

Directorate Scheme of Delegations: People Directorate

Introduction

Guidance for managers and staff on how to use Schemes of Delegation is available on the intranet.

In the Constitution, the Mayor and Full Council delegate certain powers and functions to the Chief Executive and to Strategic Directors.

This is the People Directorate Scheme of Delegation to officers. It:

- i) Summarises the powers and functions delegated to the Strategic Director of People, in Part 1
- ii) Describes how the Strategic Director has delegated these powers and functions to officers in their Directorate to exercise on their behalf, in Part 2.

This scheme is subject to the [Council's Constitution](#), including the Council and Mayoral Schemes of Delegation and the Procurement Rules, the Financial Regulations and Standing Orders.

The Strategic Director will delegate to the post that's most appropriate for the exercise of the function. Any direct line manager between the Strategic Director and the post delegated the function is also entitled to perform that function, unless otherwise stated in the scheme.

In the event of a civil emergency or a business continuity disruption, all authorities relevant to the management of the incident are delegated to named duty officers, officers attending multi-agency coordination group meetings or officers chairing an Incident Management Team, as appropriate.

Although Strategic Directors can delegate functions they remain responsible for and accountable to the council for the exercise of their delegated powers. On occasions they may still decide to take decisions themselves. Officers may decide to refer delegated powers back to the Strategic Director, the Mayor or Full Council. The Mayor and Full Council can also decide to reserve a particular decision to themselves.

This Scheme of Delegation will remain in force until it is amended or revoked by the Strategic Director for People or via changes to the Council and Mayoral Schemes of Delegation.

Part 1: Functions delegated from the Constitution to the Strategic Director

The Constitution delegates the following areas of responsibility to the Strategic Director of People.

Executive functions (part 3.4.B.5 of the Constitution)

'Executive' power rests with the Mayor. He or she delegates executive power to officers via the Mayoral Scheme of Delegation, which is part of the constitution. The following executive functions are delegated to the Strategic Director of People:

Any function of the executive falling within the portfolio of the Strategic Director, People in relation to:

- Care & Support – Adults
- Care & Support – Children and Families
- Education & Skills
- Strategic Commissioning and Commercial Relations

Local choice executive functions (part 3.3 of the Constitution)

In national legislation, 'Local Choice' functions can be either executive or non-executive decisions. The Constitution sets out which they are in Bristol City Council. The following Local Choice functions have been decided to be executive functions and have been delegated to the Strategic Director of Neighbourhoods

- The making of arrangements pursuant to subsection (1) of section 67 of and Schedule 18 to, the 1998 Act (appeals against exclusion of pupils).
- The making of arrangements pursuant to section 94(1) and (4) of, and Schedule 24 to, the 1998 Act (admission appeals).
- The making of arrangements pursuant to section 95(2) of, and Schedule 25 to, the 1998 Act (children to whom section 87 applies: appeals by governing bodies).

Non-executive functions to officers (part 3.2.C of the Constitution)

The power to license the employment of children is delegated to the Strategic Director People (Part II Children and Young Persons Act 1933, bylaws made under that Part and Part II Children and Young Persons Act 1963).

Part 2: Delegations to Officers from the Strategic Director

Executive functions

1. Care & Support Adults

Function	Post holder authorised to carry out function
Functions related to Finance	
Residential and Non-Residential Finance	
<ul style="list-style-type: none"> - Refer to write off of non-Residential Charges for up to 8 weeks – only in exceptional circumstances to ensure service user receives the necessary care 	Head of Service
<ul style="list-style-type: none"> - Refer to write off of non-Residential Charges for over 8 weeks, and Residential Charges (see above re circumstances) 	Service Director
<ul style="list-style-type: none"> - Power to register property charges by declaration or agreement in securing the eventual collection of debts owed to the City Council. 	Shared Transactional Services
<ul style="list-style-type: none"> - Power to enter into legally enforceable agreements for the repayment of loans and other debts due to the City Council, with or without the payment of interest, in accordance with established practice and in consultation with the Chief Finance Officer 	Head of Service
<ul style="list-style-type: none"> - Power to administer statutory duty to provide care and protection of personal property. 	Team Manager
<ul style="list-style-type: none"> - Financial Assessments: 	
<ul style="list-style-type: none"> • Power to vary from the prescribed allowance for personal requirements in special circumstances. 	Head of Service
<ul style="list-style-type: none"> • Authority to agree negotiated settlements, in liaison with the Strategic Director, for disputed assessed charges. 	Head of Service
Service Users Finances	
These shall be administered in accordance with Health & Social Care's written criteria. Specific authorisations include:	
a) Authorisation to act as Agent or Appointee for service user.	Client and Carer Services / COFSS Panel
b) Authorisation for an Application and to act as Deputy to the Office of the Public Guardian for the appointment of a Deputy for a service user.	Client and Carer Services / COFSS Panel

