

Annex 4 – CFLC Scheme of Delegation

CHILDREN, FAMILIES AND LEARNING

No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL1	Education, Lifelong Learning and Culture	To ensure the delivery of Cultural Services in accordance with the duties imposed upon the authority by legislation	Assistant Director of Lifelong Learning and Culture
CFL2	Education, Lifelong Learning and Culture	To meet the requirements of the Public Libraries and Museums Act 1964, e.g. display of sensitive material, use of mobile libraries	Assistant Director of Lifelong Learning and Culture
CFL3	Education, Lifelong Learning and Culture	To supply information required to the Department of Culture, Media & Sport	Assistant Director of Lifelong Learning and Culture
CFL4	Education, Lifelong Learning and Culture	To exercise the powers under the Library Bylaws and Regulations, e.g. temporary closure of libraries in extenuating circumstances, exclusion of library users, setting of loan periods and fees and discounts where applicable	Assistant Director of Lifelong Learning and Culture
CFL5	Education, Lifelong Learning and Culture	In consultation with the Chairman of the Local Committee or, in relation to Surrey Performing Arts Library, the relevant Portfolio Holder, to approve changes amounting to no more than 15% of a library's total hours of opening (whether managed directly by Surrey County Council or under a community partnership agreement)	Assistant Director of Lifelong Learning and Culture
CFL6	Education, Lifelong Learning and Culture	Within their area of responsibility to make grants to local groups within budget	Assistant Director of Lifelong Learning and Culture
CFL7	Education, Lifelong Learning and Culture	Performing Arts Library: To deliver the service under the terms of the Service Level Agreement	Assistant Director of Lifelong Learning and Culture
CFL8	Education, Lifelong Learning and Culture	To provide the service to the Surrey Museums Consultative Committee in accordance with its terms of reference.	Assistant Director of Lifelong Learning and Culture
CFL9	Education, Lifelong Learning and Culture	To safeguard and to make available records under the Public Records Acts 1958 as amended, the Parochial Registers and Records Measure 1978 and the Manorial Documents Rules (Law of Property	Assistant Director of Lifelong Learning and Culture

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No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		Amendment Act 1925), the Local Government Act 1972, Section 224 and the Local Government (Records) Act 1962.	
CFL10	Education, Lifelong Learning and Culture	To access sensitive or confidential material in accordance with Department of Health guidelines, Coroners' Rules and the Data Protection Acts of 1984 and 1998 and the Freedom of Information Act (as subsequently amended).	Assistant Director of Lifelong Learning and Culture
CFL11	Education, Lifelong Learning and Culture	To permit the use of material in accordance with the Copyright Acts	Assistant Director of Lifelong Learning and Culture
CFL12	Education, Lifelong Learning and Culture	To enter into agreements with developers and others to ensure that archaeological work in connection with proposed or consented development is carried out.	Assistant Director of Lifelong Learning and Culture
CFL13	Education, Lifelong Learning and Culture	To establish procedures relating to heritage assets to be owned or loaned to SCC.	Assistant Director of Lifelong Learning and Culture
CFL14	Education, Lifelong Learning and Culture	To promote Heritage based learning and manage learning events and activities.	Assistant Director of Lifelong Learning and Culture
CFL15	Education, Lifelong Learning and Culture	To apply for funding and enter into agreements with external funders to enable heritage activities to be carried out, in consultation with the Director of Finance.	Assistant Director of Lifelong Learning and Culture
CFL16	Education, Lifelong Learning and Culture	To enter into agreements with partners to enable and ensure that heritage activities are carried out.	Assistant Director of Lifelong Learning and Culture
CFL17	Education, Lifelong Learning and Culture	To manage a Heritage Environment Record for Surrey.	Assistant Director of Lifelong Learning and Culture

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No	SERVICE AREA	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL18	Education, Lifelong Learning and Culture	To meet the requirements of the Learning & Skills Act 2000 to secure learning for adults, ensuring that the needs of adults with learning difficulties are considered.	Assistant Director of Lifelong Learning and Culture
CFL19	Education, Lifelong Learning and Culture	To produce an annual Adult Learning Plan and submit this to the Learning & Skills Council (LSC).	Assistant Director of Lifelong Learning and Culture
CFL20	Education, Lifelong Learning and Culture	To report to the LSC information required, in particular regarding Individual Learner Records.	Assistant Director of Lifelong Learning and Culture
CFL21	Education, Lifelong Learning and Culture	In connection with section 106 Town and Country Planning Act 1990, to approve the nature and value of contributions to be made by developers in relation to libraries provision after consultation with the Head of Property where these include possible property transactions	Assistant Director of Lifelong Learning and Culture

