

## **Sub-Scheme of Delegation Strategic Director of Children and Young People's Services**

The Strategic Director of Children and Young People's Services is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Council and the Executive. Each Strategic Director has the benefit of a number of delegations – these are set out separately in two schemes; one for Council functions (delegated by Council) and one for Executive Functions (delegated by the Leader of Council). Each scheme is further separated into the general functions which are shared so that all Directors can carry out those functions in relation to areas within their remit, and specific functions which may only be carried out by or on behalf of the named Director. Details of those delegations can be found in [Appendix 9 of the Constitution](#).

The Strategic Director has chosen to sub-delegate some or all of those functions to officers of suitable experience and seniority in his/her own directorate or in another directorate. These officers are identified by reference to their job title rather than by name. If the Strategic Director delegates functions to a fellow Strategic Director he/she makes it clear in this sub-delegation scheme whether that Strategic Director can sub-delegate those functions.

This scheme details the officers who can carry out each function on the Strategic Director's behalf, together with the details of any terms and conditions which the Strategic Director has imposed on that sub-delegation. All officers are bound by the Officer Employment Procedure Rules 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 Strategic Director 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 Strategic Director 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 Strategic Director for a decision or for referral to the relevant Committee if appropriate.

In some circumstances not all Strategic Directors have functions delegated to him/her in the delegation scheme. In these cases the relevant part of this sub-delegation scheme is marked as 'not applicable'. Where the Strategic Director 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 Strategic Director unless the absence provisions at the end of this scheme apply

## Group Delegations – Definitions and Priorities

The Strategic Director 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.

Group Title	Officers included in group authorisation	Responsibility
Assistant Directors	Assistant Director – Safeguarding Assistant Director – Early Help & Family Engagement Assistant Director – Commissioning, Performance & Inclusion Assistant Director – Education	Each to act in relation to matters within their remit unless absent in which case any other Assistant Director may act. <ol style="list-style-type: none"> <li>1. In respect of all financial matters:                             <ul style="list-style-type: none"> <li>• Authorisation to spend within approved budgets subject to the policies, Financial and Procurement Procedure Rules of the Council</li> <li>• Authorisation for the virement of revenue budgets in according with the Financial and Procurement Procedure Rules of the Council</li> </ul> </li> <li>2. In respect of departmental assets:                             <ul style="list-style-type: none"> <li>• The purchase of replacement vehicles, plant or equipment, including computer hardware and software for which financial provision has been made in accordance with the Financial and Procurement Procedure Rules of the Council.</li> <li>• Declaring obsolete furniture and equipment, and other materials surplus to requirements provided that the estimated value of any one item or group of items is not more than £1,000.</li> </ul> </li> <li>3. In respect of procurement, contract administration and best value:                             <ul style="list-style-type: none"> <li>• In accordance with Financial and Procurement Procedure Rules, matters relating to the specification for works, goods and services, the seeking of estimates, quotations and tenders, the evaluation of the same and acceptance of tenders relating to contracts for works, goods and services in accordance</li> </ul> </li> </ol>

