

Director's Sub-Delegation Scheme

¹Director of Children's Services

Signed²

Dated

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 £100,000 per 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 	
Heads of Service	<ul style="list-style-type: none"> Heads of Service Safeguarding, Specialist and Targeted Services Heads of Service Learning Heads of Service, Employment and Skills Heads of Service, Partnership Development and Business Support 	
Heads of Service Safeguarding, Specialist and Targeted Services	<ul style="list-style-type: none"> Head of Service Quality & Practice Improvement 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	<ul style="list-style-type: none"> Assistant Head of Looked After Children 	

Targeted Services	<ul style="list-style-type: none"> • 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) • 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	<ul style="list-style-type: none"> • Youth Offer Lead • Children's Centres and Early Help Lead • Leadership and Management Lead • Schools in Challenging Circumstances Lead • Inclusion Lead • Health and Wellbeing Lead • Children Missing out on Education (MEMO)Lead • Virtual School Lead 	
Heads of Service, Employment and Skills	<ul style="list-style-type: none"> • Head of Employment Access and Growth • Head of Communities and Partnerships • Head of Projects and Programmes 	
Heads of Service, Partnership Development and Business Support	<ul style="list-style-type: none"> • Head of Service Children's Workforce Development and Change 	

	<ul style="list-style-type: none"> • Head of Information Management and Technology • Head of Service Commissioning and Market Management • Head of Service Performance Management and Improvement 	
Lead Officers, Partnership Development and Business Support	<ul style="list-style-type: none"> • Customer Relations Lead • Information Knowledge Lead • Leadership Support and Communications Lead • Voice and Influence Lead • Practice and Development and Partnership Training Lead • Partnership Development and Business Support Lead 	
Programme Manager	<ul style="list-style-type: none"> • Programme Manager, Built Environment 	
Child Employment Officer	<ul style="list-style-type: none"> • Child Employment Officer 	
Administrative Officer Attendance	<ul style="list-style-type: none"> • Administrative Officer Attendance 	
Head of Human Resources	<ul style="list-style-type: none"> • Head of Human Resources (Children's Services) 	
Head of Finance	<ul style="list-style-type: none"> • 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	In relation to matters within their remit 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 • Heads of Service Employment and Skills 	In relation to those areas within their remit, with the exception of the overall management of fire safety which remains with the Chief Officer.

	Function Delegated	Officer to whom delegated	Terms and Conditions
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 • Heads of Service Employment and Skills 	In relation to matters within their remit 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.
(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 • Heads of Service Employment and Skills 	<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. In relation to matters within their remit and in consultation with Head of Finance (Children's Services) the Head of Human Resources (Children's Services)

	Function Delegated	Officer to whom delegated	Terms and Conditions
(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 • Heads of Service Employment and Skills 	In relation to matters within their remit 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"> • Deputy Directors • Chief Officers 	In relation to matters within their remit.

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
(a)	To license the employment of children (under part 2 of The Children's and Young Person's Act 1933 by-laws made under that part, and part 2 of the Children's and Young Person's Act 1963.).	<ul style="list-style-type: none">• Deputy Director Safeguarding, Specialist and Targeted Services• Targeted Services Area Lead (ENE)• Child Employment Officer	
		<ul style="list-style-type: none">• 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
1 Financial¹²			
a	To incur expenditure and to generate and collect income in line with Financial Regulations , Contracts Procedure Rules and within approved revenue and capital estimates.		
	Revenue	<ul style="list-style-type: none"> Deputy Directors, Chief Officer Partnership Development and Business Support 	In relation to matters within their remit, 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 	In relation to matters within their remit, 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 	In relation to matters within their remit, 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 Skills 	In relation to matters within their remit, 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.
	Revenue: Youth Activity Fund	<ul style="list-style-type: none"> • 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.
	Capital	<ul style="list-style-type: none"> • 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.
		<ul style="list-style-type: none"> • 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 Director of Learning.
		<ul style="list-style-type: none"> • 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.
b	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 	In relation to matters within their remit, 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 	In relation to matters within their remit, 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 	In relation to matters within their remit, 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 Heads of Service, Employment and Skills 	In relation to matters within their remit, 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 relation to matters within their remit.
2 Procurement¹³			
a	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.	<ul style="list-style-type: none"> Deputy Directors Chief Officers 	In relation to matters within their remit, 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.
		<ul style="list-style-type: none"> 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 Deputy Director Learning.

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

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> 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.
b	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 	
c	Subject to the approval of the City Solicitor and the Deputy Chief Executive, to sign certificates under the 1997 Act in relation to contracts.	NOT TO BE SUB-DELEGATED ¹⁴	
3 General			
a	Community Right to Challenge¹⁵ i) In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.	Deputy Director Learning	
b	Data Protection, Human Rights, Surveillance activities, and Freedom of Information¹⁶		

¹⁴ 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.

