

Sub-Scheme of Delegation

Executive Director of Adult Care, Housing and Public Health

The Executive Director of Adult Care, Housing and Public Health is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Council and the Executive. Each Executive 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 Executive 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 Executive Director delegates functions to a fellow Executive Director he/she makes it clear in this sub-delegation scheme whether that Executive Director can sub-delegate those functions.

This scheme details the officers who can carry out each function on the Executive Director's behalf, together with the details of any terms and conditions which the Executive 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 Executive 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 Executive 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 Executive Director for a decision or for referral to the relevant Committee if appropriate.

In some circumstances not all Executive 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 Executive 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 Executive Director unless the absence provisions at the end of this scheme apply.

Group Delegations – Definitions and Priorities

The Executive 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
Service Directors	Director of Public Health Service Director of Housing Service Director of Strategic Commissioning Service Director of Independent Living and Support	Each to act in relation to matters within their remit unless absent in which case any other Service Director may act. - In respect of all financial matters: - Authorisation to spend within approved budgets subject to the policies, Financial and Procurement Procedure Rules of the Council - Authorisation for the virement of revenue budgets in accordance with the Financial and Procurement Procedure Rules of the Council - In respect of departmental assets: - 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. - 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. - In respect of procurement, contract administration and best value: - 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 with approved budgets or supplementary estimates.

		• Where a contract for support and maintenance is renewed within five years of the original contract, authority to award such a contract. 4. In respect of in-house service providers: 5. Human Resources functions delegated: Subject to the next following bullet points, the following HR functions are delegated to Strategic and Service Directors: • Establishment of posts • Changes to establishment/restructuring • Transfer of posts between service sections and units • 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) • Appointment to posts below Service Director, with approved establishment (where this is delegated to senior managers, a list of authorised officers should be maintained by the directorate HR manager) • Use of the re-location scheme for new appointments (the standard pro-forma should be used) • Transfer of staff internally to equivalently graded posts • Approving the recruitment of additional temporary staff for maternity leave cover • Approving the recruitment of additional temporary staff to meet work demands/seasonal fluctuations (all arrangements should be registered and recorded appropriately by the service). • 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).
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		• Agreeing work experience placements for students NOT employed by the Council (there is a standard form for this purpose which should be used by the service). • Agreeing the transition of employees from probationary to permanent employment status • Grading of new posts/changes to existing grades (to satisfy equal pay requirements job grades must be submitted to the directorate HR manager for assessment by the Corporate Pay and Grading Panel). Also covered by this delegation are other payments for non-regular working for all staff, including, for example, standby payments and, in addition, the application of the Council's grading protection scheme • Agreeing appropriate starting salaries (Executive and Service Directors have full delegated powers to determine the salary necessary to attract candidates within the grade determined for the job (the directorate HR manager should be consulted and consistent guidelines for the directorate established and maintained) • Considering personal applications for re-grading (on the advice of a member of the Corporate Pay and Grading Panel) • Approving honoria/ex-gratia payments in appropriate circumstances (in accordance with corporate guidelines to ensure consistency of approach and maintain equality) • Applying the disciplinary procedure with power to initiate investigation and undertake disciplinary procedures up to and including dismissal (Service Directors may delegate this responsibility to appropriate officers, who should consult the directorate HR manager to ensure a consistent approach). • Applying the grievance procedure with power to initiate investigations and undertake first stage grievance hearings (Service Directors may delegate this responsibility to appropriate officers, this should be done in consultation with the directorate HR manager to ensure a consistent approach) • Monitoring of sickness procedures • Agreeing ill health terminations
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		• Approving attendance on full time training courses, conferences etc. or to give lectures (not exceeding one week duration) • Authorising the acceptance of gifts/legacies and hospitality offered to staff • Authorising requests from staff to undertake additional employment (the authority delegated to Service Directors allows them to authorise additional employment for staff above SCP28) • Authorising overtime payments for staff (in accordance with corporate guidelines to ensure consistency and maintain equality) • Granting of special leave without pay • Granting of special leave with pay, including trade union time off • 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) • Authorising payment of compromise agreements or other forms of settlement of the termination of contract of employment • Authorising payment of 'buy-out' compensation (any 'buy-out' arrangements must be consistently applied in line with the philosophy of a single employer) • Issuing compulsory redundancy notices (in consultation with the Service Director of Human Resources) • 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) • Approving requests for re-employment from persons having previously taken early release from the Council's employment. The HR functions listed above are delegated to Executive and Service Directors subject to their consulting the Service Director of Human Resources in order to 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.
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		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 Service Director of Human Resources, the Executive or Service 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. 6. Other functions 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 Service Director's portfolio. Compensation payments up to £1000, in accordance with the Council's Customer Complaints Code of Practice for Officers and the Council's Financial and Procurement Procedure Rules.
Heads of Service	Head of Housing Management Head of Contracts Investment and Compliance Head of Key Housing Options Head of Strategic Housing & Development Head of Service of Front Facing Services Head of Provider Services Head of Localities	Head of Contracts Investment and Compliance Compensation payments up to £500, in accordance with the Council's Customer Complaints Code of Practice for Officers and the Council's Financial and Procurement Procedure Rules.

