

Directorate Scheme of Delegations: Adults, Children and Education

Introduction

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

This is the Adults, Children and Education Directorate Scheme of Delegation to officers. It:

- i) Summarises the powers and functions delegated to the Executive Director, Adults, Children and Education in Part 1;
- ii) Describes how the Executive 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 Executive Director will delegate to the post that's most appropriate for the exercise of the function. Any direct line manager between the Executive 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 Executive 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 Executive 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 Executive Director, Adults, Children and Education or via changes to the Council and Mayoral Schemes of Delegation.

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

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

Executive functions ([see Section 5 of Mayor's scheme of delegation](#))

'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 Executive Director Adults, Children and Education:

Any function of the executive falling within the portfolio of the Executive Director Adults, Children and Education in relation to:

- Adult Social Care
- Children and Families Services
- Education, Learning and Skills Improvement
- Public Health

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 Executive Director Adults, Children and Education

- The making of arrangements pursuant to section 52 of the Education Act 2002 (appeals against exclusion of pupils).
- The making of arrangements pursuant to section 94(1) and (4) of, and Schedule 24 to, the School Standards and Framework Act 1998 (admission appeals).
- The making of arrangements pursuant to section 95(2) of, and Schedule 25 to, the School Standards and Framework Act 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 Executive Director Adults, Children and Education (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 Executive Director

Executive functions

Governance	Post holder authorised to carry out function
Individual performance meetings will be set up in each directorate / division. The relevant director; HR Business Partner and a relevant quality assurance officer (where appropriate) will attend to monitor individual performance (absence management included) measures and actions taken; exception reports will be provided to Executive Director Meetings for senior team scrutiny.	Director Adult Social Care Director Children and Families Services
The Head of Quality Assurance / Principal Social Worker in Adult Social Care and Children and Families Services will have a direct link to the Head of Paid Service to facilitate a non-confrontational discussion which can enable sharing of key information when it relates to organisational Directors. This should be written into scheme of delegation.	Director Education, Learning and Skills Improvement Director Adult Social Care Director Children and Families Services

1. Care & Support Adults

Function	Post holder authorised to carry out function
Functions related to Finance	
Residential and Non-Residential Finance	
- 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
- Refer to write off of non-Residential Charges for over 8 weeks, and Residential Charges (see above re circumstances)	Director
- Power to register property charges by declaration or agreement in securing the eventual collection of debts owed to the City Council.	Shared Transactional Services
- 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
- Power to administer statutory duty to provide care and protection of personal property.	Team Manager
- 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 Executive Director, for disputed assessed charges. 	<p>Head of Service</p>
<p>Service Users Finances These shall be administered in accordance with Health & Social Care's written criteria. Specific authorisations include:</p> <p>a) Authorisation to act as Agent or Appointee for service user.</p> <p>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.</p> <p>c) Authorisations falling outside of the written criteria.</p>	<p>Client and Carer Services / COFSS Panel</p> <p>Client and Carer Services / COFSS Panel</p> <p>Director</p>
<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>Head of Service Area Manager</p> <p>a) Senior practitioner b) Team manager or Consultant Social Worker c) Head of Service d) Team Manager</p>
<p>Approval of Care Homes / Home Care Packages:</p>	
<p>Cases presented to Case Discussion Forum may receive 'in-principle' agreement subject to funding authorisation from a manager at the appropriate level.</p>	
<p>Approval for supported placement – Residential, Nursing Home:</p> <p>a) Up to Bristol fixed rates b) Up to £1000 per week c) Up to £1500 d) Over £1500</p>	<p>a) Team Manager / Senior Practitioner b) Operational Manager c) Head of Service d) Director</p>
<p>Issue contract to home for supported residential or nursing care</p>	<p>Director Adult Social Care</p>
<p>Approval for placement in Local Authority Homes or Day Centres outside Bristol (at contract price and with contract)</p>	<p>Team Manager</p>
<p>Sign off new community care / support packages (including DPs) and Supported Living on contract on framework via DPS.</p> <p>a) Up to £500 per week</p> <p>b) Up to £1000 per week c) Up to £1500</p>	<p>a) Team Manager / Senior Practitioner b) Operations Manager c) Head of Service d) Director</p>