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL22	Education, Lifelong Learning and Culture	To ensure that service delivery in respect of schools and learning complies with the duties imposed on the Authority by legislation.	Assistant Director for Education
CFL23	Education, Lifelong Learning and Culture	To make, in consultation with the Cabinet Member, local education authority appointments to governing bodies of schools, further and higher education establishments and independent schools.	Assistant Director for Education
CFL24	Education, Lifelong Learning and Culture	To approve applications for free Home to School mainstream transport following initial refusal by the Service Manager for Admissions and Transport, where there are exceptional circumstances or where new evidence is produced.	Assistant Director for Education
CFL25	Education, Lifelong Learning and Culture	To authorise school loans of less than £500,000 and to licence school deficits of up to 5% of a school's budget and less than £500,000. Note: deficits of more than 5% are referred to Cabinet/Cabinet Member for approval	Director of Education, Lifelong Learning and Culture
CFL26	Education, Lifelong Learning and Culture	In consultation with the Director of Finance, to serve a notice of concern under paragraph 2.16 of the Surrey Scheme for Financing Schools where a school has not complied with the provisions of the Scheme.	Director of Education, Lifelong Learning and Culture

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL27	Education, Lifelong Learning and Culture	To serve a warning notice on a school under s15 of the School Standards and Framework Act 1998 that the Council may exercise its powers of intervention under the Act.	Director of Education, Lifelong Learning and Culture
CFL28	Education, Lifelong Learning and Culture	To fix the admission numbers for community and voluntary controlled schools.	Assistant Director for Education
CFL29	Education, Lifelong Learning and Culture	To ensure that school premises conform to the standards prescribed.	Assistant Director for Education
CFL30	Education, Lifelong Learning and Culture	To review and report to the Secretary of State annually on the supply of places.	Assistant Director for Education
CFL31	Education, Lifelong Learning and Culture	To ensure compliance with class size of 30 legislation.	Assistant Director for Education
CFL32	Education, Lifelong Learning and Culture	To publish information as to schools' admission arrangements.	Assistant Director for Education
CFL33	Education, Lifelong Learning and Culture	To enable parents to express a preference as to the school their child is to attend in accordance with any scheme for coordinating the arrangements for admissions with those of other admission authorities.	Assistant Director for Education

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL34	Education, Lifelong Learning and Culture	To comply with any preference expressed in accordance with the Authority's arrangements, and any scheme for coordinating these arrangements with those of other admission authorities unless compliance with the preference would prejudice the provision of efficient education use of resource.	Assistant Director for Education
CFL35	Education, Lifelong Learning and Culture	To consult, at least once in every year, as to the proposed admission arrangements for schools.	Assistant Director for Education
CFL36	Education, Lifelong Learning and Culture	To make arrangements for the provision of such free transport as the Authority considers necessary to facilitate the attendance of pupils at schools.	Assistant Director for Education
CFL37	Education, Lifelong Learning and Culture	To require a maintained school to accept a pupil named in a school Attendance Order.	Assistant Director for Education
CFL38	Education, Lifelong Learning and Culture	To direct a maintained school to admit a child who would otherwise be without a place.	Assistant Director for Education
CFL39	Education, Lifelong Learning and Culture	To ensure that appropriate provision is made for pupils who have special educational needs.	Assistant Director for SEND Commissioning
CFL40	Education, Lifelong Learning and Culture	To ensure sufficient childcare places for working parents.	Assistant Director for Commissioning
CFL41	Education, Lifelong Learning and Culture	Duty to keep day care arrangements under review in conjunction with the local authority.	Assistant Director for Education

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL42	Education, Lifelong Learning and Culture	To identify those children with special education needs which call for the authority to determine the special education provision which should be made for them and to review statements of special educational need or Educational Health and Care Plans on an annual basis.	Assistant Director for Vulnerable Learners
CFL43	Education, Lifelong Learning and Culture	To ensure that, subject to qualifications, children with special needs are educated in the most appropriate mainstream or specialist setting.	Assistant Director for Vulnerable Learners
CFL44	Education, Lifelong Learning and Culture	To discharge duties regarding the creation of early education places for 3 and 4 year olds under the relevant statutory plans.	Assistant Director for Commissioning
CFL45	Education, Lifelong Learning and Culture	To support and service the work of the Early Years and Childcare Partnership.	Assistant Director for Education
CFL46	Education, Lifelong Learning and Culture	To ensure that there is effective partnership working to support the provision of early education and childcare.	Assistant Director for Education
CFL47	Education, Lifelong Learning and Culture	To ensure that there is the development of an integrated approach to early education and childcare.	Assistant Director for Education
CFL48	Education, Lifelong Learning and Culture	To keep special education arrangements under review.	Assistant Director for SEND Commissioning

