

Director's Sub-Delegation Scheme

Programme Director Strengthening Families Protecting Children

Signed¹ 

Dated 1st April 2021

Review Date ²	Initial of reviewing officer

¹ 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.

² 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

The³ Director of Children and Families 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 footnote⁴ 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

³ Insert title of Director here.

⁴ 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

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.	Not delegated	In relation to matters within their remit Contracts of a value below £100,000 ⁵

⁵ Contracts above the value of £100,000 are signed in accordance with Article 14 and the sub-delegation scheme of the City Solicitor.

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)⁶ 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](#)⁷.

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.

⁶ And those Local Choice Functions which are the responsibility of Full Council and have been delegated to the Director

⁷ 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.	Not delegated	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 and Housing.
(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.	Head of Service Workforce Development and Change	In relation to those areas within their remit, with the exception of the overall management of fire safety which remains with the Chief Officer.
Personnel			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	<ol style="list-style-type: none"> 1. Subject to there being budgetary provision. 2. In relation to matters 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.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	<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 Director of Resources and Housing. 3. In relation to matters 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.	Not delegated	In relation to matters within their remit and in consultation with the Chief Officer Resources & Strategy, Head of Finance (Children & Families) the Head of Human Resources (Children & Families).
Byelaws			
(d)	The enforcement of byelaws.	Not delegated	In relation to matters within their remit.

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)⁸ which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member⁹ 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.

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

⁹ See glossary.

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.

Executive Functions –

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
1 Financial¹⁰			
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"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit. Decisions over £25,000 should be referred to the Programme Director
	Capital	Not delegated	

¹⁰ See [Financial Regulations Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
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.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit
2 Procurement¹¹			
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"> • Head of Service Workforce Development and Change • SFPC Strategy Lead 	In relation to matters within their remit and in consultation with the Chief Officer Resources and Strategy Decisions over £100,000 should be referred to the Programme Director. Procurement of digital software or equipment should only be undertaken in consultation with Chief Digital and Information Officer.
c	Subject to the approval of the City Solicitor and the Chief Finance Officer, to sign certificates under the Local Government (Contracts) Act 1997 in relation to contracts.	NOT TO BE SUB-DELEGATED ¹²	

¹¹ See [Procurement and Category Management Toolkit](#)

¹² 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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
3 General			
a	Community Right to Challenge¹³ i) In consultation with the Chief Officer (Financial Services) ¹⁴ , to make a decision on an expression of interest under community right to challenge.	Not delegated	
b	Data Protection, Human Rights, Surveillance activities, and Freedom of Information¹⁵ i) To implement and ensure compliance with: <ul style="list-style-type: none"> the legal rules on data protection, human rights, use of powers under RIPA (Regulation of Investigatory Powers Act) and freedom of information the council's policies and procedures on these matters; and guidance and advice from the SIRO, from the SRO and from the DPO¹⁶ on these matters. 	<ul style="list-style-type: none"> Head of Service Workforce Development and Change SFPC Social Work Professional Lead SFPC Strategy Lead SFPC Social Work Leader Consultant Advanced Social Work Practitioner LRPC Sector Led Improvement Manager 	In relation to matters within their remit

¹³ Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

¹⁴ or the officer to whom the Chief Officer (Financial Services) has sub-delegated this function

¹⁵ See [Managing Information Toolkit](#)

¹⁶ The Head of Information Management and Governance has been designated as the Council's DPO (Data Protection Officer)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) To designate officers with specific responsibilities for these matters.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	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"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
c	<p>Media¹⁷</p> <p>i) To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework.</p>	Not delegated	The relevant Executive Member must be made aware of all press and other news media statements.
d	<p>Authorising officers¹⁸</p> <p>i) To authorise or appoint 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>	Not delegated	

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

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.

	Function Delegated	Officer to whom delegated	Terms and Conditions
e	Corporate procedures¹⁹ i) To take any action remitted to the Director under corporate procedures.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.
	ii) As the relevant officer designated as gold or silver under the Council's Emergency Management Plan to take any action necessary for: <ol style="list-style-type: none"> 1. Responding to an emergency; and/or 2. Facilitating the recovery following such an emergency. 	Not delegated	
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;	Not delegated	In relation to matters within their remit.