		<p>with approved budgets or supplementary estimates.</p> <ul style="list-style-type: none"> <li>• Where a contract for support and maintenance is renewed within five years of the original contract, authority to award such a contract.</li> </ul> <p>4. In respect of in-house service providers:</p> <p>5. Human Resources functions delegated:</p> <p>Subject to the next following bullet points, the following HR functions are delegated to Strategic and Assistant Directors:</p> <ul style="list-style-type: none"> <li>• Establishment of posts</li> <li>• Changes to establishment/restructuring</li> <li>• Transfer of posts between service sections and units</li> <li>• Approval to fill vacant posts within approved establishment, including posts externally funded (where directors delegate this responsibility to senior managers in the service a list of authorised officers for this should be maintained by the directorate HR manager)</li> <li>• Appointment to posts below Assistant Director, with approved establishment (where this is delegated to senior managers, a list of authorised officers should be maintained by the directorate HR manager)</li> <li>• Use of the re-location scheme for new appointments (the standard pro-forma should be used)</li> <li>• Transfer of staff internally to equivalently graded posts</li> <li>• Approving the recruitment of additional temporary staff for maternity leave cover</li> <li>• Approving the recruitment of additional temporary staff to meet work demands/ seasonal fluctuations (all arrangements should be registered and recorded appropriately by the service).</li> <li>• Agreeing applications for job share and filling of resultant vacancies (the standard pro forma should be used by the service and retained as a record of an agreed job share arrangement).</li> </ul>
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		<ul style="list-style-type: none"> <li>• Approving attendance on full time training courses, conferences etc. or to give lectures (not exceeding one week duration)</li> <li>• Authorising the acceptance of gifts/legacies and hospitality offered to staff</li> <li>• Authorising requests from staff to undertake additional employment (the authority delegated to Assistant Directors allows them to authorise additional employment for staff above SCP28)</li> <li>• Authorising overtime payments for staff (in accordance with corporate guidelines to ensure consistency and maintain equality)</li> <li>• Granting of special leave without pay</li> <li>• Granting of special leave with pay, including trade union time off</li> <li>• Considering applications to extend the period of paid sickness absence (this relates to the extension of the period of half pay; it is only at the point when employees are reaching the end of the period of half pay that such consideration can be given)</li> <li>• Approving early release of pension benefits – ill-health retirement (subject to the appropriate medical approval and in consultation with the Strategic Director and Cabinet Member with responsibility for employment issues)</li> <li>• Authorising payment of compromise agreements or other forms of settlement of the termination of contract of employment</li> <li>• Authorising payment of ‘buy-out’ compensation (any ‘buy-out’ arrangements must be consistently applied in line with the philosophy of a single employer)</li> <li>• Issuing compulsory redundancy notices (in consultation with the Assistant Director of Human Resources)</li> <li>• Approval of excess travel expenses (where council policy is not appropriate, any arrangements must be consistently applied in line with the philosophy of a single employer)</li> <li>• Approving requests for re-employment from persons having previously taken early release from the Council’s employment.</li> </ul> <p>The HR functions listed above are delegated to Strategic and Assistant Directors subject to their consulting the Assistant Director of Human Resources in order to</p>
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		<p>ensure that such functions are discharged in compliance with national/national agreements, equal pay requirements, and are consistent across directorates and accord with the philosophy of a single employer.</p> <p>The preceding general delegation only applies where the matter under consideration falls within the terms of an existing council policy. Where, the matter under consideration falls outside the particular council policy, in consultation with the Assistant Director of Human Resources, the Strategic or Assistant Director concerned must prepare and submit a report outlining the issues for consideration and his or her recommendations for consideration by the Strategic Leadership Team.</p> <p>6. Other functions</p> <p>Any function not otherwise reserved to the full Council, the Cabinet, a committee of the Cabinet, a member of the Cabinet, a joint committee discharging executive functions or another local authority, relevant to the Assistant Director's portfolio.</p> <p>7. Powers not delegated to Strategic or Assistant Directors:</p> <ul style="list-style-type: none"> <li>• Determining requests for early release and flexible retirement</li> <li>• Compensation payments not exceeding £500, in accordance with the Council's Customer Complaints Code of Practice for Officers and the Council's Financial and Procurement Procedure Rules.</li> </ul>
<p>Heads of Service (M3 Managers)</p>	<p>Head of Service – First Response  Head of Service – Locality Social Work and Disability Services  Head of Service – Looked After Children  Head of Service – Safeguarding, Quality</p>	

	and Learning Head of Service – Early Help and Engagement Head of Service – Performance Head of Service – Commissioning Head of Service – Inclusion Head of Service – School Planning, Appeals and Admissions Head of Service – Early Years Head of Service – Education and ROSiS	
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## **Council (Non-Executive Functions)**

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 Chief Executive by Council, or by a Council Committee.

Decisions in relation to these functions should be categorised in accordance with Article 5 and taken in accordance with the Access to Information Procedure Rules which can be found in Appendix 3 of the Constitution.

Where a significant decision is taken using delegated powers from the Constitution, the Council or a committee, or this sub-scheme of delegation, in relation to a Council Function it should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Record. The decision may be implemented immediately. The report supporting the decision should be published together with the Delegated Decision Record on the Council's website as soon as practicable after the decision has been taken.

Where an Administrative Decision is taken in relation to a Council Function you should keep a written record for audit purposes. You can use a Delegated Decision Record to make this written record if it is helpful to do so. The decision may be implemented immediately.



