

Director's Sub-Delegation Scheme

Director of Children and Families

Signed¹



Dated 21/5/21

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.

Director of Children and Families

Contents

Introduction	5
Glossary.....	7
Group Delegations – Definitions and Priorities	9
Delegation of Functions Under Articles	11
General Delegations.....	11
Council Functions –	13
Introduction	13
General Delegations.....	14
General.....	14
Personnel	15
Byelaws	16
Specific Delegations	18
Executive Functions –	19
Introduction	19
General Delegations.....	21
1 Financial	21
2 Procurement	23
3 General.....	24
4 Employment	28
Specific Delegations	33
Miscellaneous Functions.....	55

Absence Provisions 58

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 £100,000per 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 here . Other Council functions are delegated to Committees of Elected Members or to individual officers.
Elected Members	Councillors elected by the citizens of Leeds.
Executive Board	The group of 10 Elected Members including and selected by the Leader, responsible for carrying out Executive functions.
Executive Functions	Functions which must be carried out by or on behalf of the Executive.
Full Council	The meeting of all 99 Elected Members of Leeds City Council
Functions	Things which Leeds City Council must or may do. All functions are set out in legislation which will state whether the function is permissive or mandatory.
Leader	The Leader of Council, elected by all 99 Members of Council. (Usually the chosen leader of the largest political group represented at full Council.)
Local Choice Functions	The Council must decide whether these functions should be treated as Council functions or Executive functions. Details of the responsibility for these functions can be found here .

Officers	Staff employed by the Council.
Relevant Executive Member	The Leader gives Portfolios of responsibility to individual members of Executive Board. Details of specific responsibilities are set out in the Executive Members Portfolios and Overview of Executive Member's Roles and Responsibilities .

Group Delegations – Definitions and Priorities

The Director has chosen to delegate a number of functions to groups of officers. Where the same group of officers receive a number of separate delegations, in order to save space within the sub-delegation scheme, those groups of officers have been given a title. The following table sets out the title of each group of officers and lists the officers within each group. It also provides details of how it should be determined which of the officers within the group should take any given decision.

Group Title	Officers included in group authorisation	Order of responsibility
Deputy Directors	<ul style="list-style-type: none"> Deputy Director Children and Families Social Work Service Deputy Director Learning 	
Chief Officers	<ul style="list-style-type: none"> Chief Officer Partnerships & Health Chief Officer Social Work Chief Officer Resources & Strategy 	
Heads of Service	<ul style="list-style-type: none"> Heads of Children’s Social Work Heads of Service Children’s Social Work Heads of Service Learning Heads of Service Partnerships & Health Heads of Service Resources & Strategy 	
Heads of Service Children’s Social Work	<ul style="list-style-type: none"> Head of Service Quality & Practice Improvement Head of Service Looked After Children Head of Children’s Social Work (3 posts – ENE, WNW and South) Head of Service Learning for Life Head of Early Help Head of Service Capacity and Change 	
Lead Officers Children’s Social Work	<ul style="list-style-type: none"> Youth Offer Lead Children’s Centres and Early Help Lead 	

	<ul style="list-style-type: none"> • Youth Offending Service Manager • Health and Wellbeing Lead • Troubled Families Lead • Deputy Head of Service Corporate Parenting 	
Heads of Service Learning	<ul style="list-style-type: none"> • Head of Service Learning Improvement • Head of Service Learning Inclusion 	
Lead Officers Learning	<ul style="list-style-type: none"> • Leadership and Management Lead • Children Missing out on Education (MOOE) and Exclusion Monitoring Lead • Head Teacher Virtual School LA Children • Head of Virtual School Children in Need • Vulnerable Learner Lead • Area Leads Primary Learning Improvement • Principal Educational Psychologist/SEND Support Lead • Statutory Assessment and Provision Lead • SEN Support and Inclusion Team Leader 	
Heads of Service, Partnerships & Health	<ul style="list-style-type: none"> • Head of Service Children's Workforce Development and Change • Head of Service Commissioning and Market Management 	
Lead Officers, Partnerships & Health	<ul style="list-style-type: none"> • Customer Relations Lead • Voice and Influence Lead • Practice and Development and Partnership Training Lead • Partnership Development and Business Support Lead 	
Heads of Service Resources & Strategy	<ul style="list-style-type: none"> • Head of Traded Services • Head of Service Learning Systems 	