d) Over £1500	
Sign off incremental increases to community care / support packages (including DPs) and Supported Living on contract on framework via DPS. a) Total cost of package £500 or less b) Total cost of package £1000 or less c) Total cost of package £1500 or less d) Total package cost over £1500	a) Team Manager b) Operations Manager c) Head of Service d) Director
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	See Complaints Procedure Team Manager/ Senior Practitioner Head of Service Director/Head of Service
Functions related to adults / older people	
Functions that relate to the Children and Family Act 2014 and Care Act 2014 re young people moving from Children's to adult services	Adult Social Care
Chairing case conferences / strategy meetings and authority to decide on Care Plan etc	Team Manager or Senior Practitioner
Approval for holiday sponsorship (private and voluntary placements)	Head of Service
Guardianship - Submission	Team Manager/Mental Health /Principal Social Worker
To approve guardianship applications made under the provisions of the Mental Health Act 1983.	Team Manager/Mental Health /Principal Social Worker
Authorisation of Approved Mental Health Professional under MH Act: <i>(On completion and passing AMHP training)</i>	Mental Health/Principal Social Worker
Approval and re-approval of Approved Mental Health Professional: <i>(The AMHP has to attend approval/re-approval and complete a portfolio)</i>	Mental Health/Principal Social Worker
Authorisation of small claims by service user or employee in the course of their duties (see ex-gratia claims)	Team Manager
Financial responsibility being sought from another Authority	Team Manager/Senior Practitioner/Operational Manager Head of Service
Visual Impairment Registration	Social Worker/Senior Practitioner / Team Manager SI team
Equipment can be ordered through Integrated	

Community Equipment Service (ICES) only by authorised PIN numbers.	
Authorisation levels for catalogue (stock) items and non-catalogue (specials):	
Catalogue items up to £100	Occupational Therapy Assistant
Catalogue items up to £400	Occupational Therapist
Catalogue items up to £600	Senior Practitioner
Non catalogue up to £500	Senior Practitioner
Catalogue items up to £1000	Team Manager
Non catalogue up to £1000	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 Services

This scheme of delegation is to be used in conjunction with 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, following approval to submit by Head of Service
Signing of applications to court Signing of care plans to court	Team Manager / Consultant Social Worker
Court directed placements	Approved in retrospect via notification to Permanence Panel within one week.
Decision to apply for discharge of care order	Team Manager / Consultant Social Worker following CLA Review and appropriate consultation with Head of Service
Planned accommodation under Section 20 Children Act 1989	Area Manager / Head of Service
Unplanned Section 20 accommodation	Area Manager / Head of Service

Application for an Emergency Protection Order	Area Manager / Head of Service
Application for a Child Assessment Order	Legal Panel, following approval to submit by Head of Service
Approval to apply to Secure Accommodation Panel	Director
Approval for Secure Accommodation (welfare or otherwise)	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).	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.	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 Manager / Head of Service
Application to the Court for authority to refuse contact with a child in care under Section 34(4) Children Act 1989	Area Manager / Head of Service
<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 Social Worker / Practice Lead / LADO / Team Manager
Responsibility to assess case	Case holder
Responsibility to call a child's care planning or review meeting	Consultant Social Worker / Practice Lead / LADO / Team Manager
Chairing of child's care planning (CIN) meeting / Chairing a non CLA review meeting	Consultant Social Worker / Practice Lead / LADO / Team Manager
Decision to close a case or transfer a case to another team	Consultant Social Worker / 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 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	Consultant Social Worker / Practice Lead / Team Manager