	Head of Safeguarding and Professional Practice Joint head of Mental Health, Housing Related Support Joint Head of Learning Disabilities and Autism Head of Prevention and Early Intervention Head of Commissioning, Performance and Quality (public health) Operational Manager – Mental Health and MCA/DOLs Operational Manager, Localities Operational Manager, Access Operational Manager, Hospital, Transition Public Health Consultant x 3	
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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

	Function Delegated	Officer to whom delegated	Terms and Conditions
General			
(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	Not delegated	
Personnel			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure	Not delegated	
(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	1. Subject to there being budgetary provision. 2. Such staff should be employed on terms set out in the guidance issued by the Service Director of Human Resources.
(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	

	Function Delegated	Officer to whom delegated	Terms and Conditions
Byelaws			
(d)	The enforcement of byelaws.	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 Executive Director of Adult Care, Housing and Public Health 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.

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 Executive Director of Adult Care, Housing and Public Health by the Leader of Council.

If the Leader or relevant Cabinet Member directs that the Executive Director of Adult Care, Housing and Public Health 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**

	Function Delegated	Officer to whom delegated	Terms and Conditions
Financial			
(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.	Service 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.	Service Directors	
Procurement			
(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.	Service Directors Heads of Service	
Communications and Media			
(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	
Authorising Officers			

	Function Delegated	Officer to whom delegated	Terms and Conditions
(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	
Corporate Procedures			
(f)	To take any action remitted to the Director of Policy, Strategy and Engagement under corporate procedures	Not delegated	
Local Choice Functions			
(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	
Budget and Policy Framework			
(i)	To canvas views of local stakeholders, formulate initial proposals within the budget and policy framework	Not delegated	
Employment			
(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	Service Directors	

	Function Delegated	Officer to whom delegated	Terms and Conditions
(k)	Decisions in relation to restructures, except where the decision: (i) Involves changes to existing national or local agreements and policies; and/or (ii) Cannot be achieved within delegated powers in respect of budgets	Not delegated	Decisions are subject to: (i) Appropriate professional advice be sought (ii) Prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions, and (iii) Appropriate consideration of pay and grading requirements (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.
Provision of Statutory Returns			
(q)	To provide such statutory returns as are necessary within the Executive Director of Adult Care, Housing and Public Health's remit	Not delegated	

Executive Functions
Specific Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
	Any function of the Leader and Cabinet not otherwise delegated to an Executive Director in relation to:		
1	Promotion of well-being, including: (a) Integration and personalisation of health and social care services across the borough for the benefit and health and well-being of Rotherham citizens (b) Promotion of the principle of well-being (c) Consideration of supplier lead service innovation (d) Development and integration of programmes and campaigns to promote health and well-being not otherwise delegated below at (i) Health Protection (ii) Health Improvement (iii) Health care public health:- links to NHS and CCG (iv) Vulnerable people, Emotional Health and Wellbeing (v) Health Improvement : Behaviours and lifestyles (vi) Health Improvement : Wider determinants of health	Service Directors	
2	Information, advice and advocacy including:- (a) Provision of information about available services; (b) Provision of advice to potential service users; and (c) Arrangement of independent advocacy to support participation in, or understanding of, the care and support system	Service Directors Heads of Service	