**Council Functions  
General Delegations**

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
<b>General</b>			
(a)	To make payments or provide other benefits in cases of maladministration	Not delegated	
(b)	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 employer	Assistant Directors Heads of Service M2 Managers	
<b>Personnel</b>			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure	Assistant Directors Heads of Service M2 Managers	
(c)(ii)	To appoint staff on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision.	Not delegated	<ol style="list-style-type: none"> <li>1. Subject to there being budgetary provision.</li> <li>2. Such staff should be employed on terms set out in the guidance issued by the Assistant Chief Executive.</li> </ol>

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
(c)(iii)	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.	Not delegated	

## Council Functions Specific Delegations

The sub-delegation scheme for Council functions set out below includes a number of powers authorising the named officer to make decisions in relation to approvals, licenses, permissions and registrations. In accordance with his/her general delegations, and unless otherwise stated, the Strategic Director of Children and Young People's Services includes in relation to those authorisations the power to:-

- (a) Impose conditions, limitation or restrictions;
- (b) Determine any terms to which they are subject;
- (c) Determine whether and how to enforce any failure to comply;
- (d) Amend, modify, vary or revoke; and
- (e) Determine whether a charge should be made or the amount of such a charge.

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
(a)	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.).	<ul style="list-style-type: none"> <li>• Assistant Director of Early Help and Engagement</li> <li>• Head of Service – Early Help and Engagement</li> </ul>	

## **Executive Functions**

### Introduction

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

If the Leader or relevant Cabinet Member directs that the Strategic Director of Children and Young People's Services should not exercise his/her delegated authority in respect of any Executive function, then the officer with sub-delegated authority may not exercise that authority, and the matter must be referred to Cabinet.

Decisions in relation to these functions should be categorised in accordance with Article 5 and taken in accordance with the Executive Procedure Rules which can be found in Appendix 1 of the Constitution.

Where a decision is proposed in relation to an Executive Function it should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Record. Once the decision has been taken, it may be implemented immediately.

Where an Administrative Decision is taken in relation to an Executive Function you should keep a written record for audit purposes. You can use a Delegated Decision Record to make this written record if it is helpful to do so. There is no requirement to publish the decision and it may be implemented immediately.

**Executive Functions  
General Delegations**

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
<b>Financial</b>			
(a)	To incur expenditure and to generate and collect income in line with Finance and Procurement Procedure Rules and within approved revenue and capital estimates.	Assistant Directors Heads of Service	
(b)	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.	Assistant Directors	
<b>Procurement</b>			
(c)	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Finance and Procurement Procedure Rules.	Assistant Directors Heads of Service	
<b>Communications and Media</b>			
(d)	To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework.	Not delegated	
<b>Authorising Officers</b>			

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
(e)	To authorise officers possessing such qualification as may be required by law or in accordance with the Council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Council (however described) and to issue any necessary certificates of authority.	Not delegated	
<b>Corporate Procedures</b>			
(f)	To take any action remitted to the Assistant Chief Executive under corporate procedures	Not delegated	
<b>Local Choice Functions</b>			
(g)	Functions under a local act, unless specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000	Not delegated	
(h)	To obtain particulars of persons interested in land	Not delegated	
<b>Budget and Policy Framework</b>			
(i)	To canvas views of local stakeholders, formulate initial proposals within the budget and policy framework	Not delegated	
<b>Employment</b>			
(j)	To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service, as modified or extended by any local or national agreements	Assistant Directors	

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
(k)	Decisions in relation to restructures, except where the decision: <ul style="list-style-type: none"> <li>(i) Involves changes to existing national or local agreements and policies; and/or</li> <li>(ii) Cannot be achieved within delegated powers in respect of budgets</li> </ul>	Not delegated	Decisions are subject to: <ul style="list-style-type: none"> <li>(i) Appropriate professional advice be sought</li> <li>(ii) Prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions, and</li> <li>(iii) Appropriate consideration of pay and grading requirements</li> <li>(iv) Proposals which involve additional Council expenditure outside officer delegations or which involve issues outside existing Council policy will be referred to the Council or appropriate committee.</li> </ul>
<b>Provision of Statutory Returns</b>			
(q)	To provide such statutory returns as are necessary within the Strategic Director of Finance and Customer Service's remit	Not delegated	