c) Authorisations falling outside of the written criteria.	Service Director
<p>Section 17 Payments Cash payments may be made to the families of Children in need under Section 17 of the Children Act 1989, limited to emergency/exceptional situations, which are not covered by national income maintenance arrangements:</p> <p>a) Up to £20 per case per annum b) Up to £200 per case per annum c) Up to £2,000 per case per annum d) To make preventative aid payments up to the appropriate foster rate, inclusive of allowances, for a period of 12 months in any one case</p>	<p>HOS Service /Area Manager</p> <p>a) Senior practitioner b) Team manager or Consultant Social Worker c) Service Manager d) Team Manager</p>
Approval of Care Homes / Home Care Packages:	
Cases presented to Case Discussion Forum may receive 'in-principle' agreement subject to funding authorisation from a manager at the appropriate level.	
<p>Approval for supported placement – Residential, Nursing Home or Supported Living on contract framework via DPS:</p> <p>Up to £500 per week Up to £1000 per week Up to £1500 Over £1500</p>	<p>Team Manager / Senior Practitioner Operational Manager Head of Service Service Director</p>
Issue contract to home for supported residential or nursing care	Service Director Care and Support Adults and Service Director Commissioning and Procurement
Approval for placement in Local Authority Homes or Day Centres outside Bristol (at contract price and with contract)	Team Manager
<p>Sign off new community care / support packages (including DPs). Up to £500 per week</p> <p>Up to £1000 per week Up to £1500 Over £1500</p>	<p>Team Manager / Senior Practitioner Operations Manager Head of Service Service Director</p>
<p>Sign off incremental increases to community care / support packages (including DPs). Total cost of package £500 or less Total cost of package £1000 or less Total cost of package £1500 or less Total package cost over £1500</p>	<p>Team Manager Operations Manager Head of Service Service Director</p>
General Administration	

<p>Complaints</p> <p>Complaints are to be managed in accordance with the Department's Complaints Procedure, in consultation with the Complaints Manager</p> <p>Initial response Review Final sign off</p>	<p>See Complaints Procedure</p> <p>Team Manager/ Senior Practitioner Head of Service Service Director/Head of Service</p>
<p>Functions related to adults / older people</p>	
<p>Functions that relate to the Children and Family Act 2014 and Care Act 2014 re young people moving from Children's to adult services</p>	<p>Service Director Care and Support Adults</p>
<p>Chairing case conferences / strategy meetings and authority to decide on Care Plan etc</p>	<p>Team Manager or Senior Practitioner</p>
<p>Approval for holiday sponsorship (private and voluntary placements)</p>	<p>Head of Service</p>
<p>Guardianship - Submission</p>	<p>Team Manager/Mental Health Act Manager/PSW</p>
<p>To approve guardianship applications made under the provisions of the Mental Health Act 1983.</p>	<p>Team Manager/Mental Health Act Manager/PSW</p>
<p>Authorisation of Approved Mental Health Professional under MH Act: <i>(On completion and passing AMHP training)</i></p>	<p>Mental Health Act Manager/PSW</p>
<p>Approval and re-approval of Approved Mental Health Professional: <i>(The AMHP has to attend approval/re-approval and complete a portfolio)</i></p>	<p>Mental Health Act Manager/PSW</p>
<p>Authorisation of small claims by service user or employee in the course of their duties (see ex-gratia claims)</p>	<p>Team Manager</p>
<p>Financial responsibility being sought from another Authority</p>	<p>Team Manager/Senior Practitioner/Operational Manager Head of Service</p>
<p>Visual Impairment Registration</p>	<p>Social Worker/Senior Practitioner / Team Manager SI team</p>
<p>Equipment can be ordered through Integrated Community Equipment Service (ICES) only by authorised PIN numbers.</p> <p>Authorisation levels for catalogue (stock) items and non catalogue (specials):</p> <p>Catalogue items up to £100 Catalogue items up to £400 Catalogue items up to £600</p>	<p>OTA OT Senior Practitioner</p>