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL49	Education, Lifelong Learning and Culture	In connection with section 106 Town and Country Planning Act 1990, to approve the nature and value of contributions to be made by developers in relation to educational provision after consultation with the Head of Property where these include possible property transactions	Assistant Director for Education
CFL50	Education, Lifelong Learning and Culture	To manage youth centres and neighbourhood based youth work To suspend or permanently exclude young people from centres or work in exceptional circumstances	Assistant Director for Early Help and Hubs
CFL51	Education, Lifelong Learning and Culture	To assist if requested the local authority's investigations of young people who have suffered or may have suffered 'significant harm'	Assistant Director for Services for Commissioning and Prevention
CFL52	Education, Lifelong Learning and Culture	To deliver the service under the terms of Service Level Agreements with the voluntary sector and with Surrey Connexions.	Assistant Director for Services for Commissioning and Prevention
CFL53	Education, Lifelong Learning and Culture	To implement and manage the local Duke of Edinburgh Scheme	Assistant Director for Lifelong Learning and Culture
CFL54	Education, Lifelong Learning and Culture	To secure the admission of a pupil excluded from school to a place at another maintained school	Assistant Director for Education
CFL55	Education, Lifelong Learning and Culture	To secure provision of education 'otherwise than at school' where necessary to meet a pupil's need	Assistant Director for Vulnerable Learners
CFL56	Education, Lifelong Learning and Culture	To ensure that the parent complies with his duty under Section 7 of the 1996 Education Act	Assistant Director for Vulnerable Learners

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		to cause his child of compulsory school age to receive efficient full-time education suitable to his age, abilities and aptitudes whether by regular attendance at school or otherwise and to authorise the prosecution of parents who fail to comply with this duty under Section 444 of the Education Act 1996.	
CFL57	Education, Lifelong Learning and Culture	Under Section 447 of the Education Act 1996, to consider whether an Education Supervision Order would be in the better interests of a child than prosecution of parents under Section 444 of the Education Act 1996 and to issue an application for an education supervision order under Section 36 of the Children Act 1989 where appropriate.	Assistant Director for Vulnerable Learners
CFL58	Education, Lifelong Learning and Culture	Under Section 437 of the Education Act 1996 to serve a school attendance order on the parent of a child of compulsory school age who does not appear to be receiving suitable education and to authorise the prosecution of parents who fail to comply with such an order under Section 443 of the Education Act 1996.	Assistant Director for Vulnerable Learners
CFL59	Education, Lifelong Learning and Culture	Under Section 444A and 444B of the Education Act 1996 and Section 105 of the Education and Inspections Act 2006 to issue penalty notices.	Assistant Director for Vulnerable Learners
CFL60	Education, Lifelong Learning and Culture	Under s223 of the Local Government Act 1972, these officers are authorised to prosecute, defend or appear in legal proceedings on behalf of the authority in relation to sections 443, 444, 446 and 559 of the Education Act 1996, section 36 of the Children Act 1989, section 20 of the Anti Social Behaviour Act 2003 and Section 103 of the Education and Inspections Act 2006.	Assistant Director for Vulnerable Learners
CFL61	Commissioning and Prevention	To approve Youth Small Grants of £5,000 and under, in consultation with the relevant Local	Head of Market Strategy

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		Committee and/or the Local Youth Task Group Chairman and the Divisional Member.	
CFL62	Commercial Services	Acquisitions and disposal of services, supplies and equipment Submit tenders and quotations for external contracts and internal arrangements Employ staff to meet requirements of contracts in accordance with specifications and trade levels.	Head of Commercial Services Regional Manager Operations Manager Finance Manager
CFL63	Commercial Services	Acquisitions and disposal of equipment.	Premises Manager
CFL64	Education, Lifelong Learning and Culture	The annual consideration of charges for maintained schools for the cost of conversion to academies.	Executive Director for Children, Families and Learning
CFL65	Education, Lifelong Learning and Culture	To offer advice, guidance and support to childcare providers on meeting national standards.	Assistant Director for Education
CFL66	Education, Lifelong Learning and Culture	To manage outdoor education centres. To suspend or permanently exclude young people from centres in exceptional circumstances	Assistant Director for Lifelong Learning and Culture