	<ul style="list-style-type: none"> • Head of Service Performance Management & Improvement 	
Lead Officers, Resources & Strategy	<ul style="list-style-type: none"> • Lead for Admissions and Family Information • Built Environment Lead • Sufficiency & Participation Lead 	

Delegation of Functions Under Articles

The functions set out in this part of the sub-delegation scheme are delegated to the Director by Full Council through the relevant Article of the Constitution.

General Delegations

The officer to whom these functions are sub-delegated may exercise these functions, which have been delegated to all Directors, for matters within his/her Director's remit only.

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.5	To sign as agent for the Council all contracts of a value below £100,000 agreed to be entered into by the Council or any part of it.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit Contracts of a value below £100,000 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.

Specific Delegations⁶

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

Article	Function Delegated	Officer to whom delegated	Terms and Conditions
14.5	<p>Authentication of Documents for legal proceedings</p> <p>To sign documents which are a necessary step in legal proceedings.</p> <p><i>(Sub-delegated to the Director of Children & Families by the City Solicitor (with power for the DCS to sub-delegate)</i></p>	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Learning Improvement • Head of Learning Inclusion 	To take any action which the City Solicitor can take BUT only with regard to the issuing of proceedings under the Education Act 1996 and the Education and Inspectorates Act 2006.

⁶ 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 Head of Financial Management as his deputy;
- Article 14 to the Chief Executive and the City Solicitor;
- Article 15 to the City Solicitor as Monitoring Officer;
- Article 16 to the City Solicitor as Monitoring Officer

Council Functions –

Introduction

The functions set out in this part of the sub-delegation scheme are Council Functions as defined by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)⁷ 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](#)⁸.

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.

⁷ And those Local Choice Functions which are the responsibility of Full Council and have been delegated to the Director

⁸ These rules incorporate the requirements of the Openness of Local Government Bodies Regulations 2014 in relation to the publication of written records of relevant decisions.

Council Functions –

General Delegations

	Function Delegated	Officer to whom delegated	Terms and Conditions
General			
(a)	To make payments or provide other benefits in cases of maladministration.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	Up to £40,000 in their area of responsibility and in accordance with guidance notes jointly prepared by the City Solicitor and the Director of Resources 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.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Children's Social Work • Heads of Service Learning • Heads of Service Partnerships & Health • Heads of Service Resources & Strategy 	In relation to those areas within their remit, with the exception of the overall management of fire safety which remains with the Chief Officer.

	Function Delegated	Officer to whom delegated	Terms and Conditions
Personnel			
(c)(i)	To appoint staff within the approved establishment in accordance with the Council's Recruitment and Selection Procedure.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Children's Social Work • Heads of Service Learning • Heads of Service Partnerships & Health • Heads of Service Resources & Strategy 	Prior to the submission of a Staffing Approval Form (SAF) in relation to matters within their remit, officers should consult with the Chief Officer Resources & Strategy, Head of Finance (Children & Families) the Head of Human Resources (Children & Families) and subject to there being budgetary provision. Such staff should be employed in terms set out in the guidance issued by the Director of Housing and Resources.
(c)(ii)	To appoint staff on a temporary basis to provide cover for absences or cater for peaks in workload subject to there being budgetary provision.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Children's Social Work • Heads of Service Learning • Heads of Service Partnerships & Health • Heads of Service Resources & Strategy 	<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 and in consultation with Head of Finance (Children & Families) the Head of Human Resources (Children & Families)

	Function Delegated	Officer to whom delegated	Terms and Conditions
(c)(iii)	To determine issues relating to officers' terms and conditions of employment and to take such action and enter into such agreement as may be required to give effect to such determinations.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service Children's Social Work • Heads of Service Learning • Heads of Service Partnerships & Health • Heads of Service Resources & Strategy 	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.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit.