3	Prevention and Recovery – To take steps to prevent, reduce or delay the need for care and support for all people including:- (a) Preventative services (i) Provision or arrangement of community and home based services to adults with less intensive needs; and	• Service Director Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice • Service Director of Strategic Commissioning and • Joint head of Mental Health, Housing Related Support • Joint Head of Learning Disabilities and Autism • Head of Prevention and Early Intervention • Head of Commissioning, Performance and Quality (public health)	Heads of Service: For matters within their remit
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	(b) Reablement Services:- (i) Provision or arrangement of early intervention time-limited services to meet the immediate requirements of adults with short-term social care needs	• Service Director - Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice • Service Director of Strategic Commissioning and • Joint head of Mental Health, Housing Related Support • Joint Head of Learning Disabilities and Autism • Head of Prevention and Early Intervention • Head of Commissioning, Performance and Quality (public health)	Heads of Service: For matters within their remit
4	Safeguarding, including (a) Co-ordination of multiagency arrangements to ensure that resources are deployed in safeguarding vulnerable adults (b) Delivery of safeguarding training (c) To promote and enable identification of and appropriate action for vulnerable adults at risk of abuse or neglect	Service Directors Heads of Service	Heads of Service: For matters within their remit

5	Assessment and eligibility (a) Assessment, support planning and review including:- (i) Assessment of adults who appear to need care and support (ii) Identification of outcomes within the care and planning process that will establish the cornerstone of the subsequent support plan (iii) Provision of a Personal Budget for persons with eligible needs (iv) Co-ordination, management and review of care and support arrangements to meet eligible needs (v) Assessment of social care needs of carers (vi) Arrangement and funding of services to meet the care and support needs of adults who are detained in prison or who are resident in approved premises	• Service Director of Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice	Heads of Service: For matters within their remit
	(b) Self-directed care (i) Provision of assistance to adults to self- direct their support (including assistance with direct payments, individual service funds and trust funds)	• Service Director and Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice	Heads of Service: For matters within their remit

6	Diverse and High Quality Services – To commission or provide directly care and support services that meet people’s needs including:- (a) Support to live at home (i) supported and other accommodation including extra care (ii) assistance to enable access to other accommodation, including extra care (iii) equipment and adaptations (iv) home care and community meals services (v) day support and care services (vi) short breaks (vii) community alarm service and assistive technology (viii) carers services	• Service Director of Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice • Service Director for Strategic Commissioning • Joint head of Mental Health, Housing Related Support • Joint Head of Learning Disabilities and Autism • Head of Prevention and Early Intervention • Head of Commissioning, Performance and Quality (public health)	Heads of Service: For matters within their remit
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	(b) Residential and Nursing Care (i) residential placements, including specialist provision for people with mental health needs and dementia (ii) nursing placements, including specialist provision for people with dementia	• Service Director of Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice • Service Director for Strategic Commissioning • Joint head of Mental Health, Housing Related Support • Joint Head of Learning Disabilities and Autism • Head of Prevention and Early Intervention • Head of Commissioning, Performance and Quality (public health)	Heads of Service: For matters within their remit
	(c) Housing related support	• Service Director for Strategic Commissioning	

7	Charging and financial assessments including:- (a) To undertake financial assessment (b) Provision of deferred payments	• Service Director and Independent Living and Support • Head of Service of Front Facing Services • Head of Provider Services • Head of Localities • Head of Safeguarding and Professional Practice	Heads of Service: For matters within their remit
8	Residential and Non-Residential Finance (a) Refer to write off of non-Residential Charges for up to 8 weeks – only in exceptional circumstances to ensure service user receives the necessary care (b) Refer to write off of non-Residential Charges for over 8 weeks, and Residential Charges (see above re circumstances) – (c) Power to register property charges by declaration or agreement in securing the eventual collection of debts owed to the Council. (d) Power to enter into legally enforceable agreements for the repayment of loans and other debts due to the Council, with or without the payment of interest, in accordance with established practice and in consultation with the Chief Finance Officer – (e) Power to administer statutory duty to provide care and protection of personal property.	• Heads of Service • Service Director • Head of Service • Team Manager • Head of Service	