of allowances, for a period of 12 months in any one case	
<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>	
Decision to hold Child Protection strategy meeting.	Consultant Social Worker / Practice Lead / LADO /Team Manager
Initiate Section 47 Child Protection enquiries including direct work with the family.	Consultant Social Worker / Practice Lead
Conclude Section 47 enquiries.	Consultant Social Worker / Practice Lead
Decision to convene an Initial Child Protection Conference.	Consultant Social Worker / Practice Lead
Decision to hold Review Child Protection Conference out of timescales	Area Manager <i>Director must be informed</i>
Chairing of Child Protection Conferences	Child Protection Conference Chair, Head of Service
Cessation of Child Protection Plans	Child Protection Conference recommends; Area Manager /Head of Service case management decision
Risk decision re: DBS Checks	Area Manager /Head of Service
<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>	
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.	Social Worker, Senior Practitioner, Deputy Team Manager, Consultant Social Worker, Team Manager, Head of Service, Director
Authorisation to place a child outside the area of the responsible authority but within the neighbouring authorities.	Area Manager as Nominated Officer
Authorisation to place a child outside the area of the responsible authority and where that placement is a distant one.	Head of Service then to be endorsed by Executive Director
Authorisation of Placement of Children Looked After with Parents etc.	Head of Service Area 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 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.	Director
Consent for 16 or 17 year old on a Care Order to live independently.	Consultant Social Worker/Practice Lead following LAC Review
Authorisation to cease being looked after for children (aged 0-15 who have been in care over 20 days) who are being placed for adoption	ADM for Adoption
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	Executive 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 assessments or treatment for looked after children where the Local Authority has parental responsibility.	Delegated to foster carer or children's 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>Director must be informed</i>
Consent to health assessments, treatment or other interventions including general anaesthetic for a child accommodated by	Parent or other person with parental responsibility (reasonable effort to secure their agreement is required,

the Local Authority which does not have parental responsibility.	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.	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 Social Worker / 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 plan for the child.	Consultant Social Worker / Practice Lead in consultation with IRO
Agreement that foster placements are permanent placements for looked after children.	ADM Fostering for 12s and under. Consultant Social Worker / 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 Social Worker / Practice Lead <i>with Police (must alert Area Manager, Director to brief Executive Director, Members and Media Team</i>
Delay outside stat. time for LAC REVIEWS	Area Manager <i>Director must be informed</i>
Death of a child in care - notifying the lead member. - notifying the Head of Service - notifying the Team Manager	Director or Executive Director Director

- notifying the Head of Service Youth Offending Team notifying Ofsted	Head Of Service / Director / Head of Service Quality Assurance in consultation with child's Head Of Service
Fostering and adoption agency decisions	
Fostering Agency Decision Maker	Area Manager – Placement provision
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 – Safeguarding and Quality Assurance
Approval of new Adopters	Adoption ADM
Approval of the plan for a child to be adopted	Adoption ADM
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	Adoption Business Manager/Area 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 Permanency & Specialist Services
Agreement to place with Independent Fostering Agency	Head of Service – Permanency & Specialist Services
Parent and child assessment placement.	Head of Service Permanency & Specialist Services

Specialist leaving care accommodation (ESA)	Head of Service Permanency & Specialist Services
B&B/Emergency accommodation	Head of Service Permanency & Specialist Services <i>Director must be informed</i>
Disabled Children	
Agreement to provide a short breaks personal budget for disabled child	Head of Permanency & Specialist Services Service (Band 6 or above) Case Discussion Forum (up to Band 5) Team Manager Families in Focus/Personal Budgets (up to Band 4)
Agreement to request overnight shortbreak service for a disabled child	Head of Permanency & Specialist Services Service / Service Manager Disabled Children's Service
Agreement to provide Inclusive Play Provision funding to enable settings to meet needs of a specific child	Team Manager, Families in Focus / Service Manager Disabled Children's Service
Notifications	
Death of a child in care - If 'out of hours' EDT will inform the Director or DCS: each will ensure the other is informed - Director will notify the lead member Head of Paid Service - Director will notify the relevant Head of service - Team Manager - Head of Service notifying Ofsted/ QA /	Director / Head Of Service / Area Manager Safeguarding and Quality Assurance Manager
HCPC notifications - Disciplinary / suspension notifications - Concerns regarding safety to practice (ex staff members)	Director Executive Director must be informed
Ofsted notifications - Serious incident(s) - Serious Case Review – decision to commission - Serious Case Review – publication date	Director Executive Director must be Informed Director <i>following discussion at BSCB, Independent Chair and Executive 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	See Complaints Procedure Team Manager/ Senior Practitioner Head of Service Director / Head of Service

