

Scheme of Delegation – Care and Health Directorate

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. Proper Officer functions may be discharged by other officers duly authorised by Directors and/or Chief Officer(s) to act in the name of the Proper Officer concerned. In the event of the Director not being available for whatever reason then the next most senior officer of the Directorate shall be authorised to implement these delegated powers. Where any new duty is given to the Council which does not fall within this Scheme of Delegation, the exercise of that duty shall be undertaken by the relevant Director until such time as the Council has allocated responsibility. Where a function is delegated to an officer, he/she may authorise the carrying out of that function, in his/her name, by other officers within his/her department, directorate, team, unit or section (or such other officers as report to him/her directly or indirectly) either fully or under the general supervision and control of the authorising officer. The approval of individual care packages will not be subject to call in and be for the approval of the Director.



Role within Scheme	Specific Function or Decision Making	Officer responsible
Statutory Officers	Director of Adult Social Services	Director Adult's Care and Health and Strategic Commissioning
Proper Officers		
	Compilation of background paper lists under the Access to Information legislation	Chief Officer

Type of activity	Specific function or decision-making	Officer responsible for that function
Management of Staff	1. Authorising appointment of agency staff	Head of Service – at the moment Directors as part of recruitment freeze
	2. Authorising recruitment of permanent staff	Head of Service – at the moment Directors as part of recruitment freeze
	3. Authorising overtime & expenses payments	Manager
	4. Authorising loan payments (car, season ticket)	Manager
	5. Authorising acting-up payments and honoraria	Head of Service
	6. Approval of special leave and unpaid leave	Manager up to 5 days, Head of Service over 5 days
	7. Approval of extension of sick pay	Assistant Director HR/OD

	8. Approval of carry over and buy-out of annual leave	Head of Service – at the moment Directors as part of recruitment freeze
	9. Approval of career break applications	Manager up to 5 days, Head of Service over 5 days
	10. Approval of applications for additional employment	Head of Service
	11. Service structure changes	Head of Service
	12. Approval of changed and new job descriptions	Head of Service, Director Resources
	13. Authorisation for retirement, redundancy and pension transfer	Head of Service with approval of Director Resources
	14. Issue notices of termination – redundancy & retirement	Head of Service, Assistant Director HR/OD
	15. Authorising the appointment of consultants	Head of Service, Assistant Director HR/OD

Contracts	To sign up to new EU compliant frameworks procured by another public body, a local authority consortium, a national agency which is recognised as carrying out procurement for the benefit of public bodies or another local authority as part of a joint purchasing arrangement of which the Council is permitted to use in accordance with the Public Procurement Regulations 2015	(Chief Officer/Head) Procurement
	To authorise contract variations where the overall financial implications of the variation is contained within the agreed contract sum for a project and is compliance with conditions of the signed contract.	Authorised Contract Officer
Contracts (applies to all contracts under £1.5m) – and must be processed in accordance with Contract Procedure Rules	1. Contracts more than £250,000 and above but less than £1.5 million in total	Chief Officer in consultation with s151 Officer
	2. Contracts more than £100,000 and above but less than £250,000 in total	Chief Officer
	3. Contract up to £100,000	Budget Holder
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £1,500,000	Chief Officer in consultation with s151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Chief Officer

	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Budget Holder
Revenue virements	Revenue Virements - up to £100,000	Chief Officer (following consultation with s151 Officer)
Acquisition and Disposal of land	To authorise the acquisition and disposal of land where value is up to £100,000	Senior Manager Asset Management
Debt Write-offs	To authorise write offs of value up to £10,000	Budget Holder following consultation with Chief Officer and s151 Officer

