

Wakefield Metropolitan District Council

Corporate Director, Children and Young People Sub-Delegation Scheme

Approved - 10 June 2020

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Introduction

The Corporate Director, Children and Young People is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive.

The Corporate Director, Children and Young People is the Council's Chief Education Officer and the Council's Director of Children's Services. He/she is therefore responsible for all functions of the Chief Education Officer in accordance with Section 532 of the Education Act 1996 and all functions of Director of Children's Services as set out in Section 18 Children Act 2004, statutory guidance and any regulations made under it. This includes, but is not limited to, the functions of the local education authority (excluding further and higher education), children's social services, functions relating to those leaving care, health care services whether exercised by the Council under S31 Health Act 1999 or other agreement and interagency co-operation.

The Corporate Director, Children and Young People is under a duty, among other things, to promote co-operation between the Council and its partners to promote the wellbeing of children, to ensure that the authority's functions are discharged with regard to the need to safeguard and promote the wellbeing of children. The wellbeing of children may be promoted by using direct services, co-ordinating voluntary and other agencies, or under contract.

The Corporate Director, Children and Young People is also responsible for the following functions:- Assessment, safeguarding of children and young people, fostering, adoption, special guardianship and other assistance to children and families, child poverty, education, schools, skills and standards of attainment and achievement from Early Years to 18+, inclusion and reform of services for children and young people with special educational needs and disabilities (SEND), early help for children and families, commissioning and performance, membership of appropriate partnerships and external bodies statutory partnerships and the children & young people's partnership.

The Corporate Director, Children and Young People has the benefit of a number of delegations as set out in the Council's Constitution and Officer Scheme of Delegation. He/she has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority. These officers are identified by reference to their job title rather than by name. If the Corporate Director, Children and Young People delegates functions to a fellow Director he/she makes it clear in this sub-delegation scheme whether that Director can sub-delegate those functions.

This scheme details the officers who are authorised to carry out each function on the Corporate Director, Children and Young People's behalf, together with the details of any terms and conditions which he/she has imposed on that sub-delegation. All officers are bound by the Employee Code of Conduct and should consider these together with any other rules or requirements in relation to personal conflicts of interest which may apply to them when exercising authority delegated under this scheme.

Even though the Corporate Director, Children and Young People has sub-delegated the functions he/she remains accountable for all decisions taken in accordance with this scheme.

An officer with sub-delegated authority may decide not to exercise that authority, or the Corporate Director, Children and Young People may indicate that the authority should not be exercised, in respect of any individual matter. In either case that matter should be referred to the Corporate Director, Children and Young People for a decision or for referral to the relevant Committee if appropriate.

Where the Corporate Director, Children and Young People has chosen not to sub-delegate his/her authority, this is clearly stated within the scheme. Decisions in relation to those functions should be taken by the Corporate Director, Children and Young People unless the absence provisions on page 9 of this scheme apply.

Group Delegations – Definitions and Priorities

The Corporate Director, Children and Young People has chosen to delegate a number of functions to groups of officers. Where the same group of officers receive a number of separate delegations, in order to save space within the sub-delegation scheme, those groups of officers have been given a title. The following table sets out the title of each group of officers and lists the officers within each group.

Definition	Posts to which definition applies
Service Director	Service Director Children's Social Care Service Director Strategy and Innovation Service Director Education and Inclusion
Head of Service	Head of Service Safeguarding, Learning and Quality Head of Service Children in Care and Corporate Parenting Head of Service Localities and Multi-Agency Safeguarding Hub
Service Manager	Service Manager Safeguarding and Standards Service Manager Missing and Children Vulnerable to Exploitation Team Service Manager Support and Fostering Service Service Manager Children in Care, Leaving Care and Emotional Wellbeing Services Service Manager Placements Service Service Manager Children's Locality Safeguarding Teams Service Manager Front Door Service Manager YOT and Youth Services Service Manager Liaison and Diversion Service Manager Early Help Service Manager Partnerships, Performance and Transformation Commissioning and Business Development Manager Service Manager SEND Support Services Service Manager School Strategy and Performance Service Manager Inclusion and Assessment Virtual School Head for Children in Care Alternative Provision
Team Manager	As defined in the structure of Children and Young People Services