**Executive Functions  
Specific Delegations**

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	Any function of the Leader and Cabinet not otherwise delegated to a Strategic Director in relation to:		
1	Children's Social Care		
	(a) Preventative Services including: Taking account of the benefits of prevention and early intervention and the importance of co-operating with other agencies to offer early help to children, young people and families to: i) Understand local need; and ii) Secure provision of services.	Assistant Director Heads of Service	
	(b) Safeguarding and Child Protection including: i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding and vulnerable children ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse iii) Acting as corporate parents for looked after children iv) Provision of placements for looked after children; and v) Implementing planned transition for young people leaving care.	Assistant Director Heads of Service	
	(c) Assessment and Care Management including: i) Assessment of children who may have social care needs; and ii) Co-ordination, management and review of care package to meet assessed needs.	Assistant Director Heads of Service	



	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	(d) Complex Needs including: i) Provide and commission services to meet the need of children with complex needs. ii) Provide and commission services to meet the need of children with complex needs.	Assistant Director Heads of Service	
	(e) Residential and Respite Care including: i) Provision and commissioning of residential placements; and ii) Provision and commissioning of respite.	Assistant Director Heads of Service	
	(f) Support for Carers including: i) Provision or commissioning of training, advice and practical help for carers.	Assistant Director Heads of Service	
	(g) Youth Offending Services including: i) Provision of education for children in custody; and ii) Safeguarding arrangements for children in custody	Assistant Director Heads of Service	

Function Delegated	Officer to whom delegated	Terms and Conditions
<p>(h) Legal decisions</p> <ul style="list-style-type: none"> <li>i) To initiate family court proceedings</li> <li>ii) Signing of applications to court</li> <li>iii) Signing of care plans to court</li> <li>iv) Court directed placements</li> <li>v) Decision to apply for discharge of care order</li> <li>vi) Planned accommodation under Section 20 Children Act 1989</li> <li>vii) Application for an Emergency Protection Order</li> <li>viii) Application for a Child Assessment Order</li> <li>ix) Approval to apply to Secure Accommodation Panel</li> <li>x) Approval for secure accommodation (welfare or otherwise)</li> <li>xi) Decision to use secure accommodation without the authorisation of a court (up to 72 hours in aggregate over a 28 day period)</li> <li>xii) Decision to end period in Secure Accommodation whilst Court Order is in place</li> <li>xiii) Decision to place a child on a Care Order or an Interim Care Order at home with parents or person with parental responsibility</li> <li>xiv) Application to the Court for authority to refuse contact with a child in care under Section 34(4) Children Act 1989</li> </ul>		
(i) Children in Need and in need of protection		
<ul style="list-style-type: none"> <li>i) Decisions on outcome of referrals and assessments</li> <li>ii) Responsibility to assess case</li> <li>iii) Responsibility to call a child's care planning or review meeting</li> <li>iv) Chairing of child's care planning (CIN) meeting/ chairing a non CLA review meeting</li> <li>v) Decision to close a case or transfer a case to another team</li> </ul>		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<p>(j) Functions related to child protection  <i>Authority to exercise all the duties and functions of the Authority under Parts IV and V of the Children Act 1989, sections 31 – 52 [including section 47 – local authority’s duty to investigate] and all other enabling powers with regard to the care, supervision and protection of children and young people, including determining applications for Residence Orders under Section 8 Children Act 1989. This includes:-</i></p> <ul style="list-style-type: none"> <li>i) Decision to hold Child Protection strategy meeting</li> <li>ii) Initiate Section 47 Child Protection enquiries including direct work with the family</li> <li>iii) Conclude Section 47 enquiries</li> <li>iv) Decision to convene an Initial Child Protection Conference</li> <li>v) Decision to hold Review Child Protection Conference out of timescales</li> <li>vi) Chairing of Child Protection Conferences</li> <li>vii) Cessation of Child Protection Plans</li> <li>viii) Risk decision re: DBS checks</li> </ul>		
	(k) Consent decisions relating to children in care		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) Authority to exercise all the duties and functions of the Authority with regard to children and young people under Sections 22 to 24D of the Children Act 1989 and all other enabling powers (maintenance, advice etc) including making decisions reasonably necessary for their health and well-being</li> <li>ii) Authorisation to place a child outside the area of the responsible authority but within the neighbouring authorities</li> <li>iii) Authorisation to place a child outside the area of the responsible authority and where that placement is a distant one</li> <li>iv) Authorisation of Placement of Children Looked After with Parents etc.</li> <li>v) Sign Passport Applications as person with parental responsibility</li> <li>vi) Consent to holidays or trips abroad in school holidays lasting under a month</li> <li>vii) Consent for a child who is subject to a Care Order to leave the jurisdiction of the Court for more than a month</li> <li>viii) Consent to seek agreement for a child who is subject to an interim care order or the subject of court proceedings on no order, to leave the jurisdiction of the Court</li> <li>ix) Consent to support a young person on a Care Order changing their name</li> <li>x) Consent to join the Armed Forces</li> <li>xi) Consent to marriage of 16 or 17 year old on a Care Order</li> <li>xii) Consent for 16 or 17 year old on a Care Order to live independently</li> <li>xiii) Authorisation to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are being placed for adoption</li> <li>xiv) Authorisation to cease being looked after for children (aged 0-15 who have been in care for over 20 days) who are going home or going to live with family or friends</li> </ul>		

