

Director's Sub-Delegation Scheme

¹Director of Children's Services

Signed² 

Dated_22 May 2015

Review Date ³	Initial of reviewing officer

¹ Insert title of Director here

² Approving a sub-delegation scheme should be treated as a Significant Operational Decision, and the Delegated Decision Notice, together with supporting report, and the scheme should be published on the Council's website.

³ This scheme is first made at the beginning of the Municipal Year following delegations being made by the Leader and at the Annual Council Meeting. After this the sub-delegation scheme should be kept under review to ensure that it is up to date and fit for purpose – use this table to record the dates when the scheme is reviewed if no changes are necessary.

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Introduction

The⁴ Director of Children's Services is authorised in accordance with the Officer Delegation Scheme to carry out functions on behalf of Full Council and the Executive. Each Director has the benefit of a number of delegations – these are set out separately in two schemes; one for Council functions (delegated by Full 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 Part 3 of the Council's Constitution. Follow these links to find delegations in relation to [Council Functions](#) and [Executive Functions](#).

The 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 Director 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 can carry out each function on the Director's behalf, together with the details of any terms and conditions which the Director has imposed on that sub-delegation (examples can be found in footnote⁵ below). 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 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 Director may indicate that the authority should not

⁴ Insert title of Director here.

⁵ The Director may limit the delegation by imposing a term or condition, for example he/she may:-

- Impose a financial limit (e.g. decisions up to and including £100,000per annum in value);
- Impose a limit in relation to the category of the decision (e.g. Administrative decisions only);
- Require that certain decisions are referred to the Director or another senior officer (e.g. Key decisions to be referred to the Chief Officer (Environmental Action));
- Require an officer to consult specified people before making a particular type of decision (e.g. in consultation with the City Solicitor or in consultation with relevant ward Members);
- Limit decisions to those within an officer's role (e.g. in relation to matters within their remit);
- Limit decisions to those relating to a specific function or project (e.g. decisions relating to the Basic Need Programme);

be exercised, in respect of any individual matter. In either case that matter should be referred to the Director for a decision or for referral to the relevant Committee if appropriate.

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

Glossary

Council Functions	Functions which must be carried out by or on behalf of full Council. Functions which are reserved to Full Council can be found here . Other Council functions are delegated to Committees of Elected Members or to individual officers.
Elected Members	Councillors elected by the citizens of Leeds.
Executive Board	The group of 10 Elected Members including and selected by the Leader, responsible for carrying out Executive functions.
Executive Functions	Functions which must be carried out by or on behalf of the Executive.
Full Council	The meeting of all 99 Elected Members of Leeds City Council
Functions	Things which Leeds City Council must or may do. All functions are set out in legislation which will state whether the function is permissive or mandatory.
Leader	The Leader of Council, elected by all 99 Members of Council. (Usually the chosen leader of the largest political group represented at full Council.)
Local Choice Functions	The Council must decide whether these functions should be treated as Council functions or Executive functions. Details of the responsibility for these functions can be found here .
Officers	Staff employed by the Council.

Relevant Executive Member	The Leader gives Portfolios of responsibility to individual members of Executive Board. Details of specific responsibilities are set out in the Executive Members Portfolios and Overview of Executive Member's Roles and Responsibilities .

Group Delegations – Definitions and Priorities

The 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. It also provides details of how it should be determined which of the officers within the group should take any given decision.

Group Title	Officers included in group authorisation	Order of responsibility
Deputy Directors	<ul style="list-style-type: none"> • Deputy Director Safeguarding, Specialist and Targeted Services • Deputy Director Learning 	
Chief Officers	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Chief Officer Employment and Skills • Chief Officer Children’s Social Work Service (city wide) 	
Heads of Service Safeguarding, Specialist and Targeted Services	<ul style="list-style-type: none"> • Head of Quality & Practice Improvement Services • Head of Service Complex Needs • Head of Service Targeted Services • Head of Looked After Children’s Services • Head of Children’s Social Work (3 posts – ENE, WNW and South) 	
Lead Officers Safeguarding, Specialist and Targeted Services	<ul style="list-style-type: none"> • Assistant Head of Looked After Children • Area Head of Targeted Services (3 posts – ENE, WNW and South) • Statutory Assessment and Provision Lead • Complex Needs Area Lead (3 posts – ENE, WNW and South) 	

	<ul style="list-style-type: none"> • Sensory Service Lead • Youth Offending Service Lead • Principal Educational Psychologist/Best Practice Development Lead • Built Environment Lead (aka Revenue Reduction Lead) 	
Heads of Service Learning	<ul style="list-style-type: none"> • Head of Service Learning for Life • Head of Learning Improvement • Head of Service Learning Systems • Head of Service Inclusive Learning 	
Lead Officers Learning, Skills and Universal Services	<ul style="list-style-type: none"> • Youth Offer Lead • Children’s Centres and Early Start Lead • 11-19 Leadership and Management Lead • Schools in Challenging Circumstances Lead • Inclusion Lead • Health Wellbeing Lead • Children Missing out on Education and Exclusions Monitoring Lead • Virtual School Lead 	
Heads of Service, Partnership Development and Business Support	<ul style="list-style-type: none"> • Head of Service Children’s Workforce Development • Head of Information Management and Technology • Head of Service Commissioning and Market Management 	
Lead Officers, Partnership Development and Business Support	<ul style="list-style-type: none"> • Customer Relations Lead • Information Knowledge and Procedures Lead • Leadership Support and Communications Lead • Voice and Influence Lead 	

	<ul style="list-style-type: none"> • Practice and Development and Partnership Training Lead • Strategic Investment, Contracting and Procurement Lead 	
Heads of Service, Employment and Skills	<ul style="list-style-type: none"> • Head of Employment and Skills • Head of Employment Leads • Head of Projects and Programmes 	
Programme Manager	Programme Manager, Built Environment	
Senior Partnership Manager	Senior Partnership Manager	
Child Employment Officer	Child Employment Officer	
Administrative Officer Attendance	Administrative Officer Attendance	
Head of Human Resources	Head of Human Resources (Children's Services)	
Head of Finance	Head of Finance (Children's Services)	

Delegation of Functions Under Articles

The functions set out in this part of the sub-delegation scheme are delegated to the Director by Full Council through the relevant Article of the Constitution.

General Delegations

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to all Directors, for matters within his/her Director's remit only.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.5	To sign as agent for the Council all contracts of a value below £100,000 agreed to be entered into by the Council or any part of it	<ul style="list-style-type: none">• Deputy Directors• Chief Officers	Within their area of responsibility Contracts of a value below £100,000 ⁶

⁶ Contracts above the value of £100,000 are signed in accordance with Article 14 and the sub-delegation scheme of the City Solicitor.