Local Choice Functions –

The Director of Children & Families ⁹ is authorised to discharge the following Local Choice Functions which have been assigned to full Council (see Part 3 Section 1 of the Constitution):

	Function Delegated	Officer to whom delegated	Terms and Conditions
(a)	To make arrangements for appeals against exclusion of pupils from maintained Schools	<ul style="list-style-type: none"> • Children Missing out on Education and Exclusion Monitoring lead 	
(b)	To make arrangements for appeals regarding school admissions ¹⁰	<ul style="list-style-type: none"> • Head of Learning Systems • Lead for Admissions and Family Information 	
(c)	To make arrangements for appeals by governing bodies ¹¹	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement • Governor Support Service Manager 	

⁹ 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.

¹⁰ s94 (1), (1A) and (4) School Standards and Framework Act 1998

¹¹ s95 (2) School Standards and Framework Act 1998

Council Functions –

Specific Delegations

The sub-delegation scheme for Council functions set out below includes a number of powers authorising the named officer to make decisions in relation to approvals, licenses, permissions and registrations. In accordance with his/her general delegations, and unless otherwise stated, the Director includes in relation to those authorisations the power to:-

- a) Impose conditions, limitation or restrictions;
- b) Determine any terms to which they are subject;
- c) Determine whether and how to enforce any failure to comply;
- d) Amend, modify, vary or revoke; and
- e) Determine whether a charge should be made or the amount of such a charge.

	Function Delegated	Officer to whom delegated	Terms and Conditions
(a)	To license the employment of children (under part 2 of The Children’s and Young Person’s Act 1933 by-laws made under that part, and part 2 of the Children’s and Young Person’s Act 1963.).	<ul style="list-style-type: none">• Chief Officer Social Work• Head of Early Help• Team Leader – Child Employment & Entertainment Team• Senior Administrator – Child Entertainment & Employment Team	

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)¹² which have been delegated to the Director by the Leader of Council. If the Leader or relevant Executive Member¹³ 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.

¹² And those Local Choice Functions which are the responsibility of the Executive Board and have been delegated to the Director

¹³ 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 Financial¹⁴			
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 General Fund and Dedicated School Grant	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Head of One Adoption West Yorkshire 	In relation to matters within their remit, Key decisions which will result in the authority incurring expenditure or income making savings of £500,000 and above should be referred to the Director of Children and Families.
		<ul style="list-style-type: none"> • Heads of Service Children’s Social Work • Heads of Service Partnership & Health • Heads of Service Resources & Strategy • Heads of Service Learning 	In relation to matters within their remit, decisions which will result in the authority incurring expenditure or making savings over £50,000 each year shall be referred to the Deputy Director or Chief Officer.

¹⁴ See [Financial Regulations Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	Revenue: Youth Activity Fund	<ul style="list-style-type: none"> Director of Communities and Environment 	This function to be used in respect of the delegation to Community Committees to allow urgent decisions relating to the Youth Activity Fund allocated to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.
	Capital	<ul style="list-style-type: none"> Chief Officer Resources and Strategy 	Decisions which will result in the authority incurring expenditure or making savings over £750,000 each year shall be referred to the Director of Children and Families.
		<ul style="list-style-type: none"> Head of Service Learning Systems 	Decisions which will result in the authority incurring expenditure or making savings over £500,000 each year shall be referred to the Chief Officer Resources and Strategy.
		<ul style="list-style-type: none"> Built Environment Lead 	Decisions which will result in the authority incurring expenditure or making savings over £250,000 each year shall be referred to the Head of Service Learning Systems.
b	In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Chief Finance Officer at the first opportunity.	<ul style="list-style-type: none"> Deputy Directors Chief Officer Partnerships & Health Chief Officer Resources & Strategy 	In relation to matters within their remit, key decisions which will result in the authority incurring expenditure or making savings of £500, 000 and above should be referred to the Director of Children and Families.
		<ul style="list-style-type: none"> Chief Officer Children & Families Social Care 	In relation to matters within their remit, decisions which will result in the authority incurring expenditure or making savings of £100,000 and above each year shall be referred to the Deputy Director Children & Families Social Care.