9	Service Users Finances – these shall be administered in accordance with Adult Care, Housing and Public Health’s written criteria. Specific authorisations include:- (a) Authorisation to act as Agent or Appointee for service user (b) Authorisation for an Application and to act as Deputy to the Office of the Public Guardian for the appointment of a Deputy for a service user (c) Authorisations falling outside of the written criteria	• Operational Managers	
10	Issue contract to home for supported residential or nursing care	• Service Director	
11	Approval for placement in Local Authority Homes or Day Centres outside Rotherham (at contract price and with contract)	• Head of Service	
12	Approval of new community care / support packages (including Direct Payments) and Supported Living on contract on framework via Direct Payments:- (a) Up to £500 per week (b) Up to £1,000 per week (c) Up to £1,500 per week (d) Over £1,500 per week	• Team Manager • Head of Service • Service Director • Executive Director	
13	Approval of incremental increases to community care / support packages (including Direct Payments) and Supported Living on contract on framework via Direct Payments:- (e) Up to £500 per week (f) Up to £1,000 per week (g) Up to £1,500 per week (h) Over £1,500 per week	• Team Manager • Head of Service • Service Director • Executive Director	

14	General adult social care and older people's functions:- (a) Functions that relate to the Children and Family Act 2014 and Care Act 2014 re young people moving from Children's to adult services	• Service Director, Adult Care, Housing and Public Health	
	(b) Chairing case conferences / strategy meetings and authority to decide on Care Plan etc		
	(c) Approval for holiday sponsorship (private and voluntary placements)		
	(d) Guardianship - Submission		
	(e) To approve guardianship applications made under the provisions of the Mental Health Act 1983.		
	(f) Authorisation of Approved Mental Health Professional (AMHP) under Mental Health Act - on completion and passing AMHP training		
	(g) Approval and re-approval of Approved Mental Health Professional (AMHP) - The AMHP has to attend approval/re-approval and complete a portfolio		
	(h) Financial responsibility being sought from another Authority		
	(i) Visual Impairment Registration		
15	Public Health (a) Ensure the council meets its duties to improve public health (b) Ensure the delivery of public health protections and health improvement responsibilities (c) Ensure the council plans and responds to emergencies that present a risk to public health (d) Ensure the council meets other local government public health responsibilities	• Director of Public Health	With authority to delegate as necessary

16	Housing – Estate Services (a) Estate Management, incorporating Tenancy management, Sites and Estates management, Rent management, services to older people and all aspects of right to buy and leaseholder management (b) Business Planning and Service Development (c) Planned Maintenance (d) Responsive Repairs	• Service Director of Housing Services • Heads of Service (Housing Services)	
17	Housing Options – under Housing Act 1996 (a) Homelessness acceptances (b) Interim accommodation (c) Suitability of temporary accommodation (d) Suitability of a permanent offer of accommodation (e) Storage of possessions (f) Extend interim accommodation pending review (g) Review of negative decision (h) End family hostel or satellite temporary accommodation (i) Homechoice banding -lower priority housing applications (bands 3 and 4) (j) Homechoice banding – higher priority housing applications (bands 1 and 2) (k) Homechoice banding – applicants with health needs (bands 1 and 3) (l) Banding reviews (m)Banding and allocations that are exceptions to Homechoice policy (n) Homechoice – not eligible	• Service Director of Housing Services • Heads of Services (Housing Services)	•

