

# Appendix 1 - Director's Sub-Delegation Scheme

<sup>1</sup>Director of Adults and Health

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Signed<sup>2</sup> Cathy Roff

Dated 04/10/17

Review Date <sup>3</sup>	Initial of reviewing officer

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<sup>1</sup> Insert title of Director here

<sup>2</sup> 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.

<sup>3</sup> 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

The<sup>4</sup> Director of Adults and Health 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 footnote<sup>5</sup> 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

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<sup>4</sup> Insert title of Director here.

<sup>5</sup> 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 <a href="#">here</a> . 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 <a href="#">here</a> .
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 and Chief Officers	Deputy Director Social Work and Social Care Services Deputy Director, Integrated Commissioning Chief Officer Health Partnerships Chief Officer Resources and Strategy Chief Officer, Transformation and Innovation	
Heads of Services	<ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> <li>• Head of Safeguarding, Access and Quality</li> <li>• Head of Contracts, Business Development and Market Management</li> <li>• Head of Commissioning Services – Integration</li> <li>• Head of Commissioning Mental Health, Physical Impairment and Learning Disabilities</li> <li>• Head of Health Innovation</li> <li>• Head of Policy, Performance &amp; Improvement</li> </ul>	



	<ul style="list-style-type: none"> <li>• Head of Information Management &amp; Technology</li> <li>• Head of Finance</li> <li>• Head of Complaints</li> <li>• Head of Leeds Health and Care Plan</li> <li>• Head of Regional Health Partnerships</li> </ul>	
Service Delivery Managers	Service Delivery Managers Social Work and Social Care Services	
Public Health Chief Officers	<p>Deputy Director of Public Health</p> <p>Chief Officer - Consultant in Public Health (Healthy Living and Health Improvement)</p> <p>Chief Officer - Consultant in Public Health FFPH Older people, Long Term Conditions and Cancer</p> <p>Chief Officer - Consultant in Public Health Mental Health, Sexual Health, Localities &amp; Primary Care, Capacity and Capability</p>	

# 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	Deputy Directors Chief Officers Heads of Services	Contracts of a value below £100,000 <sup>6</sup>

## Specific Delegations<sup>7</sup>

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

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

<sup>7</sup> Specific Delegations are made under:-

- Article 12 to the Chief Executive as Head of Paid Service and Director of Resources and Housing as his deputy; the City Solicitor as Monitoring Officer and the Head of Governance and Scrutiny Support as her deputy; and the Chief Officer (Financial Services) as Chief Finance Officer and XXX 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

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
	Not applicable to the Director of Adults and Health		

# 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)<sup>8</sup> 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](#)<sup>9</sup>.

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.

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

<sup>9</sup> 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
<b>General</b>			
(a)	To make payments or provide other benefits in cases of maladministration	Deputy Directors Chief Officers Heads of Services	In accordance with guidance notes jointly prepared by the City Solicitor and the Director of Resources and Housing. <u>Heads of Services:</u> Decisions up to £100k only and in consultation with the Chief Officer and in relation to those areas within their remit
(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	Deputy Directors Chief Officers Heads of Services	<u>Heads of Services:</u> In consultation with the Chief Officer and in relation to those areas within their remit
<b>Personnel</b>			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure	Deputy Directors Chief Officers Heads of Services	Subject to there being budgetary provision. <u>Heads of Services:</u> Appointment of posts up to PO6 only and in consultation with Chief Officer and in relation to those areas within their remit

	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.	Deputy Directors Chief Officers Heads of Services	1. Subject to there being budgetary provision. 2. Such staff should be employed on terms set out in the guidance issued by the Director of Resources and Housing. <u>Heads of Services:</u> Appointment of posts up to PO6 only and in consultation with Chief Officer and in relation to those areas within their remit
(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	Deputy Directors Chief Officers Heads of Services	<u>Heads of Services:</u> In consultation with Chief Officer and in relation to those areas within their remit
<b>Byelaws</b>			
(d)	The enforcement of byelaws	Not applicable	

## 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
	Not applicable, there are no Council Functions delegated specifically to the Director of Adults and Health		

# 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)<sup>10</sup> which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member<sup>11</sup> 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.

