

# Scheme of Management: Adult Social Care

In accordance with the Council's Constitution (Section 3 - Responsibility for Functions Part 3 – Scheme of Delegations of Authority to Officers) all matters which have not been reserved to Council or a Committee are delegated to Officers. This document sets out how decision making powers are delegated at the appropriate level within the Adult Social Care. It is published on the Council's website and will be updated as and when delegations change.

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

<b>Proper Officers</b>	Director of Adult Social Services	Head of Operations (Adult Social Care)
	Compilation of background paper lists under the Access to Information legislation	Appropriate Director / Head of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Delegated Matter		Officer Level
Management of Staff	1. Authorising appointment of agency staff	Director, Assistant Director & Corporate Heads of Service
	2. Authorising recruitment of permanent staff	Assistant Director , Director, Corporate Heads of Service, Team Leader/Team Manager
	3. Authorising overtime & expenses payments	Corporate Heads of Service, Manager, Team Leader/Team Manager
	4. Authorising loan payments (car, season ticket)	Assistant Director
	5. Authorising acting-up payments and honoraria	Assistant Director , Director, Corporate Heads of Service
	6. Approval of special leave and unpaid leave	Assistant Director , Director, Corporate Heads of Service
	7. Approval of extension of sick pay	Assistant Director , Director, Corporate Heads of Service
	8. Approval of carry over and buy-out of annual leave	Assistant Director, Director
	9. Approval of career break applications	Assistant Director , Director, Corporate Heads of Service
	10. Approval of applications for additional employment	Assistant Director, Director
	11. Service structure changes	Assistant Director, Director
	12. Approval of changed and new job descriptions	Assistant Director , Director, Corporate Heads of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
	13. Authorisation for retirement, redundancy and pension transfer	Assistant Director and Director
	14. Issue notices of termination – redundancy & retirement	Assistant Director & Director
	15. Authorising the appointment of consultants	Director

Contracts	To sign up to new EU compliant frameworks procured by another public body, a local authority consortium, a national agency which is recognised as carrying out procurement for the benefit of public bodies or another local authority as part of a joint purchasing arrangement of which the Council is permitted to use in accordance with the Public Procurement Regulations 2015	Assistant Director
	To authorise contract variations where the overall financial implications of the variation is contained within the agreed contract sum for a project and is compliance with conditions of the signed contract.	Authorised Contract Officer
Contracts (applies to all contracts under £1m) – and must be processed in accordance with Contract Standing Orders	1. Contract awards between £500,001 – £1 million in total	Chief Executive or Section 151 Officer (this must be only after consultation with the Commissioning Board)
	2. Contract awards £100,001 -£500,000	Strategic Directors (for contract awards of £150k - £500k, this must only be after consultation with the Commissioning Board)
	3. Contract awards up to £100,000	Assistant Directors and Corporate Heads of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Contract variations (applies to all contract spend over £150,000 and under £1m) – and must be processed in accordance with Contract Standing Orders	1. Contract variations <u>less than 10%</u> (a) variation of value between £500,001 – £1 million in total (b) variation of value £100,001 - £500,000 (c) variation of value up to £100,000	(a) Chief Executive or Section 151 Officer (b) Strategic Directors (c) Assistant Directors and Corporate Heads of Service
	2. Contract variations of <u>10-25%</u>	As above, and in consultation with the Corporate Head of Commissioning
	3. Contract variations of <u>25-49%</u>	As above, and in consultation with the Commissioning Board
Authorisation of Expenditure	1. Authority to purchase (revenue and capital) and authorisation of invoices - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Authority to purchase (revenue and capital) and authorisation of invoices - £100,001 - £250,000	Strategic Directors
	3. Authority to purchase (revenue and capital) and authorisation of invoices - up to £100,000	Assistant Directors and Corporate Heads of Service
New Capital Schemes	1. New Capital Schemes – £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. New Capital Schemes - £100,001 - £250,000	Strategic Directors
	3. New Capital Schemes – up to £100,000	Assistant Directors and Corporate Heads of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Capital virements	1. Capital virements - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Capital virements - £100,001 - £250,000	Strategic Directors
	3. Capital virements - up to £100,000	Assistant Directors and Corporate Heads of Service
Variations to Capital Schemes	1. Variations to Capital Schemes - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Variations to Capital Schemes - £100,001 - £250,000	Strategic Directors
	3. Variations to Capital Schemes - up to £100,000	Assistant Directors and Corporate Heads of Service
Revenue virements	1. Revenue Virements - £250,001 - £500,000	Chief Executive or Section 151 Officer
	2. Revenue Virements - £100,001 - £250,000	Strategic Directors
	3. Revenue Virements - up to £100,000	Assistant Directors and Corporate Heads of Service
New Delivery models	1. New Delivery Models - £250,001 - £500,000 / 25 up to 50 staff	Chief Executive or Section 151 Officer
	2. New Delivery Models - £100,001 - £250,000 / 10 up to 25 staff	Strategic Directors
	3. New Delivery Models – up to £100,000 / up to 10 staff	Assistant Directors and Corporate Heads of Service

