

Directorate Scheme of Delegations: People

Introduction

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

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

- i) Summarises the powers and functions delegated to the Executive Director, People 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, People or via changes to the Council and Mayoral Schemes of Delegation.

This Scheme of Delegation will need to be read in conjunction with the [Finance Scheme 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 (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 Executive Director People:

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

- Adult Social Care
- Children and Families Services
- Education & Skills
- 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 People

- 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 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 Executive Director

| Governance | Post holder authorised to carry out function |
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| 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 Director Education & Skills Director of Public Health |
| The Head of Quality Assurance / Principal Social Worker in Adult Social Care and Children and Families Services will have a direct link to any Executive Director/Head of Paid Service to facilitate a non-confrontational discussion which can enable sharing of key information when it relates to organisational Directors. | Principal Social Worker Adults Principal Social Worker Children Local Authority Designated Officer (LADO) |

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| Where an officer has identified a serious issue which could potentially present significant reputational risk to the council, the officer identifying the risk must inform their Director and the Director inform the Executive Director for discussion on next steps; which may include | All officers |
| <ul style="list-style-type: none"> - Informing the relevant Lead Member - Informing the Head of Paid Service - Informing the Mayor / head of Mayors office | |

1. Adult Social Care

| Function | Post holder authorised to carry out function |
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| Functions related to Finance | |
| <p>Residential and Non-Residential Finance</p> <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 - Refer to write off of non-Residential Charges for over 8 weeks, and Residential Charges (see above re circumstances) - Power to register property charges by declaration or agreement in securing the eventual collection of debts owed to the City Council. - 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 Accountant, Deputy s151 Officer - Power to administer statutory duty to provide care and protection of personal property. - Financial Assessments: <ul style="list-style-type: none"> • Power to vary from the prescribed allowance for personal requirements in special circumstances. • Authority to agree negotiated settlements, in liaison with the Executive Director, for disputed assessed charges. | <p>Head of Service</p> <p>Deputy Director/ Director Adult Social Care</p> <p>Payments and Charging Finance Manager</p> <p>Head of Service</p> <p>Team Manager</p> <p>Head of Service</p> <p>Head of Service</p> |
| <p>Service Users Finances</p> <p>These shall be administered in accordance with Health & Social Care’s written criteria. Specific authorisations include:</p> <ul style="list-style-type: none"> a) Authorisation to act as Agent or Appointee for service user. b) Authorisation for an Application and to act as Deputy to | <p>Client and Carer Services / COFSS Panel</p> <p>Client and Carer Services /</p> |

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| the Office of the Public Guardian for the appointment of a Deputy for a service user. | COFSS Panel |
| c) Authorisations falling outside of the written criteria. | Director Adult Social Care |
| <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</p> <p>b) Up to £200 per case per annum</p> <p>c) Up to £2,000 per case per annum</p> <p>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/Deputy Director Adult Social Care</p> <p>a) Senior practitioner and above</p> <p>b) Team manager and above</p> <p>c) Head of Service and above</p> <p>d) Team Manager and above</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>a) Up to £500 per week</p> <p>b) Up to £1000 per week</p> <p>c) Up to £1500</p> <p>d) Over £1500</p> | <p>a) Senior Practitioner and above</p> <p>b) Operational Manager and above</p> <p>c) Head of Service and above</p> <p>d) Deputy Director/ Director Adult Social Care</p> |
| Issue contract to home for supported residential or nursing care | Director Adult Social Care |
| Approval for placement in Local Authority Homes or Day Centres outside Bristol (at contract price and with contract) | Team Manager and above |
| <p>Sign off new community care / support packages (including DPs).</p> <p>a) Up to £500 per week</p> <p>b) Up to £1000 per week</p> <p>c) Up to £1500</p> <p>d) Over £1500</p> | <p>a) Senior Practitioner and above</p> <p>b) Operational Manager and above</p> <p>c) Head of Service and above</p> <p>d) Deputy Director/ Director Adult Social Care</p> |
| <p>Sign off incremental increases to community care / support packages (including DPs).</p> <p>a) Total cost of package £500 or less</p> <p>b) Total cost of package £1000 or less</p> <p>c) Total cost of package £1500 or less</p> <p>d) Total package cost over £1500</p> | <p>a) Senior Practitioner and above</p> <p>b) Operational Manager and above</p> <p>c) Head of Service and above</p> <p>d) Deputy Director/</p> |