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

<sup>11</sup> See glossary.



# Executive Functions –

## General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>1 Financial<sup>12</sup></b>			
a	To incur expenditure and to generate and collect income in line with <u>Financial Regulations, Contracts Procedure Rules</u> and within approved revenue and capital estimates.	Deputy Directors Chief Officers Heads of Services Service Delivery Managers	<u>Deputy Directors and Chief Officers:</u> Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health <u>Heads of Services:</u> decisions up to £100k in relation to those areas within their remit and in consultation with their Chief Officer <u>Service Delivery Managers:</u> Support Plan approval up to £50k
b	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Chief Finance Officer at the first opportunity.	Deputy Directors Chief Officers Heads of Services	
<b>2 Procurement<sup>13</sup></b>			
a	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the <u>Contracts Procedure Rules</u> .	Deputy Directors Chief Officers Heads of Services Service Delivery Managers	<u>Deputy Directors and Chief Officers:</u> Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health <u>Heads of Services and Service Delivery Managers:</u> decisions up to £100k, which are not determined through CPRs as being Significant Operational Decisions, in relation to those areas within their remit and in consultation with their Chief Officer

<sup>12</sup> See [Financial Regulations Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.	Deputy Directors Chief Officers Heads of Services	<u>Deputy Directors and Chief Officers:</u> Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health <u>Heads of Services:</u> decisions up to £100k in relation to those areas within their remit and in consultation with their Chief Officer
c	Subject to the approval of the City Solicitor and the Chief Finance Officer, to sign certificates under the 1997 Act in relation to contracts.	NOT TO BE SUB-DELEGATED <sup>14</sup>	
<b>3 General</b>			
a	Community Right to Challenge <sup>15</sup>  In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.	Deputy Directors Chief Officers	
b	Data Protection, Human Rights, Surveillance activities, and Freedom of Information <sup>16</sup>		

<sup>13</sup> See [Procurement and Category Management Toolkit](#)

<sup>14</sup> In the event of the absence of the Director the certificate must be signed by the Chief Finance Officer 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.

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

<sup>16</sup> 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"> <li>• the rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act), and freedom of information</li> <li>• the council's policies on these matters</li> <li>• guidance and advice from the SIRO and SRO on these matters.</li> </ul>	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit
	b) To designate officers with specific responsibilities for these matters.	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit
	c) 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.	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit
c	Media <sup>17</sup>  To issue statements to the press and other news media about their delegated functions within the settled framework of council policy.	Deputy Directors Chief Officers Heads of Services	The Executive Member for Health, Wellbeing and Adults must be made aware of all press and other news media statements <u>Heads of Services:</u> In relation to those areas within their remit and with the awareness of Chief Officers

<sup>17</sup> See [Dealing with the Media Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
d	<p>Authorising officers<sup>18</sup></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>Deputy Directors Chief Officers Heads of Services</p>	<p>Heads of Service: For matters within their remit</p>
e	<p>Corporate procedures<sup>19</sup></p> <p>To take any action remitted to him/her under corporate procedures.</p>	<p>Deputy Directors Chief Officers Heads of Services</p>	<p><u>Deputy Directors and Chief Officers:</u> Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health <u>Heads of Services:</u> decisions up to £100k in relation to those areas within their remit and in consultation with their Chief Officer</p>
f	<p>Local Choice Functions (see Section 1, Part 3 of the Constitution)</p>		
	<p>(i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000</p>	<p>Not applicable</p>	

<sup>18</sup> 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.