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	Head of Service
Education Decisions regarding Children in Care Should be discussed at Personal Education Plan Meetings (PEPs) where ever possible	
Agreement on school placement for those entering the school system. – Social Worker should apply to nearest good or better OFSTED rated school	Social Worker in Collaboration with Virtual School Head
Consultation on Early Years Placement (Childminder, Nursery or Childrens' Centre Placement) Must have good or better OFSTED	Social Worker in collaboration with Early Years Lead / Virtual School Head
Agreement on school placement for those pupils in transition between key stages where the current school is unable to continue to educate the child (eg Between Primary and Secondary School)	Social Worker Virtual School Year group lead/ Virtual School Head
Agreement to change a child's school, eg due to a care placement move, new to care	Team Manager (Social Care) Virtual School lead/ Virtual School Head
Any Planned school move for a pupil in KS4 cannot be agreed without specific permission from Virtual School Head and Service Director	Virtual School Head Director on behalf of DCS
LAC Pupil Premium Spend – At the PEP meeting to be approved/ Quality Assured by Virtual School Hhead	Virtual School Head
Exceptional Permission for Absence in Term time (half a day or more) - Only if Short, unavoidable and rare.	Virtual School Head and Head of Permanency and Specialist Services for approval
Permission for a reduced/ reintegration/transition timetable (any timetable that is less than the statutory required hours (include) - School to submit paperwork to the VSH	Virtual School Head
Repeating a school year or placing child in year group not their chronological age.	Agreement required from Education Psychologist & Virtual School Head
Exclusions from School – Risk of Permanent Exclusion from School see flowchart	School Headteacher Virtual School Head

3. Education and Skills

Function	Post holder authorised to carry out function

<p>Schools Finance</p>	
<p>Education Provision In consultation with schools and partners, develop and implement an Integrated Education and Capital Strategy, approved by Learning City Partnership, distributing capital funding to schemes on the basis of need and in accordance with any regulations regarding the use of funding grants.</p>	<p>Executive Director, Adults, Children and Education Director, Education, Skills and Learning Improvement Major Projects Manager (Place)</p>
<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>	<p>Director Education, Skills and Learning Improvement Director Finance</p>
<p>Fair Funding Formula Adults, Children and Education 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>	<p>Director Education, Skills and Learning Improvement Finance Business Partner – Adults, Children and Education</p>
<p>Schools Budget Setting Set school budgets in accordance with regulations, including those relating to minimum school budgets and 'passporting' targets.</p>	<p>Finance Business Partner – Adults, Children and Education</p>
<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>	<p>Director Finance Finance –Business Partner – Adults, Children and Education</p>
<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>	<p>Director Finance Finance Business Partner – Adults, Children and Education</p>
<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>	<p>Chief Internal Auditor</p>