17	Any function which has not been specifically delegated above in relation to Housing Functions (funded by the General Fund). (a) Decision to prosecute a landlord (Protection from Eviction Act 1977) (b) Priority levels for homeless households on the Housing Support Register (c) Priority Move On Scheme applications (d) Payments to private sector landlords – deposit bonds and financial incentives (e) Tenancy rescue payments	• Service Director of Housing Services • Heads of Service (Housing Services)	•
18	Housing Allocations Policy 2025: a) Make minor amendments to the Housing Allocation Policy including local lettings policies to meet the needs of a local area. b) to agree reciprocal arrangements with other placing Local Authorities in respect of Care Leavers		• In consultation with the Cabinet Member for Housing

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 Executive Director of Adult Care, Housing and Public Health;
- Policies and Procedures which form part of the Constitution of Rotherham Metropolitan Borough Council;
- Sub-delegations made by other Executive Directors of Rotherham Metropolitan Borough Council to whom those functions have been delegated; and
- Delegations which have been made to the Executive Director of Adult Care, Housing and Public Health by Council or the Cabinet for a period less than 6 months which are not therefore reflected in the Constitution

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
Local Authority Social Services Act 1970	To discharge all remaining statutory adult social services functions as detailed under Schedule 1 of the Local Authority Social Services Act 1970 so far as those functions relate to adults	Service Directors Heads of Services	<u>Service Directors:</u> Significant Operational Decisions should be in consultation with the Executive Director of Adult Care, Housing and Public Health <u>Heads of Service:</u> For matters within their remit. Decisions up to £100k in relation to those areas within their remit and in consultation with their Service Director

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
Care Act 2014	To discharge the functions of the Act so far as those functions relate to adults and to ensure transitional services from Children's Services to Adult Services for service users as necessary	Service Directors Heads of Services	<u>Service Directors:</u> Significant Operational Decisions should be in consultation with the Executive Director <u>Heads of Service:</u> For matters within their remit. Decisions up to £100k in relation to those areas within their remit and in consultation with their Service Director.
The Local Authority Social Services and National Health Service Complaints (England) Regulations 2009	To act as responsible person	Not delegated	For matters within her remit
	To act as complaints manager	• Head of Policy, Performance and Intelligence • Corporate Complaints Officer	For matters within their remit
Local Authority Circular(2002)2 Implementing the Caldicott Standard into Social Care	To act as Caldicott Guardian for Adult Social Care	Principal Social Work and Social Care Services	For matters relating to Adult Social Services
	To act as Caldicott Guardian for Public Health	Director of Public Health	For matters relating to Public Health and to sub-delegate as necessary
	To act as Caldicott Guardian for Housing matters	Service Director for Housing	For matters relating to Housing Services and to sub-delegate as necessary

Absence Provisions

The table below sets out details of responsibility for those functions which are not sub-delegated by the Executive Director of Adult Care, Housing and Public Health in the usual course of business. These sub-delegations may only be exercised in the absence of the Executive Director of Adult Care, Housing and Public Health on leave or where the Executive Director of Adult Care, Housing and Public Health has confirmed in writing that he/she will be absent from the office and these provisions are to apply.

Function sub-delegated by the Executive Director of Adult Care, Housing and Public Health	Officer with authority to exercise function in absence of the Executive Director of Adult Care, Housing and Public Health	Terms and Conditions
All functions which are delegated to the Executive Director of Adult Care, Housing and Public Health, save for those mentioned specifically below	Service Director – Housing Services	To, in the absence of the Executive Director of Adult Care, Housing and Public Health, exercise the functions of the Executive Director of Adult Care, Housing and Public Health in respect of Housing Services
	Service Director – Independent Living and Support	To, in the absence of the Executive Director of Adult Care, Housing and Public Health, exercise the functions of the Executive Director of Adult Care, Housing and Public Health in respect of Independent Living and Support Services
	Service Director – Strategic Commissioning	To, in the absence of the Executive Director of Adult Care, Housing and Public Health, exercise the functions of the Executive Director of Adult Care, Housing and Public Health in respect of Strategic Commissioning

	Director of Public Health	To, in the absence of the Executive Director of Adult Care, Housing and Public Health, exercise the functions of the Executive Director of Adult Care, Housing and Public Health in respect of Public Health functions
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