Non catalogue up to £500 Catalogue items up to £1000 Non catalogue up to £1000	Senior Practitioner Team Manager Team Manager
For beds, mattresses and hoists - classed as "Health" items over £500	CCG authorization
Non catalogue items considered by a joint panel Over £1000	Major equipment panel

2. Children and Families

This scheme of delegation is to be used in conjunction and to support the Placement and Legal Panel processes.

- *For a child who is 'accommodated' under a section 20 voluntary arrangement ('a looked after child'), the local authority does not have parental responsibility for the child – parental responsibility remains with the parents. However, the authority must comply with the duties set out in the 1989 Act and with the relevant Regulations. Given the legal context we should work in partnership with parents.*
- *Although a Care Order gives the local authority parental responsibility for the child, any person who is a parent or guardian, Special Guardian, or a step parent who has acquired PR through Court Order or agreement also retains their parental responsibility and may continue to exercise it to the extent that their actions are not incompatible with the Care Order (as set out in section 2(8) and section 33(3)(b) of the 1989 Act).*

Function	Post holder authorised to carry out function
Legal Decisions	
Decision to initiate family court proceedings	Legal Panel recommendation / Service Manager
Signing of applications to court Signing of care plans to court	Team Manager / SW Consultant
Court directed placements	Approved in retrospect via notification to Permanence Panel within one week.
Decision to apply for discharge of care order	Legal Panel recommendation/Service manager(
Planned accommodation under Section 20 Children Act 1989	Area / Service Manager
Unplanned Section 20 accommodation	Area / Service Manager
Application for an Emergency Protection	Area / Service Manager

Order	
Application for a Child Assessment Order	Legal Panel recommendation / Service Manager
Approval to apply to Secure Accommodation Panel	Service Director Deputy service director
Approval for Secure Accommodation (welfare or otherwise)	Service Director (must have Secretary of State's agreement if the child is under 13 years)
Decision to use secure accommodation without the authorisation of a court (up to 72 hours in aggregate over a 28 day period).	Service Director (must have Secretary of State's agreement if the child is under 13 years).
Decision to end period in Secure Accommodation whilst Court Order is in place.	Service Director/Head of Service
Decision to place a child on a Care Order or an Interim Care Order at home with parents or person with parental responsibility.	Area / Service Manager
Application to the Court for authority to refuse contact with a child in care under Section 34(4) Children Act 1989?	Area / Service Manager
<i>NB Decisions in respect of children who are the subject of Court Proceedings (Civil or Criminal) are not delegated within the department as they remain within the jurisdiction of the Court. Children on a Care Order are those who are on a Care Order</i>	
Functions related to children in need and in need of protection	
Decisions on outcome of referrals and assessments	Consultant SW/ Practice Lead/LADO /Team Manager
Responsibility to assess case	Case holder
Responsibility to call a child's care planning or review meeting	Consultant SW/ Practice Lead/LADO /Team Manager
Chairing of child's care planning (CIN) meeting / Chairing a non CLA review meeting	Consultant SW/ Practice Lead/LADO /Team Manager
Decision to close a case or transfer a case to another team	Consultant SW/ Practice Lead /Team Manager
Section 17 Payments Cash payments may be made to the families of Children in need under Section 17 of the Children Act 1989, limited to emergency/exceptional situations, which are not covered by national income maintenance arrangements: e) Up to £20 per case per annum	Consultant SW/ Practice Lead /Team Manager