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Heads of Service Children’s Social Work • Heads of Service Partnerships & Health • Heads of Service Resources & Strategy • Heads of Service Learning 	In relation to matters within their remit, decisions which will result in the authority incurring expenditure or making savings over £50,000 each year shall be referred to the Deputy Director or Chief Officer in relation to matters within their remit.
2 Procurement¹⁵			
a	To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit, decisions which will result in the authority incurring expenditure or making savings over £750,000 each year shall be referred to the Director of Children & Families. Procurement of digital software or equipment should only be undertaken in consultation with Chief Digital and Information Officer.
		<ul style="list-style-type: none"> • Heads of Service Children’s Social Work • Heads of Service Partnership & Health • Heads of Service Resources & Strategy • Heads of Service Learning 	In relation to matters within their remit, decisions which will result in the authority incurring expenditure or making savings over £50,000 each year shall be referred to the Deputy Director or Chief Officer. Procurement of digital software or equipment should only be undertaken in consultation with Chief Digital and Information Officer.

¹⁵ See [Procurement and Category Management 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.	<ul style="list-style-type: none"> Chief Officer Resources & Strategy 	
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 ¹⁶	
3 General			
a	Community Right to Challenge¹⁷ i) In consultation with the Chief Officer (Financial Services) ¹⁸ , to make a decision on an expression of interest under community right to challenge.	<ul style="list-style-type: none"> Deputy Directors Chief Officers 	In relation to matters within their remit
b	Data Protection, Human Rights, Surveillance activities, and Freedom of Information¹⁹		

¹⁶ 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.

¹⁷ Sections 81-86 Localism Act 2011 and Community Right to Challenge (Expressions of Interest and Excluded Services)(England) Regulations 2012

¹⁸ or the officer to whom the Chief Officer (Financial Services) has sub-delegated this function

¹⁹ See [Managing Information Toolkit](#)

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) To implement and ensure compliance with: <ul style="list-style-type: none"> • the 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 DPO²⁰ on these matters. 	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
	ii) To designate officers with specific responsibilities for these matters.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
	iii) To advise the SIRO of any new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit

²⁰ 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
c	<p>Media²¹</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>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	<p>In relation to matters within their remit.</p> <p>In relation to matters within their remit and only following consultation with the Deputy Directors or Chief Officers.</p> <p>The relevant Executive Member must be made aware of all press and other news media statements.</p>
d	<p>Authorising officers ²²</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	

²¹ See [Dealing with the Media Toolkit](#)

²² 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 procedures²³ i) To take any action remitted to the Director under corporate procedures.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit.
	ii) As the relevant officer designated as gold or silver under the Council's Emergency Management Plan to take any action necessary for: 1. Responding to an emergency; and/or 2. Facilitating the recovery following such an emergency.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	
f	Local Choice Functions (see Section 1, Part 3 of the Constitution)		
	i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000;	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit.
	ii) To obtain particulars of persons interested in land.	<ul style="list-style-type: none"> • Chief Officer Resources & Strategy 	To the extent that this is in pursuance of the Director of Children & Families delegated authority.

²³ 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	<p>Budget and policy framework</p> <p>i) To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	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 Employment²⁴			
a	<p>Miscellaneous employment issues</p> <p>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.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit and in consultation with the Chief Officer Resources & Strategy, Head of Finance (Children and Families) and Head of Human Resources (Children And Families) if appropriate.