Principal Social Worker	As defined in the structure of Children and Young People Services
Social Worker	As defined in the structure of Children and Young People Services

Absence of the Corporate Director, Children and Young People

Delegation of functions

In the absence of the Corporate Director, Children and Young People from illness or leave, where a decision cannot reasonably be delayed until his/her return, the Corporate Director, Children and Young People sub-delegates his/her functions as follows:-

Function delegated by Corporate Director, Children and Young People	Officer to whom sub-delegated
<p>The Council's role as Children & Young Peoples authority, including functions in relation to:</p> <ul style="list-style-type: none"> • Arrangements to promote co-operation to improve well-being of children; • Arrangements to safeguard and promote welfare of children; • Information databases; • The Wakefield Children's Safeguarding Partnership 	<p>Service Director Children's Social Care</p> <p>Service Director Strategy and Innovation</p> <p>Service Director Education and Inclusion</p> <p>(For matters within their remit and where appropriate in consultation with the Cabinet Member, Children and Young People.</p>
<p>All functions</p>	<p>Managers including specific sub-delegations as outlined in this scheme.</p>
<p>Emergency arrangements for sub-delegation of functions</p>	<p>Strictly in exceptional circumstances, such as a global pandemic, where officers with the requisite delegations are incapacitated or absent, functions may be exercised by any officer within the Council with suitable experience and seniority who has been appropriately briefed and has sufficient understanding of the matter to be decided.</p>

	(Please see paragraph 10 of the Officer Scheme of Delegation)
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Delegation of Local Choice Functions

The functions set out in this part of the sub-delegation scheme are Local Choice Functions which may be treated as the responsibility of Cabinet (in part or whole) or Council (non-executive) functions that have been delegated to the Corporate Director, Children and Young People.

Specific Delegations

	Function Delegated	Decision Making Body	Officers to whom delegated	Terms and Conditions
1.	Functions under a local Act (other than one specified or referred to in Regulation 2 or Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000, as amended	Cabinet	Delegated to the relevant Corporate Director of the function concerned.	
2.	The obtaining of particulars of persons interested in land under section 16 of the Local Government (Miscellaneous Provisions) Act 1976.	Cabinet	Delegated to the relevant Corporate Director of the function concerned.	

Delegation of Council Functions (Non-Executive)

The functions set out in this part of the sub-delegation scheme are Council Functions as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended) which have been delegated to the Corporate Director, Children and Young People.

Specific Delegations

	Function Delegated	Decision Making Body	Officers to whom delegated	Terms and Conditions
1.	Determination of Appeals To consider appeals against dismissal, grading and grievances by employees (not Corporate Directors or Directors) of the Council.	Council	Service Director, Head of Service, Service Manager	
2.	To determine appeals against any decision made by or on behalf of the Authority including those relating to Education, Social Services, Housing and Housing Benefits but excluding any matter when an appeal is provided for elsewhere in this Part 3.	Licensing Regulatory and Appeals Sub-Committee 3	Head of Service, Service Manager	
3.	Maladministration Power to make payments or provide benefits in cases of maladministration	Council	Service Director	
4.	Reviewing and monitoring the Council's response to: (i) probity and standards issues arising from internal audit functions and reports of the	Standards Committee	Service Director	

	<p>external auditor,</p> <p>(ii) corporate governance issues, including overview of whistle blowing, anti-fraud and corruption policies and complaints handling.</p> <p>(iii) Local Ombudsman's investigations</p>			
5.	<p>Ombudsman</p> <p>Approving local settlements of Ombudsman investigations and responding to Ombudsman findings</p>	Standards Committee	Service Director	

Directorate Delegations

The Corporate Director, Children and Young People has authorised the following officers to make the following decisions on his/her behalf:-