¹⁵ Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

¹⁶ See [Managing Information Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) 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 SIRO on these matters. 	<ul style="list-style-type: none"> Deputy Directors Chief Officers Heads of Service 	In relation to matters within their remit
	ii) To designate officers with specific responsibilities for these matters.	<ul style="list-style-type: none"> Deputy Directors Chief Officers Heads of Service 	In relation to matters within their remit
	iii) To advise the SIRO of any, new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.	<ul style="list-style-type: none"> Deputy Directors Chief Officers Heads of Service 	In relation to matters within their remit
c	Media ¹⁷ i) To issue statements to the press and other news media about their delegated functions within the adopted Budget and Policy Framework;	<ul style="list-style-type: none"> Deputy Directors Chief Officers Heads of Service 	<p>In relation to matters within their remit and only following consultation with the Deputy Directors or Chief Officers.</p> <p>The Executive Member for Children and Families must be made aware of all press and other news media statements.</p>

¹⁷ See [Dealing with the Media Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
d	Authorising officers ¹⁸ i) 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.	Not delegated	
e	Corporate procedures ¹⁹ i) To take any action remitted to the Director under corporate procedures.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit.
f	Local Choice Functions (see Section 1, Part 3 of the Constitution) i) 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 	In relation to matters within their remit.

¹⁸ 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.

¹⁹ 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
	ii) To obtain particulars of persons interested in land.	<ul style="list-style-type: none"> Deputy Director Learning 	To the extent that this is in pursuance of the Director of Children's Services delegated authority.
g	Budget and policy framework i) To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework.	<ul style="list-style-type: none"> Deputy Directors Chief Officers 	In relation to matters within their remit and in consultation with Head of Finance (Children's Services) and Head of Human Resources (Children's Services) if appropriate.
4 Employment²⁰			
a	Miscellaneous employment issues i) 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.	<ul style="list-style-type: none"> Deputy Directors Chief Officers Heads of Service 	In relation to matters within their remit and in consultation with the Head of Finance (Children's Services) and Head of Human Resources (Children's Services).

²⁰ See [Recruitment and Staffing Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	<p>Changes to staff structure</p> <p>i) Decisions can be taken in relation to restructures²¹ except where the decision:</p> <ul style="list-style-type: none"> • Involves changes to existing National or Local Agreements and policies; and/or • Cannot be achieved within delegated powers in respect of budgets <p>ii) Decisions in respect of restructures which involve changes to existing agreements or policies and/or which have budgetary implications as set out in 4(b)(i) above are delegated to the Deputy Chief Executive and are subject to consultation with the City Solicitor and other appropriate parties.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	<p>In relation to matters within their remit. Decisions are subject to:</p> <ol style="list-style-type: none"> appropriate professional advice being sought, prior consultation with all appropriate parties affected by the decision including all officially recognised trade unions, and appropriate consideration of pay and grading requirements. <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>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>
c	Workforce Development	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
5 Ways of Working			

²¹ Decisions in relation to restructures are subject to:-

- appropriate professional advice being sought;
- prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
- appropriate consideration of pay and grading requirements.

	Function Delegated	Officer to whom delegated	Terms and Conditions
a	Partnerships i) To engage in partnerships with organisations in public, private and voluntary sector. ii) To promote and influence partnership working with organisations across the city.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
b	Functions on behalf of an NHS Body i) To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit
c	Provision of Statutory Returns i) To provide such statutory returns as are necessary within the Director's remit.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit

Executive Functions –

Specific Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
1 Safeguarding, Specialist and Targeted Services			
a	Preventative Services including: Taking account of the benefits of prevention and early intervention and the importance of co-operating with other agencies to offer early help to children, young people and families to:	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
	i) Understand local need; and	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
	ii) Secure provision of services.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
b	Safeguarding and Child Protection including:	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding and vulnerable children;	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
	ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse;	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
	iii) Acting as corporate parents for looked after children;	<ul style="list-style-type: none"> • Deputy Director Safeguarding, Specialist and Targeted Services • Chief Officer Children's Social Work Service • Heads of Service Safeguarding, Specialist and Targeted Services 	In relation to matters within their remit
	iv) Provision of placements for looked after children; and	Deputy Director Safeguarding, Specialist & Targeted Services	Decisions in relation to individual child placements £300,000 or over each year shall 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 Children's Social Work Service 	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Deputy Director Safeguarding, Specialist & Targeted Services
		<ul style="list-style-type: none"> Head of Looked After Children's Services 	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Deputy Director Safeguarding, Specialist & Targeted Services
		<ul style="list-style-type: none"> 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.
	v) Implementing planned transition for young people leaving care.	<ul style="list-style-type: none"> Deputy Director Safeguarding, Specialist & Targeted Services 	Decisions in relation to individual child placements £300,000 or over each year shall be referred to the Director of Children's Services.
		<ul style="list-style-type: none"> Chief Officer Children's Social Work Service 	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Deputy Director Safeguarding, Specialist & Targeted Services