<sup>19</sup> 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	Not applicable	
g	Budget and policy framework  (i) To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit
<b>4 Employment<sup>20</sup></b>			
a	Miscellaneous employment issues  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	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit

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<sup>20</sup> 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 restructures except where the decision:</p> <ul style="list-style-type: none"> <li>• involves changes to existing National or Local Agreements and policies; and/or</li> <li>• cannot be achieved within delegated powers in respect of budgets</li> </ul> <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 4b(i) above are delegated to the Deputy Chief Executive and are subject to consultation with the City Solicitor and other appropriate parties</p>	<p>Deputy Directors</p> <p>Chief Officers</p>	<p><u>Deputy Directors and Chief Officers:</u></p> <p>Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health</p>
c	<p>Workforce Development</p>	<p>Deputy Directors</p> <p>Chief Officers</p>	<p><u>Deputy Directors and Chief Officers:</u></p> <p>Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health</p>

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>5 Ways of Working</b>			
a	<p><b>Matching service to need</b></p> <p>i) To understand relevant information in relation to local population and communities and to identify emerging trends;</p> <p>ii) To identify and review provision and to ensure it is appropriately matched to current and anticipated level of need;</p> <p>iii) To engage with locality management teams to maximise value of local experience and engagement; and</p> <p>iv) To work appropriately with Community Committees to ensure local democratic engagement in needs analysis and service provision</p>	<p>Deputy Directors Chief Officers Heads of Service Service Delivery Managers</p>	<p>Key decisions and Significant Operational Decisions should be in consultation with the Director of Adults and Health</p>
b	<p><b>Partnerships</b></p> <p>i) To engage in partnerships with organisations in public, private, and voluntary sector</p> <p>ii) To promote and influence partnership working with organisations across the city; and</p> <p>iii) To work in partnership beyond the city boundaries to support and participate in regional and sub-regional arrangements.</p>	<p>(i) Deputy Directors Chief Officers</p> <p>(ii) Deputy Directors Chief Officers Heads of Services and Service Delivery Managers</p> <p>(iii) Deputy Directors Chief Officers Heads of Service</p>	<p>To consult with the Director of Adults and Health regarding any Key and Significant Operational Decisions</p>

	Function Delegated	Officer to whom delegated	Terms and Conditions
c	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	Deputy Directors Chief Officers HoS	To consult with the Director of Adults and Health regarding any Key and Significant Operational Decisions
d	Provision of Statutory Returns (i) To provide such statutory returns as are necessary within the Director's remit	Chief Officers	



# Executive Functions – Specific Delegations

**The Director of Adults and Health** is authorised to discharge the following functions through the commissioning and provision of services to support adults

	Function Delegated	Officer to whom delegated	Terms and Conditions
SERVICES TO SUPPORT ADULTS <sup>21</sup>			
1 Promotion of well-being including:-			
a	Integration and personalisation of health and social care services across the city for the benefit and health and well-being of Leeds citizens	Deputy Directors Chief Officers Heads of Services	Heads of Service : For matters within their remit
b	Promotion of the principle of well-being	Deputy Directors Chief Officers Heads of Services	Heads of Service : For matters within their remit
c	Consideration of supplier lead service innovation	Deputy Directors Chief Officers Heads of Services	Heads of Service : For matters within their remit

<sup>21</sup> “Adults” includes any vulnerable person over the age of 18; whether vulnerable by reasons of mental health problems, learning disabilities, physical or sensory impairment, because they are older people or because they are carers.

	Function Delegated	Officer to whom delegated	Terms and Conditions
d	Development and integration of programmes and campaigns to promote health and well-being not otherwise delegated at d(i) to d(ix)	Director of Public Health	With the authority to sub-delegate as necessary and consult with the Director of Adults and Health regarding any key or significant operational decisions
d(i)	Cancer and long term conditions prevention	Chief Officer - Consultant in Public Health FFPH Older people, Long Term Conditions and Cancer  Chief Officer - Consultant in Public Health Mental Health, Sexual Health, Localities & Primary Care, Capacity and Capability	To consult with the Director of Adults and Health regarding any key or significant operational decisions
d(ii)	Accidental injury prevention	Director of Public Health	To consult with the Director of Adults and Health regarding any key or significant operational decisions
d(iii)	Workplace health	Chief Officer - Consultant in Public Health (Healthy Living and Health Improvement)	To consult with the Director of Adults and Health regarding any key or significant operational decisions
d(iv)	Seasonal mortality	Chief Officer - Consultant in Public Health FFPH Older people, Long Term Conditions and Cancer	To consult with the Director of Adults and Health regarding any key or significant operational decisions
d(v)	Seasonal exclusion	Chief Officer - Consultant in Public Health FFPH Older people, Long Term Conditions and Cancer	To consult with the Director of Adults and Health regarding any key or significant operational decisions
d(vi)	Best Start	Deputy Director of Public Health	To consult with the Director of Adults and Health regarding any key or significant operational decisions

