

**CHILDREN'S SERVICES**  
**SCHEME OF DELEGATIONS TO OFFICERS**  
**OFFICER SUB-DELEGATIONS**

*This document dated 29<sup>th</sup> August 2018 supersedes all previous sub delegation arrangements that were in place*

I hereby sub-delegate all the functions of the Director of Children's Services that can only be exercised by a qualified social worker to:

- Operations Director, Children and Families
- Operations Director, Specialist Services

I hereby sub-delegate all the functions of the Director of Children's Services in relation to education and training of children and young people to:

- Operations Director, Education
- Operations Director, Services for Children and Young People

I hereby sub-delegate all other functions of the Director of Children's Services to:

- Operations Director, Children and Families
- Operations Director, Specialist Services
- Operations Director, Education
- Operations Director, Services for Children and Young people

I further sub-delegate my responsibilities under the Regulation of Investigatory Powers Act (RIPA) to Assistant Director, Community Protection.

For disciplinary, performance and ill-health capability delegations please refer to Appendix

A. contract regulation requirements in Children's Services, please refer to Appendix B.

**1. Safeguarding Service - Operations Director, Children and Families**

Under the general control and supervision of the Operations Director, Children and Families I sub-delegate the functions relating to the areas specified below to the postholders below:

- Assessment Service - Head of Assessment
- East and West Family Safeguarding - Heads of East and West Family Safeguarding Services
- Children Looked After- Head of Children Looked After

**2. Specialist Services - Operations Director, Specialist Services**

Under the general control and supervision of the Operations Director, Specialist Services I sub-delegate the functions relating to the areas specified below to the postholders below:

- Residential Services - Head of Residential Service
- Adoption and Fostering - Head of Adoption and Fostering
- 0-25 Together Service - Head of 0-25 Together Service

- Child Protection and Statutory Review Service — Head of Child Protection and Statutory Review Service
- Looked After Children and Safeguarding Commissioning Service — Head of Service Looked After Children and Safeguarding Commissioning
- Hertfordshire Safeguarding Children Board — HSCB Business Manager
- SEND Commissioning — Head of Commissioning for SEND
- Family Services Commissioning — Head of Family Services Commissioning

### **3. Education — Operations Director, Education**

Under the general control and supervision of the **Operations Director, Education** I sub-delegate the functions relating to the areas specified below to the postholders below:

- County Planning for Education Provision — Head of School Planning
- Admissions and Transport — Head of Admissions and Transport
- Business Infrastructure Services — Head of Business Infrastructure
- Hertfordshire Music Service — Head of Music Service
- Organisation and Sustainability — Head of Organisation and Sustainability
- Standards and Accountability — Head of Standards and Accountability
- HfL Relationship — HfL Relationship Manager

### **4. Services for Children and Young People — Operations Director, Services for Children and Young People**

Under the general control and supervision of the **Operations Director, Services for Children and Young People** I sub-delegate the functions relating to the areas specified below to the postholders below:

- Services for Young People — Head of Services for Young People
- Integrated Services for Learning — Head of Integrated Services for Learning
- Early Help and Intensive Family Support — Head of Early Help and Intensive Family Support
- Virtual School — Head of Achievement of Children Looked After
- Youth Justice — Head of Service, Youth Justice

### **Placement at a distance decisions under Regulation 11 of the Care Planning, Placement and Case Review (England) Regulations 2010/959**

In the event of my being unable to act owing to absence or illness I nominate the following to make this decision:

- Operations Director, Children and Families
- Operations Director, Specialist Services

**Jenny Coles**  
**Director of Children's Services**  
**29<sup>th</sup> August 2018**