	Function delegated	Officers to whom delegated	Terms and conditions
A.	CHILDREN IN NEED		
1.	To commence a Section 47 investigation	Team Manager	
2.	To convene a Children in Need meeting	Team Manager, Social Worker	
3.	To convene a family group conference	Team Manager	Family Group Conference Manager must be consulted
4.	Decision to go to Legal Gateway Panel (LGP)	Service Manager	
5.	Decision to go to a Planning meeting	Service Manager	
6.	To convene a Child Protection Conference	Team Manager	
7.	To change the date of a planned Child Protection Conference	Service Manager, Team Manager	Children in Need Independent Review Officer must be consulted
8.	To commission a residential family assessment	Service Manager (via Legal Gateway Finance Panel)	
B.	COURT ORDERS		All decisions should be made following consultation with Legal Services
1.	To apply for protection orders – Emergency Protection Order or Police Protection Order - through police	Service Manager	Decision will usually be based on a strategy meeting or

			discussion. Two Service Managers needed to agree application for EPO
2.	To apply for recovery orders	Service Manager	Decision will usually be based on a strategy meeting or discussion
3.	To apply for a child assessment order	Service Manager (via Legal Gateway Panel)	Decision would usually follow discussion in a multi-agency meeting e.g. child protection conference, Children in Need meeting etc.
4.	To apply for a care or supervision order	Service Manager (via Legal Gateway Panel).	Decision would usually follow discussion in a legal planning meeting.
5.	To approve interim care plan	Team Manager	
6.	To approve care plan for the court (court order having been applied for) initial and final.	Service Manager	
7.	To seek discharge of care order or supervision order	Service Manager	
8.	To use secure accommodation without an order (maximum 72 hours)	Service Director	Decision will usually be based on a strategy meeting or discussion
9.	To seek a secure accommodation order	Service Director	
10.	To seek a Section 34 order concerning contact	Service Manager	
11.	Sign off Section 7 or Section 37 reports	Team Manager	
12.	Sign off all other court reports	Team Manager	
13.	Appeal a court decision	Service Manager	

14.	Sign off of SGO (Special Guardianship Order)	Service Manager	
C.	CHILDREN IN CARE		
1.	To agree the type of placement within district	Service Manager	
2.	To agree the type of placement outside of district	Service Director	All such decisions, the DCS must be copied in. HoS can make the recommendation, but a Service Director final sign off will be required.
3.	To agree planned accommodation (Section 20) arrangements	Service Manager	A planning meeting must first be held to consider the question
4.	To change the prospective date of CiC reviews which will be out of statutory timescale	Service Manager	
5.	To agree that a child is placed outside the local authority area other than with a connected person	Service Manager	
6.	To agree to move a child during Key Stage 4 of their education	Head of Service in consultation with Service Manager	Subject to care planning procedures and in consultation with the Virtual Head
7.	To agree unplanned accommodation (Section 20) arrangements	Head of Service or on call Senior Manager out of hours	
8.	To agree the suspension of a foster home	Service Manager	
9.	To agree the registration of a foster home	Head of Service Children in Care	
10.	To agree the use of residential placement	Head of Service	
11.	To initiate care proceedings where child or young person is accommodated	Head of Service (via Legal Gateway Panel)	

12.	To use an independent visitor	Team Manager	Legal Services to be consulted
13.	To bring placements to an end (concern for child) – foster placement	Service Manager	Legal Services to be consulted
14.	To bring placement to an end (concern for child) – child placed with prospective adopters	Service Director	
15.	To approve placement of child on care order with parents	Service Director	
16.	To approve placement with relatives/friends	Service Manager	Subject to emergency / full approval of carers in line with regulation (Head of Service for CIC decision)
17.	To approve a passport for a child subject to Care Order	Service Manager	
18.	To permit a child in care to leave the UK for holiday of up to one month	Service Director	
19.	To consent to child in care joining the armed forces	Service Director	
20.	To consent to an abortion (young person in care)	Service Director	
21.	To consent to contraception (young person in care)	Service Manager	
22.	To consent to medical or surgical treatment (young person in care)	Service Manager, Team Manager (in consultation with Service Director)	
23.	To agree to religious custom or ritual requiring parental consent e.g. baptism (children in care)	Service Manager	
24.	To consent to change of name (child in care)	Service Manager	
25.	To support/not support foster carer application for SGO or CAO (Child Arrangements Order - child in care)	Service Manager	