	Function Delegated	Officer to whom delegated	Terms and Conditions
d(vii)	Emotional Health and Wellbeing	Deputy Director of Public Health Chief Officer - Consultant in Public Health Mental Health, Sexual Health, Localities & Primary Care, Capacity and Capability	To consult with the Director of Adults and Health regarding any key or significant operational decisions
d(viii)	Behaviours and lifestyles	Public Health Chief Officers	To consult with the Director of Adults and Health regarding any key or significant operational decision
d(ix)	Wider determinants of health	Public Health Chief Officers	To consult with the Director of Adults and Health regarding any key or significant operational decisions
2 Information, advice and advocacy including:-			
a	Provision of information about available services	Deputy Directors Chief Officers Heads of Services	Heads of Service : For matters within their remit
b	Provision of advice to potential service users	Deputy Directors Chief Officers Heads of Services	Heads of Service : For matters within their remit
c	Arrangement of independent advocacy to support participation in, or understanding of, the care and support system	Deputy Directors Chief Officers Heads of Services	Heads of Service : For matters within their remit
3 Prevention and Recovery – To take steps to prevent, reduce or delay the need for care and support for all people including:-			

	Function Delegated	Officer to whom delegated	Terms and Conditions
a	Preventative Services i) Provision or arrangement of community and home based services to adults with less intensive needs; and	Deputy Director Social Work and Social Care Services <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> </ul> Interim Deputy Director, Integrated Commissioning <ul style="list-style-type: none"> <li>• Head of Contracts, Business Development and Markets Management</li> <li>• Interim Head of Integrated Commissioning</li> </ul>	Heads of Service: For matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	Reablement Services i) Provision or arrangement of early intervention time-limited services to meet the immediate requirements of adults with short-term social care needs	Deputy Director Social Work and Social Care Services <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> </ul> Interim Deputy Director, Integrated Commissioning <ul style="list-style-type: none"> <li>• Head of Contracts, Business Development and Markets Management</li> <li>• Interim Head of Integrated Commissioning</li> </ul>	Heads of Service: For matters within their remit
4 Safeguarding including :-			
a	Co-ordination of multiagency arrangements to ensure that resources are deployed in safeguarding vulnerable adults	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit
b	Delivery of safeguarding training	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
c	To promote and enable identification of and appropriate action for vulnerable adults at risk of abuse or neglect	Deputy Directors Chief Officers Heads of Services	Heads of Service: For matters within their remit
5 Assessment and eligibility			
a	<p>Assessment, support planning and review including:-</p> <p>(i) Assessment of adults who appear to need care and support</p> <p>(ii) Identification of outcomes within the care and planning process that will establish the cornerstone of the subsequent support plan</p> <p>(iii) Provision of a Personal Budget for persons with eligible needs</p> <p>(iv) Co-ordination, management and review of care and support arrangements to meet eligible needs</p> <p>(v) Assessment of social care needs of carers</p> <p>(vi) Arrangement and funding of services to meet the care and support needs of adults who are detained in prison or who are resident in approved premises</p>	<p>Deputy Director Social Work and Social Care Services</p> <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> </ul>	Heads of Service: For matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	<p>Self-Directed Care</p> <p>(i) Provision of assistance to adults to self-direct their support (including assistance with direct payments, individual service funds and trust funds)</p>	<p>Deputy Director Social Work and Social Care Services</p> <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> <li>• Service Delivery Managers</li> </ul>	<p>Heads of Service and Service Delivery Managers: For matters within their remit</p>