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL67	Children's Services	Decisions on outcome of referrals and assessments	Team Manager
CFL68	Children's Services	Responsibility to commence Child and Family Assessment and make recommendations	Social Worker
CFL69	Children's Services	Authorisation to commence Public Law Outline	Assistant Director
CFL70	Children's Services	Agreeing to accommodate a child (S20)	Assistant Director
CFL71	Children's Services	Agreement to discharge a child who is accommodated under Section 20, 1989 Children Act	Assistant Director
CFL72	Children's Services	Decision to apply for an EPO (Emergency Protection Order)	Assistant Director
CFL73	Children's Services	Decision to instigate care proceedings in any court. Decision to apply for any of the following under the Children Act 1989: Children Assessment Order, Child Safety Order, Section 8 Order.	Assistant Director (in exceptional circumstances, where delay would place the child at risk – delegated to service manager).
CFL74	Children's Services	Signing and quality assurance of applications to court	Service Manager
CFL75	Children's Services	Endorse applications to court	Assistant Director
CFL76	Children's Services	Signing of Initial and Final Care Plans to Court	Assistant Director

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL77	Children's Services	Decision to apply for discharge of care order	Assistant Director
CFL78	Children's Services	Agreement to place with Independent Fostering Arrangements	Assistant Director, Children's Resources
CFL79	Children's Services	Authority to change a child's placement: requiring 'same day' decision	Assistant Director
CFL80	Children's Services	Authority to postpone a CLA Review beyond statutory time limits	Service Manager, IRO Service
CFL81	Children's Services	Missing Children from Care: Surrey Residential units notify police, senior managers All children in care	Registered Manager to inform Service Manager, Residential and Assistant Director, Children's Resources and Quadrant Assistant Director Escalate as protocol
CFL82	Children's Services	Financial of up to £100 in the Assessment, Family Safeguarding, Looked After and Care Leaver's Teams and Targeted Youth Support	Team Manager
CFL83	Children's Services	Financial of up to £500 in the Assessment, Family Safeguarding, Looked After and Care Leaver's Teams and Targeted Youth Support	Service Manager
Serious Incident/ Need to Know Notification			
CFL84	Children's Services	Notify the Assistant Director	Service Manager

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL85	Children's Services	Notify parent in relation to a serious incident/ death of a child in conjunction with social worker	Assistant Director
CFL86	Children's Services	Notify Director/ Director of Quality Performance	Assistant Director
CFL87	Children's Services	Inform Lead Cabinet Member	Director
CFL88	Children's Services	Notify incidents to National Child Safeguarding Practice Review/ Ofsted	Director of Quality and Performance
CFL89	Children's Services	Notification of incidents to Ofsted in line with Children's Homes regulations	Registered Team Manager
Children Looked After			
CFL90	Children's Services	Agreement to at a distance placement	Executive Director
CFL91	Children's Services	Out of area placement	Director
CFL92	Children's Services	Consent to: Immunisation / vaccination (e.g. meningitis)	Team Manager if not able to be obtained from parent
CFL93	Children's Services	Consent to routine medical treatment	Team Manager if not able to be obtained from parent
CFL94	Children's Services	Consent to emergency treatment including anaesthetic and consent to surgery	Assistant Director if not able to be obtained from parent
CFL95	Children's Services	Consent to contraceptive treatment	Assistant Director if not able to be obtained from parent or child not deemed to be Fraser competent.

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL96	Children's Services	Consent to marriage of CLA	Director if consent cannot be obtained from parent.
CFL97	Children's Services	Consent to termination of pregnancy and HIV testing of CLA	Assistant Director if not able to be obtained from parent. In consultation with young person (Fraser competent).
CFL98	Children's Services	Decision for CLA to stay overnight with a friend (see delegated authority policy for carers).	Carer in discussion with Social Worker if necessary
CFL99	Children's Services	Signing a passport application of CLA	Assistant Director (applicant signatory), Social Worker (counter-signatory). In consultation with young person (Fraser competent).
CFL100	Children's Services	Authorising a trip abroad for CLA	All with Parental Responsibility to be consulted - Service Manager for more than 28 days (seek Foreign Office Advice where appropriate)
CFL101	Children's Services	Authorising request for DBS checks on children's carers	Team Manager
CFL102	Children's Services	Decision to take further action regarding CRB check results	Assistant Director
CFL103	Children's Services	Case allocation / closure	Service Manager/ Team Manager
CFL104	Children's Services	Placement with parents	Assistant Director

