

Section 3 DELEGATIONS TO THE CHIEF EXECUTIVE AND STATUTORY OFFICERS
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Functions delegated to the Chief Executive

1. To be responsible for and take action in relation to Corporate strategy, policy initiatives and integrated planning and service delivery
2. The corporate management of the Council and, specifically:
 - (a) Advice to the Council on the Policy Framework
 - (b) Preparation of, and consultation on, the draft of the Forward Plan on a monthly basis
 - (c) The responsibility for the discharge of the Council's functions in implementation of statutory and non-statutory plans including the modernisation, collation, indexation and publication of policies and practices of the Council within the evolving Policy Framework as the Council and the Cabinet shall determine
3. As required to exercise any function delegated to any other officer of the Council, with the exception of those functions delegated exclusively to the Council's Chief Finance Officer (s151 officer) or the Monitoring Officer. Further, in the event of any dispute or doubt as to the delegated powers of any other Director, the Chief Executive shall have the authority to determine which Director is to exercise that power
4. The authority to institute, defend or settle any legal proceedings or arbitration where urgent action is needed to protect the interests of the Council
5. To be Head of the Paid Service
6. The power to determine that an "emergency" has occurred, namely, an event or situation which threatens serious damage to human welfare or to the environment in the Borough or war or terrorism which threatens serious damage to the security of the United Kingdom
7. The power to incur expenditure and take any necessary action within local authority statutory functions, including jointly with other authorities, in the event of an emergency
8. To nominate other senior officers of the Council, whether orally or in writing, to take administrative decisions in the event of an emergency

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9. In the event that the Chief Executive is absent or unable to act for any reason, the powers in paragraphs 6, 7 & 8 above may be exercised by any other Chief Officer who is available to act
10. The powers listed above relating to emergencies are granted subject to the provisions of Article 11.07 of this Constitution which set out the London Councils Arrangements for Co-ordinating the Response Emergencies
11. In the event that all Members of the Cabinet are removed from office under Article 7, to exercise all Cabinet functions in consultation with the Mayor until a new Cabinet has been appointed
12. To discharge the functions of electoral Returning Officer
13. Taking all decisions relating to changes to the establishment for all staff including the Strategic Leadership Team and Statutory Officers, such changes to be contained within existing budgets and in accordance with agreed procedures and legislative requirements
14. To take disciplinary action, not including dismissal, against any members of the Strategic Leadership Team or any Statutory Officer. In the case of the Monitoring Officer and Chief Finance Officer to act in accordance with Part 4 Section K of the Constitution and agreed procedures
15. To designate a scrutiny officer to support overview and scrutiny committee in accordance with the requirements of relevant legislation

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Functions delegated to the S151 Chief Finance Officer

1. To act as the Council's statutory Chief Finance Officer pursuant to section 114A Local Government Finance Act 1988 and carry out the responsibilities assigned to the Chief Finance Officer under the Council's Financial Regulations and under the Constitution generally, including carrying out all Treasury Management activities
2. To make arrangements for the proper administration of the Council's financial affairs in accordance with section 151 Local Government Act 1972
3. To contribute to the corporate management of the Council, in particular thorough the provision of professional financial advice
4. To approve the detailed format of the financial plan and the revenue budget prior to approval by the Council
5. To approve the annual calculation of the Council's Council Tax requirement in accordance with section 31A Local Government Finance Act 1992
6. To report annually to Council on the robustness of the budget and adequacy of reserves as required by section 25 Local Government Act 2003
7. To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to Council officers and members
8. To report to Members, in consultation with the Monitoring Officer, if there is or there is likely to be unlawful expenditure or an unbalanced budget as required by section 114A Local Government Finance Act 1988
9. To establish and maintain the general fund and collection fund of the authority in accordance with the provisions of the Local Government Act 1988
10. To manage the Capital Programme flexibly and to make adjustments to the phasing of approved projects within the limits of available capital resources
11. To approve the draft Council's Accounts and Accounting Policies and the draft Pension Fund Accounts by 30 June each year in accordance with the Accounts and Audit (England) Regulations 2011

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12. To exercise all responsibilities as Pension Fund Administrator for the LGPS not reserved to the Pensions Committee
13. To approve the terms of release of staff aged 55 or over and made redundant or retired early with a claim on the pension scheme, in accordance with agreed procedures, save in relation to Chief and Deputy Chief Officers which is reserved to the Staffing and Remuneration Committee
14. To exercise the functions of the duly authorised representative of the Council as the corporate member of Alexandra Palace Trading Limited
15. To provide financial information to the media, members of the public and the community

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Functions delegated to the Monitoring Officer