Specific Delegations⁷

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to the Director alone, with general effect.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.5	Authentication of Documents for legal proceedings To sign documents which are a necessary step in legal proceedings <i>(Sub-delegated to the Director of Children's Services by the City Solicitor (with power for the DCS to sub-delegate)</i>	Deputy Director Learning	To take any action which the City Solicitor can take BUT only with regard to the issuing of proceedings under the Education Act 1996 and the Education and Inspectorates Act 2006

⁷ Specific Delegations are made under:-

- Article 12 to the Chief Executive as Head of Paid Service and Deputy Chief Executive as his deputy; the City Solicitor as Monitoring Officer and the Head of Governance Services as her deputy; and the Deputy Chief Executive as Chief Finance Officer and the Chief Officer (Financial Management) as his deputy;
- Article 14 to the Chief Executive and the City Solicitor;
- Article 15 to the City Solicitor as Monitoring Officer;
- Article 16 to the City Solicitor as Monitoring Officer

Council Functions –

Introduction

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)⁸ which have been delegated to the Director by Full Council, or by a Council Committee.

Decisions in relation to these functions should be categorised in accordance with [Article 13](#) and taken in accordance with [the Access to Information Procedure Rules](#)⁹.

Where a Significant Operational Decision is taken 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 Notice, both of which can be found in the [Decision Making Toolkit](#). The decision may be implemented immediately. The report supporting the decision should be published together with the Delegated Decision Notice 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 Notice to make this written record if it is helpful to do so. The decision may be implemented immediately.

⁸ And those Local Choice Functions which are the responsibility of Full Council and have been delegated to the Director

⁹ These rules incorporate the requirements of the Openness of Local Government Bodies Regulations 2014 in relation to the publication of written records of relevant decisions.

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	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	Up to £40,000 in their area of responsibility and in accordance with guidance notes jointly prepared by the City Solicitor and the Director of Resources
(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	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support 	In relation to those areas within their remit, with the exception of the overall management of fire safety which remains with the Chief Officer.
Personnel			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council’s Recruitment and Selection Procedure	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support 	Within their area of responsibility and in consultation with Head of Finance (Children’s Services) the Head of Human Resources (Children’s Services) and subject to there being budgetary provision. Such staff should be employed in terms set out in the guidance issued by the Director of Resources.

	Function Delegated	Officer to whom delegated	Terms and Conditions
(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.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support 	<ol style="list-style-type: none"> 1. Subject to there being budgetary provision. 2. Such staff should be employed on terms set out in the guidance issued by the Deputy Chief Executive. 3. Within their area of responsibility and in consultation with Head of Finance (Children's Services) the Head of Human Resources (Children's Services)
(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	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support 	Within their area of responsibility and in consultation with Head of Finance (Children's Services) the Head of Human Resources (Children's Services)
Byelaws			
(d)	The enforcement of byelaws	<ul style="list-style-type: none"> ▪ Chief Officer Partnership Development and Business Support 	

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 Director 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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
1.	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">• Deputy Director Safeguarding, Specialist and Targeted Services• Targeted Services Area Lead (ENE)• Child Employment Officer	
		Administrative Officer Attendance	Only in the absence of the Child Employment Officer

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)¹⁰ which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member¹¹ directs that the Director 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 Executive Board.

Decisions in relation to these functions should be categorised in accordance with [Article 13](#) and taken in accordance with [the Executive and Decision Making Procedure Rules](#).

Where a Key Decision is proposed in relation to an Executive Function it should be publicised on the Council's web site using the Request to add a Key Decision to the 'List of Forthcoming Key Decisions' form. The decision itself should be supported by a report to the decision maker on the corporate report template and recorded on a Delegated Decision Notice. The necessary templates can be found in the [Decision Making Toolkit](#). In most cases a Key Decision will be open to Call In and should not be implemented until the Call In period has expired.

Where a Significant Operational Decision is taken 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 Notice. The report supporting the decision should be published together with the Delegated Decision Notice on the Council's website as soon as practicable after the decision has been taken. A Significant Operational Decision may be implemented immediately.

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 Notice 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.

¹⁰ And those Local Choice Functions which are the responsibility of the Executive Board and have been delegated to the Director

¹¹ See glossary.

Executive Functions –

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
Financial¹²			
1	To incur expenditure and to generate and collect income in line with Financial Regulations , Contracts Procedure Rules and within approved revenue and capital estimates.		
1(i)	Revenue	<ul style="list-style-type: none"> Deputy Directors, Chief Officer Partnership Development and Business Support within their area of responsibility 	Key decisions which will result in the authority incurring expenditure or making savings of £250, 000 and above should be referred to the Director of Children’s Services.
		<ul style="list-style-type: none"> Chief Officer Children’s Social Work Service (City Wide) 	Decisions which will result in the authority incurring expenditure or making savings of £100,000 and above each year shall be referred to the Deputy Director Safeguarding, specialist and Targeted Services.
		<ul style="list-style-type: none"> Chief Officer Employment and Skills, within their area of responsibility 	Decisions which will result in the authority incurring expenditure or making savings of £100,000 and above each year shall be referred to the Deputy Director Learning.

¹² See [Financial Regulations Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support • Heads of Service Employment and Training 	Decisions which will result in the authority incurring expenditure or making savings over £20,000 each year shall be referred to the Deputy Director or Chief Officer within their area of responsibility
	Revenue: Youth Activity Fund	Assistant Chief Executive Citizens & Communities	This function to be used in respect of the delegation to Community Committees to allow urgent decisions relating to the Youth Activity Fund allocated to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee
1.(ii)	Capital	Deputy Director Learning	Decisions which will result in the authority incurring expenditure or making savings over £750,000 each year shall be referred to the Director of Children's Services.
		Head of Service Learning Systems	Decisions which will result in the authority incurring expenditure or making savings over £500,000 each year shall be referred to the Chief Officer Strategy, Performance and Commissioning
		Programme Manager	Decisions which will result in the authority incurring expenditure or making savings over £250,000 each year shall be referred to the Head of Service Learning Systems
2	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Deputy Chief Executive at the first opportunity.	<ul style="list-style-type: none"> • Deputy Directors, Chief Officer Partnership Development and Business Support, within their area of responsibility 	Key decisions which will result in the authority incurring expenditure or making savings of £250, 000 and above should be referred to the Director of Children's Services.