²⁴ 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 restructures²⁵ except where the decision:</p> <ul style="list-style-type: none"> • Involves changes to existing National or Local Agreements and policies; and/or • Cannot be achieved within delegated powers in respect of budgets <p>ii) Decisions in respect of restructures which involve changes to existing agreements or policies and/or which have budgetary implications as set out in 4(b)(i) above are delegated to the Deputy Chief Executive and are subject to consultation with the City Solicitor and other appropriate parties.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Head of Service – One Adoption West Yorkshire 	<p>In relation to matters within their remit, in consultation with the Chief Officer, Resources & Strategy. Decisions are subject to:</p> <ol style="list-style-type: none"> i. appropriate professional advice being sought, ii. prior consultation with all appropriate parties affected by the decision including all officially recognised trade unions, and iii. 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>Decisions which will result in the authority incurring expenditure or making savings of £250,000 and above should be referred to the Director of Children and Families.</p>
c	Workforce Development	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit

²⁵ 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
5 Ways of Working			
a	<p>Matching service to need</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>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit

	Function Delegated	Officer to whom delegated	Terms and Conditions
b	<p>Partnerships</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>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit
c	<p>Functions on behalf of an NHS Body</p> <p>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.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers 	In relation to matters within their remit
d	<p>Provision of Statutory Returns</p> <p>i) To provide such statutory returns as are necessary within the Director's remit.</p>	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Head of Service Performance Management & Improvement 	In relation to matters within their remit

Executive Functions –

Specific Delegations

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

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

	Function Delegated	Officer to whom delegated	Terms and Conditions
	v) Implementing planned transition for young people leaving care.	<ul style="list-style-type: none"> Deputy Director Children and Families Social Work Service 	Decisions in relation to individual child placements £300,000 or over each year shall be referred to the Director of Children and Families.
		<ul style="list-style-type: none"> Chief Officer Social Work 	Decisions in relation to individual child placements £250,000 or over each year shall be referred to the Deputy Director Children & Families Social Work Service.
c	Assessment and Care Management including:	<ul style="list-style-type: none"> Deputy Director Children and Families Social Work Service Chief Officer Social Work Heads of Service Children's Social Work 	In relation to matters within their remit.
	i) Assessment of children who may have social care and/or complex needs;	<ul style="list-style-type: none"> Deputy Director Children and Families Social Work Service Chief Officer Social Work Heads of Service Children's Social Work 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	ii) Co-ordination, management and review of care packages to meet assessed needs.	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Chief Officer Social Work • Heads of Service Children's Social Work 	In relation to matters within their remit.
	iii) Provision and commissioning of services to meet the needs of children with complex needs.	<ul style="list-style-type: none"> • Deputy Director Learning 	Decisions in relation to individual child placements over £300,000 each year shall be referred to the Director of Children and Families.
		<ul style="list-style-type: none"> • Head of Service Learning Inclusion 	Decisions in relation to individual child placements over £100,000 each year shall be referred to the Deputy Director Learning.
d	Residential and Respite Care including:	<ul style="list-style-type: none"> • Deputy Directors • Chief Officer Social Work • Head of Service Looked After Children • Head of Service Learning Inclusion 	In relation to matters within their remit.
	i) Provision and commissioning of residential placements; and	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Deputy Director Learning 	Decisions in relation to individual child placements over £300,000 each year shall be referred to the Director of Children and Families. In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
		<ul style="list-style-type: none"> • Chief Officer Social Work • Head of Service Learning Inclusion 	Decisions in relation to individual child placements over £100,000 each year shall be referred to the Deputy Director. In relation to matters within their remit.
	ii) Provision and commissioning of respite.	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Deputy Director Learning 	Decisions in relation to individual child placements over £300,000 each year shall be referred to the Director of Children and Families. In relation to matters within their remit.
		<ul style="list-style-type: none"> • Chief Officer Social Work • Head of Service Learning Inclusion 	Decisions in relation to individual child placements over £100,000 each year shall be referred to the Deputy Director. In relation to matters within their remit.
e	Support for Carers including:	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Chief Officer Social Work • Heads of Service Children's Social Work 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Provision or commissioning of training, advice and practical help for carers; and	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Chief Officer Social Work • Heads of Service Children's Social Work 	In relation to matters within their remit.
	ii) Provision or commissioning of advice and practical help for young carers.	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Chief Officer Social Work • Head of Service Early Help 	
f	Youth Offending Services including:	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Head of Service Looked After Children • Youth Offending Service Manager 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Provision of education for children in custody; and	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Head of Service Looked After Children • Youth Offending Service Manager 	In relation to matters within their remit.
	ii) Safeguarding arrangements for children in custody.	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Head of Service Looked After Children • Youth Offending Service Manager 	In relation to matters within their remit.
2 Learning			
a	Early Years Provision including:	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning for Life • Children's Centres and Early Start Lead • Lead for Admissions and Family Information 	In relation to matters within their remit.