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| | Director Adult Social Care |
| <p>Implementation of the City Council's Adult Social Care Charging Policy, including:</p> <ul style="list-style-type: none"> - Accurate payments in line with authorised Care Package Line Items. - Financial assessment in line with the Care and Support Statutory Guidance as amended [last amended 24 February 2017], leading to accurate charges being levied. <p>Financial protection in line with the Mental Capacity Act in line with direction from the Court of Protection.</p> | Head of Service and above |
| General Administration | |
| <p>Complaints Complaints are to be managed in accordance with the Department's Complaints Procedure, in consultation with the Complaints Manager</p> <ul style="list-style-type: none"> a) Initial response b) Review c) Final sign off | <p>See Complaints Procedure</p> <p>Senior Practitioner and above Head of Service and above Head of Service and above</p> |
| 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 | Preparing for Adulthood team manager |
| Chairing case conferences / strategy meetings and authority to decide on Care Plan etc. | Senior Practitioner and above |
| Approval for holiday sponsorship (private and voluntary placements) | Head of Service and above |
| Guardianship - Submission | Team Manager/AMHP /Principal Social Worker |
| To approve guardianship applications made under the provisions of the Mental Health Act 1983. | Team Manager/AMHP/Principal Social Worker |
| Authorisation of Approved Mental Health Professional under MH Act: <i>(On completion and passing AMHP training)</i> | AMHP/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> | AMHP/Principal Social Worker/ Director of Adult Social Care |
| Authorisation of small claims by service user or employee in the course of their duties (see ex-gratia claims) | Team Manager and above |
| Financial responsibility being sought from another Authority | Senior Practitioner and above |
| Visual Impairment Registration | Social Worker and above |
| <p>Equipment can be ordered through Integrated Community Equipment Service (ICES) only by authorised PIN numbers.</p> <ul style="list-style-type: none"> a) Authorisation levels for catalogue (stock) items and non a) Catalogue items up to £100 b) Catalogue items up to £400 | <ul style="list-style-type: none"> a) Occupational Therapy Assistant |

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| <p>c) Catalogue items up to £600 d) Non catalogue up to £500 e) Catalogue items up to £1000 f) Non catalogue up to £1000</p> <p>For beds, mattresses and hoists - classed as "Health" items over £500</p> <p>Non catalogue items considered by a joint panel Over £1000</p> | <p>b) Occupational Therapist c) Senior Practitioner d) Senior Practitioner e) Team Manager f) Team Manager</p> <p>CCG authorization</p> <p>Major equipment panel</p> |
| <p>Death of a vulnerable adult in receipt of care services</p> <ul style="list-style-type: none"> - Notifying the Executive Director People's Services - Notifying the lead member - Notifying the Head of Service - Notifying the Team Manager - Notifying the Independent Chair of the Keeping People Safe Board | <p>Director Adult Social Care and Executive Director People</p> <p>Deputy Director Adult Social Care</p> |

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 |
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| 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 /Practice Lead/Consultant Social Worker and above |
| Court directed placements | Approved in retrospect via notification to Permanency Panel within one week. |
| Decision to apply for discharge of care order | Team Manager/Practice Lead/ Consultant Social Worker and above following CLA Review and appropriate consultation with Head of Service and approval at Legal Panel |
| Planned accommodation under Section 20 Children Act | Area Manager and above |