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> Chief Officer Employment and Skills, within their area of responsibility 	Decisions which will result in the authority incurring expenditure or making savings of £100,000 and above each year shall be referred to the Deputy Director Learning.
		<ul style="list-style-type: none"> Chief Officer Children’s Social Work Service (City Wide) within their area of responsibility 	Decisions which will result in the authority incurring expenditure or making savings of £100,000 and above each year shall be referred to the Deputy Director Safeguarding, specialist and Targeted Services.
		<ul style="list-style-type: none"> Heads of Service Safeguarding, Specialist and Targeted Services Heads of Service Learning Heads of Service, Partnership Development and Business Support 	Decisions which will result in the authority incurring expenditure or making savings over £20,000 each year shall be referred to the Deputy Director or Chief Officer within their area of responsibility
Procurement¹³			
3	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules .	Deputy Director Learning	Decisions which will result in the authority incurring expenditure or making savings over £750,000 each year shall be referred to the Director of Children’s Services.
		Head of Service Learning Systems	Decisions which will result in the authority incurring expenditure or making savings over £500,000 each year shall be referred to the Chief Officer Strategy, Performance and Commissioning
		Programme Manager	Decisions which will result in the authority incurring expenditure or making savings over £250,000 each year shall be referred to the Head of Service Learning Systems

¹³ See [Procurement and Category Management Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
4	To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Systems 	
5	<p>Signature of Certificates for Contracts – Local Government (Contracts) Act 1997 ('the 1991 Act')¹⁴</p> <p>Subject to the approval of the City Solicitor and the Deputy Chief Executive, to sign certificates under the 1997 Act in relation to contracts.</p>	NOT TO BE SUB-DELEGATED ¹⁵	
General			
6	<p>Community Right to Challenge¹⁶</p> <p>In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.</p>	Deputy Director Learning	
7	Data Protection, Human Rights, Surveillance activities, and Freedom of Information ¹⁷		

¹⁴This function deals with signing a certificate to indicate that the authority has power to enter into a contract. Signing the contract itself is a separate action and authority to sign a contract is delegated under [Article 14](#) of the Council's Constitution and is sub-delegated under the part of this scheme which deals with authority under the Articles.

¹⁵ In the event of the absence of the Director the certificate must be signed by the Deputy Chief Executive or City Solicitor or in their absence one of the Statutory Chief Officers or Non-Statutory Chief Officers to whom authority is delegated under the Officer Delegation Scheme (Executive Functions) General Delegations paragraph 5.

¹⁶ Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

¹⁷ See [Managing Information Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	a) To implement and ensure compliance with: <ul style="list-style-type: none"> • the rules on data protection, human rights, surveillance activities, and freedom of information • the council's policies on these matters • guidance and advice from the City Solicitor on these matters. 	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	Within their areas of responsibility
	b) To designate officers with specific responsibilities for these matters.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to those areas within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
	<p>c) To advise the City Solicitor of any:-</p> <ul style="list-style-type: none"> • new types of data processed; • new ways of processing personal data; and • new persons or organisations to whom data is given. 	<p>Chief Officer Partnership Development and Business Support</p>	
8	<p>Media¹⁸</p> <p>To issue statements to the press and other news media about their delegated functions within the settled framework of council policy.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support • Heads of Service Employment and Skills 	<p>In relation to those areas within their remit and only following consultation with the Deputy Directors or Chief Officers</p>
9	<p>Authorising officers¹⁹</p> <p>To authorise officers possessing such qualifications 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.</p>	<p>Not delegated</p>	

¹⁸ See [Dealing with the Media Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
10	Corporate procedures ²⁰ To take any action remitted to the Director under corporate procedures.	Not delegated	
11	Local Choice Functions (see Section 1, Part 3 of the Constitution)		
	(a) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	Where applicable within their areas of responsibility
	(b) To obtain particulars of persons interested in land	Deputy Director Learning	To the extent that this is in pursuance of the Director of Children's Services delegated authority.
12	Budget and policy framework To formulate initial proposals within the budget and policy framework	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	Within their area of responsibility and in consultation with Head of Finance (Children's Services) and Head of Human Resources

¹⁹ This delegation gives the officer detailed power to grant authority for other officers to carry out certain statutory powers or duties (e.g. entering onto land or appearing in court). This part of the sub-delegation scheme does not detail those 'authorised officers' – Authorised officers are given separate evidence of their authority (e.g. an ID card or certificate), signed by the person named here who has the power to authorise them. Their details are kept in a separate list together with details of who authorised them, the date they were authorised and the functions for which they are authorised.

²⁰ This function refers to any powers delegated to the Director under the Procedure Rules set out at Part 4 of the Council's Constitution which are not specifically included elsewhere (for example functions under the Financial Regulations and the Contracts Procedure Rules which are delegated at Paragraphs 1 to 4 above)

	Function Delegated	Officer to whom delegated	Terms and Conditions
13	<p>Functions on Behalf of an NHS Body</p> <p>To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within the Director's remit.</p>	Deputy Director Safeguarding, Specialist and Targeted Services	Decisions which will result in the authority incurring expenditure or making savings over £100,000 each year shall be referred to the Director of Children's Services.
Personnel²¹			
14	<p>Miscellaneous employment issues</p> <p>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</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In consultation with the Head of Finance (Children's Services) and Head of Human Resources (Children's Services)
		<ul style="list-style-type: none"> • Heads of Service Safeguarding, Specialist and Targeted Services • Heads of Service Learning • Heads of Service, Partnership Development and Business Support 	In consultation with the Chief Officers within their areas of responsibility and Head of Finance (Children's Services) and Head of Human Resources (Children's Services)

²¹ See [Recruitment and Staffing Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
15	<p>Changes to staff structure</p> <p>Decisions in relation to restructures except where the decision:</p> <p>(i) involves changes to existing National or Local Agreements and policies; and/or</p> <p>(ii) cannot be achieved within delegated powers in respect of budgets</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	<p>Decisions are subject to:</p> <p>i. appropriate professional advice being sought,</p> <p>ii. prior consultation with all appropriate parties affected by the decision including all officially recognised trade unions, and</p> <p>iii. appropriate consideration of pay and grading requirements.</p> <p>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.</p> <p>Decision only within their area of responsibility subject to consultation with the Head of Finance (Children's Services) and Head of Human Resources (Children's Services)</p> <p>Key decisions which will result in the authority incurring expenditure or making savings of £250, 000 and above should be referred to the Director of Children's Services.</p>

Executive Functions –

Specific Delegations

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(a)		<p>The authority's role as children's services authority, including functions in relation to:</p> <ul style="list-style-type: none"> • Arrangements to promote co-operation to improve well-being of children; • Arrangements to safeguard and promote welfare of children; • Information databases; • The Local Safeguarding Children Board.²² 	Not delegated	
(b)(i)		<p>Social Services Functions so far as they relate to i) children, including those functions related to the protection and safeguarding of children</p>	Deputy Director Safeguarding, Specialist and Targeted Services	<p>Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Director of Children's Services. All other decisions which will result in the authority incurring expenditure £250,000 or over each year shall be referred to the Director of Children's Services.</p>

²² For clarification this does not include functions set out in paragraphs b, c, d, and e below.