Function Delegated	Officer to whom delegated	Terms and Conditions
<ul style="list-style-type: none"> <li>xv) Authorisation of the support plan where a child is to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are subject to special guardianship or child arrangement orders.</li> <li>xvi) Authorisation to cease being looked after for young people aged 16 &amp; 17</li> <li>xvii) Young person continues to be accommodated after their 18<sup>th</sup> birthday where in residential provisions</li> <li>xviii) Young person remains in an extended foster placement or a formal 'Staying Put' arrangement</li> <li>xix) Consent to routine planned health assessments or treatment for looked after children where the Local Authority has parental responsibility</li> <li>xx) Consent to common (age-related) health remedies including non-prescription drugs, such as ibuprofen and paracetamol</li> <li>xxi) Consent to health assessments, treatment or other interventions including general anaesthetic for a child on a care order where the parent is in disagreement</li> <li>xxii) Consent to health assessments, treatment or other interventions including general anaesthetic for a child accommodated by the Authority which does not have parental responsibility</li> <li>xxiii) Consent to medical interventions to deal with life threatening situations</li> <li>xxiv) Where there is a high risk associated with medical treatment or procedure and this is a planned intervention</li> <li>xxv) Consent to medical interventions to deal with life threatening situations or where there is a high risk associated with the treatment or procedure where the parent or other persons with parental responsibility oppose the intervention</li> <li>xxvi) Acting as a parent for children subject to care orders for the purposes of sectioning under the Mental Health Act 1983 and 2007</li> <li>xxvii) Engagement in potentially hazardous leisure or sports activity</li> </ul>		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	xxviii) Decisions about staying with friends overnight xxix) Decisions about contact arrangements xxx) Decisions about looked after children under 16 subject to a care order having non-intimate body piercing xxxi) Agreement that long term fostering is plan for the child xxxii) Agreement that foster placements are permanent placements for looked after children xxxiii) Decision to consent to looked after children's photographs being used in external publications xxxiv) Decisions re: DBS disclosures on Family and Friends, Foster Carers and SGO Carers xxxv) Consent to use publicity for child missing from care xxxvi) Delay outside statutory timescale for LAC reviews xxxvii) Death of a child in care:- <ul style="list-style-type: none"> <li>- Notifying the Cabinet Member</li> <li>- Notifying the Head of Service</li> <li>- Notifying the Team Management</li> <li>- Notifying the Head of Service responsible for Youth Offending</li> </ul>		
	(l) Fostering and adoption agency decisions		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) Foster Agency Decision Maker</li> <li>ii) Approval of Foster Carers following first annual review</li> <li>iii) Continued approval of foster carers following subsequent reviews (unless referred to Fostering Panel)</li> <li>iv) Authorise emergency placements out of the foster carers terms of approval</li> <li>v) Permanent change of approval</li> <li>vi) Temporary Approval of Foster carers (Regulation 24)</li> <li>vii) Approving adopters as Foster to Adopt carers</li> <li>viii) Adoption Agency Decision Maker</li> <li>ix) Approval of new Adopters</li> <li>x) Approval of the plan for a child to be adopted</li> <li>xi) Approval of a match between a child and adopters</li> <li>xii) Revocation of the plan for a child to be adopted</li> <li>xiii) Decision to pay an adoption allowance or lump sum payment</li> <li>xiv) Review of adopters' approval (unless review at Adoption Panel)</li> </ul>		
	(m) Placement Decisions		
	<ul style="list-style-type: none"> <li>i) Agreement to place with Independent Children Home</li> <li>ii) Agreement to place with Independent Fostering Agency</li> <li>iii) Parent and child assessment placement</li> <li>iv) Specialist leaving care accommodation (ESA)</li> <li>v) B&amp;B/ Emergency accommodation</li> </ul>		
	(n) Disabled Children		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	i) Agreement to provide a short breaks personal budget for a disabled child ii) Agreement to request overnight short break service for a disabled child iii) Agreement to provide inclusive Play Provision funding to enable settings to meet needs of a specific child		
	(o) Notifications		
	i) Death of a child in care:- <ul style="list-style-type: none"> <li>- If 'out of hours' EDT will inform the Strategic Director</li> <li>- Strategic Director will inform the Cabinet Member, Leader of the Council and Chief Executive</li> <li>- Strategic Director will notify the relevant Assistant Director and Head of Service</li> <li>- Notification to Ofsted from the Strategic Director's office</li> </ul> ii) HCPC notifications <ul style="list-style-type: none"> <li>- Disciplinary/ suspension notifications</li> <li>- Concerns regarding safety to practice (ex staff members)</li> </ul> iii) Ofsted notifications <ul style="list-style-type: none"> <li>- Serious incident(s)</li> <li>- Serious Case Review – decision to commission</li> <li>- Serious Case Review – publication date</li> </ul>		
	(p) Education Decisions regarding Children in Care <i>Should be discussed at Personal Education Plan Meetings (PEPs) wherever possible</i>		