<p>f) Up to £200 per case per annum g) Up to £2,000 per case per annum h) To make preventative aid payments up to the appropriate foster rate, inclusive of allowances, for a period of 12 months in any one case</p>	
<p>Functions related to child protection Authority to exercise all the duties and functions of the Authority under Parts IV and V of the Children Act 1989, sections 31-52 (including section 47 – local authority’s duty to investigate) and all other enabling powers with regard to the care, supervision and protection of children and young people, including determining applications for Residence Orders under Section 8 Children Act 1989. This includes:</p>	
<p>Decision to hold Child Protection strategy meeting.</p>	<p>Consultant SW/ Practice Lead/LADO /Team Manager</p>
<p>Initiate Section 47 Child Protection enquiries including direct work with the family.</p>	<p>Consultant SW/ Practice Lead</p>
<p>Conclude Section 47 enquiries.</p>	<p>Consultant SW/ Practice Lead</p>
<p>Decision to convene an Initial Child Protection Conference.</p>	<p>Consultant SW/ Practice Lead</p>
<p>Decision to hold Review Child Protection Conference out of timescales</p>	<p>Area Manager <i>SD must be informed</i></p>
<p>Chairing of Child Protection Conferences</p>	<p>Child Protection Conference Chair, Service Manager</p>
<p>Cessation of Child Protection Plans</p>	<p>Child Protection Conference recommends; Area / Service Manager case management decision</p>
<p>Risk decision re: DBS Checks</p>	<p>Area / service manager</p>
<p>Consent decisions relating to children in care <i>Note: the views of child, anybody with PR, carer and Independent Reviewing Officer must always be considered in making consent decisions.</i></p>	
<p>Authority to exercise all the duties and functions of the Authority with regard to children and young people under Sections 22 to 24D of the Children Act 1989 and all other enabling powers (maintenance, advice etc) including making any decisions reasonably necessary for their health and well-being.</p>	<p>Social Worker, Senior Practitioner, Deputy Team Manager, Consultant Social Worker, Team Manager, Service Manager, Service Director</p>
<p>Authorisation to place a child outside the area of the responsible authority but within the neighbouring authorities.</p>	<p>Area Manager as Nominated Officer</p>
<p>Authorisation to place a child outside the area of the responsible authority and where that</p>	<p>Head of Service then to be endorsed by Strategic Director</p>

placement is a distant one.	
Authorisation of Placement of Children Looked After with Parents etc.	Head of Service / area / service manager with Court approval if care proceedings are ongoing.
Sign Passport Applications as person with parental responsibility.	Consultant Social Worker / Practice Lead
Consent to holidays or trips abroad in school holidays lasting under a month.	Consultant Social Worker / Practice Lead
Consent to holidays or trips abroad under a month during school term time where the Head teacher has given permission.	Head of Service and Head of Virtual School
Consent for a child who is subject to a Care Order to leave the jurisdiction of the Court for more than a month. .	Area Manager with written consent of all persons with PR, or leave of the Court.
Consent to seek agreement for a child who is subject to an interim care order or the subject of court proceedings on no order, to leave the jurisdiction of the Court.	Court decision
Consent to support a young person on a Care Order changing their name.	Area Manager with written consent of all persons with PR, or leave of the Court to change surname.
Consent to join the Armed Forces.	Area Manager
Consent to marriage of 16 or 17 year old on a Care Order.	Service Director
Consent for 16 or 17 year old on a Care Order to live independently.	Consultant Social Worker/Practice Lead following LAC Review
Authorisation for children (aged 0-15 who have been in care over 20 days) being placed for adoption with a view to cease being looked after (on the making of an Adoption Order).	ADM for Adoption followed by Adoption Order on adopters application
Authorisation to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are going home or going to live with family or friends.	Area Manager
Authorisation of the support plan where a child is to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are subject to special guardianship or child arrangement orders.	Area Manager
Authorisation to cease being looked after for young people aged 16 & 17	Strategic Director via the weekly placement panel
Young person continues to be accommodated after their 18th birthday where in residential provision.	Head of Service
Young person remains in an extended foster placement or a formal 'Staying Put' arrangement.	Head of Service
Consent to routine planned health	Delegated to foster carer or children's