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> Head of Looked After Children's Services 	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Deputy Director Safeguarding, Specialist & Targeted Services
		<ul style="list-style-type: none"> 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.
c	Assessment and Care Management including:	<ul style="list-style-type: none"> Deputy Director Safeguarding, Specialist and Targeted Services Chief Officer Children's Social Work Service Heads of Service Safeguarding, Specialist and Targeted Services 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Assessment of children who may have social care needs; and	<ul style="list-style-type: none"> • Deputy Director Safeguarding, Specialist and Targeted Services • Chief Officer Children's Social Work Service • Heads of Service Safeguarding, Specialist and Targeted Services 	In relation to matters within their remit.
	ii) Co-ordination, management and review of care package to meet assessed needs.	<ul style="list-style-type: none"> • Deputy Director Safeguarding, Specialist and Targeted Services • Chief Officer Children's Social Work Service • Heads of Service Safeguarding, Specialist and Targeted Services 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
d	Complex Needs including:	<ul style="list-style-type: none"> • Deputy Director Safeguarding, Specialist and Targeted Services • Chief Officer Children's Social Work Services • Head of Service Complex Needs 	In relation to matters within their remit.
	i) Provide and commission services to meet the need of children with complex needs.	<ul style="list-style-type: none"> • 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.
		<ul style="list-style-type: none"> • 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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
e	Residential and Respite Care including:	<ul style="list-style-type: none"> • Deputy Director Safeguarding, Specialist and Targeted Services • Chief Officer Children's Social Work Services • Head of Service Complex Needs 	In relation to matters within their remit.
	i) Provision and commissioning of residential placements; and	<ul style="list-style-type: none"> • 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.
		<ul style="list-style-type: none"> • Chief Officer Children's Social Work Services 	Decisions in relation to individual child placements over £250,000 each year shall be referred to the Deputy Director Safeguarding, Specialist and Targeted Services.
		<ul style="list-style-type: none"> • 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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) Provision and commissioning of respite.	<ul style="list-style-type: none"> 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.
		<ul style="list-style-type: none"> 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.
f	Support for Carers including:	<ul style="list-style-type: none"> Deputy Director Safeguarding, Specialist and Targeted Services Chief Officer Children's Social Work Service Heads of Service Safeguarding, Specialist and Targeted Services 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Provision or commissioning of training, advice and practical help for carers.	<ul style="list-style-type: none"> • Deputy Director Safeguarding Specialist and Targeted Services • Chief Officer Children's Social Work Service • Heads of Service Safeguarding Specialist and Targeted Services 	In relation to matters within their remit.
g	Youth Offending Services including:	<ul style="list-style-type: none"> • Deputy Director Safeguarding Specialist and Targeted Services • Head of Service Targeted Services • Youth Offending Service Lead 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Provision of education for children in custody; and	<ul style="list-style-type: none"> • Deputy Director Safeguarding Specialist and Targeted Services • Head of Service Targeted Services • Youth Offending Service Lead 	In relation to matters within their remit.
	ii) Safeguarding arrangements for children in custody.	<ul style="list-style-type: none"> • Deputy Director Safeguarding Specialist and Targeted Services • Head of Service Targeted Services • Youth Offending Service Lead 	In relation to matters within their remit.
2 Learning, Skills and Universal Services			
a	Early Years Provision including:	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Provision of information, advice and assistance to parents and prospective parents;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.
	ii) Provision of children's centres;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.
	iii) Promotion of child care to ensure sufficient good quality child care to support working parents;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.
	iv) Promotion of high quality early years provision;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	v) Provision of free education for three and four year olds and all disadvantaged two year olds; and	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.
	vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.
b	Access to education including:	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Systems 	In relation to matters within their remit.
	<ul style="list-style-type: none"> • Promote a diverse supply of strong schools, including: <ul style="list-style-type: none"> • Encouraging good schools to expand; and • Where there is a need for a new school, seeking proposals for an Academy or Free School 	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Systems 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	<ul style="list-style-type: none"> • Ensure fair access to all schools for every child, including: <ul style="list-style-type: none"> • Provision of appropriate information to parents; and • Compliance with the statutory School Admissions and School Admissions Appeal Codes; 	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Systems 	In relation to matters within their remit.
	<ul style="list-style-type: none"> • Ensure fair access to all schools for every child, including: <ul style="list-style-type: none"> • Provision of appropriate information to parents; and • Compliance with the statutory School Admissions and School Admissions Appeal Codes; 	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Systems 	In relation to matters within their remit.
	<ul style="list-style-type: none"> • Provision of suitable home to school transport arrangements; and 	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support • Head of Service Commissioning and Market Management 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	<ul style="list-style-type: none"> Make arrangements for children outside mainstream education or missing education. 	<ul style="list-style-type: none"> Deputy Directors Head of Service Targeted services Head of Service Quality and Practice Improvement Head of Service Learning Improvement Children Missing out on Education (MEMO) Lead 	In relation to matters within their remit.