	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) Agreement on school placement for those entering the school system – social worker should apply to nearest good or better Ofsted rated school</li> <li>ii) Consultation on Early Years Placement (Childminder, Nursery or Children’s Centre Placement) – must have good or better Ofsted</li> <li>iii) Agreement on school placement for those pupils in transition between key stages where the current school is unable to continue to educate the child (e.g. between primary and secondary school)</li> <li>iv) Agreement to change a child’s school, e.g. due to a care placement move, new to care</li> <li>v) Any planned school move for a pupil in KS4 cannot be agreed without specific permission from Virtual School Head and Assistant Director</li> <li>vi) LAC Pupil Premium Spend – at the PEP meeting to be approved/ quality assured by Virtual School Head</li> <li>vii) Exceptional Permission for Absence in term time (half a day or more) – only short, unavoidable and rare</li> <li>viii) Permission for a reduced/reintegration/transition timetable (any timetable that is less than statutory required hours) – school to submit paperwork to the Virtual School Head</li> <li>ix) Repeating a school year or placing a child in year group not their chronological age</li> <li>x) Exclusions from school – risk of permanent exclusion from school</li> </ul>		
2	Education and Skills		
	(a) Schools Finance		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) Education Provision – in consultation with schools and partners, develop and implement an Integrated Education Strategy distributing capital funding to schemes on the basis of need and in accordance with any regulations regarding the use of funding grants</li> <li>ii) Schools Forum – in accordance with s47a of the Education Act 2002, establish and maintain a Schools Forum to advise and agree proposals as prescribed in regulations, on the distribution of money between schools and how much should be spent on certain Authority-wide functions</li> <li>iii) Fair Funding Formula – Children and Young People’s Services directorate, in consultation with schools and Schools Forum, to determine each school’s budget share through the development and implementation of a local Fair Funding Formula, subject to any statutory requirements, including reference to the Schools Regulations 2012.</li> <li>iv) Schools Budget Setting – set school budgets in accordance with regulations, including those relating to minimum schools budgets and ‘passporting’ targets</li> <li>v) Schools Budget Submission to Secretary of State – in accordance with paragraph 66 of schedule 7 to the Local Government Act 2003 submit to the Secretary of State the proposed Schools Budget as required</li> <li>vi) Budget Statements – to manage the delegation of budget shares to schools, produce a financial statement before the beginning of each financial year and after the end of each financial year in accordance with s.52 of the 1998 Act and other related regulations</li> <li>vii) Audit dates to the Secretary of State – in accordance with the Consistent Financial Reporting (England) Regulations 2003 to report to the Secretary of State each schools’ audit date by the August following the end of the financial year.</li> <li>viii) Notice of Concern</li> <li>ix) Staffing and Finance – in accordance with S.35(7) of the Education Act 2002 the arrangement for staffing of schools without delegated budgets shall be determined by the local authority</li> </ul>		