26.	To support child's application for British citizenship (child in care)	Service Manager	
27.	To agree discharge from care of a child subject of section 20 accommodation	Service Director	
28.	To agree placement of a child in care in an unregistered setting	Service Director	In line with local policy framework
29.	To seek publicity in respect of a search for missing children	Service Director	
30.	Provision of placements for looked after children.	Service Director out of authority residential, Head of Service IFA and in house residential or Service Manager WMDC Fostering	
31.	Implementing planned transition for young people leaving care.	Team Manager	As above
32.	To withhold the whereabouts of a child in care from a person, usually the parent	Service Manager	
33.	To refuse parental contact with a child subject to a Care Order for up to 7 days in an emergency when it is necessary to do so in order to safeguard or promote the child's welfare.	Service Manager	
34.	For a child in care to have one overnight social visits with peer/school friends.	Team Manager	
35.	To attend school trips, camps etc. (including necessary medical treatment) for a child subject to a Care Order, where the parent does not agree or is not available.	Team Manager	

36.	Consent for a young person aged 16 or 17, subject to a Care Order, to marry.	Service Manager	
D.	SAFEGUARDING		
1.	Decide to convene a Strategy Discussion	Team Manager	
2.	Decide to carry out a Section 47 Investigation	Team Manager	Decision arising from Strategy Discussion
3.	Decide to hold a Child Protection Case Conference	Team Manager	Decision arising from Section 47 Investigation
4.	Decide to end Social Care Involvement with a child / family	Team Manager	Following requisite screening / assessment activity.
E.	FINANCES		
1.	To agree Children in Need support costing less than £500 per family, per year	Team Manager	Up to £50
2.	To agree Children in Need support costing more than £500 per family, per year	Service Manager	Up to £2,000
3.	To agree packages of Children in Need support costing over £50,000 per year	Service Director	Anything over £15,000
4.	To agree packages of Children in Need support costing under £50,000 per year	Service Manager Head of Service Service Director	SM – Up to £2,000 HoS – Up to £15,000 SD – Over £15,000
F.	YOT and Youth Services		
9.	Criminal Justice court recommendations.	Team Manager	
10.	Out Of Court disposals, consultation & decisions.	Team Manager	

11.	Agree custody licence release conditions for young people released to the community, e.g. curfew and non-association.	Team Manager	Decision made in conjunction with Prison Service Governor
12.	YOT Board governance arrangements.	Service Manager	
13.	Annual Youth Justice Plan approval.	Service Manager	
14.	Inspection notification for HMIP or Ofsted	Service Director	
15.	Multi Agency Public Protection Arrangements (MAPPA). Registration and decision making.	Team Manager	
16.	Safeguarding Partnership representation.	Team Manager	
17.	Youth Positive Activity Sufficiency duty.	Team Manager	
18.	Cabinet Members' enquiries or briefing requests.	Service Manager	
G.	Liaison and Diversion		
15.	HR and Partnership.	Business Development and Partnerships Manager.	Liaise with WMDC HR and all partners to resolve issues.
16.	ICT related.	Performance and Quality Assurance Manager.	Liaise with external provider (Elision) and WMDC ICT to resolve issues.
17.	Police Command Team liaison/link.	Team Manager.	Liaise with Police Command Team to resolve issues.
18.	Finance management and reporting.	Business Development and Partnerships Manager.	Oversight of provider payments and ensuring commissioning payments are submitted.
19.	Contract reviews.	Performance and Quality Assurance Manager.	Ensure data/ information is submitted to Commissioners for quarterly reviews.