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| 1989 | |
| Unplanned Section 20 accommodation | Area Manager and above |
| Application for an Emergency Protection Order | Area Manager and above |
| Application for a Child Assessment Order | Legal Panel, following approval to submit by Head of Service |
| Approval for Secure Welfare Order | Director Children & Families Services (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 Children & Families Services (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. | Head of Service and above |
| 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 and above |
| Application to the Court for authority to refuse contact with a child in care under Section 34(4) Children Act 1989 | Area Manager and above |
| <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 / Local Area Designated Officer / Team Manager and above |
| Responsibility to assess case | Social Worker and above |
| Responsibility to call a child's care planning or review meeting | Consultant Social Worker / Practice Lead / Local Area Designated Officer / Team Manager and above |
| Chairing of child's care planning (CIN) meeting / Chairing a non CLA review meeting | Consultant Social Worker / Practice Lead / Local Area Designated Officer / Team Manager and above |
| Decision to close a case or transfer a case to another team | Consultant Social Worker / Practice Lead / Team Manager and above |
| 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: 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 | Consultant Social Worker / Practice Lead / Team Manager and above |

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| appropriate foster rate, inclusive of allowances, for a period of 12 months in any one case | |
| 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: | |
| Decision to hold Child Protection strategy meeting. | Team Manager and above or Deputy Team Manager within First Assessment Service. |
| Initiate Section 47 Child Protection enquiries including direct work with the family. | Team Manager and above |
| Conclude Section 47 enquiries. | Team Manager and above |
| Decision to convene an Initial Child Protection Conference. | Team Manager and above |
| Decision to hold Review Child Protection Conference out of timescales | Area Manager Head of Service and Director must be informed |
| 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 |
| 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> | |
| 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 and above |
| Authorisation to place a child outside the area of the responsible authority but within the neighbouring authorities. | Area Manager/Through Care Manager and above |
| Authorisation to place a child outside the area of the responsible authority and where that placement is a distant one. | DCS (in line with statutory requirements) |
| Authorisation of Placement of Children in Care with Parents etc. | Area Manager in consultation with Head of Service with Court approval if care proceedings are ongoing. |
| Sign Passport Applications as person with parental responsibility. | Team Manager and above |
| Consent to holidays or trips abroad in school holidays lasting under a month. | Team Manager and above |
| 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 | Court decision |

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| interim care order or the subject of court proceedings on no order, to leave the jurisdiction of the Court. | |
| Consent to support a young person on a Care Order changing their name. | Area Manager/Through Care 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/Through Care Manager and above |
| Consent to marriage of 16 or 17 year old on a Care Order. | Director Children and Families Services |
| Consent for 16 or 17 year old on a Care Order to live independently. | Team Manager and above |
| 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 | Agency Decision Maker 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/Through Care Manager and above |
| 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/Through Care Manager and above |
| Authorisation to cease being looked after for young people aged 16 & 17 | DCS in line with statutory requirements |
| 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 via placement panel |
| 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 Director Children & Families Services must be informed |
| 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 | Delegated to foster carer |

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| threatening situations. | 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 Children and Families Services |
| Acting as a parent for children subject to care orders for the purposes of sectioning under the Mental Health Act 1983 & 2007 | Area Manager or Through Care 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. | Agency Decision Maker Fostering via Permanency Panel |
| Decision to consent to looked after children's photographs being used in external publications | Consent from the person with PR, Service Manager and the child. |
| Decisions re DBS disclosures on Family and Friends, Foster Carers and SGO carers | Area Manager or Through Care Manager |
| Consent to use publicity for child missing from care | Agreed via Missing Procedures by Consultant Social Worker / Practice Lead with Police must alert Area Manager, Director to brief Executive Director People, Members and Media Team |
| Delay outside stat. time for LAC REVIEWS | Service Manager Director Children & Families Services must be informed |
| Death of a child in care - notifying the Director of Children's Service (Exec Director People | Director Children and Families Services and |