c	Special Educational Needs including;	<ul style="list-style-type: none"> Deputy Directors Head of Service Complex Needs 	In relation to matters within their remit.
	i) Provide and commission education services to meet the need of children with special educational needs; and	<ul style="list-style-type: none"> Deputy Directors Head of Service Complex Needs 	In relation to matters within their remit.
	ii) Funding provision for children with statements of special educational needs.	<ul style="list-style-type: none"> Deputy Directors Head of Service Complex Needs 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
d	Promotion of educational excellence including:	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.
	i) Support to maintained schools delivering national curriculum;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.
	ii) Development of robust school improvement strategies;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.
	iii) Support of school to school collaboration;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	iv) Improvement of poorly performing schools;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.
	v) Establishing a schools forum; and	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.
	vi) Maintaining a scheme for financing maintained schools and related provision of information.	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.
e	Development of active citizens including:	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Promotion of access to educational and recreational leisure time activities for improvement of well-being and personal and social development of children; and	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement • Head of Service Learning for Life • Youth Offer Lead 	In relation to matters within their remit.
	ii) Promotion of children's participation in public decision making.	<ul style="list-style-type: none"> • Chief Officer, Partnership Development and Business Support • Head of Service Children's Workforce and Development • Voice and Influence Lead 	In relation to matters within their remit.
3 Information, education and training including:			
a	Provision of education relating to young people aged 16-19.	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Head of Service Complex Needs 	In relation to matters within their remit.
b	Provision of information, advice and guidance including:	<ul style="list-style-type: none"> • Deputy Director Learning 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Community settings; and	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
	ii) School settings.	<ul style="list-style-type: none"> • Deputy Director Learning • School to Work Transition Lead 	In relation to matters within their remit.
c	Reduction and removal of barriers to learning and employment including:	<ul style="list-style-type: none"> • Deputy Director Learning 	In relation to matters within their remit.
	i) Community settings; and	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
	ii) School settings.	<ul style="list-style-type: none"> • Deputy Director Learning • School to Work Transition Lead 	In relation to matters within their remit.
d	Apprenticeships.	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
e	Vocational training and allied services for persons over compulsory school age including:	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills 	In relation to matters within their remit.
	i) Commissioning and delivery of adult (19 plus) community learning;	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
	ii) Influencing learning and training providers to ensure provision meets employers' needs; and	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
	iii) Working with learning and training providers to develop and deliver provision to meet emerging labour market needs.	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
f	Employment support services including:	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) The promotion of arrangements to assist persons to obtain employment;	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
	ii) The promotion of arrangements to enable employers to meet their workforce needs; and	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
	iii) The promotion of arrangements to support citizens in disadvantaged communities to enter and remain in employment.	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Employment and Skills • Heads of Service, Employment and Skills 	In relation to matters within their remit.
4 Child Poverty including:			
a	Establish local co-operation arrangements to reduce child poverty, including:	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support 	
	i) Preparation and publication of a local child poverty needs assessment; and	<ul style="list-style-type: none"> • Chief Officer Partnership Development and Business Support 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) Preparation of a local child poverty strategy.	<ul style="list-style-type: none"> Chief Officer Partnership Development and Business Support 	

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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit.

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. 	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	<p>In relation to matters within their remit.</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 leave²² or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply²³.

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.²⁴ 	Deputy Director Safeguarding, Specialist and Targeted Services	In relation to matters within their remit subject to consultation with the relevant Executive Member when taking Key Decisions.
	Deputy Director Learning	In relation to matters within their remit subject to consultation with the relevant Executive Member when taking Key Decisions.
	Chief Officer Partnership Development and Business Support	In relation to matters within their remit subject to consultation with the relevant Executive Member when taking Key Decisions.

²² Whether annual leave, sick leave or special leave

²³ It is recommended that a delegated decision form be used to record and publish this as a Significant Operational Decision.

²⁴ 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
All other functions	Deputy Director Safeguarding, Specialist and Targeted Services	In relation to matters within their remit subject to consultation with the relevant Executive Member when taking Key Decisions.
	Deputy Director Learning	In relation to matters within their remit subject to consultation with the relevant Executive Member when taking Key Decisions.
	Chief Officer Partnership Development and Business Support	In relation to matters within their remit subject to consultation with the relevant Executive Member when taking Key Decisions.