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

	Function Delegated	Officer to whom delegated	Terms and Conditions
	iv) Promotion of high quality early years provision;	<ul style="list-style-type: none"> • Deputy Directors • Chief Officer, Resources & Strategy • Head of Service Learning for Life • Children's Centres and Early Start Lead 	In relation to matters within their remit.
	v) Provision of free education for three and four year olds and all disadvantaged two year olds; and	<ul style="list-style-type: none"> • Deputy Directors • Chief Officer, Resources & Strategy • Head of Service Learning Improvement • Head of Learning Systems • Children's Centre and Early Start Lead • Lead for Admissions and Family Information 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning for Life • Lead for Admissions and Family Information 	In relation to matters within their remit.
b	Access to education including:	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Resources & Strategy • Head of Service Learning Improvement • Head of Service Learning Systems • Head of Learning Inclusion 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Promoting a diverse supply of strong schools, including: <ul style="list-style-type: none"> • Encouraging good schools to expand; and • Where there is a need for a new school, seeking proposals for an Academy or Free School 	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Resources & Strategy • Head of Service Learning Improvement • Head of Service Learning Systems • Head of Learning Inclusion 	In relation to matters within their remit.
	ii) Ensuring fair access to all schools for every child, including: <ul style="list-style-type: none"> • Provision of appropriate information to parents; and • Compliance with the statutory School Admissions and School Admissions Appeal Codes; 	<ul style="list-style-type: none"> • Chief Officer Resources & Strategy • Head of Service Learning Systems • Lead for Admissions and Family Information 	In relation to matters within their remit.
	iii) Provision of suitable home to school transport arrangements; and	<ul style="list-style-type: none"> • Chief Officer Partnerships & Health • Head of Service Commissioning and Market Management 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	iv) Making arrangements for children outside mainstream education or missing education.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Head of Service Learning Inclusion • Children Missing out on Education and Exclusion Lead 	In relation to matters within their remit.
c	Special Educational Needs & Disabilities including;	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Inclusion 	In relation to matters within their remit.
	i) Providing and commissioning education and health services to meet the needs of children with special educational needs and disabilities; and	<ul style="list-style-type: none"> • Deputy Directors • Chief Officer, Partnerships & Health • Head of Service Learning Inclusion 	In relation to matters within their remit.
	ii) Funding provision for children with Education, Health and Care Plans.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officer, Resources & Strategy • Head of Service Learning Inclusion 	In relation to matters within their remit.
d	Promotion of attendance, attainment and achievement:	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning Inclusion 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Support to maintained schools delivering national curriculum;	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning Inclusion • Leadership & Management Lead • Area Leads Primary Learning Improvement 	In relation to matters within their remit.
	ii) Development of robust school improvement strategies;	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning Inclusion • Leadership & Management Lead • Area Leads Primary Learning Improvement 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	iii) Support of school to school collaboration;	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning Inclusion • Leadership & Management Lead • Area Leads Primary Learning Improvement 	In relation to matters within their remit.
	iv) Improvement of poorly performing schools;	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning Inclusion • Leadership & Management Lead • Area Leads Primary Learning Improvement 	In relation to matters within their remit.
	v) Establishing a schools forum;	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Resources & Strategy 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	vi) Maintaining a scheme for financing maintained schools and related provision of information and	<ul style="list-style-type: none"> • Deputy Director Learning • Chief Officer Resources & Strategy 	In relation to matters within their remit.
	vii) Improvement of school attendance.	<ul style="list-style-type: none"> • Deputy Directors • Head of Service Learning Improvement • Head of Service Learning Inclusion • Leadership & Management Lead • Area Leads Primary Learning Improvement • Children Missing out on Education and Exclusion Monitoring Lead 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
e	14-16 Skills Development	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement • Head of Service Learning Inclusion • Head of Service Learning Systems 	In relation to matters within their remit.
	i) Support the development of a diverse learning offer including University Technical Colleges, Studio Schools, Direct College enrolment and Free Schools;	<ul style="list-style-type: none"> • Deputy Director Learning • Head of Service Learning Improvement • Head of Service Learning Inclusion • Head of Service Learning Systems 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	<ul style="list-style-type: none"> Support the development of academic, technical and vocational pathways that contribute to local labour market needs; 	<ul style="list-style-type: none"> Deputy Director Learning Head of Service Learning Improvement Head of Service Learning Inclusion Head of Service Learning Systems 	In relation to matters within their remit.
	<ul style="list-style-type: none"> Promote the opportunities available to young people at 14; and 	<ul style="list-style-type: none"> Deputy Director Learning Head of Service Learning Improvement Head of Service Learning Inclusion Head of Service Learning Systems 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	<ul style="list-style-type: none"> Promotion of business engagement in schools and colleges through high quality Careers Education, Information, Advice and Guidance. 	<ul style="list-style-type: none"> Deputy Director Learning Head of Service Learning Improvement Head of Service Learning Inclusion Head of Service Learning Systems 	In relation to matters within their remit.
f	Development of active citizens including:	<ul style="list-style-type: none"> Deputy Directors Chief Officers Head of Service Learning for Life Head of Service Learning Improvement Youth Offer Lead 	In relation to matters within their remit.