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| <ul style="list-style-type: none"> - Notifying the lead member. - notifying the Head of Service - notifying the Team Manager - notifying the Head of Service Youth Offending Team - notifying Ofsted - notifying Director of Education and Skills (director will inform the child's education setting and Education Psychology service to provide support) | <p>Executive Director People</p> <p>Director Children and Families Services</p> <p>Head Of Service / Director Children and Families Services/ Head of Service Quality Assurance in consultation with child's Head Of Service</p> |
| Authorise Care Plans and Pathway Plans | Practice Lead / Consultant Social Worker |
| Fostering and adoption agency decisions | |
| Fostering Agency Decision Maker | Manager – Placement Services |
| Approval of new Foster Carers | Fostering Agency Decision Maker |
| Approval of Foster Carers following first annual review | Fostering Agency Decision Maker |
| Continued approval of foster carers following subsequent reviews (unless referred to Fostering Panel) | Fostering Agency Decision Maker |
| Authorise emergency placements out of the foster carers terms of approval | Fostering Team Manager |
| Permanent change of approval | Fostering Agency Decision Maker |
| Temporary Approval of Foster carers (Regulation 24) | Fostering Agency Decision Maker |
| Approving adopters as Foster to Adopt carers | Adoption West – Regional Adoption Agency |
| Termination of Foster Carers Approval | Fostering Agency Decision Maker |
| Adoption Agency Decision Maker | Head of Service – Permanency and Specialist Services |
| Approval of new Adopters | Adoption West – Regional Adoption Agency |
| Approval of the plan for a child to be adopted | Adoption Agency Decision Maker |
| Approval of a match between a child and adopters | Adoption Agency Decision Maker |
| Revocation of the plan for a child to be adopted | Adoption Agency Decision Maker |
| Decision to pay an adoption allowance or lump sum payment | Adoption Business Manager/Area Manager |
| Review of adopters' approval (unless review at panel) | Adoption West – Regional Adoption Agency |
| Revocation of adopters' approval | Adoption Agency Decision Maker |
| 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 |

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| | 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 / Head of Services Safeguarding & Quality Assurance Director Children & Families Services must be informed |
| 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 short-break 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 <ul style="list-style-type: none"> - If 'out of hours' EDT will inform the Director or DCS (Executive Director People) if Director unavailable : each will ensure the other is informed - Director will notify the lead member & Executive Director People (DCS) - 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 <ul style="list-style-type: none"> - Disciplinary / suspension notifications - Concerns regarding safety to practice (ex-staff members) | Director Children & Families Services Executive Director People must be informed |
| Ofsted notifications <ul style="list-style-type: none"> - Serious incident(s) - Serious Case Review – decision to commission - Serious Case Review – publication date | Director Children & Families Services Executive Director People must be informed Director Children & Families Services following discussion at Keeping |