	Function Delegated	Officer to whom delegated	Terms and Conditions
6 Diverse and High Quality Services – To commission or provide directly care and support services that meet people’s needs including:-			
a	Support to live at home (i) supported and other accommodation including extra care (ii) assistance to enable access to other accommodation, including extra care (iii) equipment and adaptations (iv) home care and community meals services (v) day support and care services (vi) short breaks (vii) community alarm service and assistive technology (viii) carers services (ix) Shared Lives service	Deputy Director Social Work and Social Care Services <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> </ul> Interim Deputy Director, Integrated Commissioning <ul style="list-style-type: none"> <li>• Head of Contracts, Business Development and Markets Management</li> <li>• Interim Head of Integrated Commissioning</li> <li>• Head of Commissioning, Mental Health, Physical Impairment and Learning Disability</li> </ul>	Heads of Service: For matters within their remit



	Function Delegated	Officer to whom delegated	Terms and Conditions
b	<p>Residential and Nursing Care</p> <p>(i) residential placements, including specialist provision for people with mental health needs and dementia</p> <p>(ii) nursing placements, including specialist provision for people with dementia</p>	<p>Deputy Director Social Work and Social Care Services</p> <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> </ul> <p>Interim Deputy Director, Integrated Commissioning</p> <ul style="list-style-type: none"> <li>• Head of Contracts, Business Development and Markets Management</li> <li>• Interim Head of Integrated Commissioning</li> <li>• Head of Commissioning, Mental Health, Physical Impairment and Learning Disability</li> </ul>	<p>Heads of Service: For matters within their remit</p>

	Function Delegated	Officer to whom delegated	Terms and Conditions
c	Housing related support	Interim Deputy Director, Integrated Commissioning	To consult with the Director of Adults and Health regarding any key or significant operational decisions
7 Charging and financial assessments including:-			
a	To undertake financial assessment	Deputy Director Social Work and Social Care Services <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> <li>• Head of Finance</li> </ul>	Heads of Services: For matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	Provision of deferred payments	Deputy Director Social Work and Social Care Services <ul style="list-style-type: none"> <li>• Head of Assessment, Care Management &amp; Health Partnerships</li> <li>• Head of Mental Health and Physical Impairment Service</li> <li>• Head of Specialist Services</li> <li>• Head of Assessment and Provision</li> <li>• Head of Finance</li> </ul>	Heads of Services: For matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
<b>PUBLIC HEALTH SERVICES FOR THE WHOLE POPULATION<sup>22</sup></b>			
<b>8. Public Health</b>			
a	Ensure the council meets its duties to improve public health	Director of Public Health	With authority to delegate as necessary To consult with the Director of Adults and Health regarding any key or significant operational decisions
b	Ensure the delivery of public health protections and health improvement responsibilities	Director of Public Health	With authority to delegate as necessary To consult with the Director of Adults and Health regarding any key or significant operational decisions
c	Ensure the council plans and responds to emergencies that present a risk to public health	Director of Public Health	With authority to delegate as necessary To consult with the Director of Adults and Health regarding any key or significant operational decisions
d	Ensure the council meets other local government public health responsibilities	Director of Public Health	With authority to delegate as necessary To consult with the Director of Adults and Health regarding any key or significant operational decisions

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<sup>22</sup> Public health services relate to both children and adults.

# 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
Local Authority Social Services Act 1970	To discharge all remaining statutory adult social services functions as detailed under Schedule 1 of the Local Authority Social Services Act 1970 so far as those functions relate to adults	Deputy Directors Chief Officers Heads of Services	<u>Deputy Directors and Chief Officers:</u> Key decisions and Significant Operational Decisions should be in consultation with the DASS <u>Heads of Service:</u> For matters within their remit. Decisions up to £100k in relation to those areas within their remit and in consultation with their Chief Officer

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

# Absence Provisions

The table below sets out details of responsibility for those functions which are not sub-delegated by the Director in the usual course of business. These sub-delegations may only be exercised in the absence of the Director on leave<sup>23</sup> or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply<sup>24</sup>.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
Miscellaneous Function in relation to complaints	Director of Public Health Deputy Directors of Adults and Health	Subject to consultation with the relevant Executive Members when taking Key and Significant Operational Decisions

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<sup>23</sup> Whether annual leave, sick leave or special leave

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