<p>group which is lower than the school's indicated admission number, the 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>	Director Education, Skills and Learning Improvement
<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
<p>Functions related to school governance</p>	
<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>	Director Education, Skills and Learning Improvement
<p>Changing the character of a school To authorise commencement of consultation process to change the character of a school prior to formal report</p>	Director Education, Skills and Learning Improvement

to Cabinet. (Education and Inspection Act 2006)	
Instruments of governance: To approve instruments of governance for schools.	Director Education, Skills and Learning Improvement
Additional governors: To appoint additional governors to schools in special measures	Director Education, Skills and Learning Improvement
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.	Director Education, Skills and Learning Improvement
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.	Director Education, Skills and Learning Improvement
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.	Director Education, Skills and Learning Improvement
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.	Director Education, Skills and Learning Improvement
Functions related to school attendance	
Education out of school To exercise the powers and duties of the 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 age who, by reason of illness, exclusion from school or	Head of Specialist Education and Access

otherwise, may not for any period receive suitable education unless such arrangements are made.	
<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>	Attendance Manager, School Support Services
<p>Functions related to school curriculum</p>	
<p>Requirements for the curriculum Under s.79 of the Education Act 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>	Director Education, Skills and Learning Improvement
<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>	Director Education, Skills and Learning Improvement Head of Early Years Services Head of School Partnerships Head of Specialist Education & Access
<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>	Director Education, Skills and Learning Improvement Head of School Partnerships
<p>Curriculum experiments 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.</p>	Director Education, Skills and Learning Improvement
<p>Provision of information to the Secretary of State To provide on behalf of the Authority any</p>	Director Education, Skills and Learning Improvement

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.	
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.	Director, Education, Skills and Learning Improvement
Transport arrangements To ensure that appropriate transport arrangements are made in accordance with the Authority's policies.	Director, Education, Skills and Learning Improvement Head of SEN, autism and Travel
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.	Director, Education, Skills and Learning Improvement Head of SEN, autism and Travel
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 Service Permanency & Specialist Services
Statutory appeals tribunals To represent the Authority at statutory appeal tribunals in connection with the assessment of special educational needs.	Head of Service Permanency & Specialist Services
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 Service Permanency & Specialist Services

4. Public Health

Function	Post authorised to carry out function
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General administration	
Authority to exercise all functions relating to Public Health in accordance with approved policies and procedures	Director of Public Health Consultants in Public Health Public Health Programme Managers
Complaints are to be managed in accordance with the Council's Complaints Procedure, in consultation with the Complaints Manager Initial response Review Final sign off	Director of Public Health Consultants in Public Health Programme Managers
Finance & Procurement	
To manage the delegation of the public health budget, complete monthly forecasting and reports.	PH Business Manager PH Programme Manager Core Offer Director of Public Health
Produce at the end of each financial year ('the outturn statement') in accordance with the Public Health Grant Allocation.	BCC Finance Team Director of Public Health
Set team budgets in accordance with the conditions of the Public Health grant and in line with Public Health Priorities, Health and Wellbeing indicators and the City Plan.	PH Business Manager PH Programme Manager Core Offer Director of Public Health
Procurement and contract management of Public Health services, via implementation of the City Council's Procurement Regulations	Consultants in Public Health PH Programme Managers Public Health Principals
Health and Wellbeing	
Co-ordination of the work of the Health and Wellbeing Board	Director of Public Health Democratic services Consultant in Public Health for Core Support
Co-ordination and development of the Joint Health and Wellbeing Strategy as a key	Consultant in Public Health for Core

function of the Health and Wellbeing Board	Support Director of Public Health
Co-ordination and development of the Joint Strategic Needs Assessment as a key function of the Health and Wellbeing Board	Consultant in Public Health for Core Support Director of Public Health
Health Protection	
Ensure effective Health Protection arrangements are in place across the City and respond to Health Protection incidents as appropriate.	Consultant in Public Health for Health Protection Director of Public Health
NHS Core Offer	
Ensure the public health team delivers the Core Offer of support to the Bristol Clinical Commissioning Group. Ensure the annual action plan for the Core Offer is agreed and implemented.	Public Health Programme Manager (Core Offer) Consultant in Public Health for Core Support Director of Public Health
Clinical Governance	
Ensure that public health has a Clinical Governance process in place to manage clinical and other incidents arising from commissioned and delivered services. This will include a clear reporting system and governance pathway for resolution / learning from incidents.	Public Health Programme Managers Public Health Principles Consultant in Public Health Director of Public Health