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| | Bristol Safe Partnership Board |
| General administration | |
| <p>Complaints Complaints are to be managed in accordance with the Department's Complaints Procedure, in consultation with the Complaints Manager Initial response</p> <p>Review</p> <p>Final sign off</p> <p>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</p> | <p>See Complaints Procedure</p> <p>Team Manager/ Senior Practitioner Head of Service Safeguarding & Quality Services Director, Children & Families Services</p> <p>Head of Service</p> |
| <p>Education Decisions regarding Children in Care Should be discussed at Personal Education Plan Meetings (PEPs) where ever possible</p> | |
| Agreement on school placement for those entering the school system. – Social Worker should apply to nearest good or better OFSTED rated school where accessible or discuss with the Virtual School Head | Social Worker in Collaboration with the Head of the Virtual School |
| Consultation on Early Years Placement (Childminder, Nursery or Childrens' Centre Placement) should have good or better OFSTED unless none such is accessible, then to be discussed with the Virtual School Head | Social Worker in collaboration with / Head of the Virtual School/Head of Learning City |
| 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/ Head of the Virtual School |
| Agreement to change a child's school, eg due to a care placement move, new to care | Team Manager (Social Care) Virtual School lead/ Head of the Virtual School |
| Any Planned school move for a pupil in KS4 cannot be agreed without specific permission from Virtual School Head and Service Director | Head of the Virtual School/ Director Education & Skills on behalf of DCS |
| LAC Pupil Premium Spend – At the PEP meeting to be approved/ Quality Assured by the Virtual School Head | Head of the Virtual School |
| Exceptional Permission for Absence in Term time (half a day or more) - Only if Short, unavoidable and rare. | Head of the Virtual School 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 | Head of the Virtual School |
| Repeating a school year or placing child in year group not their chronological age. | Agreement required from Education Psychologist & Head of the Virtual School |
| Exclusions from School – Risk of Permanent Exclusion from School see flowchart | School Headteacher Head of the Virtual School |

3. Education and Skills

| Function | Post holder authorised to carry out function |
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| Schools Finance | |
| Education Provision In consultation with schools and partners, develop and implement an Integrated Education and Capital Strategy, consulting with the Learning City Partnership, at the discretion of the director, distributing capital funding to schemes on the basis of need and in accordance with any regulations regarding the use of funding grants. | Executive Director, People Director, Education & Skills Major Projects Manager (Place) |
| 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 constitution of the forum and the distribution of money between schools and how much should be sent on certain LA-wide functions. | Director Education & Skills Director Finance |
| 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. | Director Education & Skills Finance Business Partner – People |
| Schools Budget Setting Set school budgets in accordance with regulations, including those relating to minimum school budgets and 'passporting' targets. | Finance Business Partner – People |
| 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 | Director Finance Finance Business Partner – People |
| 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 | Director Finance Finance Business Partner – People |
| 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. | Chief Internal Auditor |
| Notice of Concern | Director Education & Skills and above |
| Staffing and Finance In accordance with S.35(7) of the Education Act 2002 the arrangement for staffing of schools without delegated budgets shall be determined by the LA. | Director Education & Skills |
| Suspension of Delegation of Budget | Executive Director People Finance Business Partner – People |
| School Admissions | |

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| <p>Admissions arrangements for maintained schools Subject to the Education (Determination of Admissions Arrangements) (England) Regulations 1999 as amended by the Education (Determination of Admissions Arrangements) (Amendment) (England) Regulations 2002 relating to maintained schools:</p> <p>a) Consult annually about admissions arrangements with governing bodies of admissions authorities of schools.</p> <p>b) Where there are within year variations to (except in a case where their proposed variations fall within any descriptions of variations prescribed – see Education (Variations of Admissions Arrangements) (England) Regulations 2002) refer the proposed variations to the adjudicator and notify the bodies whom it consulted of the proposed variations. Where the LA is the admissions authority for the school, to consult with the governing body before making a reference to the adjudicator.</p> <p>c) When determining admissions arrangements for schools for which the authority is the admissions authority, include determination of the number of pupils in each relevant age group that it is intended to admit to the school in that year, taking into consideration the current capacity of the school and its indicated admission number.</p> <p>d) Where the authority determines an admission number for a relevant age 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>Head of Learning City</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> | <p>Head of Learning City</p> |
| <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> | <p>Director Education & Skills</p> |
| <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> | <p>Head of Learning City</p> |
| <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</p> | <p>School Admissions Lead</p> |

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| the case on behalf of the Authority to admission appeals panels. | |
| Functions related to school governance | |
| 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. | 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) | Director Education & Skills |
| Instruments of governance: To approve instruments of governance for schools. | Director Education & Skills |
| Additional governors: To appoint additional governors to schools in special measures | 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. | 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. | Head of Learning City and above |
| 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 |
| 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 Head of Learning City |
| 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 otherwise, may not for any period receive suitable education unless such arrangements are made. | Head of Inclusive City |
| Enforcement action relating to non-attendance To authorise any proceedings necessary to enforce any enactment relating to the non-attendance of pupils at | School Improvement |

