

Wakefield Metropolitan District Council

Service Director, Strategy and Innovation Sub-Delegation Scheme

Approved – 10 June 2020

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Introduction

In accordance with the Officer Delegation Scheme, the Service Director Strategy and Innovation is authorised to discharge any function of the Cabinet/Council in relation to his/her service area, with the exception of those matters where an appropriate Cabinet Member or Council has directed that the delegated authority should not be exercised and that the matter should be referred to the Cabinet or Council for consideration.

The Service Director, Strategy and Innovation is responsible for the following functions:- early help for children and families, youth justice and youth work services, commissioning and performance, membership of appropriate partnerships and external bodies, statutory partnerships including the Wakefield Children's Safeguarding Partnership and the Children & Young People's Partnership.

The Service Director, Strategy and Innovation 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 Service Director, Strategy and Innovation 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 Service Director, Strategy and Innovation'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 Service Director, Strategy and Innovation 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 Service Director, Strategy and Innovation 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 Service Director, Strategy and Innovation for a decision or for referral to the relevant Committee if appropriate.

Where the Service Director, Strategy and Innovation 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 Service Director, Strategy and Innovation unless the absence provisions on page 6 of this scheme apply.

Group Delegations – Definitions and Priorities

The Service Director, Strategy and Innovation 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 Manager | 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 |
| Team Manager | <p>YOT and Youth Services Youth Justice Team Manager Youth Work Team Manager Youth Justice and Targeted Interventions Team Manager Business Development and Partnerships Manager</p> <p>Liaison and Diversion Team Manager Kirklees/Wakefield Team Manager Bradford / Calderdale Team Manager Leeds Team Manager Magistrates and Crown Court Performance and Quality Assurance Manager</p> <p>Early Help Children First Hub Team Manager – Normanton, Featherstone and South East Children First Hub Team Manager – South West, Wakefield Central & North West Children First Hub Team Manager – Castleford, Airedale, Pontefract & Knottingley.</p> |

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| | Partnerships, Performance and Transformation Performance Insight and Business Manager Think Family Strategic Lead Partnership and Planning Manager Wakefield Safeguarding Children Partnership Manager Wakefield Families Together Programme Manager |
| Officer Roles | As defined in the structure of Children and Young People Services |

Absence of the Service Director, Strategy and Innovation

Delegation of functions

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

| Function delegated by Service Director, Strategy and Innovation | Officer to whom sub-delegated |
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| All functions | Managers including specific sub-delegations as outlined in this scheme. |
| Emergency arrangements for sub-delegation of functions | 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. (Please see paragraph 10 of the Officer Scheme of Delegation) |

Directorate Delegations *(All the functions listed below have been sub-delegated from the Corporate Director to Service Directors; or where the function is shown as delegated to the Service Manager, the function has already been sub-delegated from the Corporate Director to the Service Director and Service Manager)*

| | Function delegated | Officers to whom delegated | Terms and conditions |
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| A. | YOT and Youth Services | | |
| 1. | Criminal Justice court recommendations. | Team Manager | |
| 2. | Out Of Court disposals, consultation & decisions. | Team Manager | |
| 3. | 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 |
| 4. | YOT Board governance arrangements. | Service Manager | |
| 5. | Annual Youth Justice Plan approval. | Service Manager | |
| 6. | Inspection notification for HMIP or Ofsted | Service Director | |
| 7. | Multi Agency Public Protection Arrangements (MAPPA). Registration and decision making. | Team Manager | |
| 8. | Safeguarding Partnership representation. | Team Manager | |
| 9. | Youth Positive Activity Sufficiency duty. | Team Manager | |
| 10. | Cabinet Members' enquiries or briefing requests. | Service Manager | |
| B. | Liaison and Diversion | | |

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| 1. | HR and Partnership. | Business Development and Partnerships Manager. | Liaise with WMDC HR and all partners to resolve issues. |
| 2. | ICT related. | Performance and Quality Assurance Manager. | Liaise with external provider (Elision) and WMDC ICT to resolve issues. |
| 3. | Police Command Team liaison/link. | Team Manager. | Liaise with Police Command Team to resolve issues. |
| 4. | Finance management and reporting. | Business Development and Partnerships Manager. | Oversight of provider payments and ensuring commissioning payments are submitted. |
| 5. | Contract reviews. | Performance and Quality Assurance Manager. | Ensure data/ information is submitted to Commissioners for quarterly reviews. |
| C. | Early Help | | |
| 1. | The allocation of Early Help cases | Team Manager Officer Role including Principal Social Worker or Co-ordinator only. | |
| 2. | 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. | |
| 3. | Sign Off Early Help Assessments | Team Manager Officer Role including Principal Social Worker or Co-ordinator only. | |
| 4. | Re-registration / De-registration of Children's Centre applications. | Service Director. | |
| 5. | Approval of Children's Centre Programme. | Team Manager | |

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| 6. | Approval of triaged cases at Early Help MASH. | Team Manager Officer Role including Principal Social Worker or Co-ordinator only. | |
| D. | 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 | |
| E. | Commissioning and Business Development | | |
| 1. | Contracts awards/ extension of contracts as detailed in the Procurement Scheme. | Procurement Scheme of Delegation | |
| 2. | Variance of an existing contract | Procurement Scheme of Delegation | |
| 3. | White Rose Framework Price Uplift Requests. | Service Manager Finance Manager | |
| 4. | Agreement to appoint Agency Administrators to meet priorities | Service Director | |
| 5. | White Rose and DPS - provider framework commissioning decisions, e.g. addition to and/or removal from framework | Service Manager | |

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| 6. | Additional Services for Commissioned Placements | Head Of Service - Social Care | |
| 7. | 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. |
| F. | MISCELLANEOUS | | |
| 1. | N/A | | |
| 2. | | | |
| 3. | | | |

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. | 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. |
| 2. | Revenue – General Fund and Dedicated School Grant | No delegation | In relation to matters which result in the authority incurring expenditure or income making savings of £250,000 and above (key decisions) these should be referred to the Corporate Director, Children and Young People. |
| | | Service Manager Team Manager | In relation to matters which result in the authority incurring expenditure or income making savings of £25,000 or above each year, these should be brought to the attention of the Service Director. |

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| 3. | 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. | No delegation | 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. |
| | | 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 | 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. |
| 4. | 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 Manager Team Manager | All relevant and significant grant claims must be signed off by the Chief Finance Officer |

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| 5. | 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 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. |
| 6. | 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. |
| 7. | 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 | |
| 8. | To appoint staff on a temporary basis to provide cover for absence. | Managers | Subject to there being budgetary provision. |
| 9. | 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 | |

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| 10. | 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 | |
| 11. | Decisions in relation to restructures. | 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. |
| 12. | 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. | Service Manager Team Manager | In relation to matters within their remit. |
| 13. | a) To implement and ensure compliance with: <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. | Managers | In relation to matters within their remit. |

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| | <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> | | |
| 14. | Provision of Statutory Returns – To provide such statutory returns as are necessary within the Directors remit. | Managers | In relation to matters within their remit. |
| 15. | To issue statements to the press and other media about their delegated functions within the Council’s Budget and Policy Framework. | No delegation | |
| 16, | 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 | |

Other Delegations

The Service Director, Strategy and Innovation has authorised the following officers to make the following decisions on his/her behalf:-

| | Function delegated | Officers to whom delegated | Terms and conditions |
|----|--------------------|----------------------------|----------------------|
| 8. | | | |
| 9. | | | |

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.

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 |
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