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	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	(b) School Admissions <i>Subject to the Education (Determination of Admissions Arrangements)(England) Regulations 1999 as amended by the Education (Determination of Admissions Arrangements)(Amendment)(England) Regulations 2002 relating to maintained schools:</i>		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) Consult annually about admissions arrangements with governing bodies of admissions authorities of schools</li> <li>ii) Where there are within year variations to (except in a case where their proposed variations prescribed – see Education (Variations of Admissions Arrangements)(England) Regulations 2002) refer the proposed variations to the adjudicator and notify the bodies whom it consulted of the proposed variations. Where the local authority is the admissions authority for the school, to consult with the governing body before making a reference to the adjudicator</li> <li>iii) When determining admissions arrangements for schools for which the authority is the admissions authority, include determination of the number of pupils in each relevant age group that it is intended to admit to the school in that year, taking into consideration the current capacity of the school and its indicated admission number.</li> <li>iv) Where the authority determines an admission number for a relevant age group which is lower than the school's indicated admission number, the authority must undertake additional publication (reg. 9 of the 1999 Regulations) of a statutory notice.</li> <li>v) Adoption of the Annual Admissions Policy</li> <li>vi) To determine the admissions policy for local authority nursery schools and classes and disseminate to schools</li> <li>vii) To exercise on behalf of the Authority the power under section 98 of the Education Act 1998 to give direction to a governing body that a child be admitted to a named school within the Authority's area.</li> <li>viii) To comply with any requirements made by the Secretary of State to implement a scheme for co-ordinated arrangements for admissions in accordance with the Education Act 2002, Education (Co-ordination of Admissions Arrangements)(Primary Schools)(England) Regulations 2002, as amended by the Education (Co-ordination of Admissions Arrangements)(Primary Schools)(England) (Amendment) Regulations 2003 and the Education (Co-ordination of Admissions Arrangements)(Secondary Schools)(England) Regulations 2002.</li> </ul>		

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	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	ix) To administer arrangements for the admission of individual pupils to primary and secondary schools, including designated areas and other relevant factors and to present the case on behalf of the Authority to admission appeals panels.		
	<b>(c) Functions related to school governance</b>		
	<ul style="list-style-type: none"> <li>i) Determination of school term dates – in the case of Local Authority, Voluntary Controlled and Special Schools, including residential schools, to determine school term dates after appropriate consultation</li> <li>ii) Changing the character of a school – to authorise commencement of the consultation process to change the character of a school prior to formal report to Cabinet (Education and Inspection Act 2006)</li> <li>iii) To approve instruments of governance for schools</li> <li>iv) To appoint additional governors to schools in special measures</li> <li>v) Exercising any human resources, personnel or staffing functions in relation to schools maintained by the Local Authority that are not exercised by school governing bodies in line with the Education Act 1996 and s. 142 of the Education Act 2002.</li> <li>vi) To provide advice to schools at all proceedings relating to the selection of a headteacher, and of other teaching staff where required</li> <li>vii) To implement decisions for governing bodies of schools relating to the determination of potential dismissals and any subsequent appeals against such dismissals, which are within the Authority’s powers to determine.</li> <li>viii) Where the governing bodies of voluntary aided or foundation schools notifies the LEA of the intention to appoint a person to the post of headteacher or deputy headteacher, the Chief Education Officer will make written representation within 14 days if the applicant is not suitable for appointment.</li> </ul>		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	(d) Functions related to school attendance		
	<ul style="list-style-type: none"> <li data-bbox="322 347 1585 528">i) To exercise the powers and duties of the Authority as set out in Section 19 of the Education Act 1996 in respect of making arrangements for the provision of suitable education at school or otherwise for children of compulsory school age who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made</li> <li data-bbox="322 528 1585 639">ii) To authorise any proceedings necessary to enforce any enactment relating to the non-attendance of pupils at school, or education other than at school with reference to the Education Act 1996 and the Anti-Social Behaviour Act 2003.</li> </ul>		
	(e) Functions related to school curriculum		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) Under s.79 of the Education Act 2002, to ensure that every school maintains (including nursery schools and nursery education funded through the LEA) meets the general requirements for the curriculum in particular the National Curriculum (which now includes the Foundation Stage) and religious worship.</li> <li>ii) To monitor the way in which the assessments and foundation stage profiles are being conducted by teachers to ensure consistency and proper implementation of the statutory provisions (The Education (National Curriculum)(Foundation Stage Profile Assessment Arrangements)(England) Order 2003).</li> <li>iii) In accordance with arrangements approved by the Secretary of State under the Education Act 1996 (s.409) to investigate complaints concerning alleged failures of schools to comply with the National Curriculum, including requirements for religious education and collective worship and the arrangements for statutory assessment and moderation of the National Curriculum</li> <li>iv) In accordance with s.90 of the Education Act 2002, to determine whether applications be made to the Secretary of State to direct that a local authority maintained school be authorised to conduct curriculum experiments outside the National Curriculum</li> <li>v) To provide on behalf of the Authority any information which the Secretary of State may by regulation require, including through the Education (School Performance Information)(England) Regulations 2001 and the Education (Pupil Information)(England) Regulations 2000.</li> </ul>		
	(f) Functions related to Special Educational Needs		