H.	Early Help		
30.	The allocation of Early Help cases	Team Manager Officer Role including Principal Social Worker or Co-ordinator only.	
31.	Authorisation of cases to step up to Locality Team / step down to Early Help	Team Manager Officer Role including Principal Social Worker or Co-ordinator only.	
32.	Sign Off Early Help Assessments	Team Manager Officer Role including Principal Social Worker or Co-ordinator only.	
33.	Re-registration / De-registration of Children's Centre applications.	Service Director.	
34.	Approval of Children's Centre Programme.	Team Manager	
35.	Approval of triaged cases at Early Help MASH.	Team Manager Officer Role including Principal Social Worker or Co-ordinator only.	
I.	Partnerships Performance and Transformation		
1.	Statutory returns for Children in Care, Care Leavers, and Children in Need, Child Protection, Fostering and Adoptions.	Service Director.	

2.	Recommendations and decisions to progress from a Rapid Review to a Local Child Safeguarding Practice Review.	Wakefield Children's Safeguarding Partnership Executive Members.	Progression requires consensus from all three Statutory Partners (DCS, Police and Health).
3.	Decision to initiate a Rapid Review following receipt of a local serious incident.	Service Manager, Team Manager	Decision is made as per the statutory guidance
4.	Approve statutory data returns to MHCLG for Troubled Families.	Service Manager	
J.	Commissioning and Business Development		
5.	Contracts awards/ extension of contracts as detailed in the Procurement Scheme.	Procurement Scheme of Delegation	
6.	Variance of an existing contract	Procurement Scheme of Delegation	
7.	White Rose Framework Price Uplift Requests.	Service Manager Finance Manager	
8.	Agreement to appoint Agency Administrators to meet priorities	Service Director	
9.	White Rose and DPS - provider framework commissioning decisions, e.g. addition to and/or removal from framework	Service Manager	
10.	Additional Services for Commissioned Placements	Head Of Service - Social Care	
11.	Permission to undertake a search for a placement	Head of Service – Social Care Service Manager	This would cover the placement search only and not the agreement to place a child, which is outline in the Social Care Delegations.

J.	SENDSS		
	Chair EHC panel	Service Manager SEND Delivery Manager LSS Team Manager	Delegated to SEND Delivery Manager or LSS Team Manager by Service Manager when needed
	Respond / agree to EHC placement consultations	Service Manager SEND Delivery Manager LSS Team Manager	Delegated to SEND Delivery Manager or LSS Team Manager by Service Manager when needed
	Resource closures other than pre agreed within school calendar	SEND Delivery Manager	In discussion with Service Manager and inform Service Director
	Case allocation if undertaken centrally	Team Managers	
K.	Virtual School		
	To approve allocation of Pupil Premium Plus grant	Deputy Virtual School Head	
	To approve re-allocation requests within school of Pupil Premium Plus to other Children in Care	Deputy Virtual School Head	
	To approve applications and in year transitions to schools for individual Children in Care	Deputy Virtual School Head	
	To represent Virtual School Head at key decision making panels	Deputy Virtual School Head	
	To produce the annual report for Corporate Parents	Deputy Virtual School Head	
	To oversee the quality assurance and completion of Personal Education Plans	Deputy Virtual School Head	
L.	School Strategy & Performance - School Engagement & Development		

	Traded services contract negotiation up to £25,000	Team Manager, Team Leader	
	Publication of content and management of the Traded Services Website	Service Managers Team Manager	
	Approval and publication of School Sufficiency Strategy	Service Director	
	Approval and publication of Childcare Sufficiency Strategy	Service Director	
M.	Inclusion & Assessment		
	To license the employment of children (under part 2 of The Children's and Young Person's Act 1933 by-laws made under that part, and part 2 of the Children's and Young Person's Act 1963.).	Manager for the School Exclusion Team and Education Welfare Service and responsible officers in the team.	In relation to matters within their remit.
	To make arrangements for appeals against exclusion of pupils from schools.	Manager for the School Exclusion Team and Education Welfare Service and responsible officers in the team.	In relation to matters within their remit.
	To make arrangements for appeals regarding school admissions.	Team Manager - Learner Support Services (Admissions, Transport & Free School Meals) and responsible officers in the team	In relation to matters within their remit.
	To issue penalty notices for non-attendance at school and follow up prosecutions in the Magistrates Court (under Section 444 1 and 1A, Education Act 1996)	Manager for the School Exclusion Team and Education Welfare Service	In relation to matters within their remit.