assessments or treatment for looked after children where the Local Authority has parental responsibility.	home as part of Placement Plan.
Consent to common (age-related) health remedies including non-prescription drugs such as ibuprofen and paracetamol.	Delegated to foster carer or children's home as part of Placement Plan.
Consent to health assessments, treatment or other interventions including general anaesthetic for a child on a care order where the parent is in agreement.	Delegated to foster carer or children's home as part of Placement Plan.
Consent to health assessments, treatment or other interventions including general anaesthetic for a child on a care order where the parent is in disagreement.	Head of Service <i>SD must be informed</i>
Consent to health assessments, treatment or other interventions including general anaesthetic for a child accommodated by the Local Authority which does not have parental responsibility.	Parent or other person with parental responsibility (reasonable effort to secure their agreement is required, However the interests of the child are paramount (see below where parent opposes). In urgent cases seek legal advice if consent is unreasonably withheld. If the child is competent their consent will be sought by health professionals.
Consent to medical interventions to deal with life threatening situations.	Delegated to foster carer or children's home as part of Placement Plan and medics for emergency scenarios.
Where there is a high risk associated with medical treatment or procedure and this is a planned intervention	Head of Service - If the child is competent to do so their consent will be sought by health professionals.
Consent to medical interventions to deal with life threatening situations or where there is a high risk associated with the treatment or procedure where the parent or other persons with parental responsibility oppose the intervention.	Service Director
Acting as a parent for children subject to care orders for the purposes of sectioning under the Mental Health Act 1983 & 2007	Area Manager who will seek the views of the nearest relative.
Engagement in potentially hazardous leisure or sports activity.	Delegated to foster carer or children's home as part of Placement Plan.
Decisions about staying with friends overnight.	Delegated to foster carer or children's home as part of Placement Plan.
Decisions about contact arrangements.	Consultant SW / Practice Lead (in consultation with IRO) or Delegated to foster carer or children's home as part of Placement Plan.
Decisions about looked after children under 16 subject to a care order having non-intimate body piercing.	Delegated to foster carer or children's home as part of Placement Plan.
Agreement that long term fostering is the	Consultant SW / Practice Lead in

plan for the child.	consultation with IRO
Agreement that foster placements are permanent placements for looked after children.	ADM Fostering for 12s and under. Consultant SW/Practice Lead following LAC review for 13s and over.
Decision to consent to looked after children's photographs being used in external publications	Consent from the person with PR, Area Manager and the child.
Decisions re DBS disclosures on Family and Friends, Foster Carers and SGO carers	Area Manager
Consent to use publicity for child missing from care	Agreed via Missing Procedures by Consultant SW / Practice Lead <i>with Police must alert AM, SD to brief Director, Members and Media Team</i>
Delay outside stat. time for LAC REVIEWS	Area Manager <i>SD must be informed</i>
Death of a child in care - notifying the Director, Director OR SD will notify the lead member. - notifying the Assistant Director and HOS - Team Manager - HOS YOT notifying Ofsted/HOS QA	Service Director Head Of Service Service Director HOS Quality Assurance in consultation with child's Head Of Service
Fostering and adoption agency decisions	
Fostering Agency Decision Maker	Service Manager – Placement provision Service Manager - Throughcare
Approval of new Foster Carers	Fostering ADM
Approval of Foster Carers following first annual review	Fostering ADM
Continued approval of foster carers following subsequent reviews (unless referred to Fostering Panel)	Fostering Team Manager
Authorise emergency placements out of the foster carers terms of approval	Fostering Team Manager
Permanent change of approval	Fostering ADM
Temporary Approval of Foster carers (Regulation 24)	Fostering ADM
Approving adopters as Foster to Adopt carers	Fostering ADM
Termination of Foster Carers Approval	Fostering ADM
Adoption Agency Decision Maker	Head of Service – PASS Head of Service - Safeguarding
Approval of new Adopters	Adoption ADM
Approval of the plan for a child to be	Adoption ADM