Reports sign off	Policy & Services Committees	Chief Officer or in alternative Head of Service
	Regulatory Committees	Chief Officer or in alternative Head of Service
	Decision Notices	Chief Officer or in alternative Head of Service
	CMT	Chief Officer or in alternative Head of Service
	Member Briefings	Chief Officer or in alternative Head of Service
Communications	Members enquiries responses	Chief Officer or in alternative Head of Service
	FOI responses	Chief Officer or in alternative Head of Service
	Complaint responses	Chief Officer or in alternative Head of Service
	Press releases - political or reputational impact	Chief Officer or in alternative Head of Service
	Press releases - without political or reputational impact	Chief Officer or in alternative Head of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Authorisations to enforce legislation and statutory regulations	Sign off of statutory notices	Director
	Authorise Deprivation of Liberty	Senior manager
Guardianship	To accept a guardianship application and to make an order for discharge of patients subject to guardianship under the Mental Health Act 1983	Director
Public Health Funerals	To authorise for Public Health funerals under the Public Health (Control of Diseases) Act 1984	Assistant Director
Care Packages	Arrange Care Packages	Authorisation are conducted in the live case management system for audit purpose.

	Arrange Care Packages, weekly Value above £1,500	Director
	Arrange Care Packages, weekly Value between £750 and £1,500	Head of Service/ Assistant Director
	Arrange Care Packages, weekly Value between £200 and £750	Senior Manager
	Arrange Care Packages, weekly Value up to £200	Team Manager
	Decommission Individual care package	Case manager
Deputyships no court order in place for appointeeships	Approval of paperwork for Court Protection Orders	Team Manager
Day to day managements of Deputyships clients	Signatory for paperwork on: <ul style="list-style-type: none"> • Applying for access to bank accounts • Applying for access to stocks • Writing and confirming changes in detail. • Applying for access to private pensions • Applying to the Department for Work and Pensions for welfare benefits. 	Financial Protection Officer (Deputy)

	<ul style="list-style-type: none"> Annual Reports to the Office of the Public Guardian 	
Authorise management of a Deputyship property.	<ul style="list-style-type: none"> Approval of paperwork for selling of property Approval to rent a property and to engage a property management company. 	<p>Director</p> <p>Team Manager</p>
	<p>Approval of paperwork for house clearances Charges less than £500</p> <p>Charge between £500 to £1,000</p> <p>Charge greater than £1,000</p>	<p>Financial Protection Officer (Deputy)</p> <p>Team Manager</p> <p>Assistant Director</p>
	<p>Approval of paperwork to secure solicitors on behalf of deputyships</p> <p>In terms of relinquishments approval to secure solicitors is a joint decision between Team Manager/Legal and the Financial Protection Officer (Deputy).</p> <p>If another reason this would be a joint decision between the Financial Protection Officer (Deputy) Team Manager and Legal.</p>	<p>Team Manager</p> <p>Team Manager.</p>

Petty Cash	Approval of release of petty cash to Deputyship/ appointeeship.	Team Manager
Use and/or disposal of assets	<p>Decision on the use of assets e.g. whether equity release is appropriate or the selling of assets such as vehicles, land, stocks, and shares.</p> <p>Financial Protection Officer (Deputy) in conjunction with Team Manager supported by professional advice, as necessary.</p> <p>Less than £500.00</p> <p>Greater than £500.00 less than £1,000</p> <p>Greater than £1,000</p>	<p>Financial Protection Officer (Deputy)</p> <p>Team Manager</p> <p>Assistant Director.</p>
Appointeeship	<p>Signatory for paperwork on:</p> <ul style="list-style-type: none"> • Application to the Department for Work and Pensions. • Writing and confirming changes in detail • Applying for Welfare benefits 	Assistant Financial Protection Officer

Appointeeship	<p>Authorisation of a transaction greater less than £250</p> <p>Authorisation of a transaction greater than £250 to £1,000</p> <p>Authorisation of a transaction greater than £1,000</p>	<p>Assistant Financial Protection Officer.</p> <p>Team Manager.</p> <p>Assistant Director.</p>
Death of a client	Approval to pay in advance funeral expenses of a Financial protection clients for the estate to be invoiced once probate agreed.	Assistant Director