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
			Chief Officer Children's Social Work Service (city wide)	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Director of Children's Services. All other decisions which will result in the authority incurring expenditure £100,000 or over each year shall be referred to the Deputy Director of Children's Services, Safeguarding, Specialist and Targeted Services
			Head of Looked After Children's Services	Decisions in relation to individual child placements over £175,000 each year shall be referred to the Deputy Director Safeguarding, Specialist and Targeted Services or Chief Officer Children's Social Work Services
			Assistant Head of Looked After Children's Services	Decisions in relation to individual child placements over £100,000 each year shall be referred to the Head of Looked After Children's Services
(b)(ii)		Social Services Functions so far as they relate to ii) young people leaving care including those functions related to the protection and safeguarding of children	Deputy Director Safeguarding, Specialist and Targeted Services	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Director of Children's Services. All other decisions which will result in the authority incurring expenditure or making savings £250,000 or over each year shall be referred to the Director of Children's Services

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
			Chief Officer Children's Social Work Service (city wide)	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Deputy Director Safeguarding, Specialist and Targeted Services. All other decisions which will result in the authority incurring expenditure £100,000 or over each year shall be referred to the Deputy Director of Children's Services, Safeguarding, Specialist and Targeted Services
			Head of Looked After Children's Services	Decisions in relation to individual child placements over £175,000 each year shall be referred to the Deputy Director Safeguarding, Specialist and Targeted Services or Chief Officer Childrens Social Work Services
			Assistant Head of Looked After Children's Services	Decisions in relation to individual child placements over £100,000 each year shall be referred to the Head of Looked After Children's Services
	DFE_003	Children Act 1989 Section 33.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_004	Children Act 1989 and those in Parts 4 and 5 under section 24D Sections 26(3) and 24D. Secondary - Children Act 1989 Representations Procedure (England) Regulations 2006.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_005	Children Act 1989 Section 17(1)	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_006	Children Act 1989 as amended by Sections 17A (inserted by the Health and Social Care Act 2001) and 17B (inserted by the Carers and Disabled Children Act 2000). Secondary - The Community Care, Services for Carers and Children's Services (Direct Payments) (England) Regulations 2009 and the Carers and Disabled Children (Vouchers) (England) Regulation 2003.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_007	Children Act 1989, as amended by Section 25 of the Children and Young Persons Act 2008, Paragraph 6(1)(c) of Schedule 2. It is proposed to bring this amendment into force on 1 April 2011. Secondary -The Breaks for Carers of Disabled Children Regulations 2010, which have been laid before Parliament and should come into force on 1 April 2011.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_008	Children Act 1989 Section 47	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_009	Children Act 1989 Section 16	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_010	Children Act 1989 Section 37	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_011	Children Act 1989 Section 31A	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_012	Children Act 1989 Sections 85, 86 and 86A of, and paragraph 8A of Schedule 2, amended by Children and Young Persons Act 2008. Secondary - The Visits to Children in Long-Term Residential Care Regulations 2011 (due to come into force on 1 April 2011).	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_013	Children Act 1989 Section 67 and Part 9 of, and Schedule 8. Secondary - The Children (Private Arrangements for Fostering) Regulations 2005.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_014	Children Act 1989, Section 17 (and related duties in Schedule 2 to the Act)	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_015	Children Act 1989. Section 26 Secondary - the Review of Children's Cases Regulations 1991 (SI 1991/895). [From 1 April 2011, the duty to appoint an IRO is set out in Section 25A of the Children Act 1989, as amended by Children and Young Persons Act 2008. Part 6 of the Care Planning, Placement and Case Review (England) Regulations 2010 will replace the 1991 Regulations in respect of looked after children case reviews.]	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_016	Children Act 1989. Section 34 Secondary - Contact with Children Regulations 1991 (SI1991/891) . From 1 April 2011, provision is made in Care Planning, Placements and Case Review (England) Regulations 2010.	<ul style="list-style-type: none"> • Chief Officer Children’s Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children’s Social Work (3 posts) 	Within their area of responsibility
	DFE_017	Children Act 1989 Schedule 2, paragraph 17 has been replaced by section 23ZB inserted by the Children and Young Persons Act 2008. Secondary - The Definition of Independent Visitors (Children) Regulations 1991 (SI 1991 892) - replaced by regulation 47 of The Care planning, Placement and Case Review (England) Regulations 2010.	<ul style="list-style-type: none"> • Chief Officer Children’s Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children’s Social Work (3 posts) 	Within their area of responsibility
	DFE_018	Education Act (EA) 1996 Section 13A. -Section 13A was inserted by Section 1 of Education and Inspections Act (EIA) 2006 – duty to promote high standards and the fulfilment of potential. – Amended by Para 3, Schedule 2 of Apprenticeship, Skills, Children and Learning Act (ASCL) 2009.	<ul style="list-style-type: none"> • Chief Officer Children’s Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children’s Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_019	Education Act (EA) 1996 Section 14 . General duty on local authorities to secure sufficient schools in their area. Section 14 (3A) added by Section 2 of Education and Inspections Act (EIA) 2006 – to secure diversity of provision of schools and increasing opportunities for parental choice. Secondary legislation - The Information as to Provision of Education (England) Regulations 2008	<ul style="list-style-type: none"> • Chief Officer Children’s Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children’s Social Work (3 posts) 	Within their area of responsibility
	DFE_063	Children Act 1989 Section 23A(3). Secondary - Regulation 4 of the Children (Leaving Care) (England) Regulations 2001. From 1 April 2011 this group of children will be covered in the Care Leavers (England) Regulations 2010.	<ul style="list-style-type: none"> • Chief Officer Children’s Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children’s Social Work (3 posts) 	Within their area of responsibility
	DFE_085	Adoption and Children Act 2002 Section 3. Secondary - Adoption Agencies Regulations 2005 (SI 2005/389). Local Authority Adoption Service (England) Regulations 2003 (SI 2003/370)	<ul style="list-style-type: none"> • Chief Officer Children’s Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children’s Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_086	Adoption and Children Act 2002 Section 3, 4(5). Secondary - The Adoption Support Services Regulations (SI 2005/691) set out which types of support services must be extended to which categories of persons.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_087	Adoption and Children Act 2002 Sections 2, 18, 19, 22, 30-35. Secondary - Adoption Agencies Regulations 2005 (SI 2005/351) (made under s.9 of the 2002 Act)	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_088	Adoption and Children Act 2002 Section 56. Secondary - (see the Disclosure of Adoption Information (Post-Commencement Adoptions) Regs 2005 (SI 2005/888)..	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_092	Education Act 2002 (introduced 1 June 2004) Section 175	Head of Quality & Practice Improvement Services	
	DFE_111	Private Fostering Regulations 2005	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_161	Children Act 1989 Section 22 including 22(3)(a) and 22(3A) as amended by Section 52 of the Children Act 2004.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_163	Children Act 1989 Schedule 2 paragraph 15.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_164	Children Act 1989 Schedule 2, paragraph 19.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_162	Children Act 1989 section 23	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_163	Children Act 1989 Schedule 2 paragraph 15.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_164	Children Act 1989 Schedule 2, paragraph 19.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_165	Children Act 1989 Sections 25A, 25B and 25C , inserted by Children and Young Persons Act 2008, coming into force on 1 April 2011 – to replace the duty under section 26 Secondary - Care Planning, Placements and Case Review (England) Regulations 2010	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_166	Children Act 1989 Section 23ZA, inserted by Children and Young Persons Act 2008. Secondary - Care Planning, Placement and Case Review (England) Regulations 2010 and Visits to Former Looked After Children in Detention (England) Regulations 2010 (both to come into force on 1 April 2011).	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_167	Section 23ZB inserted by the Children and Young People's Act (this replaces Schedule 2, paragraph 17)	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_168	Children Act 1989 Sections 23A to 24B Secondary - Children (Leaving Care) (England) Regulations 2001 which are to be replaced from 1 April 2011 with new Care Leavers (England) Regulations 2010.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_169	Children Act 1989 sections 23C and 24B	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_170	Children Act 1989 Section 24C	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_171	Children Act 1989 Part 3 and Parts 4 and 5 under section 24D of the Children Act 1989	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_172	Children Act 1989 Section 26A Secondary - Advocacy Services and Representations Procedure (Children) Amendment Regulations 2004.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_173	Adoption and Children Act 2002 Section 2(8).	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_174	Children Act 1989 section 22	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_175	Children Act 1989 sections 30-35	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_176	Adoption and Children Act 2002 Section 58, 60.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_177	Adoption and Children Act 2002 Sections 4(1). Secondary - The Adoption Support Services Regulations (SI 2005/691) - set out procedure for assessment	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_178	Hague Convention cases The relevant Regulations are the Adoptions with a Foreign Element Regulations 2005, as amended by the Adoptions with a Foreign Element (Amendment) Regulations 2009.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_179	Adoption and Children Act 2002 Sections 42, 43, 44 .	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_180	Children Act 1989 Section 20.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_181	Children Act 1989 Section 21	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_182	Children Act section 25. Secondary - Children (Secure Accommodation) Regulations 1991 (SI 1991/1505) and Children (Secure Accommodation) (No. 2) Regulations (SI 1991/2034).	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_183	Children Act 1989 sections 44, 44A, 44B and 45	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_184	Children Act 1989 Sections 62, 64.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_185	Children Act 1989 Section 22G	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility
	DFE_186	Children Act 1989 Section 22C, 22D, 23 Secondary - Arrangements for Placement of Children (General) Regulations 1991 (SI 1991/890) . Placement of Children with Parents etc Regulations 1991 (SI1991/893) Fostering Services Regulations 2002 (SI 2002 /57) - Parts 4,5 and 6.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
	DFE_187	Children Act 1989 Section 53 . Part 2 of the Care Standards Act 2000. Secondary - Children's Homes Regulations 2001 (soon to be replaced by the Children's Homes 2001 Amendment Regulations).	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	
	DFE_189	Children Act 1989 Section 14A(8) subsection(9) Secondary - Special Guardianship Regulations 2005 (SI 2005/1109).	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	
	DFE_190	Children Act 1989 Section 14F. Secondary - The Special Guardianship Regulations 2005.	<ul style="list-style-type: none"> • Chief Officer Children's Social Work (City wide) • Head of Looked after Children • Assistant Head of Looked after Children • Head of Children's Social Work (3 posts) 	Within their area of responsibility