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CFL105	Children's Services	Decision to apply for leave of the court for a child in care to live outside of England and Wales.	Assistant Director
CFL106	Children's Services	Decision to withhold the whereabouts of a child from a person, usually a parent for up to 7 days pending application to court.	Assistant Director
CFL107	Children's Services	Authority to place CLA with regulation 38 carers (family and friends)	Assistant Director
CFL108	Children's Services	Authority to place siblings separately short term	Service Manager
CFL109	Children's Services	Agreement to suspend contact (child on Care Order Section 34 (6) Children Act 1989) and application for order relating to contact under section 34	Service Manager with legal advice
CFL110	Children's Services	Decision to apply for a Recovery Order for a child who is in care, the subject of an EPO, or in police protection	Assistant Director
CFL111	Children's Services	Decision to inform a third party of the identity and concerns about a person who is considered a risk to children	Service Manager with legal advice
CFL112	Children's Services	Consent to tattoos and piercings where the young person is Fraser competent and has been appraised of the risks (note: young people over the age of 16 are able to get their ears pierced without parental consent)	Service Manager
CFL113	Children's Services	Application to the Probate Registry for Letters of Administration in respect of the estate of a	Director Corporate Parenting

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		deceased parent of a CLA (subject to a Care Order)	
Secure Accommodation			
CFL114	Children's Services	Makes application to Assistant Director for Secure Accommodation who takes responsibility for each placement and must record her/his reasons for the decision and attach these to the report.	Assistant Director
CFL115	Children's Services	Authority to endorse secure application	Director
CFL116	Children's Services	Authority to progress secure application for under 13 year old to Secretary of State	Director
CFL117	Children's Services	To agree children to be placed in secure for up to 72 hours pending a court decision	Assistant Director
Child arrangement order/ special guardianship order			
CFL118	Children's Services	Departmental agreements to fund an application to apply for Child Arrangement Order	Assistant Director
CFL119	Children's Services	Departmental agreement to fund an application for a Special Guardianship Order	Assistant Director
CFL120	Children's Services	Departmental approval for Reg 24 Friends and Family Care Placement	Assistant Director Children's Resources in consultation with Service Manager
CFL121	Children's Services	Authorisation of payments for Child Arrangement Order and Special Guardianship	Assistant Director

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
		Order allowances in excess of the agreed scheme in exceptional circumstances	
Foster Care & Adoption			
CFL122	Children's Services	Adoption Agency Decision Maker	Assistant Director, Children's Resources
CFL123	Children's Services	Fostering Agency Decision Maker	Assistant Director or Nominated Agency Decision Maker
CFL124	Children's Services	Approval or rejection of foster carers with any relevant conditions after recommendations from fostering panels	Delegated to Agency Decision Maker
CFL125	Children's Services	Decisions relating to foster care allowances and financial assistance for foster carers	Director Corporate Parenting with Cabinet approval
CFL126	Children's Services	Appointment of members of adoption panels and fostering panels	Assistant Director, Children's Resources
CFL127	Children's Services	Decision to make a prohibition notice or requirements in respect of private foster carers	Director Corporate Parenting in consultation with Assistant Director, Children's Resources
CFL128	Children's Services	Approval of prospective adoptive parents and approval that children should be placed for adoption and approvals of placement of a child with an adoptive family following recommendations from adoption panel	Agency decision maker
CFL129	Children's Services	Decisions relating to adoption allowances and to pay legal costs for adopters in adoption cases	Assistant Director, Children's Resources

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No.	Service Area	FUNCTIONS DELEGATED	TITLE OF POSTHOLDER
CFL[130]	Children's Services	Authorisation of applications under Adoption and Children Act 2002	Assistant Director
Data Protection			
CFL131	Children's Services	Authorisation of restricted access in relation to a Data Protection access to file request	Assistant Director
CFL132	Children's Services	Authorisation to waive public interest immunity in relation to the disclosure of information in a criminal prosecution	Assistant Director
Child Employment			
CFL133	Children's Services	To monitor the employment of children of compulsory school age and register for entertainment licences. To investigate cases of illegal employment and take necessary action within the relevant sections of the Children and Young Persons Acts 1033 and 1963, The Children (Performances and Activities) (England) Regulations 2014, Section 559(1) and (2) of the Education Act 1996 and in accordance with current local byelaws.	Child Employment Team Manager