

AfC Directorate Scheme of Management

In accordance with the Council's Constitution (Section 3 - Responsibility for Functions Part 3 – Scheme of Delegations of Authority to Officers) all matters which have not been reserved to Council or a Committee are delegated to Officers. Each Service area must develop and maintain their own internal scheme of management which will be published on the Council's website. This internal scheme of management sets out how powers are delegated at the appropriate level. It is impossible and impractical to capture all decisions which are taken by officers this scheme focuses on high level decisions and does not cover many of the day-to-day decisions individual officers take which are essential to business continuity. The purpose of this document is not to replace the previous detailed scheme of delegation included in the constitution but is developed with the intention of giving a streamlined, clear and simple decision-making process. Departments should therefore avoid detail and assign delegations to posts/levels rather than individual officers.

General Notes: With the exception of matters that are delegated to an officer due to their Statutory Role or where a specified professional qualification is required, the authority delegated to an officer within a team for any matter is automatically delegated to any officer within the team at a more senior level.

Role within scheme	Specific function or decision-making	Officer responsible for that function
Statutory Officer	Pauline Maddison	Director of Children's Services
Proper officer	Compilation of background paper lists under the Access to Information legislation	Appropriate Service Director / Head of Service in conjunction with the Associate Director for Systems and Transformation

Type of activity	Specific function or decision-making	Officer responsible for that function
Management of Staff	1. Authorising appointment of agency staff	Heads of Service
	2. Authorising recruitment of permanent staff	Service Directors and Associate Directors
	3. Authorising overtime & expenses payments	Heads of Service
	4. Authorising loan payments (car, season ticket)	Service Directors and Associate Directors
	5. Authorising acting-up payments and honoraria	Service Directors and Associate Directors
	6. Approval of special leave and unpaid leave	Service Directors and Associate Directors
	7. Approval of extension of sick pay	Service Directors and Associate Directors
	8. Approval of carry over and buy-out of annual leave	Service Directors and Associate Directors
	9. Approval of career break applications	Service Directors and Associate Directors
	10. Approval of applications for additional employment	Service Directors and Associate Directors
	11. Service structure changes	Service Directors and Associate Directors in conjunction with the Associate Director for Systems and Transformation
	12. Approval of changed and new job descriptions	Heads of Service in conjunction with the Associate Director for HR, Workforce and Organisational Development
	13. Authorisation for retirement, redundancy and pension transfer	Service and Associate Directors in conjunction with the Director of Finance and Resources

Type of activity	Specific function or decision-making	Officer responsible for that function
	14. Issue notices of termination – redundancy & retirement	Service Directors and Associate Directors
	15. Authorising the appointment of consultants	Service Directors and Associate Directors

Type of activity	Specific function or decision-making	Officer responsible for that function
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £500,000	Managing Director and Director of Finance and Resources
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Service Directors
	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Associate Directors and Heads of Service
New Capital Schemes	1. New Capital Schemes – Over £10,000	AfC Joint Committee (Reserved Matter)
	2. New Capital Schemes - Up to £10,000	Director of Finance and Resources
Capital virements	1. Capital virements - Over £10,000	AfC Joint Committee (Reserved Matter)
	2. Capital virements - Up to £10,000	Director of Finance and Resources
Variations to Capital Schemes	1. Variations to Capital Schemes - Over £10,000	AfC Joint Committee (Reserved Matter)

Type of activity	Specific function or decision-making	Officer responsible for that function
	2. Variations to Capital Schemes - Up to £10,000	Director of Finance and Resources
Revenue virements	1. Revenue Virements - Over £250,000	AfC Board
	2. Revenue Virements - £100,001 - £250,000	Managing Director
	3. Revenue Virements - £50,001 to £100,000	Director of Finance and Resources
	4. Revenue Virements - Up to £50,000	Service and Associate Directors

Type of activity	Specific function or decision-making	Officer responsible for that function
New Delivery models	1. New Delivery Models - £250,001 - £500,000 / 25 up to 50 staff	Managing Director
	2. New Delivery Models - £100,001 - £250,000 / 10 up to 25 staff	Service Directors - in conjunction with the Associate Director for Strategy and Transformation
	3. New Delivery Models – up to £100,000 / up to 10 staff	Associate Directors and Heads of Service - in conjunction with the Associate Director for Strategy and Transformation