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i) (c)(ii) (c)(iii)		<p>Education so far as those functions relate to</p> <p>(i) children of compulsory school age; or</p> <p>(ii) young people aged 16-19.</p> <p>Including:</p> <ul style="list-style-type: none"> • Early years development, childcare planning and youth services, and • Vocational training and allied services where they relate to children of compulsory school age. 	Deputy Director Learning	Decisions which will result in the authority incurring expenditure or making savings of £250,000 or over each year shall be referred to the Director of Children's Services.
(c)(i)1	DFE_002	<p>Children Act 1989 as amended by section 52 of the Children Act 2004 Section 22(3) a.</p> <p>Secondary - Section 22(3) a of the Children Act 1989 placed a duty on local authorities to safeguard and promote the welfare of a child looked after by them. Section 52 of the Children Act 2004 amended that to include a particular duty on local authorities to promote their educational achievement.</p>	Virtual School Lead	
(c)(i)2	DFE_004	<p>Children Act 1989 and those in Parts 4 and 5 under section 24D Sections 26(3) and 24D</p> <p>Secondary - Children Act 1989 Representations Procedure (England) Regulations 2006.</p>	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Customer Relations Lead 	
(c)(i)3	DFE_018	<p>Education Act (EA) 1996 Section 13A. Section 13A was inserted by Section 1 of Education and Inspections Act (EIA) 2006 – duty to promote high standards and the fulfilment of potential. – Amended by Para 3, Schedule 2 of Apprenticeship, Skills, Children and Learning Act (ASCL) 2009.</p>	<ul style="list-style-type: none"> • Head of Service Learning Systems 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)4	DFE_019	Education Act (EA) 1996 Section 14. General duty on local authorities to secure sufficient schools in their area. Section 14 (3A) added by Section 2 of Education and Inspections Act (EIA) 2006 – to secure diversity of provision of schools and increasing opportunities for parental choice. Secondary legislation - The Information as to Provision of Education (England) Regulations 2008	<ul style="list-style-type: none"> • Head of Service Learning Systems 	
(c)(i)5	DFE_020	Education Act (EA) 1996 Section 14A, added by Section 3 of Education and Inspections Act (EIA) 2006.	<ul style="list-style-type: none"> • Head of Service Learning Systems • Capacity Planning and Sufficiency Lead 	
(c)(i)6	DFE_021	Education Act 1996 Section 457	Head of Learning Improvement	
(c)(i)7	DFE_022	Education Act 1996 Section 458 Charges for board and lodging at boarding schools	Deputy Director Safeguarding, Specialist and Targeted Services	Decisions in relation to individual child placements over £300,000 each year shall be referred to the Director of Children’s Services
			Head of Service Complex Needs	Decisions in relation to individual child placements over £200,000 each year shall be referred to the Deputy Director Safeguarding, Specialist and Targeted Services
(c)(i)8	DFE_023	Education Act 1996 Section 499. Secondary - Parent Governor Representatives (England) Regulations 2001	Head of School Improvement	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)9	DFE_025	Education Act 1996 Section 390-391, Schedule 31. Section 375, Education Act 1996.	<ul style="list-style-type: none"> • Head of School Improvement • 11-19 Leadership and Management Lead 	
(c)(i)11	DFE_027	Secondary - The School Finance (England) Regulations 2012	<ul style="list-style-type: none"> • Head of Service Learning for Life • Head of Finance Children's Services 	
	DFE_028	See above 026		
(c)(i)12	DFE_029	Education Act 1996, schedule 1. Secondary - Education (Pupil Referral Units) (Management Committees etc.) England Regulations 2007. Education (Pupil Exclusions and Appeals) (Pupil Referral Units) England Regulations 2008.	Head of Learning Improvement	
(c)(i)13	DFE_030	Education Act 1996 Section 447	Head of Learning Improvement	
(c)(i)14	DFE_031	Education Act 1996 Section 436A.	Head of Learning Improvement	
(c)(i)15	DFE_032	Education Act 1996 Section 437.	Head of Learning Improvement	
(c)(i)16	DFE_033	Education Act 1996 Section 543. Secondary - The Education (School Premises) Regulations 1999 and the Education (School Premises) (England) Regulations 2012 1999.	Head of Service Learning Systems	
(c)(i)17	DFE_034	Education Act 1996 Part IV, Chapter 1 (sections 312-332B) and Schedules 26 and 27. Secondary - The Education (Special Educational Needs) (England) (Consolidation) Regulations 2001 (SI 2001/3455).	<ul style="list-style-type: none"> • Head of Service Complex Needs • Statutory Assessment and Provision Lead 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)18	DFE_035	Education Act 1996 Section 14	Head of Service Learning Systems	
(c)(i)19	DFE_036	Education Act 1996 Section 512(3) as amended by Education Act 2002.	Head of Learning Improvement	
(c)(i)20	DFE_037	Education Act 1996 Section 508B. Inserted by section 77 of the Education and Inspections Act 2006.	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Head of Service Commissioning and Market Management 	
(c)(i)21	DFE_038	Education Act 1996 Section 508A . Secondary - Statutory Instrument 2008 No 3093 The School Information (England) Regulations 2008.	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Head of Service Commissioning and Market Management 	
(c)(i)22	DFE_041	Education Act 1996 Section 509AB.	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Head of Service Commissioning and Market Management 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)23	DFE_042	Education Act 1996 Section 509AA. Amended with additional criteria for local authority post 16 transport policy statements in Education and Skills Act 2002, Education and Inspections Act 2006, Education and Skills Act 2008 and Apprenticeships, Skills, Children and Learning Act 2009	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Head of Service Commissioning and Market Management 	
(c)(i)24	DFE_044	Education Act 1996 Section 507B - introduced through section 6 of the Education and Inspections Act 2006.	Youth Offer Lead	
(c)(i)25	DFE_047	School Standards and Framework Act 1998 Section 86(1A) as amended by section 42 of the Education and Inspections Act 2006.	Head of Service Learning Systems	
(c)(i)26	DFE_048	School Standards and Framework Act 1998 Section 88P amended by Education Act 2011 section 34.	Head of Service Learning Systems	
(c)(i)27	DFE_049	School Standards and Framework Act 1998 Section 92. Substituted by Education Act 2002.	Head of Service Learning Systems	
(c)(i)28	DFE_050	School Standards and Framework Act 1998. School Admission Appeals Code Section 94.	Head of Service Learning Systems	
(c)(i)29	DFE_051	School Standards and Framework Act 1998 Section 69.	<ul style="list-style-type: none"> • Head of Learning Improvement • 11-19 Leadership and Management Lead 	