1. To act as the Council's statutory Monitoring Officer pursuant to section 5 and 5A Local Government and Housing Act 1989 and carry out the responsibilities assigned to the Monitoring Officer under the Council's Constitution generally
2. To ensure that the Council, its officers and its elected members maintain the highest standard of conduct
3. To contribute to the corporate management of the Council, in particular through the provision of professional legal advice
4. To establish and maintain the Members' Code of Conduct, dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity
5. To establish and maintain a register of interests of members and co-opted members of the authority in accordance with the provisions of the Localism Act 2011
6. To contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Committee
7. To receive and act on reports made by the Standards Committee
8. To consider complaints against members referred to him including conducting investigations into matters as appropriate and the making of reports or recommendations in respect of them to the Standards Committee
9. To provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and policy framework issues to Council officers and members
10. To report to members on any actual or potential breaches of the law or maladministration as required by section 5 Local Government Housing Act 1989
11. To advise whether decisions of the Cabinet are in accordance with the budget and policy framework
12. To be responsible for the maintenance and operation of the Council's Constitution
13. To advise and assist the Democratic Services Manager with the proper performance of the Access to Information requirements

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Functions delegated to the Director of Children’s Services

1. To act as the Council’s statutory Director of Children’s Services
2. To carry out all functions as set out in s18(2) of the Children Act 2004 including:
 - (a) All education and children’s social care functions conferred on or exercisable by the Council
 - (b) Making arrangements to promote co-operation between the authority and partners to improve the well-being of children
 - (c) Making arrangements for ensuring that functions are discharged having regard to the need to safeguard and promote the welfare of children
 - (d) The establishment of a Local Safeguarding Children Board
 - (e) The preparation and publication of a Children and Young People’s Plan
 - (f) Improving preventative services and delivering earlier intervention
 - (g) Any functions exercisable by the authority under s75 the National Health Service Act 2006 on behalf of an NHS body and any functions exercised pursuant to an arrangement made under s10 of the Children Act 2004 to include making arrangements for the management of services provided
3. To provide strategic management and direction for Children’s Services across the Council
4. To secure that there are sufficient youth justice services available in the Borough
5. To appoint an interim executive board to a school which is eligible for intervention subject to the agreement of the Secretary of State
6. Education services will be led by the Assistant Director of Schools and Learning who is responsible for education services functions on behalf of the Council. Commissioning within Children’s Services will be led by the Assistant Director of Commissioning who is responsible for the commissioning of children’s and adult social care functions on behalf of the Council. The Accountability Protocol for the Director of Children’s Services sets out the arrangements in place to enable the Director of Children’s Services to meet all statutory responsibilities and ensure the

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effective integration of all services for children and young people in the borough

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Functions delegated to the Director of Adult's Services

1. To act as the Council's statutory Director of Adult's Social Services in accordance with s 6 Local Authority Social Services Act 1970
2. To be accountable for the delivery of local authority social services functions as set out in Schedule 1 Local Authority Social Services Act 1970 in respect of adults and other than those which the Director of Children's Services is statutorily responsible, including:
 - (a) Accountability for assessing local needs and ensuring availability and delivery of a full range of adult social services
 - (b) Responsibility for assessing, planning and commissioning adult social care and wellbeing services to meet the needs of all adults with social care needs in the borough
 - (c) Making arrangements for ensuring that functions are discharged having regard to the need to safeguard and promote the welfare of vulnerable adults
 - (d) Professional leadership including workforce planning
 - (e) Leading the implementation of standards
 - (f) Managing cultural change
 - (g) Promoting local access and ownership and drive partnership working
 - (h) Delivering an integrated, whole system approach to supporting communities
 - (i) Promoting social inclusion and well being
 - (j) Improving preventative services and delivering earlier intervention
 - (k) Any functions exercisable by the authority under S75 National Health Service Act 2006 on behalf of an NHS body to include making arrangements for any services provided
3. To provide strategic management and direction for Adult's Services across the Council

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Functions delegated to the Director of Public Health

1. All functions of the statutory Director of Public Health to take steps to improve health in accordance with section 73A and 73B National Health Services Act 2006 including:
 - (a) the responsibility for mandated public health functions of the local authority
 - (b) planning for and responding to emergencies that present a risk to public health
 - (c) the cooperation of the authority with the police, probation service and prisons service to assess the risk posed by sexual and violent offenders
 - (d) to give views on licensing applications and on the statement of licensing policy in accordance with the Licensing Act 2003
 - (e) the provision of healthy start vitamins, oral health promotion programmes and oral health surveys
 - (f) to prepare and publish an annual report on the health of people in the area
2. To provide leadership, expertise and advice on all aspects of the Public Health Service including advice on outbreaks of disease and emergency preparedness
3. To promote health and wellbeing to reduce health inequalities
4. Preparation of the joint strategic needs assessments and joint Health Wellbeing Strategy
5. To provide the public with advice on health matters
6. To promote action across the 'life course', working together with local authority colleagues such as the Director of Children and Young People's Services, the Director of Adults and Housing Services and with NHS colleagues
7. To work through local resilience fora to ensure effective and tested plans are in place for the wider health sector to protect the local population from risks to public health
8. To work with local criminal justice partners and police and crime commissioners to promote safer communities

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9. To work with wider civil society to engage local partners in fostering improved health and wellbeing
10. To play a full part in the Council's action to meet the needs of vulnerable children, for example by linking effectively with the Local Safeguarding Children Board
11. To contribute to and influence the work of NHS commissioners, ensuring a 'whole system' approach across the public sector
12. To have regard to the NHS Constitution in exercising public health functions