Type of activity	Specific function or decision-making	Officer responsible for that function
Debt Write-offs	1. To authorise write offs of value over £10,000	AfC Board of Directors
	2. To authorise write offs of value £1,001 to £10,000	Director of Finance and Resources
	3. To authorise write offs of value up to £1,000	Service and Associate Directors

Type of activity	Specific function or decision-making	Officer responsible for that function
Reports sign off	Standing Committee	Managing Director, Director of Children's Services and Director of Finance and Resources
	Regulatory Committee	Managing Director, Director of Children's Services and Director of Finance and Resources
	Decision Notices <ul style="list-style-type: none"> - Decision notices relating to educational appointments - Decision notices relating to instruments of government 	Managing Director, Director of Children's Services and Director of Finance and Resources Director of Children's Services Director of Children's Services
	CMT	Directors and Associate Directors
	Member Briefings	Directors and Associate Directors

Type of activity	Specific function or decision-making	Officer responsible for that function
	Compilation of background paper lists under the Access to Information legislation	Directors, Associate Directors and Heads of Service - ALL in conjunction with the Associate Director for Strategy and Transformation
Communications	Members enquiries responses	Directors, Associate Directors and Heads of Service
	FOI responses	Assoc.Director for Strategy and Resources
	Complaint responses	Directors and Associate Directors
	Press releases – political or reputational impact and Press releases – without political or reputational impact	Associate Director for Business Development and Communications
Authorisations to enforce legislation and statutory regulations	Sign off of statutory notices	Director of Children's Services
	Statutory penalty notices for taking families to court for non-attendance at school	Director of Education Services
	72 Hour Secure Accommodation	Director of Children's Social Care
Service-specific	Enforcing attendance at schools and taking all steps which are necessary for this purpose	Director of Education Services

Type of activity	Specific function or decision-making	Officer responsible for that function
	Serving a notice prohibiting the employment of a registered pupil or requiring information about such employment.	Director of Education Services
	Granting or refusing licences for children to take part in public entertainment or performances and to grant or refuse chaperone licences.	Child Licencing Officer
	Approving the publication of statutory notices for changes to existing school provision (prescribed alterations), following consultation in cases where (a) no representations or objections are received or (b) representations indicate clear support for the proposed changes.	Associate Director for School Planning
	Exercising on behalf of the Council, the approved arrangements for the consideration of complaints on school curriculum, religious worship and related matters.	Associate Director for School Standards and Performance
	Agreeing with promoters the composition of Governing Bodies for new Aided schools in accordance with the requirements of the Education Act 1996.	Head of Governor Support
	Making appointments to SACRE.	Director of Education Services in consultation with the Portfolio Holder for Children's Services
	Submitting applications to reduce a community or voluntary controlled school's published admission number (PAN) as part of the Council's annual consultation process.	Associate Director for School Planning

Type of activity	Specific function or decision-making	Officer responsible for that function
	Appointing representatives of the Authority to school governing bodies and, if required, to approve their subsequent removal.	Head of Governor Support in consultation with the Portfolio Holder for Children's Services
	Issuing guidance to governing bodies on the criteria to be used in applying the local discretion available to them under the School Teachers' Pay and Conditions documents.	Shared HR Service
	Respond to any consultation / request in relation to schools that are planning for a deficit budget for any reason	Director of Children's Services in conjunction with Strategic Director - Corporate and commercial
	Carrying out the following functions assigned to the Council under the Children Act 1989: Provision of welfare reports to the Court	Associate Director for Safeguarding
	Carrying out the following functions assigned to the Council under the Children Act 1989: Consent applications for Child Arrangement Orders in respect of children in care	Associate Director for Permanency
	Carrying out the following functions assigned to the Council under the Children Act 1989: Family assistance orders	Associate Director for Identification and Assessment
	Carrying out the following functions assigned to the Council under the Children Act 1989: Functions under Part 3 of the Act (Local Authority support for children and families)	Associate Director for Identification and Assessment
	Carrying out the following functions assigned to the Council under the Children Act 1989: Care and supervision	Associate Director for Safeguarding