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| school, or education other than at school with reference to the Education Act 1996 and the Anti-social Behaviour Act 2003. | Attendance Officers (Educational Welfare) |
| Functions related to school curriculum | |
| 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. | Director Education & Skills |
| 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). | Director Education & Skills - Early Years – Leads/Managers Head of Learning City |
| 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. | Director Education & Skills Head of Learning City |
| 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. | Director Education & 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. | 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. | Director, Education & Skills |
| Transport arrangements To ensure that appropriate transport arrangements are made in accordance with the Authority's policies. | Director, Education & Skills – Head of Accessible City |
| 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 Head of Accessible City |
| 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 | Head of Accessible City/SEND Service Manager |

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| 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. | |
| Statutory appeals tribunals To represent the Authority at statutory appeal tribunals in connection with the assessment of special educational needs. | SEND Service Manager |
| Codes of Practice To ensure that the requirements of any statutory Codes of Practice, relevant to SEN, or other regulations are complied with. | SEND Service Manager |

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 |
| 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 |
| Finance & Procurement | |
| To manage the delegation of the public health budget, complete monthly forecasting and reports. | Director of Public Health Public Health Business Manager Finance business partner |
| Produce at the end of each financial year ('the outturn statement') in accordance with the Public Health Grant Allocation. | Finance Business Partner Director of Public Health |
| Authorise the final end of year return to DHCLG and DHSC | Director of Public Health Section 151 officer |
| Set team budgets and commissioning plans 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. | Director of Public Health Consultants in Public Health |
| Procurement and contract management of Public Health services, via implementation of the City Council's Procurement Regulations | Consultants in Public Health Public Health Principals and Specialists Public Health Business Manager Director of Public Health |
| Health and Wellbeing | |
| Co-ordination of the work of the Health and Wellbeing Board | Director of Public Health Consultant in Public Health Democratic services |
| Co-ordination and delivery of the Joint Health and Wellbeing Strategy as a key function of the Health and Wellbeing Board | Consultant in Public Health Public Health Specialist Director of Public Health |

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| Co-ordination and development of the Joint Strategic Needs Assessment as a key function of the Health and Wellbeing Board | Consultant in Public Health Public Health Principal – Health Intelligence Director of Public Health |
| Health Protection | |
| Ensure effective Health Protection arrangements are in place across the City | Director of Public Health |
| Provide oversight and mutual aid to the management of health protection issues and incidents as part of the specialist Public Health System in England | Director of Public Health Consultants in Public Health Designated Public Health Principals With Public Health England |
| Provide public health expert support to incidents and emergencies as designated within national and local emergency planning and response arrangements | Director of Public Health Consultants in Public Health Designated Public Health Specialists With Public Health England |
| 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. | Consultants in Public Health Designated Public Health Principals and Specialists in Public Health 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. | Designated Consultant in Public Health Director of Public Health |
| Safer City | |
| Ensure BCC meets duties and responsibilities for Community Safety and Crime and Disorder (Legislative) | Director of Public Health Safer City Manager Consultant in Public Health (Safer City) Public Health Principal (Safer City) |
| Ensure Bristol meets duties for preventing extremism through Prevent and Chanel programs | Consultant in Public Health (Safer City) Safer City Manager Community Safety Officer |
| Possession action and injunctions against BCC tenants (Housing Act 1985) | ASB team manager ASB Officers |
| Ex. Parte injunctions against BCC tenants (Housing Act 1985) | ASB team manager ASB Officers |
| ASB Tools and powers (ASB and Policing Act 2014) - Fixed Penalty Notices - Community Protection Notices | ASB team manager ASB Officers |