adopted	
Approval of a match between a child and adopters	Adoption ADM
Revocation of the plan for a child to be adopted	Adoption ADM
Decision to pay an adoption allowance or lump sum payment	Area/Service Manager
Review of adopters' approval (unless review at panel)	Adoption Team Manager
Revocation of adopters' approval	Adoption ADM
Placement Decisions	
Agreement to place with Independent Children Home	Head of Service – Children in Care
Agreement to place with Independent Fostering Agency	Head of Service – Children in Care
Parent and child assessment placement.	Head of Service – Children in Care
Specialist leaving care accommodation (ESA)	Head of Service – Children in Care
B&B/Emergency accommodation	Head of Service – Children in Care Head of Service – Safeguarding <i>SD must be informed</i>
Disabled Children	
Agreement to provide a short breaks personal budget for disabled child	Service Manager (Band 6 or above) Case Discussion Forum (up to Band 5) Team Manager Early Intervention/Personal Budgets (up to Band 4)
Agreement to request overnight shortbreak service for a disabled child	Service Manager
Agreement to provide Inclusive Play Provision funding to enable settings to meet needs of a specific child	Team Manager, Early Intervention/Personal Budgets Birth to 25
Notifications	
Death of a child in care - If 'out of hours' EDT will inform the service director or DCS: each will ensure the other is informed - SD will notify the lead member and CEO - SD will notify the relevant HOS - Team Manager	Service Director Head Of Service Area/ service Director Service manager Quality Assurance

- HOS notifying Ofsted/SM QA/	
HCPC notifications - Disciplinary / suspension notifications - Concerns regarding safety to practice (ex staff members)	Service Director Strategic Director must be Informed
Ofsted notifications - Serious incident(s) - Serious Case Review – decision to commission - Serious Case Review – publication date	Service Director Strategic Director must be Informed Service Director <i>following discussion at BSCB, Independent Chair and strategic Director</i>
General administration	
Complaints Complaints are to be managed in accordance with the Department's Complaints Procedure, in consultation with the Complaints Manager Initial response Review Final sign off Complaints against Children & Young People's Social Care Services: Complaints are to be managed in accordance with Children's Act 1989 Representations Procedure (England) Regulations 2006, in consultation with the Complaints and Representations Officer	See Complaints Procedure Team Manager/ Senior Practitioner Head of Service Service Director/Service Manager Head of Service

3. Education and Skills

Function	Post holder authorised to carry out function
Schools Finance	
Education Provision In consultation with schools and partners, develop and implement an Integrated Education and Capital Strategy, approved by Learning City Partnership, distributing	Strategic Director, People Service Director, Education & Skills Major Projects Manager (Place)

capital funding to schemes on the basis of need and in accordance with any regulations regarding the use of funding grants.	
<p>Schools Forum In accordance with s47A of the 2002 Education Act, establish and maintain a Schools Forum to advise and agree proposals as prescribed in regulations, on the distribution of money between schools and how much should be sent on certain LA-wide functions.</p>	Service Director Education & Skills Service Director Finance
<p>Fair Funding Formula People Directorate, in consultation with schools and Schools Forum, to determine each school's budget share through the development and implementation of a local Fair Funding Formula, subject to any statutory requirements, including reference to the Schools Regulations 2012.</p>	Service Director Education & Skills Finance Manager - People
<p>Schools Budget Setting Set school budgets in accordance with regulations, including those relating to minimum school budgets and 'passporting' targets.</p>	Finance Manager - People
<p>Schools Budget Submission to Secretary of State In accordance with paragraph 66 of schedule 7 to the Local Government Act 2003 submit to the Secretary of State the proposed Schools Budget as required</p>	Service Director Finance Finance Manager - People
<p>Budget Statements To manage the delegation of budget shares to schools, produce a financial statement before the beginning of each financial year ('the budget statement') and after the end of each financial year ('the outturn statement') in accordance with s.52 of the 1998 Act and other related regulations</p>	Service Director Finance Finance Manager - People
<p>Audit dates to Secretary of State In accordance with the Consistent Financial Reporting (England) Regulations) 2003 to report to the Secretary of State each schools' audit date by the August following the end of the financial year.</p>	Chief Internal Auditor
<p>Notice of Concern</p>	Strategic Director People Service Director Education & Skills

