

Officer Delegation Scheme (Council Functions) relevant to the Children and Families Scrutiny Board

The Director of Children and Families is authorised¹ to discharge the following functions²³

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.

¹ 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.

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

³ 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

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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

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

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- 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) 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 authorised⁴ 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 adopters⁵;
 - c) Provision of adoption panels; and
 - d) Provision of adoption support services⁶ to adopters, adoptees, birth families and relevant professionals.

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

⁵ 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.

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The Director of Children and Families⁷

1. The Director of Children's Services⁸ is authorised to discharge the following Local Choice Functions which have been assigned to full Council (see Part 3 Section 1 of the Constitution):

(a)	To make arrangements for appeals against exclusion of pupils from maintained Schools
(b)	To make arrangements for appeals regarding school admissions ⁹
(c)	To make arrangements for appeals by governing bodies ¹⁰

The Director of Children and Families¹¹ is authorised to discharge the following Council (non-executive) functions:

To license the employment of children	Part II of the Children and Young Persons Act 1933 bylaws made under that Part, and Part II of the Children and Young Persons Act 1963
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⁶ Including maintenance of and access to adoption records

⁷ Appointed as Director of Children's Services under Section 18 Children Act 2004

⁸ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.

⁹ s94 (1), (1A) and (4) School Standards and Framework Act 1998

¹⁰ s95 (2) School Standards and Framework Act 1998

¹¹ The fact that a function has been delegated to the Director does not require the Director to give the matter his/her personal attention and the Director may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the Director remains responsible for any decision taken pursuant to such arrangements.