(c)(i)30	DFE_052	School Standards and Framework Act 1998 Section 70.	<ul style="list-style-type: none"> • Head of Learning Improvement • 11-19 Leadership and Management Lead 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)31	DFE_055	School Standards and Framework Act 1998 Sections 45, 45A, 45AA, 46, 47, 47ZA, 47A and 48 and Schedule 14, as amended by Education Act 2011 sections 46 and 50. Secondary - School Finance (England) Regulations 2011, School Finance (England) Regulations 2012	Head of Learning Improvement	
(c)(i)32	DFE_056	Education Act 2002 Part 8 Sections 135A-135C and 141A-141E, inserted by Education Act 2011 sections 8 and 9	Head of Learning Improvement	
(c)(i)33	DFE_057	Teaching and Higher Education Act 1998 Section 19 (teachers in Wales)	<ul style="list-style-type: none"> • Head of Learning Improvement • 11-19 Leadership and Management Lead 	
(c)(i)34	DFE_058	School Standards and Framework Act 1998 Section 114A. Secondary - Education (Nutritional Standards and Requirements for School Food) (England) Regulations 2007. (England) Regulations 2010.	<ul style="list-style-type: none"> • Head of Service Learning for Life • Health and Wellbeing Lead 	
(c)(i)35	DFE_059	Learning and Skills Act 2000 Section 139A (as amended by Education and Skills Act 2008, Section 80)	<ul style="list-style-type: none"> • Head of Service Complex Needs • Statutory Assessment and Provision Lead 	
(c)(i)36	DFE_060	Care Standards Act 2000. Secondary - Includes regulations governing children's homes and secure units (e.g. Children's Homes Regulations 2001).	Head of Service Learning Systems	
(c)(i)37	DFE_061	The Special Educational Needs (Provision of Information by Local Education Authorities) (England) Regulations 2001 (SI 2001/2218).	<ul style="list-style-type: none"> • Head of Service Complex Needs • Statutory Assessment and Provision Lead 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)38	DFE_065	The Education (Special Educational Needs) (City Colleges) (England) Regulations 2002 (SI 2002/2071).	Head of Service Complex Needs	
(c)(i)39	DFE_068	Section 22 of the Education Act 2002.	Head of Learning Improvement	
(c)(i)40	DFE_069	Education Act 2002 section 34. Secondary - School Governance (New Schools) (England) Regulations 2007.	Head of Learning Improvement	
(c)(i)41	DFE_070	The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 (article 6) (made under section 87 of the Education Act 2002).	Head of Learning Improvement	
(c)(i)42	DFE_072	Assessment and reporting arrangements for Early Years Foundation Stage and Key Stage 1 – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783, but also includes non-statutory guidance.	Head of Learning Improvement	
(c)(i)43	DFE_073	Assessment and reporting arrangements for Early Years Foundation Stage and Key Stage 1 – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783, but also includes non-statutory guidance.	Head of Learning Improvement	
(c)(i)44	DFE_074	The Education (National Curriculum) (Key Stage 2 Assessment Arrangements) (England) Order 2003 (article 6) (made under section 87 of the Education Act 2002 and article 11 of the Order).	Head of Learning Improvement	
(c)(i)45	DFE_075	Education Act 2002 Section 79	Head of Learning Improvement	
(c)(i)46	DFE_076	Education Act 2002 Section 85(9)	Head of Learning Improvement	
(c)(i)47	DFE_078	Education Act 2002 Section 88 (1A)	Head of Learning Improvement	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)48	DFE_081	Education Act 2002 Section 32	Chief Officer Partnership Development and Business Support	
(c)(i)49	DFE_082	Education Act 2002 Section 44 enables the Secretary of State to make regulations to: require maintained schools to supply accounting information to the LA which maintains them; and to require Local authorities to provide accounting information provided by the schools to the Secretary of State. Secondary - The Consistent Financial Report (England) Regulations 2012 -	Head of Finance Children's Services	
(c)(i)50	DFE_083	Education Act 2002, Part 8 s122 gives the Secretary of State a power to prescribe pay and conditions for teachers in maintained schools by Order. Secondary - The School Teachers' Pay and Conditions Order 2012 makes provision for the pay and conditions of teachers by reference to a document entitled "The School Teachers' Pay and Conditions Document" (STPCD).	Head of Finance Children's Services	
(c)(i)51	DFE_084	Education Act 2002 Sections 21, 131 and 210 . Secondary - 'The Education (School Teacher Performance Management) (England) Regulations 2012	Head of Learning Improvement	
(c)(i)52	DFE_093	Education Act 2002 Sections 79 (6) and (7).	Head of Learning Improvement	
(c)(i)53	DFE_095	The Education (Health Standards) (England) Regulations 2003	Head of Learning Improvement	
(c)(i)54	DFE_115	Education and Inspections Act 2006 Section 60	Head of Learning Improvement	
(c)(i)55	DFE_116	Education and Inspections Act 2006 Section 63	Head of Learning Improvement	
(c)(i)56	DFE_117	Education and Inspections Act 2006 Section 64	Head of Learning Improvement	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)57	DFE_118	Education and Inspections Act 2006 Section 65	Head of Learning Improvement	
(c)(i)58	DFE_119	Education and Inspections Act 2006 Section 66	Head of Learning Improvement	
(c)(i)59	DFE_120	Sections 18, 19, 21, 22, 23, 24, 31, 181 and 183 Education and Inspections Act 2006. Secondary - The School Organisation (Prescribed Alterations to Maintained Schools) (England) Regulations 2007.	Chief Officer Strategy, Performance and Commissioning	
(c)(i)60	DFE_121	Safeguarding Vulnerable Groups Act 2006	Chief Officer Partnership development and Business Support	
(c)(i)61	DFE_122	Education and Inspections Act 2006 Sections 60A and 69B.	Head of Learning Improvement	In consultation with the Deputy Director Learning
(c)(i)62	DFE_139	The Information as to Provision of Education (England) Regulations 2008	Head of Service Learning Systems	
(c)(i)63	DFE_140	The Education (Induction Arrangements for School Teachers) (England) Regulations 2012	Head of Learning Improvement	In consultation with the Head of Human Resources (Children's Services)
(c)(i)64	DFE_141	The School Information (England) Regulations 2008 SI 2008/3093 Regulation 5.	Head of Service Learning Systems	
(c)(i)65	DFE_142	The School Information (England) Regulations 2008 Regulation 8	Head of Service Learning Systems	
(c)(i)66	DFE_143	Education and Skills Act 2008 Section 68.	Head of Learning Improvement	
(c)(i)67	DFE_146	The School Staffing (England) Regulations 2009	Head of Learning Improvement	
(c)(i)68	DFE_147	School Staffing (England) Regulations 2009	Head of Learning Improvement	In consultation with Head of Finance (Children's Services) the Head of Human Resources (Children's Services)