<p>authority must undertake additional publication (reg.9 of the 1999 Regulations) of a statutory notice.</p> <p>e) Adoption of the Annual Admissions Policy</p>	
<p>Admissions arrangements for nursery schools and early years settings To determine the admissions policy for Local Authority nursery schools and classes and disseminate to schools</p>	Head of Early Years Services
<p>Direction to admit a child to a named school To exercise on behalf of the Authority the power under section 98 of the 1998 Education Act to give direction to a governing body that a child be admitted to a named school within the Authority's area.</p>	Service Director Education & Skills
<p>Coordinated admissions schemes To comply with any requirements made by the Secretary of State to implement a scheme for co-ordinated arrangements for admissions in accordance with section 202 Education Act, Education (co-ordination of Admissions Arrangements) (Primary Schools) (England) Regulations 2002 as amended by the Education (Co-ordination of Admissions Arrangements) (Primary Schools) (England) (Amendment) Regulations 2003, and the Education (co-ordination of Admissions Arrangements) (Secondary Schools) (England) Regulations 2002.</p>	Head of School Partnerships Head of Trading with Schools
<p>Individual pupils and admissions appeals panels To administer arrangements for the admission of individual pupils to primary and secondary schools, including designated areas and other relevant factors and to present the case on behalf of the Authority to admission appeals panels.</p>	School Admissions Manager
Functions related to school governance	
<p>Determination of school term dates In the case of Local Authority, Voluntary Controlled and Special Schools, including residential schools, to determine school term dates after appropriate consultation.</p>	Service Director Education & Skills
Changing the character of a school	

To authorise commencement of consultation process to change the character of a school prior to formal report to Cabinet. (Education and Inspection Act 2006)	Service Director Education & Skills
Instruments of governance: To approve instruments of governance for schools.	Service Director Education & Skills
Additional governors: To appoint additional governors to schools in special measures	Service Director Education & Skills
Exercising any human resources, personnel or staffing functions in relation to schools maintained by the Local Authority that are not exercised by school governing bodies in line with the Education Act 1996 and s.142 of the Education Act 2002.	Service Director Education & Skills
Maintained settings - Selection of Headteachers and other teaching staff To provide advice to schools at all proceedings relating to the selection of a headteacher, and of other teaching staff where required.	Service Director Education & Skills
Maintained settings - Dismissals and appeals: To implement decisions for governing bodies of schools relating to the determination of potential dismissals and any subsequent appeals against such dismissals, which are within the Authority's powers to determine.	Service Director Education & Skills
Voluntary Aided and Foundation schools - Representations regarding appointment of Headteacher or Deputy Headteacher: Where the governing bodies of voluntary aided or foundation schools notifies the LEA of the intention to appoint a person to the post of headteacher or deputy headteacher the chief education officer will make written representation within 14 days if the applicant is not suitable for appointment.	Service Director Education & Skills
Functions related to school attendance	
Education out of school To exercise the powers and duties of the	Head of Specialist Education and Access