		and responsible officers in the team.	
	Leading on multiagency arrangements to ensure that resources are coordinated and deployed in supporting children and young people with SEND.	Service Manager Team Managers Social Workers Case Managers	
	Assessment of children who may have social care needs.	Service Manager Social Workers	In relation to matters within their remit.
	Assessment of children who may require short break provision	Short break assessors	
	Decision to accept referral for a social care assessment	Team manager / team leader	
	Decision to refer to shortbreaks panel	Team manager Social worker/ SB Assessor Lead Practitioner	In emergency situations agreement with Service manager and then ratified at Shortbreaks Panel.
	Co-ordination, management and review of care package to meet assessed needs.	Team Manager Social Workers Lead Practitioner	
	Provision and commissioning of respite.	Service Manager Team Managers	Approved by Service Manager and/or Short Breaks Panel.
	Ensure fair access to all schools for every child, including: • Provision of appropriate information to	Team Manager - Learner Support Services (Admissions, Transport & Free School Meals) and	In relation to matters within their remit.

	parents; and • Compliance with the statutory School Admissions and School Admissions Appeal Codes;	responsible officers in the team	
	Provision of suitable home to school transport arrangements	Team Manager - Learner Support Services (Admissions, Transport & Free School Meals) and responsible officers in the team	In relation to matters within their remit.
	Make arrangements for children outside mainstream education or missing education.	Manager for the School Exclusion Team and Education Welfare Service and responsible officers in the team.	In relation to matters within their remit.
	Provide and commission education services to meet the need of children with special educational needs	Service Manager SENART Manager	
	Funding provision for children with EHCPs	Service Manager SENART Manager	
	Assessment for EHCPs	Service Manager SENART Manager and responsible officers in the team	In line with legislation.
	Complaints	Response by Team Manager, approved by Service Manager	With support from complaints.
	Identification of Deprivation of Liberty	Team manager / social worker	Following agreed process.

N.	MISCELLANEOUS		
1.	Act as guarantor for tenancies	Head of Service	
2.	Signing of any correspondence with local/national elected members, Ombudsman, Children's Commissioner etc.	Service Director	
3.	Complaints – response by Team Manager, approved by Service Manager	Team Manager	

All officers who discharge functions on behalf of the Council are authorised to sign and issue on the Council's behalf any notice or other document required to give effect to such decisions.

General Delegations

	Function Delegated	Officers to whom delegated	Terms and Conditions
1,	Budget Management – ensuring budget monitoring is both accurate and timely to enable the Council to effectively manage its financial affairs. To allocate budgets to a named budget holder.	No delegation	Named budget holders will be deemed responsible for managing and monitoring their budget with support from Finance Managers.
2.	Financial – To incur expenditure and to generate and collect income in line with Financial Regulations, Contract Procedure Rules and within revenue and capital estimates.	All Managers	Day to day management and administration of functions as referred to in the Introduction of this scheme in respect of functions within their remit.
3.	Revenue – General Fund and Dedicated School Grant	Service Director	In relation to matters within their individual remits, key decisions which result in the authority incurring expenditure or income making savings of £250,000 and above should be referred to the Corporate Director, Children and Young People.
		Head of Service, Service Manager Team Manager	In relation to matters within their remit, which result in the authority incurring expenditure or income making savings of £25,000 or above each year

			should be brought to the attention of the Service Director.
4.	Capital Expenditure – to manage the Directorates capital programme ensuring value for money for each capital project and approved costs are not exceeded.	No delegation	The Corporate Director will ensure that appropriate professional advice is sought prior to Project Start Approval in accordance with Capital Approvals and Reporting Framework.
5.	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Chief Finance Officer at the first opportunity.	Service Director	In relation to matters within their remit, key decisions which result in the authority incurring expenditure or income making savings of £250,000 and above should be referred immediately to the Corporate Director, Children and Young People.
		Head of Service, Service Manager	In relation to matters within their remit, decisions which result in the authority incurring expenditure or income making savings of £100,000 and above should be referred immediately to the Service Director.
		Service Manager Team Manager Principal Social Worker	In relation to matters within their remit, decisions which result in the authority incurring expenditure or income making