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Promotion of access to educational and recreational leisure time activities for the improvement of well-being, personal and social development, raising aspirations, building resilience and enabling children and young people to make informed decisions.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Head of Service Learning Improvement • Head of Service Learning for Life • Youth Offer Lead 	In relation to matters within their remit.
3 Child Friendly City:			
a	Child poverty, including:	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service 	
	i) Establishing, implementing, monitoring and reviewing arrangements to mitigate the impact of child poverty; and	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service 	
	ii) Promoting local co-operation arrangements to reduce the impact of child poverty.	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service 	
b	Voice & Influence	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service 	

	Function Delegated	Officer to whom delegated	Terms and Conditions
	i) Promotion of children's participation in public decision making.	<ul style="list-style-type: none"> • Deputy Director Children & Families Social Work Service • Head of Service Children's Workforce and Development • Voice and Influence Lead 	In relation to matters within their remit.
c	Influencing climate change and sustainability	<ul style="list-style-type: none"> • Deputy Director's • Chief Officers • Heads of Service • Lead Officers 	
	i) To support and enable children and young people's involvement in influencing behaviours and action to counter climate change and promote sustainability in their families, schools, communities and city.	<ul style="list-style-type: none"> • Deputy Director's • Chief Officers • Heads of Service • Lead Officers 	In relation to matters within their remit.

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 authorised²⁶ 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;	<ul style="list-style-type: none"> • Deputy Director Children & Families Social Work Service • Chief Officer Social Work • Head of One Adoption West Yorkshire 	
	b) Identification of potential matches between children and adopters ²⁷ ;	<ul style="list-style-type: none"> • Deputy Director Children & Families Social Work Service • Chief Officer Social Work • Head of One Adoption West Yorkshire 	

²⁶ Save where the Chair has directed or the Director considers that the matter should be referred to WYAJC for consideration.