Type of activity	Specific function or decision-making	Officer responsible for that function
	Carrying out the following functions assigned to the Council under the Children Act 1989:Protection of children	Associate Director for Safeguarding
	<p>Functions in relation to children accommodated by Health Authorities and Local Authorities or in residential care, nursing or mental nursing homes or in independent schools, including the following matters:</p> <p>Section 19 – review of provision for day care, childminding, etc.</p> <p>Section 36 – applications for education supervision orders</p> <p>Section 57 – closures of controlled or assisted community homes.</p>	<p>Head of Early Years</p> <p>Cluster Manager - Family and Youth Support</p> <p>Associate Director for Provider Services</p>
	Establishing the policy framework and implementing arrangements in relation to :Access	Associate Director for Identification and Assessment
	Establishing the policy framework and implementing arrangements in relation to : Loans to Approved Adopters to Adopt	Associate Director for Permanency
	Establishing the policy framework and implementing arrangements in relation to Loans to Foster Carers	Associate Director for Provider Services
	Establishing the policy framework and implementing arrangements in relation to Adoption Allowances	Associate Director for Permanency
	Establishing the policy framework and implementing arrangements in relation to Residence Order Allowances and Child Arrangement Orders	Associate Director for Safeguarding

Type of activity	Specific function or decision-making	Officer responsible for that function
	Exercising the powers and duties of the County Council in respect of children and young persons who are in its care.	Director of Children's Services
	Taking all steps necessary to identify whether a child has special educational needs and to make provision accordingly.	Associate Director for Special Needs
	Accepting or appealing awards from the Criminal Injury Compensation Authority.	Director of Children's Services
	Acting as consultee where the Local Authority proposes to apply for an Education Supervision Order under Section 36 of the Children Act 1989 or has been directed to do so by a Court under Section 447 of the Education Act 1996.	Cluster Manager - Family and Youth Support
	Making applications for the grant of Letters of Administration for the use and benefit of children in the care of the Council.	Associate Director for Permanency
	Making appointments to Adoption Panel(s).	Associate Director for Permanency
	Exercising the powers of the County Council in connection with legislation relating to adoption, and as Guardian in adoption proceedings.	Associate Director for Permanency
	Determining fostering allowances and special and incidental expenses in special cases in connection with holiday grants.	Associate Director for Provider Services
	Approving all loans to foster parents not exceeding a fixed sum (A7 – financial limits of delegated powers) and to determine the amount of a loan to foster carers to be repaid where the foster carers cease to foster because they have adopted the child (or children).	Associate Director for Provider Services

Type of activity	Specific function or decision-making	Officer responsible for that function
	Giving guarantees to Local Housing Authorities concerning the payment of rent by families at risk and to settle claims by Housing Authorities for reimbursement of arrears of rent and damage to property.	Associate Director for Permanency
	Exercising general discretion, within Council policy, on provision, non-provision or withdrawal of home to school transport	Associate Director for Commissioning
	Exercising discretion in individual cases on provision, non-provision or withdrawal of discretionary transport for children with identified special educational needs or disabilities who do not have a statement of special educational need. This includes those who have a time-limited need (for example, a broken leg which prevents them using a school bus).	Associate Director for Commissioning
	Exercising discretion in individual cases on provision, non-provision or withdrawal of discretionary transport for young people in years 10 and 11 whose families move home.	Associate Director for Commissioning
	Exercising discretion with regard to reviews of transport routes which are currently deemed to be unsafe for a child or young person to use to walk to and from school accompanied by an adult as necessary with a view to ceasing provision of free transport.	Associate Director for Commissioning
	Carrying out the necessary functions and actions in relation to loans under the Chronically Sick and Disabled Persons Act.	Associate Director for Identification and Assessment
	Apply for breach proceedings for non-compliance with statutory orders in Youth and Crown Courts.	Head of Youth Resilience
Other	Appointment of Counsel	Service Directors

Signature

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Signed.....

Director

Date.....

27/02/2019