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)69	DFE_153	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 46 inserts section 514A - in the Education Act (1996)	Head of Service Complex Needs	
(c)(i)70	DFE_155	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 sections 48-52 insert various clauses into the Education Act (1996). Amended by Education Act 2011 section 30	<ul style="list-style-type: none"> • Head of Service Targeted Service • Youth Offending Service Lead 	
(c)(i)71	DFE_156	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 sections 56-57	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Head of Service Commissioning and Market Management 	
(c)(i)72	DFE_157	Teachers' Pensions Regulations 2010	Head of Learning Improvement	
(c)(i)73	DFE_158	Equality Act 2010 Section 88 and Schedule 10. This came into force on 1 October, replicating duties under the Disability Discrimination Act 1995. The Disability Discrimination (Prescribed Times and Periods for Accessibility Strategies and Plans for Schools) Regulations 2005.	Head of Service Complex Needs	
(c)(i)74	DFE_159	Child Poverty Act 2010	Chief Officer Partnership Development and Business Support	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)75	DFE_160	Education Act 1996 Section 390	<ul style="list-style-type: none"> • Head of Learning Improvement • 11-19 Leadership and Management Lead 	
(c)(i)76	DFE_191	Further and Higher Education Act 1992 section 33E, amended by the Apprenticeships, Skills, Children and Learning Act 2009 Schedule 8.	Head of Learning Improvement	
(c)(i)77	DFE_192	Education Act 2005 Section 94, as amended by Education Act 2011 section 15	Head of Learning Improvement	
(c)(i)78	DFE_193	Education Act 1997 section 42A, inserted by Education Act 2011 section 29	Head of Learning Improvement	
(c)(i)79	DFE_194	Apprenticeships, Skills, Children and Learning Act 2009 Schedule 13 inserts section 69A into the Education and Inspections Act 2006, amended by Education Act 2011 section 44.	Head of Learning Improvement	
(c)(i)80	DFE_195	Academies Act 2010 section 6, amended by Education Act 2011 section 58	Head of Learning Improvement	
(c)(i)81	DFE_196	Academies Act 2010 section 7, amended by Education Act 2011 section 57	Head of Learning Improvement	
(c)(i)82	DFE_197	Academies Act 2010 section 8 and schedule, amended by Education Act 2011 sections 59 and 63 and schedule 14.	Head of Learning Improvement	
(c)(i)83	DFE_198	Education Act 2011 section 61 inserts section 10A into Academies Act 2010.	Head of Learning Improvement	
(c)(i)84	DFE_199	Education Act 2011 section 75 inserts sections 532A, 532B and 532C into Education Act 1996	Head of Learning Improvement	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(i)85	DFE_200	The Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) Order 2004 article 6A, inserted by the Education (National Curriculum) (Key Stage 1 Assessment Arrangements) (England) (Amendment) Order 2011 (made under section 87 of the Education Act 2002).	Head of Learning Improvement	
(c)(i)86	DFE_201	Assessment and reporting arrangements for Year 1 phonics screening check – document has statutory force by virtue of section 87(11) of the Education Act 2002 and article 9 of SI 2004/2783 as amended by article 7 of SI 2011/3057, but also includes non-statutory guidance to local authorities	Head of Learning Improvement	
(c)(ii)		Early years development, childcare planning, and youth services	Deputy Director Learning	Decisions which will result in the authority incurring expenditure or making savings of £250,000 and above each year shall be referred to the Director of Children’s Services.
			Head of Service Learning for Life	Decisions which will result in the authority incurring expenditure or making savings over £20,000 each year shall be referred to the Deputy Director Learning
(c)(ii)1	DFE_123	Childcare Act 2006 Section 1	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children’s Centre and Early Years Lead 	
(c)(ii)2	DFE_124	Childcare Act 2006 Section 1(3) and (4). Secondary - Local Authority Targets (Well-Being of Young Children) Regulations 2007 (SI 2007 / 1415) as amended by 2008 regulations.	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children’s Centre and Early Years Lead 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(ii)3	DFE_125	Childcare Act 2006 Section 3	Head of Service Learning for Life	
(c)(ii)4	DFE_126	Childcare Act 2006 Section 4	Head of Service Learning for Life	
(c)(ii)5	DFE_127	Childcare Act 2006 Section 99. Secondary - The Childcare (Provision of Information About Young Children) Regulations 2009 (SI 2009 / 1554).	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)6	DFE_128	Childcare Act 2006 Section 12. Secondary: The Childcare Act 2006 (Provision of Information to Parents (England) Regulations 2007 (SI 2007 No 349).	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)7	DFE_129	Childcare Act 2006 Section 5A	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)8	DFE_130	Childcare Act 2006 Section 5C	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)9	DFE_131	Childcare Act 2006 Section 5D	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)10	DFE_132	Childcare Act 2006 Section 5E(2)	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(ii)11	DFE_133	Childcare Act 2006 Section 98C(3)	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)12	DFE_134	Childcare Act 2006 Section 6	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)13	DFE_135	Childcare Act 2006 Section 7, as amended by Education Act 2011 Section 1	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)14	DFE_136	Childcare Act 2006 Section 11	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)15	DFE_137	Childcare Act 2006 Section 13	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(ii)16	DFE_138	The Early Years Foundation Stage (Learning and Development Requirements) Order 2007	<ul style="list-style-type: none"> • Head of Service Learning for Life • Children's Centre and Early Years Lead 	
(c)(iii)		Vocational training and allied services where they relate to children of compulsory school age.	Deputy Director Learning	Decisions which will result in the authority incurring expenditure or making savings of £250,000 and above each year shall be referred to the Director of Children's Services.