			savings of over £25,000 each year should be brought to the attention of the Service Director.
6.	Grants and Contributions – To ensure that grants and contributions in their service areas are properly evidenced, regularly monitored, promptly claimed and that all relevant conditions are met.	Service Director Head of Service Service Manager Team Manager	All relevant and significant grant claims must be signed off by the Chief Finance Officer
7.	To make decisions in relation to commissioning and procurement activity. Such activity must be carried out in accordance with Contract Procedure Rules.	All Managers in consultation with the relevant Service Director.	Day to day management and administration of functions as referred to in the Introduction of this scheme in respect of functions within their remit.
8.	Functions relating to Health and Safety under any relevant statutory provision within the meaning of Part 1 of the Health and Safety at Work Act 1974, to the extent that these functions are discharged otherwise than in the Council's capacity as an employer.	All Managers	In respect of functions within their remit.
9.	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure ie to approve the filling of a vacancy and instigate the recruitment process.	All Managers	

10.	To appoint staff on a temporary basis to provide cover for absence.	Managers	Subject to there being budgetary provision.
11.	To determine issues relating to Officers terms and conditions of employment and to take such action and enter into such agreement as may be required to give effect to such determinations.	Managers	
12.	To deal with employment issues in accordance with agreed procedures and relevant national conditions of service as modified or extended by any local or national agreements.	Managers	
13.	Decisions in relation to restructures.	Service Director Head of Service Service Manager	Decisions are subject to:- i) appropriate professional advice being sought, ii) prior consultation with all parties including recognised trade unions. iii) appropriate consideration of pay and grading requirements.
14.	The provision of information to the public under the Freedom of Information Act and the Environmental Information Regulations and similar statutory requirements, to members of the public and the community in accordance with the Access to Information Rules.	Head of Service, Service Manager Team Manager	In relation to matters within their remit.

15.	<p>a) To implement and ensure compliance with:</p> <ul style="list-style-type: none"> • the rules on data protection, human rights, freedom of information, GDPR. • the Council's policies on these matters. • guidance and advice from the SIRO on these matters. <p>b) To designate offices with specific responsibilities for these matters.</p> <p>c) To advise the SIRO of any new types of data processed, or new ways of processing personal data and of any new persons or organisations to whom data is given.</p>	Managers Principal Social Workers	In relation to matters within their remit.
16.	Provision of Statutory Returns – To provide such statutory returns as are necessary within the Directors remit.	Managers	In relation to matters within their remit.
17.	To issue statements to the press and other media about their delegated functions within the Council's Budget and Policy Framework.	No delegation	
18,	As the relevant Officer designated as Gold or Silver under the Council's Emergency Planning arrangements to take any necessary action for responding to an emergency or facilitating the recovery following such an emergency.	No delegation	

K.	MISCELLANEOUS		
4.	Act as guarantor for tenancies	Head of Service	
5.	Signing of any correspondence with local/national elected members, Ombudsman, Children's Commissioner etc.	Service Director	
6.	Complaints – response by Team Manager, approved by Service Manager	Team Manager	

Dates of Review

Approval and subsequent amendment of this sub-delegation scheme should be treated as a significant operational decision and as such will require an Officer Delegated Decision Notice which will be published by the Committee Services Team on the Council's website. A copy of the sub-delegation scheme will also be published on the website.

This scheme will be reviewed at the beginning of each Municipal Year to take account of any possible delegations made by the Leader and at the Annual Council Meeting and to ensure that it is up to date and fit for purpose.

Please use the table below to record the dates when the scheme was reviewed including if no changes are necessary.

Scheme Reviewed	Reviewing Officer