Type of activity	Specific function or decision-making	Officer responsible for that function
Acquisition and Disposal of land	1. To authorise the acquisition and disposal of land where value is £500,001 - £1m	Chief Executive or Section 151 Officer
	2. To authorise the acquisition and disposal of land where value is £100,001 - £500,000	Strategic Directors
	3. To authorise the acquisition and disposal of land where value is up to £100,000	Assistant Directors and Corporate Heads of Service
Debt Write-offs	1. To authorise write offs of value £50,001 - £100,000	Chief Executive or Section 151 Officer
	2. To authorise write offs of value £10,001 - £50,000	Strategic Directors
	3. To authorise write offs of value up to £10,000	Assistant Directors and Corporate Heads of Service

Reports sign off	Standing Committee	Strategic Directors
	Regulatory Committees	Strategic Directors
	Decision Notices	Strategic Directors
	CMT	Assistant Director
	Member Briefings	Assistant Director
Communications	Members enquiries responses	Assistant Director
	FOI responses	Assistant Director
	Complaint responses	Assistant Director & Corporate Head of Service
	Press releases - political or reputational impact	Assistant Director

Type of activity	Specific function or decision-making	Officer responsible for that function
	Press releases - without political or reputational impact	Assistant Director & Corporate Heads of Service
Authorisations to enforce legislation and statutory regulations	Sign off of statutory notices	Assistant Director
	Deprivation of Liberty	Assistant Director or delegated to qualified officers
Other	Appointment of Counsel	Assistant Director and Corporate Heads of Service
Deferred Payment Agreements	Authorising Deferred Payment Agreements, Charges and discharge of Charges.	Head of Service or Financial Inclusion Manager
Deputyships/ Appointeeships	Approval of paperwork for court protection orders	Deputy/Legal
	Signatory for paperwork on: <ul style="list-style-type: none"> <li>• Applying for access to bank accounts</li> <li>• Applying for access to stocks</li> <li>• Writing and confirming changes in details</li> <li>• Applying for access to private pensions</li> <li>• Reports to the Office of the Public Guardian</li> </ul>	Deputy
	Approval of paperwork for selling of property	Deputy
	Approval of paperwork for house clearances	Deputy
	Approval of paperwork to secure solicitors on behalf of appointeeships and deputyships	Deputy
	Approval of release of petty cash to appointeeship	Deputy

	Decision on the use of assets e.g. whether equity release is appropriate	Deputy
Type of activity	Specific function or decision-making	Officer responsible for that function
	Power to swear oaths and affidavits on behalf of the Council and do all acts necessary to obtain a grant of representation (or to renounce probate or administration)	Deputy
	Appointment of attorneys to deal with Grants of Representation in any and all estates in which the Deputy is appointed as the executor or is otherwise entitled to a grant of representation	Deputy

## Signature

Signed



Interim Director of Adult Social Care Date: 28 August 2020