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
			Head of Learning Improvement	Decisions which will result in the authority incurring expenditure or making savings over £20,000 each year shall be referred to the Deputy Director Learning
(c)(iii)1	DFE_151	Apprenticeships, Skills, Children and Learning Act 2009 section 44 inserts section 51A into Further and Higher Education Act 1992	Head of Learning Improvement	
(c)(iii)2	DFE_152	Apprenticeships, Skills, Children and Learning Act 2009 section 45, as amended by Education Act 2011 section 30, inserts section 17A - 17D in the Education Act 1996.	Head of Learning Improvement	
(c)(iii)3	DFE_154	Apprenticeships, Skills, Children and Learning Act (2009) Part 2 section 47 inserts section 560A into the Education Act (1996)	Head of Learning Improvement	
(c)(iii)4	DFE_188	Children Act 1989 section 23CA	Head of Learning Improvement	
(d)		School places	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Learning Systems 	
(e)		Provision of information, advice and guidance in both community and school settings.	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Training 	
(f)		Activities to reduce and remove barriers to learning and employment in both community and school settings	<ul style="list-style-type: none"> • Chief Officer Employment and Skills 	
(g)		apprenticeships	<ul style="list-style-type: none"> • Chief Officer Employment and Skills 	

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
(h)		<p>vocational training and allied services for persons over compulsory school age so far as those functions relate to;</p> <ol style="list-style-type: none"> i. commissioning and delivery of adult (19 plus) community learning ii. influencing learning and training providers to ensure provision meets employers' needs; and iii. working with learning and training providers to develop and deliver provision to meet emerging labour market needs. 	<ul style="list-style-type: none"> • Chief Officer Employment and Skills 	
(i)		<p>Employment support services so far as those functions relate to;</p> <ol style="list-style-type: none"> i. the promotion of arrangements to assist persons to obtain employment ii. the promotion of arrangements to enable employers to meet their workforce needs; and iii. the promotion of arrangements to support citizens in disadvantaged communities to enter and remain in employment 	<ul style="list-style-type: none"> • Chief Officer Employment and Skills 	
(j)		Operational responsibilities for the Youth Offending Service in so far as they relate to the Local Authority.	Deputy Director Safeguarding, Specialist and Targeted Services	Decisions which will result in the authority incurring expenditure or making savings of £250,000 and above each year shall be referred to the Director of Children's Services.

	Reference Number	Function Delegated	Officer to whom delegated	Terms and Conditions
			Head of Service Targeted Services	Decisions which will result in the authority incurring expenditure or making savings over £20,000 each year shall be referred to the Deputy Director Safeguarding, Specialist and Targeted Services
(k)		Child poverty	Chief Officer Partnership Development and Business Support	Decisions which will result in the authority incurring expenditure or making savings over £100,000 each year shall be referred to the Director of Children's Services.
Footnote 6		Specified functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal charity, and	Not delegated	

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 Director;
- Policies and Procedures which form part of the Constitution of Leeds City Council;
- Sub-delegations made by other Directors of Leeds City Council to whom those functions have been delegated; and
- Delegations which have been made to the Director by Full Council or the Executive 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
<i>Sub-delegated to the Director of Children's Services by the City Solicitor (with power for the DCS to sub-delegate</i>	To take any action intended to give effect to a decision of the executive or an officer including the commencement defence, withdrawal or settlement of proceedings	Deputy Director. Learning	To take any action which the City Solicitor can take BUT only with regard to the issuing of proceedings under the Education Act 1996 and the Education and Inspectorates Act 2006
Employee Code of Conduct	To ensure that Notification of an Offer forms are available at all appropriate establishments within the relevant Directorate.	Chief Officer Partnership Development and Business Support	

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
	<p>To receive completed Notification of an Offer forms, and</p> <ul style="list-style-type: none"> • If the offer has been rejected by the employee: <ul style="list-style-type: none"> • Arrange for the central register to be completed; and • File the form. • If the employee is requesting permission to accept the offer: <ul style="list-style-type: none"> • To decide whether it would be appropriate to accept the offer, and if agreed: <ol style="list-style-type: none"> i. To sign the form and send a copy to the relevant employee; ii. To enter the details of the Register of Hospitality and Gifts; and iii. File the form. 	<p>Chief Officer Partnership Development and Business Support</p>	

Absence Provisions

The table below sets out details of responsibility for those functions which are not sub-delegated by the Director in the usual course of business. These sub-delegations may only be exercised in the absence of the Director on leave²³ or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply²⁴.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
The authority's role as children's services authority, including functions in relation to: <ul style="list-style-type: none"> • Arrangements to promote co-operation to improve well-being of children; • Arrangements to safeguard and promote welfare of children; • Information databases; • The Local Safeguarding Children Board.²⁵ 	Deputy Director Safeguarding, Specialist and Targeted Services	Within their area of responsibility subject to consultation with the relevant Executive Member when taking Key Decisions.
	Deputy Director Learning	Within their area of responsibility subject to consultation with the relevant Executive Member when taking Key Decisions.
	Chief Officer Partnership Development and Business Support	Within their area of responsibility subject to consultation with the relevant Executive Member when taking Key Decisions.
All other functions	Deputy Director Safeguarding, Specialist and Targeted Services	Within their area of responsibility subject to consultation with the relevant Executive Member when taking Key Decisions.

²³ Whether annual leave, sick leave or special leave

²⁴ It is recommended that a delegated decision form be used to record and publish this as a Significant Operational Decision.

²⁵ For clarification this does not include functions set out in paragraphs b, c, d, and e below.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
	Deputy Director Learning	Within their area of responsibility subject to consultation with the relevant Executive Member when taking Key Decisions.
	Chief Officer Partnership Development and Business Support	Within their area of responsibility subject to consultation with the relevant Executive Member when taking Key Decisions.