	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>
	<ul style="list-style-type: none"> <li>i) To arrange for children to be assessed in accordance with the requirements of the Education Act 1996 and the SEN and Disability Act 2001, to determine the special educational provision which should be made for them and to maintain and review statements of special educational need in accordance with any regulations concerning these</li> <li>ii) To represent the Authority at statutory appeal tribunals in connection with the assessment of special educational needs</li> <li>iii) To ensure that the requirements of any statutory Codes of Practice, relevant to SEN, or other regulations are complied with.</li> </ul>		



### Miscellaneous Functions

The functions set out in this part of the Sub-delegation scheme are derived from:-

- Legislation which provides that a function should be the specific responsibility of the Strategic Director of Children and Young People's Services;
- Policies and Procedures which form part of the Constitution of Rotherham Metropolitan Borough Council;
- Sub-delegations made by other Strategic Directors of Rotherham Metropolitan Borough Council to whom those functions have been delegated; and
- Delegations which have been made to the Strategic Director of Children and Young People's Services by Council or the Cabinet for a period less than 6 months which are not therefore reflected in the Constitution

<b>Place from where function derived</b>	<b>Function Delegated</b>	<b>Officer to whom delegated</b>	<b>Terms and Conditions</b>

## Absence Provisions

The table below sets out details of responsibility for those functions which are not sub-delegated by the Strategic Director of Children and Young People's Services in the usual course of business. These sub-delegations may only be exercised in the absence of the Strategic Director of Children and Young People's Services on leave or where the Strategic Director of Children and Young People's Services has confirmed in writing that he/she will be absent from the office and these provisions are to apply.

Function sub-delegated by the Strategic Director of Children and Young People's Services	Officer with authority to exercise function in absence of the Strategic Director of Finance and Customer Service	Terms and Conditions
All functions which are delegated to the Strategic Director of Children and Young People's Services, save for those mentioned specifically below	Assistant Director – Safeguarding	To, in the absence of the Strategic Director of Children and Young People's Services, exercise the functions of the Strategic Director of Children and Young People's Services in respect of Safeguarding
	Assistant Director – Early Help & Family Engagement	To, in the absence of the Strategic Director of Children and Young People's Services, exercise the functions of the Strategic Director of Children and Young People's Services in respect of Early Help & Family Engagement
	Assistant Director – Commissioning, Performance & Inclusion	To, in the absence of the Strategic Director of Children and Young People's Services, exercise the functions of the Strategic Director of Children and Young People's Services in respect of Commissioning, Performance & Inclusion functions

	Assistant Director – Education	To, in the absence of the Strategic Director of Children and Young People’s Services, exercise the functions of the Strategic Director of Children and Young People’s Services in respect of Education functions
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