

**The Director of Children and Families is authorised<sup>1</sup> to discharge the following functions<sup>23</sup>**

**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:-

- i) Understand local need; and
- ii) Secure provision of services.

**b) Safeguarding and Child Protection including:-**

- i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding vulnerable children;
- ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse;
- iii) Acting as corporate parents for looked after children;
- iv) Provision of placements for looked after children; and
- v) Implementing planned transition for young people leaving care.

**c) Assessment and Care Management including:-**

- i) Assessment of children who may have social care needs; and
- ii) Co-ordination, management and review of care package to meet assessed needs.

**d) Complex Needs including:-**

- i) Provide and commission services to meet the need of children with complex needs.

**e) Residential and Respite Care including:-**

- i) Provision and commissioning of residential placements; and
- ii) Provision and commissioning of respite care.

**f) Support For Carers including:-**

- i) Provision or commissioning of training, advice and practical help for carers.

**g) Youth Offending Services including:-**

- i) Provision of education for children in custody; and
- ii) Safeguarding arrangements for children in custody.

**2) Learning, Skills and Universal Services**

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<sup>1</sup> Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

<sup>2</sup> Together with similar and ancillary functions which have not been delegated to another Director.

<sup>3</sup> In accordance with the resolution of the Executive Board 6 July 2005 the Director of Children and Families will also carry out relevant functions in relation to the Building Hope – Leeds/Sri Lanka Tsunami Appeal Charity

**a) Early Years Provision including:-**

- i) Provision of information, advice and assistance to parents and prospective parents;
- ii) Provision of children's centres;
- iii) Promotion of child care to ensure sufficient good quality child care to support working parents;
- iv) Promotion of high quality early years provision;
- v) Provision of free education for three and four year olds and all disadvantaged two year olds; and
- vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.

**b) Access to education including:-**

- i) Promote a diverse supply of strong schools, including:-
  - Encouraging good schools to expand and,
  - Where there is a need for a new school, seeking proposals for an Academy or Free School
- ii) Ensure fair access to all schools for every child, including:-
  - Provision of appropriate information to parents; and
  - Compliance with the statutory School Admissions and School Admissions Appeal Codes;
- iii) Provision of suitable home to school transport arrangements; and
- iv) Make arrangements for children outside mainstream education or missing education.

**c) Special Educational Needs including:-**

- i) Provide and commission education services to meet the need of children with special educational needs; and
- ii) Funding provision for children with statements of special educational needs.

**d) Promotion of educational excellence including:-**

- i) Support to maintained schools delivering national curriculum;
- ii) Development of robust school improvement strategies;
- iii) Support of school to school collaboration;
- iv) Improvement of poorly performing schools;.
- v) Establishing a schools forum; and
- vi) Maintaining a scheme for financing maintained schools and related provision of information.

**e) 14-16 Skills Development**

- i) Support the development of a diverse learning offer including University Technical Colleges, Studio Schools, Direct College enrolment and Free Schools;
- ii) Support the development of academic, technical and vocational pathways that contribute to local labour market needs;
- iii) Promote the opportunities available to young people at 14; and
- iv) Promotion of business engagement in schools and colleges through high quality Careers Education, Information, Advice And Guidance.

**f) Development of active citizens including:-**

- i) Promotion of access to educational and recreational leisure time activities for improvement of well-being and personal and social development of children; and
- ii) Promotion of children's participation in public decision making.

**3) Child Poverty including:-**

Establish local co-operation arrangements to reduce child poverty, including:-

- a) Preparation and publication of a local child poverty needs assessment; and
- b) Preparation of a local child poverty strategy.

## **Functions Delegated to the Director of Children and Families as Lead Officer of One Adoption Agency for West Yorkshire**

**The Director of Children and Families is authorised<sup>4</sup> to discharge the following functions on behalf of the West Yorkshire Adoption Joint Committee ('WYAJC')**

**1) Adoption services including:-**

- a) Recruitment and approval of potential adopters;
- b) Identification of potential matches between children and adopters<sup>5</sup>;
- c) Provision of adoption panels; and
- d) Provision of adoption support services<sup>6</sup> to adopters, adoptees, birth families and relevant professionals.

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<sup>4</sup> Save where the Chair has directed or the Director considers that the matter should be referred to WYAJC for consideration.

<sup>5</sup> One Adoption Agency for West Yorkshire shall identify potential matches and make recommendations to the relevant local authority for the matched child. The decision to match a child with an adoptive family remains a function of the Local Authority.

<sup>6</sup> Including maintenance of and access to adoption records