²⁷ 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.

	c) Provision of adoption panels; and	<ul style="list-style-type: none"> • Deputy Director Children & Families Social Work Service • Chief Officer Social Work • Head of One Adoption West Yorkshire 	
	d) Provision of adoption support services ²⁸ to adopters, adoptees, birth families and relevant professionals	<ul style="list-style-type: none"> • Deputy Director Children & Families Social Work Service • Chief Officer Social Work • Head of One Adoption West Yorkshire 	

²⁸ Including maintenance of and access to adoption records

Miscellaneous Functions

The functions set out in this part of the Sub-delegation scheme are derived from:-

- Legislation which provides that a function should be the specific responsibility of the Director;
- Policies and Procedures which form part of the Constitution of Leeds City Council;
- Sub-delegations made by other Directors of Leeds City Council to whom those functions have been delegated; and
- Delegations which have been made to the Director by Full Council or the Executive for a period less than 6 months which are not therefore reflected in the Constitution

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
<i>Sub-delegated to the Director of Children & Families by the City Solicitor (with power for the DCS to sub-delegate</i>	To take any action intended to give effect to a decision of the executive or an officer including the commencement defence, withdrawal or settlement of proceedings.	<ul style="list-style-type: none"> • Deputy Directors 	To take any action which the City Solicitor can take BUT only with regard to the issuing of proceedings under the Education Act 1996 and the Education and Inspectorates Act 2006.
Employee Code of Conduct	To ensure that Notification of an Offer forms are available at all appropriate establishments within the relevant Directorate.	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	In relation to matters within their remit.

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
	<p>To receive completed Notification of an Offer forms, and</p> <ul style="list-style-type: none"> • If the offer has been rejected by the employee: <ul style="list-style-type: none"> • Arrange for the central register to be completed; and • File the form. • If the employee is requesting permission to accept the offer: <ul style="list-style-type: none"> • To decide whether it would be appropriate to accept the offer, and if agreed: <ol style="list-style-type: none"> i. To sign the form and send a copy to the relevant employee; ii. To enter the details of the Register of Hospitality and Gifts; and iii. File the form. 	<ul style="list-style-type: none"> • Deputy Directors • Chief Officers • Heads of Service 	<p>In relation to matters within their remit.</p>
<p><i>Sub-delegated to the Director of Children & Families by the Chief Executive</i></p>	<p>Local Authority Social Services and National Health Service Complaints (England) Regulations 2009</p> <p>i) To act as responsible person</p>	<p>Not delegated</p>	<p>For matters within their remit</p>
<p>With authority to further sub-delegate to officers of suitable experience and seniority</p>	<p>ii) To act as complaints manager</p>	<p>Customer Relations Lead</p>	<p>For matters within their remit</p>

Place from where function derived	Function Delegated	Officer to whom delegated	Terms and Conditions
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 & Families	Deputy Director Children & Families Social Work Service	For matters relating to Children & Families 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 leave²⁹ or where the Director has confirmed in writing that he/she will be absent from the office and these provisions are to apply³⁰.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
The authority's role as Children & Families authority, including functions in relation to: <ul style="list-style-type: none"> • Arrangements to promote co-operation to improve well-being of children; • Arrangements to safeguard and promote welfare of children; • Information databases; • The Local Safeguarding Children Board.³¹ 	<ul style="list-style-type: none"> • Deputy Director Children and Families Social Work Service • Chief Officer Social Work 	
	<ul style="list-style-type: none"> • Deputy Director Learning 	
	<ul style="list-style-type: none"> • Chief Officer Partnerships & Health 	
	<ul style="list-style-type: none"> • Chief Officer Resources & Strategy 	
	<ul style="list-style-type: none"> • Head of Learning Inclusion 	

²⁹ Whether annual leave, sick leave or special leave

³⁰ It is recommended that a delegated decision form be used to record and publish this as a Significant Operational Decision.

³¹ For clarification this does not include functions set out in paragraphs b, c, d, and e below.

Function sub-delegated by Director	Officer with authority to exercise function in absence of Director.	Terms and Conditions
All other functions	<ul style="list-style-type: none"> • Deputy Directors 	
	<ul style="list-style-type: none"> • Chief Officers 	
	<ul style="list-style-type: none"> • Head of Learning Inclusion 	
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.