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
g	Budget and policy framework i) To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework.	Not delegated	In relation to matters within their remit and in consultation with the Chief Officer Resources & Strategy, Head of Finance (Children and Families) and Head of Human Resources (Children and Families) 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"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader 	In relation to matters within their remit and in consultation with the Chief Officer Resources & Strategy, Head of Finance (Children and Families) and Head of Human Resources (Children and Families) if appropriate.

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>	Not delegated	<p>In consultation with the Chief Officer, Resources & Strategy. 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>

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
c	Workforce Development	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner 	In relation to matters within their remit
5 Ways of Working			
a	Matching service to need <ul style="list-style-type: none"> i) To understand relevant information in relation to local population and communities and to identify emerging trends; ii) To identify and review provision and to ensure it is appropriately matched to current and anticipated level of need; iii) To engage with locality management teams to maximise value of local experience and engagement; and iv) To work appropriately with Community Committees to ensure local democratic engagement in needs analysis and service provision 	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	Climate Change i) To understand and respond to climate change challenges arising in relation to discharge of functions within the Director's remit	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	
c	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; and iii) To work in partnership beyond the city boundaries to support and participate in regional and sub-regional arrangements.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit
d	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.	Not delegated	

	Function Delegated	Officer to whom delegated	Terms and Conditions
e	Provision of Statutory Returns i) To provide such statutory returns as are necessary within the Director's remit.	SFPC Strategy Lead	

Executive Functions –

Specific Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
1 Act as an ambassador for Leeds City Council including:-			
a	Building strong working relationships with stakeholders in other Councils including Leaders, Chief Executives and Directors of Children Services.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
2 Strengthening Families, Protecting Children Programme (SFPC) including:-			
a	Creation and development of Leeds contribution to SFPC	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	Development, promotion and delivery of effective partnership arrangements that enable partner authorities to improve outcomes for children in line with SFPC objectives and, to adopt and adapt Family Valued as part of the Strengthening Families, Protecting Children programme.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
c	Optimising the use of resources, learning and best practice to ensure that Leeds City Council's contribution to SFPC programmes allows for greater innovation and improvement in Leeds.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
d	Lead staff working the on SFPC both from Leeds City Council and partner organisations.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
3 Partners in Practice including Leeds Relational Practice Centre including:-			
a	Leading work to develop and agree improvement partnership work between central government, partner Local Authorities and Leeds services in order to promote innovation and practice improvement across the sector	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	Leading work to develop growing consultancy practice and income for Leeds.	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.

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
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"> • Head of Service Workforce Development and Change • SFPC Social Work Professional Lead • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	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"> To sign the form and send a copy to the relevant employee; To enter the details of the Register of Hospitality and Gifts; and File the form. 	<ul style="list-style-type: none"> • Head of Service Workforce Development and Change • SFPC Strategy Lead • SFPC Social Work Leader • Consultant Advanced Social Work Practitioner • LRPC Sector Led Improvement Manager 	In relation to matters within their remit.
With authority to further sub-delegate to officers of suitable experience and seniority	i) To act as complaints manager	Not delegated	For matters within their remit

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
To incur expenditure and to generate and collect income in line with Financial Regulations, Contracts Procedure Rules and within approved capital estimates.	Head of Service Workforce Development and Change	In consultation with the relevant Executive Member when taking Key Decisions.
To act as complaints manager	Head of Service Workforce Development and Change	

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.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
<p>Changes to staff structure</p> <p>iv) Decisions can be taken in relation to restructures²⁴ 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>v) 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>	Head of Service Workforce Development and Change	<p>In consultation with the Chief Officer, Resources & Strategy. 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>Media²⁵</p> <p>ii) To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework.</p>	Head of Service Workforce Development and Change	The relevant Executive Member must be made aware of all press and other news media statements.

²⁴ 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.

²⁵ See [Dealing with the Media Toolkit](#)

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
Strictly in exceptional circumstances, such as a global pandemic, where officers with the requisite delegations are incapacitated or absent, functions may be exercised by any officer within the council with suitable experience and seniority who has been appropriately briefed and has sufficient understanding of the matter to be decided.	<ul style="list-style-type: none"> All Officers 	With suitable experience and seniority who has been appropriately briefed and has sufficient understanding of the matter to be decided.