders is maintained							✓ Business Support Manager	Financial Procedure Rules
Nominated officer responsible for overseeing lost property and maintaining the register							✓ Business Support Manager	Financial Procedure Rules
Cheques and Petty Cash								
Record of all petty cash imprests, including imprest holder, amount, location maintained and approver			✓				✓ Business Support Manager	Financial Procedure Rules
Purchasing Cards								

Responsibility	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Review of monthly credit, transaction and cash limits and purchasing categories			✓					Financial Procedure Rules
Approving application form for new purchase card			✓					Financial Procedure Rules
Approving a temporary limit increase			✓					Financial Procedure Rules
Named purchasing card are always kept safe							✓ All card holders	Financial Procedure Rules
All expenditure incurred is supported by adequate records							✓ All card holders	Financial Procedure Rules
Authorisation Levels								
Check SAP requisitioner approvers and requisitioner type				✓				
Approving SAP procurement approvers and approval limits					✓			Financial Procedure Rules
Approving contract amendments or extensions for supplies and services				✓				
Vacancy Management Panel approval for a. requests to fill b. honorarium c. acting ups d. secondments e. extension to temporary arrangements f. agency staff				✓				
Signatory List								
Authorise entries on the corporate/ central contract signatory list are correct					✓			
Cabinet and Key Decision Notices (KDNs)								
Authorise documents or reports to be shared with Portfolio Holders or Councillors					✓			

Responsibility	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Authorise flight path journey through to Cabinet					✓			
Sign off Key Decision Notice						✓		
Communication & Information								
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				✓ SLT Cabinet				
Sign off amended/updated internal procedures, correspondence, staff guidance and service updates				✓ SLT Cabinet				
Sign off intranet content uploads				✓				
Sign off website content uploads					✓			
Sign off Press Release						✓	Portfolio Holder	In accordance with comms/Social Media protocol
Sign off interactions with the Press						✓	Head of Comms	In accordance with comms/Social Media protocol
Sign off Social Media accounts for service presence						✓	Comms Rep	In accordance with comms/Social Media protocol
Hazard Warning								
Sign off Hazard Warning Database Authorised User list			✓	✓				In accordance with Emergency Planning protocol
Sign off Hazard Warning Database Service Link Officer			✓	✓				In accordance with Emergency Planning protocol
Review entries on the Hazard Warning Database.							✓ Service link officer	In accordance with Emergency Planning protocol

Responsibility	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
Approve entries to be removed from the Hazard Warning Database.		✓	✓				✓ Originator	In accordance with Emergency Planning protocol
Sign off completed V1 forms in role of Authorising Manager.		✓						In accordance with Emergency Planning protocol
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/Business Support Manager	In accordance with Emergency Planning protocol
Emergency Planning								
Decision to implement emergency planning protocol					✓			In accordance with Emergency Planning protocol
Information Governance								
Sign off completed Freedom of Information requests				✓				In accordance with IG protocols
Drafting and maintaining privacy notice		✓						In accordance with IG protocols
Sign off new or amended privacy notice			✓					In accordance with IG protocols
Drafting and updating Data Protection Impact Assessment (DPIA)		✓						In accordance with IG protocols
Sign off DPIA			✓					In accordance with IG protocols
Create and maintain (where needed) Information Sharing Agreement			✓					In accordance with IG protocols
Sign off new or amended information sharing agreements				✓				In accordance with IG protocols
Information Asset Owner					✓			In accordance with IG protocols
Freedom of Information (FOIs)								
Approve final service FOI				✓	✓			In accordance with IG protocols
Complaints								
Respond to complaint at Stage 1 of the procedure	✓	✓ (only if complaint relates to	✓ (Only if complaint relates to the	✓ (only if complaint relates to the				

Responsibility	Team Leader	Team Manager	Service Manager	Head of Service	Service Director	DCS	Named individuals	Procedure reference
		the actions of a Team Leader)	actions of a Team Manager	actions of a Service Manager)				
Respond to complaint at Stage 2 of the procedure		✓ As above	✓ As above	✓ As above				
Adjudicate Stage 2 complaints				✓	✓			
GDPR								
Privacy notice				✓				In accordance with IG protocols
Information Sharing agreements				✓				In accordance with IG protocols
DPIA				✓				In accordance with IG protocols
Business Continuity								
Staffing numbers				✓				
Office accommodation				✓				