

## ANNEX 4

## CHILDREN AND FAMILY COURT ADVISORY AND SUPPORT SERVICE

## GENERAL SCHEME OF DELEGATION

Delegated matters in respect of decisions, which may have a far-reaching effect, must be reported to the Chief Executive. The delegation shown below is the lowest level to which authority is delegated by virtue of this General Scheme of Delegation. Each member of the Corporate Management Team /Senior Officer is responsible for the delegation within his/her section/work area.

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
"The Role and Functions of CMT and NMT"	Decisions on operational matters	Corporate Management Team ("CMT")
"The Role and Functions of CMT and NMT"	Those matters referred to CMT but considered at a meeting of the NMT	CMT
FM Sections 7 and 8	<b>Management of Budgets</b> Responsibility of keeping expenditure within budgets	Budget holders
	<b>Maintenance/Operation of Bank Accounts</b>	Director of Finance

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
Procurement Manual	<p>Quotation, Tendering and Contract Procedures</p> <p>(a) Operation of quotation, tendering and contract procedures</p> <p>(b) Exercise of discretion in relation to tenders subject to SOs and Finance Manual</p> <p>(c) Opening formal competitive tenders of £10,000 and over</p>	<p>(a) Budget holders and staff authorised by them to place orders in accordance with delegated limits.</p> <p>(b) Operational Manager, or the lead officer for a specific function in consultation with the relevant member of the Corporate Management Team, in consultation with the Director of Finance and Head of Procurement</p> <p>(c), Operational Directors and Governance Manager</p>
FM s10	Setting of Charges	Director of Finance
	<p><b>Engagement of Staff</b></p> <p>General</p> <p>(b) Engagement of Cafcass's solicitors</p>	<p>Budget holders in association with Director of Human Resources</p> <p>Chief Executive</p>

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
FM s21.2	<p><b>Disposals</b></p> <p>Items obsolete, surplus, scrap, redundant and stores</p>	Director of Finance
FM s28 & Appendix B	<p><b>Losses</b></p> <p>Losses and write offs in accordance with Appendix B of the Financial Memorandum up to £5,000, up to a total of £50,000 per financial year.</p>	Chief Executive
Cafcass Fraud Policy	<p><b>Reporting of Incident to the Police</b></p> <p>(a) Where a criminal offence of fraud is suspected</p> <p>(b) Where a fraud is involved</p>	Chief Executive/Director of Finance
	Reporting to the police where the matter relates to issues other than fraud	Chief Executive or, in relation to matters concerning the Chief Executive, the person in Cafcass to whom the matter has been or could be reported under the Whistle Blowing policy
	<p><b>Petty Cash purchases/Reimbursements</b></p> <p>(a) Expenditure up to £50 per item</p> <p>(b) Expenditure in excess of £30</p>	Budget Holders and staff authorised by them in accordance with delegated limits. Budget holders and staff authorised by them in accordance with delegated limits and with the approval of the Director of Finance or his/her nominated officer(s).

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
FM s 27	<p><b>Giving and receiving Gifts and Hospitality</b></p> <p>Applies to both individual and collective hospitality</p>	All staff: declaration required in Cafcass's Gifts and Hospitality Register. (Governance Manager)
FM s3.2 and 4.6	<p><b>Implementation of Internal and External Audit Recommendations</b></p>	Chief Executive
FM s 25	Maintenance and Update of Cafcass's financial procedures	Director of Finance

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
	<p>Personnel Management, including: -</p> <ul style="list-style-type: none"> <li>(a) all aspects of the recruitment, dismissal and reinstatement of staff, subject to the Remuneration and Terms of Service Committee where appropriate;</li> <li>(b) decisions on starting pay, confirmation of appointment after probation and termination of service during probation;</li> <li>(c) all arrangements for secondments between Cafcass and other organisations;</li> <li>(d) approval of hours of attendance, within contracted or conditional hours, and all overtime;</li> <li>(e) agreement to convert from full-time to part-time working and vice-versa;</li> <li>(f) authorisation of all leave</li> <li>(g) authorisation of over time payments and all other special allowances;</li> <li>(h) all aspects of disclosure and appraisal, including action on disagreed reports, for all staff;</li> <li>(i) career development and succession planning for all staff;</li> </ul>	<p><u>Decisions (a) to (r)</u>  All decisions to be taken in consultation with the Director of Human Resources and in accordance with Cafcass's human resources policies and other relevant policies.  Decisions to dismiss are delegated to Chief Executive and the relevant member of the Corporate Management Team and Assistant Directors.  Decisions to suspend are delegated to the Chief Executive and the relevant member of the Corporate Management Team, other senior managers and the relevant Head of Service.  Other decisions are delegated to:  Budget holders and such member(s) of staff authorised by them.</p>