<p>Authority as set out in Section 19 of the 1996 Education Act in respect of making arrangements for the provision of suitable education at school or otherwise for children of compulsory school are who, by reason of illness, exclusion from school or otherwise, may not for any period receive suitable education unless such arrangements are made.</p>	
<p>Enforcement action relating to non-attendance To authorise any proceedings necessary to enforce any enactment relating to the non-attendance of pupils at school, or education other than at school with reference to the Education Act 1996 and the Anti-social Behaviour Act 2003.</p>	<p>Attendance Manager, School Support Services</p>
<p>Functions related to school curriculum</p>	
<p>Requirements for the curriculum Under s.79 of the Education Action 2002, to ensure that every school it maintains (including nursery schools and nursery education funded through the LEA) meets the general requirements for the curriculum in particular the National Curriculum (which now includes the Foundation Stage) and religious worship.</p>	<p>Service Director Education & Skills</p>
<p>Monitoring delivery of the curriculum To monitor the way in which the assessments and foundation stage profiles are being conducted by teachers to ensure consistency and proper implementation of the statutory provisions (The Education (National Curriculum) (Foundation Stage Profile Assessment Arrangements) (England) Order 2003).</p>	<p>Service Director Education & Skills Head of Early Years Services Head of School Partnerships Head of Specialist Education & Access</p>
<p>Complaints relating to the curriculum In accordance with arrangements approved by the Secretary of State under the Education Act 1996 (s.409) to investigate complaints concerning alleged failures of schools to comply with the National Curriculum, including requirements for religious education and collective worship and the arrangements for statutory assessment and moderation of the National Curriculum.</p>	<p>Service Director Education & Skills Head of School Partnerships</p>
<p>Curriculum experiments</p>	

In accordance with s.90 of the 2002 Education Act, to determine whether applications be made to the Secretary of State to direct that an LA maintained school be authorised to conduct curriculum experiments outside the National Curriculum.	Service Director Education and Skills
Provision of information to the Secretary of State To provide on behalf of the Authority any information which the Secretary of State may by regulation require, including through the Education (School Performance Information) (England) Regulations 2001 and the Education (Pupil Information) (England) Regulations 2000.	Service Director Education & Skills
Functions related to Home to School Travel	
School Transport Policy To approve the home to school transport policy following consultation as appropriate, and to administer home to school transport.	HOS 0-25
Transport arrangements To ensure that appropriate transport arrangements are made in accordance with the Authority's policies.	HOS 0-25 Head of Special Education, autism and Home to School Travel 0-25
Transport for Further Education students To determine applications for assistance towards travelling expenses from further education students over the age of 21 who apply on grounds of hardship within the Council's approved scheme.	HOS 0-25 Head of Special Education, autism and Home to School Travel 0-25
Functions related to Special Educational Needs	
Statutory assessments To arrange for children to be assessed in accordance with the requirements of the Education Act 1996 and the SEN and Disability Act 2001, to determine the special educational provision which should be made for them and to maintain and review statements of special educational need in accordance with any regulations concerning these.	Head of Birth to 25 Service
Statutory appeals tribunals To represent the Authority at statutory appeal tribunals in connection with the	Head of Birth to 25 Service

assessment of special educational needs.	
Codes of Practice To ensure that the requirements of any statutory Codes of Practice, relevant to SEN, or other regulations are complied with.	Head of Birth to 25 Service

4. Strategic Commissioning and Commercial Relations

Functions related to Procurement	
Implementation of the City Council's Procurement Regulations, including: <ul style="list-style-type: none"> - Protection of the City Council's position with regard to the Public Contracts Regulations 2015 (as amended). - Compliance with Procurement Regulations, including appropriate financial thresholds, currently: <ul style="list-style-type: none"> • Starting threshold of Procurement Regulations: £15,000, including compliance with Contracts Finder • Three quotes: £15,000 to relevant EU thresholds, currently £164,176 for services, £589,148 for Light Touch Regime, and £4,104,394 for works • OJEU processes in line with regulations. - Delivery of corporate governance arrangements relating to procurement, such as the role of the Commissioning and Procurement Group, including operation of procurement waiver authorisation. 	Procurement and Commercial Relations Manager
Functions related to payments, charging, and financial protection	
Implementation of the City Council's Adult Social Care Charging Policy, including: <ul style="list-style-type: none"> - Accurate payments in line with 	Procurement and Commercial Relations Manager

<p>authorised Care Package Line Items.</p> <ul style="list-style-type: none">- Financial assessment in line with the Care and Support Statutory Guidance as amended [last amended 24 February 2017], leading to accurate charges being levied.- Financial protection in line with the Mental Capacity Act in line with direction from the Court of Protection.	
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