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
	<ul style="list-style-type: none"> <li>(j) the implementation of all aspects of equal opportunities policies;</li> <li>(j) approval of substitution, temporary promotion and permanent promotion;</li> <li>(k) all disciplinary proceedings (subject to Cafcass's policies);</li> <li>(l) acceptance of resignations;</li> <li>(m) action resulting from death in service;</li> <li>(n) provision of references and testimonials;</li> <li>(o) provision of appropriate health, safety and welfare services for all staff;</li> <li>(p) maintenance of formal manpower and personnel records for staff;</li> <li>(q) the engagement, re-engagement, regarding or agreement to change, in any aspect of remuneration, in accordance with the Service's human resources policy and within the limit of approved budgets.</li> <li>(r) the determination of the terms and conditions of arrangements with Self-Employed Contractors (SECs) made under Section 13(4) of the Criminal Justice and Court Services Act 2000.</li> </ul>	

	<p>(s) Approval of compromise agreements</p> <p>(t) Approval of new posts on an interim basis only, pending agreement with Unions for permanent posts</p> <p>(u) Approval of new posts on an interim basis only, pending agreement with Unions for permanent posts</p>	<p><u>Decision (s):</u> this determination is delegated to the Chief Executive, in consultation with CMT.</p> <p><u>Decision (t)</u> This decision is to be taken by the Chief Executive in consultation with the Director of Human Resources and, where necessary, the DCSF.</p> <p><u>Decision (u)</u> This decision is to be taken by the Director of Human Resources in consultation with the relevant member of CMT</p>
	<p><b>Retirement</b></p> <p>Decisions on individual cases of retirement, including voluntary and compulsory early retirement and the retention of staff over the age of 65</p>	<ul style="list-style-type: none"> <li>▪ Where no additional pension costs are involved: Operational Directors.</li> <li>▪ Where additional pension costs are involved up to £10,000: Operational Directors in consultation with Director of Human Resources.</li> <li>▪ Where additional pension costs exceed £10,000: Chief Executive, in consultation with the Operational Directors, Director of Human Resources and Director of Finance.</li> </ul>
	<p><b>Redundancy</b></p>	<p>Generally, Operational Directors, in consultation with the Director of Human Resources and Director of Finance.</p> <p>From 11 January to 31 March 2010, the Deputy Chief Executive in consultation with the Director of Human Resources and Director of Finance.</p>

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
Cafcass complaints policy and procedure	<p><b>Complaints</b></p> <p>(a) Overall responsibility for ensuring that all complaints are dealt with effectively;</p> <p>(b) Responsibility for ensuring complaints relating to a particular section are investigated thoroughly</p>	Director of Policy in accordance with published complaints procedure
	<p><b>Media</b></p> <p>Relationship with the Press</p> <p style="padding-left: 40px;">Within hours</p> <p style="padding-left: 40px;">Out of hours</p>	<p>Chair (where relating to Board members) / Head of Public Engagement / Chief Executive</p> <p>Chair (where relating to Board members) / On call Operational Directors/Head of Public Engagement / Chief Executive</p>
	<b>Review of Fire Precautions</b>	Director of Human Resources
	<b>Review of all Health and Safety Compliance</b>	Director of Human Resources
	Review of Cafcass's compliance with the Data Protection Act (1998) and Computer Misuse Act (1990)	Director of Legal Services

REFERENCE DOCUMENTS	DELEGATED MATTER	AUTHORITY DELEGATED TO
SO 23	<b>The keeping of a Declaration of Interest register</b>	Governance Manager
SO 29	<b>Attestation of sealings in accordance with Standing orders</b>	Governance Manager
SO 29.4	<b>The keeping of a register of Sealings</b>	Governance Manager
SO 25.13	<b>The keeping of a Gifts and Hospitality register</b>	Governance Manager
	Development of Cafcass's Business plan and Business Plan (Work Programme) and performance monitoring	Chief Executive / Governance Manager / CMT
	<b>Lead Responsibility for facilities management services</b> including: - Cleaning Car leasing Car parking Security Postal services, and Reception services	Head of Procurement
	<b>Production of the Annual Report and Accounts</b>	Chief Executive/ Publications Manager/Governance Manager
Procurement Manual	Lead responsibility for procurement arrangements	Director of Finance
	Lead responsibility for development of other operational matters not otherwise outlined in Annex 4	The officer designated as the Lead Officer for that matter by CMT

<b>REFERENCE DOCUMENTS</b>	<b>DELEGATED MATTER</b>	<b>AUTHORITY DELEGATED TO</b>
Safeguarding Framework	Final agreement of internal reviews required for Serious Case Reviews and subsequent Action Plans  Management of child protection allegations involving staff	Director of Policy and Operational Directors  Director of Policy and Operational Directors in consultation with Director of Human Resources